

Responsibility Charting: BEIS, UKGI & BEIS0001168														
Deliverable or Task	Policy Sponsor (BEIS)				Shareholder's Representative (UKGI)				Other Resources					
	Policy Sponsor SC/OD, Samuel Whites	Policy Champion - Minister Samuel Whites	BEIS Policy Team: Sally Brindley	BEIS Finance BEIS EU Exit	Corporate Governance BEIS EU Exit	Tom Cooper	SC/OD, Tom Adair	UKGI POL Team: Tosin Adigun, Stephen Clarke, Angela	POL	POL Board	BEIS Permanent Secretary	Ministerial Champion - BEIS	Ministerial Champion - UKGI	Principal Accounting Officer (PAO) BEIS
Financial, Operational, and Governance Issues														
Spending Review and future finance	S	C	S	R			C	S	S	S	C	C	C	A
Approve allocation of investment funding according to 3 Year Plan	I	I	I	A			C	R	S	S				
Monitoring of performance against the commitments set out in the Entrustment Letter and government's access requirement	I	I	I	C			A	R	S	S		I	I	I
Constructive challenge to POL on commercial negotiations (e.g. Bank of Ireland, Royal Mail)	C	C	I	I			A	R	S	S	S	I	I	I
Financial reporting	I	I	I	I	C		A	R	S	S	S	C	I	I
NED/CEO recruitment	C	C	I	I	C		A	R	S	S	S	C	C	C
Corporate governance	I	I	I	I	C		A	R	S	S	C	C	C	C
Executive remuneration	I	I	I	I	C		A	R	S	S	C	C	C	C
Constructive challenge of POL's corporate strategy and major projects	C	C	I	I			A	R	S	S		I	I	I
Policy development and live issues														
General government policy around POL	R	A	S	I			C	C	I	S	C	I	C	C
Postmaster remuneration and simplification programme	R	A	S				C	C	S	S	C	I	C	I
Franchising, DMB branches and network transformation	R	A	S				C	C	S	S	C	I	I	I
Digital Identity and Verify	R	A	S				C	C	S	S	C	I	I	I
Banking framework renegotiation	R	A	S	I			C	C	S	S	C	C	C	I
Social purpose and community impact	R	A	S				C	C	S	S	C	I	I	I
EU Exit preparation	R	C	S	A			C	C	S	S	C	I	I	I
Monitoring POL litigation	C	I	I				A	R	S	S		I	I	I
Banking and financial inclusion and Credit Unions	R	A	S				C	C	S	S	C	I	I	I
Briefing and Advising Minister and UKGI/BEIS Comms														
Assembling PQ responses and ownership of briefing pack	A	C	S	I			I	I	S	S		C	C	R
Accountability and support depends on area in question - see above	A	C	S	I			C	A	S	S		C	C	R

- R** Responsible - Those who do the work to complete the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required
- A** Accountable - The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible
- S** Support - Resources allocated to responsible. Unlike consulted, who may provide input to the task, support helps complete the task
- C** Consulted - Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication
- I** Informed - Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication

Responsibility Charting is a technique for identifying functional areas where there are process ambiguities, bringing the differences out in the open and resolving them through a cross-functional discussion. Responsibility Charting enables managers from the same or different organizational levels or programs to actively participate in a focused and systematic discussion about process-related details that must be accomplished in order to deliver a successful end product or service.



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About This Template

Use this template within your project team to help clarify and communicate roles and responsibilities for each task or deliverable. Start by inserting rows to define the tasks and deliverables and insert columns as needed to define the roles of sponsors, leaders, consultants, and project team members. Customize the abbreviations below the chart based on the method you are using (RACI, DRASCI, CAIRO, etc.).

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