



The Constellation Trust Scheme of Delegation

Rationale

The underlying principles for The Constellation Trust Scheme of Delegation are:

- All Academies within the Trust are in an equal partnership irrespective of their length of membership, size or capacity
- All aims and objectives are set to reflect our exemption from charitable status and our Memorandum and Articles of Association
- All statutory obligations are fully met, including our Funding Agreement and the Academies Financial Handbook
- All Local Governing Bodies serve the needs of the pupils within the Academy and local community
- Support and intervention is provided to any academy where educational, financial standards, outcomes and/or pupil progress does not meet with the Trust's expectations

Introduction

Our Mission Statement

The Constellation Trust strives to be an inclusive, purposeful and high achieving educational community which delivers an outstanding learning experience. Each of our Academies ensure every child achieves and believes in success.

Our Shared Values

The Constellation Trust promotes excellence, fosters mutual respect and tolerance, seeks to innovate and celebrates the success of all.

Our Objectives

- To raise standards for all pupils by sustaining and enhancing performance and to develop the whole child
- To fulfil our moral purpose by engaging and collaborating with other schools to help improve the life-chances of all young people locally, regionally and nationally
- To build a family of outstanding schools which work in partnership and are supportive of one another

Principles of our Trust

- The Trust's purpose, in all its actions, is to meet the needs of the pupils it serves
- All academies are fully inclusive and welcome children from vulnerable groups; we are non-selective
- The Local Authority admissions criteria is adopted across the Trust
- Staff are supported through high-quality professional development and engage, where appropriate, in our Teaching School
- The National School Teachers Pay and Conditions and National Joint Council conditions of service are adopted
- The Trust works positively with trade unions and actively involves them in our decision making
- All academies engage, where appropriate, with the local behaviour partnerships and 'Fair Access' protocols
- We believe that every pupil, irrespective of their starting point should succeed and achieve.

Scope of the Scheme of Delegation

The Local Governing Body (LGB) will be accountable for their academy providing high educational and financial standards. Outcomes and/or pupil progress will be required to meet the agreed Key Performance Indicators (KPIs) set and agreed for the academic year. Governors of the LGB will take a proactive role in the setting and agreement of KPIs in consultation with the Trust Board. In the event of a decline in standards the Trust will provide support and intervention; this will include an audit of the skills of the LGB to ensure that governors have the required skills and experience to implement effectively the level of autonomy contained in this Scheme of Delegate. Governors of the LGB may be removed if the skills audit identifies a lack of specific expertise, to ensure effective accountability and to address the decline in standards. If Ofsted judge the Academy to provide an overall educational standard which is less than good, individual governors and potentially the full LGB, will be may be replaced.

The Constellation Trust

Each academy is to achieve the objective of the Trust. The Trust will establish, for each academy, a LGB. Schools or academies joining the Trust who are judged by Ofsted to be 'Good' or better may nominate their existing Governing Body to transfer to the LGB. Subject to an audit demonstrating a wide range of appropriate skills, governors will transfer to the LGB. The role of the LGB will be to oversee the running of the Academy on behalf of the Trust.

Communication between The Constellation Trust Board and LGBs

The Constellation Trust Board and LGBs meet on a published, calendared cycle. The Chair of the Constellation Trust and the Executive Head/CEO will meet with Chairs of Governors from the LGBs regularly on a scheduled calendar at the Chairs of Governors Committee. This committee provides an opportunity to share information between the Trust and the LGBs. Feedback from the Chair of Governors Committee will be a standing item on the agenda of both the LGB and the Constellation Trust Board.

Scheme of Delegation

The Scheme has been developed to clarify the responsibilities and powers of the Constellation Trust Members, Board of Directors and its subsidiary committees and any Local Governing Bodies (LGB) it may decide to appoint. This delegation scheme is in accordance with the Sirius Academy Memorandum and Articles of Association and the Academies Financial Handbook 2015. The Members of the Constellation Trust have a different status from the Directors. The Members are the subscribers to the Memorandum of Association, they have an overview of the governance arrangements of the Trust and have the power to appoint Directors and remove these Directors. Members can amend the Articles and may do so to support stronger governance arrangements.

