

TERMS OF REFERENCE FOR THE MANAGEMENT BOARD OF THE UK SUPREME COURT

The 2022 Governance Review recommended changes to the management board to better support the Chief Executive in meeting their statutory responsibilities and responsibilities as delegated to them by the President of the UKSC in accordance with the Constitutional Reform Act 2005, and as Accounting Officer.

Role of the Board: The Management Board operates within a governance framework. It exists to assist the Chief Executive in the running of the administration by overseeing and monitoring delivery of the business plan and performance, and by providing collective leadership of the administration. The Board supports the Chief Executive in both their statutory responsibilities and responsibilities as an Accounting Officer.

The board will operate according to recognised precepts of good corporate governance in business:

- Leadership – implementing the vision for the organisation and giving clarity about how organisational activities contribute to achieving this vision, including identifying and managing risk
- Effectiveness – bringing a wide range of relevant experience to bear, including through offering rigorous challenge and scrutinising performance
- Accountability – promoting transparency through clear and fair reporting
- Sustainability – taking a long-term view about what the organisation is trying to achieve and what it is doing to get there

Scope of the Board: The Board is advisory and will not exercise any powers of the President of the Court or of the Accounting Officer. It has no role in any judicial functions of the Court.

The Chief Executive Officer is accountable for carrying out the non-judicial functions of the Court as delegated by the President and for ensuring that the Court's resources are used to provide an effective and efficient system to support the Court in carrying out its business. It is the responsibility of the Chief Executive Officer to take into account the advice of the Management Board in making decisions.

The Management Board will ensure that performance is monitored on a monthly basis and reported directly to the CEO. The Board will cover the following areas across all areas of the organisation:

- leadership

- Assessment and control of risk and emerging issues
- delivery of ODPs and the business plan
- monthly monitoring of operational and financial performance
- organisational culture and the development of staff, and any staffing issues
- Stakeholder management
- driving continuous improvement
- recommendations to the UKSC Board

It will provide support and challenge to members of the Management Team.

The Management Board is a corporate body. Its members take decisions collectively and not as representatives of the business areas which they lead.

Chair: The Board will be Chaired by the Chief Executive. In the absence of the Chair, the Director Corporate Services and Change will Chair the Board.

Membership:

Chief Executive (Chair)

Director of Corporate Services and Change (Deputy Chair)

Assistant Director of Corporate Services

Registrar

Director of Finance

Head of Communications

Head of Human Resources

Head of IT and Digital Services

Head of Judicial Assistants

Deputy Registrar

The Board will invite others to attend meetings as required for specific items.

A minimum of five members of the Board must attend for it to be deemed a quorate. However, with the agreement of the Chair the Board Secretary can rearrange the meeting if three or more members are not able to attend the meeting. If the Chair and Deputy Chair are no longer able to attend the Board Secretary will move the Board meeting.

Members of the Board are required to advise the Board Secretary of their attendance and if they are not able to attend.

Secretariat: The Senior Governance and Business Manager is the Board Secretary to the Board. The Board Secretariat function reports to the Finance Director.

Board members' roles and responsibilities

Principles of public life: All board members should uphold the seven principles of public life (the Nolan principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Chair of the Board: The Chair will maintain a high standard of discussion and debate, helping to steer the meeting by facilitating collective working and ensuring that systems are in place to provide board members with the support they need to carry out their role. The Chair will act on the results of the operational performance reporting by Board members.

Board members: Board members will provide support, guidance and challenge on the progress and implementation of the business plan. Board members will ensure that they fulfil their reporting obligations. They will support as well as challenge colleagues and will act corporately and objectively when discharging their board duties.

Board effectiveness:

Board members will ensure that:

- there is timely provision of information in a form and of a quality that enables the board to discharge its duties effectively
- there is a mechanism for learning from past successes and failures
- sufficient time is allowed for the board to discharge its responsibilities effectively

Frequency of Meetings:

The Board will meet monthly.

Review Term of Reference:

These Terms of Reference will be reviewed annually.