

CASE STUDY
August 2022

The Company

A Leading UK Investment Bank

This publicly quoted UK investment bank is a leading provider of investment banking services, including financial advisory and capital markets services as well as execution services.

The Business Situation

Bridgehouse began working with this company in 2018 and mainly supports them by acting as additional support for their existing in-house Company Secretary resource and assisting where there are gaps in their existing resource. The support that Bridgehouse provides to the company is mainly Board and Committee meeting support, including professional minute taking, creation of action lists and meeting attendance.

The Service

Our work with the company includes:

Meeting Support

- Attendance at meetings (onsite and remotely where required)
- Expert minute drafting and creation
- Provision of Action Lists

The Key Benefits

- **Reliability** – Bridgehouse offers a trusted, high quality service that can be relied upon
- **Time Saving** – Bridgehouse has taken pressure off the in-house team, freeing up significant amounts of time on a monthly basis and covering gaps in resource
- **Efficiency** – Minutes are prepared and circulated to tight timescales; Bridgehouse can always be relied upon to complete tasks efficiently and accurately
- **Expertise** – Being heavily regulated, it is crucial that the resource is able to understand and take effective minutes of meetings often complex in nature.

“Bridgehouse is a company we can trust to provide a reliable and high quality service which supports our existing Company Secretary resource and allows us to fill in any resourcing gaps without compromising on quality”

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