

Specialist Estates Services Notification

SESN 15/04

20 April 2015

For action by:

Chief Executives, NHS Health Boards and Trusts
Estates / Facilities Directors and Managers, NHS Health Boards and Trusts

For information only:

Copy to: Head of Capital Estates and Facilities,
Department of Health and Social Care, Welsh Government

Enclosures:

None.

Dear Colleague,

ESTATES AND FACILITIES PERFORMANCE MANAGEMENT SYSTEM (EFPMS) – SUBMISSION OF DATA FOR APRIL 2014 TO MARCH 2015

1.0 Purpose

This SESN is to inform Health Boards / Trusts that the EFPMS is now live and colleagues can start to input their 2014/15 data with immediate effect.

The EFPMS Data Definitions and Completion Notes 2014/15 can be downloaded from the Specialist Estates Services (SES) intranet site which can be accessed via the following link:
<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=254&pid=10844>

To ensure the submission and analysis of the data runs as smoothly as possible, the attention of Health Boards / Trusts is drawn to the issues contained in this SESN.

2.0 Changes to Data Definitions and Completion Notes

There have been no changes to the EFPMS data fields this year, although the data validation procedure employed by the EFPMS is now based upon historic organisational data.

3.0 EFPMS Return Submission Date

Experience gained from previous years highlights the critical role played by NHS organisations in facilitating the efficient analysis of the submitted data and Health Boards and Trusts can assist the process by focusing on the following issues:

- Committing the data by the deadline of 30 June 2015;
- Submitting a complete data set;
- Verifying the data before it is committed.

4.0 Nominated EFPMS Point of Contact

Health Boards and Trusts are required to provide details of their nominated EFPMS co-ordinator with responsibility for overseeing the submission of data and who will act as the main contact point with SES. Please return the form included at Appendix A by no later than **01 May 2015**.

5.0 Actions

5.1 Health Boards / Trusts are required to familiarise themselves with Version 1.0 dated April 2015 of the EFPMS 2014/2015 Data Definitions and Completion Notes.

5.2 Health Boards / Trusts are required to commit a complete, verified, data set to the EFPMS by no later than **30 June 2015**.

5.3 Health Boards / Trusts are required to complete the form at Appendix A to identify their EFPMS point of contact with SES.

6.0 Enquiries

If you require further information please contact Gareth Jenkins, Facilities Management Advisor at NHS Wales Shared Services Partnership – Specialist Estates Services on 029 2090 4094 or e-mail gareth.jenkins3@wales.nhs.uk.

Yours sincerely



N H DAVIES
DIRECTOR, SPECIALIST ESTATES SERVICES

Appendix A

Details of Health Board / Trust Nominated EFPMS Point of Contact

Please provide details of the Health Board/Trust's nominated EFPMS point of contact for all user activities and the provision of the respective Health Board/Trust-level and site-level data as defined in the EFPMS Data Definitions and Completion Notes.

Please return the completed form to gareth.jenkins3@wales.nhs.uk

Thank you.

Title:	
Name:	
Designation:	
Health Board / Trust Name:	
Address:	
Post Code:	
Telephone:	
Fax:	
Email:	