

Estates Returns Information Collection (ERIC) 2007/08

Data Fields and Definitions

**This data collection has been approved by:-
The Review of Central Returns Steering Committee and Gateway.**

ROCR ID: ROCR/OR/0042/005/FT6

For NHS Foundation Trusts; this data collection has been approved by Monitor and is included on Schedule 6 - Monitor Approval Number MAN27.

C (all)	Compulsory for all NHS Organisations and Foundation Trusts
C (NHS)	Compulsory for all NHS Organisations but Non-Compulsory for established Foundation Trusts.
NC(all)	Non-Compulsory for all NHS Organisations and Foundation Trusts

Data Collected at Trust Level

Trust Profile

Field	Unit	Designation	Definition
Number of sites			This section should be completed to indicate the total number of sites being reported on relevant to each category. The combined total should represent the total number of sites which the Trust occupies for the purposes of delivering its healthcare services, inclusive of premises owned by the Trust or as defined within the terms of a lease, Service Level Agreement, or tenancy agreement. Where sites are shared with other organisations the site type allocated should be that relevant to the function of the facilities being reported on by the occupying organisation, which may differ from the designation of the remainder of the site.
General Acute Hospital	No.	C (all)	Total number of sites that are being reported on that are hospitals providing acute services. Such hospitals may provide non-acute or single speciality services from up to 20% of the gross internal floor area of the whole site without altering the classification.
Multi-service Hospital	No.	C (all)	Total number of sites that are being reported on that are hospitals providing multi-service functions, including single speciality, acute services, mental health and community services. Such sites must provide at least two differing service functions each with gross internal floor area representing more that 20% of the total GIA for the whole site.
Short Term Non-Acute Hospital	No.	C (all)	Total number of sites that are being reported on that are hospitals providing short term (less than 6 months), non-acute services including respite care, convalescence and rehabilitation.
Long Stay Hospital	No.	C (all)	Total number of sites that are being reported on that are hospitals where the service delivered is mainly for long stay patients i.e. where patient stays are expected to be more than six months e.g. hospitals for the long-stay care of mentally ill, elderly or patients with learning difficulties.
Specialist Hospital	No.	C (all)	Total number of sites that are being reported on that predominantly undertake a specialist function, inclusive of Radiotherapy, Dental Hospital, Maternity Hospital, Children's Hospital, Secure Unit for mental health.
Community Hospital	No.	C (all)	Total number of sites that provides an alternative to acute, general hospital care, nearer to people's homes and responding to local need. The facilities providing this type of care are likely to serve populations less than 100,000 and not be equipped to handle emergency admissions on a 24/7 basis. They are likely to include inpatient care for older people, rehabilitation and maternity services, out patient clinics and day care as well as minor injury and illness units and diagnostics and day surgery. Community hospital services are characterised by allowing direct access to GP's and other local community staff.
Treatment Centres	No.	C (all)	Total number of sites that are being reported on that are Health Centres, Clinics, Ambulatory Diagnostic Centres, One Stop Centres and Primary Care Units.
Non-Hospital (Patient)	No.	C (all)	Total number of sites that are being reported on that are nursing homes, residential care homes and group homes providing mainly long stay residential-type care. Hospices may be included in this category.
Support Facilities	No.	C (all)	Total number of sites that are being reported on that are administrative or other support service sites, ambulance stations, education and training, and any other non-hospital site where patients are not treated or accommodated. Sites solely used for the provision of staff residential accommodation should be included.
GP Properties	No.	C (all)	Total number of sites used specifically for GP services (including NHS owned and those in GP ownership).
GP owned properties not being reported on	No.	C (all)	Number of GP owned properties that are included in the total number of GP properties identified above, but NOT being reported on within this return.
Estates Development Strategy	Yes/No	C (all)	Enter "yes" if the Trust has a Board Approved Estates Development Strategy which is currently being implemented to improve the quality, efficiency and effectiveness of the estates and facilities services - otherwise enter "no". For PCTs the relevant document is the Strategic Services Development Plan.

Land and Property Transactions

Field	Unit	Designation	Definition
Net Land and Property Disposal Receipts	£	C (all)	Net receipt of all money obtained through land and property disposal undertaken by the organisation within the reporting year.
Forecast Net Land and Property Receipts	£	C (all)	Anticipated net receipt of all money obtained through land and property disposal undertaken by the organisation over the next 12 months from the reporting date of this return.
Forecast land available for disposal during 2008/09	Hectare	C (NHS)	Total area of land owned by the Organisation available for disposal during the next twelve months from the reporting date of this return.
Forecast land available for disposal during 2009/10	Hectare	C (NHS)	Total area of land owned by the Organisation available for disposal during 2009/10.
Forecast land available for disposal during 2010/11	Hectare	C (NHS)	Total area of land owned by the Organisation available for disposal during 2010/11.

Contracted Out Services

Field	Unit	Designation	Definition
% of estates and hotel services contracted out	%	C (all)	Percentage of the total cost to provide estates and hotel services, inclusive of equipment maintenance, PPM work, repairs, management and manpower resources that are contracted out to non-NHS Independent Sector companies under a legally binding agreement. Services provided by Independent Sector organisations operating under a PFI Agreement should be considered as being contracted-out. Services provided by another NHS organisation under SLA using NHS staff should be classified as non-contracted out but relevant costs included in the total cost for the services.
Value of Contracted out Services	£	C (all)	Total cost within the reporting year expended to provide all estates and hotel services, inclusive of equipment maintenance, EBME work, PPM work, repairs, management and manpower resources that have been contracted out to non-NHS Independent Sector companies under a legally binding agreement. Services provided by Independent Sector organisations operating under a PFI Agreement should be considered as being contracted-out. Services provided by another NHS organisation under SLA using NHS staff should be classified as non-contracted out but relevant costs included in the total cost for the services.

Finance

Field	Unit	Designation	Definition
Total Capital Investment	£	C (all)	Total amount of all capital invested by the NHS Trust, within the reporting year, for the upgrading, refurbishment, renewal and modernisation of the NHS Trusts Estate. This should include all capital invested in buildings, engineering plant and equipment together with external works. Exclude costs associated with day to day maintenance of property and the provision of vehicles. Include relevant capital derived from all sources, inclusive of block capital allocations, External Financial Limit (EFL) allocations, donations, and private sector investment.
Total Estate Services Costs	£	C (all)	Total Trust-wide annual revenue cost to provide the whole of the Estate (hard FM) services. Include all materials and equipment necessary to provide the Estates services together with costs associated with relevant Directors time, management, supervisors, trade staff and administrative support employed by the NHS Trust and through Contract or Service Level Agreement with another organisation.
Total FM (Hotel Services) Costs	£	C (all)	Total Trust-wide annual revenue cost to provide all Hotel (soft) facilities management services. Include all materials and equipment necessary to provide the services together with costs associated with relevant Directors time, management, supervisors, trade staff and administrative support employed by the NHS Trust and through Contract or Service Level Agreement with another organisation.

Investment to reduce Backlog Maintenance	£	NC (all)	The amount contained within the Total Capital Investment figure that was invested in the NHS Trusts estate specifically to reduce backlog maintenance costs, inclusive of physical condition, fire safety and health & safety. Please note that this investment figure may not necessarily equal the actual cumulative reduction in backlog maintenance costs achieved during the reporting year. Where backlog maintenance costs have been reduced as part of general contract works, the figure to use is the amount of reduced backlog costs arising from the works. Where backlog maintenance costs have resulted from vacated or demolished buildings, the relevant cost will be those costs associated with the vacation/demolition works.
Income from Leases	£	NC (all)	Total income received in £'s by the NHS Trust, from leasing out property. Includes charges paid by other NHS organisations or GP practices under an SLA and radio masts.
Cost of Leases	£	NC (all)	Total amount, payable in £'s, incurred by the NHS Trust in leasing building property not owned by the NHS Trust, inclusive of property owned by other NHS organisations where such costs are part of a Service Level Agreement. This cost should include all rent and service charges and charges for car parking facilities.

