

Harrogate Integrated Facilities - Board of Directors - Action Log As at 21st February 2023

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
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) (HDFT)		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
20 December 2022	12	HIF/12/20/6.1	Mock interviews for sub-committee chairs to be arranged as part of preparations for CQC inspection readiness.	A Gillett	January 2023	Open
20 December 2022	13	HIF/12/20/7.2	IBR – Risk Register – Issues and risk highlighted by Health & Safety Manager to be discussed with the chair of the Governance and Compliance Committee.	A Gillett		Open
20 December 2022	14	HIF/12/20/7.6	IBR – Risk Register – To consider showing mitigating actions in a separate column.	A Gillett		Open
20 December 2022	15	HIF/12/20/8.1	Financial Planning – Structured Proposals to be drafted re catering – cost of meals and car parking charges and income	A Gillett / Head of Financial Management (HDFT)		Open
20 December 2022	16	HIF/12/20/8.2	Going Concern Principle – Clarity to be provided around retrospective agreement.	Head of Financial Management (HDFT)		Open
20 December 2022	17	HIF/12/20/8.2	Annual Report and Financial Statement submission – Company Secretary to ensure timetable for submission in place.	K Southgate		Open
20 December 2022	18	HIF/12/20/9.1	Workforce and Organisational Development – National sickness level target to be confirmed	Head of Employee Experience (Deputy Director of Workforce & OD) (HDFT)		Open

20 December 2022	19	HIF/12/20/9.2	Catering Service – Update on developments and improvement to be received in 3 months' time.	Deputy Director of Estates and Facilities		Open
20 December 2022	20	HIF/12/20/11.3	Risk Management – Timescales re Datix Cloud IQ system to be shared with the Board.	A Gillett		Open
20 December 2022	21	HIF/12/20/11.4	Risk Management – Appetite and approach to risk to be discussed once HDFT has agreed its approach.	A Gillett		Open
20 December 2022	22	HIF/12/20/11.5	Risk Management – Confirmation of risks that would be included on Datix Cloud IQ system to be sought.	A Gillett		Open
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		Completed
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		It had been decided not to share this information. Completed
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		Update provided in Managing Director's report. Completed
25 October 2022	5	HIF/10/25/7.2	To clarify that Clare Illingworth's role as Head of Medical Devices has been recognised officially.	A Gillett		Completed
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		Representatives identified from PSC and LTUC. Work to commence in January 2023. Completed
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		Direction of travel agreed and work being taken forward. Updates to be included in Managing Director's reports. Completed
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		Completed

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		Presentation included on December's agenda. Completed
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) (HDFT)		Completed