

Company Secretarial Practice for PLCs

ICSA, 16 Park Crescent, London W1B 1AH
Tuesday, 9th June 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