

Quarter 1



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# Harrogate Integrated Facilities Integrated Board Report

**Presented to:** HIF Board of Directors  
HIF Senior Manager Team (SMT)

**June 2022**

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Harrogate Integrated Facilities is a trading name of Harrogate Healthcare Facilities Management Limited, company number 11048040, registered office address Harrogate and District NHS Foundation Trust, Third Floor, Strayside Wing, Lancaster Park Road, Harrogate HG2 7SX  
Registered in England and Wales

# Company Highlights During Quarter 1

## What we have achieved so far for Q1...

- National Estates & Facilities Day took place on 15/06/22. Colleagues celebrated with food, raffles and quiz
- Herriot's complete refurbishment completed and re-opened on 25/04/22
- Health & Safety Consultant completed draft report and in the process of recruiting 3 new roles within Health & Safety
- Green Plan approved and actions commenced
- Environmental Health Officer conducted ad-hoc unannounced visit and successfully passed
- Successfully recruited to 2 x Catering Service Improvement Leads (9 month fixed term)
- Head of Estates and Catering Manager started in post on 25/04/22

## More to achieved during Q1...

- Development of HIF Business Plan and IT Strategy (3 years)
- Training and implementation of Reset within Estates

# Service Performance Update

## HIF KPI 2022-23

Service Area	KPI No	KPI Descriptor	Green	Amber	Red	Performance Data			
						Feb-22	Mar-22	Apr-22	May-22
General	1	Staff Turnover (Headcount)	10%	10-15%	>15%	14.99%	16.61%	18.78%	18.78%
	2	Appraisal (YTD)	>75%	>74-50%	<49%	60%	54.70%	50.65%	46.91%
	3	Core Skill (YTD)	>90%	89-60%	<60%			65%	74%
	4	Absenteeism	<4.5%	4.5-7%	>7%	9.06%	6.65%	6.00%	6.72%
	5	No of RIDDOR reportable	1	2	>=3	0	0	0	0
	6	Contract wide formal complaints upheld (in month)	<2	<3	<6	0.00%	0.00%	0.00%	0.00%
Estates Management		Authorised Engineer (AE) Audits conducted at least annually as per schedule							
	1	Water	<12m	>12m <13m	>13m	To be reported from next month	<12m	<12m	Dec-21
	2	Electrical	<12m	>12m <13m	>13m	To be reported from next month	<12m	<12m	Aug-21
	3	Vent	<12m	>12m <13m	>13m	To be reported from next month	<12m	<12m	Dec-21
	4	Medical Gas	<12m	>12m <13m	>13m	To be reported from next month	<12m	<12m	Aug-21
	5	Decontamination	<12m	>12m <13m	>13m	To be reported from next month	<12m	<12m	Jun-21
	6	Fire Safety	<12m	>12m <13m	>13m	To be reported from next month			Order in place. AE to visit site to carry out a detailed fire audit within the next 3 months.
	7	Lifts	<12m	>12m <13m	>13m	To be reported from next month	<12m	<12m	Jul-21
	8	STATUTORY PPM Schedule achieved (in month)	>=95%	90-94%	<90%	79.87%	30.88%	89%	95%
	9	MANDATORY PPM Schedule achieved (in month)	>=90%	89-86%	<86%	78.35%	61.34%	85%	90%
10	GENERAL PPM Schedule achieved (in month)	>=85%	84-80%	>80%	0%	0%	78%	Not released for 5 years plus.	
Waste Management	1	5 year audit of clinical areas conducted	>=75%	74-65%	<65%	To be reported from next month			36%
	2	Fully completed and compliant Clinical Waste Consignment and Transfer Notes	>=90%	90-80%	<80%	100%	87%	100%	100%

# Service Performance Update

## HIF KPI 2022-23

Service Area	KPI No	KPI Descriptor	Green	Amber	Red	Feb-22	Mar-22	Apr-22	May-22
General Office	1	Provision of a General Office service from 9.00am-4.30pm Monday to Thursday. 9.00am to 4pm on Friday	PASS	N/A	FAIL	PASS	PASS	PASS	PASS
Helpdesk	1	Provision of help desk service from 8am-4pm Monday to Friday	PASS	N/A	FAIL	PASS	PASS	PASS	PASS
Energy Management	1	Provision of monthly energy consumption report	PASS	N/A	FAIL	PASS	PASS	PASS	Energy tracker and usage report is available on the shared drive
	2	Carbon Target (measured annually against previous year)	0%	1-5% increase	>5%				This is to be reviewed in conjunction with Breathe. Update for next meet.
Grounds Maintenance	1	STATUTORY PPM for external areas Schedule achieved (in month)	>=95%	90-94%	<90%	Phase 2	Phase 2	Phase 2	No PPM Scheduled. A planned maintenance programme is being developed which will be in place mid-July
	2	MANDATORY PPM for external areas Schedule achieved (in month)	>=90%	89-86%	<86%				No PPM Scheduled. A planned maintenance programme is being developed which will be in place mid-July
	3	GENERAL PPM for external areas Schedule achieved (in month)	>=85%	84-80%	>80%				No PPM Scheduled. A planned maintenance programme is being developed which will be in place mid-July
Linen Service	1	Average stock levels delivered (aggregate)	<=92%	91>=85	<85	110%	106%	109%	103%
	2	Laundry Quality	>60%	>60-40%	<40%	100%	100%	100%	100%
	3	Linen Rejects	<=4%	>4%<=9%	>9%	0.60%	0.40%	0.70%	0.70%
Catering Services	1	Achievement of EHO 5 star food safety rating (annual)	5 Star	4 star	<4 star	5 star	5 star	5 star	5 star
	2	Achievement of food wastage target	<=10%	11-14%	>=15%+	5.91%	5.91%	5.74%	5.75%
	3	Achieve at least the national average PLACE score for Catering elements	PASS		FAIL	2019	2019	2019	2019
Portering and courier service	1	Routine patient movement - average completion times completed within 35-50mins	75-100%	65-74%	>65%	75-100%	28 mins	25.24 mins	27.48
	2	Items moves and routine task completion time - average completed within 120 mins	75-100%	65-74%	>65%	75-100%	54 mins	50.4 mins	58.09

