



National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

SCOTTISH HOSPITAL PLANNING NOTE 35:  
ACCOMMODATION FOR PEOPLE WITH ACUTE  
MENTAL ILLNESS

17 November 1994

Summary

Addressees

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN)35. A copy is enclosed for your information and use. Further copies are available through HMSO priced at £12.50.

For action:  
Chief Executives, NHS  
Trusts

General Managers,  
Health Boards

2. Annex 1 to this letter describes the scope of SHPN 35 and provides an explanation of the appropriate cost allowances. Annex 2 is a table showing the appropriate Departmental Cost Allowances.

Unit General Managers

For information:  
General Manager,  
Common Services Agency

3. Activity Data Sheets appropriate to SHPN 35 are to be incorporated into the Activity Database which will be issued to health bodies in Scotland by the NHS in Scotland Management Executive in due course.

General Manager,  
Health Education Board  
for Scotland

General Manager, State  
Hospital

Action

Enquiries to:

4. Chief Executives and General Managers should ensure that the guidance in SHPN 35 is taken into account when briefing and planning hospital projects.

F Elliott  
Estates Division  
NHS Management  
Executive  
Room 349  
St Andrew's House  
EDINBURGH  
EH1 3DE

Yours sincerely

Tel: 031 244 2430  
Fax: 031 244 2323

H R McCALLUM  
Director of Estates

00094249



915480

Common Services Agency  
Common Services Agency  
Common Services Agency  
Common Services Agency  
Common Services Agency

ANNEX 1

SCOTTISH HOSPITAL PLANNING NOTE 35

1. Scottish Hospital Planning Note (SHPN)35 provides guidance on the design of accommodation for the assessment and short-term care and treatment of adults and elderly people with mental illness. The Note covers accommodation both in wards and day hospitals as well as associated accommodation for administration, out-patient services and therapy (including Electro-Convulsive Therapy (ECT), occupational therapy, physiotherapy and psychotherapy). Scottish Hospital Planning Note (SHPN)35 replaces Supplement D - "60 bed unit for geriatric psychiatry patients" and Supplement E - "60 bed sub-unit for psychiatric patients in a district general hospital" of Hospital Planning Note 1 published in 1977 by the Scottish Home and Health Department.

Costs

2. The Departmental Cost Allowances associated with this Note are given in Annex 2.

3. Schedules of areas used in the preparation of the cost allowances are given in Chapter 10 of the Planning Note. The areas do not represent recommended room sizes, maximum or minimum allowances, nor are they to be regarded as specific individual entitlements.

4. The cost allowances reflect changes in practice flowing from advances in medical and nursing care of the acute mentally ill and take account of current regulations and engineering requirements such as:-

- energy conservation measures;
- current fire regulations;
- current building regulations;
- health and safety legislation; and
- waste disposal requirements.

5. The normal functional size of the in-patient accommodation is a 24-bedded ward but there may be instances when a smaller number of beds will, in accordance with current practice, suffice. The cost guide at Annex 2 includes, therefore, options for an acute ward for the mentally ill with 24 beds, 18 beds and 12 beds.

6. The SHPN is intended to contribute to the overall improvement in efficiency and reduction in running costs sought by Ministers. The Scottish Office is satisfied that the guidance will lead to better value for money, particularly if the functional size of the accommodation is kept to the minimum necessary to provide the planned level of service. Trusts, Units and purchasing Health Boards should be aware that if they decide to provide accommodation and services at a greater level, penalties in the form of excessive capital and running costs may well be considerable.

DEPARTMENT COST ALLOWANCES  
SPSBTPI VALUE 129

SERVICES FOR ACUTE MENTALLY ILL (ADULT AND ELDERLY)

DEPARTMENT	ACCOMMODATION	FUNCTIONAL SIZE	COST GUIDE £	B:E RATIO	AREA M <sup>2</sup>
Psychiatry	In-Patient Wards	24 beds	570,000	75:25	829
		18 beds	475,000	70:30	690
		12 beds	366,000	70:30	532
	Day Hospital	30 places	448,000	75:25	670
	<u>Essential Complementary Accommodation</u>				
	Electro-Convulsive Therapy (ECT) Administration Suite	1 suite	77,000	75:25	135
	Administration Suite	1 suite	59,000	75:25	95
	Out-patient suite	1 suite	104,000	75:25	155
	<u>Optional Accommodation</u>				
	Psychotherapy	1 suite	37,000	75:25	55

Annex 1

Apportionment of Costs

7. For the purposes of assessing a notional cost apportionment between building and engineering elements at an early stage, the percentages shown in the column headed "B:E Ratio" in Annex 2 may prove helpful. For example:-

	Building Element %	Engineering Services Element%
In-patient Ward with 24 beds	75	25

These percentages are not to be used inflexibly and the exact apportionment between building and engineering is a matter for decision by the Project Manager.