

EXECUTIVE SUMMARY**REPORT TO THE BOARD OF DIRECTORS****HELD ON****WEDNESDAY 21st JUNE 2017**

Subject	Corporate Seal
Supporting TEG Member	Sandi Carman, Assistant Chief Executive
Author	Sarah Hardy, Land and Property Manager and Sue Coulson, Business Manager, Board of Directors
Status¹	A*

PURPOSE OF THE REPORT

Board of Directors' approval is sought to the affixing of the Corporate Common Seal to the following documents:

- Lease of space at the Northern General Hospital, Royal Hallamshire Hospital and Weston Park Hospital with Indigo Park Services UK Limited and a Licence for Alterations at the Northern General Hospital (see Appendix 1).
- FT-FT Occupation Agreement between Sheffield Teaching Hospitals NHS Foundation Trust, Sheffield Health and Social Care NHS Foundation Trust and Sheffield Children's Hospital NHS Foundation Trust (see Appendix 2).
- Contract between Sheffield Teaching Hospitals NHS Foundation Trust and Jarvale Construction Limited for works at Charles Clifford Dental Hospital to refurbish the Dental Laboratories (contract value £585,228.00 and forms part of the 2017/18 Capital Programme).
- Contract between Sheffield Teaching Hospitals NHS Foundation Trust and Keir Construction Limited t/a Keir Construction – Northern for fees in relation to Stage 2 (Outline Business Case) for potential works at the Royal Hallamshire Hospital on A Floor (The contract has a value £785,852.04 and forms part of the 2015/16 and 2016/17 Capital Programmes).
- Framework Agreements:
 - Electrical Works Framework
 - Contract between Sheffield Teaching Hospitals NHS Foundation Trust and SPIE Limited
 - Mechanical Works Framework
 - Contract between Sheffield Teaching Hospitals NHS Foundation Trust and SPIE Limited
 - Contract between Sheffield Teaching Hospitals NHS Foundation Trust and GW Dawes & Son (heating and Plumbing) Limited
 - Construction Works Framework
 - Contract between Sheffield Teaching Hospitals NHS Foundation Trust and Clugston Construction Limited
 - Contract between Sheffield Teaching Hospitals NHS Foundation Trust and Jarvale Construction Limited

IMPLICATIONS²

AIM OF THE STHFT CORPORATE STRATEGY 2012-2017	TICK AS APPROPRIATE
1 Deliver the Best Clinical Outcomes	
2 Provide Patient Centred Services	
3 Employ Caring and Cared for Staff	
4 Spend Public Money Wisely	
5 Deliver Excellent Research, Education & Innovation	

RECOMMENDATIONS

The Board of Directors is asked to approve the affixing of the corporate seal to the above documents.

APPROVAL PROCESS

Meeting	Date	Approved Y/N

¹ Status: A = Approval
A* = Approval & Requiring Board Approval
D = Debate
N = Note

² Against the five aims of the STHFT Corporate Strategy 2012-2017

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

EXECUTIVE SUMMARYREPORT TO BOARD OF DIRECTORSHELD ON 21 JUNE 2017

Subject	Lease of space at the Northern General, Royal Hallamshire and Weston Park Hospitals with Indigo Park Services UK Limited and a Licence for Alterations at the Northern General Hospital
Supporting TEG Member	Professor Hilary Chapman, Chief Nurse
Author	Sarah Hardy, Land & Property Manager
Status¹	A*

PURPOSE OF THE REPORT

To obtain Board of Director approval and the official seal for a lease and licence for alterations with Indigo Park Services UK Limited

KEY POINTS

- Hotel Services appointed Indigo Park Services UK Limited as the Trust parking contractor for a period of 5 + 2 years.
- The contract started on October 3rd 2016 and it's taken a long time to get the lease and licence agreed.
- They will be occupying two rooms in the boiler house at NGH, two rooms and a kiosk in the multi storey car park at RHH, a kiosk on C road at RHH and a 'garden shed' at WPH.
- The rooms in the old boiler house at NGH will require some work before they can move into them – hence the need for a licence to protect the Trust.
- Indigo will use a Trust approved contractor for the work and they will pay for the work required.
- The lease will run concurrently with the contract and if the contract determines early for some reason, then so will the lease.
- Because the contract was drafted and agreed with Indigo before Estates were involved, there will be no charge for the accommodation but Indigo will be charged a fixed price of £1800 per annum which is inclusive of all energy, utilities etc where relevant
- Each party is paying their own legal fees.

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

EXECUTIVE SUMMARYREPORT TO BOARD OF DIRECTORSHELD ON 21 JUNE 2017

Subject	FT-FT Occupational Agreement
Supporting TEG Member	Professor Hilary Chapman, Chief Nurse
Author	Sarah Hardy, Land & Property Manager
Status¹	A*

PURPOSE OF THE REPORT

To obtain Board of Director approval and the official seal for the FT-FT Occupational Agreement between Sheffield Teaching Hospitals NHS Foundation Trust, Sheffield Health and Social Care NHS Foundation Trust and Sheffield Children's Hospital NHS Foundation Trust

KEY POINTS

- The agreement regulates the occupation of each Trust in each other's buildings and saves the cost of individual lease agreements.
- The agreement is for 10 years from 1st April 2016.
- If any of the Trust's need to relocate a Trust occupying space in one of their buildings, they must provide a detailed business case explaining the need for the space and subsequently provide the occupying FT with alternative space which is no less commodious or convenient.
- If one of the Trust's wants to terminate their occupation of space in another Trust's building they must give not less than 12 month's written notice to the owning or occupying FT
- Each party will share the legal fees.