



# NHSSCOTLAND PROPERTY TRANSACTIONS HANDBOOK

Scottish Government Health and Social Care Directorates  
Directorate for Finance, eHealth and Analytics  
Capital and Facilities  
2018

## NHSSCOTLAND PROPERTY TRANSACTIONS HANDBOOK

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## **GLOSSARY**

### **SGHSCD**

The Scottish Government Health and Social Care Directorates.

### **Health Board Area:**

The geographic area covered by a Health Board.

### **Holding Bodies:**

Bodies covered by the Handbook holding property on behalf of the Scottish Ministers i.e. Territorial and National Health Boards,

### **Mandatory Requirements**

The mandatory requirements on property transactions with which all Holding Bodies must comply.

### **Accountable Officer:**

The Director General Health and Social Care and Chief Executive of NHSScotland.

### **Property:**

Covers rights in land, buildings, houses and any other heritable property within the control of the Holding Body and includes temporary buildings which have service connections with a permanent building.

### **Essential Property:**

Property considered necessary for a Holding Body's operational purposes beyond a 5-year service provision planning horizon.

### **Non-Essential Property:**

Property not considered necessary for a Holding Body's operational purposes beyond a 5-year service provision planning horizon.

### **Surplus Property:**

Property that is non-essential and non-operational, or, if it is non-essential but still operational, if plans that will enable it to become non-operational are agreed, are being implemented, are expected to result in non-operational status within 18 months, and where there is no wider NHSScotland interest in the property.

### **Excambion:**

An exchange of heritable property. Such an exchange may or may not involve the passing of money, depending on the value of the properties exchanged. Exchanges are often dealt with by simultaneous dispositions transferring the properties between the parties to the transaction.

**Property Adviser:**

The professionally qualified external adviser appointed by the Holding Body to assume overall responsibility for advising on the value and other non-legal aspects of a transaction Usually the marketing agents for sales.

**Legal Adviser:**

The qualified Central Legal Office Legal Adviser appointed by all NHS holding bodies.  
<http://www.clo.scot.nhs.uk>

**Independent Valuer:**

A suitably qualified valuer appointed in addition to the property adviser in major or potentially difficult cases as defined in the Property Transactions Handbook (can be a suitably qualified private sector valuer or the District Valuer, normally appointed by competitive tender).

**Contacts**

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