

Appendix E

HTS Non-Exec Board Director

Report to Shareholder

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

Director Name: Cllr Simon Carter

Date	Time (hrs)	Activity	Benefits arising from activity
3 July 19	1	Audit and Finance sub-committee	Review final accounts with auditors prior to sign off
3 July 19	1	HTS and HDC meeting, Civic Centre	Consider options for the future to improve tax efficiency
3 July	1	Luncheon with Auditors	
3 July	1	Meeting with non-exec Chairman	Review progress of company and options for the future
	1	Meeting with Finance Director	Update on accounts, relations with auditors and staff matters.
29 July	2	Modern Slavery training and review of vehicle tracking system	Training update and view operation of tracking system
8 August	2	Meeting with Finance Director and staff	Review capital expenditure programme
11 August	2	Family Fun Day	Meeting staff informally, getting to know them and gaining their perspective on the business
5 September	3	Staff Briefings	Listening to staff; Supporting senior management and their relationship with staff
	1	Meeting with Finance Director	Update on accounts, relations with auditors and staff matters.
18 September	2	VFM Review with cllrs and HTS officers	
19 September	1	Customer Service Experience	Contribute towards assessment of HTS for CSE Award
10 October	3	Safety Review	Catch up with directors and inspections of vehicles following downgrade by DVLC
Total	21		