

Companies House Executive Board – summary minutes – 19 November 2009

Financial Plan

The Board reviewed the agencies financial plan and cashflow forecast which was based on the future workload assumptions expected. The Board agreed the overall framework and principles under which we would operate.

Fees Strategy and next set of Fees Regulations

Following a discussion, the Board fully endorsed the overarching principles that would constitute the Companies House Fees Strategy.

Corporate Efficiency & Simplification Plan

The paper submitted to the meeting outlined a simplification and efficiency plan for Companies House which linked to the principles contained in the Better Regulation Agenda. The paper outlined the overall framework that would provide the platform for our approach.

Target Operational Model

The Board discussed the possible scenarios in order to agree the type of organisation Companies House should be in the future. In agreeing the desired position, it was noted that we would still want to identify efficiencies, reduce our costs, and re-invest to improve the services we provide for our customers and staff.

Business Plan 2010 / 11

Members discussed and agreed the public targets that Companies House would report against next year. It was noted that the final targets would be presented to the minister in March.

Values – Engaging / Embedding and ‘All Staff Event’

Following a review of the current process, in order to build on this work even further, the Board agreed that the recommendations put forward by the reviewing group should be taken forward.

Companies Act Programme – Update

The Board was pleased to note that the issues that had arisen post implementation were now decreasing and both staff and customers were becoming more familiar with the forms / process.

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

The Board was provided with the monthly update from ABB. From a customer perspective, it was noted that performance had been good during the month and we had again received record take – up on electronic filing and compliance

Financial Performance

The monthly financial Performance pack for October was circulated to members for their information. No concerns were raised.

Review of Executive Board Critical Risks

The Board members reviewed the current risk register and agreed the amendments to some of the risk profiles presented.

Secretariat

November 2009