

HARROGATE HEALTHCARE FACILITIES MANAGEMENT LIMITED
Company number: 11048040
 (the "Company") t/a Harrogate Integrated Facilities (HIF)

APPROVED Minutes of a Meeting of the Company Board of Directors
held on Tuesday 30th August 2022, Boardroom, Trust HQ

Present: Mark Chamberlain, Chairman
 Angie Gillett, Managing Director
 Roger Taylor, Non-Executive Director
 Richard Stiff, HDFT Non-Executive Director (Stakeholder Non-Executive Director)
 Gary Barrett, Non-Executive Director

In attendance: [REDACTED] Corporate Governance Officer (minutes)
 [REDACTED], Interim Deputy Director of Finance (HDFT)

HIF/08/30/1	Welcome and Apologies for Absence
1.1	The Chairman welcomed everyone to the meeting.
1.2	Apologies were received from Kate Southgate, Associate Director of Quality & Corporate Affairs (HDFT) and [REDACTED], Head of Employee Experience (Deputy Director of Workforce & OD), HDFT, Lucy Hind, Non-Executive Director, Matt Graham, Director of Strategy and Transformation (Stakeholder Non-Executive Director), [REDACTED], Head of Operational HR.
HIF/08/30/2	Declarations of Interest and Register of Interests
2.1	None
HIF/08/30/3	Minutes of the previous HIF Board meeting
3.1	The minutes of the previous meeting held on 30 th June 2022 were approved as an accurate record.
HIF/08/30/4	Matters Arising and Action Log
4.1	Matters Arising There were no matters arising that were not included on the agenda.
4.3	Action Log
4.3.1	All actions on the log are closed.
HIF/08/30/5	Chairman's Report
5.1	The Chairman's report was taken as read. Points were highlighted as follows:
5.2	The Chairman commented that he had signed the Armed Forces Covenant on behalf of HIF at the Great Yorkshire Show. A conversation followed around how many military patients or staff we have at HDFT. The expansion of Catterick Garrison was noted.

	<p>Action: Angie Gillett to add a piece to the next Newsletter about the signing of the Covenant and how HIF supports all Military and Ex-Military patients, staff and families.</p> <p>The Chair mentioned the funding for a new Digital Patient Record System for HDFT and explained this was a collaborative with other Trusts. It was mentioned that with a new system coming in the future this might impact HIF, in relation to wiring, cabling, Wi-Fi and electrical systems.</p> <p>Resolved: The Chairman's report was noted.</p>
HIF/08/30/6	Managing Director Report
6.1	The Managing Director's report had been circulated to the Board, and was taken as read. The following were highlighted:
6.2	<ul style="list-style-type: none"> • Pressures continue in relation to estates staffing. • Revised structure for catering has been agreed and presented to the Board. It is proposed to commence consultation with staff on the new structure as soon as possible. • Sessions with the domestic services staff to discuss the way forward for the service have been arranged for early October. • There continues to be challenges within portering in relation to staffing numbers and some behaviours. This is being managed by the Management Team and it is proposed to start arranging staff events to discuss the service in the near future. • Recruitment continues to be a challenge but a recruitment action plan has been developed to support improvements in the time to recruit staff into post. <p>Resolved: The Managing Director's report was noted.</p>
HIF/08/30/7	Integrated Board Report
7.1	The Managing Director introduced the Integrated Board Report (IBR), which had been circulated and was taken as read. The Managing Director highlighted the key points in relation to compliance and risk, as well as the positive developments that had been achieved over the last month.
	Resolved: The Integrated Board Report was noted.
HIF/08/30/8	Business Plan
8.1	The Business Plan for 2022/23 had been previously circulated to the Board. The Board approved the plan, noting that the format was very good and easy to read.
	Resolved: Board of Directors approved the Business Plan for 2022/23.
HIF/08/30/9	Companies House: Accounts
9.1	The Chairman updated the Board on the current position regarding the submission of the 2020/21 company accounts. It was noted that clarity had been received in relation to the process for submission of future accounts. However, references to late submission still remained on the Companies House website. Roger Taylor offered to speak to a contact at Companies House to potentially arrange a discussion regarding this.
	Resolved: The update was noted.
HIF/08/30/10	Finance Update

