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Gwasanaethau Ystadau Arbenigol  
Shared Services  
Partnership  
Specialist Estates Services

# Specialist Estates Services Notification 18/04

**10 April 2018**

**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 2017 TO MARCH 2018**

### **1.0 Purpose**

This SESN is to inform NHS organisations that the EFPMS database is now live and colleagues can begin to input their 2017/18 data with immediate effect. The EFPMS log in page can be accessed from the following link: [EFPMS login page](#)

The **EFPMS Data Definitions and Completion Notes 2017/18** can be downloaded from the following link: [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 always 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 2018**;
- 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 **20 April 2018** to [Christopher.lewis4@wales.nhs.uk](mailto:Christopher.lewis4@wales.nhs.uk)

- NHS organisations are required to familiarise themselves with the EFPMS 2017/18 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 2018**.
- 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 Christopher Lewis, Senior Environment & Facilities Management Advisor, at NHS Wales Shared Services Partnership – Specialist Estates Services on 029 2090 4096 or e-mail [Christopher.lewis4@wales.nhs.uk](mailto:Christopher.lewis4@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: [Christopher.lewis4@wasles.nhs.uk](mailto:Christopher.lewis4@wasles.nhs.uk)

Name	
Designation	
NHS organisation	
Address	
Post Code	
Telephone	
Email	