

UK SPACE AGENCY STEERING BOARD



TERMS OF REFERENCE

Introduction

The Steering Board has no executive functions. Its role is to advise Ministers, generally through the Departmental Sponsor, on the strategies to be adopted by the UK Space Agency as set out in its Corporate Plan, the targets to be set for quality of service and financial performance (and monitoring and advising on performance against these) and the resources needed to meet those targets. The Board also provides advice and guidance to the Chief Executive and his/her senior team on the UK Space Agency's performance, operation and development, including its management of risk.

Objectives and Duties of the Board

- to advise on strategic direction and provide the context for the corporate plan and overall targets;
- to advise on allocation of Agency resources;
- to provide strategic challenge to, and endorse, the corporate plan, and examine and endorse the annual report and accounts for submission by the Accounting Officer;
- to advise on exposure to risks to the Agency and its management;
- to advise on and monitor performance including the setting of targets, particularly in ensuring fit with Departmental and wider government aims and performance against them, as well as providing an independent assessment of the targets and the underlying processes;
- to advise on the scope and outcome of Agency reviews;
- to advise on major business developments which imply a significant change in the Agency's role and activities;
- to assess Agency capability and plans for the future.

The Steering Board will also conduct an annual review of its own effectiveness and Terms of Reference.

Membership

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

- four independent 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). Members are Ministerial Appointments, in line with best practice guidance issued by the Office of the Commissioner for Public Appointments;
- the Director General, Business and Science, or his/her designated Deputy with responsibility for the UK Space Agency within BEIS;
- the Chief Executive of the UK Space Agency;
- the Senior Information Risk Owner (SIRO).

Subject to the agenda, others, e.g. UK Space Agency Directors and direct reports, may attend as 'attendees' or 'observers'.

Membership is initially for three years and, subject to a satisfactory assessment of performance, can be extended for a further three years.

Membership is unpaid, although essential travel costs will be reimbursed providing travel arrangements are in line with departmental guidelines.

Quorum

The Board will be properly constituted when three or more of the members are in attendance. Of these, there must be an independent member, a representative from BEIS and the Chief Executive or, in his/her absence, an authorised deputy.

Frequency and Location of Meetings

The Board meets 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.

Steering Board meetings will normally be attended by all Executive Board (EB) members, unless they have other official prior engagements. Any EB member with a lead responsibility for a particular item should be available and prepared to speak to it.

Access

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

In certain circumstances, it may be necessary for the Steering Board to seek external advice. For this and other reasons, the Steering Board, through the Chair, should have access to the relevant Minister via the CEO of the UK Space Agency.

Administrative Support and Reporting

The Steering Board will be provided with administrative support by the UK Space Agency staff.

Each Steering Board meeting will be minuted. The UK Space Agency will produce minutes and circulate them to Steering Board Members for comment within ten working days of each meeting.

Information Requirements

The Agenda and any supporting papers will be produced and circulated – in both electronic and hard copy formats - to Steering Board members and attendees at least seven working days before each meeting.

The Steering Board will be provided with papers, including but not restricted to:

For each meeting:

- Executive Board Report including a Policy Report;
- Financial Report;
- Progress against current Corporate Plan, agency targets and customer service standards.