

ISSUE 16  
SUMMER 2025

# HIF NEWSLETTER



## INSIDE THIS ISSUE

- Welcome to our new Medical Engineering Colleagues
- Employee Support
- Payscale Updates
- Plus much more!



### Welcome new Colleagues

We have now welcomed our new Medical Engineering colleagues into HIF - read on for details of their service and contact information.



### Employee Wellbeing

This issue has a big focus on employee wellbeing and making sure all colleagues are aware of the different support systems available to them - read on for details.



## Do they make a difference?

Do you know of a team who deserves special recognition for their efforts in their role?

Do you know a team who displays our KITE values, who goes above and beyond, uses resources with care and makes a real difference to those around them?

Why not nominate them for

a Team of the Month Award?

We are focusing on Teamwork through the current quarter, celebrating those who are helpful to others, who listen and communicate clearly.

For more information or to nominate your colleagues or teams, email:  
hdf.makingadifference@nhs.net

## UPDATE FROM ANDY COLWELL

DEPUTY DIRECTOR OF ESTATES AND FACILITIES



We have had a busy few months at HIF and it has been encouraging to see the progression we are making as a business.

The addition of our new Medical Engineering colleagues (see page 3 for full details), has been a fantastic development and I am excited to see what will come over the next year. Welcome to each and every colleague!

The TIF 2 project at Harrogate District Hospital, involving the creation of new theatre and clinical areas, is progressing well and we were delighted to attend the recent steel signing ceremony.

We have had significant improvements in productivity following our recent restructure with our Portering Team. Our new summer uniforms (see page 4) are proving to be much more comfortable for our colleagues and we have seen improvements in working conditions.

We are now turning our attention to our Domestic Teams, reviewing our approach to the National Cleaning Standards and the introduction of our domestic robot, which has now received approval for use by the Water Safety Group, promises to increase productivity and efficiency rates.

We will be commencing our business planning cycle again shortly, where we will review our achievements over the last year and our goals for the future. This is always an exciting time and a useful reminder of the hard work our colleagues provide, together with a welcome review of how far we have come as a company.

As always at this time of year, I would like to thank our Grounds Team for their hard work in making sure that the grounds of Harrogate District Hospital look inviting and welcoming to our service users. Our wildflower patches are now back in bloom and looking colourful, whilst helping the environment, in line with our Green Plan.

I would also like to congratulate Dipan and Paul, two of our Medical Engineering colleagues, who were recently nominated for a prestigious award, see page 6 for full details.

Finally, thank you to those colleagues who have been attending our Colleague Forum meetings. These sessions are invaluable in hearing your opinions and viewpoints, such as the positive feedback for our upgraded Goods Yard. The Forum has also led to plans to support further apprenticeships in the future and full details will be released shortly.

Sessions are open to all HIF colleagues!

### Help with the HIF Green Plan

Do you need to have a paper copy of this newsletter?

Why not sign up to receive a digital copy instead, to help achieve our Net Zero carbon emissions target - visit [www.harrogateintegratedfacilities.co.uk](http://www.harrogateintegratedfacilities.co.uk) now!



## WELCOME TO HIF

NEW MEDICAL ENGINEERING COLLEAGUES



On 1 July, we announced the arrival of our new Medical Engineering Service to HIF.

The service was previously provided by an external provider, Avensys. Following consideration of the service, it was felt that there would be benefit in providing this service as an internal team and, as such, colleagues from Avensys have transferred to HIF.

The Medical Engineering Team provides a dedicated technical service, supporting the safe and compliant operation of medical devices across HDFT.

The service operates in accordance with the Medicines and Healthcare products Regulatory Agency (MHRA) guidance and national standards, ensuring the ongoing safety, accuracy and reliability of medical equipment used in clinical care, both at HDFT and within the community footprint. Their core functions include:

- **Equipment testing and maintenance:** Regular inspection, functional testing and calibration of a wide range of medical devices to maintain clinical effectiveness and adherence to manufacturer specifications
- **Corrective Repairs:** Fault diagnosis and repair of medical equipment, covering both urgent on-site interventions and in-depth workshop-based restorations, with the aim of minimising equipment downtime
- **Planned Preventative Maintenance:** Scheduled maintenance programmes aligned with manufacturer requirements and regulatory best practice, designed to reduce the risk of failure and extend equipment longevity
- **Regulatory Compliance and Governance:** Oversight of medical device safety in line with MHRA guidance, including coordination of responses to Field Safety Notices, Medical Device Alerts and local governance processes
- **Third Party Contract Management:** Administration and oversight of service contracts with external maintenance providers for specialist medical equipment. This includes performance monitoring, compliance assurance and supplier liaison
- **Asset Lifecycle Management:** End to end support for medical devices from acquisition and commissioning to decommissioning and disposal. All activity is underpinned by a centralised asset management system to ensure traceability and governance.