The Constellation Trust Company No. 06545396 is the Trust and Directors appointed to this company who are responsible under statute, regulations and Funding Agreements for all Academies within the Trust. Directors (also referred to as Trustees) are responsible for ensuring that the Trusts funds are used only in accordance with the law, its Articles of Association, its Funding Agreements and the latest Academies Financial Handbook.

The Constellation Trust Board of Directors has wide discretion over its use of the Trusts funds, which it must discharge reasonably and in a way that commands broad public support. It is responsible for the proper stewardship of those funds, including regularity and propriety, and for ensuring value for money.

Accounting Officer

The Constellation Trust Board of Directors must designate, in writing, a named individual as its Accounting Officer. The individual must be a fit and suitable person for the role. The appointment of an Accounting Officer does not remove the responsibility of the Constellation Trust Board of Directors, both individually and as a Board, for the proper conduct and financial operation of the Constellation Trust. Executive Head/CEO, Dr Cathy Taylor is the appointed Accounting Officer of the Constellation Trust.

The role of Accounting Officer includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to EFA's Accounting Officer, for the financial resources under the Trust's control. Accounting Officers must be able to assure Parliament, and the public, of high standards of probity in the management of public fund.

The Accounting Officer must complete and sign a statement on regularity, propriety and compliance each year and submit this to EFA with the audited accounts. The Accounting Officer must also demonstrate how the Trust has secured value for money via the governance statement in the audited accounts.

Whilst the Accounting Officer is accountable for the Trusts financial affairs, for keeping proper financial records, and for the management of opportunities and risks, the delivery of the Trusts detailed accounting processes will be delegated to a Chief Financial Officer, who will perform the role of Director of Finance and Business.

The Accounting Officer must take personal responsibility (which must not be delegated) for assuring the Constellation Trust Board that there is compliance with the Academies Financial Handbook and the Funding Agreements.

The delegations set out in this Scheme are delegated to the specified committees or post holders employed within the Constellation Trust. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Constellation Trust Board of Directors.

In the absence or incapacity of the Executive Head/CEO, the delegations stand delegated to the nominated Deputy, unless otherwise directed or agreed by the Constellation Trust Board of Directors. In the absence or incapacity of a post holder, other than the Executive Head/CEO, the delegations stand delegated to the Executive Head/CEO, unless otherwise directed or agreed by the Constellation Trust Board of Directors. Instead of exercising her/his delegated powers, a post holder or Committee may refer the matter to another Committee or to the Constellation Trust Board.

The Accounting Officer will delegate the management of specific budgets to individual budget holders within the Academies. These budget holders must follow the agreed the Constellation Trust Financial Regulations and Procedures approved by the Constellation Trust Board of Directors.

The Constellation Trust Board of Directors

The Board will elect a Chairperson and Vice Chairperson at the first meeting of each academic year. Directors will be invited to nominate themselves 2 weeks before the date of the first Board meeting (employees at the Academy are not eligible for election). Neil Porteus is elected the Chair and Ken Sturdy is the elected Vice Chair. The term of office is 4 years.

The quorum for a Board meeting shall be a minimum of three as stated in the Articles of Association.

Committee Structure

There is an expectation that all Directors will be a member of at least one Committee. The standing Committees are:

- Finance, Resources and General Purposes Committee (including Audit Committee)
- Pay Committee
- Quality, Curriculum and Student Experiences Committee

There shall be terms of reference for these Committees, agreed at the start of each academic year, setting out its delegated powers. Each Committee should elect a Chairperson at the beginning of each academic year. The quorum for a meeting of a committee shall be three Directors. Committees shall be clerked by the Clerk to the Board. Meeting dates and the agenda must be circulated at least 7 days prior to any meeting; papers shall be presented as at least 7 days prior to the meeting whenever possible. Committee minutes shall be approved by the Chair of the Committee and be circulated to all members of the Board before the next Full Board Meeting.

In addition, Directors will be appointed to take a lead on the following:

- Child Protection
- SEN
- Gifted and Talented

Local Governing Body (LGB)

Each academy within the Trust will have a LGB. The Trust will work on the principle of Earned Autonomy: that LGBs which can demonstrate sustained high standards in their schools will be allowed the maximum possible autonomy in running their schools.

