



Scheme of Delegation

2023/2024

United by our values, we place children and young people first in everything we do.



General Principles



- The Scheme of Delegation is in place to mitigate against financial, operational and performance risks.
- The Trust reserves the right to delegate varying levels of authority to academies according to their earned autonomy status. This will be monitored and reviewed regularly.
- The Board of Trustees and Local Governing Committees will work collaboratively and in partnership at all times.
- The Board will make decisions, following consultation with Local Governing Committees where it deems appropriate, on matters which affect all academies in the trust: Local Governing Committees will make decisions, as directed, on matters which affect individual academies only.
- Local Governing Committees and Principals / Headteachers of academies in the trust should be as autonomous as appropriate and have as much freedom as possible.
- Local Governing Committees and Principals / Headteachers will have maximum delegation of responsibility and decision making for the strategic direction and day-to-day operation of their academies unless there is a cause for concern. If there is a cause for concern, the Principal / Headteacher and respective LGC will be made aware of appropriate changes and operational differences.
- The Board will put in place effective arrangements for monitoring and evaluating the performance of Local Governing Committees and academies.
- The Board will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and Local Governing Committees should the individual, group, or Local Governing Committee, fail to carry out their duties and responsibilities effectively.
- The governance arrangements of any schools/academies joining the trust will be reviewed to ensure operational effectiveness in line with the Trust's vision and aims. A thorough review of governance will take place as part of due diligence processes and practice will be aligned to LGC structures for the City Learning Trust. This may include amendments to the composition of the Local Governing Committee.
- The Board will inform Local Governing Committees on amendments to composition, membership, structure, and terms of reference for Local Governing Committees and any subcommittees, on arrangements for the recruitment and appointment of governors, and on arrangements for the Trust Board's governance arrangements.
- The Board will inform Local Governing Committees before putting in place any arrangements which directly affect Local Governing Committees and individual academies and before taking any decisions on policy or procedural matters.
- Local Governing Committees will report regularly and frequently to the Board and will make available all relevant data and information on performance.
- The Board and CEO / AO will host a performance management environment, set clear KPIs and targets for the Academy Principals and their teams.

Section reference	Detail
<i>Part One</i>	<i>Business and Operations</i>
1	Governance
2	Strategic
3	Financial
4	Human Resources
5	Health & Safety
6	GDPR
<i>Part Two</i>	<i>Education and Outcomes</i>
7	Quality of Education
8	Behaviour and Attitudes
9	Personal Development
10	Leadership and Management



City Learning Trust

Inspiring Outstanding Achievement

Business and Operations

Central Trust Function

United by our values, we place children and young people first in everything we do.



Governance

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Leads
1.1	Appointment of Trustees	Members	Refer to Articles of Association					GO - Administration
1.2	Removal of Trustees	Members	Refer to Articles of Association					GO - Administration
1.3	Appointment of Chair of Board	No	Refer to Articles of Association					GO - Administration
1.4	Approval of ToR for LGC	No	Recommendations to the Board		Recommendations to the CEO			GO - Administration
1.5	Recruitment procedures for LGCs	No	Refer to Terms of Reference for LGCs					GO - Administration
1.6	Approval of Chair of Academy LGC	No				Recommendations to the Board		GO - Administration
1.7	Policy & removal of LGC members	No				Recommendations to the Board		GO - Administration
1.8	Appoint & remove Clerk to the Trustees / LGC	No	Recommendations to the Board					
1.9	Authorised to approve/amend organisational scheme of delegation	No	Recommendations to the Board	Recommendations to the CEO				
1.10	Take out Director Indemnity Insurance Cover	No	Recommendations to the Board	Responsible for arrangements				FD - Administration
1.11	Acquisition of legal entities	No	Recommendations to the Board	Responsible for seeking professional advice				
1.12	Maintenance of register of interests	Yes		Responsible for ensuring register is maintained		Monitoring	Responsible for maintenance of LGC register	GO - Administration
1.13	Entering into, or withdrawing from, a formal partnership	No, but may be delegated in some cases based on financial value and level of risk	Recommendations to the Board	Provision of professional advice				
1.14	Develop trust wide policy and procedures	No, but some trust policies may be varied to support constituent academy needs	Recommendations to the Board	Recommendations to the CEO and seek professional advice	Consulted with	Recommendations to the CEO in relation to local needs	Implementation of policies and recommendations to LGC for approval.	HRD - Administration

