Policy Checklist

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Management of Buildings, Land, Plant and Non-Medical Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>Ensure that the Trust has in place suitable and robust governance arrangements to support the Management of Buildings, Land, Plant and Non-Medical Equipment. This includes the establishment of a Trust Buildings, Land, Plant and Non-Medical Equipment Management Group and Local Arrangements to fulfil the requirements of the Policy.</td>
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<tr>
<td></td>
<td>Support the Development and Management of Processes associated with Trustwide Buildings, Land, Plant and Non-Medical Equipment Training (including that associated with Risk Management in respect to Buildings, Land, Plant and Non-Medical Equipment issues)</td>
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<tr>
<td></td>
<td>Ensure Development and Maintenance of robust systems/procedures (in line with Best Practices) to support the Management of Buildings, Land, Plant and Non-Medical Equipment</td>
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<tr>
<td></td>
<td>Support the Development and Management of appropriate systems to manage Buildings, Land, Plant and Non-Medical Equipment Related Information</td>
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<tr>
<td></td>
<td>The Purpose and Aims of this Policy are synchronized with the DHSSPSNI Control Assurance Criteria for the Management of Buildings, Land, Plant and Non-Medical Equipment</td>
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<tr>
<th>Directorate Responsible for Policy</th>
<th>Performance &amp; Reform Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Title of Author:</td>
<td>Alan Metcalfe, Assistant Director of Estate Services</td>
</tr>
<tr>
<td>Does this Meet Criteria of a Policy?</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff side Consultation?</td>
<td>Yes</td>
</tr>
<tr>
<td>Equality Screened by:</td>
<td>Alan Metcalfe, Assistant Director of Estate Services</td>
</tr>
<tr>
<td>Date Policy Submitted to RM&amp;PC:</td>
<td>17th December 2007</td>
</tr>
</tbody>
</table>

Members of RM&PC in Attendance: Siobhan Hanna, Claire Graham, Roisin Toner, Gill Smith, Kevin Gribbon, Danny McKevitt, Fiona Jones, Jennifer Holmes, Anita Carroll, Carmel Harney, Julie McConville, Karen Anderson, Marie Austin

Policy Approved/Rejected/Amended | Approved |
Communication Plan Required? | |
Training Plan Required? | |
Implementation Plan Required? | |
Any Other Comments: | |
Date Presented to SMT | 9th January 2008 |
Director Responsible | Mairead McAlinden, Director of Performance and Reform |
SMT Approved/Rejected/Amended | Approved |
SMT Comments | |
Date Returned to Directorate Lead for Implementation (Board Secretary) | 15th May 2008 |
Date Received by Office Manager (HQ) for Database/Intranet | 19th May 2008 |
Date for Further Review | 2 year default |
| **Title** | Title: Management of Buildings, Land, Plant and Non-Medical Equipment  
Version: 4.0  
Reference Number/Document Name: |
|---|---|
| **Supersedes** | Supersedes:  
Description of Amendments(s)/Previous Policy or Version:  
All Other Legacy Trust Policies relating to the Management of Buildings, Land, Plant and Non-Medical Equipment |
| **Originator** | Name of Author: Alan Metcalfe  
Title: Assistant Director of Estate Services |
| **RM/Policy Committee & SMT approval** | Referred for Approval by: Alan Metcalfe  
Date of Referral: 14th December 2007  
RM/Policy Committee Approval (Date): 17th December 2007  
SMT approval (Date): 9th January 2008 |
| **Circulation** | Issue Date:  
Circulated By:  
Issued To: As per Circulation List (details below) |
| **Review** | Review Date: 2 Years from Approval Date  
Responsibility of (Name): Alan Metcalfe  
Title: Assistant Director of Estate Services |

**Circulation List:**
Estate Management Department

POLICY FOR THE MANAGEMENT OF BUILDINGS, LAND, PLANT AND NON-MEDICAL EQUIPMENT

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1.0 Introduction

1.1 This document sets out the Southern Health and Social Care Trust’s (hereafter referred to as ‘The Trust’) Policy for the Management of Buildings, Land, Plant and Non-Medical Equipment.

