

Company Secretarial Practice for PLCs

ICSA, 16 Park Crescent, London W1B 1AH
Wednesday, 10 December 2008

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