

Harrogate Integrated Facilities - Board of Directors - Action Log As at October 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
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 – Not Yet Due
29 August 2023	43	HIF/08/29/7.11	Managing Director to discuss with the Trust's Director of Finance inviting xxxxxxxxxx to December's Board meeting to present the annual accounts.	A Gillett	10/23	Closed - Saffery Champness to attended Board workshop on 26 Sept.
29 August 2023	44	HIF/08/29/10.5	The Finance Manager to look at modelling the forecast potential income from the new car parking system from December 2023.	Finance Manager (HDFT)	10/23	Closed - Included in \Finance report
29 August 2023	45	HIF/08/29/10.6	Scenarios around identifying and achieving the cost improvement programme (CIP) to be produced for discussion.	Finance Manager (HDFT)	10/23	Open Discuss as part of the finance update at the Board on 24 October
29 August 2023	46	HIF/08/29/14.2.6	Managing Director to explore options to change the frequency of the Inpulse surveys following feedback that staff were feeling jaded due to the frequency of surveys.	A Gillett	10/23	Closed – Discussed at Contract meeting and can review further to agree how we wish to proceed.
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 (HDFT).	Accounts to be filed as soon as possible	Closed - Accounts now filed.
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	Update received on 29 August 2023 – recommended to close	Closed – Update received on 29 August.
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 (HDFT)	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.	Head of Financial Management (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 – Not Yet Due
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