

South Tees Hospitals

NHS Foundation Trust

Meeting committee:	Board of Directors Public Meeting	Meeting date:	March 2013
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This paper is for: (Only 1 column to be marked with x as appropriate)	Action/Decision	Assurance	Information x
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Title	Estates and Facilities Management (EfM) Quarterly Report
Purpose	To provide the Board of Directors with a quarterly overview of EfM issues within the Trust and to provide formal board level reporting on performance

Summary	<p>The report provides headlines of current issues</p> <p>At National level</p> <ul style="list-style-type: none"> - Update on PLACE inspections - Update on Prop Co Ltd - Update on Premises Assurances Model <p>At Local Level</p> <ul style="list-style-type: none"> - Update on sustainability & waste management - Details on performance and specific areas of work. - Opening of the Café Bar at the Friarage Hospital, Northallerton
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Prepared by:	Margaret McGloin Deputy Director Planning (Built Environment)	Presented by:	JILL MOULTON Director of Planning
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Recommendation:	Trust Board members are requested to consider the information contained within this report.
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Implications (mark with an x in appropriate column(s))	Legal	Financial	Clinical	Strategic	Risk & Assurance
		x	x		x

TRUST BOARD OF DIRECTOR MEETING – MARCH 2013
ESTATES AND FACILITIES MANAGEMENT (EFM) REPORT

1 PURPOSE

This report aims to provide the Board of Directors with information on the delivery of estates and facilities services within the Trust highlighting changes or particular issues arising nationally which will affect FM services. It also provides information on local performance and updates on programmes or projects which are being undertaken within FM to support delivery of Trust objectives.

2 NATIONAL EFM ISSUES

2.1 Patient-Led Assessment of the Care Environment (PEAT)

The introduction of PLACE is now complete and effective from the 1 April 2013, Trusts are now being advised of when assessments can take place. South Tees NHS Foundation Trust has been formally advised to date of two assessments which will take place weeks commencing 8 and 15 April 2013 for the Carter Bequest and Lambert Hospitals. Dates for the remaining assessments will be arranged shortly.

A session took place on Tuesday 5 March with 8 of the patient assessors to advise them of what would be expected of them during the assessments, answer any questions which they may have and identify which site/s they would prefer to attend. The session was led by Denise Foster, Hotel Services Manager, and Trust Lead for PLACE and Tamsin Graham, Matron Lead for PLACE.

All assessments are to be undertaken by 21 June 2013 with the results expected to be published in September 2013

2.2 Property Services (Prop Co)

As previously reported NHS Property Services Prop Co has been set up by the Department of Health to manage all the PCT estate not transferred to providers.

Prop Co will be formally launched in April 2013 headed up by Chief Executive Simon Holden and supported by 4 Regional Directors. It will focus in the first year in operation on ensuring stability and continuity of the NHS estate, facilities and properties, as they transfer to the new organisation.

Prop Co is keen to establish a Strategic Estates and Property Network (St EP) for all staff working in strategic estates planning, property acquisition, spatial planning, development, leases, disposals or estates information management.

The Planning Department will join on behalf of the Trust the St EP network which will give access to an online information hub, regular electronic communications combined with meetings held on a regional basis.

2.3 Premises Assurance Model

An updated and revised version of the NHS PAM for NHS Providers to use as a basis for locally derived Estates & Facilities assurance for the Boards has been published. Changes include:

- Reviewed and rewritten Self Assessment Questions;
- Addition of Compliance Evidence to assist in providing consistent assurance, and;
- Updated Metrics for Acute, Mental Health and Ambulance Trusts.

A review of the model and supporting guidance will be undertaken along with Governance and finance colleagues to consider how the revised model can be adopted and used to support improvements in the quality and safety of the organisations premises.

3 HEADLINE LOCAL ISSUES

3.1 Benchmarking of the PFI Concession Agreement - JCUH

All the substantial issues resulting from the negotiations for a renewed 5 year contract for soft services have been resolved with the exception of an issue regarding the transfer of pensions for security & guarding staff (see page 6). We are still awaiting the signed deed of variation which formally closes off the negotiations on this matter.

