Specimen framework document:

Non-departmental public body with charitable status

 July 2022

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| Specimen framework document NDPB charity |

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Introduction and background

## Purpose of document

* 1. This framework document (the “framework document”) has been agreed between [sponsor department] and [the ALB] in accordance with HM Treasury's handbook Managing Public Money[[1]](#footnote-1) (“MPM”) (as updated from time to time) and has been approved by HM Treasury.

[Approval of the framework document should be via the sponsor department’s Corporate Governance team or Financial Governance team or equivalent first, before seeking approval from HM Treasury spending team and Treasury Officer Accounts team as set out in MPM Annex 7.2. It may be appropriate to seek advice from Cabinet Office Public Bodies Governance Team and UKGI as outlined in that Annex.]

* 1. The framework document sets out the broad governance framework within which [the ALB] and the [sponsor department] operate. It sets out the [ALBs] core responsibilities, describes the governance and accountability framework that applies between the roles of the [sponsor department], [ALB], [other parties as relevant, e.g. shareholder team if outside sponsor, other department with a policy interest] and sets out how the day-to-day relationship works in practice, including in relation to governance and financial matters.
	2. The document does not convey any legal powers or responsibilities but both parties agree to operate within its terms.
	3. References to [the ALB] include all its subsidiaries and joint ventures that are classified to the public sector and central government for national accounts purposes. If [the ALB] establishes a subsidiary or joint venture, there shall be a document setting out the arrangements between it and [the ALB] agreed with [the department].
	4. Copies of the document and any subsequent amendments have been placed in the libraries of both Houses of Parliament and made available to members of the public on the [ALB website/gov.uk.]

[It is important ensure that framework documents are both public and easily accessible so should be made available with a similar prominence to other core constitutional and financial reporting documents of the body.]

* 1. This framework document should be reviewed and updated at least every 3 years unless there are exceptional reasons that render this inappropriate that have been agreed with HM Treasury and the Principal Accounting Officer of the sponsor department. The latest date for review and updating of this document is [xxx].

[In respect of review of the framework document the department should consider that the process of review and updating of framework documents can take a significant amount of time. Therefore, to ensure the deadline for updating of the document is met, best practice is that any review should be commenced at least 6 months before the date set out above.]

## Objectives

* 1. The [department] and [the ALB] share the common objective of delivering [specific service]. To achieve this the [ALB] and the [department] will work together in recognition of each other's roles and areas of expertise, providing an effective environment for the [ALB] to achieve its charitable objectives through the promotion of partnership and trust and ensuring that [the ALB] also supports the strategic aims and objective of the department and wider government as a whole within its charitable purposes.

[These objectives should be high level and represent the long-term objectives of an organisation and the charity’s purposes. Departments should bear in mind that framework documents are updated only every three years so shorter-term and more detailed objectives should be detailed in business plans and strategic documents.]

## Classification

* 1. [ALB] has been/is intended/expected to be classified as a central government organisation by the ONS/HM Treasury Classifications Team.
	2. It has been administratively classified by the Cabinet Office as a non-departmental public body (NDPB).
	3. [The ALB] is a registered charity in England and Wales (charity number xxx) / [The ALB] is an exempt charity whose Principal Regulator is [xxx].

[Where the body is not classified as a NDPB, department should use a different framework document template that is more suitable to the body in question. If the body is not administratively classified, please discuss with the Treasury Officer of Accounts and the HM Treasury spending team which is the most suitable template to use. For NDPBs which do not have charitable status or are companies, see the relevant templates.]

# **Purposes, aims and duties**

## Purposes

* 1. [The ALB] has been [incorporated by Royal Charter / incorporated by the [Name] Act]. Its charitable purposes are set out in section [?] of [the Royal Charter / that Act] and are:

[To meet the new services rule (see MPM Annex 2.4) an NDPB should usually be incorporated by primary legislation. Some NDPBs may have been incorporated by Royal Charter. If the charitable purposes of an NDPB incorporated by Royal Charter are contained in a set of bye-laws, these should be referenced. If this is not the case it may be appropriate to amend the above section and discuss with HM Treasury. For government companies established under the Companies’ Act, see the bespoke templates for public corporations and central government companies published alongside this template.]

## Powers and duties

* 1. [ALB’s] powers and duties stem from [sections [?] and [schedule?] of the [establishing legislation, include both primary and secondary legislation, as necessary] / sections [?] of the Royal Charter/bye-laws].
	2. [ALB’s] statutory duties and functions are to:
* [short summary of overarching statutory duties]

[If the body has no statutory duties delete.]

## Aims

* 1. The [ALB’s] strategic aims are to:

[Explain big picture aims]

* Aim 1
* Aim 2

[This should provide a summary of the bodies aims and explain where they are set out. This may guide the reader to statutory authority, letters of direction from the responsible Minister, business plan or strategic documents and should refer to the charity’s purposes.]

#

# **Governance and accountability**

## Governance and accountability

* 1. The ALB shall operate corporate governance arrangements that, so far as practicable and in the light of the other provisions of this framework document its charitable status, or otherwise may be mutually agreed, accord with good corporate governance practice and applicable regulatory requirements and expectations.
	2. In particular (but without limitation), [ALB] should:
* comply with the principles and provisions of the Corporate Governance in Central Government Departments Code of Good Practice[[2]](#footnote-2) (as amended and updated from time to time) to the extent appropriate and in line with their statutory duties or specify and explain any non-compliance in its annual report
* comply with MPM
* in line with MPM have regard to the relevant Functional Standards[[3]](#footnote-3) as appropriate and in particular those concerning Finance, Commercial and Counter Fraud
* take into account the codes of good practice and guidance set out in Annex A of this framework document, as they apply to ALBs
* comply with their duties under charity law
	1. In line with MPM Annex 3.1 and the Charities Statement of Recommended Practice[[4]](#footnote-4) [the ALB] shall provide an account of corporate governance in its annual governance statement including the Board’s assessment of its compliance with the Code with explanations of any material departures. To the extent that [the ALB] does intend to materially depart from the Code, the sponsor should be notified in advance.

[It may be appropriate to add explicit references to additional standards or guidance in the core text of the framework document where the ALB has a particular area of responsibility that is closely connected to that function. For example, it may be appropriate to draw out reference to the Project Delivery Standard if the ALB is due to deliver large number of projects or alternatively it may be appropriate to refer to the standards in the annex guidance following the framework document.]

