



ENGLISH 2

*ADMINISTRATIVE SCIENCE
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UNIT 1

PUBLIC ADMINISTRATION

WHAT IS
PUBLIC
ADMINISTRATION?
PUBLIC ADMINISTRATION CONCEPTS



SECTION I: WHAT IS PUBLIC ADMINISTRATION?

- “a field of inquiry with a diverse scope”, of which the “fundamental goal ... is to advance management and policies so that government can function”;
- “the management of public programs”;
- “the translation of **politics** into the reality that **citizens** see every day”;
- “the study of government decision making, the analysis of the policies themselves, the various inputs that have produced them, and the inputs necessary to produce alternative policies”;
- “centrally concerned with the organization of government policies and programmes as well as the behaviour of officials (usually non-elected) formally responsible for their conduct”.



WHO ARE THE PUBLIC ADMINISTRATORS?

“public servants working in public departments and agencies, at all levels of government”



SECTION 1.

CHARACTERISTICS OF PUBLIC ADMINISTRATION

- “multidisciplinary in character; one of the various proposals for public administration’s sub-fields sets out five pillars, including human resources, organizational theory, policy analysis and statistics, budgeting, and ethics”;
- “a field of study (i.e. a discipline) and an occupation. ... a subfield of political science or a subfield of administrative science”.



THE ORIGINS OF PUBLIC ADMINISTRATION (1)

The early origins of public administration can be traced back to ancient times. In fact, during the **Egyptian** and **Greek** periods public affairs were organised by office, and the main office holders were responsible for administering justice, keeping law and order, and distributing wealth. During the **Roman Empire** a more sophisticated organisation was established. There were now distinct administrative hierarchies for foreign, internal and military affairs, justice, finance and taxation, and each one had its own head. This elaborate administrative structure, later to be copied by the **Roman Catholic Church**, was adopted throughout the whole Empire. It consisted of a hierarchy of officials who had to report back to superior officers who in turn had to report back to the Emperor.



THE ORIGINS OF PUBLIC ADMINISTRATION (2)

After the fall of the Roman Empire in the 5th century, this structure disappeared in Western Europe. However, many countries of the **Byzantine Empire** in the East continued to follow the system. During the early **Medieval** period the **royal households** became the main administrative bodies and these were of a more organised nature. This was a great step forward because until the end of the 12th century royal household official duties were usually ill-defined. There were only a few which were better-defined positions and these included those of **butler** (responsible for the provision of wine), **steward** (responsible for banquet arrangements), **Chamberlain** (concerned with receiving and paying out money), and **Chancellor** (usually a priest with responsibilities for writing and applying the monarch's seal).



THE ORIGINS OF PUBLIC ADMINISTRATION (3)

During the 13th century this situation gradually changed and the purely domestic functions of the royal households were separated from those connected to the governing of the state. Most of the old household positions disappeared or declined in importance.

The office which had always dealt with matters of state, that of Chancellor, survived and it was the principal link between the old court offices and modern ministries. The Chamberlain's office in the royal household also gave way to the development of the modern Treasury or Finance Ministry.

During the middle of the 13th century three main bodies started to emerge for dealing with affairs of state. These were the **High Court**, the **Exchequer**, and the collegial **Royal Councils**. However, this development took place later in England and France and it was not until the early 14th century that such bodies began to appear.



Task 3. Answer the following questions about text 1.1.

1. How did the Greeks and the Egyptians organise their affairs?

Their public affairs were organised by office, and the main office holders were responsible for administering justice, keeping law and order, and distributing wealth.

2. What did the Romans do?

There were now distinct administrative hierarchies for foreign, internal and military affairs, justice, finance and taxation, and each one had its own head.

3. What did the Roman Catholic Church do?

They adopted the articulated system of the Roman Empire.

4. When did the Roman administrative structure disappear?

In the Medieval period.



Task 3. Answer the following questions about text 1.1.

5. Did the practices continue? Where?

They continued to be used in many countries of the Byzantine Empire in the East.

6. What did early European administrative structures develop from?

They developed from the the royal households.

7. What were the official duties within the royal households like until the end of the 12th century?

Until the end of the 12th century royal household official duties were usually ill-defined.

8. What positions were better-defined?

Those of butler, steward, Chamberlain and Chancellor were the better-defined positions.

9. What happened in the 13th century?

The purely domestic functions of the royal households were gradually separated from those connected to the governing of the state.



FOLLOW UP TO TASK 3. ANSWER THE QUESTIONS

10. What happened to the office of Chancellor?

11. Where can the development of the modern Treasury be traced back to?

12. Which three institutions emerged in the 13th century?

13. What happened in England and France in the 14th century?



FOLLOW UP TO TASK 3. ANSWER THE QUESTIONS

10. What happened to the office of Chancellor?

The office of Chancellor survived and it was the principal link between the old court offices and modern ministries.

11. Where can the development of the modern Treasury be traced back to?

It can be traced back to the Chamberlain's office in the royal household.

12. Which three institutions emerged in the 13th century?

The three main bodies which emerged for dealing with state affairs in the 13th century were the High Court, the Exchequer, and the collegial Royal Councils.

