

APPENDIX G - GLOSSARY

Term	Abbreviation	Explanation
Anglia Support Partnership	ASP	ASP is a shared service provider hosted by Cambridgeshire and Peterborough Mental Health Partnership Trust providing a range of support and corporate services to a number of NHS bodies in Cambridgeshire.
Average Length of Stay	ALOS	The total number of Occupied Bed Days divided by the total number of Finished Consultant Episodes for a particular aggregation of activity over a particular period.
Bidder		Any Consortium or other organisation invited to progress to the selection stage of the Project, to be issued with the PITN.
Business Day		8.00 hours to 18.00 hours, Monday to Friday, excluding bank holidays and other statutory holidays.
Cambridgeshire and Peterborough Mental Health Partnership Trust	CPMHPT	The NHS trust responsible for the provision of mental health services in the area.
Candidate		Any Consortium or other organisation who responds to the PQQ.
Capital Investment Branch	CIB	An executive department within the Department of Health responsible for the development of the private finance initiative within the NHS.
Capital Investment Branch	CIB	The department within the Department of Health with responsibility for the Private Finance Initiative within the NHS.
Capital Priorities Advisory Group	CPAG	A Department of Health group that reviews and prioritises major capital schemes.
Commission for Architecture and the Built Environment	CABE	An organisation dedicated to encouraging high quality design of public buildings.
Commission for Health Improvement	CHI	An independent body to check that local systems of Clinical Governance are working. CHI has the capacity to investigate and intervene when serious or persistent clinical problems are identified in the NHS.
Departmental Cost Allowance Guides	DCAG	A capital cost allowance for building and engineering costs for an individual department within a development for a new or extended healthcare facilities.
Design, Build, Finance and Operate	DBFO	The four key elements associated with the Private Finance Initiative.
Diagnostic and Treatment Centre	DTC	A healthcare facility designed to provide planned day care and one stop services, sometimes referred to as Ambulatory Care and Diagnostic Centres.
Directly Employed Labour	DLE	Staff directly employed by the NHS.
East Cambridgeshire and Fenland PCT	ECF PCT	
Edith Cavell Hospital	ECH	The hospital and site where the new hospital development will be located
Electric Convulsive Therapy	ECT	
Electronic Patient Record	EPR	Computerised patient care information, which will eventually replace hard copy patient notes through the Government's Information for Health initiative.
Facilities Management	FM	The maintenance of buildings and provision of those non-clinical services essential to the functioning of a clinical facility.
Final Invitation to Negotiate	FITN	The collective name for the briefing document issued to the two short-listed bidders in stage three of the procurement process.
Full Business Case	FBC	A document prepared to develop and reflect the final project agreement. It will form the basis upon which final approval of the scheme is granted.
Greater Peterborough Health Investment Plan	GPHIP	The local strategy for the modernisation of health services serving the population of Greater Peterborough and Southwest Lincolnshire.

Term	Abbreviation	Explanation
Greater Peterborough Primary Care Partnership	GPPCP	The North and South PCTS together with local adult social services are collectively called the Greater Peterborough Primary Care Partnership. They share a joint management structure and hold joint board meetings. It should be noted that unless the three organisations formally merge, the statutory body that will be a signatory to the project agreement will be the North Peterborough PCT.
Health Improvement Programme	HIMP	These have been superseded by the local delivery plan (LDP). A local plan, led by the Norfolk, Suffolk and Cambridgeshire Strategic health authority but involving local Trusts, Local Authorities and other partners which sets the strategic agenda for improving health and health services over the coming three years.
Information and Communication Technology	ICT	The equipment, systems and philosophies that enable effective communication and integration of both voice and data.
Invitation to Negotiate	ITN	A series of documents issued to qualifying candidates in order to invite response. These provide information about the scheme and define the information required in responses from bidders. This stage will be divided into Preliminary Invitation to Negotiate (PITN) and Final Invitation to Negotiate (FITN).
Lincolnshire South West Teaching PCT	LSWT PCT	
Local Improvement Finance Trust	LIFT	A major government initiative intended to address the service development and capital investment requirements of community-based services in deprived inner city and rural communities.
Managed Equipment Service	MES	A service provided by the private sector that involves the provision, maintenance and replacement of an agreed range of equipment.
Median Index of Public Sector Building Tender Prices	MIPS	An index series produced by the Department of the Environment, Transport and the Regions for the Public Sector, calculated from rates for work and bills of quantities from accepted tenders. The index may be fixed price (FP) or variable price (VoP).
Member Organisation		The individual organisations that constitute a Consortium. This would usually include the Construction and Facilities Management contractor(s).
Memorandum of Information	MOI	The Memorandum of Information summarising the Project. The MOI was issued to all Bidders responding to the OJEC notice.
National Institute for Clinical Excellence	NICE	A special body set up to provide independent advice on best clinical practice to NHS clinicians and commissioning organisations.
National Service Framework	NSF	'Care Blueprints' which set out what patients can expect to receive from the NHS in major care areas or disease group. NSFs have been developed for 8 areas including Coronary Heart Disease, Mental Health, Cancer Services, Older People, Children and Paediatric Intensive Care Services.
Norfolk Suffolk and Cambridgeshire Strategic Health Authority	NSC SHA	
North Peterborough Primary Care Trust	NPPCT	The NHS commissioning organisation covering the city of Peterborough north of the river Nene and which will be responsible for the clinical services provided in the Integrated Care Centre.
Official Journal of the European Community	OJEC	All public tenders exceeding specific contract values must be published in the Official Journal of the European Community and published throughout the EU.
Outline Business Case	OBC	A document prepared to identify and develop the preferred option for the proposed Project.
Peterborough District Hospital	PDH	The hospital and site to the East of Aldermans Drive, located near to the city centre.
Peterborough District Hospital West	PDH West	The hospital and site to the West of Aldermans Drive.
Peterborough Hospitals NHS Trust	PHT	The NHS trust responsible for the provision of acute hospital services in the area.
Picture Archiving and Communication Systems	PACS	A technique for taking imaging data into a digital form and extracting it from imaging equipment for onward storage, display and transmission. This will ultimately replace 'wet' techniques currently used in X-Ray.