Strategic

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Leads
2.1	Oversight of performance strategy and organisational structure across CLT	No	Responsible for setting the strategy		Recommendations to the CEO			
2.2	Admission of new academies to CLT including the development of Free School applications	No	Recommendations to the Board	Responsible for due diligence and seeking professional advice				
2.3	Admission of new sponsored academies to the CLT	No	Recommendations to the Board	Responsible for due diligence and seeking professional advice				
2.4	Entering into Funding Agreements	No	Can sign					
2.5	Setting of CLT KPIs	No	Responsible for setting the KPIs for the Trust		Supports with professional advice	Supports Trust Board in holding Academy Lead to account	Agrees individual Academy KPIs	
2.6	Approval of academy development and improvement plans	Yes	Sets direction of development / improvement plans	Monitors progress	Quality assures development / improvement planning across the Trust	Monitoring of academy improvement plans	Responsible for the development and delivery of academy development and improvement plans	

Financial

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Lead
3.1	Completion and approval of CLT annual accounts and reports to funding and regulatory bodies	No	Review	Recommendation to CEO and Board				FD – prepares documentation
3.2	Completion and return of other accounting returns	Yes		Authorised to arrange				FD – prepares documentation
3.3	Complete annual & periodic financial reports to Board and / or ESFA	Yes		Authorised to arrange				FD – prepares documentation
3.4	Complete PAYE returns	Yes		Authorised to arrange				FD – prepares documentation
3.5	Complete VAT returns	Yes		Authorised to arrange				FD – prepares documentation
3.6	Assurance over adequacy of systems of internal control (compliance with ATH)	No	Provides assurance in capacity as AO to ESFA	Provides assurance to CEO and Board Liaison with Scrutineer				
3.7	Approval of financial regulations	No		Recommendation to the Board				FD – prepares documentation
3.8	Appointment of internal auditors	No		Manage process				
3.9	Top slice / pooling arrangements	No	Recommendation to the Board	Recommendations to the CEO				
3.10	GAG / Carry Forward balance	Yes – set Trust threshold limits (8% GAG max)	Approval of Trust carry forward above threshold	Recommend to CEO carry forward above threshold				
3.11	Approval of annual Trust budgets	No	Endorsement to Board as AO	Review and preparation with recommendations to the Board		Review of individual academy budget prior to submission to CFO	Preparation of academy budget for review by LGC	FD – prepares documentation and professional advice
3.12	Receipt and review of management accounts	No	Endorsement to Board as AO	Review of monthly management accounts.		Regular review of budget position	Management of academy budget spend and reporting to LGC	FD - Preparation of monthly summary to TFSC and AO
3.13	Approval of expenditure not included in the annual budget (net worth)	Yes	AO can approve up to the value of £125,000	CFO can approve Principal requests CFO can approve up to the value of £75,000			Primary Heads can request up to £10,000 from CFO Secondary Heads can request up to £15,000 from CFO	FD – can approve requests up to £10,000

