



Quarry House  
Quarry Hill  
Leeds  
LS2 7UE

Direct line: 0207 210 5461

PCT Cluster CEOs  
SHA Finance Directors

28 June 2011

Dear Colleague,

**National Data Collection – Primary and Community Care Property**

This data collection exercise has been initiated to create an England wide picture of the location and status of infrastructure and equipment used to deliver primary and community care. It has been approved by the Review of Central Returns Steering Committee – ROCR (reference number ROCR/11/2096MAND).

The information collected by this process will play a critical role in informing estate policy and indicating the future direction, responsibility for, and ownership of the healthcare estate used to deliver these services.

- All PCTs are requested to fully complete this spreadsheet and return it to their SHA capital leads (listed below) by **Wednesday 27<sup>th</sup> July** at the latest. *The spreadsheet should be signed-off by both the Director of Estates (or the director responsible for estates issues) and the Director of Finance of the Cluster, confirming the information underpinning the relevant PCT audited accounts for 2010/11.*

Should there be a problem with completing this data-return in full, please contact your SHA capital leads as soon as possible. Any queries about the content of the spreadsheet should also be addressed to your SHA capital leads.

SHA	Capital Lead	Email / Phone No.
North West SHA	Kathryn Berry	<a href="mailto:kathryn.berry@northwest.nhs.uk">kathryn.berry@northwest.nhs.uk</a> 0161 625 7153
North	Tim	

East SHA	Watkinson	<a href="mailto:tim.watkinson@northeast.nhs.uk">tim.watkinson@northeast.nhs.uk</a> 0191 210 6501
Yorkshire and Humber SHA	Tim Litherland	<a href="mailto:tim.litherland@shaest-n.nhs.uk">tim.litherland@shaest-n.nhs.uk</a> 0113 2952165
West Midlands SHA	Helen Vinters	<a href="mailto:helen.vinters@westmidlands.nhs.uk">helen.vinters@westmidlands.nhs.uk</a> 0121 695 2470
East Midlands SHA	John Loftus	<a href="mailto:john.loftus@eastmidlands.nhs.uk">john.loftus@eastmidlands.nhs.uk</a> 0115 9684426
East of England SHA	Helen Davis	<a href="mailto:helen.davis@eoe.nhs.uk">helen.davis@eoe.nhs.uk</a> 01223 597579 <a href="mailto:Stuart.denham@eoe.nhs.uk">Stuart.denham@eoe.nhs.uk</a> 01223 597587
London SHA	Peter Brazel	<a href="mailto:Peter.Brazel@london.nhs.uk">Peter.Brazel@london.nhs.uk</a> 020 7932 3751
South East Coast SHA	Robert Gregory	<a href="mailto:robert.gregory@southeastcoast.nhs.uk">robert.gregory@southeastcoast.nhs.uk</a> 01293 778816 Technical Queries: paul.richards@southeastcoast.nhs.uk 07876 502661
South Central SHA	Glen Mackie	<a href="mailto:Glen.mackie@southcentral.nhs.uk">Glen.mackie@southcentral.nhs.uk</a> 01635 275648
South West SHA	Peter Markham	<a href="mailto:peter.markham@southwest.nhs.uk">peter.markham@southwest.nhs.uk</a> 0117 9841755

The Department of Health has asked Community Health Partnerships (CHP) to coordinate this data collection exercise and you may therefore receive enquiries from their personnel regarding your returns. The lead for this work of CHP is Caroline Russell. The attached data collection spreadsheet has been road tested by a number of PCTs across the country. The information requested covers estates, financial and HR data relating to property, which the PCT either owns or leases or where another type of arrangement is in place (i.e. licences) and the gross internal area is greater than 200 sq. metres. We anticipate that much of this information will be available already from either the audited PCT accounts or completion of the ERIC returns. This is an important information gathering exercise that will inform asset

holding and management in the proposed new health landscape. I cannot over emphasise therefore the importance of validating the information. It is probable that as part of the ongoing process there will be follow-up questions to your submissions.

Thank you for your co-operation with this task.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bob Alexander', with a long horizontal flourish extending to the right.

Bob Alexander  
Director of NHS Finance  
Department of Health

Copies:     SHA Capital Leads  
              SHA Estates Leads

Encs