

Freedom of Information Act 2000 disclosure log entry

Reference

17-18141

Date sent

16/08/2017

Subject

Facilities and Estates Staffing

Details of enquiry

I would like to make a Freedom of Information request to your organisation

I have attached a document to this email for ease of response, I would appreciate you completing the information requested regarding your **internal** Facilities and Estates department at your earliest convenience.

Please Note: There are two tabs on the Excel Document, Organisational Information and Staffing Detail I have completed a line on the each tab as an example.

To ensure clarity I am requesting generic staffing information, I am not requesting personal identifiable information regarding any staff.

Response Sent

Your request for information, as detailed in your email below, has been considered in line with the requirements of the FOI Act 2000, and the information requested is attached, and also for our own ease of reference has been pasted below, with the empty/non applicable columns hidden.

Job Title	AFC Band	Number Employed by Your Organisation	2016/17 turnover percentage	Were any leavers replaced like for like WTE?	Facilities Specific Qualification Required?	If Yes, What Body and Level required?	Any Comments?
Domestic Assistant	1	7	0.00%	N/A	No		
Reception Assistant	4	1	0.00%	N/A	No		
Facilities Administration	3	1	0.00%	N/A	No		
Facilities Team Leader	5	1	0.00%	N/A	No		
Reception Manager	5	1	0.00%	N/A	No		
Switchboard Assistant	3	1	0.00%	N/A	No		
Assistant Facilities Manager	4	1	0.00%	N/A	No		
Estates Officer	3	1	0.00%		Yes		Estates Qualification
Estates Manager	8a	1	0.00%		No		
Project Manager	7	1	0.00%		No		
Security Officer	3	1	0.00%		No		
Security Manager	4	1	0.00%		No		

	Tavistock and Portman NHS Foundation Trust
Are Facilities and Estates two distinct Departments within your organisation?	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
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
Do you have a separate department for new build programmes (eg. A Capital Planning Team?) If Yes what are they called?	Relocation team
Do Facilities and Estates fall under the same Director?	Yes
What Director/Division do Facilities and Estates report into? (eg. Estates, Finance, Patient Safety, Nursing)	IMT & transformation directorate
Does your organisation have only one centrally managed Facilities team?	Yes
Do you share a facilities manager with another NHS Organisation?	No
If applicable please detail the job roles/s	
If Yes, Is this as part of a national initiative (eg. Vanguard Site, Manchester Devolution, Joint Venture etc please detail)	
Do you use NHS Property Services as a Facilities Service Provider (please detail any service they provide)	Yes. On in one of our outreach sites
If Yes, to what extent? What services? What cost? Please outline	Commissioner funded office accommodation. £26,890.00
Do you have outsourced Soft FM provision?	No. All soft FM managed internally
Do you have an outsourced Hard FM provision?	Yes. SLA with Local NHS Trusts.
Is Health and Safety Managed as part of the Facilities and Estates Team?	Yes.
Is Security Managed as part of the Facilities and Estates Team?	Yes.
Do you have a dedicated Trust Environmental/Sustainability Manager?	No, part of the Operational estates and facilities manager role.
If yes are they managed as part of the Facilities and Estates Team?	N/A
Does your organisation employ an external deep clean company (in addition to any Soft FM/SLA)	Yes
If yes, what was the value of this for the 2016/17 financial year?	Approx £4,000.00
Does your Organisation have a strategic plan for the outsourcing of Facilities and Estates Services?	No