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Lead
3.14	Deficit budgets and repayment plans	No	Recommendations to the Board	Preparation of repayment plan / professional advice			Liaison with and plans submitted to the CFO	FD – prepare reports / recommendations
3.15	Placing orders for goods and services and entering into SLA. <i>*total value must be assessed over the full term of the contract</i>	Yes - where value is less than £125,000. Authorisation minuted as per Trust finance policy / formal tender process	AO can approve up to the value of £125,000 with a formal tender process / minuted approval at Board	CFO can approve Principal requests CFO can approve up to the value of £75,000 with a formal tender process / minuted approval by Trustees			Primary Heads can request up to £10,000 from CFO Secondary Heads can request up to £15,000 from CFO	FD – can approve transactions up to £10,000
3.16	Compliance with Trust tendering process	Yes	Assurances to the Board	Oversight of FD process			Liaise with Central team	FD - manage process and report spend to the Board
3.17	Trust procurement policy	No	Endorsement to Board as AO	Recommendations to the Board			Liaise with Central team	Recommendations to CFO
3.18	Approval to borrow money – not allowed within the funding agreement	No	Not permitted					
3.19	Open a bank account	No	Approved signatory	Approved signatory				Approved signatory
3.20	Cash flow management	Yes		Oversight and report to Board				FD - administration
3.21	Investment policy	No		Recommendations to the Board				FD – recommendations to CFO
3.22	Payroll – starters, leavers and amendments	Yes		Oversees systems of internal control and authorises changes				HRD - administration
3.23	Payroll - administration	Yes		Final authorisation of CLT payroll			Authorisation of academy payroll	HRD - administration
3.24	Payroll - system	Yes	Recommendations to the Board	Recommendations to the CEO				HRD - administration
3.25	Purchasing – authorised to create vendors on the accounting system	Yes		Authorised				FD - authorised
3.26	Management of asset register	Yes		Oversight				FD – manage the process, prepare reports to Board

Human Resources

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Lead
4.1	Approval of annual staffing budgets	No	Reviews costed staffing plans and makes recommendations to the Board	Reviews costed staffing plans and makes recommendations to the CEO			Prepares and reviews annual academy staffing plans	HRD – drafts strategy
4.2	Authorised to increase academy / organisational staffing	Yes	Can authorise staffing changes beyond approved budget	Recommends staffing changes within approved budget.	Recommendations to the CEO		Request to CEO	
4.3	Job description sign off	Yes		Provides advice on JD and approves			Proposes JD	HRD – QAs JD
4.4	Job evaluation and procedures	No		Initiates job evaluation procedures			Part of the process where applicable	HRD – conducts evaluation
4.5	Authorised to evaluate job grades	Yes		Responsible for oversight and cross-organisational grading			Makes grading proposals to HR for consideration	HRD - authorised
4.6	Authorised to agree / vary basic employment T&Cs	No		Ensures consistent application of T&Cs			Part of the process where applicable	HRD – provides professional advice
4.7	Recruitment, appointment and remuneration of CEO / AO and CFO	No						HRD – provides professional advice
4.8	Recruitment, appointment and remuneration of executive leaders	No	Appoints post jointly with the Board					HRD – provides professional advice
4.9	Recruitment and appointment of Principals / Headteachers	No	Appoints posts jointly with the Board			Part of the process		HRD – provides professional advice
4.10	Recruitment and appointment of other academy senior leaders	Yes – may be involved in process	Appoints posts jointly with the Principal	Leads process for central and as requested by academy leads		Involved in process	Authorised to appoint own staff with consultation with CEO	HRD – provides professional advice
4.11	Recruitment and appointment of other staff	Yes		Authorised to appoint staff within own team		<i>Should</i> be involved in the process	Authorised to appoint staff within budget	HRD – provides professional advice
4.12	Recruitment processes	Yes		Oversees recruitment process		<i>Should</i> be involved in the process	Recruits in line with central recruitment process in HR	HRD - ensures legislative practice is followed and central recruitment process is adhered to

