



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

**HEALTH SERVICE ESTATES MANAGEMENT:
NHS PROPERTY TRANSACTIONS HANDBOOK**

Summary

1. This letter introduces the issue of the NHS Property Transactions Handbook which consolidates all extant guidance on property transactions and promulgates revised procedures. A note outlining the key features of the Handbook is attached at Annex A. A Direction to Health Boards and CSA giving effect to the delegation of responsibility contained in the Handbook is at Annex B. NHS Trusts are being notified separately of the application of the terms of the Direction to Trusts.

Action

2. Holding Bodies are asked to implement the new procedures and delegated authorities with immediate effect. The arrangements for the use of professional advisers should apply to all new appointments and Holding Bodies should, for all transactions, designate a Property Adviser in terms of the Handbook. Particular attention is drawn to the new mandatory requirement for the appointment of an Independent Valuer for certain disposals.

3. Holding Bodies should:

3.1 bring this letter to the notice of all staff responsible for property and finance matters;

3.2 ensure that staffing and working arrangements allow the new procedures to work effectively;

3.3 ensure that all staff responsible for property transactions are aware of the new and significant responsibilities being placed on Holding Bodies, in particular in relation to:

- mandatory requirements (Part B of the Handbook)

- issues requiring notification to the NHS Chief Executive (Annex I of the Handbook)

24 May 1993

Addressees

For action:
General Managers,
Health Boards

Chief Executives,
NHS Trusts

General Manager,
Common Services Agency

General Manager,
State Hospital

For information:
General Manager,
Health Education Board
for Scotland

To be copied to Unit
General Managers for
Action as appropriate

Enquiries to:

Mr I Christie/
Miss C Macpherson
(031-244 2050/2834)
NHS Management
Executive
Estates Division
Room 355
St Andrew's House
EDINBURGH EH1 3DG
Fax: 031-244 2323

- procedures for notifications to the Chief Executive (Annex II of the Handbook)
- certification arrangements (Annex III of the Handbook)
- new arrangements for post-transaction monitoring (Section 7 of Part A of the Handbook)
- untying from the Valuation Office Agency (Part C of the Handbook).

Other Information

4. In this letter and Annex A, the term Holding Body should be read as meaning NHS Trusts, Health Boards/Directly Managed Units, Common Services Agency and the State Hospital. The Handbook does not cover the Health Education Board for Scotland since their property transactions are handled under separate arrangements.

5. The terms of the Handbook extend to the State Hospital the same delegated authority applying to other Holding Bodies but this can only take effect if Parliamentary approval is given later this year to regulations granting the State Hospital Health Board status. A Direction giving effect to increased delegation for the State Hospital will be issued in due course and in the meantime the State Hospital should operate under the existing arrangements whilst applying the terms of the rest of the Handbook.

6. To allow the new delegated authorities to be implemented as soon as possible, initial distribution of the Handbook is on the basis of one copy for each Holding Body. Printed versions of the Handbook in a loose leaf binder will be available within 2/3 weeks to allow wider distribution.

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

Yours sincerely



H R McCALLUM
Director of Estates

NHS PROPERTY TRANSACTIONS HANDBOOK: KEY FEATURES

Approach

1. The Handbook builds on the approach adopted in MEL(1992)8 of May 1992. That is, the responsibility for the day to day management of all property transactions rests with Holding Bodies - defined in the Handbook as covering NHS Trusts, Health Boards/Directly Managed Units, Common Services Agency and the State Hospital. They are free to proceed with all stages of transactions, except in specific circumstances requiring consultation with the NHS Chief Executive.

2. A distinction is introduced in the Handbook between mandatory requirements on the one hand (being the requirements with which all Holding Bodies must comply) and procedures (being the arrangements to be followed by Holding Bodies in implementing the mandatory requirements).

Management Executive's Role

3. The procedural regime set out in the Handbook generally limits the Management Executive's (Estates Division's) direct responsibilities on property transactions to oversight of policy and monitoring, national target setting, and consideration of cases notified to the NHS Chief Executive by Holding Bodies in terms of the Handbook.

