

28/06/2016

DRAFT WORK PLAN

HTS (Property & Environment) Limited Board		Shareholder Sub-Committee	
28-Jun-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Sign off loan Sign off final Business Plan Approve Fleet tender proposal 		
	No meeting for July - however external lawyers to be appointed outside of meeting schedule	07-Jul-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Approve Business plan Approve Loan as Key Decision for Cabinet on 21 July Approve Holdco Articles (if required)
21-Jul-16 CABINET MEETING (Loan)			
18-Aug-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Receive HoTs for Services agreement/payment mech Approve Financial Regs and Procurement Guidelines Approve HoTs for Facilities Agreement (loan) Pension provision strategy Approve supply chain appointments Recieve HOTS for Lease (subject to Agreement for Lease allow for sub-leasing) 		
21-Sep-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Approve HoTs for Services Agreement Lease agreement Determine supply of strategic support services 	?/09/2016	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Receive Heads of Terms for Services Agreement Consult on auditor appointment JVCo wind-up liabilities
11-Oct-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Appoint external auditors Lease exchange for property 	19-Oct-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Consult on external auditors appointment Approve strategic support services Approve performance management framework Approve SLA between HDC and HTS
17-Nov-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan Enter into Services Agreement Review Business plan - quarterly item 	?/11/2016	<ul style="list-style-type: none"> if needed
14-Dec-16	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan 	?/12/2016	<ul style="list-style-type: none"> if needed
10-Jan-17	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan 	19-Jan-17	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan
16-Feb-17	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan 	?/02/2017	<ul style="list-style-type: none"> Progress report on Project Plan Forward work plan

16-Mar-17	Progress report on Project Plan Forward work plan	?/03/2017	Progress report on Project Plan Forward work plan
18-Apr-17	1st performance report	27-Apr-17	1st performance report

PREVIOUS MEETINGS

HTS (Property & Environment) Limited Board		Shareholder Sub-Committee	
Feb-16	Interview Managing Director and agree terms of appointment Determine Non-Executive Chairman's terms of appointment Receive draft Project Plan Forward work plan	Feb-16	Consult on Managing Directors appointment Consult on Non-Executive Chairman's appointment Receive draft Project Plan Forward work plan
22-Mar-16	Progress report on Project Plan Forward work plan Receive Articles of Association Objectives and Mission Statement Determine fleet procurement options	22-Mar-16	Progress report on Project Plan Forward work plan
21-Apr-16	Progress report on Project Plan Forward work plan Sign off Scheme of Delegation Sign off Articles of Association Determine ICT procurement options	21-Apr-16	
24-May-16	Interview and appoint Non-Executive Chairman	31-May-16	Progress report on Project Plan Forward work plan Receive Scheme of Delegation Receive Articles of Association