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Lead
4.13	Signing of employment contracts	Yes – but Chair must sign CEO contract	Signs contracts of executive leaders and academy leads	Signs contracts of other senior staff			Signs all academy staff contracts (except own)	HR team sign other employment contracts
4.14	Annual approval of pay policy (including pay awards, pay point values, etc.)	No	Recommendations to the Board	Recommendations to the CEO		Recommendations to the CEO	Recommendations to the LGC	HRD – provides professional advice
4.15	Determination of pay ranges	Yes (except CEO)	Pay ranges for leadership staff	Responsible for oversight and cross-organisational grading Recommendations to CEO and Remuneration Committee				HRD – provides professional advice
4.16	Appointment of outside range in salary structure	Yes	Authorised	Responsible for oversight and cross-organisational grading Recommendations to CEO and Remuneration Committee Approves and reports to Board				HRD – provides professional advice
4.17	Allocation of TLR / SEN values	Yes	Approves after assurance of consistency from CFO. Approves additional budgetary spend.	Ensures consistency across the Trust			Approved within budget. Request approval from CEO if additional.	HRD – provides professional advice
4.18	Value of any other discretionary allowances	Yes (except CEO)	Authorised to approve	Reviews proposal and recommend to CEO			Proposal for other allowances	HRD – provides professional advice
4.19	Appropriate tax arrangements in place for senior employees	No	Endorsements as AO	Manage process				HRD – provides professional advice
4.20	Annual pay progression process	No	Recommendations to the Remuneration Committee	Ensures consistency, makes recommendations		Recommendations to the CEO	Oversight of appraisal & recommendations to the LGC	HRD – provides professional advice
4.21	Handling of all pension matters	Yes		Makes arrangements				HRD – provides professional advice
4.22	Approval of use of discretions	No	Recommendations to the Board	Provides professional advice				
4.23	Approval of CLT employment policies	No	Recommendations to the Board	Recommendations to the CEO		Adopts CLT policy		HRD – provides professional advice
4.24	Objective setting and performance appraisal	Yes (except CEO)	Appraisal for those line managed	Appraisal for those line managed		Assists in leadership appraisals	Appraisal arrangements for staff	
4.25	Approval of formal restructure plans	No	Recommendations to the Board	Recommendations to the CEO		Supports plan	Propose plans to CFO	HRD – provides professional advice

Item No.	Item	Delegated from Board?	CEO / AO	Executive Leadership Group	Senior Leadership Group	LGC	Academy Leader	Central Lead
4.26*	Approval of severance, redundancy and settlements agreements	Yes (except for amounts above £50,000, with ESFA approval)	Can approve requests up to the value of £50,000. Requests to Board and pre-approval from ESFA for higher.	Can approve up to the value of £20,000 Referral to CEO for higher.		Informed as appropriate	Part of the process as appropriate	HRD – provides professional advice
4.27	Authority to issue warnings or other disciplinary measures except dismissal	Yes	Issue across own team and academy leaders	Issue across own staff		Informed as appropriate	Issue across own staff	HRD – provides professional advice
4.29	Suspension	Yes (except CEO)	Approved	Approved		Informed as appropriate	Seeks approval from ELG	HRD – provides professional advice
4.30	Dismissal	Yes	Direct HR to manage the process	In conjunction with HR.		Informed as appropriate	Part of process	HRD – provides professional advice
4.31	Appeals	No	Direct HR to manage the process	Supports the process		May be called upon to boost appeal capacity		HRD – provides professional advice

**Refer to City Learning Trust Disciplinary Policy, appendix 2 – disciplinary action summary table*

Health and Safety

Item No.	Item	Delegated from Board?	CEO / AO	ED: E&R	Senior Leadership Group	LGC	Academy Leader	Central Lead
5.1	Health and safety policy	No	Informed as appropriate	Produces plan and oversees implementation	Consulted with on policy	Monitors implementation	Implements policy	
5.2	Adequacy of health and safety practice throughout the CLT	Yes	Informed as appropriate	Oversees arrangements and reports to Board		Ensures academy arrangements are robust	Oversees arrangements in place from DoO	
5.3	Critical incident and emergency plan	Yes, but monitors	Informed as appropriate	Holds all CI plans, reviews as appropriate		Ensures CI plans are robust	Holds and reviews CI plan	
5.4	H&S RIDDOR planning	Yes	Informed as appropriate	Ensures RIDDOR reporting in place		Receive RIDDOR reports and action	Ensures RIDDOR reporting	
5.5	H&S accident reporting	Yes	Informed as appropriate	Monitoring and reporting of exceptions		Receive H&S reports and action	Ensures arrangements in place	
5.6	Statutory training	Yes	Informed as appropriate	Monitors and reports to Board		Monitors training	Ensures arrangements in place	
5.7	Statutory compliance testing	Yes	Informed as appropriate	Implements, monitors and reports to Board		Receives training and actions	Monitors compliance	
5.8	Academy H&S arrangements including committee and use of risk assessments	Yes	Informed as appropriate	Provides professional advice and monitors		Receives academy reports	Ensures H&S is reported to LGC	
5.9	Fire risk assessments	Yes	Informed as appropriate	Ensures all academies have valid FRAs		Receives academy reports and actions	Ensures FRA in place	
5.10	Asbestos risk assessment	Yes	Informed as appropriate	Ensures all academies have valid assessments		Receives academy reports and actions	Ensures asbestos RA in place	
5.11	General monitoring and action plans to ensure site safety and building conditions	Yes	Informed as appropriate	Reports to Board		Receives academy reports and actions	Building safety monitoring / action in place	
5.12	Estates management (inc. PFI arrangements)	Yes	Informed as appropriate	Oversees arrangements and reports to Board		Ensures academy arrangements are robust	Oversees arrangements	FD – provides professional advice
5.13	Buildings and premises conditions review (inc. PFI arrangements)	Yes	Informed as appropriate	Monitoring and reporting of exceptions		Ensures academy arrangements are robust	Oversees arrangements	
5.14	Business continuity plan	Yes	Recommendations to the Board	Produces the plan		Receives academy reports	Manages the process	Contributions as appropriate

