

AGENDA ITEM

3.1.8

CTM BOARD

TRANSFER OF LAUNDRY SERVICES

Date of meeting

29/07/2021

FOI Status

Open/Public

If closed please indicate reason

Not Applicable - Public Report

Prepared by

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Presented by

Gareth Robinson, Interim Chief Operating Officer

Approving Executive Sponsor

Chief Operating Officer (COO, DPCMH)

Report purpose

FOR APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals

Date

Outcome

Laundry Services Transfer Group

08/07/2021

NOTED

ACRONYMS

CTMUHB

Cwm Taf Morgannwg University Health Board

NWSSPC

NHS Wales Shared Services Partnership Committee

NWSSP

NHS Wales Shared Services Partnership

1. SITUATION/BACKGROUND

- 1.1 The All Wales Laundry Review formally commenced in May 2016, with the NHS Wales Shared Services Partnership Committee (NWSSPC) approving the programme initiation and subsequent review of the Laundry production units within NHS Wales.
- 1.2 Throughout the last four years, a number of significant milestones have been achieved and a number of key decisions have been made to support the continual development of the All Wales Laundry Programme Business case.
- 1.3 This SBAR document provided by NWSSP outlines the guiding principles and critical success factors against which the agreed transfer of the All Wales Laundry Service will be completed.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 In relation to **Church Village Laundry**, the objective is to maintain the provision of laundry services "**as is**" but to complete a number of actions to allow the seamless transfer and ongoing provision of services to existing customers.
- 2.2 The intention remains to maintain the service within its current model, with anticipated variation in terms not anticipated until the commissioning of the new Laundry Production Unit as stipulated by the ongoing All Wales Laundry Programme Business Case currently estimated in 2024.¹
- 2.3 It is proposed that all applicable assets and liabilities will transfer from CTM to (NWSSP) with effect from the 1st October 2021. It is not envisaged that land and buildings will transfer.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 The elements identified as critical to enable the transfer are:
- 3.2 **Finance** – Identification and agreement of a baseline covering both pay and non-pay expenditure within an agreed timeframe that excludes the pandemic influence or variation. This is key to ensuring NWSSP is able to maintain service provision and cover all expected costs based on agreed time range in scope for the baseline currently set at 2019/20.

¹ Estimated and subject to change based on the business case process



- 3.3 **Workforce** – as per the workforce principles agreed with Workforce & Organisational Directors (WODs), it is proposed that the laundry unit staff will remain employees of the health board whereby they would be governed under a Service Level Agreement by NWSSP management – to work with Shared Services for the duration of the period until the decommissioning occurs.
- 3.4 During the decommissioning period the Health Board will actively seek redeployment opportunities for the staff concerned. At the conclusion of this period the Health Board (HB) will afford the identified staff with prior consideration for HB vacancies. This will allow the ability to consider the wishes of individuals, taking into consideration their geographical and personal preferences and constraints, and entering into a dialogue over their preferred options.
- 3.5 **Customers** – Existing customers identified to enable continuation of existing arrangements and appropriate communication in relation to the change of ownership and management.
- 3.6 **Transport** – Ensuring existing fleet operations remain intact to allow continued transport of linen to existing drop/collection points.
- 3.7 **Product & Stock** – Ensuring the availability of existing stock/linen and products required to continue the service operation, product and delivery of linen.
- 3.8 **Support Services** – Continuation of externally provided support services for the laundry such as Estates engineering, maintenance, or other critical services deemed essential to support day to day laundry operation.
- 3.9 **Health & Safety** – Evaluation and development of a special programme of Health & Safety improvements post April.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	Yes (Please see detail below)
	Critical success factors have been provided above and in SBAR for the resource elements Finance, Workforce, IT, Customers, Capital and Estates, Transport, Product & Stock, Support Services, and Health & Safety.
Related Health and Care standard(s)	Staff and Resources
	If more than one Healthcare Standard applies please list below:

Equality Impact Assessment (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.	No (Include further detail below)
	Report provides details of the SBAR only, no EIA required.
Legal implications / impact	There are no specific legal implications related to the activity outlined in this report.
Resource (Capital/Revenue £/Workforce) implications / Impact	Yes (Include further detail below)
	Critical success factors have been provided above and in SBAR for the resource elements Finance, Workforce, IT, Customers, Capital and Estates, Transport, Product & Stock, Support Services, and Health & Safety.
Link to Strategic Well-being Objectives	Ensure sustainability in all that we do, economically, environmentally and socially

5. RECOMMENDATION

The Health Board is asked to:

- 5.1 **APPROVE** the Church Village Laundry Transfer SBAR which outlines the guiding principles and critical success factors against which the agreed transfer of the All Wales Laundry Service will be completed, to allow NWSSP to continue the running of the Church Village laundry until the conclusion of the All Wales Laundry Programme and transformation towards the new facility as outlined within the Programme Business Case.
- 5.2 **ENDORSE** the continuation of the underpinning support services such as IT, externally provided maintenance, or any other service provided to the Laundry by the Health board or 3rd party until suitable transfer, novation, migration activities be scheduled as listed above.
- 5.3 **NOTE** that further transformation activity will be scheduled.
- 5.4 **NOTE** that that the staged transfer will allow NWSSP to run the service from 1st October 2021 with a further stage to address elements in relation to asset transfers and other more complex elements.