

Appendix 3

Reconfiguration Plans – Indicative Timetable and Enablers for Option 1e

To Vacate:	Specific Service / staff	Where to? (Options in <i>italics</i>)	Dependencies	Timing	Queries / issues
Halsey House	The work-plan to relocate and decant Halsey House residents and office staff is underway	Converted private ward & Verulam offices	Works in private ward (already agreed and started). Agreement from individuals on specific office allocations.	Oct – Dec 08	Vacates whole building
Cheere House	Education & training Video conferencing & Library	Level 1- ex Safari /Children's ward	Space availability within Safari (links to Endoscopy). Relocation of parent education / paed opd admin	Feb – end March 09	Allows vacation of Cheere House
Windsor Day Hospital	Relocation of Stroke & falls clinic to Tudor or Verulam	Interim : Space within OPD clinics / therapies gym / or other space allocation in Verulam. Option of Tudor short term, longer term – incorporated into OPD clinics	Clinic space available on site at HHGH	End Feb 09 *unless used as decant for OPD	Decants Windsor day hospital
	Relocation of CoE offices and admin staff. Decommission of building* unless required for decant	Office and Clinic space available within Verulam Wing	Capacity for office accommodation at Watford site	End Feb 09	Vacates Windsor day hospital, for building to be secured.
Windsor Wing	Enabling works on Simpson to convert to interim Stroke Ward.	Simpson Ward, Verulam L1.		March-April 09	Link to transition plan and use of wards.
	Intermediate care ward to run from St Peters in Verulam			From mid April 09	

To Vacate:	Specific Service / staff	Where to? (Options in italics)	Dependencies	Timing	Queries / issues
	Level 3.				
HR Portacabin	Vacate & use for decant or Medi-rest offices		Capacity for office accommodation at the Watford site.	Complete end April 09	
	Move of infection control staff	Base at WGH but hot desks at HHGH	Capacity for office accommodation at Watford site		
	HR staff -	Link to Ian Jones/ H&S			
Medirest Portacabin	Vacate and secure		Allocation of space within HH site for staff	End June 09	Vacates portacabin
Jubilee Wing	Expansion of UCC		Move of A&E Majors. Completion of design & sign off with HUC & PCT	March – May 09	Terms of Agreement with PCT.
	Creation of RAU	Jubilee wing – A&E area	Move of A&E majors. Business case sign off with PCT for RAU.	March – May 09	Potential further income from PCT
	Day Treatment Service (Helen Donald Unit)	Jubilee wing – A&E area.	Preparation/design of A&E.	March – May 09	Day Treatment Service could stay in Helen Donald area whilst A&E area worked upon.
	Jubilee Wing. Creation of GP Health Centre		Move of A&E Majors & completion of design – financial sign off with PCT	March – May 09	New space / service
	Creation of space for Intermediate Care Team		Move of A&E majors. Completion of design / financial sign off with PCT	March – May 09	New space / service
	Pharmacy dispensary – if required	Use existing dispensary.	None	N/a	Need for pharmacy dispensary
	Pharmacy Store at WGH. Creation of centralised store on WGH site	Use AAU Rm 1201 suite of offices & convert to pharmacy store	Completion of equipment receipt and testing in AAU. Alterations required for use of area	Feb – April 09	Centralised store, consolidating staffing and transport costs.

To Vacate:	Specific Service / staff	Where to? (Options in <i>italics</i>)	Dependencies	Timing	Queries / issues
					Frees up large area for other service use.
Enabling in Verulam	Vacation of Safari Ward for Endoscopy and Education /training meeting rooms	Paed OPD Off site for education sessions	Design work and costs for Endoscopy and Education and training/library service	Jan – March 09	Design layouts / space availability for both services
	Movement of cardiology / respiratory care clinic/admin area to redesign chest clinic	Modular facility or use day hospital as decant	Agreement of decant and design solution for both services	Mar – June 09 (could start some decant earlier)	Enabler for OPD works
Tudor Wing	IT hub in Tudor	Relocation from Tudor Wing to Verulam IT room (L2)	Completion of design and space allocation. Resource . BT lead in times – this should be an early enabler	Feb – end May 09	Enabler for vacation of Tudor
	Switch room for telephony service	Relocate from Tudor to within plant cupboards, Verulam	Completion of design and space allocation	Feb – May 09	Enabler for vacation of Tudor
	Alarm Panel solution		Space in Verulam. Completion of design solution.	Feb – Apr 09	Enabler for vacation of Tudor
	Kitchen facilities	Extend area opposite current Oasis T-bar	Movement of some O&G records / corporate nursing offices	Mar – June 09	Enabler for vacation of Tudor
	Enabling works to create an area for POA	Hemel Birth Centre	Space in Verulam Wing	March – April 09	Decanting of Tudor
	Tudor Wing. Enabling works for relocation for main OPD	L2 Verulam Wing, Cath Lab / CCU area	Space in Verulam Wing	March/ June 09	Decanting of Tudor
	Tudor Wing. Enabling works for relocation of therapies and gym	Jubilee Wing	Space in Jubilee (A&E) and Pharmacy Store relocation	From April/July to July/Oct 09	Decanting of Tudor
	Tudor Wing. Enabling work		Space in Verulam or Jubilee (Pharmacy Store)	End June	Decanting of

To Vacate:	Specific Service / staff	Where to? (Options in italics)	Dependencies	Timing	Queries / issues
	for relocation of supplies			09	Tudor
	Tudor Wing. Securing of Theatres, Aragon & Boleyn and Cleves ward.		Space to relocate any remaining services	End June 09	Relocation of moving and handling training
	Tudor Wing. Securing the building.		Decanting of all services	End June 09	Securing of Tudor
General on site	External signage/boundary works			Mar – July 09	
	Allowance for specialist fit out/ equipment			Mar – June 09	
Verulam Change of Use	Savings on utilities and waste as a result of CCU/ Cath Lab and wards moving to Watford				