Finance and Assets

- The Scheme of Delegation shall be operated with reference to the Academies Financial Handbook
- The financial scheme of delegation shall be reviewed annually, with financial limits reviewed as required to take account of inflation and the size of the General Annual Grant (GAG)
- Financial limits shall be set as either monetary limits or % of the GAG
- Financial limits and delegated financial powers are shown in the Constellation Trust Financial Regulations/Manual

Emergency Powers

The Chair of the Constellation Trust Board jointly with the Executive Head/CEO may make additional emergency decisions, beyond the scheme of delegation, as long as the decision is not out of line with other Academy Policies and that the decision is referred to the appropriate Committee at the earliest opportunity for ratification. A decision record, with the rationale, will be prepared to record the emergency decision and this will be signed by the Chair of the Constellation Trust Board and the Executive Head/CEO.

These Emergency Powers will not be exercisable when company or charity law dictates that certain decisions can only be taken by a properly convened and quorate meeting of the Full Constellation Trust Board. All decisions shall also be reported to the next meeting of the Full Constellation Trust Board.

Audit Committee

The Constellation Trust must establish a committee, appointed by the Board of Directors, to provide assurance over the suitability of, and compliance with, its financial systems and operational controls.

The Academies Financial Handbook 2015 sets out the threshold at which it is compulsory to have a separate Audit Committee. The annual income limit is now £50 million (increased from £10 million in 2014/15).

As the Constellation Trust is below the new threshold it will include the functions of an Audit Committee within the Finance, Resources and General Purposes Committee.

Staff employed by the Constellation Trust should not be members of an Audit Committee, but may attend to provide information and participate in discussions. Staff may be members of the Finance Committee but should not participate as members when audit matters are discussed.

Staff may remain in attendance to provide information and participate in discussions; this includes the Accounting Officer and other relevant senior staff.

Strategic Leadership

Delegated Duty	Trust Board	LGB/LGB Committee	Exe Head/CEO	Head of School Committee	Head of School
To set & deliver the strategic vision & objectives of the Trust	Objectives reviewed & approved by the Trust	Review the strategic objectives and make a recommendation to the Trust Board	Prioritise and set the strategic objectives	Propose the strategic objectives	Advise the Head of School Committee of the priorities of the Academy
To set & deliver the strategic objectives of the Academy	Objectives reviewed & approved by the Trust	Review & recommend objectives for the Academy	Prioritise and set the strategic objectives		Propose the strategic objectives
To comply with the funding agreement	Compliance monitored by the Trust		Support the Dir. Finance to ensure compliance		
To review & challenge the progress of the Trust against its strategic objectives and KPIs	Approve, review and evaluate KPIs		Recommend KPIs to the Trust Board	Review the assessment data across the Trust to present accurate KPIs	Provide rigorous & robust assessment data and set KPIs
To review & challenge the progress of each academy against its strategic objectives and KPIs		Monitor KPIs			Provide rigorous & robust assessment data and set KPIs
To set the admissions policy & manage the Trust's admission criteria	Review & approve policy	Recommend policy to Trust Board		Review admission policy & recommend to LGB	Review admission policy with respect to local need
To approve term dates and determine any changes to the Academy day/term etc.	Review & approve dates & terms			Recommend term dates & terms	

To review, when appropriate, the statutory policies for the Trust	Ratify policies & agree Trust wide policies	Recommend policies to Trust Board	Review statutory policies	Recommend Trust wide policies	
To review, when appropriate, the policies for the Academy		Ratify policies		Review policies	
To ensure full compliance with Health & Safety regulation	Evaluate Health & Safety audits across the Trust to ensure full compliance	Review & approve Health & Safety audits			Responsible for managing Health & Safety within the Academy
To manage permanent exclusions		Decision making body for permanent exclusions	Review all cases for permanent exclusion		Responsible for the managing fixed term & providing the evidence for a permanent exclusion
To ensure full compliance with safeguarding requirements	Ratify safeguarding policies & procedures	Review & approve safeguarding policies & procedures			Responsible for managing safeguarding within the Academy
To appoint Directors & Governors (Note Member ultimately appoint & remove the Directors, Trust Board Directors can co-opt Directors as Article 58)	Appoint Directors & Governors with the appropriate skill set	Recommend Governors where appropriate			
To appoint the Responsible Officer & Audit Committee	Appoint the Responsible Officer & Audit Committee where appropriate				
To appoint the Clerk to the Board & LGBs	Recruit & appoint Clerk	Recruit & appoint Clerk			