3.2 Retirement & Restructuring of Planning Department

Paul Birch, Assistant Director of Planning has decided to retire on 31 March after 37 years working in the NHS. Paul began his career in 1974 at Mid Staffs Hospital as a cook. He has held his current post, Assistant Director of Hotel Services since 2003. Paul's expertise in hospital catering has been widely recognised being seconded to NHS Estates in 2000 to assist in a National project to improve the quality of food for patients and in 2007 to the Maltese Government to develop a catering solution for the new Mater Dei Hospital being commissioned on the island. With the pending retirement of Margaret McGloin, Deputy Director of Planning – Built Environment in December of this year a revised senior management structure has been proposed.

The post of Head of Estates & Facilities Management was advertised through NHS Jobs in January but following shortlisting and interview no appointment has been made.

The intention is to re-advertise the post nationally to recruit a suitable candidate.

In the interim Paul has offered to return to work on a part time basis until an appointment can be made.

3.3 Joint Working

Collaboration Board Meetings with North Tees & Hartlepool NHS Foundation Trust continue with meetings scheduled for the 2013.

As from 1 April 2013 all meetings regarding capital and estates matters relating to Community Service properties will be with the newly established Prop Co.

3.4 Major Capital Schemes

FHN Kitchen

The new facility was completed and formally handed over to planning on Friday 15 February, there were some minor snagging works required and these were undertaken without delay to enable the planned training and inductions to be conducted over the following week as planned. The facility opened for service on Tuesday 26 February. A week later income figures are indicating a very successful first week of trading. The product range is under daily review and variation of retail choice will be amended accordingly. Generally the concept has been very well received by both staff and visitors. The old units were disconnected on Wednesday 27 February, decommissioned over the next two days and removed from site on Saturday 2 March.

The former portacabin "foot print" has been made good and will be returned to car parking spaces.

The old dining room and associated kitchen and servery areas will continue to be required for storage, staff changing and administrative purposes.

3.5 Rail Halt

In order to facilitate the construction of the platform for the new rail halt, a parcel of land (26m²) is to be transferred to Network Rail. The halt will be constructed to the south of the site adjacent to the existing blue footbridge.

The provision of the long-awaited rail halt will assist the Trusts in reducing its carbon footprint and encourage sustainable travel.

3.6 Sustainability & Waste Management

- The Trust appointed external consultants Independent Safety Ltd to conduct annual pre-acceptance waste audits at JCUH and FHN during February 2013. Final audit reports were received during March. A trust wide risk alert has been issued in response to a number of contraventions of waste regulations identified during the audit. Further recommendations / actions arising from the report are being reviewed and an action plan developed to deliver the required improvements.
- The sustainability site will be launched on the Trust intranet in April. The site will provide guidance on energy and waste reduction, water conservation and staff awareness.

Energy Management

- Trust is in process of procuring an energy monitoring and targeting software package called Systemlink, The software will support improved monitoring of energy consumption and through target setting for individual buildings will help us identify energy wastage.
- Energy and sustainability advisor continues to work with Carillion at JCUH and the estates team at FHN to implement 'no-cost' energy savings initiatives identified during the recent trust wide energy management review. These include re-aligning heating and ventilation system operating times with department 'opening hours' and effecting a switch off policy for lighting in areas of the hospital during out of hours periods..

- The department was successful with a bid for £67,000 non-recurring funding from Tees Health to support additional energy saving measures at the James Cook Hospital. The majority of the funding will be invested in the introduction of lighting controls in the clinical academic centre and the conversion of external lighting to LED. It is estimated that these investments will deliver a £20,000 reduction in the cost of electricity during 2012/13.
- In January 2013 the Department of Health announced a £50m capital fund had been established in 2013-14 for the NHS to improve energy efficiency across the NHS, supporting organisations to further achieve energy and carbon reductions as set out in the NHS Carbon Reduction Strategy for England (CRS) and set out the conditions for funding, the application process, the qualifying criteria and timescales. First stage bids were required to be submitted by 28th February 2013.

