



Health Department  
Directorate of Performance Management and Finance

Dear Colleague

**HDL(2003)50**

**SE/STUC PROTOCOL ON STAFFING MATTERS IN  
PUBLIC PRIVATE PARTNERSHIPS – GUIDANCE ON  
SCOPING OF SERVICES AND IN-HOUSE BIDS**

1. We have received various queries round the interpretation of the guidance note within the NHS, and in particular around the issue of soft FM services.
2. The information note records (early in 2003 when the guidance was produced) that in all known cases so far where contracts have been signed, cleaning has been included within the scope of the PPP. It also sets out some of the issues which need to be addressed by organisations which wish to examine the potential for solutions other than the standard PPP precedent. It should not be read as in any sense an instruction to organisations to include these services within PPP contracts, although that of course is one option.
3. The guidance describes approaches which allow choice, subject to important wider PPP considerations. One such approach is to conduct a best value review of the provision of soft FM services in the context of the PPP project. Any such review of course has to take place under full partnership working. Such a review needs to consider both the quality and the cost of services, and to take account of the impact of different models of service provision on the allocation of risk between prospective PPP contractors and the NHS. While this process is going on, all options for the provision of soft FM services need to be kept in play.

**31<sup>ST</sup> March 2004**

**Addresses**

For action

Chief Executives, NHS Boards  
Chief Executives, NHS Trusts  
Chief Executive, Common Services Agency  
Chief Executive, State Hospitals Board for Scotland  
Chief Executive, Scottish Ambulance Service Board  
Chief Executive, NHS 24  
Chief Executive, National Waiting Times Centre

For information

Human Resources Directors, NHS Boards  
Human Resources Directors, NHS Trusts  
Chief Executive, NHS Health Scotland  
Chief Executive, NHS Education for Scotland  
Chief Executive, NHS Quality Improvement Scotland  
Chief Executives, Local Authorities  
Scottish Partnership Forum

**Enquiries to:**

Norman Kinnear  
Private Finance & Capital Unit  
Basement Rear  
St Andrew's House  
EDINBURGH  
EH1 3DG

Tel: 0131-244 2786

Fax: 0131-244 3993

email:

[Norman.Kinnear@scotland.gsi.gov.uk](mailto:Norman.Kinnear@scotland.gsi.gov.uk)

<http://www.scotland.gov.uk>



4. We will continue to review the situation in light of experience.

Yours sincerely

**PETER COLLINGS**

Director of Performance Management and Finance