# Service Performance Update

## HIF KPI 2022-23

Service Area	KPI No	KPI Descriptor	Green	Amber	Red	Feb-22	Mar-22	Apr-22	May-22
Domestic services	1	Achieve National Specification of Cleanliness (NSC) score (FR2)	>=95%	94-90%	<90%	96.88%	96.88%	96.88%	96.88%
	2	Total number of deep clean requests (activity based target)	500-750	751-900	901+	611	972	746	679
	3	Average response time to deep clean requests (24/7)	<=60 mins	>60min-90min	>90mins	83min	74 mins	67 mins	67 mins
Car park and traffic management	1	Car parking permits issued within 15 working days (WD) (subject to waiting lists and over subscription)	<=15 WD	15-18 WD	>=19WD	PASS	Pass	Pass	PASS
	2	Proximity cards issued within 15 working days (subject to waiting lists and over subscription)	<=15 WD	15-18 WD	>=19WD	PASS	Pass	Pass	PASS
Sterile services	1	Surgical instruments will be available for re-use: Theatres, DSU and on site clinics (non-critical)	24 hours	24-28 hours	>28 hours	PASS	PASS	PASS	PASS
	2	Surgical instruments will be available for re-use: Theatres critical (acute and trauma)	12 working hours	12-14 working hours	>14 working hours	PASS	PASS	PASS	PASS
	3	Surgical instruments will be available for re-use: Community clinics	7 days	>7 <9 days	> 9 days	PASS	PASS	PASS	PASS
	4	Surgical instruments will be available for re-use: Flexible endoscopes	2 working hours	>2 -2.5	>2.5 working hours	PASS	PASS	PASS	PASS
	5	Surgical instruments will be available for re-use: Fast track	4.5 working hours	>4.5 working hours	>5 working hours	PASS	PASS	PASS	1
	6	The conformity compliance rate remains the same as or above the compliance	>99.36%	=<99.36%	<99.15%	99.67%	99.67%	99.89%	99.80%
	7	The inspection and packing room conforms to ISO Class 8	Class 8		Class 9	Class 8	Class 8	Class 8	Class 8
	8	Devices used on patients are not missed of scanning to the sterilisation process	<3	=>3	>5	4	4	4	9
	9	No unscheduled sharps are sent to service users	<1	1	>1	1	1	0	0
Medical devices and equipment library	1	All medical device deliveries not requested as urgent will be delivered within an hour daily	<1 hour	1 hour	>1 hr	00:19	00:19		00:16
	2	All medical device deliveries requested as urgent will be delivered within 20 minutes daily	<20 mins	>20 mins	>30 mins	00:19	00:19		00:06
	3	Wards and departments (16 in total) will be checked and equipment collected twice daily	2	<2	0	PASS			
Pest Control	1	Call-out response time	72 hours	72-96 hours	>96 hours	PASS	PASS	PASS	PASS

# Quality, Performance and Standards

## Overview of Quarter 1

- Freedom Of Information (FOI) process fully established and process flowchart developed
- HIF Governance structure finalised and confirmed
- Risks of 9 or above have now been migrated to the Datix system
- Governance & Compliance workplan drafted and implemented
- HIF Policy register developed and working alongside Trust colleagues to implement new policy template and review programme
- PAM Reports for Estates, Domestic and Catering have been issued and assurance groups established to take forward actions
- Internal audit planning programme for 2022-23 confirmed and commenced from April 2022.

# Quality, Performance and Standards

## Internal Audit Actions and Plan for 2022-23

All HIF Outstanding Audit Recommendations for 2020-22 have now been actioned and closed. Confirmation in May 2022 from Internal Audit that there are no outstanding audit actions.

The HIF Internal Audit Programme for 2022-23 has been agreed and confirmed.

The schedule and timeframes for each audit topic will be determined with the Company and Internal Audit and will be confirmed in late June 2022.

<b>Audit Topics</b>
Contract Management
Scheme of Delegation Compliance
Catering Food Safety
Health and Safety
Waste Management / Recycling
Portering
Rostering (Health Roster)
Business Continuity
Governance
KPI & Reporting Management
- Facilities
- Estates
- Sterile Services Department & Medical Equipment Library

# Quality, Performance and Standards



## Risk Register

The Company continues to manage risk on a monthly basis at the Risk & Compliance Group. All risks scored at a level 9 or above (high risks) have now been migrated to the Datix software and are monitored alongside the Trust's risks.

