OHCAT & OHC Scheme of Delegation

Key:

Abbreviations	
OHCM	Orchard Hill College Members
OHCB	Orchard Hill College Board
OHCATM	Orchard Hill College Academy Trust Members
OHCATB	Orchard Hill College Academy Trust Board
OHC&ATJB	Orchard Hill College & Academy Trust Joint Board
QSSC	Quality, Standards and Safeguarding Committee
FRC	Finance & Resources Committee
ARC	Audit & Risk Committee
PC	People Committee
GSAG	Governance Steering Advisory Group
CF	Chairs Forum
SF	Safeguarding Forum

ESLT	**CEO**	Chief Executive Officer
	DCEO	Deputy Chief Executive Officer
	CFO	Chief Financial Officer
	COO	Chief Operating Officer
	OHCP	Orchard Hill College Executive Principal
	EDD	Executive Director of Development
	EDQS	Executive Director of Quality & Standards

Local Voice	**AP**	Academy Principal
	HoC	Head of College
	LGB	Local Governing Body

GP	Governance Professional / Director of Governance
DoS	Director of Safeguarding and Wellbeing
DoE	Director of Estates & Facilities Management
DoHR	Director of HR
DoIT	Director of IT
DoF	Director of Finance
HoP	Head of Procurement
HoHS	Head of Health and Safety
HCCM	Head of Corporate Communications & Marketing
HRC	Head of Regulatory Compliance
HTPRP	Head of Training Partnerships, Research & Policy

Delegation Responsibility

Accountable (Approval / Control)	Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible. This person or group has the sign off on this area and any requests for change must be made via them.
Responsible & Implemention	Those responsible for carrying out the work / the task, who ensures that it is completed to the standard required.
Development	Person who carries out the background or preparatory work.
Monitor	Will consider actions being planned or taken, or progress made towards completing a task. Where required, this monitoring role will include actions to be taken to contribute to the task being delivered appropriately. Where there are two or more groups/individuals shown, this represents a hierarchy of accountability.
Consult	Those whose opinions are sought, and with whom there is two-way communication. Their contributions may inform the approach or decision.
Inform	Those who are kept up to date on progress.

Notes

No further delegation of responsibility or accountability in the Scheme of Delegation is permitted.

Please note, the named people are the people responsible for making sure the work happens. They will not necessarily be the people actually doing the work. The work may be carried out by someone in their team.

All delegations are subject to the financial limits set out in the financial regulations, which must be followed at all times.