Delegation

4. Significantly increased delegation of property transactions is introduced by the Handbook. Under its terms, Bodies are required to notify the NHS Chief Executive of transactions only in fairly exceptional circumstances. These include proposed disposal at below market value, any disagreement between an Independent Valuer and the appointed Property Adviser, grant of a concessionary lease where the total value of the concession exceeds £2,500, certain health centre sales and compulsory purchase (see Annex I of Handbook). Holding Bodies are expected to notify the NHS Chief Executive of the relevant transactions before they are committed to the proposed action. Hitherto Health Boards and CSA were required to consult the NHS Chief Executive on a range of transactions, including most potentially difficult disposals and significant acquisitions of property by purchase or lease.

5. Although NHS Trusts are required to notify the Management Executive of property disposals valued in excess of £500,000 in their annual business plans, there are no property management grounds for requiring Trusts to notify at this level for the purposes of the Handbook (unless the circumstances are otherwise covered by the notification requirements of Annex I). The arrangements for such notifications are therefore handled separately.

6. The delegation proposed is therefore very significant. However, a number of safeguards are introduced in the Handbook.

6.1 Mandatory appointment of a Property Adviser to advise on all the non-legal aspects of each transaction. The Property Adviser might, depending on the transaction, be the marketing agent, the District Valuer or private sector valuation or consultancy firm (see paragraphs 1.7 to 1.9 of Part C).

6.2 Emphasis on the importance of taking account of professional advice (see paragraphs 1.6 to 1.12 of Part C).

6.3 Certification required for all transactions other than staff house sales of £30,000 or under (see Annex III).

6.4 Appointment of an Independent Valuer (in addition to a Property Adviser) for all major or potentially difficult disposal cases, including those where the selling price is in excess of £1m or where direct (off-market) sale to a commercial organisation is involved. The Independent Valuer can be either the District Valuer or a private sector firm (see paragraph 3.8 of Part C).

6.5 Prescriptive mandatory requirements (see Part B).

6.6 Post transaction monitoring involving the Audit Committees of the Boards of Holding Bodies, Internal Auditors and appropriate external advisers (see section 7 of Part A).

Untying from the Valuation Office Agency

7. Further additional responsibility is given to Holding Bodies by the proposed dropping of the current mandatory requirement to consult the Valuation Office Agency in most cases. This means that it is open to Holding Bodies to have valuation work done by qualified private sector valuers (following competitive tendering which could involve the Valuation Office Agency). Since the Valuation Office Agency are now also offering a marketing service (through private firms), the District Valuer would no longer be consulted on the appointment of marketing or other property advisers (see paragraphs 3.22 to 3.24 of Part C).

8. Holding Bodies are required to use the District Valuer only for valuation of property to be transferred between NHS and other Crown Bodies following trawl or under acquisition procedures. In these circumstances, it is for the District Valuer to assess the transfer price since there is little point in the 2 public bodies having different sets of advisers.

Supporting Information

9. Some emphasis is placed on certification of transactions being done in a prescribed form with proper supporting information (see Annex II) to avoid the need for wasteful subsequent exchanges. Annex III is based on experience of the information required by the NHS Chief Executive and of the most frequent omissions in supporting information. Part A provides advice on some of the general management issues which experience suggests generates unnecessary work in the Management Executive eg, option appraisal, Private (formerly unconventional) Finance and income generation.

NHS Trusts

10. There are important procedural aspects which directly affect Trusts. The first is that the Handbook makes it clear that the Government's right to buy policy applies to NHS staff houses held by Trusts. The second is that Trusts are required to observe the trawl procedures and (in common with all other Holding Bodies) circulate trawl notices to other Trusts in the Health Board area where the property is located. For the first time the trawl procedures include an ME addressee (PS/Chief Executive) so that proposed disposals by Trusts and other Holding Bodies can be considered against any requirements for property for national NHS projects.

State Hospital

11. The Handbook refers to the State Hospital Board, anticipating a change in status to be enacted by regulations later this year.

