

BOARD INTELLIGENCE

# The Company Secretary's guide to choosing new technology - Part 1



BOARD  
INTELLIGENCE

THE DISCIPLINE OF FOCUS

# Part 1: Pinpoint your priorities

Want to improve the way you run your board meetings  
- but not sure where to begin?

Use this guide to help you identify the best solution for your board, based on your organisation's priorities and experience with technology so far...

## Are you...



### AN EFFICIENCY EXTRAORDINAIRE?

*Your priority is efficiency and security when circulating board packs. Your obstacles may include the below...*

- You spend a lot of time on manual meeting admin; whether it's chasing up reports or attaching lots of documents to lots of emails
- Members struggle to find the right information in the board pack or access old reports when needed
- You wish there was a more granular way of setting different permission levels for your board pack
- You often worry about information security



### A MEETING MASTERMIND?

*Your priority is stakeholder management and keeping meetings on track. Your obstacles may include the below...*

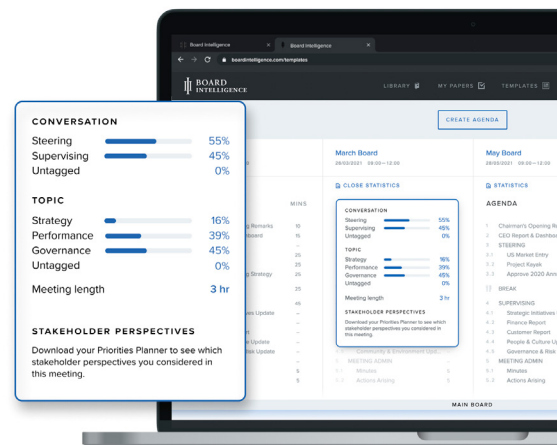
- It's not easy to prioritise agenda items and track how much time you spend on them
- You want to demonstrate that you're representing every stakeholder in your discussions (as required under [S172 of the UK Companies Act.](#))
- You're unable to manage multiple agendas at once or plan for the longer term
- Making last-minute changes to the agenda throws other items off-kilter and causes confusion



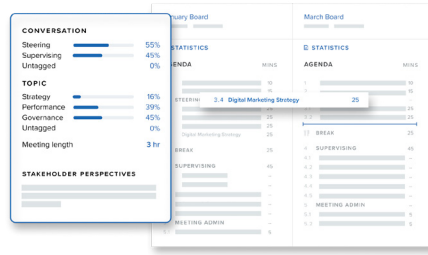
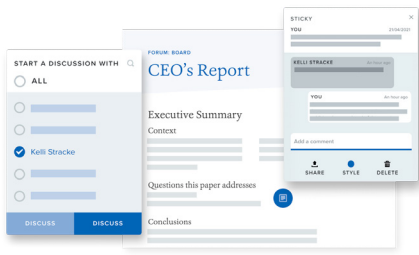
### A GOVERNANCE GURU?

*Your priority is high-quality meetings & continuous improvement across the board. Your obstacles may include the below...*

- Report writers aren't clear on what to include, and you often end up getting too much of the wrong information
- As consequence, boards aren't given the information needed for informed decision making
- You need a consistent way of upskilling board members to write quality reports and have focused discussions



# Then you need...



**THE BOARD INTELLIGENCE PORTAL**  
*for the efficiency extraordinaire...*



**AGENDA PLANNER**  
*for the meeting mastermind...*



**TEMPLATES, TRAINING & TOOLS**  
*for the governance guru...*

*A secure portal for report circulation and collaboration.*

*Key benefits:*

**Save time and workload.** Our portal lets you collate board reports & distribute them in minutes, not hours

**Flexibility and ease of use.** Members can search for reports in minutes, and access them offline and on any device

**Clear up confusion ahead of meetings.** Members can highlight areas of uncertainty in the packs and ask questions, using our in-app chat tool

**Feedback made simpler.** Our annotation tool lets you feedback on papers in real-time, privately or publicly

**Be sure no-one is seeing what they shouldn't.** Set granular permissions for board packs and papers using our mistake-proof workflow

**Peace of mind that your data is secure.** Our client information is stored in the highest quality UK data centres ([ISO 27001](#) and [ISO 9001-certified](#))

*An intuitive tool that sits within the Board Intelligence Portal, and lets you focus your meetings on what matters most.*

*Key benefits:*

**Evidence that you're having representative conversations.**

Tag and monitor your agenda items by stakeholder group and use meeting analytics to see where your board spends most of its time

**Manage multiple agendas and plan further ahead.** Manage all of your agendas from one place, drag and drop items between them, and plan your annual calendar in minutes

**Minimise confusion when there are last-minute changes.** When you amend agenda items, timings automatically update for that meeting. You can also link agenda items so that changing an item in one forum highlights the impact on another

*In-house expertise from governance professionals who are committed to the continued improvement of your board.*

*Key benefits:*

**Report writers save time and workload.** Our briefing tool allows board members to clearly define what should be included in each report, avoiding reporting time-sinks and information overload

**No more decision making in the dark.** Our suite of report templates will help your report writers consistently produce high-quality board reports that cover all bases and allow for informed decision making

**Ongoing training from the best in the business.** The Board Intelligence Academy distils our expert insights into courses, events, research and guidance.

*Next steps: Request a personalised demo with a member of our team*

[BOOK A DEMO](#)