

**Companies House Executive Board – summary minutes – 17 December 2009**

**e100 Programme Plan**

The e100 Programme Roadmap was presented to the meeting that highlighted the various streams of work, the key milestones and the timelines as to when the activities would be delivered, up to 2011 / 12. The plan also included the current status of the activities that were already underway.

**E Take-Up Plan**

The Board reviewed the plan and noted the progress that had been made to date and the plans that were in place to increase e take-up further. It was also noted that Companies House should do everything it could in order to simplify the e-enabled forms as this would be a key driver in driving up e take-up levels.

**Business Plan 2010 / 11 – Agree emphasis / style**

Following discussions the Board agreed that the structure would be based around the balanced scorecard. The introduction and workload assumption elements should also include the point that query handling rates delivered efficiencies both internally and externally. A section on information security would also be included.

**Business Plan Summary Figures**

The first draft of the summary business plan bids were presented which outlined the latest reforecast figures for this financial year, and also the financial position for next year highlighting the predicted income, expenditure, running costs.

**CAP Implementation - Update**

Further to the implementation of the Companies Act 2006 on the 1 October, the Board were provided with an update regarding the current position. Following discussions, the Board agreed a number of control measures that would be implemented to alleviate some of the issues that had arisen.

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

The Board was provided with the monthly update from ABB. The highlights were, record e-take up rates were experienced and compliance levels had improved; the performance of our systems had also improved.

**Financial Performance**

The monthly Financial Performance pack for November was circulated to members for their information. No concerns were raised and our finances were on track.

**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  
December 2009**