

### Harrogate Integrated Facilities - Board of Directors - Action Log As at 27<sup>th</sup> June 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. 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				Action remains open
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		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
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
24 April 2023	30	HIF/04/24/5.8	Annual Accounts 2022/23 – Board members to be kept updated on any developments with Companies House.	M Chamberlain / K Scarth		Open
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		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		Completed - details circulated
24 April 2023	31	HIF/04/24/7.5	Integrated Board Report – Risk Register – Mitigating action to be included in the narrative to aid understanding where it was not possible to state a due date.	A Gillett		Completed - now included in IBR
24 April 2023	32	HIF/04/24/9	Business Plan 2023/24 – Final draft to be circulated to Board members for approval.	A Gillett		Completed - included on the agenda for sign off

24 April 2023	34	HIF/04/24/14.1	Session for the Board on Finance – Availability of Board members for a session after the next Board meeting on 27 <sup>th</sup> June to be confirmed.	Executive Assistant		Completed
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		Completed
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		Completed
21 February 2023	26	HIF/02/21/9	Staff Survey Results - IQVIA to be asked for names of wholly owned subsidiaries for comparison purposes.	Deputy Director of People and Culture		Completed
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 / Deputy Director of Estates and Facilities		Completed