

Companies House Executive Board – summary minutes – 28 July 2010

The Next Fees Regulations

The board discussed the issues in relation to implementing new fees regulations and agreed a way forward. With regard to publicising costing in relation to fees, it was agreed that details should be published each time Companies House reviewed our fees.

Brand Refresh

The Board discussed the design concepts presented and agreed the logo design which would be most suitable to reflect the qualities/values initially agreed, ‘customers’ and ‘e’.

Revised Business Plan 2010/11 & Strategic Plan

Following the government’s announcement about budget cuts and our agreement of our in year cost base, the Board were presented with the revised business plan and strategic plan.

OHSAS 18001

The Board noted that on Wednesday 27 July, Companies House was awarded the OHSAS (Occupational Health & Safety Management Systems Specification) 18001 which means that all health and safety management control procedures have been externally accredited and reach the international standard.

Corporate Efficiency & Simplification – update

The Board discussed the paper presented which included a schedule/summary of the high level initiatives that would be undertaken in order to drive out efficiencies across the business.

Change Delivery Programme – Update

It was reported that the Electronic Enhancement Capability Project (EECP) was part way through its phased implementation. Although there were some issues, there had been no significant impact in meeting customer service standards.

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

The Board was provided with the monthly update from ABB. The highlights were: system performance and availability was good and compliance rates were up during the month. Document throughput targets continued to be met.

Financial Performance

The monthly Financial Performance pack for June was circulated to members for their information. It was noted that performance was ahead of plan at the end of the first quarter.

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 and status of the current risk allocated to the Board.

**Secretariat
July 2010**