

The CIPFA Alternative Service Delivery Network

Introduction to the role of the Company Secretary

16th January 2018 (London)

Being a Company Secretary is an extremely demanding role in any organisation. Keeping up to date with the ever-changing requirements can be a real challenge. This event offers an introduction to the core duties of the company secretary. It explains the events that give rise to a need for company secretarial action, and provides the basic tools to ensure compliance.

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| 09.30 – 10.00 | Registration and Refreshments |
| 10.00 - 10.10 | Welcome, Introduction and Overview of the Day |
| 10.10 - 11.15 | Statutory Requirements <ul style="list-style-type: none"> • CA 2006 requirements • Statutory registers • Register of People with Significant Control • Public rights of access • Rules on confidentiality |
| 11.15– 11.30 | Refreshments |
| 11.30– 12.40 | Roles and responsibilities <ul style="list-style-type: none"> • Requirements of the different legal forms • Rules on company constitutions and articles • Corporate governance |
| 12.40– 13.20 | Lunch |
| 13.20– 14.55 | The impact of the: <ul style="list-style-type: none"> • Modern Slavery Act • Bribery Act • |
| 14.55 – 15.00 | Refreshments |
| 15.00 – 15.40 | Keeping Up to date <ul style="list-style-type: none"> • Gender pay gap report • General Data Protection Regulation |
| 15.40 – 15.45 | Summary, Q&A and Close |

How will you benefit?

By the end of the workshop, delegates will understand:

- the duties and responsibilities of a Company Secretary
- the rules on company constitutions and articles
- the requirements of the different legal forms
- how and where to keep the registers, public rights of access and the rules of confidentiality
- how best to support the Board
- the governance framework
- the impact of Modern Slavery Act and the Bribery Act
- requirements of Gender pay gap report and the General Data Protection Regulation

Bookings:

Please book early to avoid disappointment.

Members of the ASDN can attend the workshops for free.

Enquiries: If you have any questions about bookings or regarding the programme, please do not hesitate to contact Louise Southall – **E:** louise.southall@cipfa.org **T: 01244394612**

CIPFA Sustainability Policy

CIPFA is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.