Staff

Field	Unit	Designation	Definition
Total number of staff employed	WTE	C (NHS)	The total authorised establishment of whole time equivalent staff as at 31 March 2008, inclusive of clinical and non-clinical staff, employed by the NHS Organisation, either directly or through contract (e.g. PFI, out-sourced services) or Service Level Agreement with another organisation, that enabled the NHS Organisation to carry out all its duties during the reporting year. Exclude very short term temporary contract staff employed to undertake building and upgrading work, and staff time spent working for other organisations. Includes all Directors time, management, supervisors, trade staff, administrative support staff, and staff associated with residential units.
Total number of staff employed in relation to the Estates function	WTE	C (NHS)	The total whole time equivalent (WTE) of non-clinical staff, employed by the NHS Organisation, either directly or through contract (e.g. PFI, out-sourced services) or Service Level Agreement with another organisation, that enabled the NHS Organisation to carry out all of its Estates service functions during the reporting year. Exclude short term temporary contract staff employed to undertake building and upgrading work, and staff time spent working for other organisations. Includes all Directors time, management, supervisors, trade staff, administrative support staff, EBME staff and staff associated with residential units.
Total number of staff employed in relation to the Facilities (Hotel Services) function	WTE	C (NHS)	The total whole time equivalent (WTE) of non-clinical staff, employed by the NHS Organisation, either directly or through contract (e.g. PFI, out-sourced services) or Service Level Agreement with another organisation, that enabled the NHS Organisation to carry out all its Facilities (Hotel Services) function, inclusive of cleaning, food services, ward housekeepers, portering, waste, transportation, laundry and linen services, security services, pest control, postal services and car parking duties, during the reporting year. Includes all Directors time, management, supervisors, trade staff, administrative support staff and staff associated with residential units. Exclude short term temporary contract staff employed and staff time spent working for other organisations.
Complaints	No.	C (NHS)	Total number of written complaints received throughout the reporting year by the NHS Trust in relation to Estates and Facilities services.
Staff receiving Health & Safety training	%	C (NHS)	% of all staff (headcount), inclusive of clinical and non-clinical, employed by the NHS Trust, either directly or through contract or Service Level Agreement with another organisation, that required and received training in the reporting year on health and safety. Information expressed as a percentage of the total headcount of those persons who required health & safety training in the reporting year. Health & safety training is defined as that which is necessary to discharge the Employer's duty under Section 13 of Statutory Instrument 1999 No. 3242. All persons requiring training should be included irrespective of the level of training required, which will vary dependant upon the duties of the person concerned (i.e. ward staff, risk manager, competent person etc.)

Staff receiving fire training who require training	%	C (NHS)	% of all staff (headcount), inclusive of clinical and non-clinical, employed by the NHS Trust, either directly or through contract or Service Level Agreement with another organisation, that required and received fire safety training in the reporting year. Information expressed as a percentage of the total headcount of those persons who received fire safety training to the total headcount of those persons who required fire safety training in the reporting year. Fire training is defined as that which is necessary to comply with Firecode and Fire Safety legislation. All persons requiring training should be included irrespective of the level of training required, which will vary dependant upon the duties of the person concerned (i.e. ward staff, fire warden etc.)
Staff who have undergone customer-care training who require training	%	C (NHS)	% of all staff (headcount), inclusive of clinical and non clinical, employed by the Trust either directly or through contract or Service Level Agreement with another organisation, including volunteers, that required and received customer care training in the reporting year. Information expressed as a percentage of the total headcount of those persons who required customer care training in the reporting year. Customer Care training is defined as that which is deemed necessary by the Organisations appointed Customer Care training officer, for persons to receive within the reporting year. All persons requiring training should be included irrespective of the level of training required, which will vary dependant upon the duties of the person concerned.

Safety - RIDDOR

Field	Unit	Designation	Definition
RIDDOR incidents	No.	C (NHS)	The total number of RIDDOR incidents reported by the Organisation during the reporting year as defined by 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. A Guide to the reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 is available from HSE books (ISBN 0-7176-1012-8).
Non-RIDDOR incidents	No.	C (NHS)	The total number of non-RIDDOR health & safety incidents recorded for the Organisation during the reporting year. This is the total of all accidents/injuries (clinical and non-clinical) excluding RIDDOR incidents and Fire incidents which are reported in the Fire Safety section of this return. The total RIDDOR and non-RIDDOR incidents will represent the total number of health & safety incidents recorded by the organisation during the reporting year.

Telecommunications

Field	Unit	Designation	Definition
Average response time	Sec's	C (NHS)	The average time to pick up new incoming calls to the Organisation's main telephone number across a representative period of not less than one month. The pick up time, in seconds, is defined as the average period between an external caller wishing to speak to an operator or person and the operator or person answering the telephone. In cases where automatic call distribution services are in operation, this will be the time period between the point where the external caller expects to speak to a person and that person answering. Exclude calls to direct dial extensions.
Telecommunication service cost	£	NC (all)	Total pay and non-pay costs for the operation and maintenance of the Telephone Services. It includes the cost of operators, staff employed in the maintenance of the PABX exchange, wiring distribution network, telephone instruments and mobile telephones. It also includes contracted out staff labour and material costs, equipment and instrument procurement costs, PABX call charges, mobile telephone charges, PTO line rental charges, satellite link costs, land line costs, together with other charges associated with maintaining and operating the NHS Trusts telecommunication services. Excludes the cost of data and paging services.

Transport Services

Field	Unit	Designation	Definition
Green transport plan	Yes/No	C (NHS)	Does the organisation have a Board Approved Green Transport Plan?
Patient journey cost	£	N (NHS)	The total cost of providing non-urgent patient transport services for the NHS Trust, in £s. This should include all dedicated NHS Trust vehicles and leased vehicles used for patient transport, their running and driver costs, PTS services from other providers, and taxi costs where utilised for patient transfer. It should not include allowances for volunteer services or emergency ambulance services.

Fleet vehicles which operate on 'green' fuels	%	NC (all)	Percentage of fleet vehicles, owned or leased by the NHS Trust, which operate on green fuels (e.g. LPG and Low Sulphur Diesel) or dual fuel.
Patient transport mileage	Miles	NC(all)	The total mileage of non-urgent patient transport services for the NHS Trust, in miles. This should include all dedicated NHS Trust vehicles and leased vehicles used for patient transport, PTS services from other providers, and taxis where utilised for patient transfer. It should not include volunteer services or emergency ambulance services.
Visitor transport mileage	Miles	NC(all)	The total mileage of transport services provided to visitors by the NHS Trust, in miles. This should include all dedicated NHS Trust vehicles and leased vehicles, services from other providers, and taxi costs where applicable. It should not include trips made by volunteer services or emergency ambulance services.
Staff transport mileage	Miles	NC(all)	The total mileage of transport services provided to staff funded by the NHS Trust, in miles. This should include all NHS Trust vehicles and leased vehicles, and mileage reimbursed under national or local agreements. (Suggested source: HM Customs and Revenue Form P11D)

Sterile Services

Field	Unit	Designation	Definition
Sterile Services cost	£	NC (all)	Total pay and non-pay cost of sterile services, in £s, for the provision and maintenance of sterile services to the Trust. This should include all elements related to the cost of employment of directly employed and contract staff, materials, equipment, consumables, uniforms and cleaning for all sterile services provided by and for the NHS Trust. It should not include the cost of provision of sterile services to other organisations.
Number of main sterilisation department(s)		NC (all)	Indicate type and number of main sterilisation unit(s) which provide sterilisation services to the NHS Trust. Exclude local sterilisation units (e.g. Endoscopy, and premises with Bench top sterilisers).
TSSU	No.		
CSSD	No.		
HSDU	No.		
SDU	No.		
Other	No.		
Main sterilisation units on/off site		NC (all)	Indicate whether the main sterilisation departments serving the site are located on-site or off site.
TSSU	On/Off		
CSSD	On/Off		
HSDU	On/Off		
SDU	On/Off		
Other	On/Off		
Activity		NC (all)	Soft packs, Outpatients, and Neo Natal should be counted as Supplementary packs provided non are single instrument packs, in which case they should be reported as a Single Instrument pack.
Theatre trays	No.		Number routinely processed per annum.
Supplementary packs	No.		Number routinely processed per annum.
Single instrument packs	No.		Number routinely processed per annum.
Number of staff	WTE	NC (all)	Number of whole time equivalents that are involved with sterile services.