Area		OHCAT	OHC	OHC&AT	Nos	Responsibilty	"Accountable (Approval / Control)"	Responsible & Implementation	Development	Monitor	Consult	Inform
Leadership and Management	Governance		✓		1	Members appointment and removal (Article 10.2.2)	OHCB	GP	GP	EDD		
			✓		2	Member Directors appointment and removal (Article 24.3)	OHCM	GP	GP	EDD		
			✓		3	Directors appointment and removal (Article 24.4)	OHCB	GP	GP	EDD		
			✓		4	Board of Directors - appointment and removal of Chair	OHCB	GP	GP	EDD		
			✓		5	Revision & agreement of articles of association	OHCB	OHCB	GP	EDD	CEO	
			✓		6	Holding an AGM (Article 13.1)	OHCB	GP	GP	EDD		
			✓		7	Chairing the AGM (Article 15.7)	OHCB	GP	GP	EDD		
			✓		8	Joint governance arrangements with OHC&AT Board	OHCB	OHC&ATJB	GP	EDD	CEO	
			✓		9	Annual review of governance arrangements	OHCB	OHC&ATJB	GP	EDD	CEO	
		✓			10	Members appointment and removal (Article 15A)	OHCATM	GP	GP	EDD		
		✓			11	Ensure a supportive environment that celebrates differences, guarantees fair access to opportunities, and fosters a sense of belonging for all (EDI)	OHCB	GP	GP	EDD	OHCATM	OHCATM
		✓			12	Member Trustees appointment and removal (upto 8, Article 50)	OHCATB	GP	GP	EDD		
		✓			13	Appointment of CEO as a Trustee	OHCATB	GP	GP	EDD		
		✓			14	Sponsor Trustee appointment and removal (upto 1, Article 50A)	OHCB	GP	GP	EDD	OHCATB	OHCATB
		✓			15	Co-opted Trustees appointment and removal (no limit, Article 58)	OHCATB	GP	GP	EDD		
		✓			16	Board of Trustees - appointment and removal of Chair	OHCATB	GP	GP	EDD		
		✓			17	Revision & agreement of Articles of Association	OHCATM	OHCATB	GP	EDD	CEO	
		✓			18	Holding an AGM (Article 19)	OHCATM	GP	GP	EDD		
		✓			19	Chairing the AGM (Article 25)	OHCATM	GP	GP	EDD		
		✓			20	Joint governance arrangements with OHC&AT Board	OHCATB	OHC&ATJB	GP	EDD	CEO	
		✓			21	Annual review of Governance arrangements	OHCATB	OHC&ATJB	GP	EDD	CEO	
				✓	22	OHC&AT Committee Structure	OHC&ATJB	GP	GP	EDD	CEO	Local Voice
				✓	23	Terms of reference for trustees' committees and forums	OHC&ATJB	GP	ESLT	EDD	All committees	Local Voice
				✓	24	OHC&AT committee and forums chairs - appointment and removal	OHC&ATJB	GP	GP	EDD	All committees	ESLT
				✓	25	Governance Professional: appointment and removal	OHC&ATJB	EDD	EDD	OHC&ATJB	CEO	
				✓	26	Annual Governance Skills review and matrix - Trustees	OHC&ATJB	GP	GP	EDD		
				✓	27	Annual Governance Skills review and matrix - Local Governors	OHC&ATJB	GP	GP	EDD		
				✓	28	Changes and Agreement to Scheme of Delegation	OHCATB & OHCB	OHC&ATJB	GP	EDD	ESLT	Local Voice
				✓	29	Annual Register of Interests - Trustees and Members	OHC&ATJB	EDD	GP	ARC		
				✓	30	Annual Register of Interests - Local Governors	OHC&ATJB	EDD	GP	ARC		
				✓	31	Annual Register of Interests - Senior Management and budget holders	OHC&ATJB	COO	DoHR	ARC		
				✓	32	Annual register of Interests - OHC&AT staff	OHC&ATJB	COO	DoHR	ARC		
				✓	33	Process to deal with any conflicts of interest and connected party transactions	OHC&ATJB	CFO	DoF	ARC		Local Voice
				✓	34	Annual self review of OHC&AT Board	OCHATB & OHCB	GP	GP	EDD	OHC&ATJB	
				✓	35	OHC&AT External governance review	OHC&ATJB	GP	GP	EDD		
				✓	36	Clerk to the OHC&AT Board appointment and removal	GP	GP	GP	EDD	OHC&ATJB	
				✓	37	OHC&AT Statutory Policy Matrix	CEO	OHCP & EDQS	HTPRP	ESLT	GP	Local Voice
		✓			38	LGB Terms of Reference	OHC&ATJB	GP	GP	EDD	LGB	Local Voice
		✓			39	Local Governors appointment and removal	OHC&ATJB	GP	LGB	EDD	ESLT; AP	
		✓			40	Parent Governors on each LGB (at least 2, Article 54)	OHC&ATJB	GP	LGB	EDD	AP	
		✓			41	LGB Chair appointment and removal	OHC&ATJB	GP	LGB	EDD	ESLT	AP
		✓			42	Clerk to LGBs Appointment and Removal	OHC&ATJB	GP	GP	EDD		Local Voice
				✓	43	Statutory School/Centre policies	LGB; HoC	EDQS; OHCP	AP	HTPRP		
				✓	44	Training programme for Trustees	OHC&ATJB	GP	GP	EDD	ESLT	
		✓			45	Training programme for Local Governors	OHC&ATJB	GP	GP	EDD	ESLT	
		✓			46	Annual self review of LGB	OHC&ATJB	GP	LGB	EDD		
		✓			47	GIAS statatory requirements	OHCATB	GP	GP	EDD		
			✓		48	Charity Commission reporting and statutory requirements	OHCB	GP	GP	EDD		
		✓	✓		49	Company House reporting and statutory requirements	OHC&ATJB	GP	GP	EDD		