# **Role of the department**

## The responsible Minister

* 1. The [name or office of the responsible and successor Minister] is accountable to Parliament for all matters concerning [ALB].
	2. The Ministers’ statutory powers in respect of [the ALB] are set out in [insert relevant legislation].
	3. These are:

[Insert summary of powers]

#### Appointments to the Board

* 1. The Chief Executive of [ALB] is appointed by the [responsible Minister/Board] under section [x of relevant legislation/x of the Royal Charter or bye-laws] in [consultation with/with the approval of] the [responsible Minister/Board]. [This appointment is subject to the Public Appointments Order in Council and as such must comply with the Governance Code on Public Appointments.]
	2. [The Minister shall have the following appointment and approval rights in relation to the [ALB’s] Board:
	+ [The chairperson is appointed by the [responsible Minister] under section [x of relevant legislation]. [This appointment is subject to the Public Appointments Order in Council and as such must comply with the Governance Code on Public Appointments.]
	+ Trustees are [appointed by the responsible Minister / appointed by the Board] under [section x of relevant legislation / section x of the Royal Charter or bye-laws]. [This appointment is subject to the Public Appointments Order in Council and as such must comply with the Governance Code on Public Appointments.]
	+ All such appointments should have regard to the principle that appointments should reflect the diversity of the society in which we live, and appointments should be made taking account of the need to appoint boards which include a balance of skills and backgrounds.

**[This section should reflect the ALB’s governing document provisions and any statutory provision governing the appointment of board members to ensure that there is no discrepancy between the governing document and the framework document. The document should be clear about when the appointable role is subject to the Public Appointments Order in Council[[5]](#footnote-5), and the applicability of the relevant Governance Code on Public Appointments[[6]](#footnote-6). It may also be appropriate to consider if term limits on Board appointments should be agreed as long as this is consistent with the ALB’s governing document provisions and any statutory provision.]**

#### Other Ministerial powers and responsibilities

* 1. The Minister is also responsible for:
	+ agreeing the policy framework within which [ALB] operates
	+ setting the performance framework within which [ALB] will operate including approving [ALB’s] Strategy and Annual Plan
	+ matters regarding spending approvals, acquisitions, disposals, and joint ventures in line with delegations as set out in the delegation letter
	+ such other matters as may be appropriate and proportionate in the interests of the charity

[This section should follow the ALB’s governing document and statutory powers provided to the Minister concerning the body. The above represents an example of such powers but there will be variation between bodies particularly around the powers of appointment and approval and the applicability of the Governance Code on Public Appointments. If uncertain about the applicability of the Code departments should consult the Public Appointments policy team within Cabinet Office. If the legislation sets out the Secretary of State as holding powers or duties in relation to the body, then it is the Secretary of State that should be referred to as the responsible Minister. It may be appropriate to also detail if the Secretary of State intends to delegate functions to a junior Minister.]

## The Principal Accounting Officer

* 1. The Principal Accounting Officer (PAO) is the Permanent Secretary of the department.

#### PAO’s specific accountabilities and responsibilities

* 1. The PAO of [sponsor department] designates the Chief Executive as [the ALB’s] Accounting Officer (AO) and ensures that they are fully aware of their responsibilities. The PAO issues a letter appointing the AO, setting out their responsibilities and delegated authorities.
	2. The respective responsibilities of the PAO and AOs for ALBs are set out in Chapter 3 of MPM.
	3. The PAO is accountable to Parliament for the issue of any grant-in-aid to [the ALB].
	4. The PAO is also responsible, usually via the sponsorship team, for advising the responsible Minister on:
* an appropriate framework of objectives and targets for [the ALB] in the light of the department’s wider strategic aims and priorities
* an appropriate budget for [the ALB] in the light of the sponsor department’s overall public expenditure priorities
* how well the ALB is achieving its strategic objectives and whether it is delivering value for money
* the exercise of the Ministers’ statutory responsibilities concerning [the ALB] as outlined above
	1. The PAO via the sponsorship team is also responsible for ensuring arrangements are in place in order to:
* monitor the ALB’s activities and performance
* address significant problems in the ALB, making such interventions as are judged necessary
* periodically and at such frequency as is proportionate to the level of risk carry out an assessment of the risks both to the department and the ALB’s objectives and activities in line with the wider departmental risk assessment process
* inform the ALB of relevant government policy in a timely manner
* bring ministerial or departmental concerns about the activities of the ALB to the full (ALB) board, and, as appropriate to the departmental Board, requiring explanations and assurances that appropriate action has been taken

## The role of the sponsorship team

* 1. [Named team] in the department is the primary contact for [the ALB]. The responsible senior civil servant for this relationship is [insert name or role]. They are the main source of advice to the responsible Minister on the discharge of their responsibilities in respect of [the ALB]. They also support the PAO on their responsibilities toward [the ALB].
	2. Officials of [named] team in the sponsor department will liaise regularly with ALB officials to review performance against plans, achievement against targets and expenditure against its DEL and AME allocations. The [team] will also take the opportunity to explain wider policy developments that might have an impact on the ALB.

[It may be appropriate to set out the mechanisms for the working relationship in this section of the document or may be more appropriate to cross reference to a supporting document or annex if this will lead to excessive levels of detail for a framework document. This could include a 'service standard' a template and example of this sort of agreement can be found in the Sponsorship Code of Good Practice[[7]](#footnote-7). All sponsors must strike a balance between financial oversight and allowing the sponsored body to operate independently day to day. Oversight is necessary because it is the department that is ultimately accountable to Parliament for the use of public funds by their sponsored ALBs. Sponsors are responsible, on behalf of Ministers and the departmental AO, for holding ALBs to account and gaining assurance concerning the proper discharge of their functions. The correct balance between such oversight and operational freedom will vary for each sponsored body and as such sponsorship arrangements may vary. It will be helpful to refer to such guidance as the Partnerships with Arm's Length Bodies: Code of Good Practice[[8]](#footnote-8) and the Sponsorship Code of Good Practice. Where the department has a significant policy/client interest in the ALB as well as being the owner/funding sponsor, it may be appropriate to have separate teams for the two functions as provided for in the central government company template.]

## Resolution of disputes between the [ALB] and department

* 1. Any disputes between the department and [the ALB] will be resolved in as timely a manner as possible. The department and [the ALB] will seek to resolve any disputes through an informal process in the first instance. If this is not possible, then a formal process, overseen by the senior sponsor, will be used to resolve the issue. Failing this, the senior sponsor will ask the relevant policy Director General to oversee the dispute. They may then choose to ask the Permanent Secretary to nominate a non-executive member of the department’s Board to review the dispute, mediate with both sides and reach an outcome, in consultation with the Secretary of State.

[It will be important for the framework document or referenced supporting document setting out ways of working to include provisions regarding dispute mechanisms. The above text represents an example of such a mechanism. However, care should be taken that the dispute resolution mechanism does not undermine the respective roles of the Responsible Minster, Board and the respective AOs of the sponsor department and ALB.]

## Freedom of Information requests

* 1. Where a request for information is received by either party under the [Freedom of Information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/contents), or the [Data Protection Act 1998](http://www.legislation.gov.uk/ukpga/1998/29/contents) or 2018, the party receiving the request will consult with the other party prior to any disclosure of information that may affect the other party’s responsibilities.

