

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

23 August 2023

7.30 - 8.16pm

**PRESENT**

**Members**

Councillor Dan Swords (Chair)  
Councillor David Carter (Vice-Chair)  
Councillor James Leppard  
Councillor Nicky Purse  
Councillor Lanie Shears  
Councillor Nancy Watson

**Officers**

Andrew Bramidge, Chief Executive  
Simon Freeman, Deputy Chief Executive and Director of Finance  
Michael Harrowven, Non-Executive Chair HTS (Property and Environment Ltd)  
Hannah Marriott, Governance Support Officer  
Nicole Parker, Admin Assistant  
Alan Townshend, Interim Managing Director HTS (Property and Environment Ltd)

**Other Attendees**

Councillor Jodi Dunne  
Councillor Kay Morrison  
Councillor Chris Vince

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Tony Edwards.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 11 May 2023 are agreed as a correct record and signed by the Chair.

4. **MATTERS ARISING**

None.

5. **HTS IMPROVEMENT PLAN**

The Sub Committee received a report on a suggested improvement plan for HTS.

**RESOLVED** that:

- A** The focus of activity for HTS during 2023/24 is limited to the delivery of the council's stated priorities, the delivery of further efficiencies within the business to achieve a balanced budget for 2023/24, the implementation of the action plans set out in Appendix A and Appendix B as well as the identified governance reforms set out in Paragraph 10 of this report.
- B** A new basis for a contractual arrangement between HTS and Harlow Council that is focussed on performance and costs is to be agreed by December 2023 for commencement in the new financial year 2024/5.
- C** The previously agreed 2022-27 HTS Business Plan is replaced with immediate effect with the improvement action plans in Appendix A and Appendix B and a new Business Plan for HTS for 2024/25 is to be agreed by February 2024 by the relevant governance bodies.
- D** The Sub Committee notes the findings and recommendations of the various reviews attached and further notes the progress that has been made to improve service delivery as a result of these reviews.

6. **HTS GOVERNANCE ARRANGEMENTS**

The Sub Committee received a report on suggested changes to HTS governance arrangements.

**RESOLVED** that:

- A** Approval be given, in principle and subject to further legal advice, to:
  - i) Simplify the HTS Group and company structure to achieve one delivery company named HTS Property and Environment with the winding up of all other companies within the HTS Group and associated necessary actions;
  - ii) Amend the company's Articles of Association to allow the ability to restructure the board by appointing external non-executive directors, portfolio holders and/or senior council officers to the board of the company.
- B** The Delegation be made to the Chief Executive, in consultation with the Leader of the Council, to:

- i) Commence recruitment processes, as required, to future board membership, except those appointed by Cabinet (Councillor Directors);
- ii) Bring forward the required changes to the company articles as required by law to the next meeting of the Sub Committee.

**C** The Delegation be made to the Chief Executive, in consultation with the Leader of the Council, to:

- i) Scope options for future governance arrangements within the council of the company, including considering the role of the Shareholder Sub Committee, with options to be presented to the next meeting of the committee.

7. **MATTERS OF URGENT BUSINESS**

None.

8. **DATE OF NEXT MEETING**

The Sub Committee noted that the next meeting would be held on 27 September 2023.

CHAIR OF THE SUB COMMITTEE