

BOARD GOVERNANCE DOCUMENT CONTROL SHEET (2010 DRAFT)

GOVERNANCE AREA / DOC No	GOVERNANCE DOCUMENT	INTRANET LINK	NOTES	DOCUMENT STATUS	OWNER	SPONSOR	ELG	MANAGER	LATEST VERSION / DATE	REVIEW DATE (suggested)
Powers and Guidance from Secretary of State										
A1	Purpose of Natural England as set out in NERC Act, 2006	http://neintranet/aboutus/whoweare/remilt/Pages/default.aspx	Given	In place	DEFRA	Chief Executive	Dave Webster	Julie Lunt		
A2	Management Statement	http://neintranet/aboutus/governance/Pages/boardgovernance.aspx	Management Statement and F/Memorandum merged into one document 2007	In place	DEFRA	Chief Executive	Dave Webster	Julie Lunt	Final 17pp - 2 Oct 06	
A3	Financial Memorandum		Management Statement and F/Memorandum merged into one document 2007	In place	DEFRA	Chief Executive	Dave Webster	Paul Lambert	Final 33pp - 2 Oct 06	
A4	NERC Act 2006 - Part 8 Agreement	http://neintranet/aboutus/governance/Pages/boardgovernance.aspx		In place	DEFRA	Chief Executive	Dave Webster	Julie Lunt	Original and 3 amending agreements	
A5	Partnership Agreement	http://neintranet/aboutus/governance/Pages/boardgovernance.aspx	Agreed Dec 2007 Board with minor amends.	In place	DEFRA	Chief Executive	Dave Webster	Paul Lambert		
Board Structures and Behaviours										
B1	Strategic Statement of Role of the Board	http://neintranet/aboutus/governance/Pages/boardgovernance.aspx	Approved at October 2006 Board	In place	Board	Chief Executive	David Slater	Emily Finnie	Final 2pp - 2 Oct 06	2012
B2	Board Standing Orders	http://neintranet/aboutus/governance/Documents/boardstandingorders.pdf	Approved at October 2006 Board .	In place	Board	Chief Executive	David Slater	Emily Finnie	Agreed at February 2007 Board	2010
B3	Committee Terms of Reference	http://neintranet/aboutus/whoweare/board/Documents/bG-b3-auditcommitteeor.pdf	Audit - Agreed at February 2010 Board meeting Science - Agreed at October 2006 Board Science ToR to be put on the intranet	In place	Committee Chairs	Dave Webster (Audit) Tom Tew (Science)	David Slater	Committee Chairs	Audit Agreed February 2010	ARC reviewed annually
B4	Role and Commitment of Board Members		Roles and hours agreed	In place	Board	Chief Executive	David Slater	Emily Finnie		Annually
B5	Board Business Cycle	http://www.naturalengland.org.uk/about_us/ourpeople/neboard/meetings/default.aspx	2009 programme published	In place	Board	Chief Executive	David Slater	Emily Finnie		
B6	Code of Practice for Board Members		Agreed at Board February 2007	In place	Board	Chief Executive	David Slater	Emily Finnie		2010
B7	Register of Board Interests		Being completed and maintained by Board Support Team and Dave Webster	In place	Board	Dave Webster	David Slater	Emily Finnie	Completed to date	Annually
Delegations										
C1	Scheme of Matters Reserved for Board Decision	http://neintranet/aboutus/governance/Documents/BoardRetainedAuthority.pdf	Approved at September 2006 Board	In place	Board	Chief Executive	Paul Lambert	Jonathan Wray	Final - 3pp - approved by CEO - 20 Nov 06	Annually
C2	Accounting Officer Appointment Letter		Not required for intranet	In place	DEFRA	Dave Webster	David Slater	Emily Finnie		
C3	Chief Executive Appointment Letter		Not required for intranet	In place	DEFRA	Dave Webster	David Slater	Emily Finnie		
C4	Board Member Indemnity		Not required for intranet	In place	DEFRA	Dave Webster	David Slater	Emily Finnie		
	Financial Scheme of Delegation	http://neintranet/aboutus/governance/Documents/financial_SOD.pdf	Approved August 2009	In place	Board	Chief Executive	Paul Lambert	Jonathan Wray		Annually
	Non-Financial Scheme of Delegation	http://neintranet/aboutus/governance/Documents/non-financial-SOD.pdf	Approved August 2009	In place	Board	Chief Executive	Julie Lunt	Jonathan Wray		Annually
	Scheme of Delegations Guidance	http://neintranet/aboutus/governance/Documents/SOD-guidance.pdf	Approved Nov 2008	In place	Chief Executive	Dave Webster	Julie Lunt/ Paul Lambert	Jonathan Wray		
	ELG Operations Manual			In place	Chief Executive	Andrew Wood/Guy Thompson	Mark Felton	Jonathan Wray		
Performance										