To welcome our new colleagues, we held a Welcome Event, where each colleague received a dedicated Welcome Booklet and had the opportunity to raise any concerns or suggestions they may have had. They also had the opportunity to meet our HIF Corporate Team, together with Ant Walker, who will have ultimate responsibility for this particular service under our HIF governance structure.

The team now have a dedicated inbox for any queries: [hif.medicalengineering@nhs.net](mailto:hif.medicalengineering@nhs.net) and can be contacted on their previous contact numbers (01423 555801 or 555802),



## NEW UNIFORM

### OUR PORTERS HAVE HAD AN UPGRADE!

As part of our continued commitment to staff comfort, professionalism and service standards, we are pleased to have introduced new polo shirts as the summer uniform for our Portering Team.

The change comes in response to feedback and the need for a more breathable and practical option during the warmer months. The new polo shirts are lightweight, easy to care for and help

our Porters stay cooler and more comfortable throughout their shifts. We are pleased that this update not only supports staff wellbeing, but also ensures our porters continue to present a smart and consistent image across all areas.



PORTERING & TRANSPORT  
TEAM LEADER

We have also updated our Portering and Transport Team Leaders, who were previously known as Charge Hands, with new identifying badges, so they can be easily recognised by our wider colleagues.

We would like to thank our team for their ongoing hard work, we hope the new uniform makes a positive difference in your day to day!

## CELEBRATION TIME

### NATIONAL HEALTHCARE ESTATES AND FACILITIES DAY

In June, we were delighted to have the opportunity to celebrate the National Healthcare Estates and Facilities Day, which we did in style this year, with a whole week of celebrations!

This day is held on the third Wednesday of June each year and is an opportunity to showcase and recognise the incredible work undertaken by Estates and Facilities colleagues all over the country.

All of our colleagues were invited to receive a free breakfast sandwich in Herriots and we were delighted to showcase our departments and colleagues with a series of videos posted on our social media.

Thank you to each colleague who gave an interview for these videos, they received great feedback and gave us an opportunity to highlight the variety of roles available within HIF. Special thanks to Anna Pugh for organising everything!



## THANK YOU

### TO ALL WHO TOOK PART IN OUR TEAM INTERVIEWS



## CHRISTMAS IS COMING!

After the great success of last year's HIF Christmas party, we are turning our thoughts to how to celebrate this year.

We would like your views and suggestions of how to celebrate this festive season - Please take a few minutes to complete our survey and let us know your thoughts:



# INFORMATION GOVERNANCE

## COMPLIANCE REMINDER

Following a recent exercise by the Information Governance Team, we have been provided with the below observations:

**Observation:** Mobile phones plugged into PCs/laptops and docking stations

**Recommendation:** Line managers to distribute guidance on acceptable device usage, specifically how mobile phones can be connected.

**Observation:** Monitors left on and visible with no screen locking, in some areas monitors were viewable from corridors or shared workspaces

**Recommendation:** All devices to be screen-locked when unattended, review possibility of privacy screens where in view of public. Reorganisation of spaces to be considered where necessary.

**Observation:** Doors left unlocked despite having keypad or swipe access

**Recommendation:** Remind all staff that security-controlled doors must remain locked at all times.

**Observation:** Confidential waste not managed securely

**Recommendation:** Specific areas to be identified requiring designated facilities for disposal of confidential waste. Ensure locked bins are provided and easily accessible. Staff to be reminded of correct procedures for handling and disposing of sensitive documents.

# CONGRATULATIONS IN SSD

## WELL DONE TO DIPAN!

HIF and our SSD Team are delighted to be able to congratulate Dipan Parikh and Paul Walker, two of our Medical Engineers, for being nominated for this year's Healthcare Scientist of the Year at the recent Medical Directorate Conference!

Nominations for this award included individuals from Microbiology, Cardio-Respiratory, Physiological Sciences and Point of Care, as well as Medical Engineering and we are thrilled that Dipan achieved the runner up position!

Dipan's nomination described him as "professional, courteous and helpful. His enthusiasm for medical engineering is in abundance. He is passionate about working to the highest standard as well as what the future holds for the specialty, with AI and software being recognised as a medical device.

