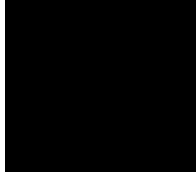

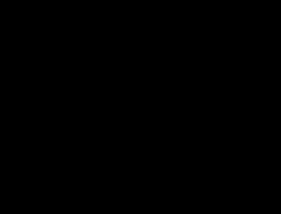






Medical Devices & Facilities Group
CONFIRMED MINUTES
Monday 06/09/21 2021
15:30 via MS Teams

Present:	
	Acting Facilities Manager Risk Lead / LSMS Estates Manager EBME
In Attendance:	
	Minutes
Apologies:	
	ISS General Manager Divisional Nurse Director for Neurology Senior Facilities Manager Head of Fundraising Procurement Manager

MDF 18/21-22	1	Apologies & Welcome
MDF 19/21-22	2	Minutes/Action Log from previous meeting May 2021 The minutes were agreed as a true reflection of the meeting held on 17/05/21. Going forwards, it was confirmed that  will chair future meetings.  requested that ventilation and medical gases were included as standard items on the Agenda
MDF 20/21-22	3	Terms of Reference The Terms of Reference were approved at the Business Performance Meeting held in June.

PART A

MDF 21/21-22	4	Estates Update Access Control & CCTV  provided a brief update with regards to tenders for access control and CCTV. The designer is due on site week commencing 06/09/21. Procurement will be investigating further. Chilled Water System It was noted that the chilled water system carrier had failed completely and is beyond economic repair.  advised he has spoken with the carrier company as to whether certain parts could be replaced. It was confirmed this can be done and it is hoped that the work will be completed before the next heating system work in April.
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		<p>Heating Replacement Scheme Phase 4</p> <p>██████████ confirmed that the heating and pipework had been completed on Cairns and Sherrington Wards and that the work on Caton is halfway through. It is envisaged that work on Dott Ward will commence towards the end of the year. The design element for Phase 5 is underway.</p>
MDF 22/21-22	5	<p>Facilities Update</p> <p>5.1 ISS Cleaning reports/service update</p> <p>There were no ISS updates today. ██████████ to contact ██████████ from Aintree Laundry to attend future meetings.</p> <p>5.2 Facilities updates</p> <ul style="list-style-type: none"> • Soft FM Services Tender ██████████ advised that work is on track and will provide an update at the next meeting. • Sustainability – it was noted that ██████████ is the lead for Sustainability and chairs the bi-monthly meetings. Each department provides input with regards to initiatives and progress.
MDF 23/21-22	6	<p>Security Update – Body Worn Cameras</p> <p>██████████ confirmed that body worn cameras are now in use.</p>
MDF 24/21-22	7	<p>Sustainability Plan/ISS Tender update</p> <p>██████████ is working on the Sustainability plan. However it is not certain if this should be included in this meeting.</p>
PART B		
MDF 25/21-22	8	<p>EBME Update (Including KPIs)</p> <p>██████████ advised that KPIs have been added. It was noted that for equipment there are three levels and the team focus on levels 1 and 2 for which less than 10% are overdue.</p>
MDF 26/21-22	9	<p>Equipment Update</p> <p>See item above</p>
MDF 27/21-22	10	<p>Review of incidents</p> <p>None noted</p>
MDF 28/21-22	11	<p>Review of MDA, EFA and EFN's</p> <p>None noted and work is on-going.</p>
MDF 29/21-22	12	<p>Medstrom Bed Maintenance/repair update</p> <p>Item deferred until next meeting.</p>
MDF 30/21-22	13	<p>Competencies/Training</p> <p>Item deferred until next meeting.</p>
MDF 31/21-22	14	<p>Decontamination Group</p> <p>To be removed from Agenda in agenda review. ██████████ advised he will check to which forum this belongs to.</p>
MDF 32/21-22	15	<p>AOB</p> <p>Non-presented</p>
MDF 33/21-22	16	<p>Date & Time of Next Meeting</p> <p>Monday 6 December 2021 @ 3pm</p>

Action Tracker:

	Complete & for removal
	In progress
	Overdue

Meeting Date	Minute Ref	Agenda Item	Action	Assigned To	Updates	Deadline	Status
17/05/21	MDF 03/21-22	Terms of Reference	<p>█ to update ToR and circulate to group for response and return for approval at June BPC mtg</p> <p>█ to check if the meeting to stay with Nursing or move to Operations</p>	█	ToR approved at BPC in June 2021	ASAP	Closed remove after 06/12/21
17/05/21	MDF 09/21-22	9.3 ECG Machines	█ to check that ECG machines x 3 have been ordered by Neurosurgery Division	█	ECG machines have arrived in June	ASAP	Closed remove after 06/12/21
17/09/19 C/F from 20/12/18	MD 02/21-22	Training & Competencies	Item 55/18 regarding competencies and training. This item to be carried forward as a new item. A meeting has been held with █ and █ and IT, to look at further development of a competency system. █ will check with IT re progress	█	To be discussed next meeting	June 2021 Dec 2021	
17/05/21	MDF 10/21-22	10 Incidents	█ advised that he will devise a high level summary of those risks that need flagging re estates/CQC/training etc	█	To be discussed next meeting	ASAP	
06/09/21	MDF 19/21-22	Action log	█ asked that ventilation and medical gases are to be added to the agenda			Dec 2021	
06/09/21	MDF 22/21-22	Facilities update	█ to contact █ from Aintree Laundry to come to future meetings	█		Dec 2021	