



Harrogate Integrated Facilities Integrated Board Report

Presented to: HIF Board of Directors
HIF Senior Manager Team (SMT)

February 2022

Harrogate Integrated Facilities is a trading name of Harrogate Healthcare Facilities Management Limited, company number 11048040, registered office address Harrogate and District NHS Foundation Trust, Third Floor, Strayside Wing, Lancaster Park Road, Harrogate HG2 7SX
Registered in England and Wales

Company Highlights for Quarter 4

- SSD Accreditations
- Revalidations
- Zero corrective actions
- New starters – Head of Estates, Contracts Manager, Health & Safety, Fire Safety Officer, additional contracted hours (Catering)
- Business Planning workshop to agree key objectives for 2022-23
- Embarking on the HIF modernisation programme
- Finalisation of Green Plan
- Working in partnership with HDFT colleagues to develop Health & Safety strategy
- Ongoing upgrade for Herriot's Restaurant



Service Performance Update

Sterile Services Department

KPI Standards	Agreed KPI Performance %			Quarter 4 Performance		
	RAG Rate			January 2022	February 2022	March 2022
The department shall ensure:						
Surgical instruments will be available for re-use: Theatres, DSU and on site clinics (non-critical)	Green	Yellow	Red			
Surgical instruments will be available for re-use: Theatres critical (acute and trauma)	Green	Yellow	Red			
Surgical instruments will be available for re-use: Community clinics	Green	Yellow	Red			
Surgical instruments will be available for re-use: Flexible endoscopes	Green	Yellow	Red			
Surgical instruments will be available for re-use: Fast track	Green	Yellow	Red			
The conformity compliance rate remains the same as or above the compliance	Green	Yellow	Red			
The inspection and packing room conforms to ISO Class 8	Green	Yellow	Red			
devices used on patients are not missed of scanning to the sterilisation process	Green	Yellow	Red			
No unscheduled sharps are sent to service users	Green	Yellow	Red			



Service Performance Update

Medical Devices and Equipment Library

KPI Standards	Agreed KPI Performance %			Quarter 4 Performance		
The department shall ensure:	RAG Rate			January 2022	February 2022	March 2022
	Green	Yellow	Red			
	Green	Yellow	Red			
	Green	Yellow	Red			
	Green	Yellow	Red			
	Green	Yellow	Red			
	Green	Yellow	Red			

Quality, Performance and Standards

- PAM
- ERIC
- Model Hospital
- CQC well-led review
- Internal PLACE review
- Risk
- Audits
- Safety alerts
- Policies
- Health & Safety
- Complaints, Compliments, Incidents, RIDDOR & Reportable Incidents

Our Workforce and People

- Our workforce and people
- Appraisal rates
- Mandatory and essential skills training
- Sickness %
- Vacancy Management (gaps, recruitment and retention)
- Surveys (Inpulse & NHS Staff Survey etc.)
- % of uptake
- Any results/recommendations to detail
- Performing against WRES/WDES

Business Modernisation

- Build foundations for success
- Fundamental business principles to be established and built upon eg Demand and capacity, ROI, understand our position and aspiration in the market
- Business Development central to and embedded within the company at all levels

Business Development

SSD –

- Decontamination partner of choice
- BCP for other HC providers

Working with our Partners

- Xxxxxxxx project – reduce length of stay, wrap around service
- Business Intelligence and Opportunities:
 - Current opportunities taking forward xxxxxx
 - Current opportunities taking forward xxxxxx
 - Any future income generation awareness
 - Income & Expenditure from BD opportunities
 - Graphs
 - Percentage of income generation
- Income Opportunities (including available funding opportunities)
 - Narrative on any stakeholder engagement and income opportunities

Sustainability and the Green Plan

- Detail 'Green' KPIs and our position

Finance Position

- Income & Expenditure position
 - Brief narrative on I & E position (by quarter)
 - Graphs to detail position in comparison to the previous year
 - Any concerns and issues to be highlighted (RAG rated)
 - Surplus/deficit to be detailed



Next Quarter Achievements...