13. What happened in England and France in the 14th century?

The High Court, the Exchequer, and the collegial Royal Councils developed in the early 14th century in England and France, later than in other countries.



1.2 THE ORIGINS OF MODERN MINISTERIAL STRUCTURES (1)

Except for the Justice department and the Treasury, all the other modern ministerial structures in Europe developed from the **Royal Councils**. These were powerful bodies of nobles nominated by the monarch. There was a **division of labour** inside the Royal Councils and the position of **secretary** emerged for the first time. At the beginning, the secretaries were regarded as having low status within the Councils but slowly they began to develop into the first professional **civil servants** in a modern sense. The secretaries worked closely with the monarch and so they gained more insight into what the monarch wanted to carry out. They were also a permanent body and this gave them greater experience in matters of state than could be found amongst the nobles.



1.2 THE ORIGINS OF MODERN MINISTERIAL STRUCTURES (2)

The latter did not usually have a permanent position on the Council and could change depending on the political climate of the day. The secretaries also had clerks to help them with their duties which was the first step towards the development of the hierarchical structure to be found in public administration today. During the 15th and 16th centuries the secretaries' position grew steadily in importance and they were viewed as full members of the Councils in their own right.

Secretaries were normally allocated to geographical regions and in England there was a secretary for North and a secretary for South. This distinction continued until 1782 when the offices of **Home** and **Foreign Secretary** were established.



TASK 2. SCANNING: LOOK FOR THE FOLLOWING INFORMATION IN THE TEXTS.

Characteristics of public administration	
The Egyptians and the Greeks	public affairs organised by office
The Romans	
The Medieval period	
The 13th century	
The 15th and 16th century	
1782	



TASK 2. SCANNING: LOOK FOR THE FOLLOWING INFORMATION IN THE TEXTS.

Characteristics of public administration	
The Egyptians and the Greeks	<i>public affairs organised by office</i>
The Romans	<i>distinct administrative hierarchies for foreign, internal and military affairs, justice, finance and taxation, each one with its own head</i>
The Medieval period	<i>the royal households became the main administrative bodies: the butler, the steward, the Chamberlain, the Chancellor</i>
The 13th century	<i>the High Court, the Exchequer, and the collegial Royal Councils</i>
The 15th and 16th century	<i>the Royal Councils and the secretary</i>
1782	<i>the offices of Home and Foreign Secretary were established</i>



TASK 4. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.2.

1. How did modern ministerial structures develop?

2. What were Royal Councils?

3. Who became the first professional civil servants and why were they important?

4. Were the secretaries a temporary or permanent body?

5. Who were secretaries assisted by?

6. What were secretaries allocated to?



TASK 4. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.2.

1. How did modern ministerial structures develop?

In Europe, except for the Justice department and the Treasury, they all developed from the Royal Councils.

2. What were Royal Councils?

They were powerful bodies of nobles nominated by the monarch.

3. Who became the first professional civil servants and why were they important?

The secretaries developed into the first professional civil servants in a modern sense. They were important because they worked closely with the monarch, and so they had more insight into what the monarch wanted.

4. Were the secretaries a temporary or permanent body?

They were a permanent body.

5. Who were secretaries assisted by?

They had clerks to help them with their duties.

6. What were secretaries allocated to?

They were normally allocated to geographical regions.



TASK 5. FIND SYNONYMS FOR THE FOLLOWING WORDS.

affairs	
allocate	
apply	
bodies	
develop	
emerge	
insight	
matters	



TASK 5. FIND SYNONYMS FOR THE FOLLOWING WORDS.

affairs	business, matters, interests, transactions
allocate	distribute, parcel out
apply	process, put into practice
bodies	organizations, groups, parties, entities
develop	grow, evolve, originate, emerge
emerge	appear, result, come forth, break out
insight	awareness, understanding, discrimination
matters	affair, business, problem, occurrence



TASK 6. TRANSLATE THE FOLLOWING WORDS INTO ITALIAN.

butler	
Chamberlain	
Chancellor	
civil servant	
division of labour	
Exchequer	
household	
steward	
Royal Council	



TASK 6. TRANSLATE THE FOLLOWING WORDS INTO ITALIAN.

<i>butler</i>	maggiordomo
<i>Chamberlain</i>	Ciambellano
<i>Chancellor</i>	Cancelliere
<i>civil servant</i>	impiegato statale
<i>division of labour</i>	ripartizione del lavoro
<i>Exchequer</i>	Tesoro, Ministero delle Finanze
<i>household</i>	della casa/famiglia, domestic (agg.)
<i>steward</i>	assistente, maggiordomo, fattore
<i>Royal Council</i>	Consiglio/Gabinetto del Re



TASK 7. VOCABULARY: REWRITE THE SENTENCES USING A SYNONYM FOR THE UNDERLINED WORDS. MAKE THE NECESSARY CHANGES.

body	steadily	deal with	regard	survive
position	insight	connection	affair	organise

1. Public matters were structured by office.

2. There were three institutions that managed the affairs of state.

3. Secretaries gained a lot of knowledge about the monarch's intentions.

4. The Royal Councils were organisations of powerful nobles.

5. The first secretaries were considered as being of low status.

6. During the 15th and 16th centuries the role of secretary constantly grew in importance.

7. The office of Chancellor continued to exist and it was the principal link between the old court offices and modern ministries.



