

Better Board Papers

Opportunity to improve Board effectiveness



Good quality board papers provide a platform for soundly based decision making, while poor quality papers will defeat even the best intentioned Board. Company Secretaries face an ongoing challenge to present and securely distribute high-quality information to the Board and its committees.

A new survey indicates a huge difference in the quality of board papers – and clear opportunities to improve effectiveness.

Board papers are not optimised for effective communication



43%

of Boards have issued written guidance specifying standards for board papers



43%

of Board papers always state whether each board paper is:
(i) for information,
(ii) for discussion, or,
(iii) for decision



23%

of Board papers use a separate cover sheet to summarise the contents of the paper



20%

of Board papers indicate the desired action of the board using an explicit proposed resolution

Information is not consistently well-presented.

Risk issues are not always clear



In only 8%

of Board papers are charts and diagrams an integral part of every paper



Only 42%

of Board papers specifically address risk issues in a separate paragraph/section



Only 41%

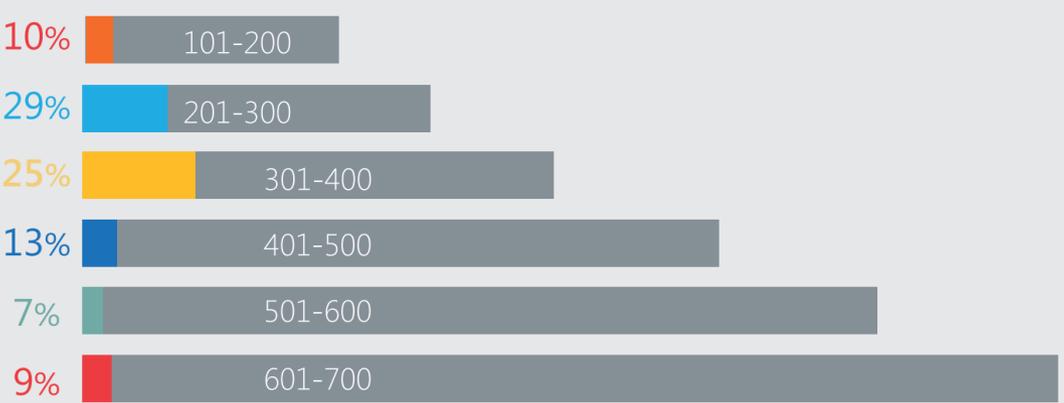
of Board papers are signed

Board packs vary enormously in size

Average number of pages



Largest number of pages



Information Security risks are high



46% 5 days

44% 7 days

Circulation of papers in advance of meetings



33%

use email to distribute confidential board papers



£1.5m - £3m

the average cost of data breach* while email is the #1 threat vector



17%

formally assess the risk of board members' accidental or deliberate disclosure of sensitive board information

Brainloop Board Portal helps Company Secretaries focus on the quality of board papers by automating time-consuming processes, while Directors securely receive timely information



Work natively with our MS Office integration – drag and drop your email attachments directly into the board portal



Use automated processes for board pack creation, distribution and update



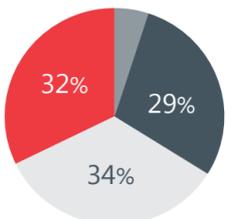
Securely access and review board materials on any device, online and offline. Annotations are never lost



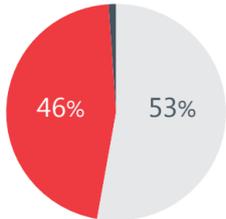
Take comfort from best-in-class security using certified EU/UK data centres and end-to-end encryption

Who was surveyed?

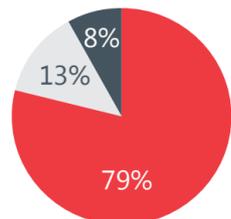
The survey of 100 business professionals was conducted in November 2015 at Thomson Reuter's London conference



Company size



Board meetings per year



Job function

● **32%** - 500+ employees

● **29%** - 51-250 employees

● **34%** - 251-500 employees

● **5%** - 1-50 employees

● **46%** 7-10

● **1%** More than 10

● **53%** 5-6

● **79%** Company Secretary

● **13%** PA/Secretary/Administrator

● **8%** Other

The survey was conducted by Brainloop in cooperation with Bob Semple.

A former PricewaterhouseCoopers partner, Bob Semple has over 37 years' experience in corporate governance, risk management and related areas for a wide variety of organisations in the public and private sectors. To view his profile, please visit <https://www.linkedin.com/in/bob-semple-8262151>

Brainloop counts thousands of mid-sized, Fortune and FTSE companies among its customers, as well as 80% of Germany's DAX 30 blue-chip groups. For more information about our highly secure Corporate Governance and Collaboration Solutions, please visit www.brainloop.com

* 2015 Information Security Breaches survey, HM Government