To prepare the terms of reference for the Trust & LGBs	Review & approve the terms of reference for the Trust & LGBs	Recommend the terms of reference for the LGB to the Trust			
To provide appropriate training for Directors & Governors	Commission training as appropriate	Commission training as appropriate			
To provide media & PR support	To review & deliver where appropriate	To recommend & comply where appropriate	To manage media & PR as required in consultation with Heads of School, LGB & Trust as appropriate	To support & comply with media & PR strategy	To support & comply with media & PR strategy

Financial Leadership

Delegated Duty	Trust Board	LGB / LGB Committee	Exe. Head/CEO	Head of School Committee	Head of School
To determine the funding model across the Trust and for both Primary & Secondary Academies	Review & approve the funding model where appropriate		Propose a funding model for consideration by Trust Board		
To approve the annual account	Review & approve the accounts				
To ensure the risk register for the Trust is regularly reviewed & safeguards implemented to minimise risk	Review & approve the risk register	Recommend the risk register to the Trust Board	Review the risks provided by Dir. Finance for submission to the Trust Board		Review the risks for the academy provided by Dir. Finance for evaluation by the Exe. Head/CEO
To approve the annual budget for the Trust	Review & approve the budget		Support the Dir. Finance with the preparation of the budget		

To approve the delegated budget for each academy	Review & approve delegated budget	Recommend the budget			Support the Dir. Finance with the preparation of the budget
To determine the expenditure & income within the delegated budget for each academy	Review & approve the delegated budget (not less than 25% of the allocated budget share)	Review & approve the delegated budget			Support the Dir. Finance with the preparation of the budget
To approve the expenditure & income within the delegated budget for each academy		Review & approve the delegated budget			Propose the detail of expenditure within the delegated budget
To monitor the financial reporting against KPIs within the Trust budget	Review & approve financial reporting		Support the Dir. Finance with financial reporting		
To monitor the financial reporting against KPIs within the Academy budget	Individual academy reports submitted to Finance & Resources Committee	Review & approve financial reporting			Support the Dir. Finance with financial reporting
To approve all financial policies and procedures in accordance with The Academies Financial Handbook	Review & approve financial policies	Apply all approved financial policies & procedures	Review & recommend financial policies to the Trust Board		
To ensure there are financial controls in place to ensure regularity, probity & value for money	Review and ensure compliance with financial controls	Commission training as appropriate	Review & recommend financial controls to the Trust Board		Review & recommend financial controls to the Exe. Head/CEO

To ensure business interests are declared & effective procedures are in place to avoid conflicts of interest	Review and ensure compliance	Review and ensure compliance			
To approve any capital project and use of the Trust's reserves	Review & approve capital projects	Recommend capital projects to the Trust Board	Evaluate capital projects to advise Trust Board		Identify, where appropriate capital projects
To approve the investment of any surplus monies	Review & approve investments		Support the Dir. Finance with proposal for potential financial investments		
To invest any income generated by the Academy	Review & approve investment of income generated	Recommend investment of income generated to Trust Board			Propose to LGB, where appropriate, 'best value' use of income generated
To determine the service level agreements and contracts for each academy	Review & approve service level agreement for the Trust	Review service level agreements as appropriate for the Academy	Support the Dir. Finance with service level agreement for the Trust		Support the Dir. Finance with service level agreement for the Academy
To set the Trust wide & individual academies procurement policies	Review & approve policies	Comply with the policies adopted	Support the Dir. Finance with proposal for procurement policies		
To determine & allocate central services	Approve after reviewing & evaluating options presented, taking account of LGBs issues & concerns, & ensuring Trust wide e economies	Consider central services options presented to the LGB	Review & provide summary pros & cons of central services		

	of scale & for best value				
To review the effectiveness of services	Review & advise on use of central services		Evaluate central services & report to Trust Board	Review & feedback on the effectiveness of central services	Review & feedback on the effectiveness of central services
To determine the maintenance strategy for the Trust and individual academies	Review & approve the maintenance strategy for the Trust	Review, determine & approve the maintenance strategy for the Academy	Present a Trust maintenance strategy with Trust Site Manager	Review & feedback on the maintenance strategy, where appropriate, to LGB	Review & feedback on the maintenance strategy, where appropriate, to LGB