The Trust submitted 4 bids against the fund totalling approximately £1.4M for the following projects to support its 2013/14 P&E Energy Reduction target:

- Installation of biomass boiler – energy centre JCUH;
- Installation of biomass boiler – energy centre FHN;
- Energy efficient lighting – FHN;
- Operating theatre ventilation plant controls – JCUH.

The timescale for the bidding process is as follows:

- The initial application process (Stage 1) is required to be completed by 28 February 2013
- Initial “approval in principle” to Stage 1 applications will be made by 4 April 2013.
- Stage 2 applications must be submitted by 1 May 2013
- Funding for successful applications will be announced by 14 June 2013.

4 JAMES COOK UNIVERSITY HOSPITAL (JCUH)

4.1 PFI Performance

PFI performance measurement & service indicators for January 2013 are tabled below.

Service Description	Current Month Performance	Rolling 12 Month Average Performance	Current Month Service Failure Points	Service Failure Points Rolling 12 Month Average
Soft Services:				
Cleaning	99%	96.1%	0.17	2.77
Catering	100%	100%	0.00	0.00
Ward Housekeeping	100%	100%	0.00	0.00
Portering	99%	99.9%	0.26	0.01
Linen and Laundry	100%	100%	0.00	0.00
Telecommunications	99%	99.9%	0.00	0.00
Security and Car Parking	99%	99.5%	0.03	0.02
Waste Management	100%	100%	0.00	0.00
Hard Services:				
Estates and Maintenance	98%	98.8%	1.47	1.01
Grounds and Gardens	100%	100%	0.00	0.00

* The threshold before a financial penalty is incurred is 51 points.

4.2 **Service Failure Points**

The aggregate number of service failure points during the month of January resulted in no service fee deductions.

4.3 **Car Parking & Security**

The Trust has carried out a two week shadow managing role, the purpose of this piece of work was to gain knowledge and understanding of the security service before it is transferred back to the Trust. The transfer has been delayed due to work that needs to be concluded with the Governments Actuary's Department on a bulk pension transfer

New signage has been erected around the site, to assist with directions for the car parks and also for the new road access.

There have been some problems reported with the car parking machines not taking £20 notes – Baydales have been to site and they have solved the problem.

We are also looking at the feasibility of putting card readers onto the machines so members of the public can pay for parking using their debit / credit cards.

4.4 **Portering**

There has been a delay in Carillion implementing the porter trac system which is part of the service improvements under the bench marking agreement.

4.5 **Laundry**

The laundry department has had a number of break downs with the batch tunnel washer. This has caused some operational problems however on investigation this was caused by the Trust as wards have been enclosing incontinence pads within the sheets which in turn blocks the drainage system of the washers. This has been reported and an alert has been sent out to all wards reminding them of the correct process.

4.6 **Switchboard/Reception**

Hotel Services over the past year have been carrying out a review looking at modernising the switchboard equipment to a voice activated switchboard and merging JCUH and FHN switchboards.

This piece of work will be re-instated and the business case refreshed for further discussion.

4.7 **Post Room**

The post room at JCUH continues to run well. However our first class spend has increased by about 35%. Hotel Services are looking at this and will carry out the following actions to reduce the number of items going via 1st class.

- Article in the staff bulletin - complete
- Refresher training with the post room staff (19 March)
- Workshops for all staff to attend on using the TNT service (16 April)
The more items of mail we have going via TNT the lower the cost per item.

4.8 Residences

Residences at JCUH have seen a lower occupancy in family accommodation over the winter period compared to occupancy in previous years. By March/April, we will see the occupancy rates increase again. For 2012/13 we have continued to over achieve on income.

There are two new CCTV cameras fitted into the residences following a number of break-ins.

We have a problem with vermin in the Loftus/Maltby area of the residences, Middlesbrough council refuse department have helped clear contaminated recycling bins and Carillion gardeners will be cutting down all the bushes in this area. Middlesbrough council pest control are also visiting the site regularly.