General Data Protection Regulations (GDPR)

Item No.	Item	Delegated from Board?	CEO / AO	ED: E&R	Senior Leadership Group	LGC	Academy Leader	Central Lead
6.1	Policies and documents	Yes	Informed as appropriate	Devises strategy and makes recommendations	Consulted with on policy	Monitors compliance	Implements policy	
6.2	Eco-system	Yes	Informed as appropriate	Oversight		Prompts monitoring through questioning	Keeps ELG updated with data mines	Maintains records
6.3	Risk register	Yes	Informed as appropriate	Maintains records and keeps under review		Reviews 3 times per year	Reflects and updates on RR	Contribute
6.4	Regular audit and accountability	Yes	Informed as appropriate	Facilitates audit and recommends actions		Receives report and monitors actions	Complies with audit arrangements	
6.5	Documentation	Yes	Informed as appropriate			Prompts monitoring through questioning	Ensures only minimal data shared	Provides professional advice
6.6	Data processing	Yes	Informed as appropriate				Complies with encryption	Provides professional advice
6.7	Records management	Yes	Informed as appropriate			Monitors compliance	Monitors / actions compliance	Provides professional advice
6.8	Working remotely and blended learning	Yes	Informed as appropriate			Receives academy reports	Building in safety monitoring / action in place to safeguard	Provides professional advice
6.9	Security of physical resources	Yes	Informed as appropriate			Monitors compliance	Building in safety monitoring / action in place to safeguard	Provides professional advice
6.10	Security of electronic resources	Yes	Informed as appropriate			Monitors compliance	Building in safety monitoring / action in place to safeguard	Provides professional advice
6.11	Training	Yes	Informed as appropriate			Receives training	Building in safety monitoring / action in place to safeguard	Provides professional advice



Education and Outcomes

Academy Performance

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Quality of Education

Item No.	Item	Delegated from Board?	CEO / AO	CFO	CLT Leadership Group	LGC	Academy Leader
7.1	Curriculum arrangements: planning, implementation and review	Yes	Provides assurance		Review process	Monitor experience	Ensures model suits all learners – reviews and improves
7.2	Teacher development	Yes	Provides assurance		Agree and implement	Monitor staff performance	Implement strategy at local level
7.3	Teaching and learning policy	Yes	Sets direction		Agree and implement		Implements policy
7.4	Assessment	Yes	Sets direction		Agree and implement	Monitors progress	Implements policy
7.5	Monitoring	Yes	Confirms arrangements are in line with union guidance		Creates overview strategy		Implements policy
7.6	Student voice feedback	Yes	Summarises for the Board		Aligns practice	Monitors feedback	Collates feedback and establishes action
7.7	Parent voice feedback	Yes	Summarises for the Board		Aligns practice	Monitors feedback	Collates feedback and establishes action
7.8	Stakeholder feedback	Yes	Summarises for the Board		Aligns practice	Monitors feedback	Collates feedback and establishes action
7.9	Approval and monitoring of achievement and attendance data	Yes	Proposing targets and reporting progress		Recommendations at RAP	Review local target setting and support in holding academy lead to account	Reports to LGC
7.10	Approval and monitoring of targets and quality of T&L	Yes	Proposing targets and reporting progress		Provides professional advice	Review local target setting and support in holding academy lead to account	Reports to LGC
7.11	Approval of academy development plans	Yes	Trust priorities link to academy development plans		Quality assure documentation	Monitor academy improvement plans	Reports to LGC
7.12	Post-Ofsted sponsorship of schools or academies causing concern	No	Recommendations to the Board		Recommendations to the CEO		

