HTS Group
HTS (Property & Environment) Limited
• Proudly serving Harlow •

Appendix D

HTS Non-Exec Board Director

Report to Shareholder

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

Director Name: Chris Vince

Date	Time (hrs)	Activity	Benefits arising from activity
16/7	1	Compliance subcommittee meeting	Required as Board Director
25/7	2	Safety Inspection	Required as Board Director
25/7	2	Board meeting	Looked through Kos and sub-committee reports
2/8	4	Shadowing complaints/call handling team	Good insight into day to day running of HTS department
11/8	2	HTS family fun day	Socialising with employees presenting awards etc.
18/9	2	Best value review	Presenting success of HTS to other members of HDC
25/9	1	Compliance subcommittee meeting	Reviewing issues with O licence
Total	16		