

Governance

Wilton Park's aims and terms of reference are laid down in a **Framework Document** approved by Ministers in February 2003. A copy of the Framework Document can be found on the FCO (www.fco.gov.uk) website.

The **Wilton Park Management Board** provides a forum for the Chief Executive to consult senior staff on performance and strategy, to help resolve management issues, to contribute to financial and business planning and to develop fundraising and marketing strategies. The composition of the Management Board during the year was as follows:-

Donald Lamont	Chief Executive
Nicholas Hopkinson	Director
Robin Hart	Senior Programme Director
Tim Willows (to Oct 08)	Finance Director
Lisa McIlrath (from Jan 09)	Finance Director
Shirley Ellis	Personnel Manager
Mark Bellone (from Oct 08)	General Manager

The **Departmental Board**, comprising representatives of the FCO and two Non-Executive Directors, is chaired by the FCO Head of Public Diplomacy and oversees the work of Wilton Park. Relevant members of the Departmental Board form the Agency's Audit Committee. The Departmental Board sets the Agency's annual financial and quality targets. Members during 2008/09 were:

Richard Morgan (from Sept 08)	Head of Public Diplomacy Group, FCO
Jolyon Welsh (to Sept 08)	Head of Public Diplomacy Group, FCO
Alex Jablonowski (NED)	High Performance Leadership Limited
Simon Turl (NED)	Chief Executive, Road Chef
Dr Farhan Nizami	Chair, Wilton Park Advisory Council
Iain Morgan	Head of Resource Accounting Department, FCO
Helen Orr	Strategic Finance Adviser Communication Directorate, FCO
Holly Tett	Public Diplomacy Group, FCO
Gary Truman (from May 08)	Public Diplomacy Group, FCO
Andrew Calvert (to May 08)	Public Diplomacy Group, FCO





The **Wilton Park Advisory Council** was established in 1949 to ensure Wilton Park's academic independence. The Secretary of State for Foreign and Commonwealth Affairs appoints members of the Advisory Council. Membership is drawn from the academic world, government, non-governmental organisations, media, business, trades unions and other organisations concerned with international relations.

The Advisory Council's primary roles are to advise on the selection of conference themes;

to ensure that Wilton Park's conferences meet the highest academic standards and maintenance of its international reputation; and that Wilton Park continues to operate as a centre of excellence. The Advisory Council is an Advisory Non-Departmental Public Body. Advisory Council meetings are held twice a year. Minutes from these meetings, together with other information on the running and membership of the Advisory Council, are published on the Wilton Park website. Membership of the Advisory Council is as shown below:

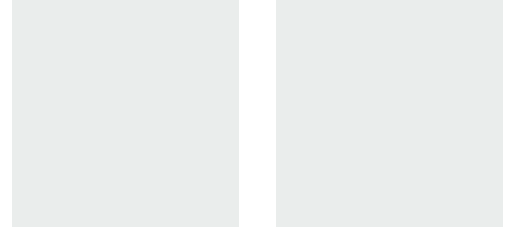
The role of the **Wilton Park International Council**, is to evaluate the international relevance of Wilton Park's planned conferences.

The Council comprises the Ambassadors and High Commissioners to the Court of St James's of the member states of the Organisation for Economic Co-operation and Development.

