



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

HEALTH SERVICE ESTATE MANAGEMENT: 1992
SCOTMEG SURVEY

Summary

1. This letter introduces the arrangements for the 1992 SCOTMEG survey of vacant and surplus property. In this letter and annex the terms "Health Board" or "Board" should be read as meaning also the Common Services Agency.

2. Boards are asked to complete 3 monitoring forms promptly and carefully to enable SCOTMEG to submit their survey report to the Chief Executive by Monday 14 September 1992. The Chief Executive considers that these surveys have played an important part in the progress made on NHS property disposals so far. He hopes that this progress can be sustained until the stocks of NHS property retained are only those essential for operational purposes.

3. A Guidance Note on the detailed arrangements for the 1992 survey is attached, together with the Monitoring Forms for completion and return to the SCOTMEG Secretariat.

4. Boards should note that the Scottish Office Environment Department are issuing simultaneously to Boards a survey form for a Government study of empty public housing. We have agreed simultaneous issue of the survey forms for both exercises with the Environment Department to help avoid duplication of work and minimise the burden on Boards.

29 May 1992

Addressees

For action

General Managers,
Health Boards

General Manager,
Common Services Agency

For Information:

Chief Executives and
Chief Executives
Designate, NHS Trusts
General Manager, State
Hospital

General Manager,
Health Education Board
for Scotland

To be copied to Unit
General Managers for
action as appropriate

Enquiries to:

Miss A D Braes
SCOTMEG Secretariat
Common Services
Agency
Trinity Park House
Edinburgh
EH5 3SE
Tel: 031-551 8422
Fax: 031-552-8651

Scope of Arrangements

5. As explained at paragraph 2 of the attached Guidance Note, the responsibility for the provision of the survey information rests with General Managers whether or not day to day responsibility for property matters is devolved to directly managed units. Since the information should be collected at 31 March 1992, Trusts are not required to act on this MEL but they will be expected to complete future SCOTMEG returns. The survey does not currently cover the Health Education Board for Scotland or the State Hospital.

Action

6. Boards and CSA are asked to:

6.1 Return monitoring forms A, B and C direct to the SCOTMEG Secretariat by Monday 13 July 1992. (See paragraph 6 of the Guidance Note.)

6.2 Provide in advance the appropriate receipts information to the Management Executive by Monday 22 June (paragraphs 9 and 10 of the Guidance Note).

6.3 Note that a study of empty public sector housing in Scotland is being undertaken by the Scottish Office Environment Department and that survey forms are being issued simultaneously to Health Boards.

6.4 Provide SCOTMEG with information on the extent to which action has been taken on SCOTMEG's Action Plan 7 of 1987 dealing with vacating expensive rented accommodation and re-location of offices away from prime sites by Monday 13 July (paragraph 14 of the Guidance Note).

7. This letter should be copied to Unit General Managers for action as required.

Yours sincerely



H R McCALLUM
Director of Estates

SCOTMEG 1992 SURVEY: GUIDANCE NOTE

Timing of Survey

1. MEL (1992)19, dealing with the Chief Executive's response to the previous SCOTMEG Survey, indicates his acceptance of the recommendation that the timing of the surveys should be changed to represent the full and mid-year points of the financial year, rather than the calendar year. This is the first full year survey on this basis. Information should therefore be collected as at 31 March 1992. A mid-year survey, based on the position at 30 September 1992, will follow with subsequent surveys carried out at 6 monthly intervals.

Purchaser/Provider Arrangements

2. Under the purchaser/provider arrangements, Boards retain ultimate responsibility for the disposal of NHS property relating to Headquarters or directly managed units. General Managers therefore have responsibility for the provision of survey information whether or not day to day tasks are devolved to units. For the purposes of the 1992 full year survey, Boards should as before provide the required information in respect of the Board area as a whole. It should be noted however that for future surveys, including the mid-year survey of September 1992, Boards will be expected to provide the necessary information for Board and unit levels.

NHS Trusts

3. Responsibility for the acquisition, disposal and general management of NHS Trust assets rests with the Trusts themselves subject to any limitation imposed as part of the Establishment Orders. Trusts will nevertheless be expected to participate in future SCOTMEG surveys by completing the surveys returns. (For the current survey Boards are expected to include all land and property owned by the Secretary of State and managed by Boards at 31 March 1992 even though transfers to Trusts were due, or were being considered, from 1 April 1992).