Area		OHCAT	OHC	OHC&AT	Nos	Responsibilty	"Accountable (Approval / Control)"	Responsible & Implementation	Development	Monitor	Consult	Inform
Leadership and Management	Strategy			✓	50	OHC&AT Vision and core values	OHC&ATJB	CEO	ESLT	OHC&ATJB		Local Voice
				✓	51	Ensure a supportive environment that celebrates differences, guarantees fair access to opportunities, and fosters a sense of belonging for all (EDI)	OHC&ATJB	COO	ESLT	PC	Local Voice	
				✓	52	Ensuring strategic oversight and accountability framework	OHC&ATJB	CEO	ESLT	OHC&ATJB		
		✓			53	Determine strategy of the Trust including approval of development plan, and KPIs	OHCATB	CEO	ESLT	OHCATB		
		✓			54	Championing the Trust strategy	CEO	ESLT	All staff	OHCATB		
		✓			55	School ethos	CEO	AP	All staff	LGB		
			✓		56	Determine strategy of the College including approval of development plan, and KPIs	OHCB	OHCP	OHCP	CEO; OHCB		
			✓		57	Championing the College strategy	CEO	OHCP	All staff	OHCB		
			✓		58	College ethos and values	OHCP	HoC	All staff	OHCB		
		✓	✓		59	Determine strategic vision and strategy for development, growth and investment priorities	OHCATB & OHCB	CEO	ESLT	OHC&ATJB		
		✓			60	Admission of new academies/sponsored schools to the Trust	OHCATB	CEO	ESLT	OHCATB		Local Voice
			✓		61	Admission of new centres to the College	OHCB	OHCP	OHCP	CEO; OHCB		Local Voice
		✓			62	Entering into Funding Agreements, property lease contracts or other legal contracts or arrangements for admission of academies or changes to existing arrangments	OHCATB	CEO	ESLT	FRC	ESLT	
			✓		63	Entering into Funding Agreements, property leases contracts or other legal contracts arrangements for admission of college centres or changes to existing arrangments	OHCB	CEO	ESLT	FRC	ESLT	
		✓			64	Determine the level of Trust financial delegation	OHCATB	CFO	DoF	OHCATB	ESLT	Local Voice
			✓		65	Determine the level of College financial delegation	OHCB	CFO	DoF	OHCB	ESLT	Local Voice
				✓	66	Determine delegation of policies (see policy delegation)	OHC&ATJB	ESLT	HTPRP	EDQS		Local Voice
				✓	67	Determine risk management framework	OHC&ATB	COO	ESLT	ARC		Local Voice
		✓			68	Approval of school development and improvement plans	CEO	DCEO	AP	LGB; EDQS		
			✓		69	Approval of College centres development and improvement plans	CEO	OHCP	HoC	EDQS		
				✓	70	Determine the people strategy and oversee staff wellbeing, workload and working conditions	OHC&ATJB	DCEO	DoHR	PC	Local Voice	
		✓			71	Set Trust safeguarding practices, with regard to statutory guidance, including appointing OHC&AT designated safeguarding lead (DSL)	CEO	DCEO	DoSW	LGB; QSSC	AP	
			✓		72	Set College safeguarding practices, with regard to statutory guidance, including appointing OHC&AT designated safeguarding lead (DSL)	CEO	OHCP	DoSW/HoC	LGB; QSSC		
				✓	73	College and Trust Safeguarding Policy template	OHC&ATJB	DCEO	DoSW	LGB; QSSC	AP	
				✓	74	Central Team Complaints	OHC&ATJB	DCEO	HRC	EDD; QSSC		

Area	OHCAT	OHC	OHC&AT	Nos	Responsibilty	"Accountable (Approval / Control)"	Responsible & Implementation	Development	Monitor	Consult	Inform
OHCAT Education & Curriculm	✓			75	Approval and oversight of whole trust targets for pupil attainment, progress, attendance.	OHCATB	CEO	ESLT	QSSC		Local Voice
