

Companies House Executive Board Terms of Reference

Purpose

To set the direction for Companies House, maintaining overall stewardship and governance through our values/principles and ensuring the ability to deliver excellent customer service.

Scope of the Executive Board

Setting direction

- Articulate our core purpose, values and principles
- Provide strategic direction, putting the customer at the heart of all we do
- Ensure all activities are in line with our strategy and strategic goals
- Represent Companies House's strategic interests in the formation and delivery of cross-government initiatives.

Overall stewardship and governance

- Ensure that the overall governance structure is fit for purpose
- Ensure that the appropriate management boards fulfil their purpose
- Ensure that strategic organisational risks are identified and managed
- Ensure effective financial management
- Fulfil specific corporate governance responsibilities, especially in relation to business planning and the annual report
- To consider and prioritise any strategic change agenda items that sit outside the annual business plan
- Ensure decisions are in line with our principles and values.

Ensuring our organisational capacity to deliver for our customers

- Provide clarity of expectations for all staff
- Ensure we have the right people with the right skills in the right place at the right time
- Ensure we deliver year on year efficiency improvements
- Ensure organisational engagement through good communications.

Measures of Success

- Provide a clear vision and strategic direction for Companies House
- Progress against the strategic plan
- Effective Management Boards
- Right decisions made at the right time.

We will assess ourselves on these measures through:

- Self-assessment at each meeting, including against the values
- Assessment of our decisions against our principles
- Annual board effectiveness review
- Feedback from the internal Management Boards and Steering Board
- Evidence of performance from the Business Scorecard
- Feedback from the staff survey, 360 degree feedback and other internal communication channels.

Executive Board's commitment to the organisation

The Executive Board will:-

- Set out an overall agenda in the strategic plan and business plan
- Ensure the purpose, values and principles are at the heart of what we do
- Ensure there is effective two way communication.

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