TASK 7. VOCABULARY: REWRITE THE SENTENCES USING A SYNONYM FOR THE UNDERLINED WORDS. MAKE THE NECESSARY CHANGES.

<u>body</u>	<u>steadily</u>	<u>deal with</u>	regard	<u>survive</u>
<u>position</u>	<u>insight</u>	<u>connection</u>	<u>affair</u>	<u>organise</u>

1. The office organised public affairs.

2. There were three institutions that delt with the affairs of state.

3. Secretaries gained a lot of insight about the monarch's intentions.

4. The Royal Councils were bodies of powerful nobles.

5. The first secretaries were regarded as being of low status.

6. During the 15th and 16th centuries the position of secretary steadily grew in importance.

7. The office of Chancellor survived and it was the principal connection between the old court offices and modern ministries.



Task 10. How do you pronounce the following words? Match the correct phonetic transcription with the words.

13th century	'sekrətərɪz
affairs	'ɒfɪsəs
Chamberlain	'mɪnɪstrɪz
Chancellery	kɑ:t
Chancellor	'dʒʌnstɪs
court	ə'feəs
Justice	'tʃɑ:nsələ
ministries	'tʃɑ:nsələɪ
offices	,θɜrtɪ:nθ 'sentʃʊɪ
secretaries	'trezəri
Treasury	'tʃeɪmbəlɪn



Task 10. How do you pronounce the following words? Match the correct phonetic transcription with the words.

13th century	,θɜrtɪ:nθ 'sentʃʊrɪ
affairs	ə'feəs
Chamberlain	'tʃeɪmbəlɪn
Chancellery	'tʃɑ:nsələrɪ
Chancellor	'tʃɑ:nsələ
court	kɔ:t
Justice	'dʒʌstɪs
ministries	'mɪnɪstrɪz
offices	'ɒfɪsəs
secretaries	'sekrətərɪz
Treasury	'trezərɪ



TASK 12. MATCH THE ADJECTIVES WITH THE RIGHT DEFINITIONS.

debatable	basic, underlying, key
diverse	large, enormous, huge
elaborate	lasting, enduring, perpetual
fundamental	disputable, may be debated, contestable
vast	forceful, exerting great force, effective
necessary	detailed, complicated, carefully planned
permanent	vital, essential, indispensable
powerful	different, varied
debatable	basic, underlying, key
diverse	large, enormous, huge



TASK 12. MATCH THE ADJECTIVES WITH THE RIGHT DEFINITIONS.

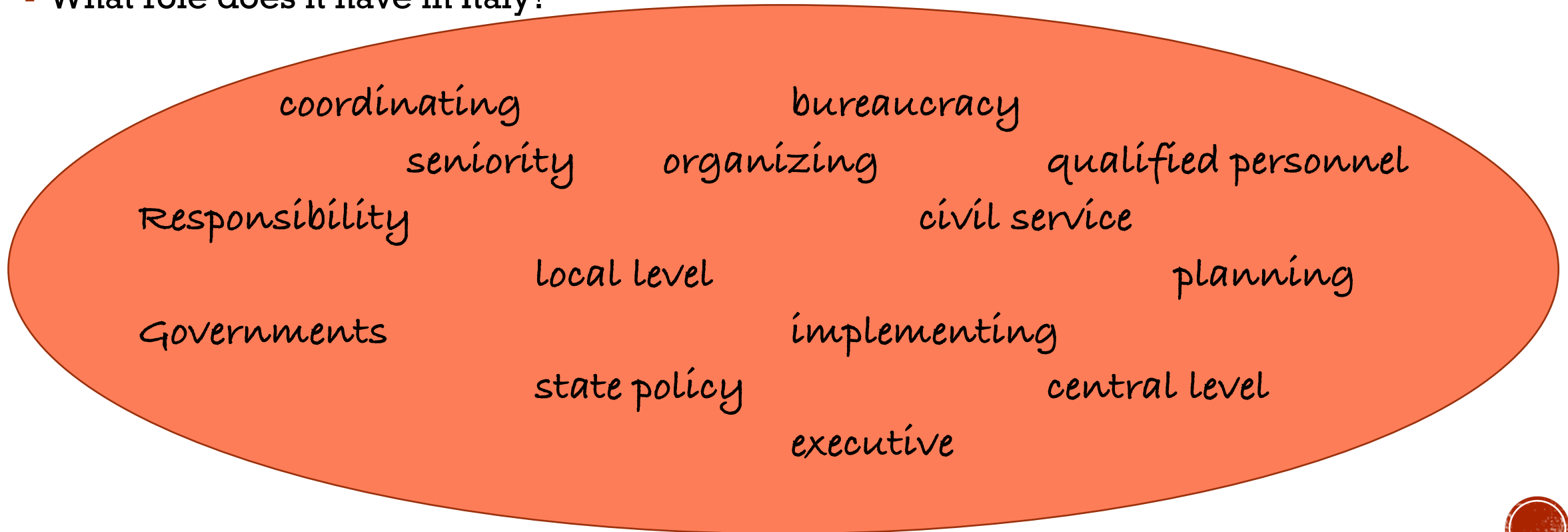
debatable	disputable, may be debated, contestable
diverse	different, varied
elaborate	detailed, complicated, carefully planned
fundamental	basic, underlying, key
vast	large, enormous, huge
necessary	vital, essential, indispensable
permanent	lasting, enduring, perpetual
powerful	forceful, exerting great force, effective



SECTION II.

