



# THE SCOTTISH OFFICE

NHS  
MEL(1994)51

## National Health Service in Scotland Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

BUILDING DIVISION - COMMON SERVICES  
AGENCY: CORE SERVICES

### Summary

1. The purpose of this letter is to provide information on the availability in 1994/95 to Trusts, Health Boards, the CSA and the State Hospital of certain "core services" provided by Building Division.

### Action

2. Chief Executives and General Managers should ensure that this letter is brought to the attention of all officers involved in purchasing specialist services and advice on hospital engineering and technology.

### Background

3. MEL(1993)16 announced that the Management Executive would fund the provision of certain specialist services from Building Division to the NHS.

### Changes from 1 April 1994

4. The Management Executive has decided to fund the provision of such services for a further year. The services included in this arrangement are listed at Annex A. The Management Executive funding of those services is cash limited and Building Division, in consultation with the Management Executive, may have to decline certain requests for non-chargeable services towards the end of the current financial year.

5. The Management Executive has also decided that from 1 April 1995 the funding for the services provided under this arrangement will be discontinued and will thereafter require to be paid for directly by users.

### Other Matters

6. Notwithstanding the steps currently being taken to transfer Building Division into private ownership, Trusts and Health Boards should, as

27 April 1994

#### Addressees

##### For action:

Chief Executives, NHS  
Trusts

General Managers,  
Health Boards

General Manager, State  
Hospital

General Manager,  
Common Services Agency

##### For information:

Unit General Managers

#### Enquiries to:

Miss J MacDougall  
Estates Division  
NHS Management  
Executive  
Room 355  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 031-244-2075  
Fax: 031-244-2323

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before, continue to recognise the special skills and experience of Building Division when considering the appointment of consultants.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H R McCallum', with a flourish at the end.

H R McCALLUM  
Director of Estates

**BUILDING DIVISION - COMMON SERVICES AGENCY**

The Building Division is funded by the Management Executive to provide the following services to the NHS in Scotland. Subject to the cash-limit set by the Management Executive, Health Boards, NHS Trusts, the Common Services Agency and the State Hospital may draw upon these services as required.

**SPECIALIST SERVICES AND ADVICE ON HOSPITAL ENGINEERING AND TECHNOLOGY**

a. The Building Division will continue to manage the defect and failure reporting system on behalf of the Management Executive. Where national implications are involved the Building Division will undertake specialist investigations and report to the Management Executive. The Building Division will also undertake the issuing of Estate Management Bulletins and participate in the national HAZARD and Safety Action Bulletin Scheme. Further guidance on the scope of the defect and failure reporting scheme is set out in NHS Circular 1992 (GEN 24) REPORTING HAZARDS and POTENTIAL HAZARDS.

b. The Building Division will, on behalf of the Management Executive, provide preliminary advice on the design, specification and installation of piped medical gas (PMG) and gas scavenging systems. For major schemes the Building Division will be responsible for commissioning the systems and authorising their use for clinical service. HTM 2022 "Medical Gas Pipeline Systems" - Volume 1, Management Policy, states that Chief Executives and General Managers must formally appoint Authorised Person (MGPS) to be responsible for the management of piped medical gas systems. This appointment must be made on the recommendation of a Chartered Engineer with specialist knowledge of piped medical gas systems. The Building Division will provide this service along with providing advice on specialist training for Engineers and Technicians.

c. The Building Division will on behalf of the Management Executive provide a High Voltage Authorising Engineering service for the NHS in Scotland and provide advice on training for High Voltage Authorised Persons etc. HTM 2021 on Electrical Safety Code for High Voltage Systems (ESCODE-HV) forms the framework for this service to the NHS in Scotland. (See NHS Circular EPM(1993)4 issued 25 March 1993).

d. The Building Division may provide preliminary specialist advice on communications including patient/staff and staff/staff communications systems, telecommunications, and the integration of voice and data communications in hospitals and NHS networks.

e. The Building Division may provide validation of craft apprentice training.

f. The Building Division may provide preliminary specialist advice on hospital catering departments and services including food hygiene legislation.

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