Risk	Risk Detail	Responsible Lead	Level
Waste Disposal	Incorrectly segregated waste collected and disposed off-site, leading to fines for HIF and HDFT	xxxxxxxxxxx	12
Compliance & Service Delivery	Following an internal review, there are various compliance areas such as fire, water quality and health and safety that need urgent improvement to minimise safety and quality risks and ensure we align with our statutory / mandatory maintenance obligations.	xxxxxxxxxxx	12
Health & Safety/Fire Manager	No Health and Safety/Fire Manger in place at a suitable level of authority, this is impinging on the organisation ability to meet the requirements under the H&S law	xxxxxxxxxxx	12
Hot Water	Hot Water circulation temperatures are below the minimum required in HTM 04 "Safe Water in Healthcare Premises"	xxxxxxxxxxx	12
Compliance and Service Delivery	Following an internal review, there are various compliance areas such as fire, ventilation, water quality and health and safety that need urgent improvement to minimise safety and quality risks and ensure we align with our statutory / mandatory maintenance obligations.	xxxxxxxxxxx	16

Risk	Risk Detail	Responsible Lead	Level
Service Yard	Poor condition of service yard, missus of area. Suitable controls required i.e. walkways and signage	xxxxxxxxxxx	12
Serious Injury from Physical Assault	Risk of serious injury from physical assault	xxxxxxxxxxx	12
Maternity Door Release	Potential for unobserved door release in maternity, if you were leaning over the desk to operate door release button or tail gating another person to exit unseen.	xxxxxxxxxxx	12
Violence & Aggression	Risk of injury and/or harm to members of the Portering Team during response to security situations involving violence and/or aggression	xxxxxxxxxxx	12
Food Allergens	Accuracy of Allergen information on recipe specs for patient meals and retail Lack of use of recipes in kitchen areas and standardization of product	xxxxxxxxxxx	15
Kitchen Equipment	Kitchen equipment unitray trolleys, ovens and unfit catering equipment	xxxxxxxxxxx	12
Risk	Risk Detail	Responsible Lead	Level
Failure of aging Washer Disinfectors	Risk of failing to meet statutory legislation (HTM Series) resulting in the insufficient availability of sterile medical devices because of inadequate WDs	xxxxxxxxxxx	20



# Quality, Performance and Standards

A recent review of all the Company's policies (HIF-authored policies) has now taken place and the Policy Register has been developed detailing the current position.

The register identifies the policies required for review and the Quality and Governance Lead is working with policy authors to ensure these are updated, reviewed and ratified as part of the established monthly Policy Review Group meeting.

The Trust is currently undergoing to the same policy review task and the Quality & Governance Lead is working in partnership to ensure HIF and HDFT have the policies required and within review date.

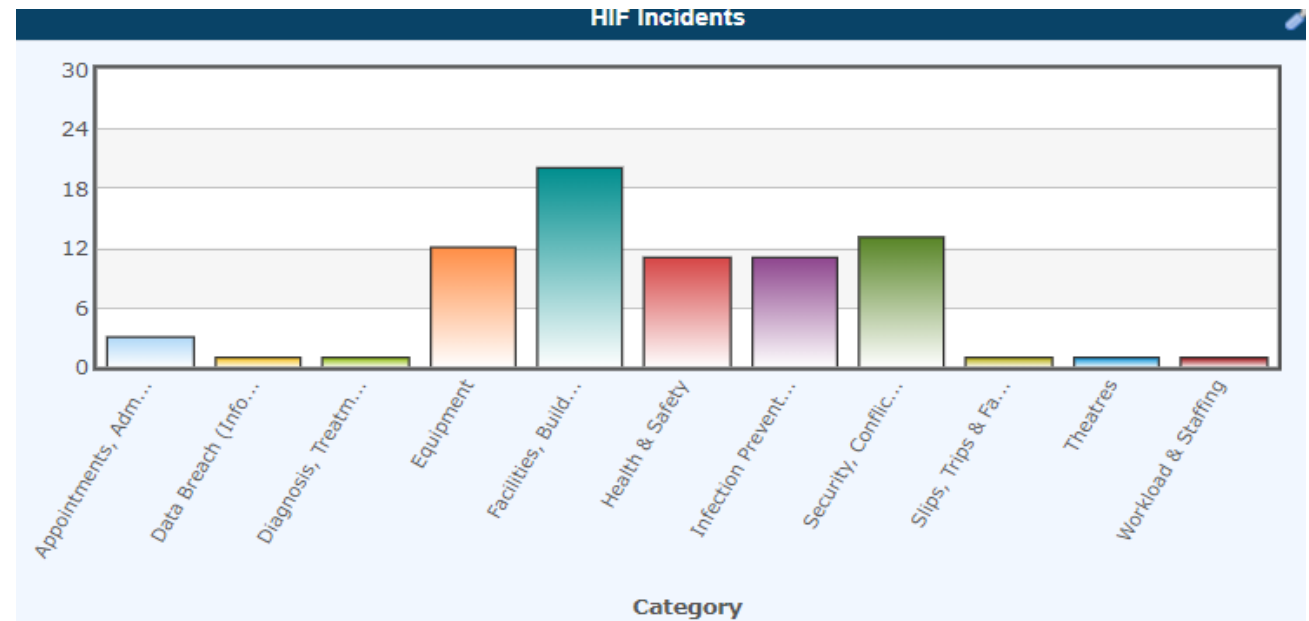
HIF Policy Register			
DEPARTMENT/SERVICE	POLICY NAME/TITLE	REVIEW DATE	RAG RATING
Estates	Water Safety Policy	Jun-24	Green
Sterile Services Department	Decontamination of Flexible Endoscopes Policy	Jun-24	Green
Sterile Services Department	Single Use Small Orthopaedic Implants Policy	Feb-24	Green
Sterile Services Department	Management of Decontamination Equipment Policy	Feb-24	Green
Estates	Policy Management of Asbestos	Jan-24	Green
Estates	Asbestos Management Plan	Jan-24	Green
Estates	Asbestos Policy	Jan-24	Green
Facilities	CCTV Policy	Sep-23	Green
Trust & HIF	Health & Safety policy	Jun-23	Green
Estates	Ventilation Management Policy	Sep-22	Yellow
MEL	Medical Equipment Policy Procurement and safe use of medical equipment	Sep-22	Yellow
Catering services	Food Hygiene Policy	Sep-22	Yellow
Estates	Lift Policy	Jun-22	Red
Facilities	Food Hygiene Policy	Jun-22	Red
Facilities	COSHH Policy	Dec-21	Red
Estates	Electrical Safety Policy	Jul-21	Red
Estates	Safety Alert Policy	Jul-21	Red
Estates	Fire Safety Policy	Jun-21	Red
Facilities	Bomb Alert Policy	Sep-20	Red
Facilities	Car Parking Policy & Procedures	Aug-20	Red
Facilities	Cleaning Policy	Dec-19	Red