Electro Biomedical Equipment

Field	Unit	Designation	Definition
EBME service cost	£	NC (all)	Total pay and non-pay cost relating to the provision of the EBME services. Includes all costs associated with directly employed and contract staff, materials and equipment relating to the maintenance and servicing of all electro biomedical equipment (EBME) used in the diagnosis and treatment of patients, inclusive of radiology, radiotherapy, pathology, dialysis, microbiology diagnostic equipment, drug fridges, air support beds, chiropody equipment, treatment chairs and direct patient connected equipment.
Assets maintained	No.	NC (all)	Total number of assets maintained by the above costs, value more than £250, and should include those items maintained either directly or under contract.

Data Collected at Site Level

Areas

Field	Unit	Designation	Definition
Gross internal site floor area	M2	C (all)	The total internal floor area of all buildings including temporary buildings or premises or part therein, occupied or non-occupied, which constitute the site operated by the NHS Trust and is either owned by the NHS Trust or as defined within the terms of a lease, Service Level Agreement, or tenancy agreement. Includes embedded education and training facilities, university accommodation and areas temporarily in the possession of building contractors. Excludes any leased-out areas. This figure should be the sum of the occupied and non-occupied floor areas.
Occupied floor area	M2	C (all)	The total internal floor area of all buildings or premises or part therein which are in operational use and required for the purpose of delivering the function/activities of the NHS Trust (i.e. occupied by the NHS Trust), and either owned by the NHS Trust or defined within the terms of a lease, license, Service Level Agreement or tenancy agreement. Include leased-in areas, multi-storey car parks, industrial process areas. Includes also embedded education and training facilities and university accommodation which are occupied. Measured as for the Gross Internal Floor Area, inclusive of plant rooms, and circulation spaces, but excluding areas which are not required for operational purposes (i.e. non-occupied areas and not in use). The total of the non-occupied floor area and occupied floor area should equal the gross internal floor area. Excludes leased-out and licensed-out areas.
NHS estate Occupied floor area	%	C (all)	Percentage of the total reported occupied floor area which relates to NHS owned property (on the trust balance sheet as an NHS asset) - the remainder of the occupied floor area being within leased or non-NHS estate property.
Site Heated Volume	M3	C (all)	Total occupied internal floor area which is heated multiplied by the height between the floor surface and the room ceiling minus the floor area covered by internal walls and partitions (taken as 6%).
Site footprint	M2	C (all)	The site footprint is the total ground floor area of all buildings or premises or part therein occupied and unoccupied which is operated by the NHS Trust and is either owned by the NHS Trust or is defined within the terms of a lease, license, Service Level Agreement, or tenancy agreement. Enclosed communication routes or walkways that are covered but open to the elements should be included, however, building overhangs above ground level should be excluded. Also excludes leased-out and licensed-out areas.
Site land area	Hectare	C (all)	The total physical site land area operated by the NHS Trust which is either owned by the NHS Trust or is defined within the terms of a lease, license, Service Level Agreement or tenancy agreement. The units of entry are hectares to a maximum of four decimal places. The land area quoted should be inclusive of the building footprint.
Patient occupied floor area	M2	C (NHS)	The total internal floor area within the boundary of all departments which provides patient care and where patients are exposed to risk (e.g. Wards, OPD, A&E, Theatres, ITU, SCBU, CCU, Day Surgery, Radiology, Clinics etc.) All Facilities such as offices, toilets, dining rooms, and circulation spaces within the boundary of the relevant department should be included but common circulation spaces (e.g. hospital street, visitors toilets, main entrance reception/waiting, stairways etc.) outside the boundary of the department should be excluded. Exclude external car parking areas but include multi-storey car parking areas used by patients. This figure plus the total non-patient occupied area and main circulation areas should equal the total occupied floor area for the site. Excludes leased-out and licensed-out areas.
Non-patient occupied floor area	M2	C (NHS)	The gross internal floor area within the boundary of all departments which are not accessible to patients, inclusive of administration offices, laboratories, industrial processes, plant rooms, operational support areas and amenity areas. Exclude external car parking areas but include multi-story car parking areas used by staff. This figure plus the total patient occupied area and main circulation areas should equal the total occupied floor area for the site. Excludes leased out areas.
Unoccupied floor area	M2	NC (all)	The total internal floor area of all buildings or premises or part therein, which are not used by the NHS Trust for the purpose of delivering the function/activities of the NHS Trust (i.e. non-occupied area) but are in the ownership of the NHS Trust or within the terms of a lease, license, Service Level Agreement or tenancy agreement. Includes unoccupied embedded education and training facilities, university accommodation and areas temporarily in the possession of building contractors. Measured as for the Gross Internal Floor Area, inclusive of any associated plant rooms, and circulation spaces, or part therein, which are directly related to the non-occupied area(s). The total of the non-occupied floor area and occupied floor area should equal the gross internal floor area. Excludes leased-out and licensed-out areas.

Main circulation area	M2	NC (all)	The total gross internal floor area of main communication routes/circulation areas within the site. This should include all main circulation spaces, corridors, hospital streets, covered walkways, waiting areas, reception areas, entrances, stairways etc. where patients or staff are allowed to travel but excluding all circulation spaces within the boundaries of departmental areas (e.g. wards, laboratories, theatres, Radiology, workshops etc). This figure plus the total patient occupied and non-patient occupied areas should equal the total occupied floor area for the site.
Leased in floor area	M2	NC (all)	The gross internal floor area of all buildings or premises, or part therein, leased by the NHS Trust including PFI buildings and shared access areas. Where a building or premise lease has been disposed of during the reporting period this should be recorded in the general comments section.
Leased out floor area	M2	NC (all)	The gross internal floor area of all buildings or premises or part therein, leased to another party by the NHS Trust. Where the other party is an NHS body or GP give details in the general comments section.
Temporary buildings and portacabins	M2	NC (all)	The gross internal floor area that is attributable to buildings with temporary planning consent, as defined in the Planning Regulations (normally with up to two years planning consent). Exclude site cabins used by private contractors but include all relevant buildings that are either owned by the NHS Trust or defined within the terms of a lease, Service Level Agreement, or tenancy agreement. Excludes leased out areas.

