

# Employee Share Schemes – A practical guide and update



A one-day seminar

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

Tuesday 28 February 2006  
Thursday 1 June 2006  
Tuesday 21 November 2006

Aimed at those with a responsibility for their company's Employee Share Schemes and those considering the introduction or development of a share scheme. The seminar will provide a broad understanding of the purpose of share schemes and their attraction along with an introduction to the range of schemes available and the benefits of each. The approach is practical covering corporate governance, legal compliance, tax efficiencies and accounting requirements in order to implement and operate a share scheme effectively. Recent trends in Employee Share Schemes are covered in the seminar to keep delegates up to date.

## Programme

- 09.15** Registration and tea/coffee
- 09.45** Why have an Employee Share Scheme?
- 09.50** Framework of Employee Share Schemes
- 10.10** The all-employee share schemes
- Sharesave schemes
  - Share Incentive Plans (SIP)
- 11.00** Tea/coffee
- 11.15** The discretionary schemes (1)
- Company Share Option Plans (CSOP)
  - Executive Share Option Schemes
  - Enterprise Management Incentives (EMI)
- 12.10** CASE STUDY
- 12.30** Lunch
- 13.30** The discretionary schemes (2)
- LTIPs
  - Phantom Share Option Schemes
  - Share Purchase Schemes
- 14.15** Legal Issues – avoiding the pitfalls  
CASE STUDY
- 15.00** Tea/coffee
- 15.15** Accounting issues – getting it right
- 15.45** Operating and communicating your share scheme
- 16.30** Summary and close

## Who Should Attend?

- Company Secretaries
- Finance Directors
- HR and Personnel Directors
- Managing Directors
- Accountants
- Chief Executives
- Founder Shareholders
- Solicitors
- Consultants

**CPD: ICSA, ILEX & Law  
Society Accredited 6 Hours**

## Speakers

**David Craddock** is an independent consultant specialising in employee share ownership and reward management. Following a successful corporate career in which he established numerous employee share schemes in the U.K. and throughout the world, he founded in 1997 his own consultancy services company, David Craddock Consultancy Services, where he has developed a varied clientele from major public limited companies to small and medium-sized concerns. He is the author of *The ICSA Employee Share Schemes Handbook* and a frequent writer on a range of employee benefits matters.

**Nick Hipwell** is an Associate in the employee benefits team at Clifford Chance LLP. His area of practice includes advising on tax, corporate and stock exchange issues arising on establishing and operating employee share schemes and executive incentive arrangements in the UK and internationally.

**Shelley Doorey** is a fully qualified chartered secretary who began her career working in-house for a variety of quoted companies. She chose to specialise in the field of employee share plans, and now has over a decade of experience.

