



COMPANY SECRETARIAL AND CORPORATE GOVERNANCE

Is your Company Secretarial Function fit for the future?

by

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With the start of the new corporate year, now is the time to consider a review of your existing governance, statutory and regulatory compliance activities to ensure your organisation has the most efficient operating model.

Considerations such as the following are triggers for organisations to ensure their operating model is efficient in terms of live business needs, role responsibilities and resource requirements.:

- the increased demands being placed on the secretarial function, due to increased regulations and the expectations of your Board;
- the possible need to revive and realign the secretarial function, and expressing the importance of this to the organisation; and
- the desire to keep up with the pace of growth and change within the organisation.
- In light of this, as part of our **Independent Company Secretarial Function Effectiveness review**, we consider these key triggers in conjunction with;
- **People**: correct organisational design in terms of areas of responsibility, resource requirements and value.
- **Procedures**: opportunities to enhance operating efficiencies and governance procedures.
- **Technology**: use of technology; for example, to manage the Board processes and automate your compliance requirements.

Working with the current Company Secretary and engaging with the relevant stakeholders, we will assess the various activities and tasks required of the team throughout the corporate year. This includes benchmarking the support that your Board and any Committees receive and how compliance with statutory and regulatory requirements are managed and controlled.

This article was first published in the [January 2020 issue](#) of our Company Secretarial newsletter, Compliance Agenda. To be the first to receive future issues of our newsletters, please sign up to our Company Secretarial and Compliance mailing list.

About the Author