HEBs and State Hospital

4. The SCOTMEG Survey does not currently cover the Health Education Board for Scotland or the State Hospital, because their property stocks are relatively small, but this MEL is being sent to HEBs and the State Hospital for information. Consideration is being given to whether HEBs and the State Hospital should be covered in future surveys.

Purpose of Surveys

5. The intention is that almost all the Management Executive information requirements on property disposal will be met by the SCOTMEG surveys. The Chief Executive will then use the results as a key method of measuring the performance of Boards and General Managers on property disposal.

Monitoring Forms

6. The success of these surveys depends upon full and accurate completion of the 3 Monitoring Forms attached for your attention; these are the forms for land (Form A), buildings (Form B) and houses (Form C). As noted at paragraph 1, information should be collected as at 31 March 1992. The Chief Executive has asked that General Managers take a personal interest in ensuring that forms are returned to SCOTMEG by Monday 13 July 1992 (but see also paragraphs 9 and 10 below) so that the survey is not held up. The forms should be sent to:

The Scottish Health Management Efficiency Group Secretariat
Trinity Park House
South Trinity Road
Edinburgh
EH5 3SE

7. In reporting to the Chief Executive on the last survey, SCOTMEG commented that a considerable number of forms were received which contained errors or omissions. They add that these inadequacies delayed preparation of their report. We would be grateful therefore if Boards could take extra care in completing the forms. Boards should bear in mind the potential effect on their performance indicators if figures are not accurate. It is hoped that some improvements to the layout of the latest Monitoring Forms will help in this respect. Those responsible for completing the forms should take careful note of the guidance notes attached to each form.

8. Boards are asked to give such supplementary information as can be easily provided to assist SCOTMEG's analysis of the forms. This information should cover figures or points requiring explanation. It may be necessary for SCOTMEG to seek additional information from Boards in relation to individual properties. Given that some information current at 31 March may be out of date by the time it is submitted to SCOTMEG, Boards should indicate if the position has changed significantly since that date so that SCOTMEG can consider whether the more up to date information should be taken into account in their report.

Receipts Information

9. Because the information is required urgently for a separate exercise on the 1992 Public Expenditure Survey, Boards should send the receipts figures requested at Monitoring Forms A and C, together with the supporting information, direct to the Management Executive by Monday 22 June.

10. The basic information concerned is requested at 3 of Monitoring Form A and 7 of Monitoring Form C. In the guidance notes to the forms Boards are asked to supply a breakdown for properties contributing to the receipts figures provided for each financial year. The details should cover all significant property and the estimated receipts for such disposals but total estimated receipts for staff houses in each financial year will suffice. If convenient, the format for the details can equate to forms CAPAL F1 and CAPAL F2 for the capital planning process attached to DGM(1992)21 of 27 March 1992.

Performance Indicators

11. A key feature of the Chief Executive's proposed Action Plan included in MEL(1992)19 is the emphasis on measuring progress. It is essential that the Management Executive and individual Boards have an effective system for monitoring progress against measures of performance and targets. This is necessary to enable General Managers to ensure that the measures in place are consistent with their accountability and that the Management Executive is able to monitor Boards' performance.

12. In the light of discussions with SCOTMEG and individual Boards, the key performance indicators for measuring progress through the survey will be:

For Land

Percentage of land holding essential for operational use

For Buildings

Percentage of building area in full operational use.

For Houses

Percentage of housing stock essential for operational use.

Percentage of vacant houses.

For Capital Receipts

Whether Boards have achieved targets for land and houses in a particular year.

13. Boards will note however that some other performance indicators are included in the Monitoring Forms. The indicators for vacant property included in Monitoring Forms A and C are required to meet Treasury requirements.

SCOTMEG's Action Plan 7

14. In his response to the previous SCOTMEG Survey (see paragraph 1) the Chief Executive expressed his agreement with them that recommendations on their Action Plan 7 of 1987 dealing with vacating expensive rented accommodation and relocation away from prime sites should be pursued. He would therefore be grateful if Boards could provide SCOTMEG with information on the extent to which action has been taken on these matters - by Monday 13 July 1992.

Report to the Chief Executive

15. SCOTMEG have been asked to submit a report on the 1992 survey to the Chief Executive by Monday 14 September. A copy of SCOTMEG's remit is at the Appendix.

