

**SUPPLEMENTARY REPORT FOR
SHAREHOLDER SUB COMMITTEE**

HTS (Property and Environment) Limited is a wholly owned subsidiary of HTS Group Limited.

**Thursday, 19 January 2017 at 7.30 pm
Committee Room 1 - Civic Centre**

The attached documents are due to be considered at the meeting listed above and were unavailable for circulation when the agenda for the meeting was published. The agenda item to which the documents relate is noted below.

AGENDA

5. Sub Committee Work Plan (Pages 2 - 4)

To review the Sub Committee's work plan.

Agenda Item 5

12/01/2017		DRAFT WORK PLAN	
HTS (Property & Environment) Limited Board		Shareholder Sub-Committee	
10-Jan-17	Progress report on Project Plan Forward work plan Strategic Policy sign off - Financial regs, CSOs, Internal Audit, Audit Plan, redundancy, retirement, pay and remuneration, BC	19-Jan-17	Progress report on Project Plan Forward work plan
01-Feb-17 HTS Launch			
16-Feb-17	Progress report on Project Plan Forward work plan		
16-Mar-17	Progress report on Project Plan Forward work plan Review Business plan - quarterly item	30-Mar-17	Progress report on performance Business plan quarterly update
20-Apr-17	2017/18 1st performance report Strategic Policy sign off - Business ethics, employee assistance scheme, childcare assistance, data security breach,		
24-Aug-17	2017/18 2nd performance report Review Business plan - quarterly item	04-Sep-17	Q2 performance report Business plan quarterly update - as required
23-Nov-17	2017/18 3rd performance report Review Business plan - quarterly item	27-Nov-17	Q3 performance report Business plan quarterly update - as required
22-Feb-18	2017/18 4th performance report/progress update Review Business plan - quarterly item	12-Mar-18	Q4 performance report/update Business plan quarterly update - as required
24-May-18	2018/19 1st performance report and performance review of Y1 Review Business plan - quarterly item	09-Jul-18	Q1 performance report and Y1 review Business plan quarterly update - as required
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	<p>Interview and appoint Non-Executive Chairman</p>	31-May-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Receive Scheme of Delegation</p> <p>Receive Articles of Association</p>
28-Jun-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Sign off loan</p> <p>Sign off final Business Plan</p> <p>Approve Fleet tender proposal</p>		
	<p>No meeting for July - however external lawyers to be appointed outside of meeting schedule</p>	07-Jul-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Approve Business plan</p> <p>Approve Loan as Key Decision for Cabinet on 21 July</p> <p>Approve Holdco Articles (if required)</p>
21-Jul-16 CABINET MEETING (Loan)			
18-Aug-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Receive HoTs for Services agreement/payment mech</p> <p>Approve HoTs for Facilities Agreement (loan)</p> <p>Pensions - initial options</p> <p>Receive HOTS for Lease (subject to Agreement for Lease allow for sub-leasing)</p> <p>Strategic Policy sign off - Finance, HR, IT, Security and Compliance, ICT, Director Conflict of interest and transparency, counter fraud, gifts and hospitality</p>		
21-Sep-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Receive Procurement Guidelines</p> <p>Lease agreement</p> <p>Determine supply of strategic support services</p> <p>Pensions - final proposals</p> <p>Fleet tender responses and proposal</p> <p>Supply chain appointment update (incl any Board level decisions as per SoD)</p>		
11-Oct-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Appoint external auditors</p> <p>Heads of Terms for Services Agreement</p> <p>Heads of Terms for lease</p> <p>Heads of Terms for facilities Agreement</p> <p>Strategic Policy sign off - SHE, Code of Conduct, Drugs and Alcohol, Data Protection, Data security (ICO compliance), ICT Back up and recovery</p>	19-Oct-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Consult on external auditors appointment</p> <p>Receive Heads of Terms for Services Agreement</p> <p>HTS Group Articles</p> <p>LATC Articles</p>
17-Nov-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Fleet acquisition report</p> <p>Receive update for all contracts and property interests</p> <p>Final Business plan and Budget sign off</p> <p>Strategic Policy sign off - O licence, Pensions,</p> <p>Approve Procurement Guidelines</p>	24-Nov-16	<p>Progress report on Project Plan</p> <p>Forward work plan</p> <p>Final Business plan and Budget Approval</p> <p>Fleet leasing decision approval (if required)</p>
30-Nov-16	<p>procurement sign offs</p>		
14-Dec-16	<p>Progress report on Project Plan</p>		

Forward work plan

Fleet tax implication report

Receive full report from external lawyers on terms and implications of the Services Contract and other ancillary contractual matters