

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

29 September 2020

7.30 - 8.56 pm

PRESENT

Sub Committee Members

Councillor Mark Ingall (Chair)
Councillor Michael Hardware
Councillor Andrew Johnson
Councillor Danny Purton
Councillor Mark Wilkinson

Officers

Andrew Murray, Head of Housing
Hannah Criddle, Governance Support Officer

Additional Attendees

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

1. **APOLOGIES FOR ABSENCE**

None.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

RESOLVED that the minutes of the meeting held on 7 November
2019 are agreed as a correct record and signed by the Leader.

4. **MATTERS ARISING**

a) Minute 16 - Matters Arising

Councillor Ingall confirmed that the report on HTS (Housing and
Regeneration) Company, approved under emergency Chief Executive
Powers in April 2020, was forwarded to Cabinet in September 2020.

b) Minute 21 - Replacement of HTS (Property and Environment) Ltd Fleet

Councillor Ingall confirmed that HTS had now acquired three electric
vehicles.

5. **SUB COMMITTEE WORK PLAN**

The Sub Committee agreed to meet quarterly and a schedule of dates would be sent to the Sub Committee for approval.

RESOLVED that the Work Plan was noted and a temporary cycle of meetings would be established to focus on Covid-19 recovery.

6. **OPERATIONAL AND PERFORMANCE REPORTS**

a) Operational and Finance Report

The Sub Committee received a report on the HTS (Property & Environment) Ltd performance and finance summary together with its Covid-19 status update. It reported that HTS (Property and Environment) Ltd was continuing to; establish its recovery on operational activity across all work streams for the period April to July 2020, building up its business resilience in case of a further restrictions having to be applied, and enhancing communication methods.

RESOLVED that the Sub Committee noted HTS (Property & Environment) Ltd (HTS) performance and finance summary together with its Covid-19 status update which covered operational activity across all work streams for the period April to July 2020 as followed:

- i) Operational – The report illustrated HTS performance against KPIs targets set including a summary of customer service update highlighting the impact of Covid-19 crisis.
- ii) Financial – Financial analysis provided a review of HTS position against forecast and the additional costs due to Covid-19 crisis.
- iii) Status Update - HTS services were significantly impacted during the crisis and performance has been much lower as a result of the restrictions imposed by the government due to Covid-19. The report underlined steps taken to respond to and begin the process of social and economic recovery of Harlow.

b) Social Impact Report 2019/20

The Sub Committee received a report on HTS Social Impact for 2019/20.

RESOLVED that the Sub Committee noted the report and requested that further benchmarking was undertaken to develop a set of strategic performance indicators.

7. **BEST VALUE UPDATE REPORT**

The Sub Committee received a report on the Best Value Review Update.

RESOLVED that the Sub Committee:

- A Noted the progress on the Best Value Review Action Plan
- B Noted the BAU Action Plan progress to date and continues to monitor Covid-19 delayed actions

8. **RESPONSIVE REPAIRS AND CUSTOMER ACCESS REVIEW**

The Sub Committee received a report on the Responsive Repairs and Customer Access Review.

RESOLVED that the Sub Committee noted the progress in the report.

9. **APPOINTMENT OF HTS GROUP LTD MANAGING DIRECTOR**

The Sub Committee received a report on proposals for the continuing appointment of the HTS Group Ltd Managing Director. John Phillips, HTS Group Ltd Managing Director, left the meeting for the consideration of this item.

RESOLVED that the Sub Committee ratified:

- A The decision of HTS Group Board to appoint the Managing Director of HTS (Property and Environment) Ltd and HTS (Housing and Regeneration) Ltd to the role of Managing Director HTS Group Ltd.
- B That the term of this appointment is to be extended until 31 January 2027 based upon no changes to the Terms and Conditions of employment or current remuneration.

10. **REFERRALS FROM CABINET**

- a) Report of the Covid-19 Recovery Working Group

The Sub Committee received a report of the Covid-19 Recovery Working Group.

RESOLVED that the Sub Committee noted the report.

- b) Terms of Reference

The Sub Committee received the Terms of Reference for the Covid-19 Recovery Working Group.

RESOLVED that the Sub Committee noted the Terms of Reference.

- c) HTS (Housing and Regeneration) Company Business Plan

The Sub Committee received the HTS (Housing and Regeneration) Company Business Plan.

RESOLVED that the Sub Committee noted the Business Plan, attached as Appendix A to the report, and requested that further acquisition policies that demonstrated value for money were developed.

11. **HTS GROUP LTD REPORTS**

- a) Reference from HTS Group Board - Annual Report and Financial Statement at Year End 31 March 2020

The Sub Committee received the HTS Group Limited Annual Report and Financial Statements for the year ended 31 March 2020.

RESOLVED that the Sub Committee noted the report.

- b) Reference from HTS (Housing and Regeneration) Company - Scheme of Delegation

The Sub Committee received the HTS (Housing and Regeneration) Limited Scheme of Delegations.

RESOLVED that the Sub Committee noted the HTS (Housing and Regeneration) Limited Scheme of Delegations attached in Appendix A to the report.

- c) Reference from HTS (Property and Environment) Ltd - Management Accounts 2019/20

The Sub Committee received the HTS (Property and Environment) Limited Annual Report and Financial Statements for the year ended 31 March 2020.

RESOLVED that the Sub Committee noted the HTS (Property and Environment) Limited Annual Report and Financial Statements for the year ended 31 March 2020.

12. **MATTERS OF URGENT BUSINESS**

None.

13. **DATE OF NEXT MEETING**

The date of the next meeting would be agreed and circulated.

CHAIR OF THE SUB COMMITTEE