



MEETING TITLE YAS Trust Board		MEETING DATE 27/04/2021		
TITLE of PAPER	EOC Training Centre	TITLE of PAPER	TB21.018	
KEY PRIORITIES	Attract, develop and retain a highly skilled, engaged and diverse workforce Generate resources to support patient care and the delivery of our long-term plans, by being as efficient as we can be and maximising opportunities for new funding Choose an item.			
PURPOSE OF THE PAPER	The purpose of the paper is to inform the YAS Trust Board on the planned relocation of the EOC Training Centre associated costs within a West Yorkshire Partnership Board building in Morley			
For Approval	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>	
For Decision	<input type="checkbox"/>	Discussion/Information	<input checked="" type="checkbox"/>	
AUTHOR / LEAD	Dave Sanderson	ACCOUNTABLE DIRECTOR	Simon Marsh CIO	
DISCUSSED AT / INFORMED BY:				
PREVIOUSLY AGREED AT:	Committee/Group: Not Applicable Trust Executive Group		Date: 07/04/2021	
RECOMMENDATION(S)	The YAS Trust Board is asked to note <ul style="list-style-type: none"> • <i>Due to COVID working distance restrictions the EOC Training centre was moved into the upstairs corporate office area in Springhill 2 on a temporary basis in shared accommodation with the EOC overspill call centre</i> • <i>In order to proceed with EOC training in line with corporate recruitment plans, a dedicated training environment is required by July 1st 2021</i> • <i>Space has been obtained in a West Yorkshire Partnership Board building in Morley currently occupied by WY Police</i> <i>The contract is on a 3 month rolling basis with a £27.4k annual rent (including utilities and business rates)</i>			
RISK ASSESSMENT			Yes	No
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equality Impact Assessment <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)	5: Well led 2: Effective		
NHSI Single Oversight Framework Choose a THEME(s)	3. Finance & Use of Resources 4. Operational Performance		

Background

Due to Covid Safe working environment measures introduced in 2020 into the YAS call centre environment, it was necessary to repurpose the SH1 and SH2 corporate areas as well as other elements of the footprint into operational call centre expansion space for both 999 and 111. As a result, the EOC training environment moved from its usual place in Springhill to the upstairs area of Springhill 2 into the recently vacated corporate functions area. This same space is also used for the EOC call centre overspill with desks set up for call handlers.

The exact details of a “return to work” policy is being implemented as part of the corporate ‘Future Corporate Services and Training Model’ project. However, in the short -term it is necessary to relocate the EOC training environment again to enable training to commence in July 2021 in line with corporate recruitment plans.

The expectation is that workplace safe distancing measures will remain in place within the NHS for a prolonged period and certainly into 2022. Therefore, it is not feasible over the next 12 months to revert the use of space within the existing Springhill buildings back to pre-Covid days.

Requirements and Location

For the last 6 months, estates have been searching for a location for an EOC training area. Space has recently been identified in Morley at the West Yorkshire Joint Services Building in room currently occupied by West Yorkshire Police. This is approximately 9 miles from the Trust Headquarters, close to IKEA on the Junction of the M62 and M621.

The lease for WY Police expires in June 2021.

The EOC training area will be for 2*10 seat training rooms.

Financing and lease

- The lease for Morley would be on a three-month rolling basis.
- Confirmed costs for the EOC call centre space are £27,420 per annum including rent, rates/utilities and service charge (reception, cleaning and insurance).
- Possibility of YAS being able to piggy-back on the existing Virgin service within the building for connectivity. However, the preference is for a dedicated wide area network link directly under YAS control. Costs TBD but circa £3k per year.

Decisions Made

On 7th April 2021, TEG approved to proceed with arranging the lease for the EOC Training area at £27.4k per annum.

Other areas to note

Staff are expecting some sort of return to work in line with the governments stated objective of a return to normality by June 17th 2021.

Based on a survey of existing use of corporate space at Springhill and other locations, the available space to support some sort of agile/flexible working is as follows.

- SH1 – 70 bookable desks on a M-F 0800 to 1700 basis – outside of these hours space used for 111 additional call centre staff
- SH2 – NO DESKS – upstairs at SH2 are used by EOC overflow (resulting from social distancing) and by IT. Possible use of some (<10) IT desks by others if no projects being undertaken by IT.
- Unit M – 14 bookable desks.

While not specifically included in this paper the Morley building, if required, also has the option (available now) to provide additional room that would allow a further 80 hot desks in the event that YAS needed this space. While the costs have been requested and are not certain as yet, it is estimated to be circa £85k per annum.

An agile/flexible return to work using the overflow 111 area in SH1, unit M and the potential for Morley would require further investment and consideration over and above the leases. This would be in the form of:

- Enhanced cleaning regime in SH1
- Desk numbering and booking system
- Return to work policy required urgently
- Handyman to reset furniture for SH1 at crossover between hot desk and IUC areas at beginning and end of day
- Potential for lockers to enable clean desk policy.
- No personal desks for corporate staff
- Additional soundproofing, partitioning and heating and ventilation work between EOC overflow and ICT areas at SH2
- Meeting rooms at Springhill would be at a premium
 - – K&F/Rosedale used for Vaccinations throughout the Summer
 - – Medicines management are located in Roche
 - – EOC management/ Boardroom
- Better use of the Restaurant area for meeting space
- Need to consider practicalities of mixed economy of WFH and In Office for virtual meetings