

Financial Scheme of Delegation

Table of Delegated Authority – Lumen Learning Trust

Function	Trust Members	Board of Directors	Business & Finance Committee	HR & Strategy Committee	Executive Principal	Deputy Executive Principal	Head of Finance and Operations	Operations Manager	SBLs	Clerk	Budget Holders
<b>Appoint Auditors</b>	X		R				R				
<b>Appoint Responsible Officer</b>		X	R				R				
<b>Comply with Financial Regulations</b>		X	X	X	X	X	X	X	X	X	X
<b>Ensure Lumen Policies are complied with</b>		X	X	X	X	X	X	X	X	X	X
<b>3 Year Trust Development plan: updated annually</b>					X	A	A	A	A		
Approve		X									
Monitor progress		X	A								
<b>Prepare Budget plans including costings</b>					X	A	X	A	A		
Approve		X	R								
Monitor			X				X		X		
<b>Maintain Register of interests of Local Governors</b>										X	
<b>Maintain Register of Directors</b>										X	
<b>School Census</b>									X		
<b>Risk Register Review</b>			X				X	X	X		
<b>Review Terms of Reference</b>		X	R							X	
<b>Review relevant sections of SEF</b>			X								
<b>Review Assets Register</b>			X				X		A		
<b>Consideration of the MAT as a going concern</b>		X			X	X	X		A		
<b>Finance Manual Compliance</b>		X	X	X	X	X	X	X	X	X	X
<b>Annual review of financial benchmarking information</b>			X				X				
<b>Annual review of committed funds at year end</b>		X	X				X				
<b>Presentation of audited accounts</b>		X	R				A				
<b>Responsible Officer Report</b>		X	R		X		A				
<b>Procurement Update</b>			X		X		X	X	A		
<b>Health and Safety Update</b>		X	X				X	X	X		
<b>Update on Project / Project Proposals for the next academic year</b>		X	X				X	X	A		
<b>Staffing matters</b>		X		X							
<b>Authorise appointment of staff</b>					X	X					
<b>Authorise staff structure</b>				X	X	A					
<b>Performance Management Update</b>				X	X						
<b>Insurance Review - annual</b>			X				X	A			

Key to tables

X = does

A = Assists

R = Recommends