



Working together for growth

Guide to BIS

2011 - 2012



BIS | Department for Business
Innovation & Skills

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INTRODUCTION

Our Department is central to achieving the Government's ambition of balanced growth. We must ensure that the Department's work supports this and that our policies are aligned to deliver a powerful and robust recovery.

This Guide forms an energetic vision for how we will work together for growth. We all have a contribution to make to this, wherever we are based and in whichever part of BIS we work. Please look at the detailed plans that will make our vision a reality and see how all of our work fits together.

Being clear about what we are here to achieve is only one part of building an outstanding Department; how we work is equally vital.

My ambition is that the Department becomes more flexible, innovative and open, but what this means in practice can only be defined by you. I look forward to hearing what you have to say and together making BIS a great place to work.

Martin

Martin Donnelly
Permanent Secretary, BIS

“ We all have a contribution to make ”



OUR VISION

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Our new vision puts growth at the heart of what we do. Everyone has a role to play in this through the work we do, how we do it and how we work with each other. Our vision is for each of these elements to support the others so that we work effectively together and make a real difference to growth.

BIS: working together for growth

We are **making a difference**, supporting sustained growth and higher skills across the economy

We are **delivering effectively** for our Ministers by working flexibly and openly

Together we are making BIS a **great place to work** by developing our skills and contributing our ideas



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ABOUT THIS GUIDE

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The purpose of this Guide

BIS has published a public ***Business Plan*** which sets out the priorities we will follow in the coming year. This Guide explains how we will achieve those priorities, and the resources and structures we have in place to help us. This will make sure we deliver on these priorities and get the best value from our actions.

Public accountability

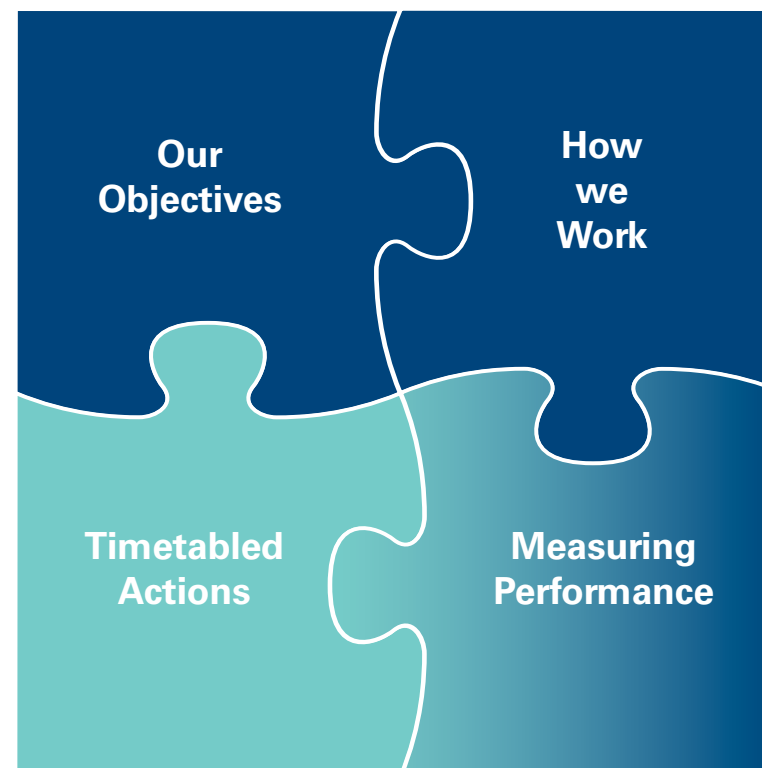
BIS reports progress on delivering the Business Plan through:

- Monthly progress reports: are the actions being delivered on time?
- A quarterly data summary: how do we compare with other government departments?
- Our Annual Report and Accounts.

How to use this Guide

This Guide sets out at a high level the objectives that BIS has and how we will work to deliver them, including the underlying detail. This allows us to see how we each individually make a contribution to our objectives.

- Set personal and team objectives which directly support delivery of BIS's objectives
- Get a feel for how we report BIS's performance to the Departmental Board, measuring progress and mitigating risks.



