

**Minutes of**

**West Midlands**

**Branch Meeting**

Date: 21st October 2022

Time : 10:00 – 11:30

Venue : Virtual meeting (MS Teams)

# Attendance

|  |  |
| --- | --- |
| **Name** | **Trust** |
| Andy Baker (Secretary/Treasurer) | HEFMA West Midlands Branch |
| Ben Agbasi | Worcestershire Acute Hospitals NHS Trust |
| Hannah Howells | The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS FT |
| Louise Jenkins | University Hospitals of North Midlands NHS Trust |
| Melvin Allen | North Staffordshire Combined Healthcare NHS Trust |
| Phil Comens | Herefordshire and Worcestershire Health and Care NHS Trust |
| Ray Cochrane | Worcestershire Acute Hospitals NHS Trust |
| Richard Best (Chair) | Shropshire Community Health NHS Trust |
| Sophia Hylton | Crown Commercial Service |
| Steve Lawley | NHS England |
| Stuart Lovack | The Royal Orthopaedic Hospital NHS Foundation Trust |
| Stuart Sibley | The Dudley Group NHS Foundation Trust |
| Wes Holdcroft | North Staffordshire Combined Healthcare NHS Trust |
|  |  |
| Carl-Magnus von Behr (Guest) | University of Cambridge |
| Neil McElduff (Speaker) | Birmingham and Solihull ICS |
| Vicki Evans (Speaker/Sponsor) | Connected Kerb |

# Apologies

|  |  |
| --- | --- |
| **Name** | **Trust** |
| Alison McKinley | Herefordshire and Worcestershire Health and Care NHS Trust |
| Amit Mistry (Deputy Vice Chair) | South Warwickshire NHS Foundation Trust |
| Claire Hinds | South Warwickshire NHS Foundation Trust |
| Cristina Calleja | South Warwickshire NHS Foundation Trust |
| Graham Seagar | Birmingham Women's and Children's NHS Foundation Trust |
| Henry Matveieff | Capsticks |
| Joanne Yale | The Shrewsbury and Telford Hospital NHS Trust |
| Karen Wallace | Black Country Healthcare NHS Foundation Trust |
| Kim Kelly | Herefordshire and Worcestershire Health and Care NHS Trust |
| Lee Stockton | Wye Valley NHS Trust |
| Lindsay Ibbs-George | The Royal Wolverhampton NHS Trust |
| Lisa Stokes | University Hospitals of North Midlands NHS Trust |
| Neal Shaw | The Dudley Group NHS Foundation Trust |
| Nicky Bowen | Birmingham and Solihull Mental Health NHS Foundation Trust |
| Nigel Corcoran | South Warwickshire NHS Foundation Trust |
| Phil Budd | Birmingham Community Healthcare NHS Foundation Trust |
| Remco Kroese | NHS Property Services |
| Sandra Roberts (Past Chair) | The Royal Wolverhampton NHS Trust |

# Minutes of Meeting – 23rd September 2022

The Minutes were agreed as being an accurate account of what was discussed.

# Actions and Matters Arising From Minutes

* Green Agenda and Estates – Estates decarbonisation plans in the east of England have been quite forward thinking and cover a similarly varied environment – both urban and rural – and so may be able to offer some ideas.

**ACTION CLOSED (JW now left CCS): JW to ask if a member from Eastern Branch can present**

**ACTION: RB to ask Eastern Branch rep at November National Council meeting**

* Any Other Business: Presentations – The Branch has been approached by an organisation called AccessAble (previously called DisabledGo) to give a presentation at a meeting.

**ACTION COMPLETED: RB/AB to contact them**

* Any Other Business: Topics of Interest – Steve Lawley (NHSE) can organise an ERIC presentation based on a Centre of Best Practice Condition Survey, plus an overview of training available on the NHSE Collaboration Hub, including PFI and Contract Management. Henry Matveieff can also arrange for colleagues to present and give advice on the topic. December’s meeting at the IoT would be ideal.

**ACTION: AB to organise Branch development meeting in November**

# National Council Update



# Branch Reports

No Branch activity. All Branch Officers are now in post.

# Any Other Business

**Greener NHS –** Members were reminded the second quarter collection is due at the end of this month.

**Topics of Interest –** Any members with a special project or something they are learning are welcome to present at a Branch meeting.

Several topics for future discussion are:

* National Cleaning Standards: Organisations using the correct cleaning processes, i.e. according to the 2007 National Specifications for Cleanliness, will see no change to their operation but other trusts may be affected, especially those with contracts established several years ago
* Food Standards: these may also affect some trusts
* PLACE Assessments: due to finish at the end of November and the first since 2019 due to COVID so there could be some spurious responses if people have forgotten how to do them properly
* PAM: as it develops, there may be questions around costings allocations

**Contract Management –** Various training is still available on the Government Commercial College website.

For access, register via <https://www.govcommercialcollege.co.uk/auth/cabinetoffice/login.php>

1. Contract Management Foundation Level (accredited/online training) – approx. 7 hrs to complete [https://www.govcommercialcollege.co.uk/totara/catalog/index.php#](https://www.govcommercialcollege.co.uk/totara/catalog/index.php)
2. Contract Management Beyond Foundation  (accredited/online training) It builds on foundation knowledge – approx.. 12 hours to complete [https://www.govcommercialcollege.co.uk/totara/catalog/index.php#](https://www.govcommercialcollege.co.uk/totara/catalog/index.php)
3. Senior Responsible Officer Training - (accredited /online training) – Approx 15 hrs to complete [https://www.govcommercialcollege.co.uk/totara/catalog/index.php?tag\_panel\_1[]=11&orderbykey=text&itemstyle=narrow](https://www.govcommercialcollege.co.uk/totara/catalog/index.php?tag_panel_1%5b%5d=11&orderbykey=text&itemstyle=narrow)
4. Building Effective Supplier Relationships Podcasts – Describing the methodology and aspiration for contracts to be managed in an open, honest and transparent manner are available via link when registered on GCC <https://www.govcommercialcollege.co.uk/course/view.php?id=67>

The IPA will also be launching a suite of PFI training through the website in early 2023, with around eight modules, including ones about payment mechanisms, relationships, exit, expiry and re-procurement. However, the Contract Management Foundation Level must be completed before being able to do any of these modules. The training will be valuable for anyone managing contracts with PFIs and specialist contractors.

**Data collections –** Model Hospital has not gone live yet so is still reporting 2020/21 stats. ESR stats are being highlighted as these are now included in the Model Hospital and members should consider their accuracy when they are input.

**Space utilisation –** The request from last month's meeting remains open. This was with regard to whether anyone could share any strategies around the collection of space utilisation information and how this is achieved, along with details of any companies that have been used to review how trusts manage their assets.

**Green Agenda –** Also mentioned last month, HEFMA participated in a BSRIA meeting around green technology training and several short courses will shortly be available through London South Bank University (details circulated following last month's Branch meeting). It includes 3-month courses on reading and interpreting BMS data sets, and procurement in green technologies – there is no engineering skill-set training. These courses are not free.

**ACTION: AB to re-circulate details**

# Chair's Closing Remarks

Chair thanked everyone for their attendance at today's meeting.

# Date of Next Meeting

2nd December

Hybrid (Black Country and Marches IoT / MS Teams)