	✓			76	Approval and monitoring of school targets for teaching and learning.	CEO	DCEO; EDQS	AP	LGB		
	✓			77	Approval and monitoring of school targets around pupil wellbeing (behaviour and safety including safeguarding).	CEO	DCEO	AP	LGB		
	✓			78	Ensure a supportive school environment that celebrates differences, guarantees fair access to opportunities, and fosters a sense of belonging for everyone (EDI)	CEO	AP	AP	LGB; QSSC	HRC	
	✓			79	Keeping admission and attendance registers	AP	AP	AP	ESLT		
	✓			80	Compliance with SEND Offer and SEND Code of Practice	AP	AP	AP	LGB; ESLT		
	✓			81	Curriculum provision: planning, implementation and review	CEO	AP	AP	LGB; DCEO		
	✓			82	Enrichment and other opportunity provision	DCEO	AP	AP	LGB		
	✓			83	Quality of Teaching	CEO	AP	AP	DCEO; EDQS		
	✓			84	Quality of Learning environment and impact on learning	CEO	AP	AP	LGB; DCEO; EDQS		
	✓			85	Impact of grants e.g. Pupil Premium, Sports Premium etc	DCEO	AP	AP	LGB; QSSC		
	✓			86	Agree Trust Admissions policy	OHCATB	CEO	AP	DCEO; QSSC		
	✓			87	School Admisssion Procedures	AP	AP	AP	ESLT		
	✓			88	School Admission Appeals	DCEO	AP	AP	CEO		
	✓			89	School Complaints	AP	AP	AP	LGB; DCEO	HRC	
	✓			90	Principal Complaints	CEO	DCEO	HBC	EDD; QSSC		
	✓			91	Day to day running of the school	AP	AP	AP	ESLT		
	✓			92	Collective worship arrangements	AP	AP	AP	ESLT		
	✓			93	Setting the uniform policy	AP	AP	AP	LGB		
	✓			94	Delivering careers guidance, with regards to statutory requirements	AP	AP	AP	ESLT		
	✓			95	Pupil issues (pastoral, including attendance and behaviour)	AP	AP	AP	LGB; ESLT		
	✓			96	Pupil suspensions	AP	AP	AP	DCEO; QSSC	HRC; EDQS	
	✓			97	Pupil permanent exclusions	AP	AP	AP	DCEO; QSC	HRC; EDQS	
	✓			98	Term dates	CEO	AP	AP	ESLT		
	✓			99	Length/organisation of the school day	AP	AP	AP	ESLT		
	✓			100	"School lunch – ensure provided to appropriate nutritional standards and to all who want one, and that they are provided free to those meeting the criteria"	AP	AP	AP	LGB; ESLT		
	✓			101	Internal and External school improvement audits / reviews	CEO	EDQS	AP	LGB; ESLT		
	✓			102	Pupil Stakeholder Engagement and assurance that needs are being met	AP	AP	AP	LGB; QSSC		
	✓			103	Parent Stakeholder Engagement and assurance that needs are being met	AP	AP	AP	LGB; QSSC		
	✓			104	Staff stakeholder Engagement and assurance that needs are being met	AP	AP	AP	LGB; QSSC		
	✓			105	Onsite Extended Community Services	AP	AP	AP	LGB	ESLT	
	✓			106	Change to school age / number growth / site changes / SEND cohort etc (DfE significant change)	OHCATB	EDD	AP	ESLT	LGB	
	✓			107	Setting safeguarding policies (safeguarding and child protection, Pupil mental health and wellbeing, Prevent, looked after children, safer recruitment, supporting pupils with medical conditions)	OHCATB	DCEO	DoSW	LGB; QSSC	HTPRP	
	✓			108	Setting behaviour and welfare principles (behaviour, exclusions)	OHCATB	DCEO	DoSW	LGB; QSSC		
	✓			109	Setting approach to directing pupils offsite	OHCATB	AP	AP	DCEO	HRC	
	✓			110	School specific policies, including Safeguarding and behaviour	AP	AP	AP; DoSW	DCEO	LGB; HTPRP	