Financial Levels of Authority

Delegated Duty	Trust Board	LGB / LGB Committee	Exe. Head/CEO	Head of School Primary	Head of School Secondary
Delegated budget	To approve the budget	To monitor the expendable budget of the Academy	Recommend the Academies budget to secure staffing and Trust costs	Prepare & propose the Academies budget	Prepare & propose the Academies budget
To order goods and services	Delegated authority £50,000 & above require 2 signatures one of which must be a signatory of the Trust Board		Delegated authority £50,000 Orders up to £1,000 require a single written quotation; orders over £1,000 require 3 quotes	Delegated authority £30,000 Orders up to £1,000 require a single written quotation; orders over £1,000 require 3 quotes	Delegated authority £30,000 Orders up to £1,000 require a single written quotation; orders over £1,000 require 3 quotes
To authorise monthly salary payments	Outrun reports to be provided by Dir. Finance to allow monitoring against budget		Authorise monthly salaries including overtime payments to be authorised	Approve monthly salaries including overtime payments to be authorised	Approve monthly salaries including overtime payments to be authorised

Signatories for cheques, invoices BACS payment authorisation, & other bank transfers	Two signatures Inc. 2 members of Trust Board for over £50,000		Two signatures Inc. member of Trust Board for up to £50,000	Two signatures Inc. Dir. Finance &/or Exe. Head/CEO for up to £3,000	Two signatures Inc. Dir. Finance &/or Exe. Head/CEO for up to £10,000
Signatories for grant claims and DfE returns	As required by the DfE, EFA etc.		As required by the DfE, EFA etc.		
Virement between staffing & non staffing budgets	Virements of over £50,000 to be approved		Responsible for virements within allocated budget	Responsible for virements within allocated budget	Responsible for virements within allocated budget
Disposal of assets	Assets with a collective value of over £20,000		Assets with a collective value of under £20,000		
To 'write-off' bad debt	Any debts of more than £2,000		Any debts of less than £2,000		
To 'write-off' overpayment to staff	Any debts of more than £2,000		Any debts of less than £2,000		
To enter into any guarantees, indemnities and/or letters of comfort	To be approved by the Board				

HR Levels of Authority

Delegated Duty	Trust Board	LGB / LGB Committee	Exe. Head/CEO	Head of School Primary	Head of School Secondary
The appointment of staff	A minimum of 3 Directors required to appoint an Exe. Head/CEO. A minimum of 1 Director to appoint a member of a	A minimum of 1 Governor required to appoint a member of their academy Senior Leadership Team	Required to appoint a member of the Senior Leadership Team or core subject leader of all academies	Required for all teaching staff appointments. The appointment of support staff may be delegated to	Required for all teaching staff appointments which hold an allowance (TLR/Honorarium) The appointment of main scale teaching

	Senior Leadership Team			Deputy Head of School	and support staff may be delegated to an appropriate member of staff
The management of disciplinary or capability including ill health and redundancy	For an Exe. Head/CEO or the Dir. Finance – 1 Director is required. If appealed the matter will be addressed by a panel of 3 Directors	For Head of School – 1 Director is required together with the Exe. Head/CEO. If appealed the matter will be addressed by a panel of 3 Directors	For the members of the senior team – the Exe. Head/CEO is required. If appealed the matter will be addressed by 1 Director	For the members of the staff (teaching or support) – the Head of School is required. If appealed the matter will be addressed by the Exe. Head/CEO	For the members of the staff (teaching or support) – the Head of School is required. If appealed the matter will be addressed by the Exe. Head/CEO
The management of a grievance procedure	For an Exe. Head/CEO – 1 Director is required. If appealed the matter will be addressed by the Chair of the Trust Board	For Head of School – 1 Director is required together with the Exe. Head/CEO. If appealed the matter will be addressed by the Chair of the Trust Board	For the members of the Senior Team – the Exe. Head/CEO is required. If appealed the matter will be addressed by 1 Director	For the members of the staff (teaching or support) – the Head of School is required. If appealed the matter will be addressed by the Exe. Head/CEO	For the members of the staff (teaching or support) – the Head of School is required. If appealed the matter will be addressed by the Exe. Head/CEO
The management of compromise agreements (amounts above £50,000 may require Secretary of State approval in advance. Refer to Academies Handbook)	A compromise arrangement of over £10,000		A compromise arrangement of under £10,000		
The signatory for letters/contracts of appointments	Chair of Trust Board as the signatory for the appointment of Exe. Head/CEO		Exe. Head/CEO as the signatory for all other appointments		

