

## Harrogate Integrated Facilities - Board Workshop Action Log 27 April 2021 Meeting

Date of Meeting	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
25 February 2020	HIF/02/20/05.4	<b>Clinical Waste Audit</b> Mandatory training to support this was necessary and to assist with this work the Chair agreed to speak to the Trust's Chairman to discuss the potential of an RPIW taking place on waste segregation and xxxxxxxx agreed to speak to xxxxxxxx. Due to COVID-19 this was put on hold. An initial meeting to take place in July 2020. Discussions held with Internal Audit and actions being finalised.	xxxxxxx	27 October 2020 (DATE TO BE REVISED)	Open This action had been put on hold due to COVID. Propose that the completion date is agreed by HIF Board. xxxxxxxxxxxxx to discuss with xxxxxxxx how to take this forward and update members of the Board via email.
28 July 2020	HIF/07/20/10.3	<b>Finance Report</b> Review of the format of the presentation of financial reporting to be undertaken over the next few months.	xxxxxxx	27 October 2020 23 February 2021 27 April 2021	Open Work in progress. Update to be provided at the meeting.
27 October 2020	HIF/10/20/9.4	<b>Proposals for KPI Reporting</b> KPI report to be taken forward as work in progress. To be presented to the next Governance and Compliance Committee.	xxxxxxx	27 October 2020 23 February 2021 27 April 2021	Open Update to be provided at the meeting.
27 October 2020	HIF/10/20/9.5	<b>Proposals for KPI Reporting</b> Agreed that the report would be shared with customers and service users sharing feedback with Operations Senior Leadership Team	xxxxxxx	27 October 2020 23 February 2021 27 April 2021	Open Work in Progress. Update to be provided at the meeting.
12 January 2021	HIF/01/21/9.4	<b>Workforce and Organisational Development Report Staff Survey</b> Results to be shared with Board members as soon as available and prior to being presented to the HIF People and Culture Committee.	xxxxxxx	23 February 2021 27 April 2021	Completed
12 January 2021	HIF/01/21/12.5	<b>Finance Report</b> Estates costs and HIF overhead costs will include a number of items, but he agreed to share the detail of what these included outside of the meeting	xxxxxxx	23 February 2021	Completed Details shared
12 January 2021	HIF/01/21/12.7	<b>Finance Report</b> Position statement to be obtained from xxxxxx and update to be provided at a future meeting.	xxxxxxx	27 April 2021	Open Update to be provided at the meeting
23 February 2021	HIF/02/21/6.3.3	<b>HIF Scope</b> Feedback from the discussion at the workshop with HDFT Board would be shared after the meeting rather than waiting for the next Board meeting.	xxxxxxx	27 April 2021	Open Update to be provided at the meeting
23 February 2021	HIF/02/21/6.4.2	xxxxxx Programme Terms of Reference for the xxxxxx Programme Board to be received for approval.	J Coulter xxxxxxx	27 April 2021	Open Update to be provided at the meeting
23 February 2021	HIF/02/21/6.4.5	xxxxxx Programme Programme Board to reflect on the planning sequence for the refurbishment of wards to ensure it will not impact on delivery of the xxxxxx project .	J Coulter	27 April 2021	Open Update to be provided at the meeting
23 February 2021	HIF/02/21/9.1.4	<b>Staff Survey</b> 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.