ANNEX B

NATIONAL HEALTH SERVICE, SCOTLAND
DIRECTION ON THE EXERCISE OF POWERS IN RELATION TO LAND
ACQUISITION OR DISPOSAL

The Secretary of State for Scotland, in exercise of the powers conferred on him by Section 2(5) of the National Health Service (Scotland) Act 1978 (in this Direction referred to as "the 1978 Act") hereby gives the following Direction to Health Boards constituted under Section 2(1) of the 1978 Act and to the Common Services Agency (hereinafter referred to as "the Agency") constituted under Section 10 of the 1978 Act:-

1. In exercising by virtue of Article 4(q) of the National Health Service (Functions of Health Boards) (Scotland) Order 1991 (SI 1991/570) or Article 3 of the Common Services Agency (Withdrawal and Amendment of Functions) (Scotland) Order 1991 (SI 1991/900) the functions of the Secretary of State under Section 79(1) or (1A) of the 1978 Act

(a) any Health Board or the Agency shall not, except with the consent of the Secretary of State, acquire or dispose of land in any transaction which includes the acceptance of an actual or contingent liability exceeding a value of £100,000;

(b) any Health Board or the Agency shall not, except with the consent of the Secretary of State,

(i) dispose of any property at below market value, or

(ii) delay the disposal of any property which is surplus to NHS requirements, or

(iii) dispose of any property where an appointed Independent Valuer and the Property Adviser cannot agree on any particular aspect, including the terms of the sale, or

(iv) accept an offer or a revision to an offer received after the closing date which is higher than any offer received before that date, or

(v) dispose of any health centre or surgery property where the annual rental of any leased back premises is more than £20,000 per annum;

(vi) grant a concessionary lease ie a lease at a rental below market value, where the total value of the concession exceeds £2,500, or

(vii) make any proposals for the compulsory purchase of any property.

(c) any Health Board or the Agency shall not, except with the consent of the Secretary of State, in a case where the application of the Crichton Down Rules has been considered, dispose of any land

(i) for a non-NHS purpose to another Government Department rather than to the former owner; or

- (ii) to a consortium of former owners where the site concerned is for development or re-development, and comprises two or more previous holdings.
- (d) any Health Board or the Agency shall not, except with the consent of the Secretary of State,
- (i) offer more for a property than the professional valuation, or
- (ii) acquire a leasehold property or extend the lease of such a property where the annual rental exceeds £50,000 per annum, or where a premium exceeding £250,000 is proposed.

Commencement

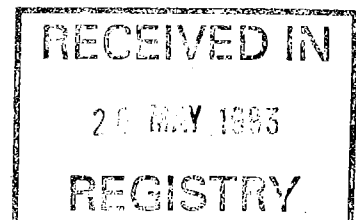
2. This Direction shall have effect from 25 May 1993.

Revocation

3. The Direction dated 1st May 1992 is hereby revoked. This revocation is without prejudice to the revocation of the Direction dated 1st July 1989 except to the extent that the latter relates to building or civil engineering schemes.

H.R. Tallon

DIRECTOR OF ESTATES





THE SCOTTISH OFFICE

National Health Service in Scotland Management Executive

St Andrew's House
Edinburgh EH1 3DG

To: Property Contacts in Health Boards,
State Hospital, HEBS, CSA,

Telephone 031-244
Fax 031-244 2683

2050

11 June 1993

NHS PROPERTY TRANSACTIONS HANDBOOK

1. Your General Manager has already received one unbound copy of the Handbook, along with a copy of NHS MEL(1993) Nos 72 and 73 (see Peter Lorimer's FAX memo and enclosures of 25 May to recipients of this FAX).

2. Our Courier has picked up from this office today bound sets of the Handbook for distribution as per the attached list. Central Belt addresses can anticipate next day delivery; all other addresses can expect a delay of 2/3 days. Please let this office (Bob Duncan on 031-244 2421) know that the supply has been received in good order. Please note that the Handbooks require to be assembled. I would be grateful if you could arrange for this to be done.

