

# WELSH HEALTH CIRCULAR



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

**Issue Date:** 09 May 2003

**Status:** ACTION

**Title:** CONSTRUCTION PROCUREMENT AND DESIGN POLICY FOR NHS WALES

**For Action by:** Chief Executives of NHS  
Trusts; Director, Welsh Health Estates.

**Action required:** Section 4 of  
attached policy document

**For Information to:** Regional Directors plus attached list

**Sender:** Mrs Pat Tempest, Head of Capital & Estates, NHS Wales Department

**National Assembly Contact for matters of Policy:** Pat Tempest, Head of Capital & Estates, NHS Wales Department, Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ.

**Welsh Health Estates Contact for Technical Advice :** Nigel Davies, Welsh Health Estates, PO Box 182, Bevan House, 25-30 Lambourne Crescent, Llanishen, Cardiff, CF14 5GS  
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**Enclosure(s):** Construction Procurement and Design Policy for NHS Wales



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## **CONSTRUCTION PROCUREMENT AND DESIGN POLICY FOR NHS WALES**

**Dear Colleague**

### **Summary**

1. The purpose of this circular is to advise property holding NHS bodies of the Welsh Assembly Governments' Construction Procurement and Design Policy for the NHS Estate in Wales and the actions required of them.

### **Background**

2. The Welsh Assembly Government wishes to promote the principles of partnership working, supply chain management, the reduction of waste and continuous improvement in construction procurement and has already signalled its commitment to implementing the principles of "Rethinking Construction" agenda.
3. It also wishes to ensure that high quality design is routinely incorporated into construction schemes within the NHS in Wales and that sustainable development issues are fully considered within such projects.
4. To facilitate these aims the attached Construction Procurement, and Design Policy for NHS Wales has been developed. This is the latest in the series of asset management policy initiatives for the NHS in Wales

### **Action**

5. The implementation of the Construction Procurement and Design Policy will require actions on behalf of property holding NHS bodies which are detailed in Section 4 of the attached document.
6. Any queries concerning this circular should be directed to:

Mrs Pat Tempest, Head of Capital and Estates Branch, Welsh Assembly Government,  
Cathays Park, Cardiff, CF10 3NQ

7. A Welsh translation of this WHC will be issued shortly

**Yours sincerely**

**Pat Tempest**

Head of Capital and Estates Branch NHS Wales Department

## **WELSH ASSEMBLY GOVERNMENT FOR WALES-NHS DIRECTORATE**

### **CONSTRUCTION PROCUREMENT AND DESIGN POLICY FOR NHS WALES**

#### **1.0 Purpose and Context**

1.1 It is difficult to overstate the importance to the local community of the NHS and its Estate. Not only do NHS buildings support the delivery of health and healthcare services but the local hospital is also often the main employer in a locality and can have a major economic, environmental and aesthetic impact. NHS buildings are therefore vital components in the implementation of sustainable development policies.

1.2 The modernisation of the NHS Estate in Wales is a key component in the Welsh Assembly Government's strategy to improve the delivery of health care services for the people of Wales. Whilst this is a huge strategic challenge that can only be successfully taken forward by the NHS Wales Department, the Service and other stakeholders working in partnership, it is also a magnificent opportunity to revitalise the NHS Estate.

1.3 The modernisation of the NHS Estate will require the procurement of high quality facilities, appropriate to the current and future needs of the Service, sited where they are needed, delivered to programme and within a financial framework that represents best value for the people of Wales.

1.4 In support of this requirement, the Welsh Assembly Government is committed to implementing the Rethinking Construction agenda and is keen to promote the principles of partnership working, supply chain management, the reduction of waste and continuous improvement in construction procurement. It is recognised that currently there are weaknesses in addressing this agenda within the existing procurement framework and work is being undertaken aimed at radically improving the process. Further details will be provided in due course.

1.5 High quality design needs to be an integral part of the modernisation programme and the establishment of the Design Commission for Wales signalled how important this issue is to the Welsh Assembly Government. The Commission will have an influential role working with business, public bodies, professional organisations and community groups to raise design standards and to promote the creation of attractive, sustainable and safer environments across Wales. The Welsh Assembly Government and the NHS in Wales will need to engage with the Commission to develop new ways to encourage high quality design.

1.6 In this context the Welsh Assembly Government is keen to ensure that the modernisation of the NHS Estate leads to the creation of facilities in which the artistic and cultural diversity of Wales is reflected. NHS buildings need to provide space for the free expression of the local artistic community.

1.7 This policy builds on earlier guidance, particularly the National Estates Strategic Framework, and seeks to provide a clear framework in which the procurement and design of NHS buildings can take place.

1.8 The policy should be considered alongside other documents such as the Capital Investment Manual and Concode and NHS property holding bodies should take into account the full range of estates guidance issued to the NHS in Wales when making decisions affecting the procurement and design of healthcare property.

