

Gateway Approval ref 17218

16 February 2012

NHS Strategic Health Authority (SHA) Chief Executives

FOR ACTION

Dear Colleague

Management of SHA and PCT Administration Estate

As the NHS landscape changes, there is a pressing need to ensure that current and future property requirements are met in ways that will deliver optimum value for money across the whole system.

The attached paper, prepared with a range of stakeholders including SHAs and approved by the DH Transition Programme Board, sets out a framework for the management of the SHA and PCT administrative estate and for decisions in respect of the future office requirements for the NHS Commissioning Board and other Arm's Length Bodies at sub-national and local level. This document has been shared with Olga Senior, Director of Corporate Affairs, NHS South of England, who is the SHA lead for this programme.

Please note the action required to deliver the governance arrangements:

- SHAs will ensure that during transition there is one point of contact in relation to this exercise with experience of dealing with property related matters.
- **By 16 March 2012**, SHAs will have prepared an initial strategy for each SHA and PCT administrative building and reported for approval by the Department's SRO PCT Estate (with input from the SRO DH/ALB Accommodation and ICT). The initial strategies will incorporate proposals for use of the estate, at a local (i.e. below sub-national) level by the NHS CB (including Commissioning Support Units) and other ALBs, with whom the SHAs will need to work closely.
- The strategy will be updated and reported to the Department on a quarterly basis and the second iteration will include proposals for use of the estate by Clinical Commissioning Groups and Commissioning Support Units.
- Until transferred to another holding body, SHAs shall be responsible for ensuring that both SHA and PCT administrative buildings are being properly managed and that the Overriding Principle and the Principles of Estate Management referred to above are being adhered to.
- Ensuring the proper disposal of any surplus administrative property in accordance with DH guidance, the Directions issued on 16 February 2011, Estatecode, and Managing Public Money subject to best value considerations.

If you have any questions regarding the above, please e-mail pctestatedata@dh.gsi.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read 'P Coates'.

Peter Coates