

**Harrogate Integrated Facilities - Board of Directors - Action Log
As at 20th December 2022**

OPEN ACTIONS:

Date of Meeting	Action Log Reference	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
30 August 2022	1	HIF/08/30/5	Piece to be added to next Newsletter on the signing of the Covenant and how HIF supports all Military and Ex-Military patients, staff and families.	A Gillett		Open
25 October 2022	2	HIF/10/25/6.4	Cost of Living initiatives in relation to money saving ideas and guidance to be shared by Lucy Hind and Angie Gillett to check if appropriate for sharing with HIF/HDFT colleagues.	A Gillett		Open
25 October 2022	3	HIF/10/25/6.6	The Board to be kept updated on any impact on HIF from potential industrial action.	Head of Employee Experience (Deputy Director of Workforce & OD)		Open
25 October 2022	4	HIF/10/25/6.7	An update on the Cost of Living initiative of the offer of free meals for colleagues' children during half-term to be received at the next meeting.	A Gillett		Open
25 October 2022	5	HIF/10/25/7.2	To clarify that xxxxxxxx role as Head of Medical Devices has been recognised officially.	A Gillett		Open
25 October 2022	6	HIF/10/25/8.1	To highlight representation was being sought from HDFT on the Sustainability Board at the Board to Board Workshop.	A Gillett		Open
25 October 2022	7	HIF/10/25/8.2	Discussion to take place with Lucy Hind regarding involvement with the sub-groups of the Sustainability Board, particular in relation to gases and inhalers.	A Gillett		Open
25 October 2022	8	HIF/10/25/8.4	Consideration of the next steps concerning the Travel Plan to take place.	A Gillett M Chamberlain		Open
25 October 2022	9	HIF/10/25/9.5	Refurbishment of Wensleydale Ward – Business Case - Process mapping in relation to the Project Management arrangements to be undertaken and proposal to be received by the Board.	A Gillett M Graham K Southgate		Open

25 October 2022	10	HIF/10/25/10	A session on modernisation of catering with the business development team to be included at January's Board workshop.	A Gillett		Open
25 October 2022	11	HIF/10/25/11.2	Some colleagues had not received a paper copy of the national staff survey and this would be followed up.	Head of Employee Experience (Deputy Director of Workforce & OD)		Open