

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

11 July 2024

5.30 - 6.55 pm

**PRESENT**

**Sub Committee Members**

Councillor Dan Swords (Chair)  
Councillor David Carter (Vice-Chair)  
Councillor Tony Edwards  
Councillor Michael Hardware  
Councillor Kay Morrison  
Councillor Nicky Purse  
Councillor Lanie Shears

**Officers**

Alan Evans, Interim Strategic Director  
Julie Galvin, Legal Services Manager  
Hannah Marriott, Governance Support Officer  
Jacqui Van Mellaerts, Assistant Director - Finance

**Also Present**

Andy Belton, Non-Executive Chair – HTS Group Ltd  
David Morrissey, Managing Director – HTS Group Ltd

1. **APOLOGIES FOR ABSENCE**

None.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 24 April 2024 are agreed as a correct record and signed by the Leader.

4. **MATTERS ARISING**

None.

5. **SUB COMMITTEE WORK PLAN**

**RESOLVED** that the work plan be noted.

6. **DATE OF NEXT MEETING**

The next meeting would be on 25 September 2024.

7. **MATTERS OF URGENT BUSINESS**

None.

8. **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that the following items be taken in private session on the grounds that they are likely to involve the disclosure of exempt information as specified under Paragraph 3 of Part One of Schedule 12A of the Local Government Act 1972, if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing information.

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

9. **HTS GROUP - QUARTER 4 BUSINESS REPORT 2023/24**

The Sub Committee received a report on the HTS Group Quarter 4 Business Report 2023/24, a special report on grass cutting (appendix B) and a special report on roofing (appendix C).

The Sub Committee requested an update on the Risk Register at its next meeting. The Sub Committee also requested that an item on workforce recruitment and retention come to a future meeting of the Sub Committee.

**RESOLVED** that the Shareholder Sub Committee:

- A** Note and comment on the HTS Group Quarter Four Business Report.
- B** Note and comment on the verbal Year End Business Report update.
- C** Approve the HTS Group Quarter Four Business Report and verbal Year End Update.
- D** Recommend the review of grounds maintenance and street scene key performance indicators to determine if they are fit for purpose.
- E** Request more regular performance meetings through the trusted partner model e.g. weekly reports for the next six to eight weeks.
- F** Provide a deadline of no later than the end of August to agree the service standard and change request.

- G** Recommend that by the end of August, HTS and the Council agree a scope for the new repairs policy and service plan.

10. **GROUP GOVERNANCE AGREEMENT (HTS) - MATTERS REQUIRING THE CONSENT OF THE COUNCIL**

The Shareholder Sub Committee received a report on the group governance agreement (HTS) – matters requiring the consent of the Council.

**RESOLVED** that:

- A** The Shareholder Sub Committee note that there are no Shareholder Reserved Matters to review, comment or approve under this item.

11. **APPOINTMENT OF DIRECTORS**

The Shareholder Sub Committee received a report on the appointment of Directors.

**RESOLVED** that:

- A** The Shareholder Sub Committee, in accordance with Article 7 of the Articles of Association, note and thank the contribution of the former Council Directors of HTS Group Ltd (Property & Environment) Ltd.
- B** The Shareholder Sub Committee, in accordance with Article 7 of the Articles of Association, appoint as Council Directors, Cara Stevens, Assistant Director Housing Operations (People), Natasha Terrell, Assistant Director Governance, HR and Legal and Rebecca Farrant, Assistant Director Corporate Services, to HTS Group Ltd and HTS (Property & Environmental) Ltd.

CHAIR OF THE SUB COMMITTEE