

**Board of Directors
Tuesday 27 February 2023
Report from the Managing Director**

Agenda Item Number:		7
Presented for:	Discussion	
Report of:	Managing Directors Report	
Author (s):	Managing Director	
Report History:	None	
Publication Under Freedom of Information Act:	This paper can be made available under the Freedom of Information Act 2000 if requested.	
Links to HIF's Objectives		
Delivering safe, efficient, compliant, responsive and outstanding quality services		√
Being well led and financially sustainable		√
Embedding business modernisation and service development throughout the company		√
Growing our future business development opportunities		√
Being an employer of choice, developing our staff, being an outstanding place to work and delivering our services with pride		√
Delivering our services sustainably, minimising our impact on the environment		√
Recommendation:		
The Board of Directors is asked to note the work that is ongoing across the organisation.		

1.0 Introduction

- 1.1 This report provides the Board of Directors with an update on current matters within the Company.

2.0 [REDACTED] Dispute: Update

- 2.1 I am pleased to report that following a series of meetings pre and post-Christmas with representatives from [REDACTED], both parties have reached a without prejudice agreement. A more detailed update will be provided at the Board meeting.

3.0 Workforce

Portering

- 3.1 Following the establishment of a working group in portering, a revised roster has been produced. We are working with the Trusts Health Roster (Optima) team to review this proposal, checking compliance for the roster against the working time directive and stress testing against historical staffing unavailability's and task data from the Teletracking system. It is expected that the new roster will be ready to be consulted on by the end of February/ early March..
- 3.2 Following the recent interviews for a new Portering Manager, we were unable to appoint to the post. We will therefore be continuing to progress the appointment of this key post with a further advert and recruitment process. An interim portering manager is in post to support the team currently.

Staff Survey

- 3.3 The results of the staff survey have now been shared and we have a briefing on 7 March from [REDACTED] to the management team. It is proposed to arrange a presentation to the Board of Directors at the outcomes and are aiming to bring this to the March workshop.

4.0 Cleaning and Site Decluttering

Cleaning

- 4.1 Work continues to review the approach to cleaning across the site with the formal re-confirmation from IPC that we are cleaning to the NHS National Standards of Cleanliness. Assurance will be provided at the February IPC committee.
- 4.2 There has continued to be a number of additional requests to enhance cleaning across the site. Most recently the team have been working closely with Theatres and IPC to agree a new annual deep clean programme. This has already commenced, and the Theatres team are extremely happy with the standard and frequency of cleans across theatres. A&E are requesting additional support above and beyond current requirements and we will work on supporting this request.
- 4.3 The focus on declutter and public space cleaning has identified a number of departmental challenges. This has resulted in a focused deep dive into a number of areas. These include supervisor roles and responsibilities, management oversight, schedule reviews, resource utilisation and environmental maintenance issues.

5.0 Catering

- 5.1 The Catering Department has taken delivery of several new state of the art cooking ovens and multi- use brat pans. It is expected that the new equipment will introduce a level of efficiency and control by reducing cooking times, introducing visual touch screen controls, improve quality and support the reduction in waste.
- 5.2 Further investment in catering management skills and qualifications has also been undertaken with our catering manager completing a number of specialist food safety qualifications. We continue to work to align our food safety training and qualifications with the Hospital Caters Association National Standards for all grades of catering staff.

6.0 Business Development

- 6.1 There has been a significant number of discussions with [REDACTED] [REDACTED] and a go live date of 1 April 2024 has been agreed. The exchange of signed copies will be occurring shortly and the mobilisation period will be during March. There are also a number of discussions which are ongoing locally and nationally regarding a range of other business development opportunities. These will be discussed with the Board of Directors once discussions mature.

7.0 Meeting with representatives from the Council of Governors

- 7.1 Members of the team attended a meeting with representatives from the Council of Governors on 6 February. The session was very well received with good engagement. It has been suggested that we attend two Council of Governors meetings a year to provide an update on the work the Company is taking forward.

8.0 Conclusion

8.1 The Board of Directors is asked to: -

8. 1.1 Note the work that is ongoing across the Organisation.

Date: AG/[REDACTED]
Ref: 14/02/24