

Company Review Project Team - Action Log

RAG Rating Key	
Completed	
In Progress	
Behind Plan or of Concern	
Not Commenced/On hold	

No	Meeting Date	Action	Lead	Date to be completed	Comments/Detail	RAG
1	22/08/23	Paper to the HIF BOD on the approach to review	Angie Gillett/ xxxxxxx	24/08/23	Paper to be provided at August Board <ul style="list-style-type: none"> Covering paper with action plan attached to be developed 	
2	22/08/23	HIF Scope of services/model: <ul style="list-style-type: none"> Development of fee proposal 		14/09/23	Proposed the below 3 solicitors to be invited to tender: <ul style="list-style-type: none"> xxxxxxx xxxxxxx xxxxxxx 	
2.1						
2.2	22/08/23	<ul style="list-style-type: none"> Assessment of fee offers 	Angie Gillett/ xxxxxxx / xxxxxxx	25/08/23		
2.3	22/08/23	<ul style="list-style-type: none"> Appointment of Consultants 		15/09/23		
2.4	22/08/23	<ul style="list-style-type: none"> Commence to review model 		25/09/23		
3	22/08/23	Service Specifications/KPI's/Contract <ul style="list-style-type: none"> Domestic service specification trial initially 	HIF Management Team/ xxxxxxx / xxxxxxx	30/11/23	<ul style="list-style-type: none"> Service specs reviewed by service users and summary of changes to be finalised HIF internal service spec session scheduled for September. Service specs to be shared with Trust in October 	
3.1						

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					<ul style="list-style-type: none"> To be shared at HIF/HDFT Contract meeting and Board of Directors in October Endorsed by HIF Board in November in line with discussions regarding contract for 24/25 	
4	22/08/23	Underlying principles – Inflation – xxxxxxx	xxxxxxx / xxxxxxx	29/09/23	<ul style="list-style-type: none"> Pay and Non Pay split. To provide options Update from xxxxxx 16.08.23 - Current NHS guidance is informing us to assume the following 24/25 income xxxxxx but xxxxxx Efficiency and xxxxxx convergence factor therefore no increase and assume Pay Costs rise by 2%. This would result in at least a xxxxxx. CPI is currently xxxxxx This may be subject to change but need to be aware of potential challenges in the next financial year 	
5	22/08/23	Contract ownership (Committee/Contract meeting structure)	Angie Gillett/ xxxxxxx / xxxxxxx	30/09/23	<ul style="list-style-type: none"> xxxxxxx to confirm with xxxxxx who the Trust point of contact is xxxxxxx to establish Trust/HIF meetings and how they align/report (governance structure to be developed) 	
6	22/08/23	Documentation and processes of transactions between Trust and HIF	xxxxxxx / xxxxxxx / xxxxxxx / xxxxxxx	08/08/23	<ul style="list-style-type: none"> Draft CV completed from HIF and awaiting for feedback from HDFT with narrative xxxxxxx to confirm definition of CV process established with HIF/Trust 	

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6.1	22/08/23	<ul style="list-style-type: none"> Document contract and service variation form 		15/09/23	<ul style="list-style-type: none"> To be established and approved with the Trust 	
6.2	22/08/23	<ul style="list-style-type: none"> Ordering process regarding Hospitality and Estates to be prepared 		30/09/23	<ul style="list-style-type: none"> xxxxxxx to lead with Estates firstly 	
6.3	22/08/23	<ul style="list-style-type: none"> Estates Minor works 		08/09/23	<ul style="list-style-type: none"> xxxxxxx to lead AG to send proposal to xxxxxxx 	
7	22/08/23	Asset Ownership	xxxxxxxx / xxxxxxxx /Angie Gillett/ xxxxxxxx / xxxxxxxx	20/10/23	<ul style="list-style-type: none"> To take forward with Auditors 	
8	22/08/23	Management of capital/loans/lease arrangement	xxxxxxx	29/09/23	<ul style="list-style-type: none"> Paper developed which addresses some of this - To review with Auditors 	
9	22/08/23	Bottom up costing – understanding baseline	xxxxxxx	TBC	<ul style="list-style-type: none"> Need Specs, target one area at a time – Aim to complete for annual planning Linked to service specifications 	
10	22/08/23	HIF profit/growth/gain share	Angie Gillett/ xxxxxxxx / xxxxxxxx / xxxxxxxx	TBC		
11	22/08/23	HIF Pay arrangements back to A4C/Pension/TC and/or review HIF pay conditions	Angie Gillett/ xxxxxxxx	29/09/23	<ul style="list-style-type: none"> Superseded by national pension legislation Paper to HIF Board of Directors in August Letter drafted to HIF colleagues 	

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12 12.1	22/08/23	HIF Governance Processes: • SFIs			<ul style="list-style-type: none"> • xxxxxxxx to lead 	Yellow
12.2	22/08/23	• Capital Processes and Procedures			<ul style="list-style-type: none"> • xxxxxxxx to develop a paper for the Capital Processes and Procedures 	Yellow
12.3	22/08/23	• Levels of Authority	xxxxxxx / xxxxxxxx / xxxxxxxx / xxxxxxx	29/09/23	<ul style="list-style-type: none"> • SFI meeting to be scheduled (need to speak with xxxxxxxx) • Considering options for a HIF Finance Committee 	Purple
12.4	22/08/23	• Business Case approval limits/permissions/reserve matters			<ul style="list-style-type: none"> • Levels of authority to be approved by HIF Board of Directors • xxxxxxxx to take forward two Business case proposal templates/processes for service and capital cases 	Yellow
13	22/08/23	Review of meeting attendance of HIF representation at Trust meetings	LS	29/09/23	<ul style="list-style-type: none"> • Decision making matrix to be developed (move up to previous agenda item) 	Purple