## Reporting on legal risk and litigation

* 1. [The ALB] shall provide a quarterly update to the sponsor on the existence of any active litigation and any threatened or reasonably anticipated litigation. The parties acknowledge the importance of ensuring that legal risks are communicated appropriately to the sponsor in a timely manner.
	2. In respect of each substantial piece of litigation involving the ALB, the parties will agree a litigation protocol which will include specific provisions to ensure appropriate and timely reporting on the status of the litigation and the protection of legally privileged information transmitted to the sponsor to facilitate this. Until such time as a protocol is agreed, the parties will ensure that:
* material developments in the litigation are communicated to the sponsor in an appropriate and timely manner
* legally privileged documents and information are clearly marked as such
* individual employees handling the legally privileged documents are familiar with principles to which they must adhere to protect legal privilege
* circulation of privileged information within government occurs only as necessary

# **[The ALB] governance structure**

## The Chief Executive

#### Responsibilities of the ALB’s chief executive as accounting officer

* 1. The Chief Executive as AO is personally responsible for safeguarding the public funds for which they have charge; for ensuring propriety, regularity, value for money and feasibility in the handling of those public funds; and for the day-to-day operations and management of [the ALB]. In addition, they should ensure that [the ALB] as a whole is run on the basis of the standards, in terms of governance, decision-making and financial management, that are set out in Box 3.1 of MPM. These responsibilities include the below and those that are set in the AO appointment letter issued by the PAO of the sponsor department.

 [All NDPB’s will be subject MPM and require the individual with executive control of the organisation to be appointed as AO. If for some reason this is not possible or inappropriate, please consult with the Treasury Officer of Accounts.]

#### Responsibilities for accounting to Parliament and the public

* 1. Responsibilities to Parliament and the public include:
* signing the accounts and ensuring that proper records are kept relating to the accounts and that the accounts are properly prepared and presented in accordance with any directions issued by the Secretary of State
* preparing and signing a Governance Statement covering corporate governance, risk management and oversight of any local responsibilities, for inclusion in the annual report and accounts
* ensuring that effective procedures for handling complaints about the ALB in accordance with [Parliamentary and Health Service Ombudsman’s Principles of Good Complaint Handling](https://www.ombudsman.org.uk/about-us/our-principles/principles-good-complaint-handling) are established and made widely known within the ALB and published [on gov.uk/Named ALB’s website]
* acting in accordance with the terms of MPM and other instructions and guidance issued from time to time by the department, the Treasury and the Cabinet Office
* ensuring that as part of the above compliance they are familiar with and act in accordance with:
	+ any governing legislation
	+ this framework document
	+ any delegation letter issued to body as set out in paragraph [x]
	+ any elements of any settlement letter issued to the sponsor department that is relevant to the operation of [the ALB]
	+ any separate settlement letter that is issued to [the ALB] from the sponsor department
	+ [the [ALB’s] other governing document(s)]
* ensuring they have appropriate internal mechanisms for monitoring, governance and external reporting regarding non-compliance with any conditions arising from the above documents
* giving evidence, normally with the PAO, when summoned before the PAC on the ALB’s stewardship of public funds

#### Responsibilities to the [named sponsor department]

* 1. Responsibilities to [named sponsor department] include:
* establishing, in agreement with the department, the [named ALB’s] corporate and business plans in the light of the department’s wider strategic aims, agreed priorities and the [ALB’s] charitable purposes
* informing the department of progress in helping to achieve the department’s policy objectives which coincide with the ALB’s charitable purposes and in demonstrating how resources are being used to achieve those objectives
* ensuring that timely forecasts and monitoring information on performance and finance are provided to the department; that the department is notified promptly if over or under spends are likely and that corrective action is taken; and that any significant problems whether financial or otherwise, and whether detected by internal audit or by other means, are notified to the department in a timely fashion

#### Responsibilities to the board of trustees

* 1. The Chief Executive is responsible for:
* advising the Board of trustees on the discharge of their responsibilities as set out in this document, in charity law and in compliance with the [ALB’s] governing document the founding legislation and in any other relevant instructions and guidance that may be issued from time to time
* advising the Board on [the ALB’s] performance compared with its aim[s] and objectives
* ensuring that financial considerations are taken fully into account by the Board at all stages in reaching and executing its decisions, and that financial appraisal techniques are followed

#### Managing conflicts

* 1. The Chief Executive should follow the advice and direction of the Board, except in very exceptional circumstances with a clear cut and transparent rationale for not doing so.
	2. If the Board, or its chairperson, is contemplating a course of action involving a transaction which the Chief Executive considers would infringe the requirements of propriety or regularity or does not represent prudent or economical administration, efficiency or effectiveness, is of questionable feasibility, or is unethical the chief executive in their role as AO should reject that course of action and ensure that the Board have a full opportunity to discuss the rationale for that rejection.
	3. If the Chair or Board of [the ALB] is minded to instruct its AO to carry out a course inconsistent with their duties as AO, then the AO should make their reservations clear, preferably in writing. If the Board is still minded to proceed, [the ALB] AO should then:
		+ - ask the PAO of the sponsor department to consider intervening to resolve the difference of view, preferably in writing
			- if the Board’s decision stands, seek its written direction to carry it out, asking the shareholder department to inform HM Treasury
			- proceed to implement without delay
			- follow the routine in paragraph 3.6.6 of MPM

[When managing the relationship between the Board and the Chief Executive as AO it is important to consider if the Board holds status as fiduciary board or as an advisory board. NDPBs with charitable status will have fiduciary boards. The text above reflects this status and provides the ability for Board members to direct the AO.]

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## The Board of trustees

#### Composition of the Board of trustees

* 1. [ALB] will have a board of trustees in line with good standards of corporate governance and as set out in in its establishing statute and in guidance as set out in Annex A. The role of the board shall be to run the [ALB], and to deliver the charitable objectives, in accordance with the purposes as set out above, their statutory, regulatory, charity law and common law duties and their responsibilities under this framework document and the ALB’s framework and any other governing documents. Detailed responsibilities of the board shall be set out in the Board terms of reference. [Remuneration of the Board will be disclosed in line with the guidance in the Government Financial Reporting manual (FReM).]
	2. The Board will consist of [X] trustees, including a chairperson, that have a balance of skills and experience appropriate to directing [the ALB’s] business. For [the ALB] there should be members who have experience of [insert key skills specific to ALB].

[This section should include any detail on e.g. term limits or statutory or governing document requirements for the composition of the board].

#### Board Committees

* 1. The Board may set up such committees as necessary for it to fulfil its functions. As is detailed below at a minimum this should include an Audit and Risk Committee chaired by an independent and appropriately qualified non-executive member of the Board.
	2. While the Board may make use of committees to assist its consideration of appointments, succession, audit, risk and remuneration it retains responsibility for, and endorses, final decisions in all of these areas. The Chair should ensure that sufficient time is allowed at the board for committees to report on the nature and content of discussion, on recommendations, and on actions to be taken.
	3. Where there is disagreement between the relevant committee and the Board, adequate time should be made available for discussion of the issue with a view to resolving the disagreement. Where any such disagreement cannot be resolved, the committee concerned should have the right to report the issue to the sponsor team, PAO and responsible Minister. They may also seek to ensure the disagreement or concern is reflected as part of the report on its activities in the annual report.
	4. The Chair should ensure board committees are properly structured with appropriate terms of reference. The terms of each committee should set out its responsibilities and the authority delegated to it by the Board. The Chair should ensure that committee membership is periodically refreshed.

