

CV19 Recovery Work Stream Weekly Outcome Report	
HTS Group Ltd Work stream	
Date review complete:	SMB Lead:
7 January 2021	Andrew Murray
Attendees:	Andrew Murray, John Phillips, Alex Morris, Bob Purton, Michael Pitt, Cllr Simon Carter, Steve Ward, Neil Rowland Jenny Pearce (notes).
Apologies:	Wendy Makepeace, Cllr Mark Ingall, Dean James, David Coleman.

Work Stream Scope: <i>[Inserted from Appendix 3/initial meetings]</i>	
Current activities being undertaken and timescales: <i>(under planning/reporting/delivery as appropriate)</i>	
Activity	Target completion date
<u>Matters Arising:</u> None	Noted
<u>Lockdown 3.</u> Revised service provision statement for HTS published (Tuesday 7 January 2021). Implications for increased work in progress and enquiries/complaints.	Noted 18.02.21
<u>Recent Covid-19 outbreaks and their implications</u> Lockdown 3 guidance noted and discussed. 18.2	18.02.21
HTS Recovery and Resilience action reviewed. Needs to be updated and form part of the information to be sent to Shareholder Sub-Committee together with an updated progress report on Covid-19. (Neil Rowland). No escalation	18.02.21
Updated budget information included in the Councils 2021/22 Capital and Revenue estimates. Contract change notice required.	As soon as possible.
Issues identified for future action:	
Shared Shareholder Sub-Committee report in February 2021.	
Case Studies to be included in the Social Value Report for 2021. Reference sent to Contract Administrator to form part of the HTS quarterly performance reports. – July 2021.	
Implications for Capital and Revenue forward forecasting to be included at Quarter 3. – March 2021	
Work in progress (WIP) continue to be analysed dealing with backlogs in housing, non-housing and environment. Share holder has requested next strategic meeting report on progress on Customer Access plans. – July 2021.	
Restrictions or limitations identified:	
Lockdown 3 guidance.	
Completed actions:	

Lockdown 2. Business resilience plan reviewed which include risk assessments, testing arrangements, and quarantine protocols.

Recent Covid-19 outbreaks and their implications - This has involved developing a local solution to prioritise activities of the HTS Group. This was agreed Thursday 10 December 2020, and communications to residents will be sent as soon as possible.

Outputs against any identified performance measures: *(KPIs, national/local data collection, published performance data, other quantifiable outputs related to work stream)*
Capital and Revenue estimates to Cabinet 21.01.21.

Escalations or recommendations for decision to SMB/PH

None.