Community Health Partnerships
Skipton House
80 London Road
London
SE1 6LH

8 November 2017

URGENT - FREEDOM OF INFORMATION ACCESS REQUEST

Dear Sirs,

Request for information under the Freedom of Information Act 2000 from Community Health Partnerships (“CHP”)

I write requesting access to the below information under section 1(1) of the Freedom of Information Act 2000. Where we refer to Rents, rates and insurance, Utilities, Soft Facilities Management, Estates Management & Professional Services, and Overheads in this request we are, for ease of reference, referring to the terminology and sub categories that CHP adopts in the Annual Charge Schedule which it issues to its tenants.

1. General Information.
   a. How many properties owned by CHP (whether CHP’s ownership is in the form of freehold ownership or the ownership of a leasehold interest) are occupied by GP tenants?
   b. For each year since 2013, what was the total amount that was outstanding from GP tenants in respect of charges for (i) Rents, rates and insurance, (ii) Utilities, (iii) Soft Facilities Management, (iv) Estates Management & Professional Services, and (v) Overheads.
   c. As at today’s date what is the overall total amount that remains outstanding in respect of (i) Rents, rates and insurance, (ii) Utilities, (iii) Soft Facilities Management, (iv) Estates Management & Professional Services, and (v) Overheads.

2. Procurement of services.
   a. Of those services (collectively “the Services”) falling within the (i) Rents, rates and insurance, (ii) Utilities, (iii) Soft Facilities Management, (iv) Estates Management & Professional Services, and (v) Overheads sub categories of charges (as identified in your Annual Charge Schedule):-
      i. which are procured from third parties who, in turn and on behalf of CHP or the head landlord, deliver the Services (whether in whole or part) to CHP and/or its tenants; and
      ii. what are the names of the third parties procured to provide each of the Services?
b. What has been the annual cost of the Services procured by CHP since 2013?

c. Of the costs incurred by CHP for those Services procured, how much (in monetary value):
   i. is fixed (in the sense that they are not based on actual use by your tenants); and
   ii. based on use?

3. Invoicing.

   a. Are the charges invoiced to GP tenants for (i) **Rents, rates and insurance**, (ii) **Utilities**, (iii) **Soft Facilities Management**, (iv) **Estates Management & Professional Services**, and (v) **Overheads** based on their individual use of the Services? To assist in interpreting this request I am seeking confirmation that, as an example, the costs charged to an individual GP tenant for cleaning is based on their actual use of the service.

   b. To the extent that charges are not based on their individual use, how does CHP calculate the costs payable by its GP tenants?

   c. Please provide the date (the relevant month and year would be fine for this purpose) that CHP started invoicing its GP Tenants in the manner you have identified in your answer to 3. b.

   d. How much has been invoiced by CHP in respect of (i) **Rents, rates and insurance**, (ii) **Utilities**, (iii) **Soft Facilities Management**, (iv) **Estates Management & Professional Services**, and (v) **Overheads** using their current invoicing strategy/process (i.e. that strategy / process identified in answer to 3.b.)?

   e. What amount has CHP recovered from its tenants in respect of (i) **Rents, rates and insurance**, (ii) **Utilities**, (iii) **Soft Facilities Management**, (iv) **Estates Management & Professional Services**, and (v) **Overheads** using their current invoicing strategy/process (i.e. that strategy / process identified in answer to 3.b.)?

I would prefer to receive the requested information by e mail addressed to kkasaraneni@bma.org.uk with my colleague, Ciara Greene, being copied in on her e mail: CGreene@bma.org.uk.

If you have any queries regarding this request (or require payment for complying with this request), please contact me as soon as possible on 02073836167, via email at kkasaraneni@bma.org.uk (again copying my colleague Ciara Greene in using her e mail: CGreene@bma.org.uk) or by post at BMA House, Tavistock Square, London, WC1H 9JP.

Yours faithfully

Dr Krishna Kasaraneni
England Executive Team
General Practitioners Committee