

## **Companies House Agency Business Board – Meeting Summary Notes – 26 January 2009**

### **Minutes and actions**

The board approved the minutes of the December meeting.

### **Companies House Monthly Scorecard – December 2008**

The board monitored the business scorecard, tracking performance against targets and noting progress against deliverables.

### **Work Load Targets**

The board noted the current recession, so far, had not impacted on the register; this was not unusual and followed the same pattern as the last three major recessions.

### **Environmental Targets**

The board considered progress made against the two environmental public targets for 2008/09.

### **Health and Safety (H&S) Update**

The board noted all the quarterly Health & Safety Assessment Monitoring forms had now been received for sign off.

### **Agency Business Board Critical Risks**

The board reviewed the critical risks.

### **2008 Staff Survey**

The board discussed next steps following a series of directorate presentations analysing the results of the 2008 staff survey and subsequent action plans.

### **Succession Planning Update**

The board considered progress made to integrate a formal Succession Planning process into Companies House.

### **Arrangements Regarding Temporary Cover / Temporary Promotion / Fixed Term Appointments**

The board considered the revised policy which would clarify the position in relation to each type of cover.

### **Corporate Health Standard Award**

A mock assessment had been undertaken with assessors very impressed with the level of commitment and support provided to staff by Companies House.

### **Companies House Business Plan 2009/10 – Public Targets**

The board discussed proposals for new public targets.

### **Companies House Secretariat**

**January 2009**