Function and Space

Field	Unit	Designation	Definition
Functional suitability	%	C (all)	Percentage of occupied floor area that is below Estatecode Condition B for functional suitability (i.e. below an acceptable standard, or unacceptable in its present condition, or so below standard that nothing but a total rebuild will suffice).
Space utilisation	%	C (all)	Percentage of occupied floor area where space utilisation is classified as being either "empty" or "under-used" as defined in Estatecode and Developing an Estate Strategy documents.
Available beds	No.	C (all)	Annual average daily number of Patient beds available, in wards staffed and open over night (i.e. 24 hours). This is the number of beds on the site available for patients at midnight and is to be derived as for the KH03 bed day figure converted to an average daily number by dividing the total number of available beds by the number of days in the year. KH03 is the Korner return from which NHS Trust Activity statistics on beds for the whole Organisation is derived.
Number of Wards	No.	C (all)	Average total number of wards in use over the reporting year, excluding units such as ITU, A&E/ Admissions unit, Coronary Care Unit, SCBU, Paediatric Intensive Care and Day Case Wards.
Total number of specialist wards	No.	C (all)	Average total number of units such as ITU, A&E/ Admissions unit, Coronary Care Unit, SCBU and Paediatric Intensive Care in use over the reporting year.
Percentage of single bedrooms for patients	%	C (all)	Percentage of the total number of available beds that are single bedrooms provided for patient use.
Number of Nightingale wards in use:		C (NHS)	Total number of Nightingale wards in use at the end of the reporting year. A Nightingale Ward is defined as "any large open-plan space, which has not been subdivided into bays or cubicles and which offers dormitory style accommodation for 12 or more patients"
Acute	No.		Average number of Nightingale wards in use over the reporting year to accommodate acute patients
Elderly	No.		Average number of Nightingale wards in use over the reporting year to accommodate older people
Mental Health	No.		Average number of Nightingale wards in use over the reporting year to accommodate patients with mental illness
Children	No.		Average number of Nightingale wards in use over the reporting year to accommodate children
Maternity	No.		Average number of Nightingale wards in use over the reporting year to accommodate maternity patients
Other	No.		Average number of Nightingale wards in use over the reporting year to accommodate other patients groups
Occupied beds	No.	C (NHS)	Annual average daily number of occupied Patient beds, in wards staffed and open over night (i.e. 24 hours). This is the number of beds occupied by patients at midnight as defined in the KH03 returns.
Beds with Patient Power services	%	C (NHS)	% of eligible in-patient occupied beds per year, that have a Patient Power service comprising television, radio and telephone. The term "eligible bed" means those beds which are suitable for the installation of patient power services. Beds contained in areas such as HDU's and ITC's which are not deemed suitable for TV's and telephones should be excluded.

Age & Asset Profile

Field	Unit	Designation	Definition
Age Profile by Built Date		C (NHS)	Percentage of the total gross internal area (GIA) of all buildings occupied by the Organisation, irrespective of ownership .
2005 to present	%		% of GIA associated with all buildings occupied by the Organisation that were constructed during and from the year 2005.
1995 to 2004	%		% of GIA associated with all buildings occupied by the Organisation that were constructed between 1995 – 2004.
1985 to 1994	%		% of GIA associated with all buildings occupied by the Organisation that were constructed between 1985 – 1994.
1975 to 1984	%		% of GIA associated with all buildings occupied by the Organisation that were constructed between 1975 – 1984.
1965 to 1974	%		% of GIA associated with all buildings occupied by the Organisation that were constructed between 1965 – 1974.
1955 to 1964	%		% of GIA associated with all buildings occupied by the Organisation that were constructed between 1955 – 1964.
1948 to 1954	%		% of GIA associated with all buildings occupied by the Organisation that were constructed between 1948 – 1954.
pre 1948	%		% of GIA associated with all buildings occupied by the Organisation that were constructed before 1948.
Total	%		Total of A-H must equal 100% (System Calculated)
Building Asset Value by Age		C (NHS)	This fields is applicable to property that is freehold and forms part of the NHS estate as declared by the Valuation Office Agency (DV). Please record the Net book value (NBV) of building component assets within the age group shown, including engineering services, and equipment but excluding land. This should be based on the various building components valued by the District Valuer every 5 years taking into account any new building upgrades or service renewals that have taken place since the date of the last DV survey.
2005 to present	£		Asset value of all building components of age younger than the year 2005.
1995 to 2004	£		Asset value of all building components of age between 1995 to 2004.
1985 to 1994	£		Asset value of all building components of age between 1985 to 1994.
1975 to 1984	£		Asset value of all building components of age between 1975 to 1984.
1965 to 1974	£		Asset value of all building components of age between 1965 to 1974.
1955 to 1964	£		Asset value of all building components of age between 1955 to 1964.
1948 to 1954	£		Asset value of all building components of age between 1948 to 1954.
pre 1948	£		Asset value of all building components of age pre 1948.
Total	£		Total Asset Value (System Calculated)

Quality of Buildings

Field	Unit	Designation	Definition
High Risk Backlog Cost	£	C (all)	The total sum in £'s (NOT the sum intended to be expended in the reporting year) attributable to all assets associated with property occupied by the Organisation, irrespective of ownership, that are below condition B in respect of physical condition, fire safety or statutory safety condition, and have been assessed as at HIGH RISK, namely, that where repairs/replacement must be addressed with urgent priority in order to prevent catastrophic failure, major disruption to clinical services or deficiencies in safety liable to cause serious injury and/or prosecution. The sum of low, moderate, significant and high risk backlog will be the total backlog cost for the organisation or site being reported on.
Significant Risk Backlog Cost	£	C (all)	The total sum in £'s (NOT the sum intended to be expended in the reporting year) attributable to all assets associated with property occupied by the Organisation, irrespective of ownership, that are below condition B in respect of physical condition, fire safety or statutory safety condition, that have been assessed as at SIGNIFICANT RISK, namely, that where repairs/replacement require priority management and expenditure in the short term so as not to cause undue concern to statutory enforcement bodies or risk to healthcare delivery or safety. The sum of low, moderate, significant and high risk backlog will be the total backlog cost for the organisation or site being reported on.

Moderate Risk Backlog Cost	£	C (all)	The total sum in £'s (NOT the sum intended to be expended in the reporting year) attributable to all assets associated with property occupied by the Organisation, irrespective of ownership, that are below condition B in respect of physical condition, fire safety or statutory safety condition, that have been assessed as at MODERATE RISK, namely, that where repairs/replacement require effective management and expenditure in the medium term through close monitoring so as not to cause undue concern to statutory enforcement bodies or risk to healthcare delivery or safety. The sum of low, moderate, significant and high risk backlog will be the total backlog cost for the organisation or site being reported on.
Low Risk Backlog Cost	£	C (all)	The total sum in £'s (NOT the sum intended to be expended in the reporting year) attributable to all assets associated with property occupied by the Organisation, irrespective of ownership, that are below condition B in respect of physical condition, fire safety or statutory safety condition, that have been assessed as at LOW RISK, namely, that where repairs/replacement require to be addressed through agreed maintenance programmes or included in the later years of your estate strategy. The sum of low, moderate, significant and high risk backlog will be the total backlog cost for the organisation or site being reported on.
Risk Adjusted Backlog Cost	£	C (all)	The sum of all risk adjusted backlog costs for each building/block and external area relating to property occupied by the Organisation, irrespective of ownership.

Estate Maintenance

Field	Unit	Designation	Definition
Total Building and Engineering Maintenance Costs	£	C (all)	Total pay and non-pay cost for the provision of building and engineering maintenance services, to maintain the whole of the building fabric, sanitary ware, drainage, engineering infrastructure, systems and plant etc. both internally and externally to the buildings. Include labour and material costs for all directly employed and contract staff including contract support costs, fees, and any pay elements for Directors, senior managers associated in maintaining the Organisations premises inclusive of fixed and portable engineering assets. Exclude costs associated with medical devices (except medical gas systems), pathology, microbiology diagnostic equipment, direct patient connected equipment, IT equipment and telecoms equipment and storage costs. Include all capital investment costs expended in support of the maintenance function but exclude all capital modernisation works involving adaptations, improvements and/or alterations including items that will be redefined as revenue to capital in the final accounts. Cost of directly employed staff will be gross cost including all direct labour costs and on costs due to chargehands, supervisors, proportions of PTB/A&C staff time. Apply apportionment for staff who carry responsibility for several roles.
Grounds and Gardens maintenance costs	£	C (all)	Total pay and non-pay cost for the maintenance of the Grounds and Gardens. It includes labour costs for directly employed and contract staff including contract support costs, fees, material and pay element for Directors, senior managers and all associated staff employed in the upkeep and maintenance of the grounds, gardens and external paths of the organisation site. Expenditure will also include costs relating to the employment of staff belonging to an external organisation (including PFI work). Cost of directly employed staff will be gross cost including all direct labour costs and on costs due to charge hands, supervisors, proportions of PTB/A&C staff time. Will require apportionment for staff who carry responsibility for several roles.

