



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

HEALTH SERVICE ESTATES MANAGEMENT:
PROPERTY TRANSACTIONS PROCEDURES

Summary

1. This letter introduces a revision to the trawl circulation list at Appendix 6 of Annex H of NHS MEL(1992)8. The effect of the revised circulation list is to require trawl notices to be sent direct to CSA, rather than to the Management Executive in the first instance, as at present. In this letter the term 'Health Board' or 'Board' should also be read as meaning the Common Services Agency.

2. A copy of the revised circulation list is attached and should be substituted for the original list at Appendix 6 to Annex H of MEL(1992)8, which can now be destroyed.

Action

3. Boards are asked to introduce the new arrangements with immediate effect.

4. General Managers should bring this letter to the attention of all staff responsible for property transactions.

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

H R McCALLUM
Director of Estates

9 October 1992

Addressees

For action

General Managers,
Health Boards

General Manager,
Common Services Agency

Chief Executives and
Chief Executive,
Designate, NHS Trusts

For information

General Manager, State
Hospital

General Manager,
Health Education Board
for Scotland

To be copied to Unit
General Managers for
Action as appropriate

Enquiries to:

Mr P Lorimer
(Tel: 031-244 2423) or
Miss D Booth
(Tel: 031-244 2427)
NHS Management
Executive 2 Estates
Room 355
St Andrew's House
EDINBURGH
EH1 3DG

Fax: 031-244 2323

TRAWL CIRCULATION LIST

Mr R I K White (Tel: 031 244 3629)
Chief Estates Officer
The Scottish Office
Estates Services Unit
c/o Room 37B
James Craig Walk
Edinburgh
EH1 3BA

[NB To be notified about every sale except flats, houses and garages].

Mr B O'Reilly (Tel: 031 244 8764)
The Scottish Office Home and
Health Department
Scottish Prison Service
Room 329
Calton House
Edinburgh
EH12 9HW

Mr D Tait (Tel: 031 244 6055)
The Scottish Office Agriculture
and Fisheries Department
Room 436
Pentland House
Edinburgh
EH14 1TY

Mr A W Denham (Tel: 031 244 4226)
Assistant Chief Planner
The Scottish Office Environment
Department
Room 5/86
New St Andrew's House
Edinburgh
EH1 3TG

[To be notified about every sale except flats, houses and garages]

Mr M E Wilson (Tel: 031 244 5393)
The Scottish Office Education
Department
Room 330
43 Jeffrey Street
Edinburgh EH1 1DG

Mr J Richardson (Tel: 031 244 4099)
The Scottish Office Industry
Department
Roads Directorate
Room 3/77
New St Andrew's House
Edinburgh EH1 3TG

TRAWL CIRCULATION LIST (CONTINUED)

Mr R Morrison
The Scottish Office Industry Department
Roads Directorate (Project Team 1)
Room 4/73
New St Andrew's House
Edinburgh
EH1 3TG (Tel: 031 244 4354)

Mr R Pryor
The Scottish Office Industry Department
Roads Directorate (Project Team 2)
Room 4/66
New St Andrew's House
Edinburgh
EH1 3TG (Tel: 031 244 4119)

Mr S Hughes
The Scottish Office Industry Department
Scottish Enterprise & Employment Division
Room 5/13
New St Andrew's House
Edinburgh
EH1 3TG (Tel: 031 244 4446)

Mr A Lister
The Scottish Office Industry Department
New Towns Division (Branch 1)
Room 5/33
New St Andrew's House
Edinburgh
EH1 3TG (Tel: 031 244 4636)

[NB:- Trawl notices for Greater Glasgow, Fife, Lanarkshire, Ayrshire and Arran and Lothian Health Boards areas only]

Mr R Y Anderson
Common Services Agency
National Health Service in Scotland
Room DO 39
Trinity Park House
South Trinity Road
EDINBURGH
EH5 3SE (Tel: 031 551 8328)

COMMON SERVICES AGENCY	
RECEIVED:	
12 OCT 1992	
FILE No.	
REFERRED TO	ACTION TAKEN