

Board Committee report to the Board of Directors

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| Committee Name: | Governance & Compliance Committee |
| Committee Chair: | Lucy Hind |
| Date of last meeting: | 17 th March 2022 |
| Date of Board meeting for which this report is prepared | 26 th April 2022 |

Summary of Key Issues:

This was the first F2F meeting of the Governance & Compliance Committee for some time and it was great to have [REDACTED], Deputy Director of Estates and Facilities join the group for the session.

The Deputy Director of Estates and Facilities went through a presentation that he had put together outlining his findings and observations since joining Harrogate Integrated Facilities (HIF) and it was felt by all that the concerns raised by these findings should be outlined at the People and Culture Sub-Committee meeting.

Identified was a concern around recruitment, predominantly around the time it takes from an offer been given to an individual to getting that person into post (cleaners were one of the examples given). It was outlined that there has been several offers given and due to the length of time this takes, they have taken appointments elsewhere. It was agreed by all this should be added to the risk register and that this would be escalated at HIF Board.

Discussions did however outlined that there is great progress happening with new appointments of staff and staff talking on more and questioning processes, there is an upbeat and positive feel about the future with involvement from all. It was agreed at the meeting that departments within HIF would be invited to the Governance and Compliance Committee to outline their areas and update on activity. It was also agreed that the Deputy Director of Estates and Facilities is to come back to one of the meetings (yet to be arranged) to talk about training and development and PPM's; and additionally for the Deputy Director of Estates and Facilities to come back and discuss the key findings in his report and go through one by one to discuss the progress made and status of the business modernisation. It was agreed that potentially the best place for this to take place would be at a Board Workshop so that both the Governance & Compliance Committee and the People Committee would be able to be addressed at the same time.

Governance Structure

The Governance Structure was discussed and [REDACTED] is bringing an update on governance and the new teams and project groups to the next G&C meeting

Governance & Compliance Work plan

The Quality and Governance Lead [REDACTED] has developed a Governance and Compliance Work plan, which will give assurance to the meeting and this will longer term include maintenance and service aspects for the services delivered. This will be finalised and shared at the next Governance and Compliance Committee meeting.

Risk Register

The Deputy Director of Estates and Facilities has met with all heads of service and gone through their risks. It has been noted that many are not scored correctly, and work is required to be undertaken to ensure alignment. This will include a review of all risks and moving them onto Datix. It was noted

there are three risks for escalation one for SSD, one for ED and one for recruitment, which have been given to the MD for escalation to the HIF Board.

Policy Register

The Quality and Governance Lead has set up a policy register, this will be reviewed at a policy group which has been set up and work will start on the red flagged polices. [REDACTED] will update the G&C committee at each meeting.

KPI's have now been collated for each area and the Quality and Governance Lead is developing an SOP for how and when areas report, so we can look at this ongoing and have the most up to date information. The Deputy Director of Estates and Facilities agreed this would be a way of getting the areas into a steady way of monitoring performance and reporting correctly.

The ToR is to be reviewed to ensure inclusive of our new member. We will be reviewing the membership (option to also additionally include the Head of Estates on appointment).

The feedback from the meeting was positive and reiterated that it was a necessary committee that has value for both the organisation and the parent company and that we felt that we have a good footing to move the committee forward with the new inclusions and changes.

This committee continues to align its duties with the People committee to ensure that there is consistency in approach and to limit any duplication of activity.

Are there any significant risks for noting by Board? (list if appropriate)

Recruitment timescales as per summary outline

Any matters of escalation to Board for decision or noting (list if appropriate)

Nothing to note at this time.