CHP

Field	Unit	Designation	Definition
Total CHP units operate on the site	No.	C (all)	Number of individual engine/generator sets on site providing the CHP Facilities.
Total Installed Electrical Capacity	KW	C (all)	Total full load electrical rating of the CHP generator(s)
Total Energy input to the CHP Plant(s)	KWh	C (all)	Record total energy input from regional and local sources

Total thermal energy output of the CHP system for site	KWh	C (all)	Record total useful thermal energy output, inclusive of exported thermal energy.
Total electrical energy output of the CHP system for site	KWh	C (all)	Record total electrical energy output, inclusive of exported electricity.
Total Exported electricity for site	KWh	C (all)	Amount of surplus electricity in kWh generated by the CHP Plant which is 'exported' to a Utility Supplier or to another organisation site whether another NHS Trust or another organisation outside of the NHS. Please note that 'imported' energy to the other NHS organisation site should be reported as Locally Supplied Energy in that NHS Trusts ERIC return.
Total Exported thermal energy for site	KWh	C (all)	Amount of surplus thermal energy in kWh produced by the CHP plant which is supplied to a Utility Supplier or another organisation site whether another NHS Trust or another organisation outside of the NHS. Please note that 'imported' energy to the other NHS
Total annual financial saving resulting from operation of the CHP	£	C (all)	The total financial saving/(loss) to the Trust for the current year through operation of the CHP unit. This should include any savings

Energy - Utility

Name	Unit	Designation	Definition
Electrical	GJ	C (all)	The total annual amount of energy used in GJ by the organisation site supplied by the national /regional electricity supplier, net of any energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy used to feed CHP plant associated with the site, and energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the input energy to this unit should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy supplied to the processing unit.) Exclude energy from an eligible renewable energy source.
Gas	GJ	C (all)	The total annual amount of energy used in GJ by the organisation site supplied by the national /regional gas supplier, including LPG, net of any energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy used to feed CHP plant associated with the site, and energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the input energy to this unit should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy supplied to the processing unit.) Exclude energy from an eligible renewable energy source.
Oil	GJ	C (all)	The total annual amount of energy used in GJ by the organisation site supplied by the national /regional oil supplier, net of any energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy used to feed CHP plant associated with the site, and energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the input energy to this unit should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy supplied to the processing unit.) Exclude energy from an eligible renewable energy source.
Coal	GJ	C (all)	The total annual amount of energy used in GJ by the organisation site supplied by the national /regional coal supplier, net of any energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy used to feed CHP plant associated with the site, and energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the input energy to this unit should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy supplied to the processing unit.) Exclude energy from an eligible renewable energy source.
Total Energy Cost (all energy supplies)	£	C (all)	The total annual cost (in £s) of energy consumed by the organisation site, inclusive of electricity, gas, oil, and coal from whatever source (e.g. utility supplier, local source, renewable source etc), net of any costs that are charged to other organisations for which the Trust provides energy.

Electricity	£	NC (all)	The total annual cost of electricity used in £'s by the organisation site supplied by the national /regional supplier, net of any costs for energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy costs associated with feeding CHP plant together with energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the energy costs should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy costs associated with supplying energy to the processing unit.) Exclude energy from an eligible renewable energy source.
Gas	£	NC (all)	The total annual cost of gas used in £'s by the organisation site supplied by the national /regional supplier, net of any costs for energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy costs associated with feeding CHP plant together with energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the energy costs should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy costs associated with supplying energy to the processing unit.) Exclude energy from an eligible renewable energy source.
Oil	£	NC (all)	The total annual cost of oil used in £'s by the organisation site supplied by the national /regional supplier, net of any costs for energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy costs associated with feeding CHP plant together with energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the energy costs should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy costs associated with supplying energy to the processing unit.) Exclude energy from an eligible renewable energy source.
Coal	£	NC (all)	The total annual cost of coal used in £'s by the organisation site supplied by the national /regional supplier, net of any costs for energy that may have been supplied by the NHS Trust to other ORGANISATION SITES. Include energy costs associated with feeding CHP plant together with energy used by the organisation site for processing purposes (e.g. laundry, CSD). In cases where the organisation site includes an on-site central processing unit(s) which serves more than one organisation site, the energy costs should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure included should be 30% of the total amount of energy costs associated with supplying energy to the processing unit.) Exclude energy from an eligible renewable energy source.

Energy - Local

Field	Units	Designation	Definition
Electricity	GJ	C (all)	The annual amount of energy in GJ used by the organisation site which has been supplied by an organisation other than Regional/National supplier sources. (E.g. a neighbouring NHS Trust supplying electricity to the site from their central distribution system.) Exclude energy from an eligible renewable energy source.
Steam	GJ	C (all)	The annual amount of energy in GJ used by the organisation site which has been supplied by an organisation other than Regional/National supplier sources. (E.g. a neighbouring NHS Trust supplying steam to the site from their incinerator or central boiler plant and distribution system). Exclude energy from an eligible renewable energy source.
Hot Water	GJ	C (all)	The annual amount of energy in GJ used by the organisation site which has been supplied by an organisation other than Regional/National supplier sources. (E.g. a neighbouring NHS Trust supplying hot water to the site from their main distribution system.) Exclude energy from an eligible renewable energy source.
Electricity	£	NC (all)	The total annual cost of electricity used in £'s by the organisation site supplied from an organisation site other than the national/regional supplier whether within the same NHS Trust, another NHS Trust or another organisation outside of the NHS. The cost should relate to charged amount. Exclude energy from an eligible renewable energy source.

Steam	£	NC (all)	The total annual cost of steam used in £'s by the organisation site supplied from an organisation site other than the national/regional supplier whether within the same NHS Trust, another NHS Trust or another organisation outside of the NHS. The cost should relate to charged amount. Exclude energy from an eligible renewable energy source.
Hot Water	£	NC (all)	The total annual cost of hot water used in £'s by the organisation site supplied from an organisation site other than the national/regional supplier whether within the same NHS Trust, another NHS Trust or another organisation outside of the NHS. The cost should relate to charged amount. Exclude energy from an eligible renewable energy source.