4.9 Healthy Transport & Travel Policy

The results of the staff travel survey were encouraging; they show that staff on the JCUH site are starting to look at alternative modes of travelling to the JCUH rather than using their own private car. The headlines of this survey were;

Mode used to travel to work	Percentage of staff using this mode in 2012	Percentage of staff using this mode in 2009
Single person car journey	78	84
Public Transport	5	5
Cycling	5	2
Car Sharing	4	4
Walking	8	4
Motorbike	0	1

The work on the rail halt continues to progress. The Trust are meeting with Northern Rail & Arriva in March, to discuss corporate ticketing.

4.10 Estates & Maintenance

Hard Services Overview

Estates and Maintenance Service Delivery

During the period the planned preventative maintenance activities included:

- Power failure resilience test was completed 3rd January at the request of the Trust; Sub Station 5 was omitted from the test due to emergency procedures being completed in Cath Labs.
- Honeywell Gent - weekly fire alarm maintenance.
- Hilton Electrical – six monthly site inspection and service of surgeons operating lights.
- Broadbent – completed 4W maintenance on the laundry departments Lava Tec's continuous batch washer to include replacement of both drum end seals.
- Anetic Aid - commenced periodic servicing of theatre trolleys.
- Spirax Sarco - completed routine steam trap service and inspection.
- Getinge - commenced autoclave annual validation tests.

- Reliability of SSD tunnel and cabinet washers was a challenge during January with a number of extended failures occurring; the machines are at the end of their effective life and manufacturers are indicating a number of components are obsolete, resulting in extended lead time for spares delivery.
- Pathology laboratory autoclave gas seal on the chamber vent motor continues to cause a number of cycle failures due to leak rate performance, we have requested approval to proceed with replacement of the gas seal but have been challenged by the Trust under the Group C major maintenance issue. Temporary repairs have been completed.
- Elga process water - completed routine service inspection of Pathology and Endoscopy RO water systems.
- Lubron - completed routine service inspection of PR8 (ITU) RO water and PR2 RO water systems.

13 weekly maintenance programmes were completed in:

- | | |
|---------------------------------|-----------------------------|
| • Spinals 1 st floor | • Clinical Infection |
| • Spinals ground floor | • Cardio OPD, suite 1 and 2 |
| • Neuro physio | • ward 14 |
| • Neuro radiology | • wards 17 – 21 inclusive |
| • Gynaecology Day Unit | • ward 23 – 25 inclusive |
| • Neurosciences | • ENT OPD |
| • Ophthalmology OPD | |

26 weekly maintenance programmes were completed in:

- wards 1 – 6 inclusive
- ward 16
- ward 37
- ward core
- day nursery
- trauma department
- Trauma OPD

52 weekly maintenance programmes were completed in:

- ITU 2 and 3

The residence maintenance programme continued with Tasmania, Guisborough and Flamborough

Circulation area planned maintenance was completed in:

- admin corridor 9 - 12
- admin block 5 - 8
- mall ground floor

Internal decoration of ward 22 and PICU commenced with ward 22 being completed and PICU approximately 15% with works being suspended until March 2013 at the request of the

unit manager. Internal decoration of Diabetic Care Centre commenced and is approximately 40% complete.

A number of schemes included in 2011/12, and 2012/2013 programmes await final approval.

Theatres 1 – 6 chilled water plant replacement

Laundry 3 roll ironer remedial works

Laundry 4 roll ironer remedial works

Maternity AHU's replacement

5 THE FRIARAGE HOSPITAL (FHN)

5.1 Estates & Maintenance (FHN)

Planned maintenance programme continued with the following key tasks being undertaken:

- Annual service - Trane Chilled water plant;
- 8hr Generator Test and high voltage switch maintenance
- Authorising Engineer annual lift inspections
- Site wide electrical portable appliance testing
- Building management system annual service

In addition to planned and routine responsive maintenance the following works were actioned:

