

## **Companies House Agency Business Board –Summary Minutes – 24 February 2009**

### **Service Ownership Group and Change Advisory Group - Update**

The board discussed the headline issues as reported.

### **Companies House Business Scorecard – January 2009**

The board monitored the business scorecard, tracking performance against targets and noting progress against deliverables.

### **E-Filed Query Handling Process**

The board discussed proposals to reduce the number of documents which required query handling.

### **Work Load Targets**

The board noted the Register had not changed in scale but had in activity and in the longer term may reflect the type of company we may see in the future.

### **E-Filing Take-up Scorecard – January 2009**

The board noted the scorecard as presented.

### **Companies House Public Targets 2008/09**

The board considered progress made against the public targets for 2008/09.

### **Agency Business Board Risks**

The board reviewed the risks as presented.

### **Health & Safety Report – January 2009**

The board noted the content of the report.

### **2008 Staff Survey – Action Plans**

Directorate action plans would be cascaded to staff via the internal communication system.

### **Internal Communications Team (ICT) Quarterly Report**

The board were provided with an update on the work of ICT.

### **Succession Planning – Update**

The board noted a skills audit would shortly be undertaken which would enable us to focus our development activity in the future.

### **Corporate Bonus**

The board reviewed proposals to change the way the efficiency part of the corporate bonus was calculated.

### **Companies House Business Plan and Public Targets 2009/10**

The board noted comments from the Steering Board.

### **Companies House Secretariat February 2009**