

Company secretarial practice for PLCs



A practical one-day guide to the responsibilities of the company secretarial team in a public limited company

The company secretariat in a listed business faces a multitude of legal and regulatory challenges. This intensive course offers a practical guide to some of those challenges, combining a detailed look at the law and regulation which determine the secretary's work with exercises designed to enable delegates to put theory into practice.

The programme starts with a look at the statutory role and core duties of the company secretary, moving on to explore the secretary's work in such key areas as working with the board and its various committees; compliance with the listing, disclosure and transparency rules; regulation and best practice in corporate governance; share plans and other executive incentives; managing investor relations and year-end matters.

Programme

09:00	Registration & tea/coffee
	Role and duties of the company secretary Statutory requirements The real-life role Conflicts and problem areas Core duties
	The board and committees Role Terms of reference Planning Attending the meeting and taking minutes
	The Listing Rules Continuing obligations Sanctions Acquisitions and disposals
	Disclosure and Transparency Rules Inside information Announcements Financial reporting
	Share Incentives Executive and all employee plans ABI guidelines Setting up and running international plans
	Corporate governance Background to and contents of the UK Code of Corporate Governance Plus recent developments
	The year end and general meetings Planning and practical issues
	Corporate Social Responsibility Social, environmental and ethical issues Reporting, surveys
	The Role of the Investor Relations Practitioner Who are the IR practitioner's audience How and when do they communicate with them and why Regulatory restrictions Why is IR a crucial function for listed companies? The IR calendar – results announcements, meetings, programmes
	Questions and answers
16:15	Close