1.2 This Policy sets out the processes for reporting and managing Buildings, Land, Plant and Non-Medical Equipment.

1.3 This Policy has been developed in accordance with the Trust’s key principles for policy development.

1.4 This Policy has been developed in consultation with internal stakeholders.

1.5 The Trust has a statutory responsibility for the management of their assets. The physical environment is an important factor in the patient and client care experience. An effective and well-run physical environment will help ensure that patients, clients, staff, visitors and others are safe and comfortable.

1.6 Management of Buildings, Land, Plant and Non-Medical Equipment has to be set in the context of delivering services to the local community along with the other agencies involved in the wider health economy.

1.7 The estate represents a significant asset value and has substantial revenue cost implications. Good management will not only minimise risk but may lead to releasing of resource to direct health use.

2.0 Purpose & Aims

The purpose and aims of this Policy are as follows:

2.1 Ensure that the Trust has in place suitable and robust governance arrangements to support the Management of Buildings, Land, Plant and Non-Medical Equipment.

2.2 Support the development and management of processes associated with Trust-wide issues and access to instructions for Management of Buildings, Land, Plant and Non-Medical Equipment.

2.3 Support the development and management of appropriate systems to manage Buildings, Land, Plant and Non-Medical Equipment.
2.4 To ensure that Southern Health & Social Care Trust (SHSCT) has appropriate arrangements in place for the Management of Buildings, Land, Plant and Non-Medical Equipment.

2.5 To ensure Board level responsibility for buildings, land, plant and non-medical equipment is clearly defined and there are clear lines of accountability throughout the organisation.

2.6 A suitably qualified professional has been designated to manage the estate.

2.7 The organisation has a Board-approved estate strategy for the Management of its Buildings, Land, Plant and Non-Medical Equipment that meets the requirements of its business plan and service strategy.

2.8 An annual review is undertaken to assess the capacity and capability of the estate to meet the needs of the organisation and legislative requirements.

2.9 The organisation’s asset base in managed systematically, based on an agreed approach.

2.10 All property management issues are evaluated, considered, and dealt with to achieve optimum utilisation, financial control and stakeholder satisfaction.

2.11 The risk management process contained within the Risk Management standard is applied to HPSS estates.

2.12 The organisation has ready access to up-to-date legislation and guidance relating to HPSS estates.

2.13 Staff receive training and instruction on the safe operating and maintenance of HPSS estates and facilities commensurate with their roles and responsibilities.

2.14 HPSS estates personnel have the skills and capability to undertake their responsibilities in accordance with the Health and Safety at Work (Northern Ireland) Order 1978.

2.15 Key indicators capable of showing improvements in the management of HPSS estates and/or providing early warning of risk are used at all levels of the organisation, including the Board, and the efficiency and usefulness of the indicators is reviewed regularly.

2.16 The organisation benchmarks itself against other organisations.
2.17 The system in place for managing HPSS estates, including risk management arrangements, is monitored and reviewed by Management and the Board in order to make improvements to the system.

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3.0 Roles & Responsibilities

3.1 Responsibility of the Chief Executive

3.1.1 The Trust’s Chief Executive, as “Accountable Officer” has overall responsibility for ensuring the aims of this Policy are met and resources are made available to implement the Policy.

3.1.2 The Chief Executive delegates the day to day responsibility for establishing and monitoring the implementation of this Policy to Directors.

3.1.3 The Chief Executive is responsible for ensuring periodic review of the Trust Management of Buildings, Land, Plant and Non-Medical Equipment.

3.2 Director of Performance and Reform

3.2.1 The Director of Performance and Reform is the designated Executive Director with lead responsibility for Buildings, Land, Plant and Non-Medical Equipment.

3.2.2 The Director of Performance and Reform will report to the Trust Governance Committee and Trust Board on matters relating to Buildings, Land, Plant and Non-Medical Equipment.