D1	Performance Management Framework and Regular Reporting against Strategic Direction			In place	Chief Executive	Dave Webster	Paul Lambert	Mike Smith		
D2	Board Corporate Performance Framework			In place	Board	Chief Executive	Dave Webster	Mike Smith		
D3	Corporate Plan	http://neintranet/aboutus/whatwedo/Pages/corporateplan.aspx		In place	Board	Chief Executive	Dave Webster	Mike Smith	2008-20011	
Risk Management										
E1	Risk Management Framework	http://neintranet/aboutus/governance/Pages/riskmanagement.aspx		In place	Dave Webster	Dave Webster	Paul Lambert	Tony Dover	Final 2pp - 2 Oct 06	Annually
E3	Overall Process for Production of Elements leading to Statement of Internal Control (SIC) for Natural England			In place	Dave Webster	Dave Webster	Paul Lambert	Nigel Darby		
E4	Access to Information Policy (Freedom of Information Act 2000 and Environmental Information Regulations 2004)	http://neintranet/daytoday/knowledgemanagement/accesstoifo/Documents/Access_to_Information_Policy.pdf	Approved at October 2006 Board	In place	Dave Webster	Dave Webster	Paul Egginton	Darren Green	Final 8pp - v0.6 - 2 Oct 06	2010
E5	Occupational Health and Safety Policy and Strategy	http://neintranet/aboutyou/healthandsafety/Pages/default.aspx	Approved at October 2006 Board	In place	Board	Chief Executive	Simon Sheppard	John Henstock	Final 11pp - 2 Oct 06	2010
	Access to Information Policy/Access to Information Statement	http://neintranet/daytoday/knowledgemanagement/accesstoifo/Pages/default.aspx#6	Approved by October 2007 Board	In place	David Webster	David Webster	Paul Egginton	Darren Green	V.7	2010
	Public Service Guarantee on Data Handling	http://neintranet/daytoday/knowledgemanagement/accesstoifo/Documents/Guarantee_on_Data_Handling.pdf	Approved by October 2007 Board	In place	David Webster	David Webster	Paul Egginton	Darren Green	V.3	2010
	Data Protection Policy	http://neintranet/daytoday/knowledgemanagement/accesstoifo/Pages/default.aspx#6		In place	David Webster	David Webster	Paul Egginton	Darren Green	V.5	2010
INDEX	Governance Framework Index								Version Summer 2010 (draft)	

EXECUTIVE GOVERNANCE DOCUMENT CONTROL SHEET

GOVERNANCE AREA / DOC No	GOVERNANCE DOCUMENT	INTRANET LINK	NOTES	DOCUMENT STATUS	OWNER	SPONSOR	MANAGER	LATEST VERSION / DATE	REVIEW DATE
Management									
M1	Confirmed Management Arrangements	http://neintranet/aboutus/whoware/exec/Documents/managementarrangementsoct08.pdf		In place	Dave Webster	Simon Sheppard	Barbara Marling	Oct-08	Oct-09
M2	Accountabilities Matrix		Completed and being used for Corporate Planning and Reporting	In place	Dave Webster	Paul Lambert	Mike Smith	08/09 V.3	
M3	Business Continuity		Corporate & team Business Continuity plans in place - being reviewed & tested. Completion due end July 2010	Under way	Dave Webster	Paul Lambert	Tony Dover		
M4	Performance Agreements			In place	Dave Webster	Simon Sheppard	Laura Hodgkinson		
M5	Emergency Response	V 1.0 Sept 07	Proposals drafted	In place	Jim Smylie	Tim Hill	Paul Turner		Sep-10
Staff									
N1J	Annual Leave Procedure	http://neintranet/aboutyou/staffpolicies/Documents/annual_leave_policy1108.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 4.0 November 2008	Nov-11
N1V	Anti-bullying and Harassment Policy and Procedure	http://neintranet/aboutyou/staffpolicies/Documents/Anti_Bullying_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	Interim 4pp - 25 Sept 06	
	Disability Leave	http://neintranet/aboutyou/staffpolicies/Documents/disability_leave_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 GS Aug 08	Aug-11
N1X	Disciplinary and Dismissal Procedure	http://neintranet/aboutyou/staffpolicies/Documents/disciplinary_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 GS Aug 08	Aug-11
	Diversity and Equality Policy	http://neintranet/aboutyou/staffpolicies/Documents/diversity_equality_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 Sept 08	Oct-10
	Flexible working	http://neintranet/aboutyou/staffpolicies/Documents/flexible_working_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.1 Sept 07	Sep-10
N1W	Grievance Procedure	http://neintranet/aboutyou/staffpolicies/Documents/Grievance_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 Oct 07	Oct-10
