

# FCO Services Executive Committee

## Terms of Reference



FCO SERVICES

Part of the Foreign and Commonwealth Office

### 1. Purpose

The Executive Committee supports the Chief Executive by taking ownership of all matters relating to the administration and operation of the organisation, its use of resources and performance in accordance with the agreed business plan.

### 2. Tasks

The Executive Committee should collectively provide leadership of the organisation and in so doing:

- Manage resources, and deliver the Performance Targets and corporate objectives set out in the Business Plan
- Manage and take steps to mitigate unwarranted risk
- Reflect in its operation, the organisation's standards and values
- Foster and develop effective Staff and Customer Relationships, and
- Manage and deliver the agreed operational programme.

The Executive Committee will:

- Produce regular financial and management reports relating to the management of FCO Services
- Usually meet at least monthly.

### 3. Membership

The membership will consist of:

- The Chair – Chief Executive, FCO Services
- The Executive Directors, FCO Services.

The Secretariat will be provided by FCO Services.

Last reviewed April 2015. To be reviewed again April 2016.