Renewable Energy

Field	Unit	Designation	Definition
Renewable energy (Electricity)	GJ	C (all)	The annual amount of electrical energy, in GJ, used by the organisation site which has been supplied from an eligible renewable energy supply source as defined in Protocol A3 of DEFRA "Guidelines for the Measurement and Reporting of Emissions by Direct Participants in the UK Emissions Trading Scheme" (e.g. wind energy, etc.) Such energy to be exempt from the Climate Change Levy (CCL). The sum of the utility, local and renewable electrical energy figures reported will be the total 'intake' electrical energy delivered to the site.
Renewable energy (non-fossil fuel)	GJ	C (all)	The annual amount of non-fossil energy, in GJ, used by the organisation site for combustion (e.g. heating boilers) which has been supplied from an eligible renewable energy supply source as defined in Protocol A3 of DEFRA "Guidelines for the Measurement and Reporting of Emissions by Direct Participants in the UK Emissions Trading Scheme" (e.g. biomass, sewage gas, etc.) Such energy to be exempt from the Climate Change Levy (CCL). The sum of the utility, local and renewable fossil and non-fossil energy figures reported will be the total 'intake' fossil and non-fossil energy delivered to the site.
Renewable energy (Electricity) Cost	£	NC (all)	The total annual cost of electricity used in £'s by the organisation site supplied from an eligible renewable energy source. The cost should relate to charged amount. The sum of the utility, local and renewable electrical cost figures reported will be the total 'intake' electrical cost of energy delivered to the site.
Renewable energy (non-fossil fuel) Cost	£	NC (all)	The total annual cost of non-fossil fuel energy used in £'s by the organisation site supplied from an eligible renewable energy source. The cost should relate to charged amount. The sum of the utility, local and renewable fossil and non-fossil cost figures reported will be the total 'intake' fossil and non-fossil cost of energy delivered to the site.

Process Energy

Field	Unit	Designation	Definition
Electrical Energy used in centralised Processing Units	GJ	NC (all)	The total annual amount of electrical energy, in GJ, included in utility, local and renewable energy figures, used for on-site central industrial/process Facilities such as Laundries, Central Stores, Central Sterilisation Departments, Manufacturing Pharmacy and Incinerators which are owned or managed by the organisation and which partly serve other organisations.
Fossil Energy used in centralised Processing Units	GJ	NC (all)	The total annual amount of fossil energy, in GJ, included in utility, local and renewable energy figures, used for on-site central industrial/process Facilities such as Laundries, Central Stores, Central Sterilisation Departments, Manufacturing Pharmacy and Incinerators which are owned or managed by the organisation and which partly serve other organisations.

Energy Normalisation

Field	Unit	Designation	Definition
Energy Days	No.	NC (all)	The equivalent number of days (24 hrs) that the site was operational during the reporting year. If the site was operational for an average of 8 hours per day then the figure reported would be $365 \times 8/24$. Where sites have varying hours of operation, the figure should be apportioned on the basis of floor area. Namely, if a site has 75% of its floor area in operation 24 hours per day and 25% operational 12 hours per day, then the total energy days would be $365 \times [0.75(24/24) + 0.25 (12/24)] = 319.4$
Degree Days (18.5 °C)	No.	NC (all)	Degree day information for the local geographic area, relating to 18.5 degree centigrade, may be obtained from the DOH. NHS Estates Degree Day information service is available via a link in this section of the website.
Site Base Load	GJ	NC (all)	The total annual amount of steam or hot water, in GJ, produced annually by the organisation site for purposes other than heating. It is usually the lowest summer boiler load when heating is generally turned off. If the figure is not available, this may be estimated as 50% of the peak winter boiler load.

Water Services

Field	Units	Designation	Definition
Water volume	M3	C (all)	The amount of water used in cubic metres for the Trust supplied by the national/regional supplier or locally from another organisation (e.g. NHS Trust). Include water supplied from a 'borehole'. Water to on-site central processing unit(s) (e.g. laundry) should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trust uses 30% of the processing unit output then the figure used should be 30% of the total amount of water supplied to the processing unit.)
Water Cost	£	C (all)	The total cost of metered water used in £'s for the Trust. The cost should relate to total cost incurred, inclusive of bore hole maintenance and operational costs together with billed amounts, and include VAT (if not reclaimable) and water rates. Water costs associated with on-site central processing unit(s) (e.g. laundry) should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure used should be 30% of the total cost of water supplied to the processing unit.) Excludes water and sewage costs associated with non-metered premises and surface water highways and drainage charges.
Water Volume (Borehole)	M3	NC (all)	The amount of water used in cubic metres for the organisation site supplied from a bore hole supply either owned or managed by the organisation or from another organisation. Exclude water supplied by the national/regional supplier. Water to on-site central processing unit(s) (e.g. laundry) should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure used should be 30% of the total amount of water supplied to the processing unit.)
Sewage Volume	M3	NC (all)	The amount recorded as sewerage in cubic metres for the organisation site taken by the national/regional supplier or other organisation (e.g. another NHS Trust) or the organisations own sewage treatment plant. Sewage from on-site central processing unit(s) (e.g. laundry) should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure used should be 30% of the total amount of sewage produced by the processing unit.)
Sewage Cost	£	NC (all)	The total cost of sewerage in £'s for the organisation site. The cost should relate to the total costs incurred, inclusive of billed amounts and include VAT. Sewage costs associated with on-site central processing unit(s) (e.g. laundry) should be apportioned in accordance with the percentage output used by the NHS Trust for its own purposes. (E.g. if the NHS Trusts uses 30% of the processing unit output then the figure used should be 30% of the total cost of sewage produced by the processing unit.) Excludes water and sewage costs associated with non-metered premises and surface water highways and drainage charges.
Water and sewage cost for non metered premises	£	NC (all)	Total water and sewage costs associated with unmetered premises (i.e. based on rateable value).
Surface water highways and drainage charges	£	NC (all)	Total of charges made in relation to surface water, highways and drainage charges.

Waste

Field	Units	Designation	Definition
High Temperature Disposal Waste Weight	Tonnes	C (all)	Total annual weight in tonnes of waste that has been produced by the organisation site and disposed of using high temperature techniques, including incineration (850-1100 degree Celsius), pyrolysis (545-1000 degree Celsius), plasma technology (1300-1700 degree Celsius) and gasification.
High Temperature Disposal Waste Cost	£	C (all)	The total cost of disposal of all waste, in £'s, produced by the organisation site and disposed of by high temperature techniques. For off-site disposal, include all waste transfer and transport costs. The cost should NOT include on site collection and handling costs associated with bringing waste from wards and departments to a central collection point but should INCLUDE costs for on-site storage and preparation undertaken by the organisation in readiness for waste collection.

Total Waste Cost	£	C (NHS)	The total cost of disposal of all waste, inclusive of that disposed of by means of High Temperature, Non Burn Treatment (Alternative Treatment Plant), WEEE and Landfill, in £'s, for the organisation site. For off-site disposal, include all waste transfer and transport costs. The cost should NOT include on site collection and handling costs associated with bringing waste from wards and departments to a central collection point but should INCLUDE costs for on-site storage and preparation undertaken by the organisation in readiness for waste collection.
Non Burn Treatment (Alternative Treatment Plant) Disposal Waste Weight	Tonnes	C (NHS)	The total annual weight in tonnes of waste that has been produced by the organisation site and disposed of using No Burn Treatment (Alternative Treatment Plant) techniques that operate at temperatures less than 1000 degree Celsius. There are a broad range of methodologies in use, however, this will include principally the following three main types:- Heat (e.g. autoclaves, steam auger, dry heat disinfection, microwaves). Chemical (e.g. sodium hypochlorite, chlorine dioxide, quaternary ammonium compounds, peracetic acid). Irradiation (e.g. gamma irradiation).
Landfill Disposal Waste Weight	Tonnes	C (NHS)	Total annual weight, in tonnes, of waste that has been produced by the organisation site and disposed of at licensed Landfill sites. There are principally three types of licensed sites, as follows:- Non-hazardous (e.g. for black bag or domestic type waste). Inert (e.g. building material, construction type waste). Hazardous waste (e.g. asbestos).
Waste Electrical and Electronic Equipment (WEEE) Weight	Tonnes	C (NHS)	Total annual weight in tonnes of waste that has been produced by the organisation site and disposed of Waste Electrical and Electronic Equipment (WEEE) regulations.
Waste Electrical and Electronic Equipment (WEEE) Cost	£	C (NHS)	The total cost of disposal of all waste, in £'s, produced by the organisation site and disposed of under the Waste Electrical and Electronic Equipment (WEEE) regulations. For off-site disposal, include all waste transfer and transport costs. The cost should NOT include on site collection and handling costs associated with bringing waste from wards and departments to a central collection point but should INCLUDE costs for on-site storage and preparation (e.g. compacting) undertaken by the organisation in readiness for waste collection.
Waste recovery/recycling volume	%	C (NHS)	Percentage of the total weight of waste that is recovered/recycled by the organisation relative to the total weight of waste produced by the organisation.
Waste recovery/recycling cost	%	C (NHS)	Percentage of the cost of disposal of the organisations recovered/recycled waste relative to the organisations total cost of disposing of all its waste.
Landfill Disposal Waste Cost	£	NC (all)	The total cost of disposal of all waste, in £'s, produced by the organisation site and disposed of at licensed Landfill sites. For off-site disposal, include all waste transfer and transport costs. The cost should NOT include on site collection and handling costs associated with bringing waste from wards and departments to a central collection point but should INCLUDE costs for on-site storage and preparation (e.g. compacting) undertaken by the organisation in readiness for waste collection.
Non Burn Treatment (Alternative Treatment Plant) Disposal Waste Cost	£	NC (all)	The total cost of disposal of all waste, in £'s, produced by the organisation site and disposed of by No Burn Treatment (Alternative Treatment Plant) techniques. For off-site disposal, include all waste transfer and transport costs. The cost should NOT include on site collection and handling costs associated with bringing waste from wards and departments to a central collection point but should INCLUDE costs for on-site storage and preparation (e.g. compacting) undertaken by the organisation in readiness for waste collection.