- Repairs to lift cars N° 1, 5 and 6
- Isolate services from existing temporary kitchen
- Legionella risk minimalisation works:
 - Install isolation and drain valves to expansion vessels – Block A
 - End of line temperature monitoring – Mental Health Unit
- Renew fire escape ramp - Mowbray suite
- Roof repairs – linen bank, generators house & catering department
- Repairs to Medical Air Compressor plant
- Replacement of TV's site wide
- Improvements - fire compartmentation Mental Health Unit switch room
- Redecoration Ward 15 dining room and catering office
- Staff dining room asbestos remedial work
- Repairs to floor finishes - ITU
- Maintenance in support of ward reconfiguration works:
 - Redecoration - Maternity/Post-Operative Surgical Day Unit/Clinical Decisions Unit
 - Suspended ceiling repairs - Maternity/Post-Operative Surgical Day Unit
 - Flooring repairs / renewal - Maternity/Post-Operative Surgical Day Unit/ Clinical Decisions Unit
 - Renew defective domestic hot water pipework and insulation - Post-Operative Surgical Day Unit
 - Ventilation ductwork cleaning - Post-Operative Surgical Day Unit

5.2 Catering

Patient Catering

The review of the two week menu has been undertaken and with the exception of the addition of low fat option meals no major changes are required. This month (March) will see the trial of new patient salads.

The first of the Children's Menu review meetings has been held. It was agreed that the choice was sufficient however; should be offered the main menu as the first choice with the snack style menu being offered if the patient had no preference on the main menu.

It was noted that with the opening of the Café Bar Plus adjacent to the Children's Ward a greater choice throughout the day could be made available.

Discussion was held regarding menu presentation, picture menus etc, the catering team are working on these areas with the Nutritional Steering Committee and Group.

Views and comments from the weekly Patient Survey are displayed on Notice Boards outside the wards which are titled "you said, we did", this demonstrates that feedback from patients is acted on where operationally feasible. This will be updated quarterly.

Menu format is under review, both pictorial menus are being researched as an aid to patients with a number of issues, coloured crockery is being discussed to aid patients with dementia, there is some available funding for the procurement of equipment and suppliers' support is being sought to assist with the costs of the pictorial menus.

Nutrition Day 20 March, the Patient Catering Department working with the Dietetics Department will be displaying a typical days patient choice to cover the three main services of the day, beverages, snacks and special diets as part of a national joint initiative between the Hospital Caterers Association and the National Association of Care Caterers.

5.3 Cleaning

Monthly audits continue to be carried out by the Domestic Supervisors and the results are shared with the domestic assistants with a request for them to carry out any remedial action, audits undertaken over the last 6 months indicate a score of 93% for the site.

The microfibre trial has relocated to Ainderby Ward following a request from the IPC team, work is still ongoing re costs for implementation.

The ward reconfiguration programme is well underway and terminal cleaning of all areas prior to relocation has taken place in line with the schedule. It has also been possible to purchase some new silent closing bins and curtains for some areas from the PEAT monies

5.4 Car Parking & Security

A replacement entrance/exit barrier on the consultants car park will be installed by 31 March 2013. This replaces the existing barrier which cannot be repaired due to its age and obsolescence.

Additional car parking bays will be available following the removal of the kitchen portacabins and whilst work is required to resurface and reline it is anticipated that the work should be complete by 31 March 2013.

Following the completion of the above works we are looking to introduce car sharing at FHN by re-allocating spaces within the recreation hall car park for this purpose

5.5 **Portering**

We have recently recruited 2 x 30 hour Apprentice Porters to the FHN site. It is anticipated that the successful applicants will commence work in April 2013. Given that this is an ageing workforce this will provide the service with some continuity in the coming years.

5.6 **Laundry Services**

A further audit was undertaken in February to ensure that stock levels are appropriate for the service needs and these will continue throughout the year.

Meetings have taken place with both NEAS and YAS and we are currently waiting for both services to agree the costs in order that Service Level Agreements can be implemented and invoices raised accordingly.