In his current role, Dipan is always happy to share his knowledge on medical devices: what's on the market, how these are managed, challenges for medical engineers, etc."

Both Dipan and Paul are a credit to their professions and our new Medical Engineering Team, congratulations to you both!



Test your skills with our puzzle page – What have our Porters been getting up to!

## SUDOKU

	4	2	9			3	8	6
						4		2
8		6		5			7	1
					8			
			6					
	6	5					9	8
6					9	8		3
		9	8	1				4
1	8	3	5		4	7		

Can you find all 10 differences?



Answers at the back – no cheating!



## IMPORTANT UPDATE

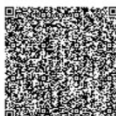
Updated Pay Scales for 2025/26



### For those on Agenda for Change contracts, pay scales are

	Entry Step Point	Years until Eligible for Pay Progression	Intermediate Step Point	Years until Eligible for Pay Progression	Top Step Point
<b>Band 2</b>	£24,465		N/A		£24,465
<b>Band 3</b>	£24,937		N/A	2	£26,598
<b>Band 4</b>	£27,485		N/A	3	£30,162
<b>Band 5</b>	£31,049	2	£33,487	2	£37,796
<b>Band 6</b>	£38,682	2	£40,823	3	£46,580
<b>Band 7</b>	£47,810	2	£50,273	3	£54,710
<b>Band 8a</b>	£55,690	2	£58,487	3	£62,682
<b>Band 8b</b>	£64,455	2	£68,631	3	£74,896
<b>Band 8c</b>	£76,965	2	£81,652	3	£88,682
<b>Band 8d</b>	£91,342	2	£96,941	3	£105,337
<b>Band 9</b>	£107,179	2	£115,763	3	£125,637

Scan here to read more



AFC and HIF Payscales have increased by 3.6%

For more information, contact:

☎ 01423 885959

✉ hdf.payroll@nhs.net

## IMPORTANT UPDATE

Updated Pay Scales for 2025/26



### For those on HHFM contracts, pay scales are

	Entry Step Point	Years until Eligible for Pay Progression	Intermediate Step Point	Years until Eligible for Pay Progression	Top Step Point
<b>Band 2</b>	£25,199		N/A		£25,199
<b>Band 3</b>	£25,685		N/A	2	£27,396
<b>Band 4</b>	£28,310		N/A	3	£31,067
<b>Band 5</b>	£31,980	2	£34,492	2	£38,930
<b>Band 6</b>	£39,842	2	£42,048	3	£47,977
<b>Band 7</b>	£49,244	2	£51,781	3	£56,351
<b>Band 8a</b>	£57,361	2	£60,242	3	£64,562
<b>Band 8b</b>	£66,389	2	£70,690	3	£77,143
<b>Band 8c</b>	£79,274	2	£84,102	3	£91,342
<b>Band 8d</b>	£94,082	2	£99,849	3	£108,497
<b>Band 9</b>	£112,454	2	£119,236	3	£129,406

Scan here to read more



AFC and HIF Payscales have increased by 3.6%

For more information, contact:

☎ 01423 885959

✉ hdf.payroll@nhs.net

# CARERS PASSPORT

## HOW TO ACCESS SUPPORT

Those HIF colleagues who also undertake carer duties for a dependent, are invited to speak to their line manager about a Carers Passport.

The purpose of the passport is to enable colleagues to hold a supportive conversation and to document any flexibilities needed in order to support you in your role, whilst combining caring and working.

The aim is to create a supportive working culture by providing structure for conversations, where colleagues can talk about their circumstances in a safe environment.

A carer is defined as someone who is looking after a family member, partner or friend who cannot manage without help due to illness, frailty, disability, mental health issues or substance misuse problems. This also includes a parent who is caring for a child or young person with a disability or long term health condition.

More information can be found on PolicyStat by searching Carers Passport, or a copy of the policy can be requested by emailing [anna.pugh1@nhs.net](mailto:anna.pugh1@nhs.net) or calling ext 3534.

## WELLBEING EMPLOYEE ASSISTANCE PROGRAMME

CiC is our new employee assistance programme, which has replaced the previous ViVup service. CiC is an independent, free and confidential advice service for all teamHDFT employees and their families. CiC is available 24/7 by Freephone (0800 085 1376 or 020 7938 0963) or by email ([assist@ciwellbeing.com](mailto:assist@ciwellbeing.com)).

