

Borders NHS Board



Meeting Date: 3 October 2019

Approved by:	Tim Patterson, Director of Public Health
Author:	Hannah Fairburn, Head of Capital Planning Chris Richardson, Project Manager
CHANGING PLACES FACILITY	
Purpose of Report:	
The purpose of this report is to update the Board on the Changing Places Project.	
Recommendations:	
The Board is asked to note the update.	
Approval Pathways:	
This report has been prepared by the Capital Planning Team and has been reviewed by the Board Executive Team on 24/09/19.	
Executive Summary:	
<p>The Changing Places Project is looking to provide changing facilities in the BGH for use by anyone who cannot use standard accessible toilets. This includes people with profound and multiple learning disabilities, motor neurone disease, multiple sclerosis, cerebral palsy, as well as older people. The Changing Places Project is going through the NHS BGH Options Appraisal (OA) Process, to identify a suitable location that meets both the needs of the BGH and Changing Places requirements.</p> <p>An options appraisal document will be issued to the short life working group for review ahead of the meeting 17th October 2019. It is hoped at this meeting the preferred option for the location of the facility will be selected.</p>	
Impact of item/issues on:	
Strategic Context	New non domestic buildings from October 2019 will be required to have a Changing Places Toilet.
Patient Safety/Clinical Impact	This will improve the safety of the patients and visitors who require this type of facility.
Staffing/Workforce	Not known at this stage until the options appraisal has been undertaken. Some of the location options listed could have an impact on various staffing groups from ward staff, to consultants to support staff.
Finance/Resources	Final costs are still to be confirmed.

	It is assumed that funding will come from Endowments, This has previously been agreed by the Endowment Board of Trustees.
Risk Implications	See risk section of the report. A risk register will be formally established once the short list and preferred option has been identified. Risk assessment has not yet been undertaken. This will be part of the procurement process.
Equality and Diversity	This has not been completed yet.
Consultation	Consultation with the short life working group is planned for the 17 th October.
Glossary	BGH – Borders General Hospital OA – Option Appraisal SLWG – Short Life Working Group IT – Information Technology m2 – Metres Square

Situation

The Board has made a commitment to develop a Changing Facility within the BGH to achieve compliance with the Changing Places standards for a Changing Places Facility; this includes registration on the national Changing Places database for Changing Places locations. Currently the only registered facility in the Scottish Borders is in Galashiels at the Transport Interchange.

Background

Changing Places is a consortium that are campaigning for Changing Places Facilities to be installed in all big public spaces so people can access their community.

The BGH at the moment does not offer a Changing Place Facility for patients and visitors to use. Feedback based on the Changing Places website indicates that a lack of these facilities means members of the public are risking greater harm to themselves when attending appointments. If facilities do not exist changing takes place on the floors or in unsuitable rooms.

The Capital Planning team have identified a long list of options that meet the basic criteria for a Changing Place - an area of minimum 12m² in an easily accessible location.

Assessment

A Short Life Working Group has been set up to support the delivery of the project. The Terms of Reference of the Short Life Working Group are attached in Appendix 1.

The option appraisal process will be held on the 17th October with a view to narrowing the long list of options down to a short list. The long list of options will be agreed virtually by the Short life Working Group, prior to the 17th of October.

Once the short list has been agreed each option will be scored based on agreed criteria and weightings, a preferred option will then be selected. Once a preferred option has been identified the Financial OA can be undertaken.

The next immediate steps are as follows:

- 17th October- Non-Financial Appraisal. The OA pack will be submitted to the short life working group by 3rd of October.
- Week beginning 21st October – Financial OA information will be passed to Finance.

Risks

The key risk is related to costs which are currently estimated as:

Equipment £12,000 to £15,000
Construction £18,000 to £36,000

- Equipment costs are based on discussions with Changing Places; construction costs are based on the national building cost information and are only a guide.

- Costs may vary depending on the option chosen and design survey, for example the preferred location might not have the structural support for a lift hoist.
- The costs do not include IT provision or decant/relocation costs.

Next Steps

On completion and formal agreement of the outcome of the Option Appraisal the Capital Planning team will move to implementation. A detailed project time line will be finalised based on agreed the location and cost.

