

### Harrogate Integrated Facilities - Board of Directors - Action Log 26 October 2021 Meeting

Date of Meeting	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
27 October 2020  27 April 2020	HIF/10/20/9.4	<b>Proposals for KPI Reporting</b> KPI report to be taken forward as work in progress. To be presented to the next Governance and Compliance Committee.  Noted that this work was in progress. Interim Managing Director was liaising with other similar subsidiary companies over the format of their IBR.	Interim Managing Director,	27 October 2020 23 February 2021 27 April 2021 22 June 2021 26 October 2021	Open Draft IBR to be received at October's Board meeting.
27 October 2020  27 April 2021	HIF/10/20/9.5	<b>Proposals for KPI Reporting</b> Agreed that the report would be shared with customers and service users sharing feedback with Operations Senior Leadership Team  Noted that this work was in progress. Work was taking place with Contracts Manager over the contract review process.	Interim Managing Director,	27 October 2020 23 February 2021 27 April 2021 22 June 2021	Open Update to be provided at the meeting
27 April 2021	HIF/04/21/12.2	<b>Workforce and Organisational Development Report</b> Head of Human Resources agreed to review the information more thoroughly prior to the next meeting with specifically with regards to absences of more than 80 days.	Head of Human Resources	22 June 2021	Completed
22 June 2021	HIF/06/21/6.1.3	<b>Future Developments - Ripon</b> Update to be received on discussions with external partners regarding future developments in Ripon and the provision of healthcare and leisure facilities.	Interim Chief Executive Officer / Interim Managing Director,	24 August 2021	Completed
22 June 2021	HIF/06/21/6.1.3.2	<b>Future Developments – Ripon – Topic for future Workshop</b> Consideration to be given to if, and when, it would be timely to visit Ripon hospital and to including developments in Ripon as a future workshop topic.	Interim Chief Executive Officer / Interim Managing Director,	24 August 2021	Open Update to be provided at the meeting
22 June 2021 24 August 2021	HIF/06/21/7.9 HIF/08/21/18.2	xxxxxxxxxxxx Progress reports on the trial with Leeds Teaching Hospitals of the xxxxxxxxxxxx machine for the recycling of polypropylene waste to be received.	Interim Managing Director,	26 October 2021	Open Update to be provided at the meeting
22 June 2021	HIF/06/21/9.3 & 14.1	<b>Risks in relation to Health and Safety</b> The risk in relation to not having a health and safety manager in post to be included on the HIF risk register, if not already reflected.	Interim Managing Director,	24 August 2021	Completed
22 June 2021	HIF/06/21/11.3	<b>Workforce and Organisational Development Report</b> <b>Long-term sickness absence due to injury/fracture</b> Further detail to be provided around the numbers shown in the report.	Deputy Director of Workforce & OD	24 August 2021	Completed
22 June 2021	HIF/06/21/11.5	<b>Workforce and Organisational Development Report</b> <b>Workforce KPIs - Statutory and Mandatory Training</b> Board members to receive information on training outstanding, to enable completion.	Deputy Director of Workforce & OD	24 August 2021	Completed
22 June 2021	HIF/06/21/12.2	<b>Future Finance Mini Sessions</b> The next session would look at medium risks and worst-case scenario and review any items categorised as 'red'.	Deputy Director of Finance	24 August 2021	Completed

22 June 2021	<b>HIF/06/21/13.3</b>	<b>Annual Effectiveness Review of the Committee</b> A review of the effectiveness of the Board to be considered, together with a review of the workplan and the timetable for production and distribution of papers.	Company Secretary	24 August 2021	Open Update to be provided at the meeting
24 August 2021	<b>HIF/08/21/19.2</b>	Advice to be sought from the Company Secretary regarding holding meetings in August, when attendance and producing papers can be challenging.		26 October 2021	
24 August 2021	<b>HIF/08/21/13.2</b>	<b>Governance and Compliance Committee</b> XXXXXXXXXXXX to be invited to attend the next meeting.	Interim Managing Director,	11 October 2021	Completed
24 August 2021	<b>HIF/08/21/15.3</b>	<b>Finance - Procurement and Materials Management</b> To revisit discussions held earlier in the year in relation to scope and potential topics for a future Board workshop.	Interim Chief Executive Officer / Interim Managing Director,	11 October 2021	Open
24 August 2021	<b>HIF/08/21/19.3</b>	<b>HDFT/HIF Board</b> Chairman to discuss with HDFT Chairman suggestion that HIF Non-Executive Directors attend the HDFT workshop in February 2022 for a HIF session.	Chairman	11 October 2021	Open