



Implement Compliance  
Solutions & Resources

## Outsourced Services

ICSR is an advisory firm serving primarily the insurance sector which specialises in compliance, risk and corporate governance including company secretarial. We assist firms in developing, implementing, operating, reviewing and changing their control and operating frameworks and environments.

We offer these services flexibly through advisory, co-sourcing and outsourcing models and have a Talent Pool of experienced individuals available to support our clients' needs. Due to client demand we have developed a capability to provide risk, compliance and company secretarial services on an outsourced basis for clients whose business model is such that it does not make sense to manage the day to day activities expected of such functions. While firms cannot abrogate their responsibilities, firms are able to outsource the day to day activities of these functions and we have the experience and expertise to provide that support.

Some of the typical activities covered by our outsourcing services are shown on the reverse of this document.

Please contact one of us if you would like to discuss your requirements in complete confidence.



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ADVISORY | RESOURCING | TRAINING



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Typical activities covered include the following:

## Risk

- Maintenance of framework including policies, appetites, key risk indicators and risk register
- Annual planning
- ORSA delivery
- Stress and scenario testing
- Control effectiveness testing
- Risk analysis
- Board and Committee reporting and attendance

## Compliance

- Maintenance of framework including policies and compliance risk register
- Annual planning
- Day to day advisory on issues such as ICOBS, perimeter guidance, financial crime, sanctions, data protection etc
- Monitoring and control reviews
- Training
- Board and Committee reporting and attendance

## Company secretarial

- Maintenance of registers
- Companies House filings
- Preparation for Board and Committee meetings including scheduling, preparation and circulation of packs
- Annual board and committee planning
- Annual reviews of Governance Manual, terms of reference, matters reserved etc
- Maintenance of conflicts of interest register
- Maintenance of SMCR documentation including Responsibilities Map
- Board induction management
- Meeting minute and resolution taking and finalisation
- Follow-up on meetings including Action Item follow-up

