

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

28 September 2021

7.30 - 8.05 pm

PRESENT

Sub Committee Members

Councillor Joel Charles (Chair)
Councillor Simon Carter
Councillor Nancy Watson

Officers

Andrew Bramidge, Head of Environment and Planning
Andrew Murray, Head of Housing
Adam Rees, Senior Governance Support Officer

Also Present

John Phillips, Managing Director - HTS (Property and Environment) Ltd
Michael Harrowven, Non-Executive Chair – HTS (Property and Environment)
Ltd

12. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Andrew Johnson and Chris Vince.

13. **DECLARATIONS OF INTEREST**

None.

14. **MINUTES**

RESOLVED that the minutes of the meeting held on 1 July 2021 are agreed as a correct record and signed by the Chair.

15. **MATTERS ARISING**

None.

16. **SUB COMMITTEE WORK PLAN**

RESOLVED that the Work Plan is noted.

17. **OPERATION AND PERFORMANCE REPORT**

a) Performance and Balanced Scorecard

The Sub Committee received a report on the operational and financial performance from HTS for the period from April to June 2021.

RESOLVED that:

A The Sub Committee noted HTS (Property & Environment) Ltd (HTS) performance and finance summary covering operational activity across all work streams for the period April to June 2021 as follows:

- i) Operational – The report illustrates HTS performance against KPIs targets set including a summary of customer service update highlighting the impact of Covid-19 crisis.
- ii) Financial – Financial analysis provides a review of HTS position against forecast as outlined in the Shareholder Statement shown in Appendix A.

b) Emerging from Covid-19

The Sub Committee received a report on emerging from lockdown.

RESOLVED that the Sub Committee:

A Noted the report, and the progress HTS (Property and Environment) Ltd (HTS) have made during the lockdown. Report progress and challenges outstanding emerging from lockdown.

B Approved delegations for the portfolio holders for Housing and Environment to monitor and manage delivery of the recovery plan, and to raise any matters arising. Progress will be reported to the Shareholder Sub Committee.

18. **REFERRALS FROM CABINET**

None.

19. **REFERENCES FROM THE HTS BOARD**

a) HTS Group 5 Year Business Plan

The Sub Committee received a report on a scoping document for a revised HTS Group Ltd Business Plan.

RESOLVED that the Sub Committee approved the scoping document as set out in Appendix 1 to the report and noted

that the updated Business Plan will be schedule for the
February Shareholder Sub-Committee.

20. **MATTERS OF URGENT BUSINESS**

None.

21. **DATE OF NEXT MEETING**

18 November 2021.

CHAIR OF THE SUB COMMITTEE