## **2.0 Policy Aims**

2.1 To emphasise the importance of health service buildings in support of sustainable development policies.

2.2 To promote the principles of Rethinking Construction and to encourage partnership working, supply chain management, the reduction of waste and continuous improvement in construction procurement.

2.3 To promote the value and benefits of good architecture, foster excellence in design and acknowledge and celebrate achievement in the field of architecture and the built environment.

2.4 To encourage NHS property holding bodies to promote good architecture through the appointment of local Design Champions.

## **3.0 Policy Statements**

3.1 All property holding NHS bodies considering the construction of new build or refurbishment options for the estate must take into account the economic, social and environmental impact on the local community within the appraisal process supporting the business case

3.2 The NHS Wales Department and the Service will work in partnership through the Capital Investment Board to advise on business case prioritisation and approval.

3.3 All property holding NHS bodies should promote high quality design in the procurement of new and refurbished buildings and appoint local Design Champions to help fulfil this commitment.

3.4 The Welsh Assembly Government will encourage partnerships to be developed between the Design Commission for Wales, the NHS Wales Department, the Service and other stakeholders to promote the values and benefits of good architecture.

#### **4.0 Mandatory Requirements (for major capital schemes)**

4.1 A property holding NHS body must comply with the requirements of the Capital Investment Manual in the development of business cases and the procurement of new or refurbished property assets.

4.2 All property holding NHS bodies must establish an internal project structure that includes an Investment Decision Maker (usually the Trust Board), a Project Owner and a Project Director.

4.3 All property holding NHS bodies are required to complete Capital Investment Manual project returns and Capital Project Quarterly Reports.

4.4 All property holding NHS bodies must identify a Design Champion from within the organisation to be responsible for the promotion of high quality design.

4.5 All property holding NHS bodies must ensure that all new capital schemes are designed to comply with the requirements of the Disability Discrimination Act (1995).

4.6 All property holding NHS bodies must use the Achieving Excellence Design Evaluation Toolkit (AEDET). The AEDET toolkit should be used as early as possible in the design process from initial development of the brief through to Post Project Evaluation.

4.7 All property holding NHS bodies must investigate the Private Finance Initiative when considering procurement options for major capital schemes.

4.8 All property holding NHS bodies must adopt the principles of Rethinking Construction and develop local procurement practices that encourage partnerships between key stakeholders, promote supply chain management, reduce waste, measure performance using key performance indicators and that foster a culture that supports continuous improvement in construction procurement

4.9 For all major capital schemes all property holding NHS bodies must develop an arts strategy aimed at ensuring art and artistic expression are integrated into the procurement process.

4.10 All property holding NHS bodies must undertake value management and value engineering on all major capital schemes.

4.11 All property holding NHS Bodies should appoint external bodies on the basis of best value and not simply lowest cost.

4.12 All property holding NHS bodies must complete Post Project Evaluation within 2 years of practical completion of building works and submit copies to the relevant Regional office and to the Welsh Assembly Government

## **Distribution List**

### **Action Recipients**

Director	Welsh Health Estates
Chief Executives	NHS Trusts
Chief Executive	Powys Local Health Board

### **Information Only Recipients**

Chief Executives	Local Health Boards
Chairmen	Local Health Boards
Chairmen	NHS Trusts
Director	NHS Confederation in Wales
Development Officer	Association of Welsh Community Health Councils
Director	Welsh Local Government Association
Dean of the Faculty of Health Studies	University of Wales, Bangor
Chief Executive	Commission for Racial Equality
Chief Executive	NHS Staff College, Wales
Secretary	British Medical Association (Wales)
Regional Head of Health	UNISON
Secretary to the Welsh Board	Royal College of Nursing
Chief Executive	British Dietetic Association (Wales)
Executive Secretary	British Orthoptic Society
Secretary	Manufacturing, Science, Finance
Regional Secretary	The GMB
Research Assistant	Transport & General Workers Union
Secretary	British Dental Association in Wales
General Secretary	Wales TUC
Senior Officer	Chartered Society of Physiotherapists
Officer for Wales	Society of Radiographers
Industrial Relations Officer	Society of Chiropractors and Podiatrists
Secretary	Union of Construction Allied Trades and Technicians
Secretary to the Welsh Board	Royal College of Midwives
Officer for Wales	Electrical & Engineering Staff Association
Chief Officer	Amalgamated Electrical and Engineering Union
Secretary	Welsh Central Pharmaceutical Committee
Secretary	Welsh Executive, Royal Pharmaceutical Society of Great Britain
Information Officer	Wales Council for Voluntary Action
Chief Pharmaceutical Advisor	Guild of Health Care Pharmacists
Chairman	Institute of Health Care Management
Secretary	British College of Optometrists
Chief Executive	Association of Optometrists
Training and Development Officer	Association of Optometrists
	Audit Commission
	Scottish Executive Health Department
Director of Finance	SHSCW
	Primary Care Support Unit