

# Best Practice Corporate Governance for State Bodies

Organisational Structures and Processes	Yes / No	Comments
Statutory Accountability		
Has the board established effective arrangements to ensure compliance with all applicable statutes and regulations, the Code of Practice for the Corporate Governance of State Bodies and other relevant statements of best practice?		
Accountability For Public Money		
Has the board established appropriate arrangements to ensure that public funds are:		
i. Safeguarded?		
ii. Used efficiently and effectively?		
iii. Used in accordance with the statutory or other authorities that govern their use?		
Communication with Stake-holders		
Has the board established:		
i. Clear channels of communication with the body's stake-holders? (sponsor department)		
ii. appropriate processes to ensure that such channels operate effectively?		
Has the board made an explicit commitment to openness in all the activities of the body ?		
Does the board make available to the public the names of all board members, together with their relevant other interests?		

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Roles and Responsibilities		
Is there a clearly defined division of responsibilities between the roles of the chief executive and chairperson?		
Does the board:		
i. Meet regularly?		
ii. Retain the direction and control of the state body firmly in its hands?		
iii. Monitor the senior management?		
Has the board established a framework of strategic control or a scheme of delegated and reserved powers ?		
Does the framework of strategic control include a formal schedule of those matters specifically reserved for the collective decision of the board?		
Does the board maintain the framework of strategic control up to date?		
Has the board established clearly documented and understood management processes for		
i. policy development, implementation and review?		
ii. decision-making, monitoring, control and reporting?		
Is an Annual General Meeting held to review board roles and responsibilities including membership of board committees?		
Has the board established formal procedural and financial regulations to govern the conduct of its business?		

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Has the board established appropriate arrangements to ensure that it has access to all such relevant information, advice and resources as is necessary to enable it to carry out its role effectively?		
Is the role of the chairperson formally defined in writing?		
Are all board members aware of their duties and responsibilities including their legal responsibilities?		
Are non-executive board members free from any other relationships or commitments which may materially interfere with their exercising an independent judgement on issues of strategy, performance, resources and standards of conduct?		
Are there procedures in place to deal with issues involving conflicts of interest and disclosure of interest?		
Are the duties, terms of office, of non-executive board members defined clearly?		
Does the chief executive have line responsibility for all aspects of executive management?		
Is he or she accountable to the board for the implementation of the board's policy?		
Has the board made a senior executive responsible for ensuring that appropriate advice is given to it on all financial matters?		
Has the board made a senior executive responsible for ensuring that board procedures are followed and that all applicable statutes, regulations and relevant statements of best practice are complied with?		