3. Copies of the Handbook should be held by the GM, Director of Finance and the official at Director level responsible for property acquisition and disposal matters together with those officers who are involved day to day in this area. Should your Board's supply not be sufficient to cater for all such officials (whether at Board HQs or in DMUs - the larger Boards may find that this is the case), please advise me of your further requirements. Note that we reserve the right to make a £10 charge, where we consider it appropriate, for large additional supplies.

Yours sincerely

I. Christie

IAN CHRISTIE

HEALTH BOARDS + CSA + STATE HOSPITAL + HERS

	<u>No of Handbooks</u>	
	<u>Full</u>	<u>Empty</u>
1. Argyll and Clyde Health Board, Paisley	7	1
2. Ayrshire and Arran Health Board, Ayr	3	1
3. Borders Health Board, Melrose	5	1
4. Dumfries and Galloway Health Board, Dumfries	5	1
5. Fife Health Board, Cupar	7	1
6. Forth Valley Health Board, Stirling	4	1
7. Grampian Health Board, Aberdeen	7	1
8. Greater Glasgow Health Board, Glasgow	9	1
9. Highland Health Board, Inverness	5	1
10. Lanarkshire Health Board, Hamilton	7	1
11. Lothian Health Board, Edinburgh †	8	2
12. Orkney Health Board, Kirkwall	3	1
13. Shetland Health Board, Lerwick	3	1
14. Tayside Health Board, Dundee	7	1
15. Western Isles Health Board, Stornoway	3	1
16. CSA, Trinity Park House, Edinburgh	5	4
17. State Hospital, Carstairs, Lanarkshire	4	1
18. Health Education Board for Scotland, Edinburgh	3	1
	<u>95</u>	<u>22</u>

NB

Full = Handbook cover with text inserted
 Empty = Handbook cover only [for unbound
 set(s) already issued]

† 1 empty cover is for Mr Passmore,
 Projects Director, with the second
 for the General Manager

000125

All Contacts
On Trawl Circulation List

Our Ref: HOS/4/205

HEALTH SERVICE ESTATES MANAGEMENT
PROPERTY/TRANSACTIONS GUIDANCE: TRAWL PROCEDURES

1. I attach a copy of Annex VI and its 6 Appendices which set out slightly revised trawl procedures contained in the NHS Property Transactions Handbook. The Handbook issued to all Holding Bodies (all 15 Health Boards, the Common Services Agency, State Hospital Board and the 17 NHS Trusts currently in existence) on 24 May 1993.
2. These papers supersede the advice contained in my minute and enclosures of 1 May 1992.
3. I take this opportunity to:
 - 3.1 advise you that you can soon expect to receive trawl notifications from NHS Trusts now that the decision has been taken to transfer to Trusts all estate, including some surplus property associated with their health facilities. Although there are some transitional arrangements, notifications from Health Boards will therefore in due course reduce to virtually nil.
 - 3.2 remind you of the need to comply with the deadlines for any responses to notifications and,
 - 3.3 seek your assistance in ensuring that all Holding Bodies (lists of Estate Department addresses are attached), as well as this office, are given timeous notification of any changes of address etc in the offices of trawl contacts.
4. I should also be grateful if you would bring these papers to the attention of those of your colleagues who may from time to time deal with trawl notifications on your behalf.
5. Please contact Ian Christie, Ext 2050 if you have any queries about this minute and enclosures.

Bh
B G CALLAGHAN
ME 2-1
Room 350
St Andrew's House
Ext 2425

10 June 1993

PROPERTY TRANSACTIONS PROCEDURES: TRAWL PROCEDURES

GENERAL

1. In order to ensure that the Secretary of State is not put in the position of competing on the open-market to acquire for one function land or property which he is selling because it is surplus to another function, Holding Bodies are required, when land or property under their management (ownership in the case of NHS Trusts) is deemed surplus to NHS requirements, to carry out the limited trawl of The Scottish Office hitherto conducted by the Management Executive. It is of course no longer policy to offer land or property beforehand to local authorities or to Government Departments other than The Scottish Office.