3.2.3 The Assistant Director of Estates or his Deputy will Chair the Trust’s Assets Management Steering Group, and will establish an Assets Management Sub Committee to deal with policy, control assurance and operational issues.
3.3 Responsibility of Senior Management

3.3.1 All Trust Directors, Assistant Directors, Heads of Service and Senior Managers have responsibility for the Management of Buildings, Land, Plant and Non-Medical Equipment within the areas of their remit and control and for ensuring that procedures are fully implemented and monitored as part of the Trust’s integrated governance requirements.

3.3.2 All Trust Directors, Assistant Directors, Heads of Service and Senior Managers have responsibility to ensure that information required in relation to this policy is provided in an accurate and timely manner.

3.3.3 All Directors are responsible for developing and implementing local arrangements and for monitoring those arrangements to ensure effective Management of Buildings, Land, Plant and Non-Medical Equipment.

3.4 Responsibility of Estates Department

3.4.1 The Estates Department are responsible for the maintenance and implementation of Buildings, Land, Plant and Non-Medical Equipment Policy and establishment of supporting procedures, guidelines and arrangements.

3.5 Responsibility of the Trust Risk Management Forum

3.5.1 The Trust Risk Management Forum will provide a strategic direction, information and advice on all aspects of risk management in relation to the Buildings, Land, Plant and Non-Medical Equipment.

3.6 Responsibility of the Departments and Ward Managers

3.6.1 The Departments and Ward Managers are responsible for the implementation of and adherence to Buildings, Land, Plant and Non-Medical Equipment procedures and guidelines.

3.7 Responsibility of Trust Staff

3.7.1 All Trust staff have a responsibility to adhere to the principles and aims of this Policy and ensure that they operate in accordance with its supporting procedural arrangements.
4.0 Legislative Compliance, Relevant Policies, Procedures and Guidance

4.1 Statutes, guidance, circulars and other publications relevant to this Policy are listed in the HPSS Controls Assurance Standard for Buildings, Land, Plant and Non-Medical Equipment, and is located at http://www.dhsspsni.gov.uk/index/hss/governance/governance-controls.htm

5.0 Equality and Human Rights Considerations

5.1 This Policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1998. Equality Commission for Northern Ireland Guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be targeted at them.

5.2 Using the Equality Commission’s screening criteria, no significant equality implications have been identified. This Policy will therefore not be subject to an equality impact assessment.

5.3 This Policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

5.4 This Policy will be included in the Trust’s register of screening documentation and maintained for inspection whilst it remains in force.

5.5 This document can be made available on request in alternative formats, e.g. Braille, disc, audio cassette and in other languages to meet the needs of those who are not fluent in English.

6.0 Policy Approval

6.1 During development, this Policy was considered in draft form by the Head of Specialist Estate Services, Directorate of Performance and Reform and circulated for consultation to Trust Directors, Assistant Directors and Heads of Service.

6.2 This Policy was presented in final draft to the Trust Policy Committee and subsequently approved on 14 December 2007.
6.3 This Policy was presented in final draft and approved by the Senior Management Team at its meeting on 9 January 2008.

7.0 Policy Implementation, Training and Education

7.1 Following approval by the Trust Board, this Policy was circulated to all Trust staff by the Head of Specialist Estate Services, Directorate of Performance and Reform.

7.2 The Head of Specialist Estate Services will ensure the provision of any necessary training with regard to this Policy.

7.3 A copy of this Policy was placed on the Trust’s intranet on 29 May 2008.

7.4 All Trust Managers must ensure that their staff have access to this Policy, understand its content, and are aware of its aims and purpose immediately upon its release.

7.5 All Trust staff must comply with this Policy.

8.0 Review of Policy

8.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.

8.2 This Policy will be reviewed by the Head of Specialist Estate Services, Directorate of Performance and Reform in December 2008, or earlier if relevant guidance is issued. That review will be noted on a subsequent version of this Policy, even where there are no substantive changes made or required.

9.0 Sources of Advice and Further Information

9.1 Further advice and information regarding this document can be obtained from the Head of Specialist Estate Services.