## Quality, Performance and Standards

### Datix Incidents

The graphs and table highlight the position to date regarding the incidents recorded as HIF-related. The graph details the categorisation of incidents.

For Quarter 1 (April to date) there has been a total of 28 incidents recorded and 10 of which closed. The Quality & Governance Lead is meeting regularly with the identified responsible leads to ensure these are actioned and closed.











	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Total
New events	4	3	0	2	4	4	17
Under Investigation	5	8	6	4	2	0	25
Investigation completed	2	0	0	0	0	2	4
Event Closed	7	5	7	6	3	1	29
Total	18	16	13	12	9	7	75

## Business Modernisation

Achievements in Last Month	Focus for Next Month
Horizon Scanning on-going	Evaluation of Effectiveness Questionnaire from Domestic Department
Sign-up on the Staff Portal continues to be successful with 49 colleagues signed up so far	'Back to Home' Project to continue
Bid No Bid template is live	Business Development Workshop to be held for Domestic Department
Electronic sign-up for newsletter is live on the website	English tutoring classes to be considered
SSD letters sent out to 144 podiatry practices	Outdoor Catering Project plan to be finalised and work commenced
	Promotion of HIF Meet The Directors due to take place on 30 August 2022
	Continue to develop social media engagement
	Catering Charter to be launched

# Business Development

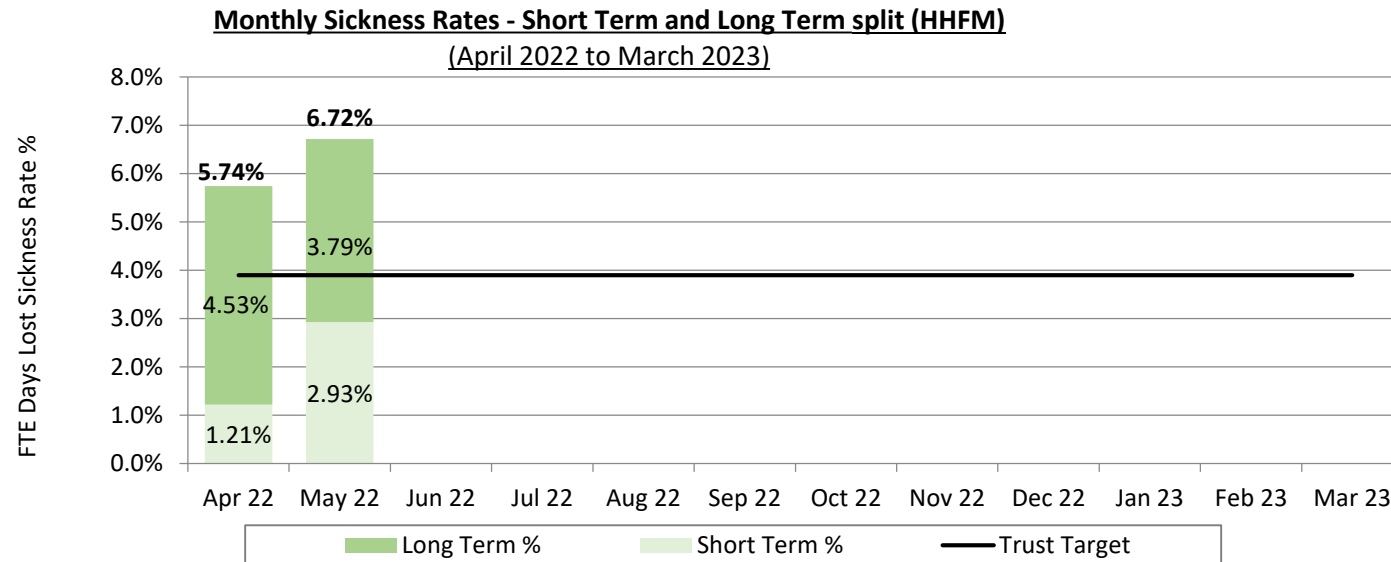
## Key updates:

-  Work is on going to ensure Business Development is central and embedded within the company at all levels
-  Social Media platforms are growing and engagement is increasing
-  Sterile Services Department (SSD) potential new business continues to be scoped
-  Business Case completed and under review for Outdoor Catering Services
-  Continuous Horizon Scanning for potential new business opportunities
-  'Back to Home' Project is underway
-  Catering Charter is due to launch
-  'Feed a Family for £5' Catering Project is being scoped
-  Effectiveness Questionnaires and letters have been sent out to colleagues in the Domestic Team and a date for the workshop is being scoped

# Our Workforce and People

## Absence

The HIF absence rate for May has seen an increase to 6.72%. Short-term sickness has increased from 1.21% to 2.93% and long term sickness has decreased from 4.53% to 3.79%. The absence rate is still considerably higher than the Trust target of 3.9% and the Trust actual percentage of

