

# Company Secretarial Practice for PLCs

**ICSA, 16 Park Crescent, London W1B 1AH**  
**Wednesday, 25 March 2009**

This training course provides an intensive introduction to the matters for which the company secretary's department in a listed PLC will normally be responsible. It will be of most benefit to those with some company secretarial experience working within a listed PLC and those moving into a listed environment.

Who should attend? Company secretaries in PLCs, company secretarial assistants, advisors to PLCs

## Programme

**09:00 Registration and tea/coffee**

**09:15 Role and duties of the company secretary**

Statutory requirements, the real-life role, conflicts and problem areas, core duties

**10:00 The board and committees**

Role, terms of reference, planning, attending the meeting, minutes and follow up

**10:45 The Listing Rules**

Continuing obligations, sanctions, acquisitions and disposals

**11:30 Coffee/tea**

**11:45 Disclosure and Transparency Rules**

Inside information, announcements, financial reporting

**12:30 Share Incentives**

Executive and all employee plans, ABI guidelines, setting up and running international plans *[Rashree Chhatrisha]*

**13:00 Lunch**

**13:45 Corporate governance**

Background to and contents of the *Combined Code*, plus recent developments

**14:30 Year end matters**

Annual report and accounts, contents and planning; the new *Business Review*

**15:00 Tea/Coffee**

**15:15 Corporate Social Responsibility**

Social, environmental and ethical issues, reporting, surveys *[Tony Hoskins]*

**15:45 General meetings**

Planning and practical issues, statutory requirements, typical business at AGMs

**16:15 Questions and answers**

**16:30 Close**

## Course Director

**Lorraine Young, BSc FCIS**, is a freelance company secretarial consultant who provides advice to a wide range of client companies on corporate governance and company secretarial best practice. She has been a company secretary for over 20 years and has extensive in-company and advisory experience in a range of company contexts.

## Speakers

**Tony Hoskins** is chief executive of The Virtuous Circle, a specialist management consultancy, specialising in CSR, OFR, risk and communications.

**Rashree Chhatrisha** is a senior consultant at MM&K Ltd, as well as a qualified solicitor and a member of the Law Society Council. She has specialised in international share schemes and executive remuneration and has worked for several large organisations including PWC and Mercer HR Consulting. Her main focus has also been around communication issues on employee benefits and share incentives.

**CPD:** ICSA, Bar Standards Board, ILEX, PMI, ACCA and Solicitors Regulation Authority (ref: DJK/ICSA) accredited  
 6 hours