KEY

- Guide to BIS
- Business Plan

MAKING A DIFFERENCE




























Click  on each outcome to see the framework for performance or click  to see them all

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GROUPS

OUTCOMES

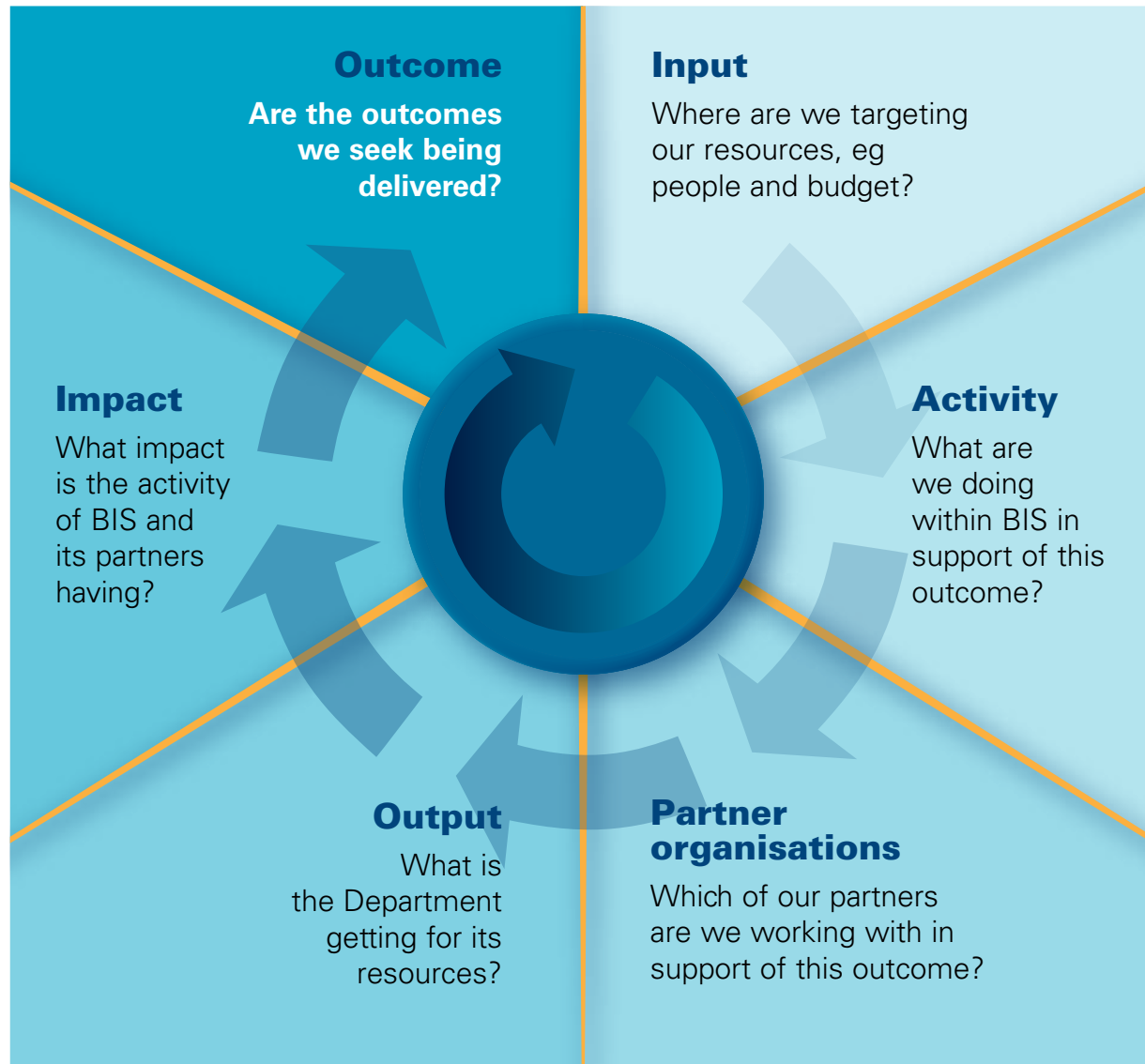
OBJECTIVES

Knowledge & Innovation	A research base which delivers maximum benefit for the UK 	Innovation Stimulate innovation and commercialisation in science and research
	World-class translation of knowledge and ideas into successful commercial and public service outcomes, increasing productivity, growth and quality of life 	
	A sustainable, autonomous English higher education system with world class teaching that is open to people from all backgrounds 	
Business & Skills	An internationally competitive skills base, helping businesses to grow and individuals to succeed 	Skills Promote more opportunities for individuals in realising their potential
	A stronger entrepreneurial culture and business environment in which SMEs can access the finance, information and advice they need to start up and grow 	
	Increase private sector growth across the country 	
	Year-on-year growth in UK manufacturing and services (for each sector) 	
Shareholder Executive	Maximising business opportunities and maintaining competitiveness in the transition to a green economy 	Enterprise Make it easier for enterprises to start, grow and invest in the long-term
	Improved efficiency of the management and service delivery of public data 	
UK Trade & Investment	Safeguarding the future of Royal Mail and the Post Office 	Trade Support UK trade overseas and inward investment
	UKTI targeting innovative and high growth SMEs 	
	UKTI bringing high value opportunities home 	
	UKTI building a pipeline of high quality inward investment 	
Market Frameworks	UKTI building strategic relationships 	Markets Create markets that serve businesses' and consumers' long-term interests
	Encouraging free, fair, and open markets 	
	A competitive, efficient and effective labour market framework that supports economic growth and employment 	
	A world class competition framework 	
	An effective consumer framework with empowered consumers that delivers growth and consumer welfare, with minimum regulatory burdens on business 	
	An effective corporate law, governance and insolvency framework 	
ESBR	A wider business environment that supports growth 	Effective BIS Make BIS into a highly effective organisation that's a great place to work
	Government policy that helps facilitate sustainable, balanced economic growth 	
	A regulatory environment which removes barriers to businesses and individuals 	
Corporate Group*	BIS evidence base provides robust underpinning to policy making, including consistent and comparable appraisal and evaluation evidence 	
	The Department, its Ministers and its policies are effectively positioned and promoted, with increases in external reputation and internal pride 	
	A high performing, well managed, engaged workforce to support delivery of the BIS mission 	
	BIS has a strong capability and credible financial management and resource stewardship 	
	Quality, professional and highly efficient Corporate Services integrated to support excellent performance across BIS 	

*Legal Services contributes across the outcomes

DELIVERING EFFECTIVELY