Terms of Reference for Changing Places Short Life Working Group

Changing Places Facility – Short Life Working Group**Terms of Reference****1.0 Purpose**

To ensure the SLWG, within the Terms of Reference as detailed, meet NHS Borders Board requirements to fully appraise proposals, recommendations, including financial impact to the organisation, and provide the necessary agreement and recommendation in relation to the delivery of the Changing Places Facility.

2.0 Membership

Membership of the group is as follows:

Name	Organisation	Job Title	Role
Tim Patterson	NHS Borders	Joint Director of Public Health	Executive Lead, Chair
Brad Herbert	NHS Borders	Capital Planning Project Manager	Project Manager
Hannah Fairburn	NHS Borders	Head of Capital Planning	Capital Planning Rep
Karen Hamilton	NHS Borders	Chair of Board	Non-exec Rep
Warwick Shaw	NHS Borders	Head of Delivery Support	Equality & Diversity Rep
Yvonne Smith	NHS Borders	Partnership Lead	Partnership Rep
Margaret Simpson			Public Rep
TBC	PAMIS		Changing Places Rep
Note: All other relevant stakeholders will be invited to attend as and when required.			

3.0 Meetings**3.1 Frequency**

- The Group will meet on a monthly basis until the project is complete.

3.2 Quorum

- All members should aim to attend all SLWG meetings. If unable to attend, members can invite a fully briefed deputy. In the absence of the appointed Lead, one of the other nominated group members will assume the role of chair for that meeting. A minimum of 4 members must be in attendance to ensure the meetings are quorate.

3.3 Communications

- An agenda will be circulated prior to each meeting. Minutes will be taken and a formal action tracker will be kept of the proceedings and updated by a member of the group. This will then be circulated to the group accordingly. A Risk Register will also be kept.

3.4 Decision Making

- Normal practice would be by consensus, unless otherwise agreed by the group. The meeting must be quorate as per section 3.2 above.

3.5 Ground Rules

- Only one person to talk at a time – allow everyone to contribute

- Timekeeping – start and finish on time
- Confidential information to stay in the room – only to share key messages that have been agreed
- Full participation of all attendees expected
- Keep discussion to the point and focused
- If you agree to do something – do it
- If you are unable to attend, send apologies

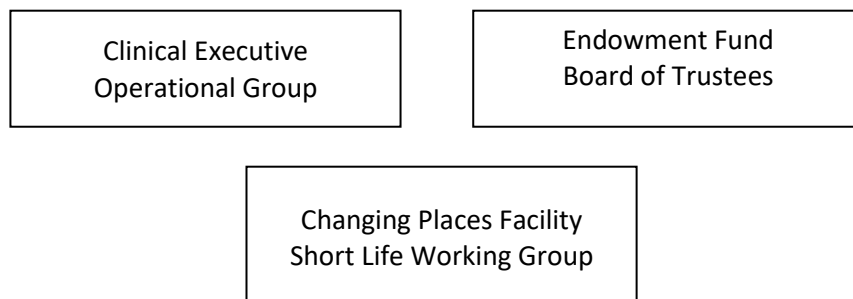
4.0 Role & Remit

The role of the SLWG is to support the delivery of a Changing Places Facility. To ensure this is done the group will:

- Agree the key project objectives
- Ensure an options appraisal relating to the location of the facility is carried out
- Ensure all relevant stakeholders are included in discussions relating to location and design of the facility. This may include:
 - Estates
 - Risk, Health and Safety
 - Moving and Handling
 - Infection Control
 - General Services
 - Changing Places Consortium
 - Any other relevant stakeholders.
- Ensure the appropriate governance routes are followed

5.0 Governance

Governance of the Changing Places Facility project will be managed with dual governance routes through Clinical Executive Operations Group and Endowment Funds Board of Trustees.



Once the full scope and costs of the project are known, the group will ask approval to proceed with the project from the Clinical Executive Operational Group and will also ask for funding approval from the Endowment Fund Board of Trustees.

6.0 Version Control History

Version	Date	Author	Comments
V0.01	29.04.19	BH	Draft
V0.02	15.05.19	BH	2 nd Draft

7.0 Review History

Review Date	Reviewer (s)	Recommendations
03.05.19	SLWG Members	Update as per minutes of SLWG meeting dated 03.05.19