

BRIEFING NOTE 2 – All NHS Wales Laundry Production Units

NHS WALES LAUNDRY PRODUCTION UNITS SERVICE REVIEW

1. PURPOSE

The purpose of this briefing note is to provide an update report on the review of laundry production units in Wales facilitated by NHS Wales Shared Services Partnership (NWSSP).

2. UPDATE

On February 1st, as a result of a procurement exercise, Capita were appointed to complete the review outlined within the PID and Invitation to Tender Document.

A detailed plan has been developed to complete the review in accordance with the Welsh Government Business Case model and two workshops have been held to gain critical input from key members of laundry management, workforce, finance and trade union representatives.

In addition to the workshops, requests have been made to each Laundry to supply data to further support the process and this continues to date.

Throughout April and May the project will continue to hold further workshops and progress through the Economic appraisal stage.

Project costs remain within budget and we are currently on target to produce the Outline Business Case, both of which are stipulated within the PID.

A Risk and Issue register is being maintained and reviewed at each Project Board to ensure satisfactory mitigation plans are in place and all recorded risks and issues are appropriately managed.

The Webpage for the Laundry review continues to host key documents and will continue to be used throughout the project and can be found at this location - [Laundry LPU Webpage](#).

3. PROJECT SCOPE

The scope of the project will include all five NHS Wales laundry production units:

- Ysbyty Glan Clwyd Laundry Services– Betsi Cadwaladr University Health Board;
- Glangwili General Hospital Laundry Service – Hywel Dda University Health Board;
- Llansamlet Laundry Service– Abertawe Bro Morgannwg University Health Board;
- Church Village (old East Glamorgan Hospital) Laundry Service – Cwm Taf University Health Board;
- Llanfrechfa Grange 'Green Vale' Laundry Service – Aneurin Bevan University Health Board.

4. PROJECT MANAGEMENT ARRANGEMENTS

NWSSP's internal project support will be focused on the following personnel:

- Project Director: Anthony Hayward, Assistant Director Facilities, Cwm Taf UHB on behalf of NWSSP
- Project Manager: Ian Rose NWSSP PMO Unit
- External Consultant Team Members
- Project Support officers

5. GOVERNANCE ARRANGEMENTS

Overall responsibility for the project will be discharged through the Shared Services Partnership Committee which will oversee the work of the NHS Wales Laundry Production Units Services Review Project Group.

6. COMMUNICATION

A dedicated section within the NWSSP intranet site will be established to share:

- Share status updates
- Diary of events
- FAQ section
- Contact Details

Specific documentation will also be shared locally for onward cascade by local laundry management.

Any further questions or enquires please contact:

Project Director - Anthony Hayward - anthony.Hayward@wales.nhs.uk

Project Manager - Ian Rose – ian.rose@wales.nhs.uk

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