Questions Arising

16. Questions about the Monitoring Forms for the survey should be directed to the SCOTMEG Secretariat.

APPENDIX (TO GUIDANCE NOTE)

SCOTMEG SURVEY: 1992 TERMS OF REFERENCE

DISPOSAL OF NHS LAND AND PROPERTY: VACANT AND SURPLUS BUILDINGS

SCOTMEG'S TERMS OF REFERENCE

1. SCOTMEG's terms of reference for the consideration of the monitoring forms returned by Health Boards and CSA are:

(a) to collate, summarise and analyse the information provided by Health Boards and CSA on monitoring forms issued by the Management Executive and provide a report for the Chief Executive NHS by 14 September 1992; the report to

- (i) deal separately with land, buildings and houses,
- (ii) consider the quality and scope of the information provided,
- (iii) advise on what conclusions can be reached from the information,
- (iv) consider what further action should be taken by individual Boards and CSA or generally to reduce the levels of vacant land and property, and
- (v) provide a summary of the information along the lines of the attached proforma.

(b) to make recommendations on how this monitoring exercise can be further developed.

2. SCOTMEG is also asked to comment on the extent to which action has been taken on SCOTMEG's Action Plan 7 of 1987 dealing with vacating expensive rented accommodation, and relocation of offices away from prime sites.

NHS DWELLING HOUSES

AT 1992-93 1993-94 1994-95 1995-96 1996-97
31.3.92


Stock (Units)


No of units vacant

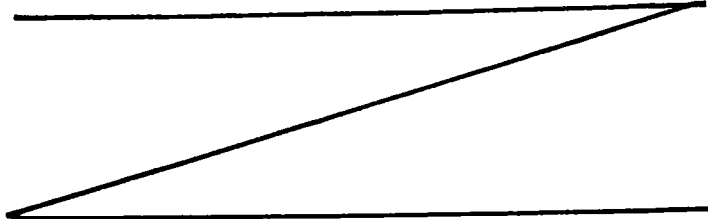
Identified as surplus

To bring back into use

Disposal Plans

Target Stock Levels 

Receipts forecast (£m) 



NHS LAND HOLDINGS

AT 1992-93 1993-94 1994-95 1995-96 1996-97
31.3.92


Stock (Hectares)


No. Vacant

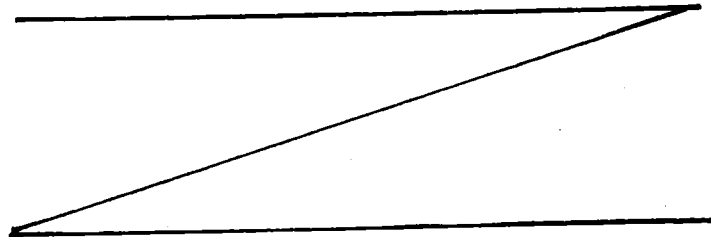
Identified as surplus

To bring back into use

Disposal Plans

Target Stock 

Receipts forecast (£m) 



SCOTMEG SURVEY 1992

MONITORING FORM A: DISPOSAL OF LAND

1. CURRENT POSITION	Hectares
a. Board's Total Estate
b. Land essential for Health Service operations (including land occupied by buildings and land surrounding but essential to use of buildings including car parks, access, roads etc), of which:
i. Land allocated for NHS development within the next 4 years
c. Land currently declared surplus to requirements
d. Land which is likely to be declared surplus to requirements within 4 years
e. Vacant land unallocated
f. Other

2. PERFORMANCE INDICATORS

a. Land essential for Health Service operations as % of total stock (1b as % of 1a)
b. Vacant land unallocated to stock rate (1e as % of 1a)
c. Area of land (....hectares) earmarked for disposal by 31 March 1995 as % of total estate at 1a

3. RECEIPTS TARGETS

	1992/93	1993/94	1994/95	1995/96	1996/97
a. Target Disposal Plans (Hectares)					
b. Target Stock Levels (Hectares - ie stock after deduction of actual or anticipated disposals)					
c. Target Receipts (£'000)					

Board should include a separate reference to years beyond 1996/97 if appropriate.