THE ROLE OF PUBLIC ADMINISTRATION TODAY

- What is the role of PUBLIC ADMINISTRATION in a modern nation?
- What role does it have in Italy?



1.3 THE FUNCTIONS OF PUBLIC ADMINISTRATION

Public administration can be said to be the implementation of **government policies**. It is above all the planning, organising, coordinating, and controlling of government policies.

Public administration is a feature of all nations and it is carried out at the central, intermediate, and local levels. Nowadays, the balance between these different levels of government represents a growing problem which all administrations are committed to resolving.

The body of public administrators is called the **Civil Service** and it includes highly trained administrative, executive or directive classes which today make public administration a distinct profession.



1.4 THE CHARACTERISTICS OF THE CIVIL SERVICE (1)

A distinction must be made between the Civil Service and other bodies which serve the state, such as the **armed forces**, the **judiciary**, and the **police**. They are **public servants** but not **civil servants**. A distinction is also usually made in most countries between the Home Civil Service and people who work abroad and carry out diplomatic duties. In the UK, as in most other countries, **local government**, **public corporations** like the **National Coal Board**, and **trusts** like the **National Health Service**, are not considered part of the Civil Service.

Requirements for entry into a career in the Civil Service vary from country to country. Sometimes technical qualifications are required while in other systems legal qualifications are deemed appropriate. In other cases, no specific technical or academic qualifications are required.



1.4 THE CHARACTERISTICS OF THE CIVIL SERVICE (2)

However, civil servants in every country share some common characteristics. They can be defined as members of a **permanent** and **neutral** body of professionals who are directly employed in the administration of the state. Their role is not in any way political, ministerial or military. All **senior civil servants** are expected to advise, warn, and assist the politicians who formulate state policy. Once the policies to be carried out have been established, civil servants must provide the organisation for the implementation and delivery of them to the public. The structure of Civil Services is hierarchical and rises pyramid-fashion from the lowest offices to the highest ones. All professionals within the system have fixed positions and clearly-defined duties with different powers and salaries which are decided on an objective basis.

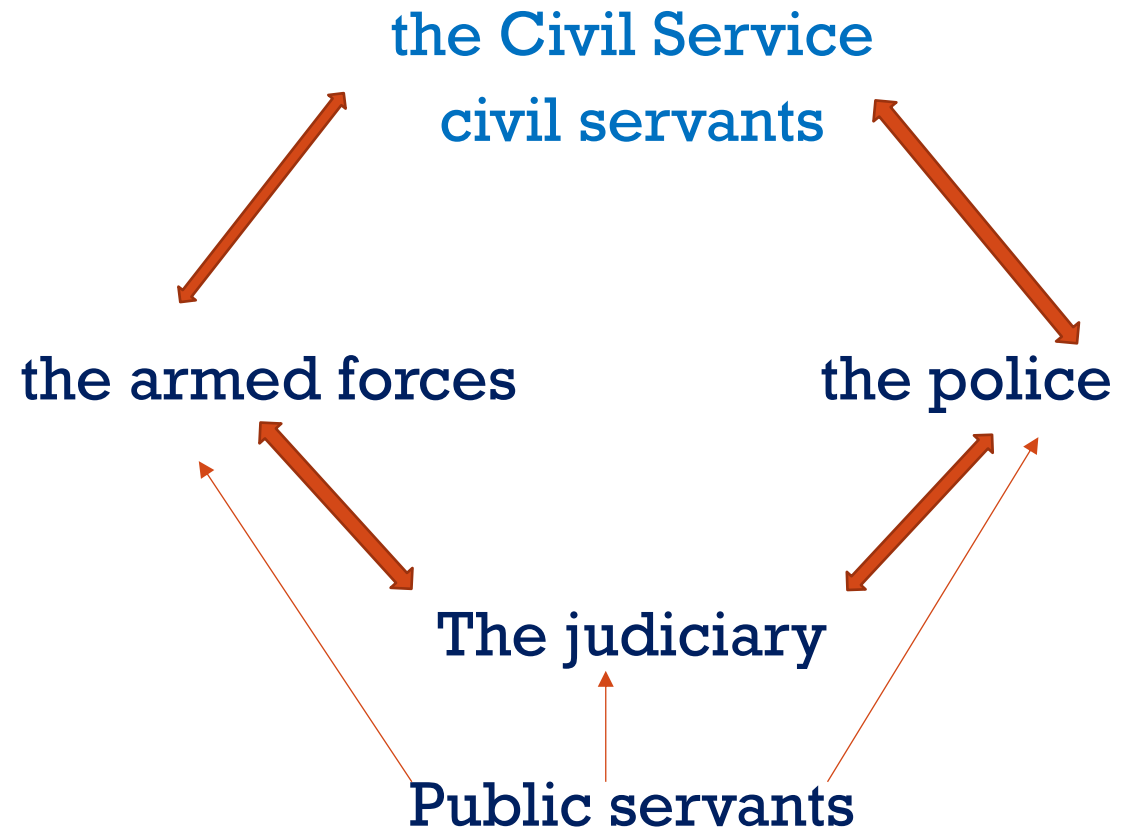


KEY WORDS

- Implementation
- To be committed to
- Corporations
- Trusts
- Deem
- Body
- Senior
- Pyramid-fashion hierarchy
- Offices
- Professionals
- Duties
- salaries