Behaviour and Attitudes

Item No.	Item	Delegated from Board?	CEO / AO	CFO	CLT Leadership Group	LGC	Academy Leader
8.1	Term dates	Yes	Authorises		Recommendations to CEO		
8.2	Length / organisation of academy day	Yes	Authorises			Recommendations to CEO	Recommendations to LGC
8.3	Behaviour policies and expectations for young people	Yes	Authorises			Monitors compliance	Implements policy
8.4	Fixed term exclusions	Yes		Monitors with Dir of Incl.		Receives report	Authorised, report to LGC
8.5	Permanent exclusions	Yes	Authorises	Monitors		Receives report	Seeks approval from CEO. Reports to LGC and follows LA system
8.6	Exclusion appeals	Yes	Reports to the Board	Monitors		Receives report	Follows LA system
8.7	Admission policies and criteria	No	Makes policy recommendations to the Board			Consulted	Recommendations to LGC and CEO
8.8	Admission appeals	Yes	Reports to the Board	Monitors pupil number		Receives report	Follows LA procedure
8.9	Attendance and punctuality arrangements and interventions	Yes	Reports to the Board	Monitors		Receives report	Aligns with LA procedures
8.10	Rewards and incentives	Yes			Share practice	Receives report	Aligns with budget and financial compliance restrictions
8.11	Bullying, peer on peer abuse, discrimination policies and procedures	Yes	Oversight		Share practice	Receives report	Implements policy

Personal Development

Item No.	Item	Delegated from Board?	CEO / AO	CFO	CLT Leadership Group	LGC	Academy Leader
9.1	Curriculum arrangements: planning, implementation and review of enrichment	Yes	Provides assurance		Share practice	Monitor experience	Ensures model suits all learners – reviews and improves
9.2	Curriculum experience to develop character	Yes	Provides assurance		Share practice	Monitor experience	Ensures model suits all learners – reviews and improves
9.3	Careers and transition pathways	Yes	Provides assurance		Share practice	Monitor experience	Ensures model suits all learners – reviews and improves

Leadership and Management

Item No.	Item	Delegated from Board?	CEO / AO	CFO	CLT Leadership Group	LGC	Academy Leader
10.1	Clear and ambitious vision	Yes	Set for the Trust		Agrees Academy vision	Holds Academy Lead to account	Sets Academy vision
10.2	Staff development	Yes	Set strategy for the Trust		Lead and share practice	Monitors progression	Local arrangements to support
10.3	Child centred approach to decision making	Yes	Approves		Interrogates rationale and challenge peers	Holds Academy Lead to account	Retains focus
10.4	Stakeholder engagement	No	Reports to Board	Makes recommendations on structure		Holds Academy Lead to account	Engages effectively at local level
10.5	Accountability at all levels	Yes (Not for CEO)	Holds Heads to account	Central business team		Holds Academy Lead to account	Effective accountability structure and expectations
10.6	Well-being considerations and culture of safeguarding	Yes	Set agenda for the Trust		Reinforce message	Holds Academy Lead to account	Sets priority in work culture
10.7	Outcomes and student performance	No	Sets KPIs and reports at Trust RAP		Ongoing monitoring and share practice	Holds Academy Lead to account	Sets priorities and implements plan
10.8	Public relations	No	Overview / approval	Consults / proposes strategy	Shares practice	Supports	Controls image across platforms
10.9	Effective evaluation and target setting	Yes	Facilitates process review		QA and moderation process	Holds Academy Lead to account	Manages process
10.10	Strategic planning	No	Recommendations to the Board		Collaborative recommendations		
10.11	Adherence to health and safety policies, procedures and arrangements	No	Oversees arrangements			Holds Academy Lead to account	Adheres to arrangements