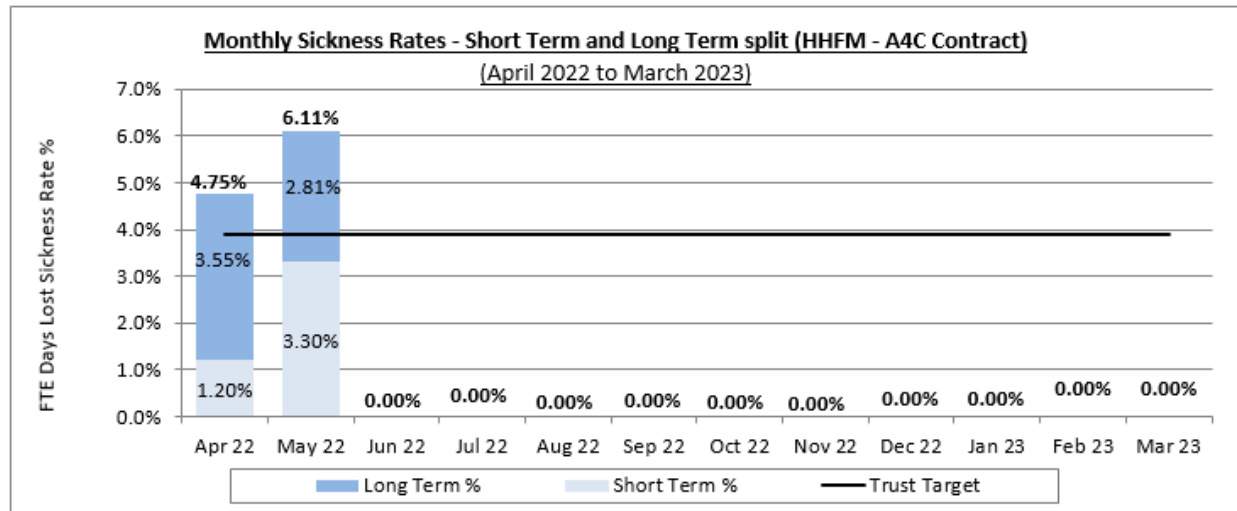


# Our Workforce and People

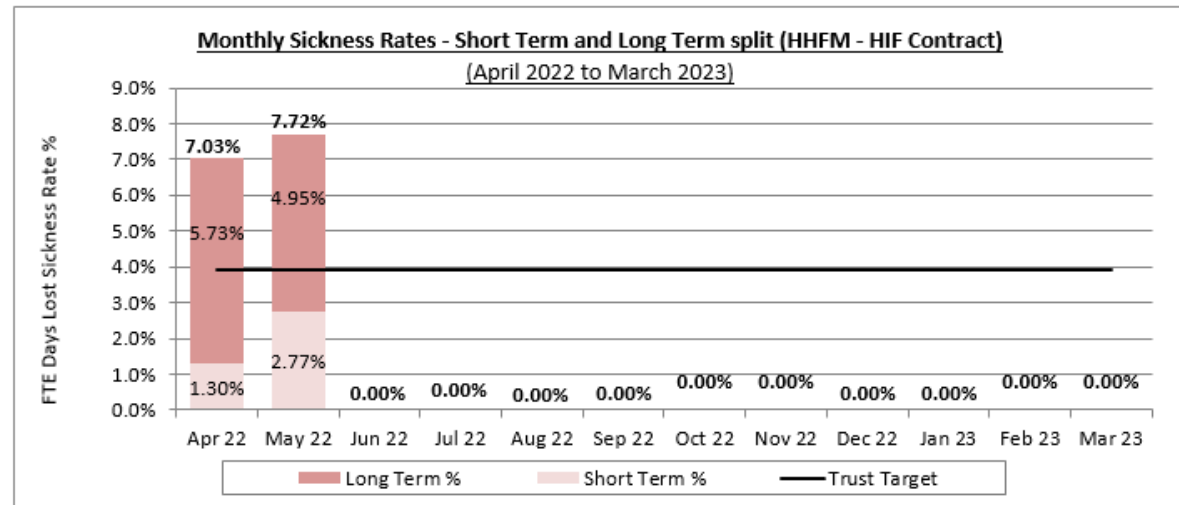
## .1 Absence between A4C contracts and HIF Contracts of Employment

Comparing the absence rates between the two contracts short term sickness is higher for those on A4C contracts by 0.53% and long-term sickness is higher on the HIF contracts by 2.14%

	A4C Contracts	HIF Contracts
SHORT TERM ABSENCE	3.30%	2.77%
LONG TERM ABSENCE	2.81%	4.95%
<b>OVERALL ABSENCE</b>	<b>6.11%</b>	<b>7.72%</b>



## Our Workforce and People



### Absence Management

Long-term sickness absence is being proactively managed, however, 2 individuals who are adding to the long-term sickness figures had not had their COVID absence closed when they returned to work. The following staff are recorded as long-term sick in May

- 4 Domestic – 3 have now returned to work.
- 5 Catering – 2 absences not closed, 1 now returned to work
- 1 Estates Management (Admin)
- 4 Sterile Services - 1 has now left the organisation

## 1.2 Cost of Absence

	Apr 22	May 22
Directorate Total	£29,553	£34,692
A4C Contract	£12,261	£15,062
HIF Contract	£17,291	£19,630

