

**Item: 6.2**

<b>Report to:</b>	Primary Care Commissioning Committee
<b>Date of Meeting:</b>	23 <sup>rd</sup> February 2018
<b>Subject:</b>	Reimbursement of Lease Costs
<b>Presented by:</b>	Nikki Dunlop, Commissioning Lead – Primary Care
<b>Author:</b>	Nikki Dunlop, Commissioning Lead – Primary Care

**STATUS OF THE REPORT:**

To approve	<input checked="" type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input type="checkbox"/>	To discuss	<input type="checkbox"/>
To consider	<input type="checkbox"/>	For information	<input type="checkbox"/>
To note	<input type="checkbox"/>		

**PURPOSE OF REPORT:**

The purpose of this report is to present the Primary Care Commissioning Committee with a process for practices to request reimbursement of costs associated with renewing/agreeing new leases for practice premises.

**RECOMMENDATIONS:**

It is recommended that the Primary Care Commissioning Committee;

- Note the contents of the report; and
- Approve the process and associated claim form.

**REPORT EXEMPT FROM PUBLIC DISCLOSURE**      No       Yes

If yes, grounds for exemption  
(FOIA or DPA section reference)

<b>CCG STRATEGIC OBJECTIVE</b>	<b>ASSURANCE FRAMEWORK SPECIFIC OBJECTIVE</b>
The report links with 21st Century Primary Care and to ensure that patients receive clinically commissioned, high quality services.	<ul style="list-style-type: none"> <li>• 21st Century Primary Care</li> <li>• Patients receive clinically commissioned, high quality services</li> </ul>

<b>IMPLICATIONS:</b>	
Finance	GP Practices can request reimbursement for Stamp Duty Land Tax and up to £1000 legal costs.
HR	None specific to this report
Quality	None specific to this report
Safety	None specific to this report

<b>ENGAGEMENT:</b>
No engagement has taken place in developing this process as the process mirrors the national scheme due to end on 31 <sup>st</sup> March 2018.

<b>LEGAL ISSUES:</b>
It is the requirement of the GP practice to seek legal advice in relation to renewal/agreeing new leases.

<b>EQUALITY AND DIVERSITY ISSUES:</b>	
	<b>Tick relevant box</b>
An Equality Impact Analysis/Assessment is not required for this report.	√
An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment.	
An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report.	

**THE NHS CONSTITUTION:**

The report supports the delivery of the NHS Constitution as the commissioning of primary care services will aid in the delivery of the following principles, rights and NHS pledges:

- 1) The NHS aspires to the highest standards of excellence and professionalism
- 2) NHS works across organisational boundaries and in partnership with other organisations in the interests of patients
- 3) Quality of care
- 4) You have the right to expect NHS organisations to monitor, and make efforts to improve, the quality of healthcare they commission or provide.

## **REIMBURSEMENT OF LEASE COSTS**

### **1. INTRODUCTION**

The purpose of this report is to present the Primary Care Commissioning Committee with a process for practices to request reimbursement of costs associated with renewing/agreeing new leases for practice premises.

### **2. BACKGROUND**

Set out within the National Health Service Premises (General Medical Services – Premises Costs) Directions 2013, GP practices are able to apply for assistance with costs associated with lease agreements. As Hull CCG is fully delegated for the commissioning of general medical services, there is a requirement to have a process whereby practices can claim for reimbursement of the costs associated with lease agreements. Currently Hull CCG does not have a process in place.

As part of the General Practice Forward View a scheme was set up to support GP practices that are tenants of an NHS Property Services or Community Health Partnerships (freehold or leased) building to enter into a new base:

- reimbursement of Stamp Duty Land Tax for the initial term (up to 15 years)
- contribution up to £1,000 plus VAT of legal fees related to the lease transaction
- reimbursement of management fees for the financial year 2016-2017 and 2017-2018

This scheme came to end in November 2017 but due to the volume of requests being received nationally, a decision was made to extend the lease incentive scheme until end of March 2018. From 1st April 2018, the responsibility for reimbursing the costs falls to the CCG.

### **3. PROCESS AND CLAIM FORM**

At the December 2017 Primary Care Commissioning meeting the committee requested that a process be set up to allow practices to claim for reimbursement.

Appendix 1 sets out a claim process for GP practices wishing to apply for reimbursement of lease costs. The process mirrors the national scheme.

Appendix 2 is the claim form which GP practices are required to submit as part of the process. The national claim form has been adapted for local implementation.

Practices will be required to submit the claim 2 weeks prior to a Primary Care Commissioning Committee meeting for approval. The committee will assess the claim against the criteria set out in the process:

- Strategic fit – does the application support the strategic direction for primary care within Hull outlined within the General Practice Forward View Transformational Plan?

- Estates strategy – does the application support the recommendations made within the CCG Estates Strategy which includes primary care estate, community estate and local authority estate?
- Length of Lease – does the length of the lease support the move to working more collaboratively?

Following the committee meeting, GP Practices will be informed of the outcome within 10 days and reimbursement made.

#### **4. RECOMMENDATION**

It is recommended that the Primary Care Commissioning Committee;

- a. Note the contents of the report; and
- b. Approve the process and associated claim form.