

Harrogate Integrated Facilities - Board of Directors - Action Log As at 24th April 2023

Date of Meeting	Action Log Reference	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
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
21 February 2023	23	HIF/02/21/4	Walkabouts for Non-Executive Directors to be arranged as part of preparations. Briefing paper to be shared with Non-Executive Directors.			
20 December 2022	18	HIF/12/20/9.1	Workforce and Organisational Development – National sickness level target to be confirmed	Head of Employee Experience		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
21 February 2023	25	HIF/02/21/7	Audit Programme – Cash Handling – Discussion to take place with Jordan Mckie around incorporating this audit with one being undertaken in HDFT.	A Gillett		Open
21 February 2023	26	HIF/02/21/9	Staff Survey Results - IQVIA to be asked for names of wholly owned subsidiaries for comparison purposes.	Head of Employee Experience		Open
21 February 2023	27	HIF/02/21/10	Car Park Management Business Case - Financial information to support the business case to be shared.	Head of Financial Management /A Colwell		Open
21 February 2023	29	HIF/02/21/15	Workforce Report – Food Hygiene training – copies of certificates or register of attendance to be sent to Learning & Development to enable training undertaken to be recorded.	A Gillett		Open

21 February 2023	28	HIF/02/21/15	Workforce Report - Two tables re MEST in the report appeared to be the same – to check if one is a duplicate.	Head of Employee Experience		Completed
21 February 2023	24	HIF/02/21/8	Extraordinary Board Meeting to be arranged for the week commencing 6 th March to sign off the accounts.	A Gillett / executive assistant		Completed
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		Updates to be received at future meetings. Completed
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		Pharmacy team are looking at this. Lucy Hind and Angie Gillett to pick up outside the meeting. Completed
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		Completed
20 December 2022	14	HIF/12/20/7.6	IBR – Risk Register – To consider showing mitigating actions in a separate column.	A Gillett		New column to be included from next report. Completed
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		Discussions taking place and work ongoing. Completed
20 December 2022	16	HIF/12/20/8.2	Going Concern Principle – Clarity to be provided around retrospective agreement.	Head of Financial Management		Completed
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		Update received under Annual Accounts – agenda item 8. Completed
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		Completed