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| **Name of sponsoring department, Sponsor Team Details, and the name of someone who could provide further information or clarification of answers if required** |  |
| **Name of body** |  |
| Structure and remit of the body |
| 1. Does the body exist?If yes, treat the following questions as referring to the existing situation. If imminent changes are proposed, please give details of how these changes will alter the existing situation. If a body does not yet exist, HM Treasury and Cabinet Office can provide an indicative classification and how it may fit within their frameworks. |  |
| 1. Approximate time it has been in existence and date of inception (or proposed date for future body). Is the body ongoing or time limited?
 |  |
| 1. Is the body a separate institutional unit?

Please say in what ways the body meets the criteria listed below. To be classified in its own right, a body must:a) be entitled to own goods or assets in its own rightb) be able to take economic decisions and engage in economic activities for which it is itself held to be directly responsible and accountable by law;c) be able to incur liabilities on its own behalf, to take on other obligations or further commitments and to enter into contracts.d) either keep a complete set of accounts or be able, from both an economic and legal viewpoint, to compile a complete set of accounts if they were required. In practice, separate institutional units might have its own legal form; be able to lead a separate existence by: making decisions in an autonomous way; entering into contracts; owning assets and disposing of them; employing staff; making payments from its own bank account. |   |
| 1. How is the body (to be) set up

(e.g. administrative action, Royal Charter, under legislation, companies act etc)? Is the body a Ltd, CLG, Non-Profit Institution, etc?If the body is (to be) set up under specific legislation, please name the legislation and provide a URL to the Act/current draft Bill. |  |
| 1. What is the purpose of the body?
 |  |
| 1. Where the following documents exist, can these please be provided electronically? Please indicate if they are in draft or finalised.
* formal written Financial Memorandum or Grant Funding agreement,
* Accounts Direction,
* Memorandum of Understanding and Articles of Association,
* the Annual Report
* Terms of Reference, or:
* any other document that sets out the relationship between the body and other entities
* any control contract
* any other governing instrument
* any document setting out the relationship of the body with its members.
 |  |
| 1. What is the geographic remit of the body, e.g. regional, England, GB, UK?
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| 1. Are there a number of local bodies that discharge the remits and responsibilities? If so, are these bodies ultimately controlled by the central body (or a national framework), or are they operationally independent?
 |  |
| 1. Is this body a one-off or are there a number replicated throughout the country? If the latter please provide details.
 |  |
| Lines of Responsibility, board constitution, and staff |
| 1. To whom is the body accountable?
 |  |
| 1. Is the Minister involved in the body?

If YES, what is the Minister’s role? e.g. making, approving or vetoing appointments, approving fees and charges for services, approving or signing off the business plan or any of the documents listed in Question 6. |  |
| 1. Are the Department’s Civil Servants involved in the body?

If YES, what is the Civil Servants’ role? e.g. making, approving or vetoing appointments, approving fees and charges for services, approving fees and charges for services, approving or signing off the business plan or any of the documents listed in Question 6. |  |
| 1. How many people are on the Board?
 |  |
| 1. Where is the Board membership to be drawn from?

If from a number of sources, please identify the numbers from each source. How many will be public servants (civil servants, local government employees, NHS employees, members of the armed services and emergency services)? Are they personal appointees or unnamed representatives of particular organisations or associations, e.g. trade associations? (i.e. ex-officio posts). |  |

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| 1. Who will appoint:
* the Chair
* Board Members
* general membership[[1]](#footnote-1)

Note that appointment rights also include a right to approve or veto candidates put forward by others. 15a. In the case where the current board appoints the new members (including the Chair), who appointed the original Board? Was there a clean break or divestment between that original board, and the current regime[[2]](#footnote-2)? |  |
| 1. Will any Board members, ministers or public servants have any special/ additional powers over and above that of any other members?

For example, have they special or casting votes or a responsibility to agree the business plan, or must certain members be present to form a quorum?  |  |
| 1. Are there any secondary corporate governance controls?

These controls can include special shares, reserve powers, indemnities, government guarantees, control over directors’ pay and compensation, restrictions on borrowing, preventing the disposal of assets, controls over dividend policy, restrictions over issuing share capital or restrictions on announcements, communications and publicity.  |  |
| 1. Does the body recruit and employ its own staff?

18a. If so, are they civil servants? |  |
| Funding  |
| 1. How is the body (to be) funded?

Please list each type of source using most recent full year data, giving figures and rough overall percentage of each against the total spend of the body.Examples of sources: Department grant or grant in aid, direct vote from Parliament, charges or fees for services (statutory and otherwise), levies, loan finance, wider market income generation. |  |
| 1. Has Parliament (via the Treasury) a right to any dividends or share in the profits of the entity in some other way.
 |  |
| 1. Would Government be responsible for any overall liability / have to contribute to the debts or expenses of the body in the event of a winding up?
 |  |
| 1. If applicable:
* who is the auditor of the body?
* who appoints the auditor of the body?
 |  |
| Any other information |
| 1. Any other information
 |  |

The completed questionnaire and any supporting information should be sent to your departmental Public Bodies Coordinator where one exists.

The coordinator will then pass it on to both the **Treasury Spending Team** and the **Agencies and Public Bodies Team**.

**HM Treasury**: classifications@hmtreasury.gsi.gov.uk copying in the relevant Treasury Spending Team. GEP Classifications. Tel: 020 7270 5967/4623

**Cabinet Office**: apbt@cabinet-office.x.gsi.gov.uk. Agencies and Public Bodies Team. Tel: 020 7276 2040/0269.

1. General Membership refers to institutions or individuals who the body might serve. Membership can be formal (e.g. industry body) or informal (e.g. charitable body that serves a social group deemed to be members without having formally applied). [↑](#footnote-ref-1)
2. A clean break is when the original board stands down, and do not appoint their successor board. [↑](#footnote-ref-2)