5.7 **Ward Housekeeping**

Ward Housekeeping continues to work closely with the Catering Department and selected Ward Housekeepers are being generically trained to operate within retail areas if and when required as are retail catering staff who can cover on wards as required.

5.8 **Residences**

Occupancy levels for the past three months

	October	November	December
Nurses	63%	47%	58%
Doctors	75%	88%	88%

Again it has been necessary during inclement weather contingency to provide accommodation for staff that could not travel home, although available accommodation was limited most of those requiring over night accommodation were suitably catered for.

5.9 **Switchboard & Reception Services**

The recently installed back up system in security is used regularly to ensure functionality in the vent of a failure or unavailability to the main reception telecom's services.

There have been some issues raised regarding accessibility to external lines and Fax connections, these are being investigated by the telecoms team.

6 SPECIALIST EQUIPMENT SERVICES

6.1 **Equipment Rolling & Replacement Programmes**

Medical equipment has been commissioned for the following schemes during the last quarter:

- 1*YAG Laser (£24K)
- 12 Anaesthetic Machines (£240K)
- 1 Diagnostic Ultrasound (£88K)
- 2 Defibrillators (£11.2K)
- 1 Microscope (£29K)

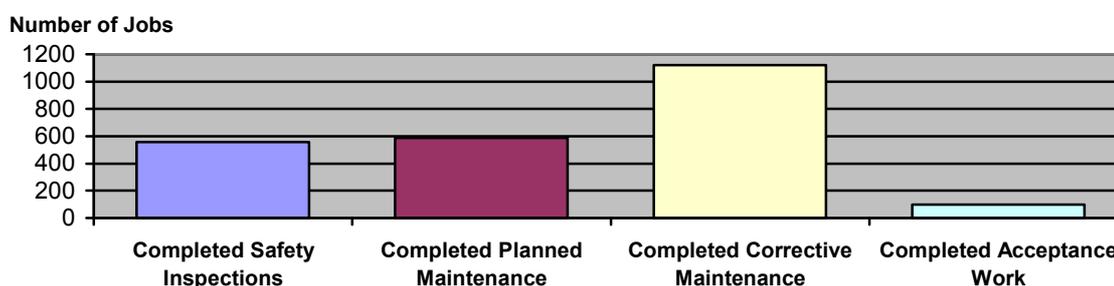
6.2 Equipment in the Community

The training of Asset Champions who will be responsible for local management of medical equipment in Community Hospitals and health Centres has been completed. A rolling 5 year revenue replacement programme has been constructed refresh the existing asset base.

6.3 Maintenance Contracts

During the last quarter a total of 20 maintenance contracts have been let with a total value of £131K.

6.4 Overall Activity for Period



7 CAPITAL AND PROJECT MANAGEMENT

7.1 Feasibilities

The total number of feasibility applications received over the last three months total twenty three of which five have had feasibility studies carried out and costings forwarded to the Divisions for approval to progress; these costs amount to an estimated figure of £8,067,884.00 for the following:

- F566 – Ward 17 – Paediatric Patient & Partner Accommodation
- F565 – PET Scanner/Cyclotron Facility in Endeavour Unit
- F564 – Transfer of IVF to Clinical Academic Centre
- F563 – Modifications to Occupational Health Building South Lodge
- F562 – Ward 14 – Change of Use

Feasibility costs being prepared for the following:

- F567 – External Lighting – Low Energy
- F569 – Expansion of A&E – Resus/Clinical Base
- F570 – Radiotherapy – Alter Workstation
- F571 – Neuro High Level Costs for Enabling Works to Support Fluoroscopy Equipment Replacement
- F572 - Neuro High Level Costs for Enabling Works to Support MRI Equipment Replacement
- F573 - Neuro CT Scanner High Level Costs for Enabling Works to Support Equipment Replacement