	Leaving Natural England	http://neintranet/aboutyou/staffpolicies/Documents/Leaving_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 May 08	May-11
	Maternity and Adoption Leave	http://neintranet/aboutyou/staffpolicies/Documents/maternity-adoption-leave-policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.5 April 2007	Sep-10
	Poor performance	http://neintranet/aboutyou/staffpolicies/Documents/Managing_Poor_Performance_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.5 Oct 2007	Oct-10
	Professional subscriptions policy	http://neintranet/aboutyou/staffpolicies/Documents/professional_subscriptions.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 4.1 May 2008	May-11
	Probation	http://neintranet/aboutyou/staffpolicies/Documents/probation.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.1GS Aug 08	Aug-11
	Providing references	http://neintranet/aboutyou/staffpolicies/Documents/references_policy_final_v15.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.6 April 08	Apr-11
	Recruitment and Selection	http://neintranet/aboutyou/staffpolicies/Documents/recruitment_selection_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.1GS Jul 07	Jul-10
	Relocation policy	http://neintranet/aboutyou/staffpolicies/Documents/relocation_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 Jul 07	Jul-10
	Secondment policy	http://neintranet/aboutyou/staffpolicies/Documents/secondment_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.1 Mar 08	Mar-11
N1K	Sickness Reporting Procedures and Sickness Absence Rules	http://neintranet/aboutyou/staffpolicies/Documents/eg_n1k_sickness_absence_procedure.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	Interim 2pp - 7 Nov 06	
	Smoking policy	http://neintranet/aboutyou/staffpolicies/Documents/Smoking_Policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 7 Feb 08	Feb-11
	Special leave policy	http://neintranet/aboutyou/staffpolicies/Documents/special_leave_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1 Aug 08	Aug-11
	Supporting people through change	http://neintranet/aboutyou/staffpolicies/Documents/supporting_people_through_change_policy0208.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1 Jan 08	Jan-11
	Temporary Appointments Policy	http://neintranet/aboutyou/staffpolicies/Documents/temporary_appointment_policy.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.0 Dec 07	Dec-10
	Temporary Promotion policy	http://neintranet/aboutyou/staffpolicies/Documents/temporary_promotion.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 7.0.3 JC May 08	May-11
	Travel and Subsistence Policy	http://neintranet/aboutyou/staffpolicies/Documents/travel_subsidence_rates.pdf	Agreed	In place	Dave Webster	Simon Sheppard	Chris Udall	V 1.1 Oct 08	Oct-11
N4	Staff Register of Interests	http://neintranet/aboutus/governance/Documents/registerofinterest.pdf		In place	Dave Webster	Paul Lambert	Jonathan Wray	Financial year 2010 -2011	Annually
	Health and Safety Policy	http://neintranet/aboutyou/healthandsafety/Documents/NE-HSPpolicy.pdf		In place	Dave Webster	Simon Sheppard	John Henstock	Oct-06	Dec-10
N5	Detailed Health and Safety Procedures	http://neintranet/aboutyou/healthandsafety/Pages/default.aspx	Review process underway in collaboration with Defra/Defra network	In place	Dave Webster	Simon Sheppard	John Henstock	October 2006 to April 2010	Mar-11
N6	Staff Code of Conduct	http://neintranet/aboutus/governance/Pages/executivegovernance.aspx		In place	Dave Webster	Simon Sheppard	Jonathan Wray	Final March 07	Mar-13
Legislative									
P1	Data Protection Policy		Agreed	In place	Dave Webster	Paul Egginton	Darren Green	Final 4pp - v0.5 - 2 Oct 06	Apr-13
P2	Environmental Legislation Framework		Completion due end Q2 2010/2011	Under way	Dave Webster	Julie Lunt	Darren Green		
P3	Regularity and Propriety	http://neintranet/aboutus/governance/Documents/EG-P3-RegularityPropriety.pdf	Revised June 2009	In place	Dave Webster	Mike Doughty	Jonathan Wray	Jun-09	Jun-12
