

Trust HQ
Rikenel
Montpellier
Gloucester
GL1 1LY

Direct Tel: 01452 894266
E-mail: 2gnft.Information-Freedom@nhs.net
Website: www.2gether.nhs.uk

31 August 2017

Freedom of Information Request – Ref: FOI 135-1718

Thank you for your recent Freedom of Information request about Trust facilities and estates. Please find the Trust's response attached.

Should you have any queries in relation to our response in this letter, please do not hesitate to contact me. If you are unhappy with the response you have received in relation to your request and wish to ask us to review our response, you should write to:-

Anna Hilditch
Assistant Trust Secretary,
2gether NHS Foundation Trust
Rikenel
Montpellier
GLOUCESTER GL1 1LY
Tel: 01452 894165
E-mail: anna.hilditch@nhs.net

If you are not content with the outcome of any review, you may apply directly to the Information Commissioner's Office (ICO) for further advice/guidance. Generally, the ICO will not consider your case unless you have exhausted your enquiries with the Trust which should include considering the use of the Trust's formal complaints procedure. The ICO can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Lisa Evans

LISA EVANS
Information Governance Officer
2gether NHS Foundation Trust

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	Example NHS Foundation Trust	2Gether NHS Foundation Trust
Are Facilities and Estates two distinct Departments within your organisation?	Yes	No
What Services do Facilities manage in your organisation?	All SLA's and Services relating to Cleaning, Catering, Linen, Transport, Site Management, PLACE, Waste, Cleanliness Monitoring, Security	catering, cleaning, portering and PLACE
What Services do Estates manage in your organisation?	All SLA's and Services relating to Planned and Reactive Estates works, Health and Safety, Utility Management, Leasing and Property Management, Surveying and estates building auditing	planned and reactive maintenance
Do you have a separate department for new build programmes (eg. A Capital Planning Team?) If Yes what are they called?	Yes, Strategic Planning Team	No
Do Facilities and Estates fall under the same Director?	Yes	Yes
What Director/Division do Facilities and Estates report into? (eg. Estates, Finance, Patient Safety, Nursing)	Finance	Director of Finance
Does your organisation have only one centrally managed Facilities team?	No, there are three, one for each Division who work independently	No. Some catering and cleaning is managed by ward managers.
Do you share a facilities manager with another NHS Organisation?	Yes	No
If applicable please detail the job roles/s	Director of Estates and Facilities	N/A
If Yes, Is this as part of a national initiative (eg. Vanguard Site, Manchester Devolution, Joint Venture etc please detail)	No, it is a locally agreed between two NHS Mental Health Organisations	N/A
Do you use NHS Property Services as a Facilities Service Provider (please detail any service they provide)	No	Yes
If Yes, to what extent? What services? What cost? Please outline	N/A	NHS PS provide full lanned and reactive maintenance of 2 properties. The cost is unknown.
Do you have outsourced Soft FM provision?	No all Soft FM managed internally	No all Soft FM managed internally
Do you have an outsourced Hard FM provision?	Yes all managed through an outside provider	Yes
Is Health and Safety Managed as part of the Facilities and Estates Team?	Yes	No
Is Security Managed as part of the Facilities and Estates Team?	Yes	No
Do you have a dedicated Trust Environmental/Sustainability Manager?	Yes	Yes
If yes are they managed as part of the Facilities and Estates Team?	Yes	Yes
Does your organisation employ an external deep clean company (in addition to any Soft FM SLA)	Yes	No
If yes, what was the value of this for the 2016/17 financial year?	£47,000	N/A
Does your Organisation have a strategic plan for the outsourcing of Facilities and Estates Services?	No	No

Job Title	2gether NHS Foundation Trust Job Titles	AFC Band	Number Employed by Your Organisation (Currently employed August 2017)	2016/17 turnover percentage	Were any leavers repalced like for like WTE?	Facilities Specific Qualification Required?	If Yes, What Body and Level required?
Example Role 1		5	10	10.00%	No	Yes	BIFM Level 4
Example Role 2		8a	1	0.00%	N/A	Yes	MSc In Facilities Management, Level 4 Food Hygiene, IOSH Managing Safely
Domestic Assistant	Hotel Services Assistant	1	57	20.00%			
	Hotel Services Assistant	2	17	14.00%			
Catering Assistant		2	6	0.00%			
Linen Assistant							
Porter Assistant							
	Porter	1	3	33.00%			
	Porter	2	3	33.00%			
Transport Assistant							
Waste Assistant							
Cross Trained Facilities Assistant							
Reception Assistant							
Facilities Administration Assistant							
Housekeeper	Head Housekeeper	3	3	50.00%			
	Head Housekeeper	4	1	0.00%			
	Assisant Head Housekeeper	3	1	0.00%			
Chef		4	1	0.00%			
Facilities Team Leader							
Facilities Supervisor							
Reception Supervisor							

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Reception Manager							
Switchboard Assistant							
Switchboard Supervisor							
Switchboard Manager							
Assistant Domestic Manager							

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Assistant Catering Manager							
Assistant Porter Manager							
Assistant Facilities Manager							
Waste Manager							
Domestic Manager							
	Hotel Services Supervisor	2	3	0.00%			
Catering Manager		3	2	0.00%			
Linen Manager							
Porter Manager							
Transport Manager							
Facilities Manager							
Soft Facilities Manager							
Hard Facilities Manager							
Contracts Manager							
Facilities Administration Manager							
Assistant Environmental Manager							
Environmental Manager							
Assistant Sustainability Manager							
Sustainability Manager		6	1	0.00%			
Facilities Trainer							
Facilities Site Manager							
Compliance Officer							

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Compliance Manager							
Audit Officer							

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Audit Manager							
Estates Officer		6	2	50.00%			
Estates Manager							
Assistant Estates Manager							
Project Support Officer							
Project Manager							
Operations Manager							
Assistant Operations Manager							
Hotel Services Manager							
Assistant Hotel Services Manager							
Fire Safety Officer							
Health and Safety Officer							
Health and Safety Manager							
Security Officer							
Security Manager							
Maintenance Officer							
Maintenance Manager							
Stores Manager							
Transport Manager							
PLACE Officer							
PLACE Manager							
Facilities Procurement Manager							

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