

Company Secretarial Practice for PLCs



A one-day seminar

Thursday 23 February 2006
Wednesday 17 May 2006
Wednesday 1 Nov 2006

The Institute of Chartered Secretaries and Administrators
16 Park Crescent
London
W1B 1AH

Intermediate level

This seminar 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.

Programme

- 09.00** Registration and Tea/coffee
- 09.15** Introduction
- 09.20** **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** **Listing Regime Part 1** – Continuing obligations, sanctions, the model code, acquisitions and disposals
- 11.30** Coffee/Tea
- 11.45** **Listing Regime Part 2** – Announcements, insider lists, disclosure of dealings, Takeovers
- 12.30** **Share Incentive plans** – executive and all employee plans, ABI guidelines, setting up and running international plans
Barry Young, MM&K Ltd.
- 13.00** Lunch
- 14.00** **Corporate Governance** – Higgs, Smith and the new Combined Code, including directors' remuneration issues
- 14.45** **Year end matters** – annual report and accounts, contents and planning; dividends, preliminary results' announcements
- 15.15** Tea/coffee
- 15.30** **Corporate Social Responsibility** – social, environmental and ethical issues, reporting, surveys
Tony Hoskins, The Virtuous Circle Ltd.
- 16.00** **General Meetings** – planning, statutory requirements, typical business at AGMs
- 16.30** Questions and Answers
- 16.45** Close

Who Should Attend?

- Company Secretaries
- In-house administrators
- Finance Directors
- Accountants
- Consultants and advisors

Speakers

Lorraine Young BSc (Hons) FCIS is a company secretarial adviser. She was formerly Company Secretary of Brambles Industries plc which is part of a dual listed companies arrangement with Brambles Industries Limited in Australia. Before joining Brambles Lorraine gained many years company secretarial experience at a senior level in the financial services sector, including heading up the Group Secretary's Department at Standard Chartered PLC.

Barry Young is a law graduate, barrister (Inner Temple) and Fellow of the Pensions Management Institute. He has over thirty years' international consultancy and in-house employee benefits experience, including a period based in the United States.

Tony Hoskins is Chief Executive of The Virtuous Circle, a specialist management consultancy, specialising in CSR, OFR, risk and communications, which he set up in 2000.

CPD: ICSA, ILEX & Law Society Accredited 6 Hours

