

# Specialist Estates Services Notification 24/13

**04 July 2024**

**For action by:**

Directors of Planning, NHS Health Boards and Trusts  
Estates/Facilities Directors and Managers, NHS Health Boards and Trusts

**For information only:**

Deputy Director, Capital Estates and Facilities, Department of Health & Social Care, Welsh Government.

Dear Colleague,

## HEALTHCARE PLANNER FRAMEWORK

The new Framework Agreement for Healthcare Planning Services for NHS Wales is now available for NHS organisations in Wales to use.

In 2012 NHS Wales Shared Services Partnership, Procurement Services (NWSSP-PS) in collaboration with Specialist Estates Services (NWSSP-SES) undertook a procurement to establish a framework agreement (framework) for Healthcare Planning Services for NHS Wales Health Boards and Trusts (the Contracting Authorities). This was renewed in 2016 and again in 2020. Each iteration has been updated in response to feedback e.g. to include additional services.

The framework is a means of supporting NHS Wales Capital Estates and Facilities department to call off a wide range of healthcare planning services in a timely, cost effective and efficient manner to enable the future strategic direction and to support the preparation of business cases. The framework is non-committal and is intended to support the Contracting Authorities when specialist services are required that cannot be provided in house or when specialist experience is required.

The framework covers the provision of the following healthcare planning services:

1. Whole system strategic healthcare planning prior to strategic outline case.
2. Organisational statistical analysis and scenario planning.
3. Organisational capacity planning.
4. Model of care development.
5. Contribution to Health Board/Trust service and estate strategy.
6. Project specific statistical activity analysis and scenario planning.
7. Project specific capacity planning.
8. Business case writing.
9. Brief preparation.
10. Functional content preparation.
11. Schedules of accommodation.

12. Activity Database (ADB) room data sheets preparation.
13. Whole hospital and departmental operational policies.
14. Equipment scheduling.
15. 1:500, 1:200 and 1:50 scale drawing reviews.
16. User group management/training.
17. Planning for post project evaluation.
18. Change management, service modernisation and commissioning.

Over the course of four (4) years (up until October 2023) the total spend of Health Boards and Trusts utilising the framework was £1,741,954 and five (5) out of the seven (7) providers on the framework had been utilised. The number of providers has been increased to thirteen (13), reflecting the interest in the framework opportunity.

The current Framework Agreement expired on 30th April 2024. The new framework agreement is accessible to the following Contracting Authorities: all Health Boards in Wales, Welsh Ambulance Services NHS Trust, Velindre University NHS Trust, Public Health Wales NHS Trust, NHS Executive for Wales, Welsh Government and Health Education and Improvement Wales (HEIW).

Further guidance for NHS Wales organisations is available on our intranet as detailed below:  
[LINK HERE](#). **Please note that information contained via this link includes commercial data which must not be shared outside of the NHS.**

Any enquiries on the content of this letter should be addressed to:

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Yours sincerely



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