

Harrogate Integrated Facilities - Board Workshop Action Log 22 June 2021 Meeting

Date of Meeting	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
27 October 2020 27 April 2020	HIF/10/20/9.4	Proposals for KPI Reporting KPI report to be taken forward as work in progress. To be presented to the next Governance and Compliance Committee. Noted that this work was in progress. Angie Gillett was liaising with other similar subsidiary companies over the format of their IBR.	A Gillett	27 October 2020 23 February 2021 27 April 2021 22 June 2021	Open Update to be provided at the meeting
27 October 2020 27 April 2021	HIF/10/20/9.5	Proposals for KPI Reporting Agreed that the report would be shared with customers and service users sharing feedback with Operations Senior Leadership Team Noted that this work was in progress. Work was taking place with Leanne Henderson-Dover over the contract review process.	A Gillett	27 October 2020 23 February 2021 27 April 2021 22 June 2021	Open Update to be provided at the meeting
23 February 2021	HIF/02/21/9.1.4	Staff Survey Initial information to be shared with HIF Board members. Time to be allocated at a future Board meeting/workshop to consider the findings and any action needed.	xxxxxxx	27 April 2021	Open Update to be provided at the meeting
27 April 2021	HIF/04/21/5.7	Chairman's Report Angie Gillett would inform Lucy Hind and Roger Taylor of hot desk space available for them to use.	A Gillett	7 May 2021	Completed – hot desk space now available
27 April 2021	HIF/04/21/6.1.6.2	Interim Chief Executive's Report Jonathan Coulter agreed to check the position with regards to the environmental third bid.	J Coulter	22 June 2021	Open Update to be provided at the meeting
27 April 2021	HIF/04/21/7.3	Managing Director's Report it was agreed that arrangements would be made for HIF Board to sampling food from Herriots following its rebranding exercise.	A Gillett	DTBA	Open Update to be provided at the meeting
27 April 2021	HIF/04/21/12.2	Workforce and Organisational Development Report xxxxxx agreed to review the information more thoroughly prior to the next meeting with specifically with regards to absences of more than 80 days.	A Gillett	22 June 2021	Open Update to be provided at the meeting