

# **Companies House Executive Board**

## **Terms of Reference**

### **Purpose**

To set the direction for Companies House, maintain overall stewardship and governance, and ensure our organisational capacity to deliver for our customers.

### **Mission**

To lead Companies House to excel as a registration authority and source of public information, and to be a role model for public service delivery.

### **Scope**

To deal with business and decisions of a strategic, broad nature:

#### Setting direction

- Instigating strategic thinking and making strategic decisions
- Articulating vision and values for everyone in Companies House
- Checking that what we are doing and what we plan to do is driving us in the right direction

#### Overall stewardship and governance

- Providing a framework for the Agency Business Board, and other related internal management groups, and ensure they deliver against this framework
- Specific corporate governance responsibilities, such as the SIC
- High level overview of performance, finance and targets

#### Ensuring our organisational capacity to deliver for our customers

- Clarity of expectations
- Right resources in the right areas of the business
- Right people with the right skills in the right place

### **Expectations we have of the Companies House Leadership Team**

- Engage the rest of the organisation in the change process – lead the organisation
- Operate in Companies House's best interests – be corporate
- Keep our vision and values at the forefront when considering issues
- Start from end goals and work backwards – plan how to achieve them
- Be willing to challenge process, status quo and your own personal preconceptions
- Be inclusive in your approach, and listen to others
- Take decisions based on measured risks
- Communicate – upwards downwards and sideways!
- Have measures of success for your work
- Make the interactions work – develop and sustain good working relationships
- Enjoy it!

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