

**Board of Directors  
Tuesday 26 October 2021  
Report from the Managing Director**

<b>Agenda Item Number:</b>		7.0
<b>Presented for:</b>	Discussion	
<b>Report of:</b>	Managing Directors Report	
<b>Author (s):</b>	Managing Director	
<b>Report History:</b>	None	
<b>Publication Under Freedom of Information Act:</b>	This paper can be made available under the Freedom of Information Act 2000 if requested.	
<b>Links to HIF's Objectives</b>		
<b>Deliver an efficient and effective service offering to Harrogate and District Foundation Trust</b>		√
<b>Create strong sustainable partnerships</b>		√
<b>Develop sustainable organisational systems</b>		√
<b>Develop and maintain a strong, efficient and agile workforce</b>		√
<b>Strengthen the local community through collaboration</b>		
<b>Recommendation:</b>		
The Board is asked to note work that is ongoing across the Company.		

## **Board of Directors Meeting**

**26 October 2021**

### **Managing Directors Report**

#### **1.0 Introduction**

1.1 The purpose of the report is to provide an update on current issues and performance of the Company during September/October 2021.

#### **2.0 Staffing**

- **Estates Restructure**

The consultation for the Estates restructure has now closed. The senior team has met to consider the comments received and a response has been drafted. It is proposed to commence with the implementation of the new arrangements in the coming weeks. A further update will be provided at the meeting.

The first stage of the interview process for the appointment to the post of Deputy Director of Estates and Facilities has taken place. Six candidates have been selected to go through to the second stage of the process which is to present to a focus group and attend an interview. Interviews are scheduled to take place in early November 2021.

Interviews for the Operational Estates Manager will be held on 1 November 2021.

The post of Head of Estates has now been advertised and there has been positive interest in the role.

- **Catering**

A Task and Finish Group has been established to take forward a number of issues within the Catering Team. Following discussions at the last Board meeting, I am pleased to report that progress has been made in a number of areas, including recruitment.

Work has commenced regarding the future structure in the department, which will consider the staffing requirement for the future commercial model and address the changes needed with the retirement of the current catering manager.

Work to replace the three dishwashers in the main kitchen and Herriot's is due to commence on 1 November 2021.

Due to operational pressures, the proposal for a Workshop, similar to the format used with the Operational Estates Team has been delayed. We are working with the catering team to determine the most appropriate way of engaging with the team on any proposed new structure.

- **Recruitment Event**

We are in the process of finalising the arrangements for our recruitment day, which is to be held on 24 November at Cedar Court. This is an exciting opportunity to highlight the opportunities for a career in a number of our services and engage with the wider community.

### **3.0 Business Development**

3.1 Work is progressing well providing Business Development expertise and good progress continues to be made.

3.2 Work is continuing with the implementation of the Catering and Digital Transformation plan. Key areas to note include:

3.2.1 Work is ongoing in relation to Soil Association Accreditation.

3.2.2 Another Theme menu was held on 21 October as part of the ongoing events in Herriot's

3.2.3 The Team are working with the Trust regarding the provision of Christmas boxes to be provided in the community.

3.3 I am pleased to report that as part of the work with the Trust, HIF is fully compliant with Natasha's law, with food labelled appropriately.

3.4 A proposal for the continued long-term engagement of the HDFT Business Development team is currently being developed for consideration.

### **4.0 Performance Monitoring**

- **IBR**

The new format for the IBR has now been discussed with the Senior Management Team. The new report is being populated and will be presented at November SMT, with a view to formal submission to the Board in December.

- **SLA Review and KPIs**

A review of our SLA with HDFT has commenced. A session with members of the senior team and the Trust contracts manager has been arranged, when we will review the current arrangements and develop a new set of KPIs for agreement.

### **5.0 Conclusion**

The Board is asked to note work that is ongoing across the Company.

Date: 21/10/2021

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