

Companies House Executive Board – summary minutes – 27 January 2010

Accountants – Customer Insight & Filing of Accounts

As accountants were an important customer group for Companies House due to the volume of accounts filed, in order to obtain a better understanding of the issues/challenges they faced when dealing with Companies House it was agreed that we needed to fully engage with the profession and a two way communication strategy should be developed in order to understand the profession's requirements.

Trusted Information Strategy

The Board discussed the components that contributed to providing trusted information and discussed the work that should be taken forward in order to deliver against our strategic goal of, *providing trusted information*. It was subsequently agreed that the work would be pulled together as part of a forward looking project plan with key milestones being identified.

Business Plan 2010 / 11

The first draft of the Business Plan was submitted to the meeting for members to discuss the overall content and to agree if any further information should be included/deleted. The public targets were also agreed subject to an alternative environmental target being identified.

e100 Programme – Update

The two key streams of work that were being worked upon, Electronic Enhanced Capability Project (EECP) and e-accounts, were both progressing well but some issues had been identified regarding the EECP project. However, assurance was provided that everything was being done to ensure the programme was back on track.

Corporate Efficiency and Simplification

A new Efficiency and Simplification Unit had been set up to identify efficiencies across the business. The Board agreed the unit's scope and terms of reference. It was also agreed that a network of efficiency champions be established.

Agency Business Board (ABB) Update and review of the Monthly Scorecard for December

The Board was provided with the monthly update from ABB.

Financial Performance

The monthly Financial Performance pack for December was circulated to members for their information. In addition, it was noted that the projected figures were on track for January and costs were £1m better than forecast.

Review of Executive Board Critical Risks

The Board reviewed the risk register and agreed the amendments that would be taken forward in order to reflect the current position.

Secretariat

January 2010