## 1.4 Absence Reasons

Absence Reason	Headcount	# Episodes	FTE Days Lost	% of Overall Sickness
S15 Chest & respiratory problems	12	12	185.30	33.20%
S25 Gastrointestinal problems	16	16	88.36	15.83%
S10 Anxiety/stress/depression/other psychiatric illnesses	3	3	66.00	11.82%
S99 Unknown causes / Not specified	14	16	65.73	11.78%
S98 Other known causes - not elsewhere classified	10	10	34.31	6.15%
S23 Eye problems	1	1	31.00	5.55%
S19 Heart, cardiac & circulatory problems	2	2	24.00	4.30%
S30 Pregnancy related disorders	1	1	24.00	4.30%
S28 Injury, fracture	2	2	19.00	3.40%
S12 Other musculoskeletal problems	3	3	11.00	1.97%
S16 Headache / migraine	6	6	4.35	0.78%
S11 Back Problems	1	1	2.00	0.36%
S13 Cold, Cough, Flu - Influenza	1	1	1.87	0.33%
S21 Ear, nose, throat (ENT)	1	1	0.69	0.12%
S22 Dental and oral problems	1	1	0.60	0.11%
	74	76	558.21	



# Our Workforce and People

2.ER cases  
REDACTED

### 3.0 Staff Turnover

Staff Turnover for the past year has risen to 18.78% in comparison to the Trust which stands at 15.67%

DEPARTMENT	Average Headcount	Avg FTE	Leavers Headcount	Leavers FTE	LTR Headcount %	LTR FTE %
HHFM Administration	4	3.29	3	2.57	75.00%	78.30%
HHFM Board of Directors	3	2.50	0	0.00	0.00%	0.00%
HHFM Car Parking - Other	3	2.00	0	0.00	0.00%	0.00%
HHFM Catering H.D.H.	52	43.63	8	6.50	15.38%	14.90%
HHFM Coffee Shop	3	2.82	1	0.64	33.33%	22.70%
HHFM Domestics - H.D.H.	101	82.19	15	10.76	14.85%	13.09%
HHFM Domestics - YDU	1	0.50	0	0.00	0.00%	0.00%
HHFM Engineering Staff	22	21.05	5	4.10	23.26%	19.48%
HHFM Estates Management	10	8.90	2	2.00	20.00%	22.47%
HHFM Fire Precaution	1	1.00	1	1.00	100.00%	100.00%
HHFM Healthcare Waste Management Team	5	4.50	1	1.00	22.22%	22.22%
HHFM Hotel Services Management	6	5.80	1	1.00	16.67%	17.24%
HHFM Linen Services	5	3.12	0	0.00	0.00%	0.00%
HHFM Management Team	3	2.45	0	0.00	0.00%	0.00%
HHFM Medical Equipment Library	3	2.00	1	1.00	40.00%	50.00%
HHFM Portering Services	45	43.40	8	6.32	17.78%	14.56%
HHFM Ripon Hotel Services	8	6.00	0	0.00	0.00%	0.00%
HHFM Sterile Services	33	29.91	10	9.80	30.30%	32.77%
HHFM Transport Exs	4	3.50	0	0.00	0.00%	0.00%

## Our Workforce and People

### 4.0 Appraisals

4.1 Appraisal rate has dropped this month to 46.81% across HIF departments under 50% completion are listed below:

DEPARTMENT	Assignments Appraised	Number of Assignments	% Appraised
HHFM DIRECTORATE	144	307	46.91%
HHFM Administration	1	5	20.00%
HHFM Board of Directors	0	3	0.00%
HHFM Car Parking - Other	1	3	33.33%
HHFM Catering H.D.H.	5	51	9.80%
HHFM Coffee Shop	0	3	0.00%
HHFM Engineering Staff	1	16	6.25%
HHFM Estates Management	0	6	0.00%
HHFM Fire Precaution	0	1	0.00%
HHFM Healthcare Waste Management Team	1	4	25.00%
HHFM Hotel Services Management	0	5	0.00%
HHFM Linen Services	0	5	0.00%
HHFM Portering Services	5	42	11.90%
HHFM Transport Exs.	2	8	25.00%

# Our Workforce and People

## 5.0 Statutory and Mandatory Training

The overall compliance for HIF has risen to 74% 3853 individual sessions required and 1000 not achieved.

Department	Assignment Count	Non-Compliant	Percentage Compliant
421 Level 4 HHFM Coffee Shop	3	30	19%
421 Level 4 HHFM Domestics - YDU	1	8	39%
421 Level 4 HHFM Catering H.D.H.	53	356	47%
421 Level 4 HHFM Board of Directors	4	24	54%
421 Level 4 HHFM Estates Management	8	45	63%
421 Level 4 HHFM Portering Services	57	371	63%
421 Level 4 HHFM Domestics - H.D.H.	109	476	70%
421 Level 4 HHFM Medical Equipment Library	5	23	73%
421 Level 4 HHFM Hotel Services Management	5	20	73%
421 Level 4 HHFM Engineering Staff	21	43	83%
421 Level 4 HHFM Management Team	2	3	86%
421 Level 4 HHFM Healthcare Waste Management Team	5	8	87%
421 Level 4 HHFM Linen Services	5	5	90%
421 Level 4 HHFM Sterile Services	31	42	90%
421 Level 4 HHFM Ripon Hotel Services	8	9	91%
421 Level 4 HHFM Car Parking - Other	3	2	93%
421 Level 4 HHFM Administration	9	6	93%