CiC offer a wide variety of support including financial and legal advice, nutritional guidance, emotional support including structured counselling, physical health advice and confidential, in the moment, support.

Their dedicated managerial advice helpline is also available at 0800 085 3805.

This programme also includes a comprehensive wellbeing digital platform called Ele (Elevate your Wellbeing), which is an app featuring over 6,500 lived experience videos, podcasts, a directory of support organisations and a variety of other resources.

Access to Ele is via <https://HDFT.elewellbeing.co.uk>

When logging in for the first time, please use:

Username: [hdf@elewellbeing.co.uk](mailto:hdf@elewellbeing.co.uk) Password: HDFTWellbeing



teamHDFT Occupational Health and Wellbeing – confidential advice and assistance to find the most appropriate support, including Mental Health Champions, who are able to signpost colleagues and also offer a supportive ear, identified by their green lanyard. Call 01423 553400, email: [hdf.occhealth@nhs.net](mailto:hdf.occhealth@nhs.net) or visit <https://www.hdf.nhs.uk/livingatourbest/hwb/>

# STAFF NETWORKS

## SAFE SPACES TO LISTEN, COLLABORATE AND SUPPORT EACH OTHER

Our Staff Networks aim to help each colleague bring their whole self to work. This is achieved by:

- Promoting openness and visibility across HIF and teamHDFT
- Influencing the organisation, culture and practice
- Providing a supportive space for colleagues to connect; and
- Including all friends and allies.

Our Networks are currently meeting via MS Teams in most cases, but please get in touch for full details, as we gradually move back to face to face meetings.



### REACH Network (Race, Equality And Cultural Heritage)

We have a strong network that enables us to support each other as we develop programmes and events for your wellbeing, professional development and progression.

Please contact our Chair, Liza Layton, at [hdf.reachstaffnetwork@nhs.net](mailto:hdf.reachstaffnetwork@nhs.net)

### Disabilities and Long Term Conditions Network

This network is a key part of how we can encourage, retain and develop colleagues with disabilities and long term conditions. We aim to raise awareness, unblock issues and improvements, and help all colleagues thrive.

Please contact our Chair, Mel Aubin, at [hdf.disabilitystaffnetwork@nhs.net](mailto:hdf.disabilitystaffnetwork@nhs.net)



### LGBT+ Network

We aim to provide supportive processes to champion workplace inclusion for our LGBT+ colleagues and their families, enabling access to peer support and increasing resilience and accessibility to support services.

Contact our Chair, Richard Dunston-Brady, at [hdf.lgbtstaffnetwork@nhs.net](mailto:hdf.lgbtstaffnetwork@nhs.net)

### Men's Network

This newly formed group provides a safe and open space to discuss sensitive issues, such as concerns around health and wellbeing, and actively promotes great initiatives to assist.

Please contact our Chair, Richard Dunston-Brady, at [hdf.mensnetwork@nhs.net](mailto:hdf.mensnetwork@nhs.net)



### Menopause Network

A majority of HIF and teamHDFT colleagues are women and it is important to understand the impact menopause can have on day to day life. This network provides shared information, education and support, with no hierarchy.

Please contact our Chair, Lorraine Dyson, at [hdf.menopausenetwork@nhs.net](mailto:hdf.menopausenetwork@nhs.net)

### Neurodiversity Network

This is available for anyone who identifies as being neurodiverse. This includes autism, ADHD, dyslexia, dyspraxia, anxiety, depression and any other neurodevelopmental condition. Proof of diagnosis is not required.

Please contact our Chair, Mel Aubin, at [hdf.disabilitystaffnetwork@nhs.net](mailto:hdf.disabilitystaffnetwork@nhs.net)



### Working Families and Carers Network

This network is aimed at any colleague who juggles working alongside being a parent or carer for others and provides a safe space for members to take time out and share experiences, through quarterly meetings.

Please email [hdfworkingfamilies.carers@nhs.net](mailto:hdfworkingfamilies.carers@nhs.net) to join.



# FREEDOM TO SPEAK UP

## WHAT CAN YOU DO

Speaking up includes speaking up about anything that gets in the way of doing a good job, such as poor clinical practice, anything that makes someone's working life difficult, such as bullying or excessive work pressures, and also where processes and procedures are not followed.

All colleagues across teamHDFT and HIF can access Freedom to Speak Up. This includes bank staff, agency staff, students, contractors, volunteers and even people who have left the Trust.

