

The CIPFA Alternative Service Delivery Network

Introduction to the Role of the Company Secretary

10 May 2018 (London)

Being a Company Secretary is an extremely demanding role in any organisation. Keeping up to date with the ever-changing legislative and financial 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. Failure to comply with statutory obligations can have potentially severe legal consequences for the company, its shareholders and directors. With many public bodies setting up new trading companies, this event will help you develop this critical role in the organisation.

09.30 – 10.00	Registration and Refreshments
10.00 - 10.10	Welcome, Introduction and Overview of the Day
10.10 - 11.15	<p>Benefits of having a Company Secretary</p> <ul style="list-style-type: none"> ▪ Is this a statutory requirement ▪ Why public bodies should appoint a Company Secretary? ▪ Key company secretarial procedures, including: Companies Act 2006 ▪ Skills required to be an effective Company Secretary ▪ Combining roles as legal advisor ▪ Core duties ▪ Register of People with Significant Control <ul style="list-style-type: none"> ▪ public rights of access ▪ rules on confidentiality
11.15– 11.30	Refreshments
11.30– 12.40	<p>Key Roles and Responsibilities</p> <ul style="list-style-type: none"> ▪ Working together with the Board/ Directors on governance issues ▪ Requirements of the different records and statutory registers ▪ Rules on company constitutions and articles ▪ Setting Board agenda/ meetings and facilitating decision making ▪ Importance of setting clear reporting lines ▪ Undertaking compliance checks ▪ Convening, holding and drafting minutes of boards of directors and general meetings of shareholders ▪ Dealing with regulators
12.40– 13.20	Lunch
13.20– 14.30	<p>Wider Role of the Company Secretary</p> <ul style="list-style-type: none"> ▪ Setting the corporate calendar and forward programme ▪ Dealing with special events (shareholder meetings) ▪ Managing constitutional changes ▪ Taking the lead during resignation, removal and appointment of directors ▪ Company identity and execution of documents ▪ Voluntary liquidations and deletions of companies ▪ Updating key stakeholders and customers ▪ Common problem areas (dominant directors, directors acting in breach of duties)
14.30 – 14.45	Refreshments
14.45 – 15.25	<p>Ensuring Legal Compliance</p> <p>Understanding and advising on the impact of key legislation, including:</p> <ul style="list-style-type: none"> ▪ The Modern Slavery Act ▪ Bribery Act ▪ Gender pay gap report ▪ General Data Protection Regulation

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– **E:** louise.southall@cipfa.org **T:** 01244 394612

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.