KEY IDEAS

Bodies of the state



KEY WORDS

- **Implementation** /ɪmplɪmən'teɪʃ(ə)n/ the act of putting a plan into action or of starting to use something
- **To be committed to** /kə'mɪt.ɪd/ To be loyal and willing to give your time and energy to something that you believe in
- **Corporations** /ˌkɔːr.pər'eɪ.ʃən/ a large company or group of companies that is controlled together as a single organization
- **Trust** /trʌst/ a legal arrangement in which a person or organization controls property and/or money for another person or organization
- **Deem** /di:m/ to consider or judge something in a particular way
- **Body** /'bɑː.di/ a group of people who have joined together for a particular reason (i.e. the governing body)



KEY WORDS

KEY IDEAS

- **Senior** /'si:.ni.ər/ high or higher in rank
- **Pyramid-fashion hierarchy** UK /'haɪə.rɑ:.ki/ US /'haɪ.rɑ:r.ki/
- **Office** /'ɒf.ɪs/ a part of a company or organization
- **Professionals** /prə'feʃ.ən.əl/ relating to work that needs special training or education
- **Duties** UK /'dʒu:.ti/ US /'du:.tj/ something that you have to do because it is part of your job
- **Salaries** /'sæl.ər.i/ a fixed amount of money agreed every year as pay for an employee, usually paid every month



Task 2. Answer the following questions about text 1.3.

1. What functions does public administration have?

2. What levels is public administration practiced at?

3. What is a growing problem all administrations are committed to resolving?

4. What is the body of public administrators usually called?

5. What has made public administration a distinct profession?



Task 2. Answer the following questions about text 1.3.

1. What functions does public administration have?

It **implements** the government policies by **planning, organising, coordinating, and controlling** them.

2. What levels is public administration practiced at?

It is practiced at the **central, intermediate, and local** levels.

3. What is a growing problem all administrations are committed to resolving?

The **balance** between these different **levels of government**.



Task 2. Answer the following questions about text 1.3.

4. What is the body of public administrators usually called?

It is usually called **Civil Service**, and those who work for it are called **civil servants**.

5. What has made public administration a distinct profession?

It requires highly trained **administrative, executive** or **directive** classes.



TASK 3. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.4.

1. What distinction must be made?

2. What is the definition of a civil servant?

3. What is not included in the Civil Service in most countries?

4. What are the characteristics common to all Civil Services?

5. What are all senior civil servants expected to do?

6. Who is in charge of the delivery of policies to the public?

7. How are Civil Services organised?



TASK 3. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.4.

1. What distinction must be made?

Between the **Civil Service** and other bodies of **public service** serving the state, such as the armed forces, the judiciary, and the police.

2. What is the definition of a civil servant?

They can be defined as members of a **permanent** and **neutral body of professionals** who are directly employed in the administration of the state.

3. What is not included in the Civil Service in most countries?

Officials working abroad in diplomatic duties are not considered part of the Civil Service in most countries.



TASK 3. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.4.

4. What are the characteristics common to all Civil Services?

The body of professionals are permanently employed by the state and held a neutral position with respect to politics

5. What are all senior civil servants expected to do?

Senior civil servants are expected to advise, warn, and assist the politicians who formulate state policy.

6. Who is in charge of the delivery of policies to the public?

Civil servants are responsible for providing the organisation for the implementation and delivery of the established policies to the public.

7. How are Civil Services organised?

They are usually organised in a pyramid-fashion hierarchical structure.



TASK 7. DECIDE IF THE STATEMENTS BELOW ARE TRUE OR FALSE.

		T	F
1.	Public administration is the implementation of government policies.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The body of public administrators is called the Civil Service.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The police are part of the Civil Service.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Senior civil servants are regarded as the professional advisers to those who formulate state policy.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Civil Service does not have well-defined duties.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Civil servants do not have to provide the organisation for the implementation and delivery of policies to the public.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Public corporations are considered part of the Civil Service.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Requirements for entry into a career in the Civil Service can vary from country to country.	<input type="checkbox"/>	<input type="checkbox"/>



TASK 7. DECIDE IF THE STATEMENTS BELOW ARE TRUE OR FALSE.

		T	F
1.	Public administration is the implementation of government policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The body of public administrators is called the Civil Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	The police are part of the Civil Service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Senior civil servants are regarded as the professional advisers to those who formulate state policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	The Civil Service does not have well-defined duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Civil servants do not have to provide the organisation for the implementation and delivery of policies to the public.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Public corporations are considered part of the Civil Service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Requirements for entry into a career in the Civil Service can vary from country to country.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



TASK 11. GAP FILLING: CHOOSE THE RIGHT ANSWER FROM THE LISTS BELOW AND COMPLETE THE TEXT.