Equally, concerns can be raised internally within your departments, to Line Managers. Line Managers have a duty to listen to your concern and act accordingly.

Training is available on Learning Lab to support our speaking up culture. I would encourage everyone to complete this, if you have not already done so, and to encourage your colleagues to complete this as well. The training is divided into three modules:

**Speak Up** – for everyone

**Speak Up and Listen Up** – for all managers

**Speak Up, Listen Up and Follow Up** – For all senior leaders.

We have a network of Fairness Champions, who can also be approached if you have a concern. The full directory of these can be found on the intranet.

The role of Fairness Champion includes raising awareness within your department about the importance of the Trust values and behaviours (Kindness, Integrity, Teamwork and Equality), having an open culture and being free to speak up, as well as specifically addressing bullying behaviours and unfairness.

### Does this sound like something you could do?

We are always keen to recruit more Champions, especially across HIF. If you are interested, then please email the team, who would be more than happy to have a chat and guide you through the application process. Alternatively, the application form can be found on the intranet under the Freedom to Speak Up section.

If you have any questions or concerns, please do not hesitate to get in touch by email at: [hdft.freedomto.speakup@nhs.net](mailto:hdft.freedomto.speakup@nhs.net). This address is kept completely confidential, so please feel free to use this to raise any concerns or ask any questions.

# Answers



## SUDOKU

5	4	2	9	7	1	3	8	6
7	9	1	3	8	6	4	5	2
8	3	6	4	5	2	9	7	1
4	2	7	1	9	8	6	3	5
9	1	8	6	3	5	2	4	7
3	6	5	2	4	7	1	9	8
6	5	4	7	2	9	8	1	3
2	7	9	8	1	3	5	6	4
1	8	3	5	6	4	7	2	9

## SPOT THE DIFFERENCE





## HHCC AND VOLUNTEER TEAM

### WAYS YOU CAN GET INVOLVED

# JOIN OUR STEPPING UP COMMUNITY

EMAIL HDFT.HHCC@NHS.NET

TEL: 01423 557408

#### What to Expect:

- Early access to races and events
- Expert Advice
- Fundraising Support
- Personalised donation page
- Stepping Up T-shirt
- Medals to collect

**SIGN UP NOW**



Harrogate Hospital & Community Charity (HHCC) is the registered charity for Harrogate and District NHS Foundation Trust and we aim to enhance the facilities and environment for patients, their families and all teamHDFT colleagues.

Support from our colleagues and the wider community is essential to allow HHCC to continue their service.

#### Ways you can support:

HHCC will be celebrating throughout 2025, as this will be the 30th year of the hospital charity enhancing patient care and the wellbeing of our service users. There are many events being planned by HHCC throughout the year.

Look out for exciting updates, by subscribing to our Newsletter, following our social media pages and keeping in touch with HHCC!

If you would like to share how the Charity has supported you during the last 30 years, please do get in touch, as we would love the opportunity to share your stories!

Contact the HHCC Team for details: any contribution, no matter the size, is always greatly appreciated and valued.

#### Volunteering Opportunities:

HHCC also works closely with the Volunteering Team, including the Enhanced Pathway and Project SEARCH programmes, helping people build experience within a Hospital setting.

The Volunteering Service is an invaluable service at teamHDFT. If you know someone who might be interested in volunteering, or if your department would benefit from a volunteer, please get in touch!

#### To Donate:

Contact the HHCC Team at teamHDFT by emailing: [hdft.hhcc@nhs.net](mailto:hdft.hhcc@nhs.net) or scan the QR code below:



#### FOLLOW US

Follow HHCC on social media, including Instagram and TikTok, or subscribe to the regular newsletter to stay updated on exciting events and projects!

#### To Volunteer:

Contact the Volunteer Team at teamHDFT by emailing: [hdft.volunteering@nhs.net](mailto:hdft.volunteering@nhs.net) or scan the QR code below:



Follow us on





# HIF COLLEAGUE FORUM

To join our Colleague Forum,  
email: [anna.pugh1@nhs.net](mailto:anna.pugh1@nhs.net)



**LOCATION:**  
**HIF BOARDROOM, 17  
WETHERBY ROAD**

**TUES 20 MAY, 1-2PM**  
**THU 26 JUNE, 11-12PM**  
**THU 22 JULY, 11-12PM**  
**TUES 12 AUG, 2-3PM**  
**MON 22 SEPT, 11-12PM**  
**TUES 18 NOV, 11-12PM**