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OHCAT Education & Curriculm		✓		111	Monitoring and oversight of whole College targets for student attainment, progress, attendance.	OHCP	HoC	HoC	QSSC		Local Voice
		✓		112	Approval and monitoring of College targets for teaching and learning.	CEO	OHCP	HoC	QSSC		
		✓		113	Approval and monitoring of College student wellbeing (behaviour and safety including safeguarding).	CEO	OHCP	HoC	QSSC		
		✓		114	Ensure a supportive college environment that celebrates differences, guarantees fair access to opportunities, and fosters a sense of belonging for everyone (EDI)	CEO	OHCP	HoC	QSSC	HRC	
		✓		115	Compliance with SEND Offer	OHCP	HoC	HoC	QSSC		
		✓		116	Curriculum provision: planning, implementation and review	OHCP	HoC	HoC	CEO		
		✓		117	Enrichment and extra curricular offer	OHCP	HoC	HoC	CEO		
		✓		118	Quality of Education, teaching and learning	OHCP	HoC	HoC	CEO		
		✓		119	Student capable environment	OHCP	HoC	HoC	CEO		
		✓		120	Agree College Admissions policy	OHCB	OHCP	HoC	QSSC		
		✓		121	College Admission Procedures	OHCB	OHCP	HoC	CEO		
		✓		122	College Admission Appeals	OHCP	HoC	HoC	CEO		
		✓		123	College Complaints	OHCP	HoC	HoC	CEO; QSSC	HRC	
		✓		124	Principal Complaints	CEO	CEO	CEO	OHCB		
		✓		125	Day to day running of the College	OHCP	HoC	HoC	CEO		
		✓		126	Student issues (pastoral care)	OHCP	HoC	HoC	CEO; QSSC		
		✓		127	Bespoke student programmes	OHCP	HoC	HoC	CEO		
		✓		128	Destination outcomes and sustainability	OHCP	HoC	HoC	CEO; QSSC		
		✓		129	Term dates	OHCP	HoC	HoC	CEO		
		✓		130	Length/organisation of the College day	OHCP	HoC	HoC	CEO		
		✓		131	Free College meals and bursaries	OHCP	HoC	HoC	CEO; QSSC		
		✓		132	Internal and External centre risk monitoring audits / reviews	OHCP	HoC	HoC	CEO; OHCB		
		✓		133	Student Stakeholder Engagement and assurance that needs are being met	OHCP	HoC	HoC	CEO; QSSC		
		✓		134	Parent/Carer Stakeholder Engagement and assurance that needs are being met	OHCP	HoC	HoC	CEO; QSSC		
		✓		135	Employer stakeholder engagement	OHCP	HoC	HoC	CEO; QSSC		
		✓		136	Staff stakeholder Engagement and assurance that needs are being met	OHCP	HoC	HoC	CEO; QSSC		
		✓		137	Offsite employment opportunties	OHCP	HoC	HoC	CEO; QSSC		
		✓		138	Changes to centre infrastructure	OHCB	EDD	OHCP	CEO; FRC		
		✓		139	Specific College policies and procedures inc. Safeguarding Policy	OHCP	HoC	HoC	CEO; OHCB		

