

## **BRIEFING NOTE 4 – 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**

In Project Bulletin 3, dated 3<sup>rd</sup> May, we outlined the need to complete two further tasks to support the Laundry Production Review.

The tender process drew to a close on the 31<sup>st</sup> May with the contract being awarded to NIFES Consulting Group, after a thorough and concise tender evaluation process.

A pre-contract meeting was held on the 13<sup>th</sup> June and from this we are now able to share key dates for each Laundry Production Unit and also engage with our Trade Union Partners to issue a joint communications.

The tasks being completed are as follows:

##### **A. CONDITION APPRAISAL**

Documented evidence of the current condition of the Laundry Production Units and, where the facilities are currently below Condition B standard, the backlog maintenance liability.

##### **B. COMPLIANCE WITH BS EN 14065**

Confirmation whether the existing laundries can achieve BS EN 14065 June 2016, and where they can, the cost of achieving full compliance.

Timetable of events:

##### **A. CONDITION APPRAISAL**

27<sup>th</sup> & 28<sup>th</sup> June - Ysbyty Glan Clwyd Laundry Services  
4<sup>th</sup> & 5<sup>th</sup> July - Glangwili General Hospital Laundry Service  
11<sup>th</sup> & 12<sup>th</sup> July - Llansamlet Laundry Service  
13<sup>th</sup> & 14<sup>th</sup> July - Church Village Laundry  
18<sup>th</sup> & 19<sup>th</sup> July - Green Vale Laundry Service (TBC)

##### **B. COMPLIANCE WITH BS EN 14065**

3<sup>rd</sup> July - Ysbyty Glan Clwyd Laundry Services  
7<sup>th</sup> July - Glangwili General Hospital Laundry Service  
5<sup>th</sup> July - Llansamlet Laundry Service  
6<sup>th</sup> July - Church Village Laundry  
4<sup>th</sup> July - Green Vale Laundry Service (TBC)

It is estimated this additional activity will take approximately 4 weeks to complete and every effort is being made to complete the tasks within an acceptable timescale and, with minimum disruption to all laundry production units.

Project costs continue to be managed accordingly, however we are currently behind target to produce the Outline Business Case on time and aim to complete the process by November 2017.

Every effort is being made to complete the overall process in a timely and thorough manner.

A Risk register continues to be 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](#).

The next bulletin will be published after completion of the stated tasks in early August.

### **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](mailto:anthony.Hayward@wales.nhs.uk)

Project Manager - Ian Rose – [ian.rose@wales.nhs.uk](mailto:ian.rose@wales.nhs.uk)

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