



## **UK SPACE AGENCY EXECUTIVE BOARD**

**TERMS OF REFERENCE:**  
**Issue 3: September 2017**

### **Introduction**

The Executive Board meets formally every week to make decisions and monitor high-level business planning, financial, risk and management issues. It is also responsible for setting standards, values and controls within the Agency.

### **Relationships & Interactions**

The Executive Board receives advice and guidance from Steering Board and Audit Committee.

Briefing on Agency dashboard performance is received monthly from an Operations Board chaired by the Chief Operating & Finance Officer.

### **Objectives and duties of the Executive Board**

- Oversee delivery of the Agency's mission, as detailed in its Corporate Plan, by deciding overall programme priorities and resource allocation; and by monitoring delivery against time and budget;
- Develop and maintain the mid-to-long term strategic direction;
- Implement effective financial (including CSR/SR bid) planning;
- Implement robust and effective governance, including financial policy/procedures;
- Support and develop the appropriate advisory structures;
- Oversee reputational and stakeholder relationship management, including with the Government;
- Define and cascade appropriate organisational culture and ethos;
- Have responsibility for the investment appraisal regime including approving capital and revenue commitments under the threshold amount approved by BEIS under the Accounting Officer's delegation;
- Make executive decisions on matters having a material impact on the organisation (including reputational, legal/regulatory) within the delegated authority granted by BEIS;
- Approve legal and regulatory compliance policies, including Health and Safety;
- Review HR policies.

The Chief Executive may delegate oversight of operational activity to Directors and delegate financial authority within the set terms of delegation letters.

Typically, issues raised to the Executive Board for consideration will meet at least one of the following criteria:

- A decision is required that cuts across multiple Directorates;
- Issues that involve reputational risk;

- Matters that require Ministerial briefing;
- Issues with material financial impacts.

### **Membership**

The Members of the Executive Board are:

- the Chief Executive of the UK Space Agency;
- Deputy Chief Executive;
- Chief Operating & Finance Officer;
- SCS Directors of:
  - Commercial;
  - Growth;
  - Programmes;
  - EU & International;
  - Regulation.

Subject to the agenda, others, e.g. business or programme managers, may be invited to present or participate as 'Attendees'.

### **Quorum**

Members may nominate an Alternate to represent them in their absence but there must be at least two Members in attendance for meetings to be properly constituted and quorate.

The Chief Executive may nominate a Member to chair the meeting on their behalf.

### **Frequency and location of meetings**

Executive Board shall meet weekly, with Members participating in person or by teleconference as appropriate. At least one meeting per calendar month will be in an extended format, where all Members will be expected to attend in person.

### **Administrative support and reporting**

The Board Secretary will discuss and agree the Agenda with the Chair, and circulate the Agenda and any supporting papers to all Members and Alternates at least one working day before each meeting.

Agenda items will be "sponsored" by a Member. It is the responsibility of the author to ensure that all papers are approved by the relevant sponsor before circulation.

A record will be taken of every meeting detailing agreed actions. The record and actions will be circulated to Members, and approved at the next meeting.

The approved record will be circulated to all staff, and available on Alfresco. Where necessary, sensitive personal information may be redacted from the record circulated to all staff.