

Board Committee report to the Board of Directors

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| Committee Name: | Governance & Compliance Committee |
| Committee Chair: | Lucy Hind |
| Date of last meeting: | 14 th Feb 2023 |
| Date of Board meeting for which this report is prepared | 21 st Feb 2023 |

Summary of key issues:

Some interesting work underway by the team aligned to the Trust's full / wider property portfolio, and audits and work required to ensure compliance. This could open up opportunities for HIF for additional work and business development.

XXXXXXXXXX presented on FM services and his initial findings since his start:

- Trust induction packs – include HIF profile (nothing in re the organisation induction currently re HIF)
- Newsletter – great way of communication
- Some key areas of improvement have been identified that align culture change and could align savings through improved practices across catering and portering
- Best practice – working with the team to visit other sites to see other operations and share best practice
- Highlighted some key areas that are currently being worked through to improve efficiency and align service delivery requirements

Financial paper – Cash handling implications and concerns which are part of legacy management were discussed and the audit confirmed assurance that no one has benefited financially and practices are now in place to ensure this does not happen again. Internal audit have been invited to undertake an audit aligned to cash handling to ensure scrutiny. Findings raised / full reviews / process in place and audits in place – concluded no fraud.

Estates compliance outlined that all key areas where work has been ongoing are either completed or in progress with some good work and assurances being put in place and a number of key things are progressing as outlined that show excellent working relationships are being forged with wider Trust colleagues:

- Fire – SLA in place with Leeds Trust / resources in place and training in place / risk assessments in place and work in progress / fire safety and evacuations being worked through aligned to the Trust departments with support from Leeds.
- Water safety – TOR reviewed / new plan and SOPs in progress / each department will be receiving a SOP (due over the next 2 months) maintenance compliance will be addressed through MiCAD – governance and PPM assurances will be aligned to SFG20 to ensure that water quality is maintained and to limit the risk of legionella to ensure compliance to regulations.

- H&S – Asbestos / ventilation and premises assurance all under progress and each service will be benchmarked and updates presented to the GCC over the coming months.

Great progress being made re process and policies – HIF are leading on this agenda for the Trust and the HIF policies will be the first to upload into the new system which will be rolled out onto the joint system (Policy Stat software).

Proposal will be coming out from the group to align board approval requirements - this will be brought to Board over the next few months for agreement which will outline the policies that are felt that there is the need for additional sign off from Board.

HIF Tendering Procedures have been reviewed and updated to reflect legislative, NHS and the wider public sector best practice changes. This was presented and approved at HIF SMT and forwarded to Finance team for 'sign-off' at the recommendation of Procurement in early November. This is still outstanding, pending an update of both organisations' SFIs.

This month's GCC shows the excellent work underway by the teams and also highlights the culture change where issues and risks can be identified without any retribution so that areas of concern can be mitigated and rectified. Great work undertaken and continues.

Are there any significant risks for noting by Board? (list if appropriate)

NA

Any matters of escalation to Board for decision or noting (list if appropriate)

NA