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Partneriaeth
Cydwasaethau
Gwasanaethau Ystadau Arbenigol
Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 16/04

5 April 2016

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

Dear Colleague

ESTATES AND FACILITIES PERFORMANCE MANAGEMENT SYSTEM (EFPMS) - SUBMISSION OF DATA FOR APRIL 2015 TO MARCH 2016

1.0 Purpose

This SESN is to inform NHS organisations that the EFPMS database will be ready to accept data imminently and colleagues are requested to prepare to input their 2015/16 EFPMS submissions at the following link: [Link to EFPMS login page](#)

The **EFPMS Data Definitions and Completion Notes 2015/16** can be downloaded from the following link: [Link to Specialist Estates Services \(SES\) intranet site](#)

To ensure the submission and subsequent analysis of the data runs as smoothly as possible, the attention of NHS organisations is drawn to the issues contained in this SESN.

2.0 Changes to EFPMS Data Definitions and Completion Notes

There have been no changes to the EFPMS data fields, however automated data validation processes have been removed from the system this year. It is therefore essential that individuals responsible for data input ensure care is taken during the data entry process to guarantee data

quality and reliability. Responsibility for the accuracy of the data submitted to the EFPMS rests ultimately with the NHS organisation that inputs the data.

3.0 EFPMS Data Submission Deadline

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

- committing the data by the deadline of **30th June 2016**;
- submitting a complete data set;
- verifying the data before it is committed.

4.0 Nominated EFPMS Point of Contact

NHS organisations are required to provide details of their nominated EFPMS coordinator with responsibility for overseeing the submission of data and who will act as the main contact point with SES.

Please email the form included at Appendix A by no later than **1st May 2016** to nigel.davies4@wales.nhs.uk.

5.0 Actions

- NHS organisations are required to familiarise themselves with the EFPMS 2015/16 Data Definitions and Completion Notes.
- NHS organisations are required to commit a complete, verified, data set to the EFPMS by no later than **30th June 2016**.
- NHS organisations are required to complete the form at Appendix A to identify their EFPMS point of contact with SES and return by 1st May 2016.

6.0 Enquiries

If you require further information please contact Nigel Davies, Head of Estate Development, at NHS Wales Shared Services Partnership – Specialist Estates Services on 029 2090 4088 or email nigel.davies4@wales.nhs.uk.



NH Davies BSc (Hons), Dip Proj Man (RICS), MBA, MCIQB, FIHEEM
Director Specialist Estates Services

NWSSP Specialist Estates Services, 3rd Floor, Companies House, Crown Way, Cardiff CF14 3UB

Appendix A

Details of nominated EFPMS point of contact

Please provide details of the NHS organisation's nominated EFPMS point of contact who will act as the primary contact point for all related queries.

Please email the completed form to: nigel.davies4@wales.nhs.uk

Thank you.

Name	
Designation	
NHS organisation	
Address	
Post Code	
Telephone	
Email	