**[This section should be drafted in line with the any statutory requirements and the ALB’s governing document in relation to committees. It may be appropriate to provide further detail on the nature and make up of committees or it may be appropriate to put such detail in a separate document authored by the Chair. When considering the number and makeup of board committees it will be appropriate to consider appropriate guidance such as the UK Corporate Governance Code and the Corporate Governance in Central Government Departments: Code of good practice.]**

#### Duties of the Board of trustees

* 1. The board of trustees is specifically responsible for:
	+ establishing and taking forward the strategic aims and objectives of [the ALB], consistent with its overall strategic direction and within the policy and resources framework determined by the Secretary of State
	+ providing effective leadership of [the ALB] within a framework of prudent and effective controls which enables risk to be assessed and managed
	+ ensuring the financial and human resources are in place for the [ALB] to meet its objectives
	+ reviewing management performance
	+ ensuring that the Board receives and reviews regular financial and management information concerning the management of [the ALB]
	+ ensuring that it is kept informed of any changes which are likely to impact on the strategic direction of [the ALB] Board or on the attainability of its targets, and determining the steps needed to deal with such changes and where appropriate bringing such matters to the attention of the responsible Minister and PAO via the executive team, sponsorship team or directly
	+ ensuring that any statutory or administrative requirements for the use of public funds are complied with; that the Board operates within the limits of its statutory authority and any delegated authority agreed with the sponsor department, and in accordance with any other conditions relating to the use of public funds
	+ ensuring that in reaching decisions, the Board takes into account guidance issued by the sponsor department
	+ ensuring that as part of the above compliance they are familiar with:

this framework document

their duties as trustees under charity law

any delegation letter issued to body as set out in paragraph [x]

any elements of any settlement letter issued to the sponsor department that is relevant to the operation of the ALB

any separate settlement letter that is issued to the ALB from the sponsor department

that they have appropriate internal mechanisms for the monitoring, governance and external reporting regarding any conditions arising from the above documents and ensure that the chief executive and [the ALB] as a whole act in accordance with their obligations under the above documents

* + demonstrating high standards of corporate governance at all times, including by using the independent audit committee to help the board to address key financial and other risks
	+ [unless the establishing legislation provides for other arrangements] appointing [with the responsible Minister’s approval] a Chief Executive and, in consultation with the department, set performance objectives and remuneration terms linked to these objectives for the Chief Executive which give due weight to the proper management and use and utilization of public resources
	+ [putting in place mechanisms for independent appraisal and annual evaluation of the performance of the chairperson by the independent non-executives, taking into account the views of relevant stakeholders. The outcome of that evaluation should be made available to the responsible Minister]
* putting in place mechanisms for the Chief Executive to have visibility of Board activity with sufficient time before Board decisions are agreed. The mechanism will enable the Chief Executive to take action where needed as per paragraph ‘Managing conflicts’
* determining all such other things which the Board considers ancillary or conducive to the attainment or fulfilment by [the ALB] of its objectives, including its charitable purposes

**[The appraisal process for the Chair may vary between organisations and may be led by the board or the sponsor department. It is important whatever the process that it is clear and that the Board and the sponsor contribute to the process.]**

* 1. The Board should ensure that effective arrangements are in place to provide assurance on risk management, governance and internal control.
	2. The Board should make a strategic choice about the style, shape and quality of risk management and should lead the assessment and management of opportunity and risk. The Board should ensure that effective arrangements are in place to provide assurance over the design and operation of risk management, governance and internal control in line with the Management of Risk – Principles and Concepts (The Orange Book)[[9]](#footnote-9). The Board must [set up an Audit and Risk Assurance Committee chaired by an independent and appropriately qualified non-executive member to provide independent advice and ensure that the department’s Audit and Risk Assurance Committee are provided with routine assurances with escalation of any significant limitations or concerns]. The Board is expected to assure itself of the adequacy and effectiveness of the risk management framework and the operation of internal control.

## The Chair’s role and responsibilities

* 1. The Chair is responsible for leading the board in the delivery of its responsibilities. Such responsibility should be exercised in the light of their duties and responsibilities as set out in their appointment letter, the priorities in the chair’s letter issued to them by the sponsor team, the statutory authority governing [the ALB], the ALB’s governing document and charity law, and this document and the documents and guidance referred to within this document.

**[An effective annual chair’s letter should set out the sponsor department’s expectations of the Chair in terms of both good governance and strategic objectives for the ALB. This should be annual and focus on shorter-term priorities than the framework document – but the two must be consistent.]**

* 1. Communications between [the ALB’s] Board and the responsible Minister should normally be through the Chair.
	2. The chair Is bound by the [Code of Conduct for Board Members of Public Bodies](https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies)[[10]](#footnote-10), which covers conduct in the role and includes the [Nolan Principles of Public Life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)[[11]](#footnote-11).
	3. In addition, the Chair is responsible for:
	+ ensuring including by monitoring and engaging with appropriate governance arrangements that the [ALB’s] affairs are conducted with probity
	+ ensuring that policies and actions support the responsible Minister’s [and where relevant other Ministers’] wider strategic policies and where appropriate, these policies and actions should be clearly communicated and disseminated throughout the ALB.

* 1. The Chair has the following leadership responsibilities:
* formulating the Board’s strategy
* ensuring that the Board, in reaching decisions, takes proper account of guidance provided by the responsible Minister or the department
* promoting the efficient and effective use of staff and other resources
* delivering high standards of regularity and propriety
* representing the views of the board to the general public
	1. The Chair also has an obligation to ensure that:
	+ the work of the Board and its members are reviewed and are working effectively including ongoing assessment of the performance of individual board members with a formal annual evaluation and more in-depth assessments of the performance of individual board members when being considered for re-appointment
	+ that in conducting assessments that the view of relevant stakeholders including employees and the sponsorship team are sought and considered
	+ that the Board has a balance of skills appropriate to directing the [ALB’s] business, and that all trustees (including the Chair) and the Chief Executive continually update their skills, knowledge and familiarity with [the ALB] to fulfil their role both on the Board and committees. This will include but not be limited to skills and training in relation to financial management and reporting requirements, risk management and the requirements of board membership within the public sector
	+ board members are fully briefed on terms of appointment, duties, rights and responsibilities
	+ they, together with the other board members, receives appropriate training on financial management and reporting requirements and on any differences that may exist between private and public sector practice
	+ the responsible Minister is advised of [named ALB’s] needs when board vacancies arise
	+ there is a Board Operating Framework in place setting out the role and responsibilities of the board consistent with the Government Code of Good Practice for Corporate Governance
* there is a code of practice for board members in place, consistent with the Cabinet Office Code of Conduct for Board Members of Public Bodies

