

Harrogate Integrated Facilities - Board of Directors - Action Log As at December 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 October 2023	47	HIF/10/24/7	Annual Accounts – Currently on track to receive the accounts for approval at November's Board Workshop and a pre-meeting would be arranged prior to this to consider the accounts. Subsequently, Extra Ordinary meeting of the Board held on 6 th December to receive the accounts.	A Gillett		Recommended to Close
24 October 2023	48	HIF/10/24/7	Business Development – Update on business development in terms of SSD to be included in the next Managing Director's report.	A Gillett		Closed – update in MD report for December
24 October 2023	49	HIF/10/24/8	Risk Register – Wording to be reviewed to ensure accurate in relation to risks owned by the Trust but where HIF is part of the solution or where investment would be required from the Trust to replace an asset, including mitigation in place for risks owned by the Trust. To reconsider when discussing model of company and governance arrangements whether a corporate risk register is required for the company.	M Chamberlain A Gillett		Open
24 October 2023	50	HIF/10/24/10	Contract Variations – Following the increase seen in requests for maintenance and hospitality, work to take place to ensure budget holders are aware of the costs involved and approve these requests.	A Gillett M Graham Deputy Director of Finance (HDFT) / HIF Finance Manager		Open
24 October 2023	51	HIF/10/24/10	Contract Variations – Discussion to take place with Director of Finance, HDFT, regarding the Avenys contract and how this is delivered.	A Gillett		Closed – Meeting held with Trust DOF and next steps agreed
24 October 2023	52	HIF/10/24/11	Workforce Report – All future reports to include legend on any charts.	HR Manager		Open
29 August 2023	42	HIF/08/29/6.4	Consideration to be given to having a formal skills matrix for the Board.	M Chamberlain	10/23	Open
29 August 2023	45	HIF/08/29/10.6	Scenarios around identifying and achieving the cost improvement programme (CIP) to be produced for discussion.	HIF Finance Manager	10/23	Open - Discuss as part of the finance update at the Board on 24 October

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	Recommend to close following discussion at Board on 24 October
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.	Deputy Director of Finance (HDFT)	August 2023 – not yet available – to be followed up by Katie Laurence.	Open – Propose to delay until later in the year to review.
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	Meeting arranged for 1/09/23 with L&D to discuss – work in progress, linked to new induction programme.	Open – work in progress. Suggest revise review date