EXCEPTIONS

2. It should be noted that trawl action is *not* necessary when:-

2.1 the property is a self-contained flat, or house, which is to be sold to the sitting tenant who qualifies for a discount on the purchase price under the Government's "right to buy" policy;

2.2 the proposal is to dispose of Health Centre or other medical practice property occupied by a GP practice who wish to purchase the property for the purpose of providing health centre/ surgery accommodation.

PROCEDURES

3. The Scottish Office contacts at Appendix 6 will have 2 weeks to consider any trawl notification. Holding Bodies must notify their Legal Adviser within 3 weeks saying whether, or not, a strong positive interest has been expressed on that notification. Any prospective purchaser will be given a further 4 weeks to provide final confirmation of its interest. Bodies should consider sympathetically any request for a (normally) short, further extension if they are satisfied that the prospective purchaser has reasonable grounds, such as awaiting final results of site investigation work, or awaiting

funding approval: there are unlikely to be any other acceptable grounds.

4. The District Valuer has a critical role where interest is expressed, being solely responsible for determining the price at which the land/property should transfer - normally the existing use value or value for alternative permissible use, whichever is the higher. Bodies should consider, and seek advice from the District Valuer (and their Legal Adviser where necessary) on the inclusion of any special terms and conditions (eg clawback to protect the health interests of the Secretary of State); the fact that the sale is to another Government organisation should not necessarily lead to a relaxed stance on this score since the consideration for Bodies is protecting the Secretary of State's health interests. Once the land/property is transferred the full transfer price will be credited to the Holding Body's account.

5. Appendices I to 6 attached to this Annex set out the basic procedures together with a list of the relevant Departmental contacts. The latter have now been advised of Holding Bodies new responsibility in this area, *and that it is incumbent solely on them to advise Holding Bodies (and the Management Executive - Estates Division) of any change in address, telephone number or named contact as soon as this occurs.*

TRAWL PROCEDURES

1. Immediately land or property has been declared surplus to NHS requirements (which assumes that any necessary closure procedures have been carried out, including obtaining Ministerial approval where appropriate), and before the planning consultant or selling agent is appointed, Holding Bodies are required to conduct a limited trawl within The Scottish Office as follows:-

- 1.1 prepare a covering letter enclosing the completed notification form as at Appendices 2 and 3 (noting in particular the need for **full** postal address **and** site/location plan);
- 1.2 distribute to **all** recipients on Appendix 6 attached and copy the covering letter and notification to the Body's Legal Adviser;
- 1.3 allow 2 weeks from the date the papers at Appendices 2 and 3 issue for any interest to be registered (note that some of the contacts at Appendix 6 may register a preliminary interest by telephone: this must be withdrawn, or confirmed as a strong positive interest, **in writing within** the 2 week deadline);
- 1.4 if no interest has been registered, or any preliminary interest has not been followed through, by the deadline at sub-paragraph 1.3 above the Holding Body's Legal Adviser should be informed on the lines of the letter at Appendix 4; and
- 1.5 if a strong positive interest **in writing** has been registered, the Holding Body's Legal Adviser and the resposdee should be advised as at the proforma letter to the District Valuer at Appendix 5.

2. In the most exceptional of circumstances, where there are genuine time constraints, a telephone trawl of the contacts listed at Appendix 6 can be carried out. In these circumstances, if trawl contacts need more information than can be practically provided on the telephone, it is essential that they are given the opportunity to receive

copies of Appendix 3 **and** a suitable site/location plan by FAX or first-class surface mail. **Contacts can be required to respond within 24 hours of receipt of that information.** Naturally, particular care should be exercised in such approaches, and sympathetic consideration given to any request for a short extension to the deadline for reply. If either no interest or a strong positive interest **in writing** is registered following such action, the procedures outlined at paragraph 1.4 or 1.5 above (as appropriate) should be carried out.

3. The Commons Services Agency should include within the trawl of contacts at Appendix 6 the General Manager of the Health Board within whose area the surplus land or property lies. The Chief Executive of any NHS Trust providing services to that Board should also be circulated with this information. The Board will be able to provide CSA with the relevant name(s) and address(es) in the Trust(s) concerned.

