Public Bodies: A Guide for Departments

Overview of Guidance Documents - Contents
OVERVIEW OF GUIDANCE DOCUMENTS - CONTENTS

This suite of documents is designed to help all those who are involved in establishing and sponsoring a Central Government public body. For the purposes of this Guidance document, the term Central Government public bodies includes non departmental public bodies (NDPBs), NHS bodies and public corporations. The following documents relate specifically to the creation and management of Central Government public bodies (collectively referred to as public bodies and NDPBs):

CHAPTER 1: CASE ASSESSMENT AND CLASSIFICATION OF A PUBLIC BODY

Contents:  
1. The Options  
2. Classification Guidance  
3. Obtaining a Classification Decision  
4. Consultation

CHAPTER 2: POLICY AND CHARACTERISTICS OF A PUBLIC BODY

Contents:  
1. Definition of a Central Government Public Body  
2. What is a Non-Departmental Public Body (NDPB)  
3. Government Policy on NDPBs  
4. When is a NDPB an appropriate model?  
5. Counting the cost  
6. Questions of accountability  
7. The different types of Public Bodies – key characteristics  
8. Summary

CHAPTER 3: SETTING UP A NEW PUBLIC BODY – THE LEGISLATIVE REQUIREMENTS

Contents:  
1. Introduction  
2. Is legislation necessary for all new Public Bodies?  
3. General principles – powers of the body and ministerial powers  
4. Powers and obligations of the body  
5. Ministerial powers  
6. Paving legislation  
7. Main legislation  
8. Provision for winding up  
9. Execution of documents by affixation of seal  
10. Devolution Issues

CHAPTER 4: SETTING UP A NEW EXECUTIVE NDPB – THE PRACTICAL TASKS

Contents:  
1. Project Management  
2. NDPB Arrangements  
3. Shadow NDPBs  
4. Sustainable Development  
5. Engagement with the Voluntary and Community Sector  
6. Regulatory Impact Assessments  
7. Enforcement Concordat  
8. Corporate Governance
CHAPTER 5: PUBLIC BODY STAFF

Contents:
1. Which Public Bodies employ their own staff
2. Role of the Sponsor Department
3. Recruitment
4. Terms and Conditions
5. Nationality Rules
6. Confidentiality
7. Rules of Conduct and Staff Code
8. Human Resources Systems
9. Equality Legislation
11. Security
12. Health & Safety
13. Government Policy on transfer of NDPB Staff into the Civil Service
Annex A: Model Code for Staff of Executive NDPBs
Annex B: Model Contract of Employment for the Chief Executive and/or other senior posts

CHAPTER 6: FINANCIAL MANAGEMENT: ACCOUNTABILITY

Contents:
1. Introduction
2. Organisation
3. Annual Reports and Accounts
4. Performance Targets
5. Internal Audit
6. External Audit
Annex A: NDPB Accounting Officers
Appendix to Annex A: Induction Arrangements
Annex B: Model Letter of designation as a NDPB Accounting Officer

CHAPTER 7: FINANCIAL MANAGEMENT: PLANNING, FUNDING AND CONTROL

Contents:
1. Introduction
2. General Principles
3. The Planning Process
4. Principles of Budgeting
5. Delegation and Financial Controls
6. Methods of Funding
7. Administrative Costs
8. Net Financing Regimes
9. Selling Services in Wider Markets
10. Performance Targets
11. Management Statement/ Financial Memorandum
12. Price Basis of Forward Financing Statements
13. Banking Arrangements
14. Disposal of Assets
15. Insurance
CHAPTER 8: POLICY - OPENNESS AND ACCOUNTABILITY

Contents:
1. Introduction
2. Information
3. Openness
4. Customer Focus
5. Parliament
6. Publication

CHAPTER 9: REVIEWING A PUBLIC BODY

Contents:
1. Introduction
2. What this guidance addresses
3. How this guidance is structured
4. Key issues
5. The future organisation
6. Performance
7. Partnership working
8. Joint and parallel reviews
9. Making better use of technology
10. What the guidance means for you
Annex A: Checklist – What makes a good review
Annex B: Fact sheets 1 to 5

CHAPTER 10: DISSOLVING A PUBLIC BODY

Contents:
1. Introduction
2. Statutory bodies
3. Surrendering Royal Charters
4. Terminating a Royal Commission
5. Removing references to the body in legislation
6. Compensation for redundancy
7. Pensions
8. Residual pension liabilities
9. Records
10. Disposal of assets of charities
11. Mergers and transfers of functions

The above documents supersede the Cabinet Office guidance Non-Departmental Public Bodies: A Guide for Departments which was issued in September 2004.

Updates

Revised guidance will be published on the Agencies and Public Bodies website and all documents will be clearly dated to reflect current versions.

Appointments to boards of public bodies

The documents do not include information on public appointees. For up-to-date guidance on all matters concerning public appointees, the Public Appointments Unit’s guidance for departments, ‘Making and Managing Public Appointments’ is available at:
You can contact the Public Appointments Unit at:

Cabinet Office
Room 1.8
Admiralty Arch
The Mall
London SW1A 2WH
Tel: 020 7276 2482
E-mail: public.appointments.unit@cabinet-office.x.gsi.gov.uk

Devolved Administrations

The guidance refers to public bodies that fall under the remit of UK Government Departments, i.e. not those which are the responsibility of the Devolved Administrations. Information produced by the Welsh Assembly Government can be found at: http://www.wales.gov.uk/recruitment/pubapps-e.htm and information produced by the Scottish Executive can be found at: http://www.scotland.gov.uk/government/publicbodies/.

Comments / questions

If you have any comments on the guidance documents, please e-mail the Agencies and Public Bodies Team at apbt@cabinet-office.x.gsi.gov.uk. Your suggestions will help ensure that the documents continue to provide current guidance to assist all those involved in the creation and management of Public Bodies.

Agencies and Public Bodies Team
Cabinet Office

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