The early European (1) _____ structures during the Medieval period were (2) _____ but from the middle of the 13th century new institutions began to appear. There were three major (3) _____ for (4) _____ the affairs of state: the High Court, the Exchequer, and the collegial Royal Councils.

The Royal Councils were important because modern (5) _____ structures in Europe developed from them. The monarch's secretaries emerged as the first professional (6) _____ in Europe in a modern sense.

Nowadays, public administration is the (7) _____ of government policies. Civil servants in every country have to advise, warn and assist those who (8) _____ state policy.

	A	B	C	D
1.	household	administrative	royal	family
2.	misunderstood	well-defined	ill-defined	untidy
3.	groups	clubs	businesses	bodies
4.	handling	selling	ruining	setting
5.	Prime Minister	church	ministerial	army
6.	civil action	civil servants	civil rights	civilian
7.	implementation	ruining	balance	role
8.	send	formulate	draw	buy



TASK 11. GAP FILLING: CHOOSE THE RIGHT ANSWER FROM THE LISTS BELOW AND COMPLETE THE TEXT.

The early European (1) administrative structures during the Medieval period were (2) ill-defined but from the middle of the 13th century new institutions began to appear.

There were three major (3) bodies for (4) handling the affairs of state: the High Court, the Exchequer, and the collegial Royal Councils.

The Royal Councils were important because modern (5) ministerial structures in Europe developed from them. The monarch's secretaries emerged as the first professional (6) civil servants in Europe in a modern sense.

Nowadays, public administration is the (7) implementation of government policies. Civil servants in every country have to advise, warn and assist those who (8) formulate state policy.



TASK 1. SKIMMING: GIVE A QUICK LOOK AT TEXTS 1.3 AND 1.4 AND ANSWER THE FOLLOWING QUESTIONS. DISCUSS WITH A PARTNER.

- 1. What are the texts about ?
- 2. What do you know about public administration in your country?



SECTION III.

GOVERNMENT AND PUBLIC ADMINISTRATION IN THE UK

1.5 Sectors of government and public administration

- central government and the Civil Service
- regional and devolved government
- local government



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

■ **Departments**

(responsible for devising policies and ensuring their implementation).

Ministerial departments

Non-ministerial departments

Ministerial departments are headed by a **minister** who is the **political head** of the department, responsible for policy making. Each minister is accountable to Parliament for his/her decisions; the position is non-permanent and depends on which political party forms the government.



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

The **administrative head** of a department is a **senior civil servant** or **Permanent Secretary**. The title underlines the non-political and permanent nature of the position. Each Permanent Secretary is responsible for ensuring policy is implemented and is accountable to Parliament for the department's actions and performance.



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

The **civil servants** in the departments (**white-collar workers**) carry out the **practical implementation** of policy and provision of services to the public. They are employed by the Crown and can be transferred from one government department to another which makes reorganisation within central government easier.



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

Non-ministerial departments are headed by a **senior civil servant** or **Permanent Secretary**. There is no minister since the matters dealt with do not need direct political intervention or should not involve political intervention. An example of this is the Food Standard Agency which was created after the BSE (Bovine Spongiform Encephalopathy or Mad Cow Disease) crisis to reassure the public that decisions about food safety would be taken by an independent body free of political control. As with the ministerial department, the civil servants or white-collar workers, carry out the practical implementation of policy and provision of services to the public.



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

- **Agencies:** They are funded by the government, staffed by civil servants and are **subordinate** and accountable to a **department** even if they execute and deliver services with a degree of autonomy. The head of an agency is a **Chief Executive**.
- **Non-departmental public bodies** (QUANGOs, quasi autonomous non-governmental organisations): These are not part of government departments and are not staffed by civil servants. They act independently from departments to a certain degree but are funded by the government. The administrative head is the **Accounting Officer**. They can be divided into Executive NDPBs, Advisory NDPBs, Tribunal NDPBs and Independent Monitoring NDPBs. Examples of these bodies include regional development agencies, national park authorities and prison monitoring boards.



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

Task 1. Give a definition in Italian of the following expressions.

white-collar workers	
watchdogs	
Permanent Secretary	



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

Task 1. Give a definition in Italian of the following expressions.

white-collar workers	A person who performs professional, managerial or administrative work.
watchdogs	person or organization responsible for ensuring that companies or organizations maintain certain standards and do not act illegally.
Permanent Secretary	the most senior civil servant in a department, responsible for running a government ministry.



