

Harrogate Integrated Facilities - Board of Directors - Action Log As at 29th August 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
24 April 2023	30	HIF/04/24/5.8	Annual Accounts 2022/23 – Board members to be kept updated on developments with Companies House.	M Chamberlain / Head of Financial Management	Accounts to be filed as soon as possible	Accounts now filed – recommended to close
20 December 2022	19	HIF/12/20/9.2	Catering Service – Update on developments and improvement to be received in 3 months' time.	A Deputy Director of Estates and Facilities	August 2023	Open – Update included on the agenda for August's meeting
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	August 2023	Completed - Process now in place to record training
27 June 2023	35	HIF/06/27/5	Workforce Report – Sickness Absence – Target to be proposed to measure against.	Deputy Director of People and Culture	September 2023	Open
27 June 2023	37	HIF/06/27/8.7	Integrated Board Report – Risk Register - Dates to be included for all actions.	A Gillett	August 2023	Completed – now included in IBR
27 June 2023	38	HIF/06/27/10.5	Finance Report - Information in relation to depreciation of fixed assets to be included in the report going forward.	Head of Financial Management	August 2023	Open
27 June 2023	39	HIF/06/27/16.1.1	Workforce Report – New style report to be circulated for information and comment.	A Gillett	June 2023	Completed – new format discussed at P&C on 22 /08/23
27 June 2023	40	HIF/06/27/16.1.5	Workforce Report – Mandatory and Role specific training – To consider any HIF specific training the Company might wish to include.	A Gillett	September 2023	Open – meeting arranged for 1/09/23 with L&D to discuss
27 June 2023	41	HIF/06/27/15.7	Future Security Management – Further details to be provided to accompany the briefing paper received at June's meeting to enable a decision to be made.	A Gillett	June 2023	Completed options discussed at Board workshop in July 23

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. Walkabouts for Non-Executive Directors to be arranged as part of preparations. Briefing paper to be shared with Non-Executive Directors.	A Gillett	January 2023	Completed
21 February 2023	23	HIF/02/21/4				Completed
						Completed
20 December 2022	18	HIF/12/20/9.1	Workforce and Organisational Development – National sickness level target to be confirmed	Deputy Director of People and Culture		Completed
24 April 2023	33	HIF/04/24/12.5	Workforce Report - Comparator months to be included in the report for the same month the previous year.	Deputy Director of People and Culture		Completed