

Companies House Executive Board – summary minutes – 21 April 2009

Strategic Roadmap

To ensure that an established process was place for keeping our roadmap up to date as we move towards delivering our strategic goals, the Board agreed that the strategic roadmap should be integrated with the change portfolio plan and would be managed together through one process. The plan would be reviewed by the Board on a quarterly basis.

Finance and Fees Strategy

The paper submitted to the meeting was a follow up to the discussion last month on the Fees Strategy. The paper outlined some aims, principles and rules that would underpin the Finance Strategy.

Draft Annual Report 2008 / 09

The first draft of the 2008 / 09 Annual Report text was submitted to the meeting. During discussions the Board put forward several suggestions / improvements that would be incorporated into the document.

Micro – Entities Update

A meeting recently held in BERR suggested that member states were not yet in agreement on the proposal. A further EC meeting might take place in May / June. In addition, discussions would be held with EBR and ECRF representatives to gauge their opinion.

Companies Act Programme (CAP)

The first draft of the Registrars rules had been delivered; guidance was out for Q&A; form changes were progressing well and many “rectification” discussions had taken place with suitable outcomes being identified. Secondary legislation was also on track.

STAR Update

A notice would be issued to staff explaining the programme changes and the changed name of e100. E – PROOF testing would commence during mid May and detailed planning work on EECP had commenced. Business Link work was complete.

Agency Business Board (ABB) Update and Monthly Scorecard for March

The Board was provided with the monthly update from ABB. The Board noted that Compliance reached new record levels in March (97.7% on accounts, 96% on annual returns). Customer Satisfaction dipped below 85% in the first quarter of 2009 due to an issue on Companies House Direct. However, this has since been rectified.

Workload Statistics

The headline figures for March were: we had received a high level of incorporations (34k) for the month; dissolutions had also risen (64k) due to the effects of the DEF STAT and the decline in managed service companies. Overall the Register had reduced by 30k companies. It was likely that the Register would continue to fall over the next few months.

Financial Performance

The monthly Financial Reporting Pack for March was circulated to members for information.

Review of Executive Board Critical Risks

Members reviewed the current risk register and agreed the change in status of some of the risks listed. Members agreed that as public targets would be scrutinised by ABB on a monthly basis, responsibility should lie with the risk owner and escalated to ABB in the first instance.

Companies House Secretariat April 2009