

Harrogate Integrated Facilities Contract Review Meeting	Date: 14 th July 2021 Venue: Microsoft Teams Meeting Time: 10:00
Attendees:	[REDACTED] Head of Contracts, HDFT [REDACTED] Interim Managing Director, HIF [REDACTED], Finance Manager, HIF [REDACTED] Deputy Director of Finance, HDFT

Agenda Item	Discussion	Actions
1. Welcome and Apologies	No apologies for the meeting.	
2. Minutes and actions of previous meeting	Minutes agreed No outstanding actions	
3. Matters arising	None	
4. Budget/contract variations 4a. contract value for 20/21 and 21/22	<p>The main discussion of the meeting was around the variations and confirming the contract values.</p> <p>The value for 21/22 is to be based on 20/21 value plus agreed variations. [REDACTED] presented a table of variations from 20/21 to discuss and confirm, as attached.</p> <p>[REDACTED]</p> <p>It was agreed that there have been some issues re communication following [REDACTED] promotion to engineering Director which meant that he was not as operationally based as much as his previous role. [REDACTED] asked what the turnaround times where for maintenance and removals and this is to be picked up in contract meetings with [REDACTED] and [REDACTED] who list leading on contracts in the interim for HIF.</p> <p>There is a risk to be highlighted with [REDACTED] on the outstanding reconciliations for quarter 4 of 19/20. This should continue to be undertaken quarterly.</p> <p><u>ED Deep Cleans</u> This variation was approved for during COVID in 20/21 and agreed as non-recurrent. There is some work to do on determining whether this is still required for 21/22. There is recruitment of [REDACTED] domestic posts and these should be identified as additional posts as opposed to just named as 'cleaners'.</p> <p><u>Cannulation Packs</u> To determine whether there is a budget for these as directorates are struggling to identify where to cost to 18/19 and 19/20 was previously identified as spent costs, this no longer happens and the cost is attributed to SSD. It was noted that the Trust are appreciative that HIF have taken this on as this affords some cost savings for the Trust.</p> <p><u>Equipment Library Consumables</u></p>	Table of contract variations REDACTED

	<p>Previously a spreadsheet of consumables for small amounts to be recharged back to wards. [REDACTED] is formulating her handover for retirements and is looking to streamline the system.</p> <p><u>Depreciation</u> Agreed</p> <p><u>Fan Filtration</u> Agreed, this was as a COVID response and is for ongoing cleaning.</p> <p><u>TINS</u> This is a capital cost of [REDACTED] over 3 years, [REDACTED] to confirm when this needs removing for the updated years. The reason being a response on SI and datix incidents and look at using reserves for funding. Need to understand the remit of reserves use and who can sign off depending on amount.</p> <p><u>Postage</u> New postage contract in place, need to determine the SOP's for community sites. [REDACTED] to pick this up with [REDACTED].</p> <p><u>Theatre Porter</u> This was as a response to COVID</p> <p><u>SMROC Porter</u> Request for additional 22.5 hours per week from [REDACTED], Unit Manager for April to September 21/22, need clarification if this is needed to continue. The new variation SOP will manage this process. [REDACTED] to pick up with [REDACTED].</p> <p><u>Avensys Offsite Storage</u> Agreed</p> <p><u>Community PAT Testing and Asbestos Surveys</u> [REDACTED] to check</p>	
<p>5. Performance report 5a. review of kpi's/activity 5b. integrated board report</p>	<p>Meeting in diaries for 15th July 2021 to discuss.</p>	
<p>6. Staffing/recruitment</p>	<p>An informal consultation to take place on the structure of the Estates team.</p> <p>A [REDACTED] from the Equipment Library is to transfer into the Trust. [REDACTED] Medical Devices Safety Officer/Equipment Library Manager [REDACTED] in December 2021.</p>	

	xxxxxxxxxxxxxx stated that HIF have asked for additional business development capacity on a non-recurrent basis, however looking at a recurrent proposal also.	
7. HDFT community clinical waste	Not discussed	
AOB		

Date of next meeting	19 th October 2021 Microsoft Teams 13:00
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