## Individual trustees’ responsibilities

* 1. Individual trustees should:
	+ comply at all times with the  [Code of Conduct for Board Members of Public Bodies](https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies), which covers conduct in the role and includes the [Nolan Principles of Public Life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) as well as rules relating to the use of public funds and to conflicts of interest
	+ demonstrate adherence to the 12 Principles of Governance for all Public Body Non-Executive Directors as appropriate[[12]](#footnote-12)
	+ not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations
	+ comply with the Board’s rules on the acceptance of gifts and hospitality, and of business appointments
	+ act in good faith and in the best interests of [the ALB]
	+ ensure they are familiar with any applicable guidance on the role of public sector non-executive directors and boards that may be issued from time to time by the Cabinet Office, HM Treasury or wider government
	+ ensure that they are familiar with guidance on the duties of trustees under charity law
	+ comply with the ALB’s governing document

# **Management and financial responsibilities and controls**

## Delegated authorities

* 1. [The ALB’s] delegated authorities are set out in the delegation letter [attached to this framework document.] This delegation letter may be updated and superseded by later versions which may be issued by the sponsor department in agreement with HM Treasury.
	2. In line with MPM Annex 2.2 these delegations will be reviewed on an annual basis.
	3. The ALB shall obtain the department’s and where appropriate HM Treasury’s prior written approval before:
	+ entering into any undertaking to incur any expenditure that falls outside the delegations or which is not provided for in the ALB’s annual budget as approved by the department
	+ incurring expenditure for any purpose that is or might be considered novel or contentious, or which has or could have significant future cost implications
	+ making any significant change in the scale of operation or funding of any initiative or particular scheme previously approved by the department
	+ making any change of policy or practice which has wider financial implications that might prove repercussive or which might significantly affect the future level of resources required
	+ carrying out policies that go against the principles, rules, guidance and advice in MPM

## Spending authority

* 1. Once the budget has been approved by the sponsor department [and subject to any restrictions imposed by statute], [the responsible Minister’s instructions], [this document], [HM Treasury settlement or delegation letters], [the ALB] shall have authority to incur expenditure approved in the budget without further reference to the sponsor department, on the following conditions:
	+ [the ALB] shall comply with the delegations set out in the delegation letter. These delegations shall not be altered without the prior agreement of the sponsor department and as agreed by HM Treasury and Cabinet Office as appropriate
	+ the ALB shall comply with MPM regarding novel, contentious or repercussive proposals
	+ inclusion of any planned and approved expenditure in the budget shall not remove the need to seek formal departmental approval where any proposed expenditure is outside the delegated limits or is for new schemes not previously agreed
	+ [the ALB] shall provide the sponsor department with such information about its operations, performance, individual projects or other expenditure as the sponsor department may reasonably require.

## Banking and managing cash

* 1. [The ALB] must maximise the use of publicly procured banking services (accounts with central government commercial banks managed centrally by Government Banking).
	2. [The ALB] should only hold money outside Government Banking Service accounts where a good business case can made for doing so and HM Treasury consent is required for each account to be established. Only commercial banks which are members of relevant UK clearing bodies may be considered for this purpose.
	3. Commercial accounts where approved should be operated in line with the principles as set out in MPM.
	4. The AO is responsible for ensuring ALB has a banking policy as set out in MPM and ensuring that policy is complied with.

## Procurement

* 1. [The ALB] shall ensure that its procurement policies are aligned with and comply with any relevant UK or other international procurement rules and in particular the Public Contracts Regulations 2015.
	2. [The ALB] shall establish its procurement policies and document these in a Procurement Policy and Procedures Manual.
	3. In procurement cases where [the ALB] is likely to exceed its delegated authority limit, procurement strategy approval for the specific planned purchase must be sought from the department’s sponsor team.
	4. Goods, services, and works should be acquired by competition. Proposals to let single-tender or restricted contracts shall be limited and exceptional, and a quarterly report explaining those exceptions should be sent to the department.
	5. Procurement by [the ALB] of works, equipment, goods, and services shall be based on, a full option appraisal and value for money (VfM), i.e. the optimum combination and whole life costs and quality (fitness for purpose).
	6. [The ALB] shall:
* engage fully with department and government wide procurement initiatives that seek to achieve VfM from collaborative projects
* comply with all relevant Procurement Policy Notes issued by Cabinet Office
* co-operate fully with initiatives to improve the availability of procurement data to facilitate the achievement of VfM
	1. [The ALB] shall comply with the commercial[[13]](#footnote-13) and grants standards[[14]](#footnote-14). These standards apply to the planning, delivery, and management of government commercial activity, including management of grants in all departments and ALBs, regardless of commercial approach used and form part of a suite of functional standards that set expectations for management within government.

**[The above expectations regarding procurement represent best practice for central government entities. Departing from such expectations should only occur with the appropriate departmental and HMT consents and with the benefit of legal advice regarding applicable procurement law.]**

## Risk management

* 1. The [ALB] shall ensure that the risks that it faces are dealt with in an appropriate manner, in accordance with relevant aspects of best practice in corporate governance, and develop a risk management strategy, in accordance with the Treasury guidance Management of Risk: Principles and Concepts[[15]](#footnote-15) .

## Counter fraud and theft

* 1. [The ALB] should adopt and implement policies and practices to safeguard itself against fraud and theft.
	2. [The ALB] should act in line with guidance as issued by the Counter Fraud Function and in compliance with the procedures and considerations as set in in MPM Annex 4.9 and the Counter Fraud Functional Standard[[16]](#footnote-16). It should also take all reasonable steps to appraise the financial standing of any firm or other body with which it intends to enter a contract or to provide grant or grant-in-aid.
	3. [The ALB] should keep records of and prepare and forward to the department an annual report on fraud and theft suffered by [the ALB] and notify the sponsor department of any unusual or major incidents as soon as possible. [The ALB] should also report detected loss from fraud, bribery, corruption and error, alongside associated recoveries and prevented losses, to the counter fraud centre of expertise in line with the agreed government definitions as set out in Counter Fraud Functional Standard.

##  [ALB’s that employ their own staff] Staff

#### Broad responsibilities for staff

* 1. Within the arrangements approved by the responsible Minister [and the Treasury] the ALB will have responsibility for the recruitment, retention and motivation of its staff. The broad responsibilities toward its staff are to ensure that:
	+ the rules for recruitment and management of staff create an inclusive culture in which diversity is fully valued; appointment and advancement is based on merit; there is no discrimination against employees with protected characteristics under the Equality Act 2010
	+ the level and structure of its staffing, including grading and staff numbers, are appropriate to its functions and the requirements of economy, efficiency and effectiveness
	+ the performance of its staff at all levels is satisfactorily appraised and the ALB performance measurement systems are reviewed from time to time
	+ its staff are encouraged to acquire the appropriate professional, management and other expertise necessary to achieve the ALB’s objectives
	+ proper consultation with staff takes place on key issues affecting them
	+ adequate grievance and disciplinary procedures are in place
	+ whistle-blowing procedures consistent with the Public Interest Disclosure Act are in place
	+ [a code of conduct for staff is in place based on the Cabinet Office’s Model Code for Staff of Executive Non-departmental Public Bodies[[17]](#footnote-17).]