Notes:

i. All land owned by the Secretary of State and managed by the health Board at 31 March 1992 should be included (including land due to be transferred to NHS Trusts at 1 April 1992 or at a future date)

ii. Area 1a above should match the total of 1b to 1f. Boards should therefore avoid double counting.

iii. The figure for land essential for Health Service operations at 1b should reflect the Board's current plans for its existing holdings, including those requiring development of existing land and disposal of land currently surplus or to be declared surplus. Boards should include land occupied by buildings and land surrounding but essential to the use of buildings such as car parks, access roads etc. The requirement at 1b is a figure indicating the future size of the Board's estate. Land recorded at 1c and 1d should not therefore be included at 1b although it is understood that land currently declared surplus and land to be declared surplus within 4 years may currently be in operational use and considered essential to current operations. Existing land allocated for NHS development within 4 years should be included at 1b although noted separately at 1bi.

iv. Any land separated from, but managed with the establishment, must be included.

v. The aggregated land holdings will show the total land within the Health Board's management.

vi. Land with buildings on it should be included for all categories.

vii. Where land does not appear to fit neatly into any particular category, or appears to fall into more than one category, the category nearest the position should be used with an explanation added.

viii Boards should provide a breakdown of the individual disposals contributing to the receipts figures for each financial year recorded at 3c. of this form. The detail should cover all significant property and the estimated receipt for each disposal. If convenient, the format for the detail can equate to form CAPAL F1 for the capital planning process attached to DGM (1992)21 of 27 March 1992 (Comparable information for houses is requested at Monitoring Form C).

SCOTMEG SURVEY 1992

MONITORING FORM B: DISPOSAL OF BUILDINGS (OTHER THAN HOUSES)

1. CURRENT POSITION

	NUMBER	AREA M ²
a. Total buildings
b. Buildings in full operational use
c. Partly occupied buildings in operational use
d. Wholly unoccupied buildings:-		
(i) Vacant-disposable
(ii) Vacant-awaiting decision on future use
(iii) Other
e. Total buildings identified as surplus to requirements

2. PERFORMANCE INDICATORS

a. Number of buildings in full operational use to stock (Number at 1b as % of number at 1a)
b. Area of buildings in full operational use to stock (Area at 1b as % of Area at 1a)
c. Vacant buildings to stock rate (total 1d(i) and 1d(ii) as % of 1a)

Notes:

- (i) Total buildings area at 1a = aggregate total of 1b to 1d
- (ii) The aggregated total building area at 1a will show the area of buildings in health service management.
- (iii) Buildings which are temporarily out of use because of major repairs or upgrading should be regarded as in operational use and included at 1b or 1c.

SCOTMEG SURVEY 1992

MONITORING FORM C: DISPOSAL OF HOUSES

CURRENT POSITION	Units	Comments
1. Board's Total Housing Stock	
2. of which:		
a. occupied by sitting tenant	
b. vacant	
3. of which:		
a. minimum stock essential for operational purposes	
b. declared surplus to requirements	
c. awaiting decision by Board	
<u>Surplus Housing Stock</u>		
4. Of 3b:		
a. offer to sitting tenant declined	
b. in process of sale	
c. other (please specify)	
<u>Vacant Houses</u>		
5. Of 2b:		
a. vacant being sold	
b. awaiting re-allocation	
c. other (please specify)	

6. PERFORMANCE INDICATORS

- a. Minimum stock essential for operational purposes as % of total stock (3a as % of 1)
- b. Vacant units to stock rate (2b as % of 1)
- c. Number of units (.....) earmarked for disposal by 31 March 1995 as % of total stock.

7. RECEIPTS TARGETS

1992-93 1993-94 1994-95 1995-96 1996-97

a. Target Disposal
Plans (Units)

b. Target Stock
Levels (Units)

c. Target Receipts
(£'000)

Boards should include a separate reference to years beyond 1996/97 if appropriate.

Notes:

i. The figures provided at 2 to 5 should reconcile with the figure for total stock at 1. Boards should therefore avoid double counting, particularly in dealing with the vacant and surplus categories. Where a unit does not appear to fit neatly into any particular category, or appears to fall into more than one category, the category nearest the position should be used with an explanation added. Interpretation of forms will be assisted by Boards identifying surplus houses which are also vacant and vacant houses which are also surplus.

ii. Boards should indicate if disposal prospects are affected by special factors such as occupation by sitting tenants who refuse to purchase or by houses (eg, on hospital sites) being part of wider disposal plans.

iii. Boards should provide a breakdown for the significant properties contributing to the receipts figures for each financial year recorded at 7c of this form. Except where the houses are of significant value, the total estimated receipts for staff houses in each financial year will suffice. If convenient, the format for the detail can equate to form CAPAL F2 for the capital planning process attached to DGM (1992) 21 of 27 March 1992. (Comparable information for land is requested at Monitoring Form A).