Fire Safety

Field	Unit	Designation	Definition
Fires reported	No.	C (NHS)	Total number of fires reported by the organisation site as required by FIRECODE – Policy and Principles.
False alarms	No.	C (NHS)	The total number of false fire alarms recorded by the organisation site for the reporting period not normally reported under

Car Parking

Field	Unit	Designation	Definition
Total parking spaces available	No.	C (NHS)	Total number of car parking spaces available for use within the organisation's grounds. This should be the combined total number of disabled, patients, visitors and staff parking places for all of the organisation's occupied sites. Exclude residential parking.
Average fee charged per hour for patient/visitor parking	£	C (NHS)	Average charge per hour levied on patients and visitors for parking within the organisation's grounds for a 3 hour period. For aggregated sites, the figure entered should be that of the hospital site with the highest charge.
Total Disabled parking spaces.	No.	C (NHS)	Total number of disabled car parking spaces available within the organisational grounds for disabled staff and visitors.
Total parking spaces available for patients/visitors	No.	C (NHS)	Total number of car parking spaces available for use by patients and visitors within the organisational grounds, inclusive of relevant disabled parking spaces.
Average fee charged per hour for Staff parking	£	C (NHS)	Average charge per hour levied on staff members for parking within the organisational grounds (including pro-rata charge made for parking permits)
Total parking spaces available for staff	No.	NC (all)	Total number of car parking spaces available for use by staff within the organisational grounds, inclusive of relevant disabled parking spaces.
Income from staff	£	NC (all)	Annual gross income in £'s from all staff parking spaces within the organisation grounds.
Income from visitors	£	NC (all)	Annual gross income in £'s from all visitors parking spaces within the organisation grounds.

Cleanliness

Field Name	Unit	Designation	Definition
Cleaning Services Costs	£	C (all)	The total pay and non-pay cost of cleaning services for the site. Include labour, and material costs for all directly employed and contract staff including contract support costs, fees, equipment, consumables, uniform costs, and any pay elements for Directors, senior managers associated in cleaning the Organisations premises. Exclude the cost of provision of any cleaning services to tenants, leased-out property and other organisations. Include the relevant portion of Housekeeper costs associated with cleaning services.
Audit score against National Specifications for Cleanliness for the NHS.	%	C (all)	Whole hospital audit score (externally verified) against the National Specifications for Cleanliness for the NHS. This document can be downloaded from the clean hospitals web site (http://www.npsa.nhs.uk/patientsafety/improvingpatientsafety/cleaning-and-nutrition/) and from the Downloads option within ERIC. Please note this is NOT the PEAT score.
Number of cleaning staff	WTE	C (NHS)	Whole Time Equivalent (WTE) of all staff (directly employed and contracted out staff), undertaking cleaning work for the organisation site. Exclude managers, administrative and supervisory staff who do not physically carry out the cleaning function.
Cleaning hours	Hrs	NC (all)	Total number of hours actually delivered in the reporting period spent on cleaning services by directly employed and contracted out service staff. Exclude time spent by managers, administrative and supervisory staff who do not physically carry out the cleaning function.

Food

Field	Unit	Designation	Definition
Cost of feeding one patient per day (patient meal day)	£	C (all)	The patient meal day is the average daily cost for the provision of all meals and beverages fed to one in-patient per day. The cost should include all pay and non-pay, including provisions, ward issues, disposables, equipment and its maintenance. Please note this is NOT the average cost for a single meal but for ALL meals and beverages delivered to the patients in one day.
Food waste - untouched meals	%	C (all)	For plated meal systems, this is the number (calculated over the full menu cycle or 7 days where no menu cycle is used), of untouched/unserved patient meals remaining at the end of the meals service period expressed as a percentage of the total number of meals provided and available at the commencement of the meal service period. For bulk systems use an apportionment of remaining meals based on visual inspection.

Total patient main meals requested	No.	C (NHS)	Total sum of demand made for patient's meals (inpatient and day patient) ordered from wards and departments. A Patient Meal is defined as either a breakfast, midday or evening meal order (or any substitute or alternative for any such meals) received from a patient (wards and departments) or the number of similar meals provided to wards and departments as an estimate of need where order systems are not in use.
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Meal Service		C (NHS)	Estimate the percentages of all in-patients that have access to each of the following categories:-
Main meal in the evening	%		
NHS Snack Box on request	%		
The ward kitchen service - 24 hours per day	%		
3, or more, leading chef dishes per day	%		
The new NHS menu design	%		
Snacks twice per day	%		
Protected Mealtimes	%	C (NHS)	The percentage of wards in the hospital where clinical ward activity (except in emergency or very high dependency cases) is suspended during mealtimes so as to enable ward based staff to focus on the service of meals and assistance to patients.
Nutritional Analysis of Menus	Yes/No	C (NHS)	Have dieticians confirmed in the last 6 months that hospital menus will deliver nutritional requirements sufficient to meet the need of all patient types.
Gross cost of catering operations	£	NC (all)	Total pay and non-pay expenditure on Catering Operations. Includes all expenditure in relation to provisions, pay and other direct non-pay costs including VAT. Include an apportionment for costs, which are not direct. Excludes income, capital charges and the cost of supervising external contracts.
Net cost of catering operations	£	NC (all)	Total gross cost of Catering Operations (pay and non-pay) net of income from non-patient trading activity.
Gross cost of patient services	£	NC (all)	Total gross pay and non-pay costs for the provision of patient services. Total provisions costs including food, beverages, special diets and ward provisions such as bread, milk, coffee. Excluding parental and enteral feeding, baby milk and nutritional supplements such as SIP feeds. Include total gross labour costs for the patient catering service, employers national insurance contributions, bonus & overtime payments for all staff employed, including food production, service staff, general assistants, generic workers, staff employed to regenerate food at ward level & agency costs incurred to deliver the catering service to patients. Make an apportionment for staff that carry out tasks between patient & non-patient areas. Exclude the costs for the distribution and collection of patient meals and direct [ward] issues to patient areas.
Gross cost of non-patient activity	£	NC (all)	Total gross pay and non-pay costs for non-patient activity. Includes pay, employers national insurance & pension contributions, bonus & overtime payments for all staff employed, & agency costs incurred in non-patient trading activities. Include all food & beverage costs, equipment lease & maintenance costs.
Labour costs	£	NC (all)	Total catering department labour costs. Includes pay, employers national insurance & pension contributions, bonus & overtime payments for all staff employed, & agency costs incurred, to deliver the catering service, in both patient & non-patient areas. Include all food production & food service staff, dinning room staff, general assistants & generic workers. Include staff employed at ward level to regenerate food. Exclude ward based staff not employed by the catering service. Make an apportionment for staff that carry out food service tasks across different disciplines or job roles. Also include any SLA costs for the delivery of meals and other provisions to wards where this is not undertaken by staff from the catering department.
Catering Management labour costs	£	NC (all)	Total labour costs for catering managers and assistant catering managers. Includes pay, employers national insurance & pension contributions, bonus & overtime payments for the manager responsible for the catering service & all designated deputies/assistants on managerial pay grades, catering administration staff on Admin & Clerical grades, including monitoring officers, the costs of managing external contracts, & management agency costs. An apportionment of costs should be included for all staff above the catering manager that provide direct managerial input to catering services on a day by day basis, up to but excluding Directors.
Patient services labour costs	£	NC (all)	Total patient service pay costs excluding portering and ward housekeeping costs. Includes pay, employers national insurance and pension contributions, bonus and overtime payments, of staff directly employed, and agency costs incurred, for the preparation and provision of food services to patients, include costs for staff employed to regenerate food at ward level. Exclude costs in relation to ward housekeeping, ward hostess service and portering. Make an apportionment for staff that carry out tasks between patient and non-patient areas.
Non-patient services labour costs	£	NC (all)	Total gross labour costs for non-patient activity. Includes pay, employers national insurance and pension contributions, bonus and overtime payments, of staff directly employed, & agency costs incurred, for the preparation and provision of food services to non patients [inclusive of staff and visitor restaurant/dining rooms, cafes, and vending services]. Make an apportionment for staff that carry out tasks between patient and non-patient areas.