# Financial Information

## HIF Board Report May 2022

Author: Katie Laurence  
Date: 06th June 2022

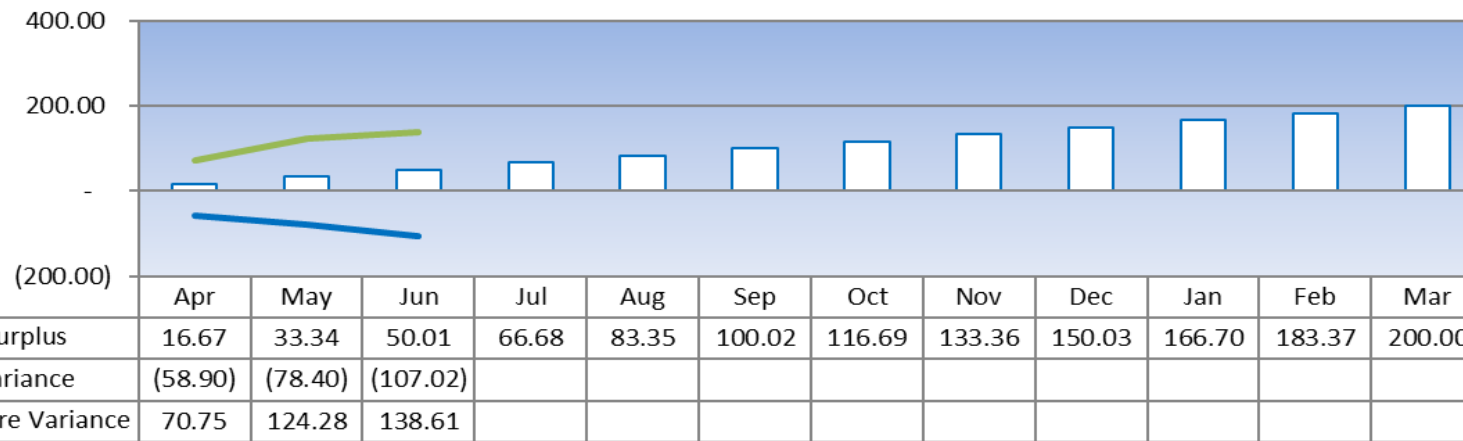
# Summary Position

Summary table redacted

CASH BALANCE  
FEB 22  
**XXXXXX**

YEAR TO DATE  
SURPLUS  
**XXXXXXXX**

**HIF : Cumulative Variance analysis**



## Summary points included in the May report:

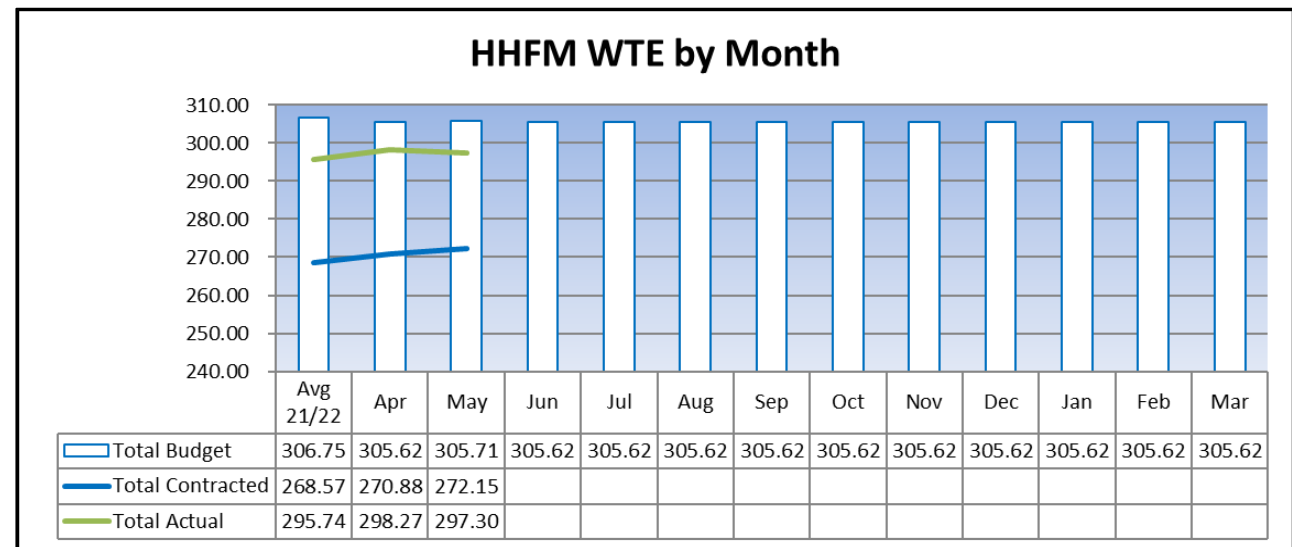
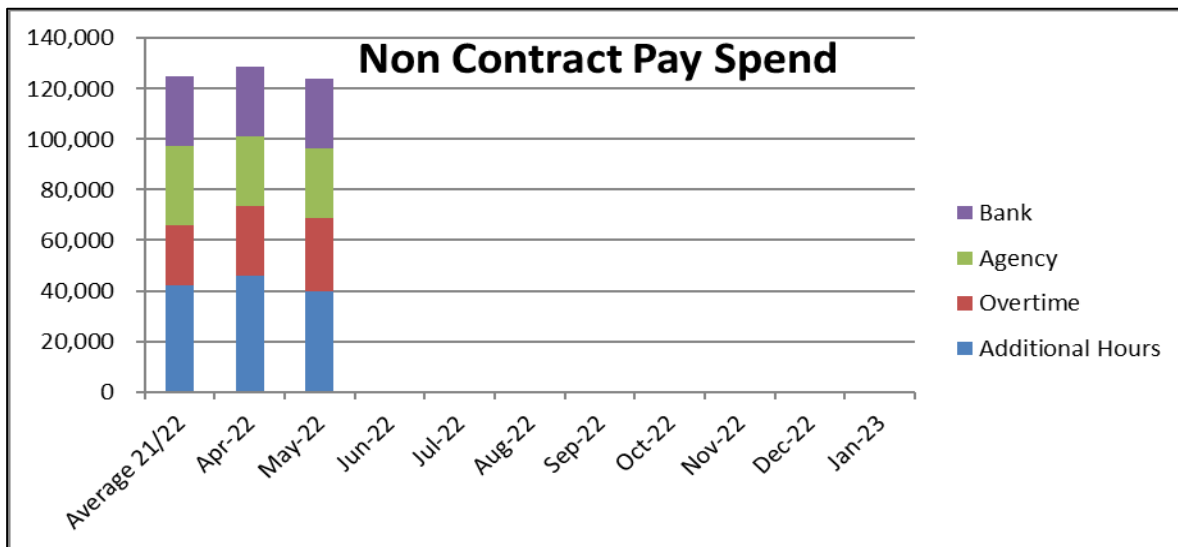
- In May HIF reported a surplus of **xxxxxx** which takes the year to date position to **xxxxxx** surplus, ahead of plan by **xxxxxx**.
- The non NHS income related to car parking, dining room and coffee shop improved in May compared to April, however year to date the shortfall is already **xxxxxx** behind the planned level.
- Pay expenditure has increased in month, partly due to bank holiday payments and partly due to an accrual that has been added for the pending pay award. The contract income was inflated for this in April as part of annual planning process.
- Non pay continues to underspend against budget however it is worth noting that the energy & utility budgets are currently phased in equal 12ths which isn't reflective of the pattern of usage across the colder period. This will be revised for month 3.

