



## SCOTTISH EXECUTIVE

Health Department  
Primary Care Division

Directorate of Service Policy and Planning  
St Andrew's House  
Regent Road  
EDINBURGH  
EH1 3DG

Dear Colleague

### **THE PRIMARY MEDICAL SERVICES (PREMISES DEVELOPMENT GRANTS, IMPROVEMENT GRANTS AND COSTS) DIRECTIONS 2004: GUIDANCE NOTES**

#### **Summary**

This Circular advises Health Boards of the issue of Guidance Notes to assist NHS Boards, GP practices and other interested parties, such as the Valuation Office Agency (VOA), to give effect to the new Premises Directions.

#### **Purpose**

To provide ongoing specific advice as necessary and to publicise relevant advice from third parties such as the NHS Scotland Property and Environment Form and relevant instructions from the Scottish Executive Health Department to third parties.

#### **Background**

In April 2004 new Directions to govern payments to contractors for premises costs in respect of new GMS contract and section 17C arrangements were introduced to replace the directions previously provided in the Statement of Fees and Allowances.

The Primary Medical Services (Premises Development Grants, Improvement Grants and Costs) Directions 2004 directs NHS Boards as to the payments they may make in respect of premises costs incurred by practices.

The Directions draw on the previous SFA provisions including those introduced in September 2003 to give effect to measures agreed as part of the new contract.

1 October 2004

#### **Addresses**

##### For action

Chief Executives, Health Boards

Copy to

Chief Executive, Common Service Agency

#### **Enquiries to:**

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## Detail

### Guidance Notes

Guidance notes will be issued as necessary to assist Health Boards, GP practices and other interested parties, such as the Valuation Office Agency (VOA), to give effect to the new Directions and to provide ongoing specific advice as necessary.

The following Guidance Notes are currently available:

#### Premises Guidance Note 1 – Schedules for Accommodation, Building Costs to be used in the Calculation of Cost Rents and Building Cost Location Factors

This guidance note details the procedure which Health Boards may at their discretion use in determining the costs of building works (Direction 39 (b) (ii)). It rolls forward the existing framework for decision making, but Health Boards are free to use their discretion in applying the guidance to individual circumstances.

#### Premises Guidance Note 2 – GP Practice Premises in Scotland – A Commentary

This guidance note provides guidance on the nature of premises in respect of which Health Boards may consider financial support to be appropriate having regard to all relevant factors including the budgetary targets it has set for itself. It rolls forward the existing framework for decision making, but Health Boards are free to use their discretion in applying the guidance to individual circumstances.

#### Premises Guidance Note 3 – Principles to be used by the Valuation Office Agency in establishing uplift factors to market rents

This guidance note details the principles which the Valuation Office Agency (VOA) will use in establishing an uplift factor, as defined in Direction 34, in appropriate circumstances for developments where the property market is unsupportive of new developments, including areas of deprivation and rural or remote regions.

#### Premises Guidance Note 4 – Training Facilities in GP Premises

This guidance note provides advice on the planning of the extension to existing physical infrastructure to support education and training in primary care including undergraduate education.

#### [Premises Guidance Note 5 – Branch Surgeries](#)

This guidance note provides advice and direction on the provision and funding of premises costs for branch surgeries. The guidance note has been issued in terms of the commitment in paragraph 4.59 of the nGMS Contract – IGP, to develop specific implementation arrangements for Scotland.

#### GP Premises Website ([www.show.scot.nhs.uk/gpweb](http://www.show.scot.nhs.uk/gpweb))

The GPweb website has been developed to provide information for GP practices and others involved in GP and primary care premises issues. It has been designed to enable users to seek out best practice solutions to accommodation problems within their premises as well as the procurement routes available for new or extended facilities.

The GPweb website includes links to relevant legislation and guidance to assist in the application of the new PMS (Premises Development Grants, Improvements Grants and Costs) Directions 2004. All of the above Guidance Notes can be viewed here.

### Weblinks

The undernoted can be used as discretionary supplementary guidance for Health Boards and GP Practices:

- [www.show.scot.nhs.uk/pef](http://www.show.scot.nhs.uk/pef)
- [www.voa.gov.uk](http://www.voa.gov.uk)
- [www.primarycare.nhsestates.gov.uk](http://www.primarycare.nhsestates.gov.uk)

### **Action**

NHS Boards are requested to distribute a copy of this Circular to all GP Practices within their region and to the secretary of the GP sub-committee of the Area Medical Committee.

Yours sincerely



**DR HAMISH WILSON**  
Head of Primary Care Division