#### Staff costs

* 1. Subject to its delegated authorities, [the ALB] shall ensure that the creation of any additional posts does not incur forward commitments that will exceed its ability to pay for them.

#### Pay and conditions of service

* 1. [The ALB’s] staff are subject to levels of remuneration and terms and conditions of service (including pensions) within the general pay structure approved by the sponsor department [and the Treasury]. [The ALB] has no delegated power to amend these terms and conditions.
	2. If civil service terms and conditions of service apply to the rates of pay and non-pay allowances paid to the staff and to any other party entitled to payment in respect of travel expenses or other allowances, payment shall be made in accordance with the Civil Service Management Code[[18]](#footnote-18)  and the annual Civil Service Pay Remit Guidance, except where prior approval has been given by the department to vary such rates.
	3. Staff terms and conditions should be set out in an Employee Handbook, which should be provided to the department together with subsequent amendments.
	4. [The ALB] shall abide by public sector pay controls, including the relevant approvals process dependent on the organisations classification as detailed in the Senior Pay Guidance[[19]](#footnote-19) and the Public Sector Pay and Terms Guidance[[20]](#footnote-20).
	5. [The ALB] shall operate a performance-related pay scheme [that shall form part of the annual aggregate pay budget approved by the department], [general pay structure approved by the department and the Treasury], where relevant with due regard to the Senior Pay Guidance.
	6. The travel expenses of board members shall be tied to the rates allowed to senior staff of [the ALB] / [departmental rates]. Reasonable actual costs shall be reimbursed.

**[In drafting this section, the department should have regard to chapter 5 of the Cabinet Office’s *Public Bodies: A Guide for Departments[[21]](#footnote-21)* that provides guidance on staff issues in public bodies.]**

#### Pensions, redundancy and compensation

* 1. Compensation scheme rules and pension scheme rules should reflect legislative and HM Treasury guidance requirements regarding exit payments.
	2. [The ALB] staff shall normally be eligible for a pension provided by [its own scheme], [state second pension], [PCSPS], [LGPS], [other]. Staff may opt out of the occupational pension scheme provided by [the ALB], but that employers’ contribution to any personal pension arrangement, including stakeholder pension, shall normally be limited to the national insurance rebate level. [Note that there is an exception for ALBs covered by the PCSPS partnership arrangement, and for PCSPS by-analogy versions].
	3. Any proposal by [the ALB] to move from the existing pension arrangements, or to pay any redundancy or compensation for loss of office, requires the prior approval of the department. Proposals on severance must comply with the rules in chapter 4 of MPM.

# **Business plans, financial reporting and management information**

## Corporate and business plans

* 1. By [date], [the ALB] shall submit annually to the sponsor department a draft of the corporate plan covering [three] years ahead. The draft should be submitted by [date]. [The ALB] shall agree with the department the issues to be addressed in the plan and the timetable for its preparation. The plan shall reflect [the ALB’s] statutory and/or other duties, its charitable purposes, and, within those duties, the priorities set from time to time by the responsible Minister (including decisions taken on policy and resources in the light of wider public expenditure decisions). The plan shall demonstrate how [the ALB] contributes to the achievement of the department’s medium-term plan and priorities and aligned performance metrics and milestones in line with its charitable objectives.
	2. The first year of the corporate plan, amplified as necessary, shall form the business plan. The business plan shall be updated to include key targets and milestones for the year immediately ahead and shall be linked to budgeting information so that resources allocated to achieve specific objectives can readily be identified by the department. Subject to any commercial considerations, [a digest of] the corporate and business plans should be published by [the ALB] on its website and separately be made available to staff.
	3. The following key matters should be included in the plans:
	+ key objectives and associated key performance targets for the forward years, and the strategy for achieving those objectives
	+ key non-financial performance targets
	+ a review of performance in the preceding financial year, together with comparable outturns for the previous [2-5] years, and an estimate of performance in the current year
	+ alternative scenarios and an assessment of the risk factors that may significantly affect the execution of the plan but that cannot be accurately forecast
	+ other matters as agreed between the department and [the ALB]

 **[The above section should comply with any statutory requirements as set out in governing legislation. Where statute is silent the above represents good corporate governance expectations.]**

## Budgeting procedures

* 1. Each year, in the light of decisions by the department on the updated draft corporate plan, the department will send to [the ALB] by [date]:
	+ a formal statement of the annual budgetary provision allocated by the department in the light of competing priorities across the department and of any forecast income approved by the department
	+ a statement of any planned change in policies affecting [the ALB]
	1. The approved annual business plan will take account both of approved funding provision [where this applies] and [where this applies] any forecast receipts. It will include a budget of estimated payments and receipts together with a profile of expected expenditure and of draw-down of any departmental funding and/or other income over the year. These elements form part of the approved business plan for the year in question.

## Grant-in-aid and any ring-fenced grants

* 1. Any grant-in-aid provided by the department for the year in question will be voted in the department's Supply Estimate and be subject to parliamentary control.
	2. The grant-in-aid will normally be paid in monthly instalments on the basis of written applications showing evidence of need. The [ALB] will comply with the general principle, that there is no payment in advance of need. Cash balances accumulated during the course of the year from grant-in-aid or other Exchequer funds shall be kept to a minimum level consistent with the efficient operation of [the ALB]. Grant-in-aid not drawn down by the end of the financial year shall lapse. Subject to approval by Parliament of the relevant Estimates provision, where grant-in-aid is delayed to avoid excess cash balances at the year-end, the department will make available in the next financial year any such grant-in-aid that is required to meet any liabilities at the year end, such as creditors.
	3. [In the event that the department provides the ALB separate grants for specific (ring-fenced) purposes, it would issue the grant as and when the ALB needed it on the basis of a written request. The ALB would provide evidence that the grant was used for the purposes authorised by the department. The ALB shall not have uncommitted grant funds in hand, nor carry grant funds over to another financial year.]

**[Note that NDPB’s may receive their income via Grant in Aid, through income received directly via taxation such levies or via commercial income. For central government entities the source of funding does not detract from the expectations in the framework document or within guidance for central government entities such as MPM].**

## Annual report and accounts

* 1. The [ALB Board] must publish an annual report of its activities together with its audited accounts after the end of each financial year. The [ALB] shall provide the department its finalised (audited) accounts by [date] each year in order for the accounts to be consolidated within the [named department’s]. A draft of the report should be submitted to the department [two weeks] before the proposed publication date. The accounts should be prepared in accordance with the relevant statutes and specific accounts direction issued by the department as well as the Treasury’s Financial Reporting Manual (FReM).
	2. The annual report must:
	+ cover any corporate, subsidiary or joint ventures under its control
	+ comply with the FreM and in particular have regard to the illustrative statements for an NDPB[[22]](#footnote-22)
	+ outline main activities and performance during the previous financial year and set out in summary form forward plans.
	1. Information on performance against key financial targets is included within the annual report and subject to the auditor’s consistency opinion. The report and accounts shall be laid in Parliament and made available on [the ALB] website, in accordance with the guidance in the FReM.