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For this Guide we have developed a common framework for what we do. From now on we will be using this to monitor our performance. An example framework is shown on the left.

Click on each outcome on the previous page to see details of the work we are doing to deliver it.

Delivering effectively is about getting the most out of the resources we have. Sharing a common framework across all of our work allows us to do this by showing:

- How connected we are – how each element of our work contributes to our common goal of sustained growth
- How effective we are – whether we are focusing on the areas where we can make the most difference
- How efficient we are – whether we could be having even more impact given the resources we use.

A GREAT PLACE TO WORK







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BIS will be a great place to work if everyone has the opportunity to contribute their ideas about how we can work together in a different way to deliver our vision.

So we are starting a series of conversations about BIS. Each month we will focus on a different theme, like working more flexibly and innovatively and being more open and connected.

The current themes are only a starting point and we expect more to emerge through the conversations. They all link together and are part of helping us build our capability to get the job done and making BIS a great place to work.



-  Vision, purpose, clear line of sight
-  Building capability
-  Flexibility
-  Innovation
-  Openness
-  Emerging themes

KEY DELIVERABLES

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BIS has an ambitious programme of work for the next year. This shows how some of the key deliverables in our Business Plan link to the objectives in this Guide.

Innovation

Stimulate innovation and commercialisation in science and research

- Create a national network of Technology and Innovation Centres
- Invest an additional £100m in science capital development
- Implement the agreed elements of the Hargreaves review of Intellectual Property
- Publish Research and Innovation Strategy

Did you know?

The UK's research base is world class, second only to the USA for number of citations.

Skills

Promote more opportunities for individuals in realising their potential

- Increase the number of apprenticeships
- Reform Higher Education
- Develop the new National Scholarship Programme
- Introduce a new system of loans for further education students

Did you know?

Last year 280,000 people started an apprenticeship thanks to BIS support.

Enterprise

Make it is easier for enterprises to start, grow and invest in the long-term

- Deliver 'One-in, One-out' so no new domestic regulation is brought in without other regulation being cut by an equal amount
- Complete the transfer of RDA commitments
- First investment of banks' Business Growth Fund in SMEs
- Launch online start-up hub for people looking to start up a new business

Did you know?

The UK is ranked as the fourth easiest economy in the world to do business – the best country in Europe and the G8.

Trade

Support UK trade overseas and inward investment

- Implement the Services Directive to radically improve the free movement of services in Europe
- Deliver an enhanced package of support to help SMEs with an ambition to break into overseas markets
- Tackling trade barriers faced by UK firms

Did you know?

