

# Public Bodies: A Guide for Departments

Overview of Guidance Documents - Contents



## OVERVIEW OF GUIDANCE DOCUMENTS - CONTENTS

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

### CHAPTER 1: CASE ASSESSMENT AND CLASSIFICATION OF A PUBLIC BODY

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

### CHAPTER 2: POLICY AND CHARACTERISTICS OF A PUBLIC BODY

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

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

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

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

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

## CHAPTER 5: PUBLIC BODY STAFF

- Contents:
1. Which Public Bodies employ their own staff
  2. Role of the Sponsor Department
  3. Recruitment
  4. Terms and Conditions
  5. Nationality Rules
  6. Confidentiality
  7. Rules of Conduct and Staff Code
  8. Human Resources Systems
  9. Equality Legislation
  10. Data Protection Act 1998 & Freedom of Information Act 2000
  11. Security
  12. Health & Safety
  13. Government Policy on transfer of NDPB Staff into the Civil Service
- Annex A: Model Code for Staff of Executive NDPBs  
Annex B: Model Contract of Employment for the Chief Executive and/or other senior posts

## CHAPTER 6: FINANCIAL MANAGEMENT: ACCOUNTABILITY

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

## CHAPTER 7: FINANCIAL MANAGEMENT: PLANNING, FUNDING AND CONTROL

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

## CHAPTER 8: POLICY - OPENNESS AND ACCOUNTABILITY

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

## CHAPTER 9: REVIEWING A PUBLIC BODY

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

## CHAPTER 10: DISSOLVING A PUBLIC BODY

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

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

### Updates

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

### Appointments to boards of public bodies

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

<http://www.publicappointments.gov.uk/publications/index.asp>

You can contact the Public Appointments Unit at:

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

### Devolved Administrations

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

### Comments / questions

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

**Agencies and Public Bodies Team**  
**Cabinet Office**

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