

Companies House Executive Board – summary minutes – 30 April 2010

Disqualified Directors Register

The Board discussed the above register and agreed that discussions should take place with the Insolvency Service to see if there were any opportunities for joint working between the two registers with the view to improving the information contained within the register.

Bulk Products Contracts

The Board discussed the current contracts and agreed that they should be reviewed to ensure they were still fit for purpose.

Draft Annual Report 2009/10

The first draft of the annual report text was submitted to the meeting for the Board's consideration. It was agreed that members would forward their comments to the drafting team in order for the next iteration to be produced.

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 and all elements were on track. With regard to the overall governance of the E100 Programme Board, it was noted that the board's membership and role was currently being reviewed.

Corporate Efficiency and Simplification

Further to the discussion last month, a high-level efficiency plan was submitted to the meeting that highlighted five broad work streams and the sequence/timing of the specific efficiency related reviews/activity.

CHIPS (Companies House Information Processing System) Servers

The Board discussed the current position in relation to the CHIPS Servers that were purchased in 2002, which would no longer be supported from May 2011. Following discussions, it was agreed that a formal procurement exercise should commence in order to find a suitable supplier and suitable replacements before this date to ensure that there was no interruption to our service delivery.

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

The Board was provided with the monthly update from ABB. The highlights were: it had been a good month for e-filing rates with high level of accounts and other documents being filed electronically; compliance rates were also being maintained.

Financial Performance

The monthly Financial Performance pack for March was circulated to members for their information. This was supplemented by a paper reconciling subsequent adjustments to the financial accounts for inclusion in the Annual Report and Accounts.

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
April 2010**