F574A – Orthodontic Dental Chairs x 3 High Level Costs to Support Enabling Works for Equipment Replacement
 F574B - Orthodontic Dental Chairs x 3 High Level Costs to Support Enabling Works for Equipment Replacement
 F575 – Radiology Dental Chest X-Ray High Level Costs to Support Enabling Works for Equipment Replacement
 F576 – A&E Trauma High Level Costs to Support Enabling Works in A&E General X-Ray (2 x Proteus) Equipment Replacement
 F577 – FHN Radiology Fluoroscopy High Level Costs to Support Enabling Works for Equipment Replacement
 F578A – Radiology Digital X-Ray (IVU 1) High Level Costs to Support Enabling Works for Equipment Replacement
 F578B – Radiology Digital X-Ray (IVU 2) High Level Costs to Support Enabling Works for Equipment Replacement
 F579 – Radiology General X-Ray Room 1 High Level Costs to Support Enabling Works for Equipment Replacement
 F580 – Radiotherapy Simulator or CT High Level Costs to Support Enabling Works for Equipment Replacement
 F581 – Radiotherapy Linac 1 High Level Costs to Support Enabling Works for Equipment Replacement
 F582 – Theatre Recovery Temperature Control

7.2 Minor Capital Works

The following feasibility request(s) has been issued as Minor Capital Works (< £25k) to Endeavour to procure:

F583 – Immunology Laboratory new doorway access between two laboratories.

Minor Capital Works Progressing:

VO 242 – Clinical Infection Department
 VO 241 – Endeavour Unit Alterations to Seminar Room
 VO 251 – MRI Doors Change of Access
 VO 255 – Ward 22 Plastic Dressing Clinic

Minor Capital Works Complete:

VO 224 – Provision of Cycle Shed Base and Services
 VO 225 – Provision of Additional RO Plant Microbiology
 VO 226 – Main IT Room Ventilation
 VO 227 – Spinal Injuries Access Enabling Works
 VO 230 – W&C Maternity Main Entrance Doors
 VO 233 – Access Control Wards 9 – 10
 VO 238 – Acute Medicine Ward 15 Security

7.3 P21+ Capital Small Works

Following the transition from P21 to P21+ the Trust is progressing with a number of projects agreed as part of the 2012/13 capital programme of works. These include the following:

Works Progressing:

Task 42A	JCUH Development of Endoscopy Reprocessing – scheduled for handover 15/3/13
Task 101	Cath Lab 1 – enabling works for equipment replacement

Task 102	Cath Lab 2 – enabling works for equipment replacement
Task 103	Cath Lab 3 – enabling works for equipment replacement
Task 110	Fluoroscopy - enabling works for equipment replacement
Task 111	Dental X-Ray - enabling works for equipment replacement
Task 112	General X-Ray Room 4 enabling works for equipment replacement
Task 113	General X-Ray Room 6 enabling works for equipment replacement
Task 114	General X-Ray Room 7 enabling works for equipment replacement
Task 118A	Ward 3 Enhancements
Task 121	Wards 5 – 12
Task 122	FHN Ward Moves
Task 123A	Installation of Fire Suppression System in Main IT Computer Room at JCUH
Task 123B	Installation of Fire Suppression System in Main IT Computer Room at FHN
Task 124A	Demolition of Bath & Wells Villa
Task 124B	Provision of Modular Office Building on Bath & Wells Villa Site
Task 125	Creation of Doctors' Mess in existing IT Facility
Task 126	Creation of a Theatre in existing Doctors' Mess
Task 127	Creation of shower room in existing staff room Ward 5
Task 128	Ward 35 Provision of Additional Bed Spaces
Task 129	Proposed HV Network at JCUH
Task 130	FHN SSD Air Handling Units
Task 130A	FHN Template 1-2 Ward Block Air Handling Units
Task 131	Ward 34 & Ward 36 Convert Offices back to Patient Bedrooms

Works Complete:

Task 120	FHN Hub Kitchen
Task 42B	JCUH Development of Endoscope Wash Room ENT/Refurb of Room located in Theatres 1-6 for Endoscope Storage

8 PROCUREMENT

Procurement

The procurement department has continued to work closely with divisions and directorates embedding the new procurement structure and actively developing relationships with key individuals across the trust. In addition the departmental procurement strategy is in the very final stages of development and will be a key milestone for the department upon its publication. Further to this work has been undertaken with both internal and external auditors of which the department has actively participated in and continues to do so with some specific audits and areas of work still ongoing.

