

**Companies House Executive Board – summary minutes – 28 July 2009**

**Permanent Secretary Visit, Thursday 30 July**

Simon Fraser would be visiting the office on Thursday. The visit would consist of a brief introduction, a tour and a demonstration of our e services.

**Outcomes from the Steering Board Awayday**

Building on the main outcomes from the awayday, the Board discussed how the various strands could be pulled together to help the Board consider the route Companies House should take to become a world class organisation. Following discussions, the priorities were, Customer Focus, Strong Leadership / Empowered Staff and Engagement.

**CAP Update**

The programme was on track and had received positive comments following the recent Office of Government Commerce Review (OGC). Training was progressing well and all staff were geared up for the 1<sup>st</sup> October implementation date.

**e100 Programme Update**

Following the implementation of e – PROOF, energies were now focussed on the Enhanced Electronic Capability Project (EECP), which would be taken forward using an agile development method. The project was progressing well and was coming to the end of the development work.

**Agency Business Board (ABB) Update and Monthly Scorecard for June**

The Board was provided with the monthly update from ABB. Overall it had been a good consistent month for e - filing, Customer Satisfaction and Bulk Products.

**Financial Performance**

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

**Late Filing Penalties Administration**

Members debated the issues presented and agreed that a robust business case be prepared and submitted to Treasury for further consideration.

**Review of Executive Board Critical Risks**

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

**Companies House Secretariat  
July 2009**