Area		OHCAT	OHC	OHC&AT	Nos	Responsibilty	"Accountable (Approval / Control)"	Responsible & Implementation	Development	Monitor	Consult	Inform
Financial Management	**Statutory reporting**			✓	140	Ensuring compliance with Funding agreements	CEO	CFO	DoF	FRC		
				✓	141	Ensuring compliance with ESFA requirements	CEO	CFO	DoF	FRC		
		✓	✓		142	External audit and annual accounts collation	CEO	CFO	DoF	ARC	FRC	
		✓			143	Completion and approval of Trust annual accounts and report	OHCATB	CFO	DoF	ARC		
			✓		144	Completion and approval of College annual accounts and report	OHCB	CFO	DoF	ARC		
		✓			145	Submission and filing of Trust Annual Accounts, annual report and external audit	CEO	CFO	DoF	ARC		
			✓		146	Submission and filing of College Annual Accounts, annual report and external audit	CEO	CFO	DoF	ARC		
		✓	✓		147	Setting Terms and Conditions of Employment, Staff Handbook, and OHC&AT-wide HR policies	CFO	DoF	DoF	FRC		
	Internal control	✓	✓		148	Approval of the Finance Scheme of Delegation and Procedures	OHCB & OHCATB	CFO	DoF	FRC	ESLT	Local Voice
				✓	149	Implementation of the Finance Scheme of Delegation and Procedures	CEO	CFO	DoF	FRC/ARC	Local Voice	
		✓	✓		150	Financial Policies – establishing of policies and procedures to ensure compliance with the Trust's and College financial and reporting requirements including the finance scheme of delegation and procedures.	OHCB & OHCATB	CFO	DoF	FRC	ARC	Local Voice
		✓	✓		151	Appoint external auditors	OHCB & OHCATM	CFO	DoF	OHCATB &OHCB; ARC		
				✓	152	Appoint Internal scrutiny auditors	OHCB & OHCATB	CFO	DoF	ARC	FRC	
				✓	153	Determining and monitoring the annual internal scrutiny programme	ARC	CFO	DoF	OHC&ATJB	ESLT	
				✓	154	Implementation of internal and external audit recommendations	CEO	CFO	DoF	FRC; ARC	ESLT	
				✓	155	Assurance over adequacy of systems of internal financial control	OHCB & OHCATB	CFO	DoF	ARC		
	Budget & Management reporting	✓			156	Formulating and setting 3 year financial plans for the Trust	OHCATB	CFO	DoF	FRC	ESLT	AP
		✓			157	Formulating and setting Trust Annual Budget, academy allocations and central contributions	CFO	CFO	DoF	FRC	AP; ESLT	
		✓			158	Approval of Trust annual budget, academy allocations and central contributions	OHCATB	CFO	DoF	FRC	ESLT	Local Voice
			✓		159	Formulating and setting College Annual Budget, Head of Centre allocations and central contributions	CFO	CFO	DoF	FRC	OHCP; ESLT	
			✓		160	Formulating and setting 3 year financial plans for the College	OHCB	CFO	DoF	FRC	OHCP; ESLT	
			✓		161	Approval of College annual budget, centre allocations and central contributions	OHCB	CFO	DoF	FRC	OHCP	HoC
				✓	162	Preparation of detailed financial plans at school and college level	CFO	DoF	AP/HoC	CEO		
				✓	163	Review and control of school and college centre expenditure	CFO	DoF	AP/HoC	CEO	ESLT	
				✓	164	Authority to make budget virements (subject to limits set out in financial regulations)	CFO	DoF	AP/HoC	CEO; FRC		
		✓	✓		165	Monthly reporting of Trust, including school accounts, and College management accounts	CFO	DoF	AP/HoC	FRC		
		✓	✓		166	Receipt and review of management accounts	OHCB & OHCATB	CFO	DoF	FRC		
		✓	✓		167	Review and measure of financial key performance indicators	OHCB & OHCATB	CFO	DoF	FRC	ESLT	AP/HoC
	Banking authority & cash management			✓	168	Approval to borrow money (subject to limits set out in financial regulations)	OHCB & OHCATB	CFO	DoF	FRC	ESLT	
				✓	169	Cash flow management, treasury and investment	CEO	CFO	DoF	ESLT		
		✓	✓		170	Open a bank account	OHCB & OHCATB	CFO	DoF	FRC	ESLT	
				✓	171	Issue and withdraw credit cards including variation to credit limits (subject to limits set out in financial regulations)	CFO	CFO	DoF	ESLT		
	Insurance	✓			172	Trust Insurance Premium Renewal and claim management	CEO	CFO	DoF	ARC		
			✓		173	College Insurance Premium Renewal, claim management into finance	CEO	CFO	DoF	ARC		
	Wages & salaries	✓	✓		174	Payroll administration	DCEO	DoHR	DoHR	ESLT		
		✓	✓		175	Central team Payroll - notification of starters, leavers and amendments	DCEO	DoHR	DoHR	ESLT	DoF	
		✓			176	School Payroll - notification of starters, leavers and amendments	AP	DoHR	DoHR	ESLT		
			✓		177	College Payroll - notification of starters, leavers and amendments	OHCP	DoHR	DoHR	ESLT		
		✓	✓		178	Central Payroll - monthly approval	DoF	DoHR	DoHR	ESLT		
		✓			179	School Payroll - monthly approval	AP	DoHR	DoHR	ESLT		
			✓		180	College Payroll - monthly approval	OHCP	DoHR	DoHR	ESLT		
				✓	181	Central Team authorisation of staff expense claims	Manager	CFO	DoF	ESLT		
		✓			182	School authorisation of staff expense claims	AP	Manager	DoF	ESLT		
				✓	183	College authorisation of staff expense claims	OHCP	Manager	DoF	ESLT		
	Income			✓	184	Bad debt write off (subject to limits set out in financial regulations)	CFO	DoF	DoF	FRC		
	Fixed assets	✓	✓		185	Asset register	CFO	DoF	DoF	ESLT; FRC	DoE; DoIT	
			✓		186	Security of assets including loan of assets	COO	DoE	DoE	ESLT	DoF	
		✓	✓		187	Disposal of assets (subject to limits set out in financial regulations)	CFO	COO	DoF/DoE	ESLT; FRC	DoIT	

