



Company Handbook

Introduction to the Company Handbook

An explanation of what the Company Handbook is and how it is structured



Introduction

1. The Company Handbook is a public resource intended to inform citizens, members, council officers and company representatives of how the council governs its companies and to provide information on key processes that the council and its companies will need to collaborate on.
2. It has been developed from the 'Governance of Council Interests in Companies Code of Practice' that the council adopted upon the formation of its companies, in 2015, to reflect current governance arrangements and to provide more detailed information on the working relationship between the companies and the council. The Company Handbook is primarily focussed on council governance in respect of its companies. However, some information will also be included on each company's own governance arrangements, for context and transparency.
3. It is made up of individual Guidance Notes on specific topics. Some of these Guidance Notes relate to council governance structures (for example, considering the role of council committees in respect of the council's governance of its companies) whereas others relate to processes relevant to the council and companies (for example, publication of information relating to the companies).
4. Some Guidance Notes are intended to give guidance to a more specific group of individuals, for example conflicts of interest information for Councillors or Officers who the council appoints as directors on company boards.
5. Additional Guidance Notes will be added if a need is identified. Each Guidance Note is also updated at points throughout the year, and this is reflected in a version control table at the end of each note.

Further Information

6. If you would like to discuss any aspects of the Company Handbook, or if you have suggestions for additional content, please contact the Shareholder Liaison Service: shareholderliaison@bristol.gov.uk

Table 1: Version Control Table

Version	Summary of Edits	Editor	Date of Version
V 1	First version for publishing	Shareholder Liaison Service	November 2021
V 2	Second version for publishing	Shareholder Liaison Service	April 2024