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

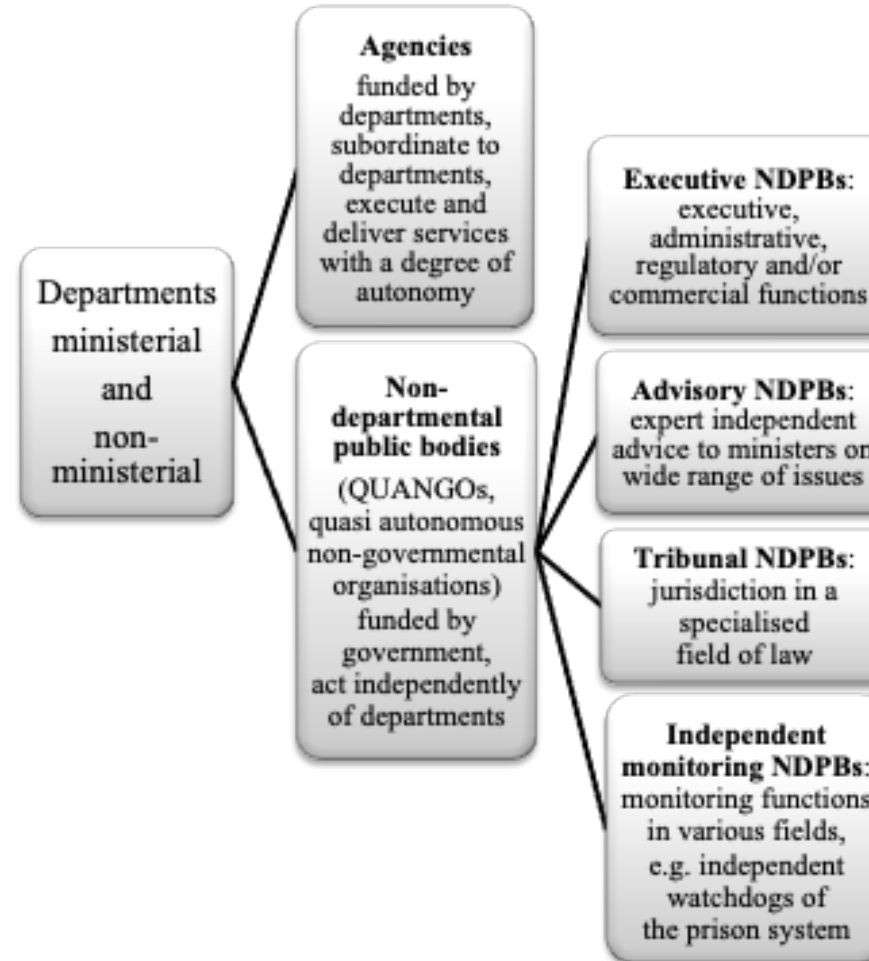
Task 1. Give a definition in Italian of the following expressions.

white-collar workers	impiegato
watchdogs	autorità di vigilanza enti di controllo (ANAC) Garante della Privacy
Permanent Secretary	segretario generale Sottosegretario di stato



1.5.1 CENTRAL GOVERNMENT AND THE CIVIL SERVICE

The Civil Service in the UK: Departments, Agencies, Non-Departmental Public Bodies



TASK 2. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXTS 1.5 AND 1.5.1.

- 1 Which sectors make up the government and public administration?
- 2 What do central government and the Civil Service break down into?
- 3 Describe what departments are and how they are divided.
- 4 Who is the political head of a ministerial department?
- 5 Who is the administrative head of a ministerial department and who is he/she accountable to?
- 6 Who are the departments staffed by?
- 7 Describe what agencies are.
- 8 Describe what non-departmental public bodies are.



TASK 2. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXTS 1.5 AND 1.5.1.

1 Which sectors make up the government and public administration?

They are (1) the central government and the Civil Service, (2) the regional and devolved government, and (3) the local government.

2 What do central government and the Civil Service break down into?

They break into Departments, Agencies and non-departmental public bodies (QUANGOs)

3 Describe what departments are and how they are divided.

They are responsible for devising policies and ensuring that they are implemented. They are made up of ministerial departments and non-ministerial departments.

4 Who is the political head of a ministerial department?

Ministerial departments are headed by a minister who is the political head of the department, responsible for policy making. Each minister is accountable to Parliament for his/her decisions.



TASK 2. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXTS 1.5 AND 1.5.1.

5 Who is the administrative head of a ministerial department and who is he/she accountable to?

The administrative head of a department is a senior civil servant or Permanent Secretary.

6 Who are the departments staffed by?

It is staffed by civil servants (white-collar workers) who carry out the practical implementation of policy and provision of services to the public.

7 Describe what agencies are.

They are funded by the government, staffed by civil servants and are subordinate and accountable to a department even if they execute and deliver services with a degree of autonomy. The head of an agency is a Chief Executive.

8 Describe what non-departmental public bodies are.

These are not part of government departments and are not staffed by civil servants. They act independently from departments to a certain degree but are funded by the government.



TASK 6. COLLOCATIONS: MATCH AN ELEMENT IN COLUMN A WITH ONE IN COLUMN B.

A	B
democratically	implementation
government	elected
policy	affairs
practical	policies
state	making



TASK 6. COLLOCATIONS: MATCH AN ELEMENT IN COLUMN A WITH ONE IN COLUMN B.

A	B
democratically	elected
government	policies
policy	making
practical	implementation
state	affairs



TASK 7. LISTEN TO THE TEXT AND FILL IN THE GAPS WITH THE WORDS BELOW.

day-to-day	rural affairs	accountable	suspension
covering	devolution	security issues	policy making

The **National Assembly for Wales** was established in 1997. It represents all the people of Wales and provides a democratically elected and (1) _____ body. It has the power to make subordinate legislation to cover Welsh circumstances. The **Welsh Assembly Government** develops and implements policy, and is answerable to the National Assembly. It is responsible for the most important public services (2) _____ economic development, health, education and other affairs.

