

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

27 November 2024

7.00 - 8.36 pm

**PRESENT**

**Sub Committee Members**

Councillor Dan Swords (Chair)  
Councillor David Carter (Vice-Chair)  
Councillor Tony Edwards  
Councillor James Leppard  
Councillor Kay Morrison  
Councillor Nicky Purse

**Officers**

Andy Belton, Non-Executive Chair – HTS Group Ltd  
David Morrissey, Managing Director - HTS Group Ltd  
Nicole Parker, Corporate Support Officer  
Alan Townshend, Executive Shareholder Lead (Interim)

24. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lanie Shears.

25. **DECLARATIONS OF INTEREST**

None.

26. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 25 September 2024 are agreed as a correct record and signed by the Leader.

27. **MATTERS ARISING**

None.

28. **HTS BUSINESS PLAN PROGRESS REPORT 2024/25**

The Sub Committee received the HTS Business Plan Progress Report 2024/25.

Councillor Dan Swords raise comment that many of the actions are in progress and asked how confident HTS were about meeting the targets. David Morrissey confirmed that he expected 80% of the targets to be achieved by the 31 March 2025.

Alan Townshend - Executive Shareholder Lead (Interim), suggested that future reporting should be by exception.

Andy Belton, Non-Executive Chair – HTS Group Ltd, confirmed that more information would be brought to a future meeting.

**RESOLVED** that the Sub Committee:

**A** The Shareholder Sub Committee noted the report.

29. **HTS QUARTER 2 BUSINESS REPORT 2024/25**

The Sub Committee received the HTS Quarter 2 Business Report 2023/24 and the Special Report on Work in Progress.

Andy Belton, in response to questions, confirmed HTS understood they needed to reduce their costs and decide a plan to clear their backlog.

David Morrissey - Managing Director - HTS Group Ltd, confirmed that apart from roofing and guttering repairs, overdue repairs were reducing. He confirmed that all roofing and guttering jobs that exceed the repairs priority will be cleared by 31 March 2025.

The Council have confirmed that there is no additional funding available for roofing and guttering works and HTS are to look at their existing budgets, and use of the reserve to clear this backlog.

Councillor Tony Edwards requested that a progress plan from HTS be reported to the subcommittee at a future meeting.

Councillor Dan Swords confirmed that a new change notice will be issued confirming that a 10-day grass cutting cycle and completely new grounds maintenance service standard.

Andy Belton advised he would come back to the members with a response to the change of notice for a 10-day grass cutting cycle.

Councillor Nicky Purse asked David Morrissey to confirm whether HTS still had any third party works. David Morrissey stated that the only third party works HTS had was a bin collection contract in Newhall.

Councillor Nicky Purse asked David Morrissey to confirm whether HTS sub-let the Mead Park yard at all. David Morrissey stated that HTS do sub-let to Jewsons, Veolia, a tree contractor, and Sharp Waste Management.

**RESOLVED** that the Sub Committee:

**A** The Shareholder Sub Committee reviewed the Q2 HTS performance pack. HTS are to be asked to provide an improvement plan which addresses the repairs backlog and improves the Company's financial performance.

- B** The Shareholder Sub Committee noted the HTS Group Quarter 2 Business Report 2023/24.
- C** The Shareholder Sub Committee noted the Special Report on Work in Progress.

30. **HTS OPERATIONS AND PERFORMANCE REPORT**

The Sub Committee received the HTS Operations and Performance report.

Councillor Dan Swords requested that future reports looked at more operational matters and reflected the true nature of performance, not the 'contract' KPIs which he said did not reflect the true nature of performance.

A report on progress with the tree survey and works will be presented at the next Shareholder Sub Committee.

Andy Belton advised a joint working project would look at the changes to KPI's.

**RESOLVED** that the Sub Committee:

- A** The Shareholder Sub Committee noted the report.

31. **RISK REGISTER**

The Sub Committee received the risk register report.

Andy Belton pointed out that the HTS Board had discussed the Risk Register at the meeting on Monday 25 November and had made a number of recommendations that need to be reflected in the risk register.

**RESOLVED** that the Sub Committee:

- A** The Shareholder Sub Committee noted the strategic risks as relating to HTS Group Limited together with their analysis and mitigation.
- B** The Shareholder Sub Committee provided comments on HTS strategic risks

32. **SUB COMMITTEE WORK PLAN**

The Sub Committee Work Plan was not provided for the meeting, this was advised to be picked up outside the meeting and has since been circulated.

33. **MATTERS OF URGENT BUSINESS**

None.

34. **DATE OF NEXT MEETING**

29 January 2025.

CHAIR OF THE SUB COMMITTEE