

## **BRIEFING NOTE 12 – All NHS Wales Laundry Programme**

### **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**

As outlined within Bulletin 11, the next stage of the process is building on the existing business case and completing a set of specific additional tasks to complete the review and produce a Programme Business Case (PBC) addressing the issues highlighted in the Welsh Government's letter dated 17<sup>th</sup> May 2019 and in accordance with the Welsh Government business case guidance.

The consultants were appointed in Mid-October with Capita being selected with the objective of completing the tasks outlined within the Programme Brief and Specification.

The consultants are currently engaged and working across the following Health Boards and Trusts as customers and suppliers to achieve the outcomes described within the Programme Brief.

There are 5 Laundry Production Units (LPUs) across NHS Wales:

- Ysbyty Glan Clwyd (Betsi Cadwaladr University Health Board)
- Glangwilli General Hospital Laundry (Hywel Dda University Health Board)
- Llansamlet Laundry Service (Swansea Bay University Health Board)
- Church Village (Cwm Taf Morgannwg University Health Board)
- Llanfrechfa Grange 'Green Vale' (Aneurin Bevan University Health Board)

This focuses on the requirements from Welsh Government and converting the existing case from an Outline Business Case to a Programme Business Case.

The consultants have already completed a number of site surveys in support of the case development and will seek to conclude this element of the process by the end of November.

In parallel, a number of workforce roadshows have been held, presented by the NWSSP workforce, programme team with local workforce and staff side support.

This focused on the journey to date and the likely outcomes and options once the actual site locations are confirmed in early 2020 and possible TUPE arrangements available in the event of an approved business case.

The roadshows were well represented in all areas and have now provided a key foundation for communicating directly to the workforce as the programme evolves ensuring the workforce remains informed throughout.

To further support the roadshows, both internet and intranet websites have been further developed, hosting key documentation, frequently asked questions and a new mailbox for direct contact into the programme team.

Lastly, the site selection process will commence in November, this will be completed through a small number of workshops and sessions concluding in January.

To support the overall programme, the programme board has been established through nominations via the Shared Services Partnership committee including representation from Health boards, NWSSP, Programme Team and Staffside.

It is envisaged all of the requirements raised within the tender specification will be completed and the draft Programme Business Case being made available in early February for internal programme board review and subsequent submission to the Shared Services Partnership Committee in March 2020 and then submission to Welsh Government shortly after.

### **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 – Swansea Bay University Health Board
- Church Village (old East Glamorgan Hospital) Laundry Service – Cwm Taf Morgannwg 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, Corporate Director NCCU on behalf of NWSSP Committee
- Project Manager: Ian Rose Head of NWSSP PMO
- 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 Programme.

## **6. COMMUNICATION**

A dedicated section within the NWSSP intranet and internet sites 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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