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Partneriaeth
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Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 17/05

10 April 2017

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 2016 TO MARCH 2017

1.0 Purpose

This SESN is to inform NHS organisations that the EFPMS database is now live and colleagues can begin to input their 2016/17 data with immediate effect. The EFPMS log in page can be accessed from the following link: [Link to EFPMS login page](#)

The **EFPMS Data Definitions and Completion Notes 2016/17** 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 as the automated data validation processes have now been removed from the system it is 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 **30 June 2017**;
- 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 **14 April 2017** to john.wright2@wales.nhs.uk.

5.0 Actions

- NHS organisations are required to familiarise themselves with the EFPMS 2016/17 Data Definitions and Completion Notes.
- NHS organisations are required to commit a complete, verified, data set to the EFPMS by no later than **30 June 2017**.
- NHS organisations 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 John Wright, Facilities Management Advisor, at NHS Wales Shared Services Partnership – Specialist Estates Services on 029 2090 4094 or e-mail john.wright2@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: john.wright2@wales.nhs.uk.

Thank you.

Name	
Designation	
NHS organisation	
Address	
Post Code	
Telephone	
Email	