4. Similarly, a NHS Trust disposing of surplus property should include within the trawl of contacts at Appendix 6 not only the General Manager of its local Health Board, but also the Chief Executive(s) of any other Trust(s) in the local Health Board's area (and Trusts located further afield should the disposing Trust consider such additional action appropriate).

5. The Management Executive retains an interest in receiving trawl notifications so that consideration can be given to the possibility of property being required for national projects.

**APPENDIX 2
(TO ANNEX VI)**

ADDRESSEE

Dear

**DISPOSAL OF SURPLUS LAND AND PROPERTY
25 NEW STREET, NEWTOWN**

1. I write to notify you that the property listed above has been declared surplus to NHS requirements, and is about to be placed on the open-market for disposal. Particulars of the property are detailed in the attached memorandum and site/location plan.
2. It is important that, if your Department considers that it may have an interest in the property, you register that preliminary interest with me by letter or telephone within 2 weeks of the date of this letter. Only where strong positive interest by letter is expressed at this stage will a further period be allowed within which your final decision must be made. During that time, we will refer the matter to the District Valuer who alone is responsible for determining the price at which the land will transfer. If your final decision is not forthcoming within 6 weeks from the date of this letter, arrangements will be made to place the property on the open-market.

Yours sincerely

A N OTHER

**NOTIFICATION TO THE SCOTTISH OFFICE DEPARTMENTS
OF SURPLUS LAND AND PROPERTY**

Holding Body

Type of Property: land, house, clinic, hospital etc

1. Full postal address (including postcode):
2. Plan of land/property available? Yes/No
3. Number of rooms, outbuildings etc
4. Area (hectares)
5. Is the property vacant? If so, state date when entry can be taken.
6. If the property is a house, and is occupied, has tenant expressed a wish to purchase, or has tenant been asked if he/she wishes to purchase?
7. Does the Holding Body propose to give priority to a health-related interest before the property is offered for sale on the open-market? If so, please provide details.
8. Was the property acquired under, or in presence of, compulsory purchase powers?
9. **Remarks**

SIGNATURE

DATE

**APPENDIX 4
(TO ANNEX VI)**

Legal Adviser

Dear

**DISPOSAL OF SURPLUS LAND AND PROPERTY
25 NEW STREET, NEWTOWN**

1. I write to confirm that particulars of the property listed above have been duly trawled around The Scottish Office, and no interest has been shown.
2. We are now making the necessary arrangements to dispose of the property on the open-market.

Yours sincerely

A NEWMAN

District Valuer

Dear

**DISPOSAL OF SURPLUS LAND AND PROPERTY
LAND AT NEW STREET, NEWTOWN**

I write to confirm that the attached particulars of the land listed above have been trawled within The Scottish Office, and a strong positive interest in purchasing the site has been expressed by ["XYZ"]. A final decision from the latter is expected no later than _____.

Meanwhile, I should be grateful if you would survey the site and let me have as soon as possible your valuation report including the price you determine for the transfer of the site in line with the Management Executive's Property Transactions Handbook. We consider, but would welcome your advice and recommendations, that there [is no need] [is a need] for the imposition of [a special condition] [special conditions] to protect the health interests of the Secretary of State and this Body; [and this is] [and these are] set out below. Both ["XYZ"] and this office will provide representations at your convenience to assist in your consideration of the transfer price.

[Insert optional paragraph here on any special condition(s).]

I am sending copies of this letter to our Legal Adviser and ["XYZ"] to whom your report will also be copied on receipt.

Yours sincerely

A N OTHER

NOTES:

"XYZ" Insert the name of the resposdee and delete square brackets

[] delete other entries in **square** brackets as appropriate.