	and Heads of School				
Performance Management Review (PMR) Process	The Chair of the Board & a Director to set & review the PMR objectives of the Exe. Head/CEO & ratify PMR increments	The Chair of the Board & the Exe. Head/CEO to set & review the PMR objectives of the Head of School & recommendations increments for staff at the Academy	The Chair of the Board & the Exe. Head/CEO to set & review the PMR objectives of the Heads of School	The Head of School to set & review the PMR objectives of the senior team. All other staff to have PMR objectives set and reviewed by their direct line manager	The Head of School to set & review the PMR objectives of the senior team. All other staff to have PMR objectives set and reviewed by their direct line manager
Performance Management Review (PMR) recommendations for pay increments. The Appeal process to addressed in line with the Academy Pay Policy	All PMR increments to be approved by the Board	All PMR increments to be approved by Governors & recommendations made to the Trust Board.	The rationale & recommendations for PMR increments to be agreed prior to recommendation to the Board	Head of School makes recommendations to Exe. Head/CEO for all staff increments	Head of School makes recommendations to Exe. Head/CEO for all staff increments
Review of staffing structure	Changes to Senior Leadership posts to be approved	Recommendations for change to staffing structure may be proposed	Changes to staffing structure to be approved within the budget limitation of £20,000 if reserves are available	Recommendations for change to staffing structure may be proposed	Recommendations for change to staffing structure may be proposed
The re-grading of posts including increased hours, acting-up payments and additional payments	To be agreed where appropriate		To be agreed where appropriate within a budget limitation of		

			£10,000 if reserves are available?		
The creation of permanent new posts (not defined in the agreed staffing structure)	To be approved with a salary of £45,000 or over		To be approved, within the limits of the approved budget, with salary of between £5,000 -£44,999		
To revise pay & condition	Decision if required by Trust Board				
The decision to make redundancies	Decision by the Trust Board		Recommendation to Trust Board based on capacity, curriculum & budget		
The decision to make early retirement payments	Decision by the Trust Board		Recommendation to Trust Board		
The determination of pay scales and allowances	Decision by the Trust Board	Recommendation to Trust Board	Recommendation to Trust Board		

Curriculum & Educational Leadership

Delegated Duty	Trust Board	LGB / LGB Committee	Exe. Head/CEO	Head of School Primary	Head of School Secondary
The curriculum model and staffing for each academy	Approve the curriculum model & staffing	Review curriculum provision to recommend to Trust Board	Review curriculum model & staffing for recommendation to LGBs & Trust Board	The curriculum model to be set by the Academy	The curriculum model to be set by the Academy
The self-evaluation Document (SEF) for the Academy		Review & approve SEF document		Preparation of SEF Document	Preparation of SEF Document
The Academy Development Plan (ADP)		Review & approve ADP document		Preparation & evaluation of ADP Document	Preparation & evaluation of ADP Document
The Trust Strategic Plan	Review & approve the Strategic Plan		Prepare the Strategic Plan		
The impact of Pupil Premium funding		Review & approve Pupil Premium Plan		Preparation & evaluation the Pupil Premium Plan	Preparation & evaluation the Pupil Premium Plan
The educational standards including achievement and progress of pupils against National expectations	Evaluate outcomes against KPIs	Monitor outcomes against KPIs	Evaluate projected outcomes against KPIs. Action support if required	Deliver outcomes against KPIs	Deliver outcomes against KPIs
Compliance to nutritional standards including the provision for pupils eligible for free school meals		Review & approve standards			
The Trusts' prospectus & website			Review & approve the website		
The Academies prospectus & website			Approve websites & prospectus as appropriate	Review website & prospectus	Review website & prospectus

The Academy Uniform Policy		Review & approve the policy as appropriate		Review the policy as appropriate	Review the policy as appropriate
Collective worship arrangements		Review & approve the policy as appropriate		Review the policy as appropriate	Review the policy as appropriate
The Staff Handbook			Review staff information/ handbook	Responsible for preparation of staff information/ handbook	Responsible for preparation of staff information/ handbook