

**HTS Non-Exec Board Director
Report to Shareholder**

Reporting period: Period: September – November 2018

Director Name: Bob Davis

Date	Time (hrs)	Activity	Benefits arising from activity
6.9.18	2	Attended a Board Meeting at Harlowsave Credit Union where we discussed ways of influencing more employees of HTS to engage with the Credit Union	Part of my role in increasing CSR
4.10.18	3	Attended Business Awards	HTS won the New Business Award Positive message on the Companies achievement to date
9.10.18	3	Attended Staff Briefings with 300 Employees to share performance	Understood staff morale Demonstrated leadership
10.10.18	2	Read minutes of the last Board Meeting, Agenda and Outputs Report for the next meeting	Understood company performance for the period. Able to communicate positive messages
11.10.18	3	Attended SMT inspections Attended Board Meeting	Able to talk to staff and check Procedures were in place Discussed reports and way forward
5.11.18	2	Visited Bromley Cottages to view progress	Discussed progress on the building
6.11.18	1	Attended meeting Andrew Murray, Cllr Wilkinson and John Phillips	Reviewed progress of HTS
21.11.18	3	Attended Harlow Sports Awards where we won an award	Good morale booster for staff More credit for HTS
26.11.18	2	Had a meeting with Tim Page to discuss apprentice intake	Positive development of Apprenticeship programme
Total	21		