Working with you to make Sheffield HEALTHIER

NHS Sheffield Clinical Commissioning Group

Backlog Maintenance and Statutory Compliance of Premises

Primary Care Co-commissioning Committee

23 November 2017

Author(s)	Mike Speakman, Willowbeck Management & Technical Consultants
Sponsor Director	Katrina Cleary, Programme Director Primary Care

Purpose of Paper

To discuss issues relating to the management of Backlog Maintenance and statutory compliance in GP Primary Care Premises, and the process to gain satisfactory assurance on these matters

Key Issues

- Surveys carried out in support of the Primary Care Estates Strategy identified that some practices have outstanding High or Significant risk backlog maintenance issues, and/or outstanding issues of statutory compliance relating to premises.
- Many issues are known to have been addressed having been identified during the survey
- A plan has been developed that requires each GP practice to provide further assurance on matters identified by the 23rd December 2017

Is your report for Approval / Consideration / Noting

To note the actions being taken currently and approve the recommendation to receive bi-monthly assurance updates.

Recommendations / Action Required

To note the actions being taken currently and approve the recommendation to receive bi-monthly assurance updates

Governing Body Assurance Framework

Which of the CCG's objectives does this paper support?

1. To improve the patient experience and access to care
2. To improve the quality and equality of healthcare in Sheffield
3. To ensure there is a sustainable, affordable healthcare system in Sheffield

Are there any Resource Implications (including Financial, Staffing etc)?

The cost of any remedial works or management actions required are deemed to be included in the rent reimbursement payments made to practices.

Have you carried out an Equality Impact Assessment and is it attached?
Please attach if completed. Please explain if not, why not No. This matter has arisen from the development of the over-arching Primary Care Estates Strategy and only requires practices to ensure they meet their current obligations with regard to premises management
Have you involved patients, carers and the public in the preparation of the report?
No. This matter has arisen from the development of the over-arching Primary Care Estates Strategy and only requires practices to ensure they meet their current obligations with regard to premises management.

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1. Introduction / Background.

The recently approved Primary Care Estates Strategy identified and highlighted that a number of Sheffield GP premises had outstanding high & significant risk backlog maintenance items, and / or items of statutory compliance where further assurance should be sought. At the request of the Governing Body, these items have been further identified and actions taken to seek the required level of assurance.

The context of such information should be taken into account. Sheffield has a high proportion of GP premises in converted properties, a high proportion of smaller sized practices and indeed a high proportion of older properties. It is therefore expected that levels of backlog maintenance would be similarly high, and are comparable to many other areas. Through the development of the Estates Strategy and the continued support to GP practices, Sheffield CCG is committed to supporting and working with practices to raise the overall standard of the Primary Care Estate and ensure greater compliance.

2. Key Issues & Actions.

Significant further work has been undertaken to identify key areas of concern for each relevant practice based on the latest 6-facet survey data. The volume of survey data is high, and significant processing is necessary and ongoing. Letters have been prepared for each practice, identifying the key risk areas and seeking written confirmation on how high or significant backlog maintenance issues are being managed.

In addition, a number of management actions have also been identified to ensure statutory requirements relating to premises are being met, or where gaps still remain, ensure that a management plan is developed to address such issues. It is known that a significant number of practices, having been made aware of such requirements during the survey, have already instigated corrective actions. All practices will be required to return a declaration of compliance as of November 2017 for the key assurance areas.

A validation process on the survey data is currently being finalised, and letters will be sent to all practices no later than the 21st November 2017 requiring a response to be submitted by the 6th December 2017. Appropriate time scales for remedial actions will be agreed with each practice no later than the end of the calendar year.

3. Actions for Primary Care Commissioning Committee /Recommendations

- To receive this report and note the actions currently underway to gain the required level of assurance form GP practices by the end of the calendar year.

Paper prepared by Katrina Cleary
Programme Director Primary Care
13 November 2017