Area		OHCAT	OHC	OHC&AT	Nos	Responsibilty	"Accountable (Approval / Control)"	Responsible & Implementation	Development	Monitor	Consult	Inform
Human Resources	**Staff structure**	✓	✓		188	Setting Terms and Conditions of Employment, Staff Handbook, and OHC&AT-wide HR policies	OHCB & OHCATB	COO	DoHR	PC	ESLT; Unions (recognised)*	All staff
		✓	✓		189	Approval of annual staffing budgets	OHCB & OHCATB	CFO	DoF	FRC	ESLT	AP/HoC
			✓		190	Authorised to increase College/central services headcount within existing staffing budget	CEO	OHCP	OHCP	ESLT	HoC	
		✓			191	Authorised to increase school/central services headcount within existing staffing budget	CEO	ESLT	ESLT	ESLT	AP	
			✓		192	Authorised to increase College/central services staffing spend outside of existing staffing budget	OHCB	CEO	OHCP	FRC	CFO	
		✓			193	Authorised to increase school/central services staffing spend outside of existing staffing budget	OHCATB	CEO	ESLT	FRC	CFO	
		✓	✓		194	Approval of formal restructure plans and changes to staff structure	OHCB & OHCATB	COO	DoHR	PC	Local Voice	
		✓	✓		195	Grading of new posts and appointments outside of the range	OHCB & OHCATB	CEO	DoHR	PC	ESLT	
	Recruitment and onboarding	✓	✓		196	Recruitment and appointment of CEO	OHCB & OHCATB	Chairs of OHCB & OHCATB	DoHR	PC	ESLT	Local Voice
		✓	✓		197	Recruitment and appointment of CFO	OHCB & OHCATB	CEO	DoHR	PC	ESLT	Local Voice
		✓	✓		198	Recruitment and appointment of other members of the ESLT within current budget	OHCB & OHCATB	CEO	DoHR	PC	ESLT	Local Voice
		✓	✓		199	Recruitment and appointment of centrally employed staff within current budget	CEO	ESLT	DoHR	PC		
		✓	✓		200	Recruitment and appointment of Senior College staff within current budget	OHCB	OHCP	DoHR	PC	ESLT	HoC
		✓			201	Recruitment and appointment of Principals within current budget.	OHCATB	CEO	DoHR	PC	LGB	
		✓	✓		202	Recruitment and appointment of School / College staff within agreed budget	CEO	AP/OHCP	DoHR	ESLT		
	Performance management	✓	✓		203	Objective setting and performance appraisal for CEO	OHCB & OHCATB	Chairs of OHCB & OHCATB	Chairs of OHCB & OHCATB	PC		
		✓	✓		204	Objective setting and performance appraisal for ESLT	OHCB & OHCATB	CEO	CEO	PC		
		✓	✓		205	Objective setting and performance appraisal for centrally employed staff	CEO	ESLT	DoHR	PC		
		✓			206	Objective setting and performance appraisal for Principals	OHCATB	CEO	ESLT	PC		
			✓		207	Objective setting and performance appraisal for Senior College staff	OHCB	OHCP	OHCP	ESLT		
			✓		208	Objective setting and performance appraisal for College staff	OHCB	OHCP	HoC	ESLT		
		✓			209	Objective setting and performance appraisal for school staff	CEO	AP	AP	ESLT		
	Pay Determination and Progression	✓	✓		210	OHC&AT pay policy and structure	OHCB & OHCATB	COO	DoHR	PC	ESLT	
		✓	✓		211	Pay awards	OHCB & OHCATB	COO	DoHR	PC	ESLT	
		✓	✓		212	Annual pay determination and progression for CEO	OHCB & OHCATB	Chairs of OHCB & OHCATB	Chairs of OHCB & OHCATB	PC		
		✓	✓		213	Annual pay determination and progression for ESLT	OHCB & OHCATB	CEO	CEO	PC		
		✓	✓		214	Annual pay determination and progression for centrally employed staff	OHCB & OHCATB	ESLT	Managers	PC		
		✓	✓		215	Annual pay determination and progression for Principals and Senior College staff	OHCB & OHCATB	CEO	ESLT	PC		
		✓			216	Annual pay determination and progression for other school staff	LGB	AP	AP	COO		
			✓		217	Annual pay determination and progression for other college staff	OHCB	OHCP	HoC	CEO		
		✓	✓		218	Pay decisions outside current budget	OHCB & OHCATB	ESLT	DoHR	PC		
		✓	✓		219	Severence payments including redundancy	OHCB & OHCATB	CEO	CFO	PC	FRC	
	Disciplinary and/ or termination	✓	✓		220	Suspension of CEO	Chairs of OHCB & OHCATB	Chairs of OHCB & OHCATB	Chairs of OHCB & OHCATB	PC	DoHR	
		✓	✓		221	Dismissal of CEO	OHCB & OHCATB	Chairs of OHCB & OHCATB	Chairs of OHCB & OHCATB	PC	DoHR	
		✓	✓		222	Suspension of a member of ESLT	CEO	CEO	CEO	PC	DoHR	
		✓	✓		223	Dismissal of a member of ESLT	OHCB & OHCATB	CEO	CEO	PC	DoHR	
		✓			224	Suspension of Principals and Directors	CEO	CEO	CEO	PC	DoHR	
		✓			225	Dismissal of Principals and Directors	OHCATB	CEO	CEO	PC	DoHR	
			✓		226	Suspension of Senior College staff	OHCB	OHCP	OHCP	PC	DoHR	
			✓		227	Dismissal of Senior College staff	OHCB	OHCP	OHCP	PC	DoHR	
		✓	✓		228	Suspension of centrally employed staff	CEO	ESLT	DoHR	PC	DoHR	
		✓	✓		229	Dismissal of centrally employed staff	CEO	COO	DoHR	PC	DoHR	
		✓			230	Suspension of school staff	AP	AP	AP	ESLT	DoHR	
		✓			231	Dismissal of school staff	LGB	AP	AP	ESLT	DoHR	
			✓		232	Suspension of college staff, including Heads of College	OHCP	OHCP	OHCP	ESLT	DoHR	
			✓		233	Dismissal of college staff, including Heads of College	OHCB	OHCP	OHCP	ESLT	DoHR	
		✓	✓		234	Suspension or dismissal - settlement/redundancy outside of agreed budget or RPA	OHCB & OHCATB	COO	DoHR	PC	FRC	
	Safeguarding			✓	235	Single Central record - Trustees and Local governors	OHCB & OHCATB	GP	GP	DoHR		
				✓	236	Single Central record - All staff	CEO	COO	DoHR	ESLT		
	Succession planning	✓	✓		237	CEO	OHCB & OHCATB	Chairs of OHCB & OHCATB	Chairs of OHCB & OHCATB	PC	ESLT	
		✓	✓		238	Executive Senior Leadership Team	OHCB & OHCATB	CEO	ESLT	PC		
		✓			239	Academy Principals	CEO	DCEO	ESLT	PC	LGB	
			✓		240	Senior College staff	OHCB	OHCP	ESLT	PC		
		✓	✓		241	Other senior leaders, e.g. Directors, HoC	CEO	ESLT	ESLT	PC		

