

Harrogate Integrated Facilities - Board of Directors - Action Log for 22 February 2022 Meeting

OPEN ACTIONS:

Date of Meeting	Action Log Reference	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
27 October 2020 27 April 2021 26 October 2021 21 December 2021	1 & linked with 18	HIF/10/20/9.4	<p>Proposals for KPI Reporting KPI report to be taken forward as work in progress. To be presented to the next Governance and Compliance Committee.</p> <p>Noted that this work was in progress. Angie Gillett was liaising with other similar subsidiary companies over the format of their IBR.</p> <p>Angie Gillett confirmed draft IBR populated and taken through SMT, detail to be finalised, has been well received by team so far. Some challenge obtaining right data, examining individual departments. Draft to be circulated outside Board.</p> <p>Discussions held with Chair & CEO, apologies given for extended time taken, assurance given that IBR will be ready for February Board for review, also to discuss at Governance & Compliance committee meeting.</p>	A Gillett	27 October 2020 23 February 2021 27 April 2021 22 June 2021 26 October 2021 21 December 2021 22 February 2022	Open
22 June 2021 26 October 2021 21 December 2021	5	HIF/06/21/6.1.3.2	<p>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.</p> <p>Jonathan Coulter reported that either the November 2021 or January 2022 Board workshop would take place at Ripon, arrangements in hand.</p> <p>Jonathan Coulter reported that workshop has been paused due to new Covid restrictions, suggested pencilled in for March 2022, changing if necessary. Update on Ripon Leisure Centre, Roger Taylor to report back further at next Board meeting.</p>	J Coulter/ A Gillett R Taylor	24 August 2021 26 October 2021 21 December 2021 29 March 2022	Open Update to be provided at the meeting
22 June 2021 24 August 2021 21 December 2021	6	HIF/06/21/7.9 HIF/08/21/18.2	<p>Sterimelt Progress reports on the trial with [REDACTED] of the Sterimelt machine for the recycling of polypropylene waste to be received.</p> <p>Angie Gillett updated Board, machine is situated in Leeds, some trial and error experienced in usage, issues to iron out prior to a proposal being developed for the open market</p> <p>Discussions with [REDACTED] ongoing, report to be provided at January meeting, with specific update in next Board report from MD.</p>	A Gillett	26 October 2021 21 December 2021 22 February 2022	Open Update to be provided at the meeting
24 August 2021 26 October 2021 21 December 2021	12 & 15	HIF/08/21/19.2 HIF/08/21/19.3	<p>Meetings Schedule Advice to be sought from the Company Secretary regarding holding meetings in August, when attendance and producing papers can be challenging. Review of timing underway, acknowledged that can be difficult for HIF & HDFT colleagues if held same week, though helpful if workshops and full meetings alternate. Awaiting input from Company Secretary</p> <p>HDFT/HIF Board Chairman to discuss with HDFT Chairman suggestion that HIF Non-Executive Directors attend the HDFT workshop in February 2022 for a HIF session. Discussions on frequency/dates ongoing.</p>	[REDACTED] M Chamberlain	24 August 2021 26 October 2021 21 December 2021 22 February 2022	Open Update to be provided at next board meeting.

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26 October 2021 21 December 2021	18 & 1	HIF/10/21/14.0	Draft Integrated Board Report Angie Gillett to circulate to Board members outside Board meeting Discussions held with Chair & CEO, apologies given for extended time taken, assurance given that IBR will be ready for February Board for review, also to discuss at Governance & Compliance committee meeting.	A Gillett	21 December 2021 22 February 2022	Open Update to be provided at next meeting.
21 December 2021	20	HIF/12/21/6.1	CEO Report It was agreed that the Chair would write a note of thanks to xxxxxxxxxxxx relating to the success of the Recruitment Open Day	M Chamberlain	22 February 2022	Open Update to be provided at next meeting
21 December 2021	21	HIF/12/21/9.2	Governance & Compliance Committee Refresh of business continuity programme	A Gillett	April 2022	Open Update to be provided at next meeting
21 December 2021	22	HIF/12/21/10.1	Workforce & Organisational Development report Update on appraisals, including NEDs, to be provided at the next meeting.	xxxxxxxxxxxxx	22 February 2022	Open Update to be provided at next meeting

COMPLETED ACTIONS:

Date of Meeting	Action Log Reference	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
27 October 2020 27 April 2021 26 October 2021 21 December 2021	2	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 Leanne Henderson-Dove over the contract review process. Time-out booked with LHD and heads of service, to finalise KPIs, and any additions, hopeful to have by Christmas. Agreed to share current information outside the formal board meeting before December meeting. Apologies for delay, workshop now held, expecting finalisation by end of March, item can be closed.	A Gillett	27 October 2020 23 February 2021 27 April 2021 22 June 2021 26 October 2021 21 December 2021	Completed
27 April 2021	3	HIF/04/21/12.2	Workforce and Organisational Development Report Samia Hussain agreed to review the information more thoroughly prior to the next meeting with specifically with regards to absences of more than 80 days.	S Hussain	22 June 2021	Completed
22 June 2021	4	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.	J Coulter/ A Gillett	24 August 2021	Completed
22 June 2021	7	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.	A Gillett	24 August 2021	Completed
22 June 2021	8	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.	S Silvester	24 August 2021	Completed
22 June 2021	9	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.	S Silvester	24 August 2021	Completed
22 June 2021	10	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'.	J Mckie	24 August 2021	Completed
22 June 2021 26 October 2021	11	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. Effectiveness Survey underway, results to be provided at the December board meeting.	K Southgate	24 August 2021 26 October 2021	Completed
24 August 2021	13	HIF/08/21/13.2	Governance and Compliance Committee Lucy Hinks to be invited to attend the next meeting on 11 October 2021.	A Gillett	26 October 2021	Completed
24 August 2021 26 October 2021 21 December 2021	14	HIF/08/21/15.3	Finance - Procurement and Materials Management To revisit discussions held earlier in the year in relation to scope and potential topics for a future Board workshop. Any update prior to the next Board meeting would be useful. Agreed this should be topic for next Workshop in January.	J Coulter A Gillett	26 October 2021 21 December 2021	Completed

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26 October 2021 21 December 2021	16	HIF/10/21/11.0	Annual Pension Governance Report Check level of advice provided to employees relating to pensions and opting out of the company scheme. Confirmation received that contract of employment includes information about auto-enrolment into / opting out of the Pension scheme included.	S Hussain	21 December 2021	Completed
26 October 2021 21 December 2021	17	HIF/10/21/12.0	Finance Report Additional forecast options to be provided assuming full complement of staff. Jonathan Coulter confirmed forecast information will be wrapped into planning discussion for 2022/23 planning. Sarah Armstrong commented useful to explore more detailed information in sessions prior to board meeting, Karen Scarth will attend next workshop for a detailed finance session. This action completed.	J McKie	21 December 2021	Completed
26 October 2021	19	HIF/10/21/17.0 17.1 17.3	Any Other Business Schwartz Round link information to be circulated - <i>confirmed</i> Date for pre-Christmas walkaround to be arranged – <i>not possible owing to Covid restrictions, will be revisited.</i>	S Armstrong A Gillett	21 December 2021 21 December 2021	Completed