Last year UKTI helped over 23,000 companies exploit opportunities in overseas markets.

Markets

Create markets that serve businesses' and consumers' long-term interests

- End unfair bank and financial transaction charges for consumers
- Consult with business on shared parental leave and extension of flexible working to all employees
- Phase out the Default Retirement Age
- Increase the number of women on boards
- Streamline and improve the competition regime

Did you know?

BIS-funded Scambusters teams tackling rogue traders have uncovered £64m worth of fraud in the past five years.

Effective BIS

Make BIS into a highly effective organisation that's a great place to work

- Corporate service reform
- Embrace partner organisations as equals to help the whole BIS family perform better
- Increase capability

Did you know?

Together BIS and its partner organisations employ over 35,000 people.

OUR PARTNERS

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Working together with our partners is vital to delivering our objectives. We have a network of partner organisations that are responsible for 80 per cent of our expenditure.

Knowledge and Innovation

Arts & Humanities Research Council
Biotechnology & Biological Sciences Research Council
British Hallmarking Council
Design Council*
Economic and Social Research Council
Engineering & Physical Sciences Research Council
Higher Education Funding Council for England
Medical Research Council
National Endowment for Science Technology and the Arts*
Natural Environment Research Council
Office for Fair Access
Science & Technology Facilities Council
Student Loans Company
Technology Strategy Board
UK Atomic Energy Authority
Intellectual Property Office
National Measurement Office
UK Space Agency
Met Office
Ordnance Survey
British Standards Institution
UK Accreditation Service

Market Frameworks

Advisory, Conciliation & Arbitration Service
Competition Commission*
Competition Service
Consumer Focus*
Low Pay Commission
Copyright Tribunal*
Central Arbitration Committee
Competition Appeal Tribunal
Insolvency Practitioners' Tribunal*
Companies House
Insolvency Service
Land Registry
Office of Fair Trading*
Citizens Advice
Citizens Advice Scotland
Community Interest Companies Regulator
Financial Reporting Council

Business and Skills

Advantage West Midlands*
Capital for Enterprise Ltd
Construction Industry Training Board
East Midlands Development Agency*
East of England Development Agency*
Engineering Construction Industry Training Board
Film Industry Training Board
London Development Agency*
North West Development Agency*
ONE North East*
South East England Development Agency*
South West of England Development Agency*
UK Commission for Employment Skills
Yorkshire Forward*
Industrial Development Advisory Board
Skills Funding Agency
British Shipbuilders*
Postcomm*
National Council for Graduate Entrepreneurship*

