

## Primary Care Data Gathering Programme

Suffolk & North East Essex are a pilot area for a national programme to learn more about GP practice premises. This programme is being managed by Community Health Partnerships (CHP) on behalf of NHS England. The programme is intended to bring the information held on general practice premises in England up to a consistent baseline standard. Suffolk & North East Essex ICS is supportive of the programme.

Due to the number of sites across our ICS it is not possible to undertake surveys on all of the properties within the initial pilot wave. Those which are not picked up within this pilot wave will look to be covered in future waves within the coming financial years. Therefore Practice Managers are asked to note they may be contacted early-mid April 2021 to arrange for a surveyor to visit the premises and complete a free condition survey.

Future capital investment will depend on PCNs having Estate Strategies in place and the data from this programme will help to shape priorities. The data will also allow for bids for estates projects to be evaluated against the capacity in the wider system.

Upon programme completion, the data produced will be available to STPs, CCGs, PCNs and individual practices with non-confidential information being visually available via the online tool [SHAPE](#) (Strategic Health Asset Planning and Evaluation), the web enabled application which links national public health, primary care and demographic data with information on healthcare estates performance and facilities location.

Data is being collected across the following six key areas:-

1	Physical Condition	Assessing and rating the condition of the building fabric
2	Functional Suitability	How appropriate are the premises relative to how they are being used?
3	Space Utilisation	Is there any excess capacity in the premises? If so, what for?
4	Quality of the Environment	Are the premises a good place for staff and patients to be spending their time?
5	Statutory Requirements	Do the premises meet the various regulations that are set out in law?
6	Environmental Management	Is the premises energy efficient? Is the way they are used friendly to the environment?

A more detailed summary of what will be looked at is available if required.

As well as supporting the work of the CCG, the information collected will also be available to practices. This can act as a very helpful tool to understand what future work might be required by practices to ensure that their premises remain fit for purpose. It will also support PCN's and their member practices in the development, approval and implementation of their Primary Care Network Estate Strategies.

The programme is split across three separate phases, these are detailed below.

### **Phase 1: Desktop data collation – complete**

For Suffolk and North East Essex, this work has been completed by GB Partnerships, an accredited public sector development partner organisation with expertise in estates and facilities management. This review gathered together and reviewed all relevant data about practice premises, list sizes and contract types, held by the NHS, CCG and nationally published NHS Digital datasets. GB Partnerships will be continuing to manage the work to be conducted through the following phases:

### **Phase 2: Data gap review – during 2021, date tbc**

Practices will be contacted to clarify data collected to date or to provide any missing information available. This is expected to take place during Spring/Summer 2021 with dates to be confirmed, when contact will be made with Practice Managers by email. Practices will only be contacted where all other information sources have been exhausted.

### **Phase 3: Site visits – late April – end June/early July 2021**

As part of the programme, “Facet surveys” will be conducted across most sites (with some exceptions including those managed by CHP or NHSPS, for which equivalent information is being provided). These surveys are part of the [national guidance](#) on health estates.

An estates consultant called ‘The Oakleaf Group’ has been selected to carry out this work. Oakleaf are experienced in this field, and have carried out similar exercises at other CGGs. A member of the Oakleaf team will be in touch with the practice shortly to make arrangements for the survey to be carried out, so please could you let your reception team know to expect a call. The surveys will not be scheduled to begin until late April and at least 2 weeks notice being provided.

Practice Managers will be asked to provide copies of the following documentation that will assist the survey.

- Health & Safety Policy
- Fire Risk Assessment
- Legionella Risk Assessment
- Asbestos Risk Assessment
- COSHH Risk Assessment (Control of Substances Hazardous to Health)
- PAT Testing and electric certificates
- Gas certificate
- **If applicable:** LIFT operations & Lifting equipment evidence of 6/12 month testing

Surveyors will provide Standard Operating Procedures, to prepare any necessary information and outline the approach to conducting the survey safely during the pandemic.

The site visit itself will involve a visual examination of the building. Practice Managers/a senior member of the practice staff will be asked to accompany the surveyor for certain aspects of the survey (Statutory and Functional Suitability), but Practice Managers can choose to accompany the surveyor for the whole of the visit if wished.

Those involved in the programme are very aware of the importance of ensuring minimal disruption to day-to-day business for GPs and their teams, particularly during the current climate. The arrangements for the visits will be flexible and the surveyors will be mindful of the need for practices continuing to provide a service as a priority, as well as the requirements for social distancing and infection control. Measures that will be taken in this regard will be communicated with the Practice Manager.

For further information about the programme and any queries please contact the Primary Care Estates Team [Daniel.Turner@Suffolk.nhs.uk](mailto:Daniel.Turner@Suffolk.nhs.uk) or [Jackie.Reeves3@nhs.net](mailto:Jackie.Reeves3@nhs.net) or the national programme via [pcdg@communityhealthpartnerships.co.uk](mailto:pcdg@communityhealthpartnerships.co.uk)