## Reporting performance to the department

* 1. The ALB shall operate management, information and accounting systems that enable it to review in a timely and effective manner its financial and non-financial performance against the budgets and targets set out in the corporate and business plans.
	2. [The ALB] shall inform the sponsor department of any changes that make achievement of objectives more or less difficult. It shall report financial and non-financial performance, including performance in helping to deliver Ministers’ policies, and the achievement of key objectives regularly [specify].
	3. [The ALB’s] performance shall be formally reviewed by the department twice a year.

**[It may be appropriate to give more detail as to how this will occur.]**

* 1. The responsible Minister will meet the [Board], [Chair], [Chief Executive] once a year.
	2. The PAO will meet the [Chief Executive] at least once a year.

**[This section might include more detail and variation in terms of frequency and mechanism on how performance is to be monitored. It should marry the expectations concerning the role of the sponsorship team as set above with the reporting requirements necessary to perform their sponsorship function. Care should be taken not to overburden the ALB with reporting requirements where existing reporting will perform the necessary function].**

## Information sharing

* 1. The department has the right of access to all [the ALB] records and personnel for any purpose including, for example, sponsorship audits and operational investigations.
	2. [TheALB] shall provide the sponsor department with such information about its operations, performance, individual projects or other expenditure as the sponsor department may reasonably require.
	3. The department and HM Treasury may request the sharing of data held by [the ALB] in such a manner as set out in central guidance except insofar as it is prohibited by law. This may include requiring the appointment of a senior official to be responsible for the data sharing relationship.
	4. As a minimum, [the ALB] shall provide the department with information monthly that will enable the department satisfactorily to monitor:
	+ [the ALB’s] cash management
	+ its draw-down of grant-in-aid
	+ forecast outturn by resource headings
	+ other data required for the Online System for Central Accounting and Reporting (OSCAR)
	+ data as required in respect of its compliance with any Cabinet Office Controls pipelines or required in order to meet any condition as set out in any settlement letter

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# **Audit**

## Internal audit

* 1. [The ALB] shall:
	+ [establish and maintain arrangements for internal audit]/[ensure that the sponsor department’s internal audit team have complete access to all relevant records] [delete as appropriate]
	+ ensure that any arrangements for internal audit are in accordance with the Public Sector Internal Audit Standards (PSIAS) as adopted by HM Treasury[[23]](#footnote-23).
	+ [in the event that the body has its own internal audit service] Ensure the sponsor department is satisfied with the competence and qualifications of the Head of Internal Audit and the requirements for approving appointments in accordance with PSIAS
	+ [set up an audit committee of its board in accordance with the Code of Good Practice for Corporate Governance and the Audit and Risk Assurance Committee Handbook, or be represented on the [named] sponsor department’s Audit Committee]
	+ forward the audit strategy, periodic audit plans and annual audit report, including [the ALB] Head of Internal Audit opinion on risk management, control and governance as soon as possible to the sponsor department
	+ keep records of and prepare and forward to the department an annual report on fraud and theft suffered by [the ALB] and notify the sponsor department of any unusual or major incidents as soon as possible
	+ will share with the sponsor department information identified during the audit process and the Annual Audit Opinion Report (together with any other outputs) at the end of the audit, in particular on issues impacting on the department's responsibilities in relation to financial systems within [the ALB]

## External audit

* 1. [The Comptroller & Auditor General (C&AG) audits [the ALB’s] annual accounts and lays them before Parliament, together with their report/The C&AG passes the audited accounts to the Secretary of State who will lay the accounts together with the C&AG’s report before parliament.] [Delete as applicable.]
	2. In the event that [the ALB] has set up and controls subsidiary companies, [the ALB] will [in the light of the provisions in the Companies Act 2006] ensure that the C&AG has the option to be appointed auditor of those company subsidiaries that it controls and/or whose accounts are consolidated within its own accounts. [The ALB] shall discuss with the sponsor department the procedures for appointing the C&AG as auditor of the companies.
	3. The C&AG:
	+ will consult the department and the ALB on whom – the NAO or a commercial auditor – shall undertake the audit(s) on his behalf, though the final decision rests with the C&AG
	+ has a statutory right of access to relevant documents, including by virtue of section 25(8) of the Government Resources and Accounts Act 2000, held by another party in receipt of payments or grants from [the ALB]
	+ will share with the sponsor department information identified during the audit process and the audit report (together with any other outputs) at the end of the audit, in particular on issues impacting on the Department's responsibilities in relation to financial systems within [the ALB]
	+ will consider requests from departments and other relevant bodies to provide regulatory compliance reports and other similar reports at the commencement of the audit. Consistent with the C&AG’s independent status, the provision of such reports is entirely at the C&AG’s discretion
	1. The C&AG may carry out examinations into the economy, efficiency and effectiveness with which the ALB has used its resources in discharging its functions. For the purpose of these examinations the C&AG has statutory access to documents as provided for under section 8 of the National Audit Act 1983. In addition, [the ALB] shall provide, in conditions to grants and contracts, for the C&AG to exercise such access to documents held by grant recipients and contractors and sub-contractors as may be required for these examinations; and shall use its best endeavours to secure access for the C&AG to any other documents required by the C&AG which are held by other bodies.

# **Reviews and winding up arrangements**

## Review of ALB’s status

* 1. [The ALB] will be reviewed as part of the wider Public Bodies Reviews programme, at a time determined by the department’s ministers and their PAO. [The date of the next review will be in 20[?].]

## Arrangements in the event that the ALB is wound up

* 1. The sponsor department shall put in place arrangements to ensure the orderly winding up of [the ALB] in accordance with its governing document. In particular it should ensure that the assets and liabilities of [the ALB] are passed to any successor charitable organisation with similar charitable purposes and accounted for properly. Where appropriate, any assets wholly or partly funded by grants or grants-in-aid from the sponsor department may revert to the sponsoring department to the extent that valid and legally enforceable conditions have been imposed at the time of the grant. In the event that there is no successor charitable organisation, the assets and liabilities should be passed to a charity with similar charitable objects. To this end, the department shall:
* have regard to Cabinet Office guidance on winding up of ALBs[[24]](#footnote-24)
* ensure that procedures are in place in [the ALB] to gain independent assurance on key transactions, financial commitments, cash flows and other information needed to handle the wind-up effectively and to maintain the momentum of work inherited by any residuary body
* specify the basis for the valuation and accounting treatment of [the ALB’s] assets and liabilities
* ensure that arrangements are in place to prepare closing accounts and pass to the C&AG for external audit, and that, for non-Crown bodies funds are in place to pay for such audits. It shall be for the C&AG to lay the final accounts in Parliament, together with his report on the accounts
* arrange for the most appropriate person to sign the closing accounts. In the event that another charitable ALB takes on the role, responsibilities, assets and liabilities, the succeeding ALB AO should sign the closing accounts. In the event that the department inherits any assets and liabilities, the sponsor department’s AO should sign

* 1. [The ALB] shall provide the department with full details of all agreements where [the ALB] or its successors have a right to share in the financial gains of developers. It should also pass to the department details of any other forms of claw-back due to [the ALB].