Contracting/Savings

As of the end of February 2013 the Procurement Department have implemented contracts/projects which will generate a 2012/13 in year saving of £1,766,754 with a full year effect of £2,516,900.

Within the work plan it is currently estimated that there is approximately £59,991 of potential savings yet to be implemented however it has been agreed that the bulk of these remaining projects will be carried forward into the plan for 2013/14 in order to ensure the trust benefits fully from the savings. Therefore the outturn forecasted position at year end would result in the department achieving £1,800,000 in year savings with the full year effect of savings being in excess £2,500,000. This is against an in year target of £2,100,000.

The team is currently in the process of planning for 13/14 and have identified a number of key projects and work streams to be taken forward into the new financial year and are currently analysing the trust spend for each particular project to identify the level of savings

which can be achieved. In addition to this the department is committed to working closely with divisions and directorates and subsequently are working up an individual divisional procurement plan which will be fed in to the divisions on a regular basis and will help to facilitate the delivery of projects whilst identifying areas for improvement in non pay spend.

In contrast the procurement department are also heavily involved in projects which may not deliver upfront cash releasing savings to the trust however are necessary to maintain quality of services and keep the Trust legal with reference to its purchasing activity. Examples of which include the Agency workers project, renal satellite project and are overseeing/supporting the procurement activities on the Transforming Care Project and Transforming outpatients work streams, all of which are currently on-going.

Two key projects were Implemented in December 2012; Pacemaker/ICDS contract and the Cath Lab consumables contract. Both of these projects required significant clinical involvement and partnership working between Cardio and the procurement team which ultimately resulted in savings being realised of £424,052.

Operations/Logistics

From an operations and logistical perspective the department is continually working closely with divisions and are releasing some substantial stock efficiency savings through stock rationalisation projects. In total as of end of February 2013 the department has generated approximately £182,000 worth of efficiency savings.

The operations team are currently preparing for the end of year stock take and in turn are currently in the process of managing the stock levels appropriately to both maintain sufficient capacity and also ensure optimum levels of stock are held at year end. This creates an immediate pressure on the capacity of the team however it is not envisaged that it will adversely affect the ability to ensure orders are fulfilled and distributed appropriately and efficiently. The pressure within the team is being constantly monitored by the management to resolve any potential operational issues and ensure continuity of services.

Work has also been done within the team to ensure trust purchase orders are processed as effectively as possible and as a result this has seen a significant decrease in processing lead time and has ensured that a the backlog of orders is at a minimum.

Capital

The capital procurement programme is currently on-going with numerous projects being worked on.

The department has worked tirelessly over the last few months to source and procure the capital equipment funded from the non recurring PCT monies. Orders for equipment have been raised in most cases and we are now awaiting delivery of these items. The operations team are working closely with the procurement buyers and divisions to ensure a seamless receipt and delivery however are also planning for an increase in workload logistically to both receive and distribute the items across the trust.

9 OTHER ISSUES

Compliance/Risk

During January/February/March 2013 there were a total of 24 recorded fire alarm activations which represents a 42% reduction compared with the previous reporting period. Cleveland Fire and Rescue Service attended on 2 occasions. The reported causes of these events are:

- Unknown-15
- Damaged MCP (Accidental)- 1
- Burnt Food-5
- Smoking-1
- Environmental (aerosols / external smoke)-2

The Trust Fire Safety Advisor continues to investigate each uwfs occurrence and is working closely with fire team members to improve incident reporting as the cause of 60% of incidents being reported as unknown remains unacceptably high.

Following a routine inspection of Wards 9, 11 & 12 the Trusts Fire Advisor identified a number of issues with respect to fire safety. The inspection highlighted a deficit in staff fire

**Prepared by M McGloin
Deputy Director of Planning
March 2013**