

Dear Colleague

NHSSCOTLAND PROPERTY TRANSACTIONS HANDBOOK 2011

Summary

1. This letter advises colleagues of the publication of a revised edition of the NHSScotland Property Transactions Handbook. The Handbook is now only available in a web-based edition on the SGHD Capital and Facilities website - direct link:
<http://www.pcpd.scot.nhs.uk/PropTrans/PTHome.htm>
2. This CEL and the revised edition of the Handbook supersedes NHS Circular HDL(2001)15: "NHSScotland Property Transactions" issued on 26th February 2001.

Action

3. **Addressees should ensure that a copy of this CEL is cascaded to all appropriate staff within their area of responsibility.**
4. **The revised edition's Mandatory Requirements and supporting guidance are, in the main, unchanged and take immediate effect.**

Background

5. The NHSScotland Property Transactions Handbook is intended to ensure that NHS property is bought, sold and leased at a price and on other conditions which are the best obtainable for the public interest at that time.
6. The Handbook is intended to be a ready source of reference on SGHD policy and related requirements, guidance thereon and on the more operational aspects of all heritable property transactions.
7. NHSScotland Holding Bodies should ensure that their staff and external advisers are fully familiar with the contents of the Handbook, particularly when they are seeking advice on specific issues.

CEL 08 (2011)

22 February 2011

Addresses

For action

Chief Executives, NHS Boards
Chief Executives, Special Health Boards

For information

Director, Health Facilities Scotland
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Chief Property Advisor
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NHSScotland Property Advisory Group

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8. All NHSScotland Holding Bodies must follow the terms of this Handbook. Certain property transactions are required to be notified to the Accountable Officer.

Further Information

9. The revision of the Handbook has been carried out through consultation with Scottish Government Health Directorates, Scottish Government Property Advice Division and NHSScotland Central Legal Office, assisted by valued contribution from colleagues within NHS Boards.
10. Enquiries about the contents and application of the Handbook should be addressed to: Scottish Government Property Advice Division; NHSScotland Central Legal Office, and; Deputy Director, SGHD Capital and Facilities. Full contact details can be found on the Property Transactions Handbook website.

Yours sincerely



Mike Baxter

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