

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

15 June 2017

7.30 - 8.25 pm

**PRESENT**

**Sub Committee Members**

Councillor Jon Clempner (Chair)  
Councillor Joel Charles  
Councillor Andrew Johnson  
Councillor Danny Purton  
Councillor Mark Wilkinson

**Officers**

Andrew Murray, Head of Housing  
Adam Rees, Corporate and Governance Support Officer

**Additional Attendees**

John Phillips, Managing Director, HTS (Property and Environment) Limited  
Michael Harrowven, Non-Executive Chair of the HTS (Property & Environment)  
Limited Board

1. **APOLOGIES FOR ABSENCE**

None.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 19 January  
2017 are agreed as a correct record and signed by the Leader.

4. **MATTERS ARISING**

None.

5. **SUB COMMITTEE WORK PLAN**

The Sub-Committee considered items to be included on its Work Plan.

Councillor Clempner said that he wanted the Sub-Committee to look at the form, nature and timeliness of reporting. The reporting needed to provide enough detail to ensure that targets corresponded with Key Performance Indicators (KPIs).

**RESOLVED** that making available of information in a timely manner, and a review of the content and style of performance reports would be included on the Sub-Committee's Work Plan.

6. **OPERATIONAL AND PERFORMANCE REPORTS**

a) Performance Reports

John Phillips, Managing Director of HTS (Property and Environment) Limited, gave an update on operational performance following the transition from Kier Harlow Ltd. He said that the transition had been successful and he was pleased about the way in which health and safety had been handled.

Following a question by Councillor Purton, John Phillips explained that a plan was being developed in order to improve tracking operations. They had visited Oxford City Council who had already implemented a tracking system for their grass cutting service.

In reply to a question by Councillor Clempner about projected profit for the current financial, John Phillips said that monthly profits would increase as new revenue streams came online. These increased revenue streams would allow HTS to meet their projected profit for the financial year.

**RESOLVED** that the report was noted.

b) Risk Register

The Sub-Committee considered the Risk Register. Councillor Clempner asked that future Risk Registers include target dates for resolution, key milestones and the date the risk was resolved.

**RESOLVED** that the report was noted.

c) Balanced Scorecard

Andrew Murray, Head of Housing, said a report on performance against the objectives of the balanced scorecard would be prepared for the next meeting of the Sub-Committee.

**RESOLVED** that the report was noted.

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

None.

8. **MATTERS OF URGENT BUSINESS**

None.

9. **DATE OF NEXT MEETING**

4 September 2017.

CHAIR OF THE SUB COMMITTEE