# Financial position - workforce

HIF												
Pay Analysis	Average 21/22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	YTD
Contracted	624,039	624,945	658,178									1,283,124
Additional Hours	42,001	46,025	39,719									85,743
Pay Award Accrual	-5,861	0	50,832									50,832
Overtime	23,915	27,680	28,955									56,635
Agency	31,620	27,554	27,519									55,073
Bank	27,397	27,666	27,587									55,253
Apprenticeship Levy	3,116	3,343	3,232									6,575
<b>Total</b>	<b>746,227</b>	<b>757,213</b>	<b>836,022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,593,235</b>

## MAY 2022

- The overall pay bill in May has increased compared to April, this is mainly due to the accrual that has been added in for the pending pay award. It is worth noting that the contract income was inflated for this in April. There were also bank holiday payments made in May that will account for an increased spend.
- The continued use of non contract spend is a result of vacancies and continued high sickness levels across hotel services particularly. Agency spend has continued to increase in the last 3-4 months.
- The Actual WTE has also remained comparable to the average outturn from last year with the continued gap between budgeted establishment and contracted in post at circa 30 WTE.



# Non-pay expenditure

Table redacted

- Non pay budget lines underspent by **xxxx** in month 2 a similar run rate to month 1.
- At least 50% of the CIP has now been actioned and is reflected in the numbers shown here.
- The estates contracts overspend has continued from 21/22 against engineering lines and continues to be a pressure each month.
- The energy budget lines include an additional **xxxxx** annual equivalent funding for price inflation which is currently phased in 12ths in this position which isn't reflective of the pattern of spend through the colder months. The aim is to have this corrected for month 3.
- Additional resource was also added in to the **xxxxxxx** maintenance contract line for additional 3<sup>rd</sup> party spend that hasn't come through as yet, this will be monitored going forward.

# HIF Efficiency programme – 22/23

- The CIP target for HIF in 22/23 is £785,500 this is based on the agreed HDFT contract efficiency values for 22/23 and the roll over from 21/22 that hasn't been recurrently allocated.
- 50% of this target has now been actioned and is reflected in the May reported budget lines.

22/23 COST EFFICIENCY PROGRAMME									
Summary	Target	Not Identified	Actioned	Low	Medium	High	Total	Risk Adjust	Risk Adj %age
Harrogate Integrated Facilities	785,500	1,700	391,800	392,000	0	0	783,800	764,200	97%
	<b>% age of target</b>	<b>0%</b>	<b>50%</b>	<b>50%</b>	<b>0%</b>	<b>0%</b>			

- The remaining 50% has been identified as low risk and I will be working with the identified leads to get these transacted.

391,800	VARIANCE BY SERVICE AREA							Comments
	43,802	-12,831	0	30,971				
TOTAL SAVINGS	MGT LEAD	SUMMARY OF CIP BY SERVICE AREA	RECURRENT OR NON RECURRENT	Apr-22	May-22	Jun-22	Ytd 23	
141,100	ANGIE GILLET	Balance of 21/22 cost pressure funding	Recurrent	24,467	-10,217		14,250	
100,000	ANDY COLWELL	Waste budget efficiencies	Recurrent	15,287	-2,745		12,542	
45,000	DEAN HARKER	Wetherby Road Accommodation Income	Recurrent	-239	-9,252		-9,491	New mattresses purchased
17,000	CLARE ILLINGWORTH	Various schemes	Recurrent	4,287	9,383		13,670	
88,700	ANGIE GILLET	Accounting benefit from 21/22	Non Recurrent	0	0		0	
							0	

- The table above shows the financial performance for each area where CIP has been actioned so far, all of which remain underspent apart from the accommodation area.