

## CASE STUDY

### Clara-Pensions

Clara-Pensions is the member-first consolidator for defined benefit pension schemes. A purpose-built company with a single, clear focus – to protect the interests of and deliver results for its members - its aim is to safely relieve companies of the burden of their defined benefit pension liabilities. Strong governance and focussed management allow Clara to run efficiently, with a similar ethos to our own. Bridgehouse has been working with Clara since 2019 to assist with corporate board & committee meeting management, annual Companies Act compliance and other company secretarial matters.

### The Business Situation

As a pensions provider, Clara operates in a heavily regulated industry, where corporate governance is of the utmost importance. This was a key driver for Clara's decision to outsource elements of its corporate governance processes to a trusted Company Secretarial resource, providing the company with end-to-end meeting support and professional minute taking at its corporate board and committee meetings, as well as ongoing annual Companies House compliance and ad-hoc governance advice. Outsourcing corporate board and committee meeting management to Bridgehouse provides a professional and cost-effective solution. Accurate minutes of meetings which may be subject to regulatory scrutiny, high standards of service, and a flexible approach to working are extremely important to this client.

### The Core Services provided by Bridgehouse

#### End-To-End Meeting Support for Boards & Committees of Clara-Pensions Group Ltd and Clara-Pensions Ltd

- Pre meeting support including drafting of Agenda, chasing of reports and loading papers on to OnBoard portal for electronic distribution.
- Attendance at meetings (onsite and remotely where required)
- Expert minute taking
- Provision of Action Lists

## Uplifting governance

Registered Office: Suite 2:06, Bridge House, 181 Queen Victoria Street, London, EC4V 4EG

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### Annual Compliance for 5 entities

- Maintenance of Companies Act statutory registers.
- All filings with Companies House including filing of confirmation statement, filing of share allotments and Director changes

### Ad Hoc

- Corporate governance advice
- Company secretarial support

### The Key Benefits

- **Consistency** – our lead consultant for the Client has built a great relationship with the in-house team, Chairs and other non-executive directors.
- **Time Saving** –outsourcing has taken pressure off the in-house team, freeing up significant amounts of time on a monthly basis.
- **Efficiency** – Minutes are turned around promptly; Ad-hoc requests are followed up in a timely manner.
- **Professionalism** – the team is very knowledgeable and professional. The pandemic obviously required flexibility on a scale not seen previously, and Bridgehouse rose to this challenge, remaining flexible and pragmatic.
- **Expertise** – due to regulatory scrutiny, it is crucial that the resource is able to understand and take effective minutes of meetings often complex in nature.
- **Communication** – the team communicates well, manages expectations and provides regular updates on the work being delivered.

**“Clara Pensions’ Board members are happy with the quality of minutes produced by Bridgehouse, and have been very impressed with the team’s skill and expertise in settling into the role and familiarising themselves with our business. Our lead resource, Karen, is highly professional and a pleasure to work with. The Company Secretarial services provided add value and benefit to our company operation - we continue to be highly satisfied with Bridgehouse”**

**Kim Toker, Chief Operating Officer, October 2021**

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