

Reference Number: FOI202425/139
From: Other
Date: 26 June 2024
Subject: Soft Facilities Services

Q1 Can you please provide me with an organisational chart or list of your Soft facilities Services, indicating all posts within the structure, their AFC banding, and the number of whole-time equivalents funded in each post?

A1 Please see attached document 'Facilities - Organisational Structure'.

Q2 Is your cleaning service delivered in-house, outsourced, or a blend of both? If a blend, please provide approximate percentages.

A2 Blended 90/10 in-house

Q3 Is your patient catering service delivered in-house, outsourced, or a blend of both? If a blend, please provide approximate percentages.

A3 Outsourced

Q4 Are your patient meals produced in-house or externally purchased?

A4 Externally Purchased

Q5 Please indicate what meal service your trust utilises? Cook-freeze, Cook-chill, Cook-serve, Mixed, Other.

A5 Cook-Chill

Q6 Is your linen services delivered in-house, outsourced, or a blend of both? If a blend, please provide approximate percentages.

A6 Outsourced

Q7 Is your transport service delivered in-house, outsourced, or a blend of both? If a blend, please provide approximate percentages

A7 Inhouse - one vehicle.

Q8 Do you have other services included under you Soft Facilities Service remit? If yes, please list and indicate whether they are delivered in-house, outsourced, or a blend of both? If a blend, please provide approximate percentages.

A8 Yes- porters, telecommunications, post, relatives' accommodation. All in-house.

Q9 Please indicate how many sites you provide Soft Facilities Service to within your Trust?
1, <5, <10, <20, <30, <40. If over 40, please confirm how many.

A9 One

Facilities – organisational Structure

Director of Nursing &
Quality

Head of Facilities B 8a 0.60 WTE

Facilities Manager B7 1.0 WTE

Hygiene
Services Team
leader B5
1.64 WTE

Portering
Services team
leader B5
0.80 WTE

Telecommunications
Services Team
Leaders B4
1.43 WTE

Relatives
Accommodation &
Charity
T/Leader B4
0.60

Catering
services –
External
contract

Laundry/
Linen services
– External
contract

Uniforms
Nursing &
corporate

Supervisor B4
0.72 WTE

Supervisor B4
1.0WTE

Operators B3
5.17WTE

Senior
Housekeeper B3
0.52

Hygiene
assistants B2
48.54WTE

Porters
B3 & B2
19.86wte

Receptionist B2
0.80
Postal staff B2

Housekeeper B2
1.0 WTE