Dr Farhan Nizami (Chair)	Director, Oxford Centre for Islamic Studies
Sir Rodric Braithwaite GCMG	Chairman, Russia Programme, Centre for European Reform
Ms Rachel Briggs	Director, Hostage UK and Senior Research Fellow, RUSI
Sir Patrick Cormack FSA MP *	Conservative Party parliamentary representative
Dr Ray Cunningham *	Director, Anglo-German Foundation for the Study of Industrial Society
Mr Nik Gowing	Journalist and Broadcaster
Mr David Heath CBE MP *	Liberal Democrat parliamentary representative
Mr Janusz Heath	Managing Director and Head of Asset Management at Capital Dynamics
Ms Mary Jo Jacobi	British Civil Service Commissioner and Chair of the Forensic Science Service's Independent Advisory Group
Mr Michael Leigh	Director-General Enlargement, European Commission
Professor Anand Menon	Director European Research Institute, University of Birmingham
Rt Hon Baroness Quin	Former Minister of State at Home Office, FCO and MAFF and Labour Party representative
Mr Rupert Robson	Chairman, Charles Taylor Consulting pic, Chairman Silkroute Financial Group Ltd, Non-Executive Director, Tullett Prebon plc and Non Executive Director Tenet Group Ltd
Professor Shamit Sagar	Professor of Political Science, University of Sussex
Professor Philippe Sands QC	Professor of Law, University College London
Lord Skidelsky	Professor of Political Economy, Warwick University
Sir Stephen Wall GCMG LVO	Chairman (Public Affairs EMEA), Hill & Knowlton
Professor Myles Wickstead CBE	Former Head of Secretariat, Commission for Africa

* Ex-Officio Members

The Advisory Council was able to benefit from the contribution of Sir Michael Quinlan CBE, former Permanent Secretary at the Ministry of Defence and Director of Ditchley Park, who served as a member of the Council until his death in early 2009.



Wilton Park Audit Committee

The Wilton Park Audit Committee was established by the Wilton Park Departmental Board in November 2006. Its purpose is to support them in their responsibilities for issues of risk, control and governance and associated assurance by:

- Reviewing the comprehensiveness of assurances in meeting the Board/Accounting Officer's assurance needs
- Reviewing the reliability and integrity of these assurances and
- Providing an opinion on how well the Board and Accounting Officer are supported in decision taking and in discharging their accountability obligations (particularly in respect of Financial Reporting).

The full terms of reference are available on the Wilton Park website.

The Committee comprises the two Non-Executive members of the Departmental Board (Alex Jablonowski, Chair and Simon Turl), the Chair of the Wilton Park Advisory Council (Dr Farhan Nizami) and Iain Morgan, independent member. The Chief Executive attends each meeting (as Agency Accounting Officer) but is not a member of the committee.

The Audit Committee meets three times a year before the Departmental Board and

considers reports from the external auditors (National Audit Office), the FCO Internal Audit Department, who provide internal audit services to the Agency, and Wilton Park's senior management.

In addition to the Annual Report & Accounts, the committee also considers:

- Internal Audit's plans, progress, findings and conclusions
- The top risks facing Wilton Park, and their mitigation strategies
- Business continuity plans, and the arrangements for testing and
- The findings and conclusions from the NAO external audit.

Specifically, this financial year, the committee were presented with audit reports covering risk management, procurement, conferences, IT and data handling, in line with the agreed Audit Strategy. In addition, in their review of the Agency's risk register, Members focussed in particular on business continuity arrangements and sponsorship funding.

The Head of Internal Audit reported that the Wilton Park Executive Agency had a satisfactory system of internal control for 2008/09. Improvements have been identified as being required in certain areas and the committee ensures that these

are followed-up. No frauds or whistle-blowing cases were reported to us during the year.

Finally, the committee considered the draft Annual Report & Accounts at its June 2009 meeting, prior to submission to the Chief Executive for approval, and the outcome of the NAO audit. We specifically considered (a) the Statement on Internal Control, and whether any significant internal control issues should be disclosed and (b) errors identified by the external audit that had not been adjusted. We were satisfied in both areas. However, HM Treasury advises that an Audit Committee will not be able to advise the Accounting Officer on whether the accounts are true and fair.

The Committee will be looking ahead to new challenges in 2009/10 including:

- Faster closing: the FCO, with whom Wilton Park consolidates its accounts, may lay its accounts before Parliament at the end of May next year, rather than June
- Eliminating all weak conclusions in Internal Audit reports and closing all audit reports (i.e. actions complete) within 6 months of report issue
- Further dialogue with the FCO "group" Audit Committees.

Alex Jablonowski
Chairman