HIF HARROGATE INTEGRATED FACILITIES
Taking Pride in our Services

HIF Board Meeting Annual Work Programme

2021/22

Dates of Meetings	**August**	**October**	**~~December~~ 12 January**	**23 February**	**27 April**	**22 June**	**24 August**	**26 October**	**11 January**
Papers due to be submitted to Secretariat			**4 January**	**15 February**	**19 April**	**15 June**	**17 August**	**18 October**	**4 January**
Standing Items									
Apologies for Absence	√	√	√	√	√	√	√	√	√
Declaration of Interests	√	√	√	√	√	√	√	√	√
Minutes of Previous Meeting (private)	√	√	√	√	√	√	√	√	√
Chair's Report	√	√	√	√	√	√	√	√	√
Interim CEO Report	√	√	√	√	√	√	√	√	√
Managing Director Report (private)	√	√	√	√	√	√	√	√	√
HR & OD Report	√	√	√	√	√	√	√	√	√
Confidential Workforce Report	√	√	√	√	√	√	√	√	√
Commercial Services Report including:	√	√	√	√	√	√	√	√	√
KPI Dashboard - HDFT:HIF	√	√	√	√	√	√	√	√	√
KPI Dashboard - HIF:HDFT	√	√	√	√	√	√	√	√	√
Minutes from Contract Review Meetings	√	√	√	√	√	√	√	√	√
Summary of Risk Register	√	√	√	√	√	√	√	√	√
Evaluation of Meeting and Items to Escalate to HDFT Board	√	√	√	√	√	√	√	√	√
Review of Work Programme	√	√	√	√	√	√	√	√	√
Strategy (DATES TO BE AGREED)									
People & OD Strategy/Plan									
Business Strategy/ Annual Review									
Commercial Strategy/Annual Review									
Annual Plan					√				
Service Reviews (*achievements, areas to improve, support needed*)									

	August	October	December	February	April	June	August	October	December
Governance/Regulatory									
Annual Report and Accounts	√								
Review of Internal Audit KPI Findings					√				
Counter Fraud Reports (ad hoc)*	*	*	*	*	*	*	*	*	*
Review of Board Effectiveness Findings									
Internal Audit Reports (and ad hoc)	*	*	*	*	√	*	*	*	*
External Audit Plan					√				
Annual Audit Plan				√					
Premises Assurance Model (PAM)							√		√
PLACE Report					~~√~~				
Standing Orders/SFIs Annual Review								√	
Policy Register			~~√~~	~~√~~			√		
Company Pension Scheme Report						√			
Sickness Absence comparisons (HIF T&Cs : HDFT T&Cs)		√						√	
Terms of Reference Annual Review							√		
Attendance Log, Register of Interests						√			
Annual Reports									
Staff Survey Report					√				
Complaints (Annual Summary) and National Inpatient Survey					~~√~~				√
Gender Pay Gap					√				
Health and Safety Report						√			
Adhoc Items									
Six month review of Services (Portering, Catering, CSSD etc) Update and Action Plan			√			√			
Board Planning Day									
Business Development/Sustainability/Annual Plan/People Plan	√						√		
Closing Items									
Any Other Business	√	√	√	√	√	√	√	√	√
Any Additional Risks for Inclusion on Risk Register	√	√	√	√	√	√	√	√	√
Evaluation of Meeting	√	√	√	√	√	√	√	√	√