The **Scottish Parliament** and the **Scottish Government**, previously known as Scottish Executive, were established in 1999. The Scottish Government is based mainly in Edinburgh. It operates in a similar way to the UK government with certain legislative and (3) _____ responsibilities. It is accountable to the Scottish Parliament and is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education and training, justice, (4) _____ and transport. The **Scotland Office** represents Scottish interests in those matters (such as defence and foreign affairs) still reserved to the UK Parliament by the Scotland Act and promotes the (5) _____ of Scotland.

The **Northern Ireland Assembly** was first created in 1998 under the **Good Friday Agreement**. It has been suspended on a number of occasions since then. The latest (6) _____ came to an end in 2007. Since then, the Assembly has had devolved responsibility for most of the (7) _____ matters of the people living in Northern Ireland. These include education, health, environment, culture and arts. The **Northern Ireland Office** is headed by a UK MP and currently has responsibility for Northern Ireland's constitutional and (8) _____, in particular, law and order, and policing. It has a number of agencies which execute these powers.



TASK 7. LISTEN TO THE TEXT AND FILL IN THE GAPS WITH THE WORDS BELOW.

day-to-day	rural affairs	accountable	suspension
covering	devolution	security issues	Policy-making

The **National Assembly for Wales** was established in 1997. It represents all the people of Wales and provides a democratically elected and (1) **ACCOUNTABLE** body. It has the power to make subordinate legislation to cover Welsh circumstances. The **Welsh Assembly Government** develops and implements policy, and is answerable to the National Assembly. It is responsible for the most important public services (2) **COVERING** economic development, health, education and other affairs.

The **Scottish Parliament** and the **Scottish Government**, previously known as Scottish Executive, were established in 1999. The Scottish Government is based mainly in Edinburgh. It operates in a similar way to the UK government with certain legislative and (3) **POLICY-MAKING** responsibilities. It is accountable to the Scottish Parliament and is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education and training, justice, (4) **RURAL AFFAIRS** and transport. The **Scotland Office** represents Scottish interests in those matters (such as defence and foreign affairs) still reserved to the UK Parliament by the Scotland Act and promotes the (5) **DEVOLUTION** of Scotland.

The **Northern Ireland Assembly** was first created in 1998 under the **Good Friday Agreement**. It has been suspended on a number of occasions since then. The latest (6) **SUSPENSION** came to an end in 2007. Since then, the Assembly has had devolved responsibility for most of the (7) **DAY-TO-DAY** matters of the people living in Northern Ireland. These include education, health, environment, culture and arts. The **Northern Ireland Office** is headed by a UK MP and currently has responsibility for Northern Ireland's constitutional and (8) **SECURITY ISSUES**, in particular, law and order, and policing. It has a number of agencies which execute these powers.



1.5.3 LOCAL GOVERNMENT

Local government is the collective term for **local councils**, sometimes referred to as **local authorities**. Local authorities work within the powers laid down under various Acts of Parliament. Some of their functions are **mandatory**, which means that the authority must do what is required by law. Others are **discretionary**, allowing an authority to provide services if it wishes. Local councils are made up of elected **councillors** and council staff. Decisions are made by these elected members and council staff carry out the policies as well as briefing council committees on possible future policy. Councils either provide services directly to the public or arrange for others to do so.



TASK 9. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.5.3.

1. What does the term local government mean?

2. What functions do local authorities have?

3. How are local councils made up?

4. What do councils do?



TASK 9. ANSWER THE FOLLOWING QUESTIONS ABOUT TEXT 1.5.3.

1. What does the term local government mean?

It is the collective term for local councils, sometimes referred to as local authorities.

2. What functions do local authorities have?

They have both mandatory and discretionary functions.

3. How are local councils made up?

Local councils are made up of elected councillors and council staff.

4. What do councils do?

They provide services directly to the public or arrange for others to do so.



TASK 14. VOCABULARY: REWRITE THE SENTENCES USING A SYNONYM FOR THE UNDERLINED WORDS. MAKE THE NECESSARY CHANGES.

ensure	accountable	lay down
devise	deliver	head

1. The department is led by a Minister.

1. The Permanent Secretary is responsible for his actions.

1. The departments create their own policies.

1. The local government's work is set out in Acts of Parliament.

1. 5. Local governments supply services to the public.

1. 6. Departments make certain that policies are implemented.



TASK 14. VOCABULARY: REWRITE THE SENTENCES USING A SYNONYM FOR THE UNDERLINED WORDS. MAKE THE NECESSARY CHANGES.

ensure	accountable	lay down
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1. The department <u>is led</u> by a Minister. is headed by
1. The Permanent Secretary is <u>responsible</u> for his actions. is accountable for
1. The departments <u>create</u> their own policies. device
1. The local government's work is <u>set out</u> in Acts of Parliament. lay down
1. 5. Local governments <u>supply</u> services to the public. deliver
1. 6. Departments <u>make certain</u> that policies are implemented. ensure