Patient provisions cost	£	NC (all)	Total expenditure on provisions. Includes food, beverages, special diets and ward provisions such as bread, milk, and coffee. Excluding parental and enteral feeding, baby milk and nutritional supplements such as SIP feeds.
Non-pay costs - Non patient trading activity	£	NC (all)	Total non-pay costs for non-patient activity. Includes gross non-pay costs for the provision of food and beverage services to non-patients. Include food, beverage and the cost of materials.
Income - Non patient trading activity	£	NC (all)	Total sales and credits in relation to all non-patient activity. Includes all commercial activities performed by the catering department where the income is included within its income/expenditure account. Income from staff & visitor services including, vending, restaurant services, internal & external hospitality. Excludes the income from commercial outlets not credited to the catering service, & commercial services provided by voluntary organisations. For joint ventures between the hospital & voluntary organisations, include the income only if it is received directly by the Trust, exclude gifting arrangements.
Net trading balance - non patient trading activity	£	NC (all)	Total sales and credits in relation to all non-patient activity less Gross Costs for Non-Patient Activity. Includes pay, employers national insurance & pension contributions, bonus & overtime payments for all staff employed, & agency costs incurred in non-patient trading activities. Include all food & beverage costs, equipment lease & maintenance costs. Includes all commercial activities performed by the catering department where the income is included within its income/expenditure account. Income from staff & visitor services including, vending, restaurant services, internal & external hospitality. Excludes the income from commercial outlets not credited to the catering service, & commercial services provided by voluntary organisations. For joint ventures between the hospital & voluntary organisations, include the income only if it is received directly by the Trust, exclude gifting arrangements.
Income from commercial businesses	£	NC (all)	Total income from commercial outlets providing catering services to patients, staff and/or visitors where the income is not credited to the catering account under Income – Non-Patient Trading Activity.
Type of service		NC (all)	Estimate the percentage method of production/service style deployed to provide meals to patients – use more than one category where more than one style is deployed.
Cook chill plated	%		
Cook chill bulk	%		
Conventional plated	%		
Conventional bulk	%		
Cook freeze plated	%		
Cook freeze bulk	%		
Other	%		
Total	%		Total, A-G must equal 100% (System Calculated)
Costed Menus	Yes/No	NC (all)	Have hospital menus been costed in the last 6 months so as to enhance opportunities to ensure that financial allocation available for patient meals services is being fully consumed on this element of the catering service.

Laundry & Linen

Field	Unit	Designation	Definition
Total Laundry and Linen Cost	£	C (NHS)	Total pay and non-pay costs paid by the Organisation in relation to the provision of laundry and linen services. It includes all labour and materials, fees, contract support costs, uniforms, equipment maintenance and renewal, and consumables, associated with directly employed and contracted out staff that provide the service. Include also disposables, transport, collection and distribution to the point of use and replacement and repairs. Exclude the cost of providing laundry and linen services to other organisations and personnel linen and laundry services undertaken by clients/patients.
Pieces per annum	No.	C (NHS)	This is the total annual number of laundry and linen pieces, including disposables, used by the organisation but excluding any laundered or provided for other organisations. Exclude items provided to other organisations and personnel linen and laundry services provided by clients/patients.
Returned to laundry	%	C (NHS)	% of linen pieces returned to the laundry as unfit for use.

Type of service		NC (all)	
Linen Hire	%		In % the amount of linen that is hired by the Trust.
Disposable	%		In % the amount of linen that is used by the Trust, which is disposable.
Wash and Squash	%		In % the amount of linen that is processed at a central laundry for the Trust and returned for distribution.
Other	%		In % the amount of linen not in above 3 options
Total	%		Total, must equal 100% (System Calculated)
Located on site	Yes/No	NC (all)	Is the Laundry located on site?
Number of Laundry and Linen staff	WTE	NC (all)	This is the total number of in-house or contracted out WTE staff employed on the organisation site for the provision and delivery of laundry and linen services for the site. Where job share or part-time staff are employed, the whole time equivalent (WTE) value should be used. The number of staff should include any staff employed solely as drivers for the purposes of distributing linen. Where a central laundry is on site, include relevant staff employed, suitably apportioned, for the provision of laundry and linen services for the site. Include WTE of staff employed in off-site laundries operated by Independent Sector companies and those operated by NHS organisations, suitably apportioned as appropriate.

Portering

Field	Unit	Designation	Definition
Portering Service Costs	£	NC (all)	The total pay and non-pay cost for the provision of all portering services for the organisation site. It should include all elements relating to the cost of directly employed and contract staff, fees, materials, training, equipment provisions, and uniform costs for the purpose of carrying out portering duties. It should include departmental porters and courier services used to convey patients/equipment to other sites within the organisation.
Porters	WTE	NC (all)	The total number of portering staff in Whole Time Equivalents (WTEs) for the organisation site. Where job share or part-time staff are employed the equivalent in full-time posts should be used. The number of staff shown should exclude any staff employed solely as drivers on duties predominantly between the organisations sites and other organisations.

Postal Services

Field Name	Unit	Designation	Definition
Postal Services Costs	£	NC (all)	The total pay and non-pay cost for the provision of postage services for the organisation site. This should include all directly employed and contract labour, postage and courier charges, equipment provision, uniforms, consumables, stamps, sorting and distribution costs for delivering incoming mail and for the collection of outgoing mail inclusive of letters, package and parcel post. Include all costs associated with the internal postal service and where appropriate, equipment maintenance.
Postal staff	WTE	NC (all)	WTE number of all staff (directly employed and contracted out staff), undertaking postal work for the organisation site. Exclude managers, administrative and supervisory staff who do not physically carry out the postal service function and staff employed by the national Post Office.