

**MINUTES OF THE SHAREHOLDER SUB COMMITTEE  
HELD ON**

7 July 2016

7.30 - 8.20 pm

**PRESENT**

**Sub Committee Members**

Councillor Jon Clempner (Chairman)  
Councillor Joel Charles  
Councillor Mark Wilkinson  
Councillor Danny Purton

**Officers**

John Phillips, Managing Director, HTS (Property and Environment) Limited  
Simon Freeman, Head of Finance  
Brian Keane, Head of Governance  
Julie Galvin, Assistant Solicitor  
Joel West, Governance Support Officer  
Michael Harrowven, Non-Executive Chair of the HTS (Property & Environment) Limited Board

**APOLOGIES**

Councillor Andrew Johnson

17. **INTRODUCTIONS**

John Phillips, Managing Director HTS (Property & Environment) Limited, introduced Michael Harrowven to the Sub Committee. Mr Harrowven was recently appointed as Non-Executive Chair of the HTS (Property & Environment) Limited Board.

18. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Andrew Johnson.

19. **DECLARATIONS OF INTEREST**

None.

20. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 31 May 2016 are agreed as a correct record and signed by the Leader.

21. **MATTERS ARISING**

None.

22. **SUB COMMITTEE WORK PLAN**

Noted.

John Phillips, Managing Director HTS (Property & Environment) Limited, confirmed that a meeting of the Sub Committee will be required in September 2016. He also asked Councillors to note that a report on fleet procurement will be considered by the Board of Directors in September 2016.

23. **HARLOW TRADING SERVICES LIMITED TRANSITION PLAN UPDATE REPORT**

The Sub Committee received the HTS (Property and Environment) Limited Project Plan (June 2016). John Phillips, Managing Director of HTS (Property and Environment) Limited, introduced the Plan.

The Sub Committee noted the significance of risks OP7 (COHESIS software Development) and OP8 (finance ICT system) from pages 17 and 18 of the report and asked that appropriate milestones be added to the Plan to ensure software issues do not hinder progress.

The Chairman asked for a copy of the ICT migration plan.

The Sub Committee requested a copy of any legal advice the Council had been given related to State Aid Rules.

**RESOLVED** that the HTS (Property and Environment) Limited Project Plan (June 2016) is noted.

24. **REFERENCES FROM THE LATC BOARD OF DIRECTORS**

25. **HTS (PROPERTY AND ENVIRONMENT) LTD BUSINESS PLAN**

The Sub Committee received a report proposing an interim HTS (Property and Environment) Business Plan. John Phillips, Managing Director of HTS (Property and Environment) Limited, introduced the interim Business Plan.

**RESOLVED** that the Shareholder Sub Committee approves the interim Business Plan.

26. **HTS (PROPERTY AND ENVIRONMENT) LTD LOAN ARRANGEMENTS**

The Sub Committee received a report proposing outline approval of a loan to HTS (Property & Environment) Ltd to enable company set-up to be undertaken successfully. John Phillips, Managing Director of HTS (Property and Environment) Limited, introduced the report.

Simon Freeman, Head of Finance, Harlow Council, confirmed that repayment of the loan is projected to have no detrimental impact on the level of budgeted dividend from HTS to the Council.

**RESOLVED that:**

- A** The Shareholder Sub Committee RECOMMENDS to Cabinet the outline approval of a loan to HTS (Property & Environment) Ltd subject to the final HTS (P&E) Business Plan being approved in November 2016.
- B** The Shareholder Sub Committee acknowledges the significant progress made towards the establishment of an operational company budget for HTS (P&E) Ltd.

27. **MATTERS OF URGENT BUSINESS**

None.

28. **DATE OF NEXT MEETING**

As per Minute 21, a meeting will be arranged in September 2016 and Councillors notified accordingly.

CHAIRMAN OF THE SUB COMMITTEE