* not in practice yet

Area		OHCAT	OHC	OHC&AT	Nos	Responsibilty	"Accountable (Approval / Control)"	Responsible & Implementation	Development	Monitor	Consult	Inform
Operations	**Central**			✓	242	Overseeing the effectiveness of services provided by the central team	CEO	ESLT	ESLT	FRC		
				✓	243	Managing critical incidents	CEO	COO	ESLT	ARC		
	Risk			✓	244	Risk Assurance Framework, risk register and business continuity management system	OHCB & OHCATB	COO	ESLT	ARC		
		✓			245	School Risk Register and school continuity plan	CEO	DCEO	AP	ESLT		
			✓		246	College Risk Register and college continuity plan	CEO	OHCP	HoC	ESLT		
		✓			247	Trust Annual Risk Review	CEO	COO	ESLT	ARC		
					248	College Annual Risk Review	CEO	COO	ESLT	ARC		
	IT			✓	249	Trust and College IT Strategy	OHC&ATJB	COO	DoIT	FRC	ESLT	
					250	IT Asset management plan	COO	DoIT	DoIT	CFO	ESLT	
				✓	251	Management of capital IT projects	COO	COO	DoIT	ESLT		
	Estates	✓			252	Trust Estates Strategy	OHCATB	COO	DoE	FRC	ESLT	
			✓		253	College Estates Strategy	OHCB	COO	DoE	FRC	ESLT	
		✓	✓		254	Management of capital estates investment projects (subject to limits set out in financial regulations)	COO	DoE	DoE	ESLT		
		✓	✓		255	Estates Asset Management Plan	COO	DoE	DoE	ESLT		
		✓			256	Acquiring and disposing of Trust land	OHCATB	COO	DoE	FRC	ESLT	
			✓		257	Acquiring and disposing of College land	OHCB	COO	DoE	FRC	ESLT	
		✓			258	Trust changing use of property assets	OHCATB	COO	DoE	FRC	ESLT	
			✓		259	College changing use of property assets	OHCB	COO	DoE	FRC	ESLT	
		✓	✓		260	Statutory regulatory estates reporting	COO	DoE	DoE	FRC		
		✓			261	School property management & maintenance, including health and safety and environmental sustainability performance	COO	DoE	DoE	ESLT; LGB	AP	
			✓		262	College property management & maintenance, including health and safety and environmental sustainability performance	COO	DoE	DoE	ESLT; OHCB	OHCP; HoC	
	Health and Safety	✓			263	Trust curriculum Health and Safety	CEO	AP	HoHS	COO	ESLT	
			✓		264	College curriculum Health and Safety	CEO	OHCP	HoHS	COO	ESLT	
		✓			265	Trust health, safety and environment policy	OHCATB	CEO	COO	FRC	ESLT	
			✓		266	College health, safety and environment policy	OHCB	CEO	COO	FRC	ESLT	
		✓			267	Trust health, safety and environmental management system	CEO	COO	HoHS	LGB; FRC	AP	
			✓		268	College health, safety and environmental management system	CEO	COO	HoHS	FRC	OHCP; HoC	
	Purchasing & Procurement			✓	269	Setting Trust and College wide procurement policies	OHC&ATJB	COO	HoP	FRC	ESLT	
				✓	270	Maintaining and approving an approved supplier list	COO	HoP	HoP	ESLT		
				✓	271	Entering into new equipment rentals, services and utilities operating lease agreements (subject to limits set out in financial regulations)	COO	HoP	HoP	ESLT; FRC	AP/HoC	
				✓	272	Centralised Contracts Register	COO	HoP	HoP	ESLT; FRC	ESLT	
				✓	273	Renewal of equipment and services and utilities service level agreements	COO	HoP	HoP	ESLT; FRC	AP/HoC	
	Compliance	✓			274	Maintaining and updating school prospectus' and websites, including statutory requirements	AP	HCCM	HCCM	LGB		
			✓		275	Maintaining and updating College prospectus and website, including statutory requirements	OHCP	HCCM	HCCM	OHCB		
		✓			276	Maintaining and updating Trust website, including statutory requirements	EDD	HCCM	HCCM	OHCATB		
		✓	✓		277	Compliance with General Data Protection Regulation (GDPR)	CEO	EDD	HRC	ARC	ESLT	
		✓	✓		278	Compliance with Freedom of Information act	CEO	EDD	HRC	ARC	ESLT	
		✓	✓		279	Determine whistleblowing procedures	OHC&ATJB	DCEO	HRC	ARC		
	Media	✓			280	Trust media relations and reputation management	CEO	EDD	HCCM	ARC	ESLT	LGB; AP
			✓		281	College media relations and reputation management	CEO	OHCP	HCCM	EDD; ARC	ESLT	HoC