

12/01/2017		DRAFT WORK PLAN	
HTS (Property & Environment) Limited Board		Shareholder Sub-Committee	
<b>10-Jan-17</b>	Progress report on Project Plan Forward work plan Strategic Policy sign off - Financial regs, CSOs, Internal Audit, Audit Plan, redundancy, retirement, pay and remuneration, BC	<b>19-Jan-17</b>	Progress report on Project Plan Forward work plan
<b>01-Feb-17 HTS Launch</b>			
<b>16-Feb-17</b>	Progress report on Project Plan Forward work plan		
<b>16-Mar-17</b>	Progress report on Project Plan Forward work plan Review Business plan - quarterly item	<b>30-Mar-17</b>	Progress report on performance Business plan quarterly update
<b>20-Apr-17</b>	2017/18 1st performance report Strategic Policy sign off - Business ethics, employee assistance scheme, childcare assistance, data security breach,		
<b>24-Aug-17</b>	2017/18 2nd performance report Review Business plan - quarterly item	<b>04-Sep-17</b>	Q2 performance report Business plan quarterly update - as required
<b>23-Nov-17</b>	2017/18 3rd performance report Review Business plan - quarterly item	<b>27-Nov-17</b>	Q3 performance report Business plan quarterly update - as required
<b>22-Feb-18</b>	2017/18 4th performance report/progress update Review Business plan - quarterly item	<b>12-Mar-18</b>	Q4 performance report/update Business plan quarterly update - as required
<b>24-May-18</b>	2018/19 1st performance report and performance review of Y1 Review Business plan - quarterly item	<b>09-Jul-18</b>	Q1 performance report and Y1 review Business plan quarterly update - as required
<b>PREVIOUS MEETINGS</b>			
HTS (Property & Environment) Limited Board		Shareholder Sub-Committee	
<b>Feb-16</b>	Interview Managing Director and agree terms of appointment Determine Non-Executive Chairman's terms of appointment Receive draft Project Plan Forward work plan	<b>Feb-16</b>	Consult on Managing Directors appointment Consult on Non-Executive Chairman's appointment Receive draft Project Plan Forward work plan
<b>22-Mar-16</b>	Progress report on Project Plan Forward work plan Receive Articles of Association Objectives and Mission Statement Determine fleet procurement options	<b>22-Mar-16</b>	Progress report on Project Plan Forward work plan
<b>21-Apr-16</b>	Progress report on Project Plan Forward work plan Sign off Scheme of Delegation Sign off Articles of Association Determine ICT procurement options	<b>21-Apr-16</b>	

24-May-16	Interview and appoint Non-Executive Chairman	31-May-16	Progress report on Project Plan Forward work plan Receive Scheme of Delegation Receive Articles of Association
28-Jun-16	Progress report on Project Plan Forward work plan Sign off loan Sign off final Business Plan Approve Fleet tender proposal		
	No meeting for July - however external lawyers to be appointed outside of meeting schedule	07-Jul-16	Progress report on Project Plan Forward work plan Approve Business plan Approve Loan as Key Decision for Cabinet on 21 July Approve Holdco Articles (if required)
<b>21-Jul-16 CABINET MEETING (Loan)</b>			
18-Aug-16	Progress report on Project Plan Forward work plan Receive HoTs for Services agreement/payment mech Approve HoTs for Facilities Agreement (loan) Pensions - initial options Receive HOTS for Lease (subject to Agreement for Lease allow for sub-leasing) Strategic Policy sign off - Finance, HR, Security and Compliance, ICT, Director Conflict of interest and transparency, counter fraud, gifts and hospitality		
21-Sep-16	Progress report on Project Plan Forward work plan Receive Procurement Guidelines Lease agreement Determine supply of strategic support services Pensions - final proposals Fleet tender responses and proposal Supply chain appointment update (incl any Board level decisions as per SoD)		
11-Oct-16	Progress report on Project Plan Forward work plan Appoint external auditors  Heads of Terms for Services Agreement Heads of Terms for lease  Heads of Terms for facilities Agreement Strategic Policy sign off - SHE, Code of Conduct, Drugs and Alcohol, Data Protection, Data security (ICO compliance), ICT Back up and recovery	19-Oct-16	Progress report on Project Plan Forward work plan Consult on external auditors appointment  Receive Heads of Terms for Services Agreement HTS Group Articles  LATC Articles
17-Nov-16	Progress report on Project Plan Forward work plan Fleet acquisition report Receive update for all contracts and property interests  Final Business plan and Budget sign off Strategic Policy sign off - O licence, Pensions, Approve Procurement Guidelines	24-Nov-16	Progress report on Project Plan Forward work plan  Final Business plan and Budget Approval Fleet leasing decision approval (if required)
30-Nov-16	procurement sign offs		
14-Dec-16	Progress report on Project Plan		

Forward work plan

Fleet tax implication report

Receive full report from external lawyers on terms and implications of the Services Contract and other ancillary contractual matters