

CFACS1
Comply with statutory and Governance best practice requirements



Overview

This standard is about the Company Secretary's responsibility for complying with statutory and Governance best practice requirements and making statutory returns

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Performance criteria

- You must be able to:*
- P1 Ensure compliance with the Companies Act and all other relevant legal, regulatory and Governance best practice requirements
 - P2 Maintain the statutory requirements for a registered office address
 - P3 Allow public inspection of documents when required under the law
 - P4 Ensure that all business communications show the name and any other required details of the organisation
 - P5 Ensure compliance with the listing regime, where appropriate
 - P6 Manage relations with listing authorities, where appropriate
 - P7 File statutory returns with the appropriate regulator
 - P8 Take responsibility for the preparation of the corporate governance statement, or similar, in the financials and other applicable documents
 - P9 Co-ordinate the publication and distribution of the annual report and accounts, interim statements, the Governing Body's members report and other Governance reports and ensure deadlines are met
 - P10 Act as steward of good governance on behalf of the organisation internally and to other interested parties by providing advice to relevant stakeholders regarding compliance with statutory and Governance best practice requirements
 - P11 Ensure the presentation of high-quality information to the board and its committees

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Knowledge and understanding

You need to know and understand:

- K1 Requirements of the Companies Act, other relevant laws, regulations and Governance best practices
- K2 Listing rules and the city code on take-overs and mergers
- K3 The procedures for allowing public inspection of documents
- K4 The types of business communication that are required to show the name and details of the organisation
- K5 How to manage the relationship with relevant UK, EU and international listing authorities and regulators
- K6 The statutory returns that must be filed and the process for filing them
- K7 The statutory content and best practice associated with the annual report and accounts, interim statements and the Governing Body's members report
- K8 Deadlines associated with the publication and distribution of the annual report and accounts, interim statements and the Governing Body's members report
- K9 How to identify appropriate recipients of the annual report and accounts, interim statements and the Governing Body's members report and other Governance reports
- K10 Business specific knowledge enhanced by the ability to build relationships with the Governing Body's board and committee members.

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Skills

- Carrying out critical analysis and judgement
- Being aware of the impact of any assumptions made
- Considering the wider issues and broader implications
- Exploring a wide range of relationships
- Balancing short and long term considerations
- Being sensitive to the impact of actions and decisions across the organisation
- Identifying opportunities and threats
- Being sensitive to the implications of external factors on decisions and actions
- Applying Strategic Perspectives
- Managing Resources
- Meeting legal deadlines
- Planning, organising and co-ordinating resources
- Establishing clear objectives
- Converting long-term goals into action plans
- Monitoring and evaluating the work of direct reports regularly
- Ensuring legal compliance and that obligations are met
- Performing consistently in a range of situations under pressure
- Retaining focus on a course of action or need for results
- Foster relationship communication between Governing body and all relevant stakeholders

Links to other NOS

Governance NOS

GOV1, GOV2, GOV3, GOV4, GOV7, GOV10, GOV12, GOV13

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