**[This provision should be amended as necessary to ensure that there is no discrepancy between the charity’s governing document and the framework agreement.]**

# **Annex A: Guidance**

[The ALB] shall comply with the following guidance, documents and instructions:

**[The following is a guide and should be adapted based on the classification of the body, other applicable guidance and any agreed exemptions].**

#### Corporate governance

* This framework document
* Corporate Governance Code for Central Government Departments (relevant to Arm’s Length Bodies) and supporting guidance: <https://www.gov.uk/government/publications/corporate-governance-code-for-central-government-departments-2017>
* Code of conduct for Board members of Public Bodies: <https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>
* Code of practice for partnerships between Departments and Arm’s Length Bodies: <https://www.gov.uk/government/publications/partnerships-with-arms-length-bodies-code-of-good-practice#:~:text=This%20code%20of%20good%20practice,partnership%20approach%20to%20shaping%20relationships>.

#### Financial management and reporting

* Managing Public Money (MPM): <https://www.gov.uk/government/publications/managing-public-money>
* Government Financial Reporting Manual (FReM): [www.gov.uk/government/collections/government-financial-reporting-manual-frem](http://www.gov.uk/government/collections/government-financial-reporting-manual-frem)
* Relevant Dear Accounting Officer (DAO) letters: [www.gov.uk/government/collections/dao-letters](http://www.gov.uk/government/collections/dao-letters)
* Relevant guidance and instructions issued by the Treasury in respect of Whole of Government Accounts: <https://www.gov.uk/government/collections/whole-of-government-accounts>
* The most recent letter setting out the delegated authorities, issued by the parent department.
* The Charities Statement of Recommended Practice: [The Charities Statement of Recommended Practice (SORP) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/charities-sorp-2005)

#### Management of risk

* Management of Risk: [www.gov.uk/government/publications/orange-book](http://www.gov.uk/government/publications/orange-book) and <https://www.gov.uk/government/publications/management-of-risk-in-government-framework>
* Public Sector Internal Audit Standards: [www.gov.uk/government/publications/public-sector-internal-audit-standards](http://www.gov.uk/government/publications/public-sector-internal-audit-standards)
* HM Treasury approval processes for Major Projects above delegated limits: <https://www.gov.uk/government/publications/treasury-approvals-process-for-programmes-and-projects>
* The Government cyber-security strategy and cyber security guidance: <https://www.gov.uk/government/publications/national-cyber-strategy-2022/national-cyber-security-strategy-2022> and <https://www.gov.uk/government/collections/cyber-security-guidance-for-business>

#### Commercial management

* Procurement Policy Notes: <https://www.gov.uk/government/collections/procurement-policy-notes>
* Cabinet Office spending controls: <https://www.gov.uk/government/collections/cabinet-office-controls>
* Transparency in supply chains - a practical guide: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040283/Transparency_in_Supply_Chains_A_Practical_Guide_2017_final.pdf>

#### Public appointments

The following are relevant where public bodies participate in public appointments processes.

* Guidance from the Commissioner for Public Appointments: <https://publicappointmentscommissioner.independent.gov.uk/>
* Governance Code on Public Appointments: [www.gov.uk/government/publications/governance-code-for-public-appointments](http://www.gov.uk/government/publications/governance-code-for-public-appointments)
* Procurement Policy Note 08/15 – Tax Arrangements of Public Appointees: <https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees>

#### Staff and remuneration

* HM Treasury guidance on senior pay and reward: [www.gov.uk/government/publications/senior-civil-service-pay-and-reward](http://www.gov.uk/government/publications/senior-civil-service-pay-and-reward)
* Civil Service pay guidance (updated annually): [www.gov.uk/government/collections/civil-service-pay-guidance](http://www.gov.uk/government/collections/civil-service-pay-guidance)
* Public sector pay and terms: <https://www.gov.uk/government/publications/public-sector-pay-and-terms-guidance-note>
* Whistleblowing Guidance and Code of Practice: <https://www.gov.uk/government/publications/whistleblowing-guidance-and-code-of-practice-for-employers>
* The Equalities Act 2010: [www.gov.uk/guidance/equality-act-2010-guidance](http://www.gov.uk/guidance/equality-act-2010-guidance)

#### General

* Freedom of Information Act guidance and instructions: [www.legislation.gov.uk/ukpga/2000/36/contents](http://www.legislation.gov.uk/ukpga/2000/36/contents) and <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>
* The Parliamentary and Health Service Ombudsman’s Principles of Good Administration: <https://www.ombudsman.org.uk/about-us/our-principles>
* Other relevant instructions and guidance issued by the central Departments (Cabinet Office and HM Treasury)
* Recommendations made by the Public Accounts Committee, or by other Parliamentary authority, that have been accepted by the Government and are relevant to [the ALB].
* Guidance from the Public Bodies team in Cabinet Office: [www.gov.uk/government/publications/public-bodies-information-and-guidance](http://www.gov.uk/government/publications/public-bodies-information-and-guidance)
* The Civil Service diversity and inclusion strategy (outlines the ambition, to which Arm’s Length Bodies can contribute): <https://www.gov.uk/government/publications/civil-service-diversity-and-inclusion-strategy-2022-to-2025>
* Guidance produced by the Infrastructure and Projects Authority (IPA) on management of major projects: [www.gov.uk/government/organisations/infrastructure-and-projects-authority](http://www.gov.uk/government/organisations/infrastructure-and-projects-authority)
* The Government Digital Service: [www.gov.uk/government/organisations/government-digital-service](http://www.gov.uk/government/organisations/government-digital-service)
* The Government Fraud, Error, Debt and Grant Efficiency function; [www.gov.uk/government/collections/fraud-error-debt-and-grants-function](http://www.gov.uk/government/collections/fraud-error-debt-and-grants-function) and [www.gov.uk/government/publications/grants-standards](http://www.gov.uk/government/publications/grants-standards)
* Code of Practice for Official Statistics: <https://code.statisticsauthority.gov.uk/#:~:text=The%20Code%20of%20Practice%20for%20Statistics%20sets%20the,produced%20by%20people%20and%20organisations%20that%20are%20trustworthy>.
* Accounting Officer System Statements (AOSS are produced by departments with input from ALBs): [www.gov.uk/government/publications/accounting-officer-system-statements](http://www.gov.uk/government/publications/accounting-officer-system-statements)

#### Charity law

* Charity Commission guidance for trustees on their main duties under charity law: The essential trustee: what you need to know, what you need to do: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
* Charity Commission guidance on managing charities (note that some of this guidance will not apply to exempt charities): Managing your charity: detailed information: <https://www.gov.uk/topic/running-charity/managing-charity>
* Charity Commission guidance on exempt charities (if the ALB does not have the Charity Commission as its principal regulator): [Exempt charities (CC23) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/exempt-charities-cc23/exempt-charities)

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This document can be downloaded from [www.gov.uk](http://www.gov.uk)

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23. https://www.gov.uk/government/publications/public-sector-internal-audit-standards [↑](#footnote-ref-23)
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