

Harrogate Integrated Facilities - Board of Directors - Action Log 24 August 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. HIF Managing Director was liaising with other similar subsidiary companies over the format of their IBR.	Interim Managing Director,	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 Head of Contacts over the contract review process.	Interim Managing Director,	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.	Deputy Director of Workforce & OD	27 April 2021	Completed
27 April 2021	HIF/04/21/6.1.6.2	Interim Chief Executive's Report Chief Executive HDFT agreed to check the position with regards to the environmental third bid.	Interim Chief Executive Officer	22 June 2021	Completed – the Company had not been successful with the third bid.
27 April 2021	HIF/04/21/7.3	Managing Director's Report it was agreed that arrangements would be made for HIF Board to sample food from Herriots following its rebranding exercise.	Interim Managing Director,	DTBA	Completed – Board members had lunch in Herriots on 27 July following the Board workshop, followed by meetings with some of the teams.
27 April 2021	HIF/04/21/12.2	Workforce and Organisational Development Report Deputy Director of People and Culture agreed to review the information more thoroughly prior to the next meeting with specifically with regards to absences of more than 80 days.	Deputy Director of People and Culture	22 June 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/6.1.3	Future Developments - Ripon Update to be received on discussions with external partners regarding future developments in Ripon and the provision of healthcare and leisure facilities.	Interim Chief Executive Officer / Interim Managing Director,	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/6.1.3.2	Future Developments – Ripon – Topic for future Workshop Consideration to be given to if, and when, it would be timely to visit Ripon hospital and to including developments in Ripon as a future workshop topic.	Interim Chief Executive Officer / Interim Managing Director,	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/7.9	xxxxxxxxxx Progress reports on the trial with Leeds Teaching Hospitals of the xxxxxxxxx machine for the recycling of polypropylene waste to be received.	Interim Managing Director,	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/9.3 & 14.1	Risks in relation to Health and Safety The risk in relation to not having a health and safety manager in post to be included on the HIF risk register, if not already reflected.	Interim Managing Director,	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/10.2.1	Governance and Compliance Committee Lucy Hind to meet with Kate Southgate and Angie Gillett to review the Committee's workplan and future agendas, to include scheduling time for more in-depth discussion.	Executive Assistant	July 2021	Completed

22 June 2021	HIF/06/21/11.3	Workforce and Organisational Development Report Long-term sickness absence due to injury/fracture Further detail to be provided around the numbers shown in the report.	Deputy Director of Workforce & OD	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/11.5	Workforce and Organisational Development Report Workforce KPIs - Statutory and Mandatory Training Board members to receive information on training outstanding, to enable completion.	Deputy Director of Workforce & OD	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/12.2	Future Finance Mini Sessions The next session would look at medium risks and worst-case scenario and review any items categorised as 'red'.	Deputy Director of Finance	24 August 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/13.3	Annual Effectiveness Review of the Committee A review of the effectiveness of the Board to be considered, together with a review of the workplan and the timetable for production and distribution of papers.	Company Secretary	24 August 2021	Open Update to be provided at the meeting