

**MINUTES OF THE SHAREHOLDER SUB COMMITTEE FOR HTS
(PROPERTY AND ENVIRONMENT) LIMITED
HELD ON**

17 February 2016

6.40 - 7.25 pm

PRESENT

Committee Members

Councillor Jon Clempner (Chairman)
Councillor Joel Charles
Councillor Andrew Johnson
Councillor Rod Truan
Councillor Mark Wilkinson

Officers

Malcolm Morley, Chief Executive
Simon Freeman, Head of Finance
Brian Keane, Head of Governance
Joel West, Governance Support Officer

1. **APOLOGIES FOR ABSENCE**

None.

2. **DECLARATIONS OF INTEREST**

None.

3. **SUB COMMITTEE WORK PLAN**

The Sub Committee received the draft work plan for February 2016 – April 2017.

Officers confirmed that regular Progress reports on Project Plan will include updates on fleet preparation.

The draft HTS Articles of Association will be made available to Sub Committee members well in advance of the March 2016 meeting.

RESOLVED that the work plan is noted.

4. **HARLOW TRADING SERVICES LIMITED TRANSITION PLAN UPDATE REPORT**

The Sub Committee received the HTS (Property and Environment) Limited Project Plan (February 2016). Brian Keane, Head of Governance, introduced the Plan. Brian explained the Plan was a high level document, would be subject to amendments as the project progressed, and was

supported by a number of dedicated Project Groups (as detailed in Appendix B of the Plan).

Councillor Joel Charles asked for a written note on what specifically is meant by 'Receive fleet', at row 31 of Appendix A (Baseline Project Plan).

RESOLVED that the HTS (Property and Environment) Limited Project Plan (February 2016) is noted.

5. **REFERENCES FROM THE LATC BOARD OF DIRECTORS**

a) Appointment of Non-executive Director of HTS (Property and Environment) Ltd

Brian Keane, Head of Governance, informed the Sub Committee that the HTS (Property and Environment) Limited Board of Directors had its inaugural meeting earlier that day (Wednesday 17 February 2016) and had discussed options for appointment of a Non-Executive Director for HTS (Property and Environment) Limited. The Board had agreed that any appointee must have commercial experience and be outward facing. It also indicated desirable competencies for any appointee, including knowledge of Harlow.

The Board estimated the likely time commitment of the Non-Executive Director as around 17 days per annum and felt remuneration of around £20,000 per annum including expenses would attract a suitably high calibre candidate. This figure is in line with the indicative costs agreed by the Cabinet from the original options appraisal.

Councillor Andrew Johnson asked that it be made explicit that existing Harlow Councillors are disqualified from holding the post.

A note will be provided to Sub Committee members on the Non-Executive Director recruitment strategy, to include details of where the post will be advertised.

RESOLVED that the Board of Directors' recruitment proposals for the HTS (Property and Environment) Limited Non-Executive Director are noted.

b) Appointment of a Managing Director of HTS (Property and Environment) Ltd

Brian Keane, Head of Governance, informed the Sub Committee that the HTS (Property and Environment) Limited Board of Directors had also discussed options for appointment of a Managing Director for HTS (Property and Environment) Limited. Options included open advertising for the post and the recruitment of the current Kier Harlow Regional Operations Director. The Board had indicated a desire to interview the current Kier Harlow Regional Operations Director; an interview was then

held. The Board had decided unanimously, subject to consultation with the Sub Committee and the agreement of the Council's Chief Executive as to the terms and conditions, to offer the post to the current Kier Harlow Regional Operations Director.

Councillor Clempner indicated agreement to the Board's proposal and felt that, taking all factors into consideration, appointment of the current Kier Harlow Regional Operations Director represented the best option for HTS (Property and Environment) Limited.

Councillors Charles and Johnson indicated unease with the Board's recruitment process. They felt that advertising the post would promote openness and transparency and would ensure the best possible candidate was recruited by HTS.

The Sub Committee felt that its input in this process was sought at a relatively late stage. It asked that, for future consultations, the Sub Committee be consulted at formative stages of discussion.

The Sub Committee requested a confidential note from Officers on the terms of the appointment by HTS of the current Kier Harlow Regional Operations Director.

RESOLVED that the Sub Committee informs the HTS (Property and Environment) Limited Board of Directors that it:

- A** Agrees with the proposal to appoint the current Kier Harlow Regional Operations Director as Managing Director of HTS (Property and Environment) Limited.
- B** Asks that, in future consultations on Board proposals, the Sub Committee's input will be invited at an earlier stage of discussion.

6. **MATTERS OF URGENT BUSINESS**

None.

7. **SCHEDULE OF FUTURE MEETINGS**

The Sub Committee's meetings for the remainder of 2015/16 were agreed as follows:

Thursday 24 March 2016, 7.30pm in the Council Chamber.
Thursday 21 April 2016, 7.30pm in the Council Chamber.

CHAIRMAN OF THE SUB COMMITTEE