

Harrogate Integrated Facilities - Board of Directors - Action Log As at February 2024

Date of Meeting	Action Log Reference	Minute Reference	Action Description	Lead	Target date (as detailed, if not at next HIF Board meeting)	Progress update
19 December 2023	53	HIF/12/19/5.3	HIF Risk Register: review recording of risks between HIF and HDFT. Discussions ongoing between Managing Director and Head of H&S	A Gillett		Propose to close - see action log ref 49
19 December 2023	54	HIF/12/19/6.2	January 2024 Workshop Agenda Items: detailed consideration of the finances, including structure, assets, treatment of VAT and other areas highlighted by the auditors around contracts, including the contract with the Trust.	Assistant Company Secretary	30 January 2024	Propose to Close – item added to January 2024 Workshop agenda
19 December 2023	55	HIF/12/19/7.12	Accounts accrual of sum agreed to date for one element of [REDACTED] contract – ensure existing written documentation would be considered sufficient as evidence if needed.	Deputy Director of Finance (HDFT)		Propose to close – sum was included in M9 finance position.
19 December 2023	56	HIF/12/19/8.4	Integrated Board Report – HDFT KITE Awards Ceremony on 19 January 2023: Managing Director to liaise with HR to arrange for a Non-executive member of HIF Board to attend	A Gillett		Propose to close – Lucy Hind attended
19 December 2023	57	HIF/12/19/9.4	Board Assurance Framework – Managing Director to work with Quality & Governance Lead to present updated Green Plan (to include digital and sustainability) to February Board	A Gillett	27 February 2024 May 2024	Open – Propose to include a session at the May workshop
19 December 2023	58	HIF/12/19/12.4	Workforce Report: Managing Director to give consideration to including information in the Trust Induction Programme to explain the relationship with HIF and how they work together	A Gillett		Open
19 December 2023	59	HIF/12/19/14.2	Update on RAAC situation	M Graham	January 2024 Workshop	Propose to close – included as an agenda item – February 2024 Board meeting
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, extraordinary meeting of the Board held on 6 th December to receive the accounts. 22/12/23 – Accounts delivered to Companies House	A Gillett		Propose to Close
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		Propose to close - Meeting held with Jo Parker in Planning and way forward agreed
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	52	HIF/10/24/11	Workforce Report – All future reports to include legend on any charts.	HR Business Partner (HDFT)		Software challenges with adding legend to graphs and so will be provided at the beginning of future reports. Propose to close.
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

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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	Propose to close - Discussed as part of the finance update at the Board on 24 October 2023
27 June 2023	35	HIF/06/27/5	Workforce Report – Sickness Absence – Target to be proposed to measure against.	Deputy Director of People & Culture (HDFT)	September 2023	Recommend to close – discussed at Board on 24 October 2023
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. August 2023 – not yet available – to be followed up by HIF Finance manager December 2023 – updated included I Fixed Asset Paper – Look to resolve when Fixed Asset discussions taken place	Deputy Director of Finance (HDFT)		Open – Propose to delay until Fixed Asset situation reviewed
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

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CLOSED ACTIONS

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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	51	HIF/10/24/10	Contract Variations – Discussion to take place with Director of Finance, HDFT, regarding the Avensys contract and how this is delivered.	A Gillett		Closed – Meeting held with Trust DOF and next steps agreed