Term	Abbreviation	Explanation
Preferred Bidder		The selected Bidder after the FITN submission and prior to Financial Close.
Preferred Option		The option chosen as part of the OBC and which is referred to as the public sector comparator (PSC).
Preliminary Invitation to Negotiate	PITN	The collective name for the briefing document issued to the bidders in stage two of the procurement process.
Pre-qualification Questionnaire	PQQ	A questionnaire designed to enable the Trusts to evaluate the economic and financial standing, ability and technical capability of organisations responding to the OJEC notice. Issued in stage one of the procurement process and contained in Appendix D of the Memorandum of Information.
Primary Care Trust	PCT	Developed from PCGs and established on 1st April 2001 assuming responsibility from Cambridgeshire Health Authority for the commissioning of healthcare services.
Private Finance Initiative	PFI	A Government initiative seeking private capital funding and operation of serviced hospital accommodation.
Project Agreement		The contract to be entered into between the Trust and the successful Bidder for carrying out the project.
Project Company	Project Co	The selected Consortia post Financial Close following Project Agreement sign off.
Project Execution Plan	PEP	The principal means by which the Project is planned, monitored and managed. The document is owned, maintained and utilised by the Project Team members to ensure the successful day-to-day operational management and control of the project and the quality of the outputs.
Project Office		Office where the project team are based.
Project Team		The internal project team that is leading the Health Investment Plan Project on behalf of local NHS organisations.
Public Sector Comparator	PSC	The Trusts' option for the development against which the Bids will be evaluated to determine comparative value for money and affordability.
Reference bid		A bid from a Bidder that meets the core accommodation, service and contractual requirements identified in the ITN.
Relevant Organisation		All organisations connected with the bid. This would include: the shareholders, including Third Party Equity Providers; the Designer(s); the Advisors; and the Member Organisations.
Retention of Employment	ROE	A model developed by the NHS and agreed with UNISON that allows NHS staff working in five named soft FM services to remain employed by the NHS while the service is transferred to the private sector.
Service Level Agreement	SLA	An agreement between organisations for the provision of a service to an agreed level.
Service Payment		The payment made by the trusts to the private sector for the provision of the services.
Strategic Health Authority	SHA	The Strategic Health Authority is a statutory NHS body responsible for setting out a coherent Strategic Framework for healthcare in consultation with stakeholders. The body also oversees the performance management of service providers, works to build service capacity and support performance improvements.
Strategic Outline Case	SOC	The document used to establish the strategic context, assess the options and make the case for change. The SOC for the mental health unit was approved in July 1999 and for the acute hospital and integrated care centre in February 2001.
The NHS Plan	NHS Plan	The ten-year modernisation strategy for the National Health Service published in July 2000.
Transfer of Undertakings (Protection of Employment) Regulations 1981	TUPE	Regulations to protect staff terms and conditions of employment when transferring to a new employer.
Trusts		The collective term for the three NHS bodies that will be signatories to the project agreement, namely; Peterborough Hospitals NHS Trust, Cambridgeshire and Peterborough Mental Health Partnership NHS Trust and North Peterborough Primary Care Trust.

Term	Abbreviation	Explanation
Variant Bid		A bid that differs in some way from the reference bid. Variant Bids are not mandatory.