P4	Anti-Fraud Policy and Procedures	http://neintranet/aboutus/governance/Pages/executivegovernance.aspx	Revised June 2009	In place	Dave Webster	Mike Doughty	Jonathan Wray	Jun-09	Jun-12
P5	Whistleblowing (Public Interest Disclosure) Policy & Procedure	http://neintranet/aboutus/governance/Pages/executivegovernance.aspx	Revision under way	In place	Dave Webster	Mike Doughty	Jonathan Wray	Final 6pp - 17Oct 06	
P6	Access to Information Statement		Approved at October 2006 Board	In place	Dave Webster	Paul Egginton	Darren Green	Final 2pp - v0.7 - May 2007	2010-11
P7	Access to Information Policy (Freedom of Information Act 2000 and Environmental Information Regulations 2004)		Approved at October 2006 Board	In place	Dave Webster	Paul Egginton	Darren Green	Final 6pp - v0.7 - Jan 08 (minor corrections)	2010-11
P8	Public Records Act			Under way	Dave Webster	Paul Egginton	Isabel Chivers		Annually in discussion with National Records Office
P9	Information Charter - Public Service Guarantee on data handling		Approved at October 2006 Board	In place	Dave Webster	Paul Egginton	Darren Green	Final 1pp - v0.4 - Jun 2008 (minor changes to bring inline with Data Handling requirements)	2013
Expenditure									
R1	Procurement Manual	http://neintranet/daytoday/procurement/Pages/default.aspx	Published on intranet	In place	Dave Webster	John Williams	Linda Morgan		
R2	Finance Manual	http://neintranet/daytoday/finance/Pages/default.aspx	Published on intranet	In place	Dave Webster	Paul Lambert	Nigel Darby		
R3	Schemes and Grants Guides		Using interim procedures pending systems reviews	Under way	Robin Tucker	Ian Fugler			
R4	Government Procurement Card (GPC) Policy and Procedure	http://neintranet/daytoday/finance/Pages/gpc.aspx	Issued	In place	Dave Webster	John Williams	Rachel Jennings		
Review									
S1	Internal Audit	http://neintranet/officesandteams/comservices/Pages/internalauditteam.aspx	Agreed	In place	Helen Phillips	Mike Doughty	Mike Doughty	Agreed 3pp - 8 December 06	
S2	Customer Complaints	http://www.naturalengland.org.uk/about/standards.htm		In place	Robin Tucker	Ian Fugler	Graeme McElroy		
Service Level Agreements									
T1	DEFRA on Access to Natural England Expertise		See Emergency Response above	Under way	Jim Smylie	Tim Hill			
T2	Rural Payments Agency (RPA) on Administration and Payment of Agri-Environmental Schemes		Existing RDS SLA being used and renegotiated to meet new RDPE scheme. No estimated completion date	Under way	Dave Webster	Paul Egginton			
T3	DEFRA Family Shared Services Directorate Service Relationship Framework		Agreed October 2006	In place	Dave Webster	Paul Lambert	Dave Hargreaves		
T4	DEFRA Family Shared Services Directorate Service Level Agreement		Agreed Aug 07	In place	Dave Webster	Paul Lambert	Dave Hargreaves		
T5	E-nabling Accession Agreement		Signed Feb 2007	In place	Dave Webster	Paul Egginton	Jim Mycock		
Memoranda of Understanding									
U1	DEFRA on Emergencies		See Emergency Response above	Under way	Dave Webster	Tim Hill			
U2	DEFRA on Estates		To be developed	Under way	Dave Webster	Tony Percival	Alan Williams		
U3	National Parks	http://neintranet/officesandteams/externalaffairs/stakeholder/Documents/enpaasharedoutcomesagmt.pdf	Shared outcomes agreement	In place	Andrew Wood	Rob Cooke	Graeme Hayes		
	Natural England/Environment Agency/Forestry Commission MoA	http://neintranet/aboutus/whatwedo/Documents/mou.pdf		In place	Andrew Wood	Richard Sreeter	Greg Smith		
Processes									
V1	Policy and Advocacy	http://neintranet/officesandteams/evidencepolicy/policy/Pages/default.aspx		In place	Andrew Wood	Rob Cooke			
V2	Risk Management	http://neintranet/aboutus/governance/Pages/riskmanagement.aspx		In place	Dave Webster	Paul Lambert	Tony Dover		
V3	Corporate Planning and Reporting	http://neintranet/aboutus/corporateplanning/Pages/default.aspx		In place	Dave Webster	Paul Lambert	Mike Smith		
V4	Financial Budgeting and Control	http://neintranet/daytoday/finance/Pages/default.aspx		In place	Dave Webster	Paul Lambert	Abdul Razak		
V5	Information Security		Being developed	In place	Dave Webster	Paul Egginton	Jim Mycock & Darren Green	Various versions	2010-11
INDEX	Governance Framework Index						Version Summer 2010	EG Index	