10.1	<p>xxxxxxxxxxxx noted her report as read. Key highlights were as follows:</p> <p>In July, HIF reported a xxxxxxxxxxxx which moves the year to date position to a xxxxxxxxxxxx, behind plan by circa xxxxxxxxxxxx.</p> <p>The non-NHS income related to car parking, dining room and coffee shop remains stable, however year to date the shortfall is already xxxxxxxxxxxx behind the planned level.</p> <p>Pay expenditure has increased in month, in particular the non-contract spend. Further details of this are provided on the following slide.</p> <p>Non-pay expenditure was significantly over budget in month, this was mainly due to the invoiced energy price difference.</p> <p>The forecast to end of quarter 2 suggests the run rate should improve for July and August to a xxxxxxxxxxxx by September.</p> <p>Estates contracts spend remains a pressure against the budget and work is underway to understand the increased spend.</p> <p>In July there has been a significant increase in the non-pay spend which has led to a year to date variance now of xxxxxxxxxxxx.</p> <p>The majority of the increase was predicted as the energy 'actual' usage numbers were invoiced and the prices were higher than we had accrued for.</p> <p>As at July 2022, the ledger now includes actual invoiced prices for both gas and electricity to June 2022. This was an xxxxxxxxxxxx spend in month.</p> <p>Finance will continue to work with estates to get the most up to date pricing and usage information and continue to forecast the financial impact for 2022/23.</p> <p>Resolved: The Board noted the updates.</p>
HIF/08/30/11	Workforce and Organisational Development Report
11.1	<p>The HIF absence rate for July has seen a large increase from 5.26% last month to 7.79%. Greater sickness seen in July within catering and domestics contribute to this increase in sickness rates. Short-term sickness has doubled from 2.01% to 4.02% and long-term sickness has seen an increase from 3.25% to 3.77%. The absence rate is still considerably higher than the Trust target of 3.9%.</p> <p>The table in the report showed that sickness absence generally increases in July/August of each year. Further analysis of the reasons for absence during these months would be conducted, along with ensuring that return to work interviews are conducted regularly and promptly on the employee's return.</p> <p>Long-term sickness absence is being proactively managed; there were currently xxxxxxxxxxxx reported as Long-Term.</p> <p>Staff Turnover (FTE) for the past year has risen to 20.90% in comparison to the Trust, which stands at 16.41%.</p> <p>The appraisal rate had dropped this month to 16.00% across HIF departments under 50% completion.</p> <p>The overall compliance for HIF Statutory and Mandatory Training had risen to 82% - 3647 individual sessions required and 666 not achieved.</p>

	Resolved: The Board noted the updates.
HIF/08/30/12	HIF Board Committees
12.1	An update was received from the Governance and Compliance Committee Chair. It was noted that a recent review of all the Company's policies (HIF-authored policies) had taken place and the Policy Register had been developed detailing the current position. The report from the Committee Chair was taken as read.
12.2	A People and Culture Committee had not taken place since the last Board Meeting. Resolved: The Board noted the updates.
HIF/08/30/13	Risks
14.1	Statements on the Companies House website in relation to the submission of the 2020/21 accounts were identified as a potential risk to future commercial activity by the company.
HIF/08/30/14	Any Other Business
15.1	There were no items of Any Other Business raised.
HIF/08/30/15	Evaluation of Meeting and Any Items to Escalate to HDFT Board
15.1	No Issues were raised.
HIF/08/30/16	Date and Time of Next Meeting
16.1	The next Board Meeting would take place on Tuesday 25 th October 2022, 9.00am, Boardroom - Harrogate District Hospital.