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

[Above 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

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

[Mr Denham 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

* Replaced by D Baird - see * on reverse of last
page of this Appendix

NHS TRUSTS

Mr J Barbour
Chief Executive
Aberdeen Royal Hospitals
NHS Trust
Foresterhill House
Ashgrove Road West
ABERDEEN
AB9 8AQ ✓

Tel: 0224 681818

Effective from 1 April 1992

Mr D McNeill
Chief Executive
South Ayrshire Hospitals
NHS Trust
The Ayr Hospital
Dallmellington Road
AYR
KA7 7ZZ


Tel: 0292 610555 ✓

Effective from 1 April 1992

Mr D Pollacchi
Chief Executive
Royal Scottish National Hospital
and Community NHS Trust
Old Denny Road
LARBERT
FK5 4SD ✓


Tel: 0324 570700

Effective from 1 April 1993



Mr D Baird
The Scottish Office
Education Department
Room 325
43 Jeffrey Street
EDINBURGH
EH1 1DG

(Tel: 031-244 5591)



The Private Secretary
Office of the Chief Executive
National Health Service in Scotland
Room 174
St Andrew's House
Regent Road
EDINBURGH
EH1 3DG

(Tel: 031-244 2411)

[The Management Executive require to receive every trawl notification except those for flats, houses and garages]

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)

[Mr Lister requires all notifications (from Boards, CSA and NHS Trusts), but for Greater Glasgow, Fife, Lanarkshire, Ayrshire and Arran and Lothian Health Board 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)

NHS TRUSTS TO COMMENCE ON 1 APRIL 1993

Mr D Fraser
Chief Executive
North Ayrshire & Arran
NHS Trust
Crosshouse Hospital
KILMARNOCK
KA2 0BE ✓

Tel: 0563 21133

Mr H Sutherland
Chief Executive
Ayrshire & Arran Community
Healthcare NHS Trust
1a Hunter's Avenue
AYR
KA8 9DW ✓

Tel: 0292 281821

Mr R Calderwood
Chief Executive
Southern General Hospital
NHS Trust
Southern General Hospital
1345 Govan Road
GLASGOW
G51 4TF ✓

Tel: 041 445 2466

Mr G Marr
Chief Executive
Yorkhill NHS Trust
Royal Hospital For Sick Children
Yorkhill
GLASGOW
G3 8SJ ✓

Tel: 041 339 8888

Mr J Connaghan
Chief Executive
Victoria Infirmary NHS Trust
Queen's Park House
Langside Road
GLASGOW
G42 9TY ✓

Tel: 041 649 4545

Mr T E W Brett
Chief Executive
Dundee Teaching Hospitals
NHS Trust
Ninewells Hospital
DUNDEE
DD1 9SY ✓

Tel: 0382 60111

Mrs E Hogg
Chief Executive
Moray Health Services NHS Trust
Maryhill House
317 High Street
ELGIN
Moray
IV30 1AJ ✓

Tel: 0343 543131

Mr J Taylor
Chief Executive
Grampian Healthcare NHS Trust
Woodend General Hospital
Eastbank
ABERDEEN
AB2 9LR ✓

Tel: 0224 681818

Mr J C Currie
Chief Executive
Monklands & Bellshill Hospitals
NHS Trust
Monklands District General
Hospital
Monkscourt Avenue
AIRDRIE
ML6 0JS

Tel: 0236 748748

Mr P B Taylor
Chief Executive
West Lothian NHS Trust
St John's Hospital
LIVINGSTON
West Lothian
EH54 6PP

Tel: 0506 419666

Mr K W O Thomson
Chief Executive
Stirling Royal Infirmary
NHS Trust
Stirling Royal Infirmary
Livilands
STIRLING
FK8 2AU

Tel: 0786 473151

Mr M Hill
Chief Executive
Royal Alexandra Hospital
NHS Trust
Corsebar Road
PAISLEY
PA2 9PN

Tel: 041 887 9111

Mr K G Mackie
Chief Executive
Raigmore Hospital NHS Trust
Raigmore Hospital
Perth Road
INVERNESS
IV2 3UJ

Tel: 0463 704000

Mr G Buchanan
Chief Executive
Caithness & Sutherland NHS Trust
Caithness General Hospital
WICK
Caithness
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