

Appendix C

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

Reporting period: Period: 2 (July – September 2019)

Director Name: Bob Davis

Date	Time (hrs)	Activity	Benefits arising from activity
1/8/19	3	Harlow Save Board Meeting	CSR
2/7/19	1.5	John Phillips and Housing Portfolio Holder	Review Contract
12/7/19	3	Harlow Save Board Meeting	CSR
16/7/19	1	Apprentice Sub Committee	Review Apprentices
18/7/19	3	SMT Inspections	Inspect working arrangements
23/7/19	1	Interview New Apprentice	Arborist
25/7/19	2	Board Meeting	Review of KPI's and Progress
7/8/19	2	Staff Training	Anti-Slavery
17/8/19	3	Harlow Save Board Meeting	CSR
11/8/19	2	Sports Day	Engage with workforce
16/9/19	3	Harlow Save Board Meeting	CSR
19/9/19	2	Lunch with Councillors	Share Information
Total	26.5		