

BRIEFING NOTE 3 – 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 3rd May workshop 3 was held to review the data captured so far in the process and aimed to agree the optimum number of laundry units, which will be carried forward to the shortlist.

This followed a specific agenda to allow maximum input from all Laundry Management teams, Trade Unions, Public Health Wales and Customer Health Boards which resulted in a succinct, agreed, draft shortlist.

To further support the process we have also commenced an ITT activity to appoint consultants to carry out an additional work package comprising two key elements:

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

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

The indicative timeline for completion of the additional activity is:

Procurement Stage	Indicative Timescale
Develop and Agree Procurement Plan	3rd May 2017
Placement of Advertisement	3rd May 2017
Issue Invitation to Tender (ITT)	3rd May 2017
Closing Date for Receipt of Tenders	17th May 2017
Tender Evaluation	w/c 22nd May 2017
Trust Approval	w/c 22nd May 2017
Notification of Preferred Bidder	w/c 29th May 2017
Contract Start	1st June 2017

It is estimated this additional activity will take a maximum of one month to complete.

Furthermore, it has been requested by our colleagues within Unison we issue a joint communications briefing to each Laundry Production Unit to

advise on the need to make site visits to complete the Condition Appraisal and this will be completed by Friday 12th May.

Project costs currently remain within budget, however we are currently behind target to produce the Outline Business Case in May and this is anticipated as being completed and presented to the SPCC on the 19th September.

A Risk 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

Date: 3rd May 2017