Shareholder Executive

Royal Mail Holdings plc

Economics, Strategy and Better Regulation

Local Better Regulation Office*

GO-Science

Council for Science and Technology

Other

Export Credits Guarantee Department

LEGEND

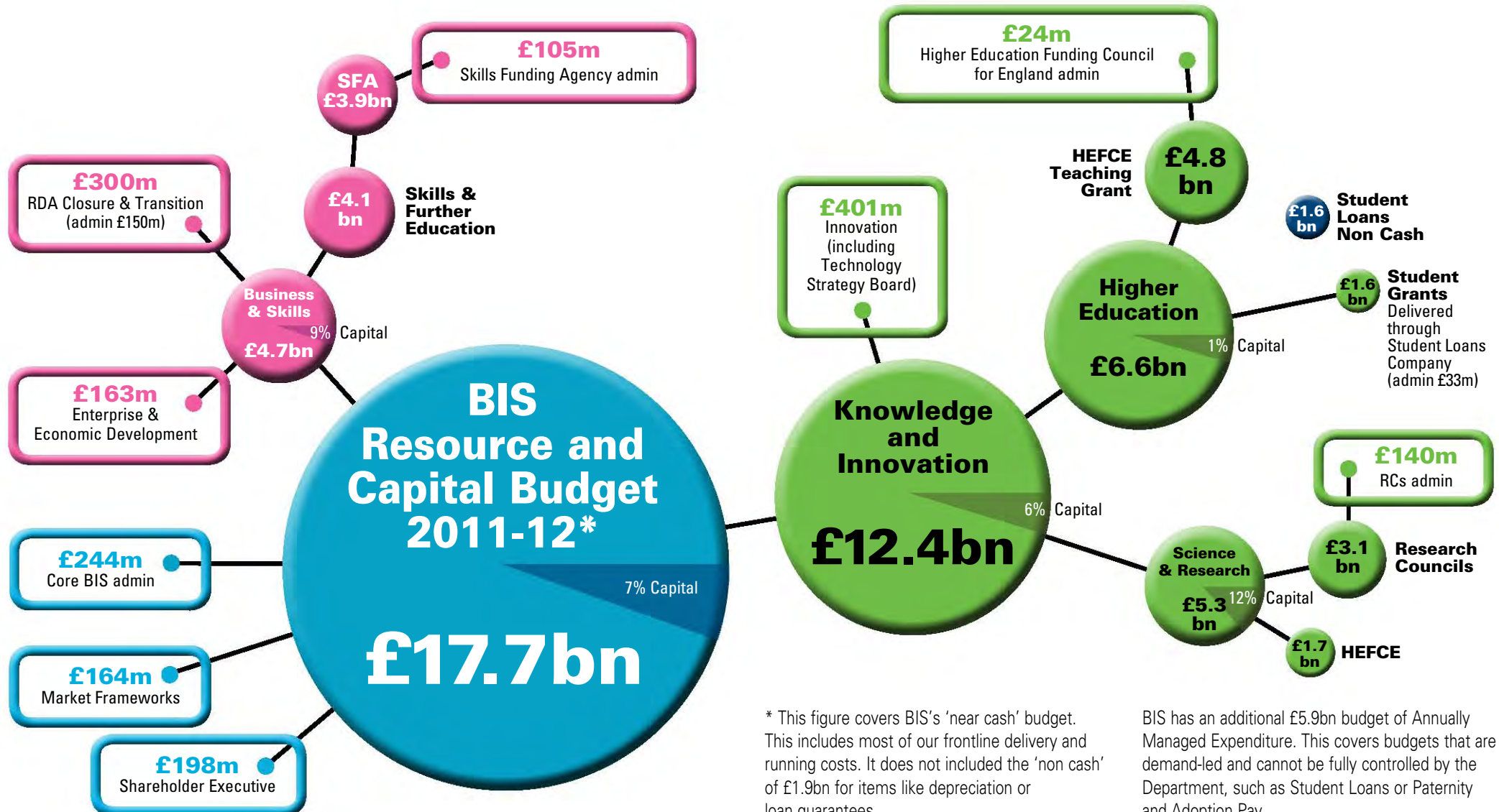
Executive NDPB
Advisory NDPB
Tribunal NDPB
Executive Agency
Public Corporation
Non-Ministerial Dept
Other

* Currently undergoing reform, abolition or merger.

OUR BUDGET

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This chart shows where we spend public money for the 2011-12 financial year.



MINISTERS & MANAGEMENT

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**Rt Hon
Dr Vince Cable MP**
Secretary of State for
Business, Innovation
and Skills



Martin Donnelly
Permanent Secretary



Andrew Witty
Lead non-executive
director



**Rt Hon
David Willetts MP**
Minister of State for
Universities and Science
(attending Cabinet)



**Rt Hon
Greg Clark MP**
Minister of State for
Decentralisation and
Cities (jointly with
DCLG)



Tera Allas
Economics,
Strategy and
Better Regulation



Nick Baird
UK Trade and
Investment



Julia King
Non-executive
director



Lord Green
Minister of State for
Trade and Investment



John Hayes MP
Minister of State for
Further Education, Skills
and Lifelong Learning
(jointly with the
Department for Education)



Bernadette Kelly
Market Frameworks



**Stephen
Lovegrove**
Shareholder Executive



**Brian
Woods-Scawen**
Non-executive
director



Mark Prisk MP
Minister of State for
Business and Enterprise



Edward Davey MP
Minister for
Employment Relations,
Consumer and
Postal Affairs



Howard Orme
Finance and Commercial



Philip Rutnam
Business and Skills



Baroness Wilcox
Parliamentary
Secretary for Business,
Innovation and Skills



**Rachel
Sandby-Thomas**
Legal, People and
Communications



Sir Adrian Smith
Knowledge and
Innovation



**Sir John
Beddington**
Government Chief
Scientific Advisor*

KEY

- Ministers
- Management
- Non-executive board members

The ***Ministerial team*** is led by Secretary of State Vince Cable. The ***management team*** is led by Permanent Secretary Martin Donnelly. We have three ***non-executive board members*** led by Andrew Witty.

* Government Office for Science is housed in BIS but works across government

DECISION MAKING IN BIS

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Includes Ministers

Includes non-executive board member(s)

