

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

19 January 2017

7.30 - 8.10 pm

PRESENT

Sub Committee Members

Councillor Jon Clempner (Chairman)
Councillor Joel Charles
Councillor Mark Wilkinson

Officers

Graham Branchett, Chief Operating Officer
Adam Rees, Corporate and Governance Support Officer

Additional Attendees

John Phillips, Managing Director, HTS (Property and Environment) Limited
Michael Harrowven, Non-Executive Chair of the HTS (Property & Environment)
Limited Board

50. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Johnson and Purton.

51. **DECLARATIONS OF INTEREST**

None.

52. **MINUTES**

RESOLVED that the minutes of the meeting held on 24 November 2016 are agreed as a correct record and signed by the Leader.

53. **MATTERS ARISING**

John Phillips, Managing Director, HTS (Property and Environment) Limited explained that the figure of £1.151 million included in the HTS (Property and Environment) Limited Business Plan was the estimated level of profit for the 2019/20 financial year.

The figure of £1.5 million was a rolling average level of profit over a three year period. However, the correct figure was £1.7 million.

54. **SUB COMMITTEE WORK PLAN**

The Work Plan was noted.

55. **TRANSITION PLAN UPDATE**

The Sub-Committee received an update on the transition from the current Joint Venture Company to HTS (Property and Environment) Limited. It was noted that insurance had now been secured, the necessary ICT infrastructure was now up and running, and that the outstanding work surrounding pensions had been completed.

John Phillips explained there had been an issue with Kier Harlow providing the required contemporary detail surrounding training of staff. If this issue were not resolved by the completion of the transition it would not impact upon services.

He then provided an update on the fleet arrangements, the supply of equipment, outstanding legal requirements and the introduction of the necessary governance arrangements.

In response to questions by Councillors, John Phillips, outlined the arrangements which would be in place for emergency cover on the day of the transition, ICT data migration and the transfer of outstanding jobs from Kier Harlow to HTS.

RESOLVED that the Transition Plan was noted.

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

None.

57. **MATTERS OF URGENT BUSINESS**

None.

58. **DATE OF NEXT MEETING**

30 March 2017.

CHAIRMAN OF THE SUB COMMITTEE