

## **Steering Board: Terms of Reference**

### **1. Purpose and Role**

The role of the UK Space Agency Steering Board is to advise the Secretary of State and Ministers on the strategic direction of the UK Space Agency, through the Director General of Business and Science at the Department for Business, Energy and Industrial Strategy (BEIS). The Steering Board monitors performance against targets, and risks, within the strategic objectives set out in the Agency's Corporate Plan.

The Steering Board provides guidance to the Chief Executive and their senior executive team on the operation and development of the UK Space Agency. The Board are expected to fulfil this aspect using the benefit of their collective external experience through advice and constructive challenge.

The Steering Board is responsible for scrutiny and challenge of strategic and operational issues including:

- Corporate planning, performance and risk
- Development of the Agency's Corporate Plan
- Annual Report and Accounts
- Alignment with BEIS and wider government aims/objectives
- Exposure to risks to the Agency and its management
- Major business developments which imply a significant change in the Agency's role and activities
- Financial performance and accountability
- Agency capability and plans for the future

The Steering Board does not have an Executive function.

### **2. Composition and Meetings**

Membership of the UK Space Agency Steering Board is made up of:

- Four independent Non-Executive Members (one of which is the Chairperson) with relevant experience from industry or commerce enabling them to provide an external perspective and challenge. (An additional member may be appointed to provide necessary specialist skills, if required).
- BEIS Director General of Business and Science or designated deputy.
- Chief Executive of the UK Space Agency.
- Senior Information Responsible Owner (SIRO) of UK Space Agency.

Although not formally members, UK Space Agency Directors also attend Steering Board Meetings for relevant agenda items. Subject to the agenda, direct reports may also attend as observers.

Quorum - The Board will be properly constituted when three or more of the members are in attendance. Of these, there must be the Chairperson, or his/her representative, a Non-Executive Member, a representative from the Department and the Chief Executive or, in their absence, an authorised deputy.

Term of Office – Non-Executive Members are initially appointed for three years and, subject to a satisfactory assessment of performance, can be extended for a further period of up to three years. Non-Executive Members are appointed by the Secretary of State, BEIS, in line with best practice guidance issued by the Office of the Commissioner for Public Appointments

Meetings - The Board meets a minimum of four times a year and occasionally at other times according to need. At least one meeting per year will be held in Swindon; other venues as agreed by the Board.

Awaydays – The Steering Board will normally convene one strategic Awayday each year.

### **3. Support and Reporting**

The Steering Board will be provided with secretariat support by UK Space Agency staff. The Secretariat will discuss and manage the agendas, minutes, actions and work programme in conjunction with the Chair and Chief Executive.

Agendas and any supporting papers will be produced and circulated to Steering Board members and attendees seven days before each meeting.

Each Steering Board meeting will be minuted. The Secretariat will produce minutes and circulate them to Steering Board Members for comments. A summary of key agenda items will be published on the Agency website.

Standing items for Steering Boards will be as follows:

- Minutes from previous meeting
- Matters and actions arising
- Chief Executive and Executive Board Report;
- Performance Report.
- Audit Committee Summary.

### **4. Interfaces**

All independent Members will have access to the Chief Executive and members of the UK Space Agency Executive Board as necessary.

In certain circumstances, it may be necessary for the Steering Board to seek external advice. For this reason, the Steering Board, through the Chair, should have access to the relevant Minister via the Director General.

### **5. Review**

The Steering Board will conduct an annual review of its own effectiveness, the performance of individual NEMs and Terms of Reference – via a process agreed in advance by the Departmental Sponsor.