



Historic England

The Executive Team – Terms of Reference

Executive Team is responsible for supporting the Chief Executive in delivering the corporate plan. The Executive Team will take collective responsibility for all decisions.

Role

The role of the Executive Team is to:

- a) define, embody and communicate the vision of Historic England in consultation with Commission;
- b) create a strategy to deliver the vision in the long-term;
- c) be role models for the organisation, exemplifying the values and behaviours of Historic England;
- d) keep in touch with all parts of the organisation, so as to be able effectively to represent the organisation externally;
- e) support the Chief Executive with advice, collective responsibility, constructive challenge and creative and innovative ideas that further the mission;
- f) support the Chief Executive as Accounting Officer in ensuring propriety, regularity and value for money in the handling of public funds
- g) provide clarity on priorities for the organisation and to articulate and communicate common aims;
- h) solve problems and share problems;
- i) provide a means for the appropriate escalation and resolution of issues; and,
- j) share ideas and news so that members can:
 - i. know what is going on;
 - ii. build a consensus, support each other and advocate with one voice;
 - iii. communicate with their own staff;
 - iv. improve consistency and coherence of effort across the organisation.

Matters that will be brought to Executive Team meetings include:

- a) the corporate strategy and plan;
- b) the allocation of staff and financial resources against that plan;
- c) relevant corporate policies including those relating to pay;
- d) regular financial performance reports;
- e) Commission and advisory committee meetings agenda and papers;
- f) performance and risk management reporting;
- g) health and safety policy matters and reportable incidences;
- h) internal audit work programmes and key reports.

In making its decisions, and in monitoring corporate performance, the Executive Team will have due regard for HE's statutory authority to act, the Commission Scheme of Delegations, the Framework Agreement signed with DCMS and corporate delegations and guidance in the Finance Manual and other corporate policies.

Membership

The Executive Team is chaired by the Chief Executive. The other members are: the Director of Corporate Services, the Director of Regions, the Director of Policy & Evidence, the Director of Communications & Public Engagement, the Director of Corporate Strategy & Business Improvement and the General Counsel & Corporate Secretary.

Frequency of meetings

The Executive Team meets weekly.

March 2024

Review date: March 2026