

### Harrogate Integrated Facilities - Board of Directors - Action Log for 21<sup>st</sup> December 2021 Meeting

Date of Meeting	Action Log Reference	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
27 October 2020  27 April 2021  26 October 2021	1	HIF/10/20/9.4	<p><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.</p> <p>Noted that this work was in progress. Interim Managing Director was liaising with other similar subsidiary companies over the format of their IBR.</p> <p>Interim Managing Director confirmed draft IBR populated and taken through SMT, detail to be finalised, has been well received by team so far. Some challenge obtaining right data, examining individual departments. Draft to be circulated outside Board.</p>	Interim Managing Director	27 October 2020 23 February 2021 27 April 2021 22 June 2021 26 October 2021 21 December 2021	Open Draft IBR to be circulated outside Board.
27 October 2020  27 April 2021  26 October 2021	2	HIF/10/20/9.5	<p><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</p> <p>Noted that this work was in progress. Work was taking place with [REDACTED] over the contract review process.</p> <p>Time-out booked with [REDACTED] and heads of service, to finalise KPIs, and any additions, hopeful to have by Christmas. Agreed to share current information outside the formal board meeting before December meeting.</p>	Interim Managing Director	27 October 2020 23 February 2021 27 April 2021 22 June 2021 26 October 2021 21 December 2021	Open Update to be provided at the meeting
27 April 2021	3	HIF/04/21/12.2	<p><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.</p>	Head of Human Resources	22 June 2021	Completed
22 June 2021	4	HIF/06/21/6.1.3	<p><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.</p>	Interim Chief Executive Officer / Interim Managing Director	24 August 2021	Completed
22 June 2021  26 October 2021	5	HIF/06/21/6.1.3.2	<p><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.</p> <p>Interim Chief Executive Officer reported that either the November 2021 or January 2022 Board workshop would take place at Ripon, arrangements in hand.</p>	J Coulter/ Interim Managing Director	24 August 2021 26 October 2021 21 December 2021	Open Update to be provided at the meeting
22 June 2021 24 August 2021	6	HIF/06/21/7.9 HIF/08/21/18.2	<p>[REDACTED] Progress reports on the trial with Leeds Teaching Hospitals of the [REDACTED] machine for the recycling of polypropylene waste to be received.</p> <p>Interim Managing Director updated Board, machine is situated in Leeds, some trial and error experienced in usage, issues to iron out prior to a proposal being developed for the open market</p>	Interim Managing Director	26 October 2021 21 December 2021	Open Update to be provided at the meeting

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22 June 2021	7	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	8	HIF/06/21/11.3	<b>Workforce and Organisational Development Report 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	9	HIF/06/21/11.5	<b>Workforce and Organisational Development Report 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	10	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  26 October 2021	11	HIF/06/21/13.3	<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. Effectiveness Survey underway, results to be provided at the December board meeting.	Company Secretary	24 August 2021 26 October 2021	Completed
24 August 2021  26 October 2021	12	HIF/08/21/19.2	<b>Meetings Schedule</b> Advice to be sought from the Company Secretary regarding holding meetings in August, when attendance and producing papers can be challenging. Review of timing underway, acknowledged that can be difficult for HIF & HDFT colleagues if held same week, though helpful if workshops and full meetings alternate.	Company Secretary	24 August 2021 26 October 2021 21 December 2021	Open Update to be provided at December board meeting.
24 August 2021	13	HIF/08/21/13.2	<b>Governance and Compliance Committee</b> xxxxxxxxxxxxx to be invited to attend the next meeting on 11 October 2021.	Interim Managing Director	26 October 2021	Completed
24 August 2021  26 October 2021	14	HIF/08/21/15.3	<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. Any update prior to the next Board meeting would be useful.	Interim Chief Executive Officer /Interim Managing Director	26 October 2021 21 December 2021	Open Update to be provided at next meeting
24 August 2021  26 October 2021	15	HIF/08/21/19.3	<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. Discussions on frequency/dates ongoing.	M Chamberlain	26 October 2021 21 December 2021	Open Update to be provided at next meeting.
26 October 2021	16	HIF/10/21/11.0	<b>Annual Pension Governance Report</b> Check level of advice provided to employees relating to pensions and opting out of the company scheme.	Head of Human Resources	21 December 2021	Open Update to be provided at next meeting
26 October 2021	17	HIF/10/21/12.0	<b>Finance Report</b> Additional forecast options to be provided assuming full complement of staff	Deputy Director of Finance	21 December 2021	Open Update to be provided at next meeting
26 October 2021	18	HIF/10/21/14.0	<b>Draft Integrated Board Report</b> Interim Managing Director to circulate to Board members outside Board meeting		21 December 2021	Open Update to be provided at next meeting.
26 October 2021	19	HIF/10/21/17.0 17.1 17.3	<b>Any Other Business</b> Schwartz Round link information to be circulated Date for pre-Christmas walkaround to be arranged	Non-Executive Director Interim	21 December 2021 21 December 2021	Open Updates to be provided at next meeting

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