

January 2012

For each building in the authority which is used primarily as office space for Secondary Care Trust employees, please supply the following:

1) *Building identification.*

(Please note that we are only enquiring about buildings which are primarily used as office space for Southend University Hospital NHS Foundation Trust employees.)

2) *Postcode.*

3) *Net Internal Area (NIA) of the building – sq m.*

4) *Staff.*

a) Approximate total number (FTE) of office based staff for the building.

b) Optional: If you also have available the total headcount of office based staff for the building, please indicate this.

5) *Tenure. Please indicate if the property is either:*

a) owned by your organisation (freehold or leasehold)

b) managed under a PFI agreement

c) rented or leased

6) *For each of the buildings that is rented or leased please supply the following, if available*

a) The approximate annual rental cost

b) Any known lease break dates

7) *For all buildings you have detailed, please supply the operational costs for the latest year available, excluding rent.*

We expect that this will normally include rates, net service charge, maintenance, cleaning, utilities, security etc. but please supply the headline figure that you usually use, specifying what is included / excluded only if necessary. Where it is not possible to break this down by individual building, please provide a total figure for your estate.

I have attached a template for your convenience. If it is easier for you to provide the information in a different format, please do so.

If you cannot supply the specific information that I am requesting, please provide the corresponding data that you submitted to the e-PIMs database.

Please find enclosed the spreadsheet you provided completed with the information we have in a readily retrievable form. We are unable provide a breakdown of the total building areas in terms of office space occupied by secondary Trust employees (by which we assume you mean office/administrative staff and/or managers not working directly in contact with patients). We may hold the information requested. However, this information is not recorded separately and therefore to search, locate and then retrieve it would involve more than 18 hours of time. Accordingly, the associated cost would exceed the

fee limit of £450 for NHS trusts set out under Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2007.

The fee limit specified in regulations for NHS trusts represents the cost of one person spending 2½ working days at a rate of £25 per hour determining whether the Trust holds the information sought and then locating, retrieving and extracting that information.

Having regard to section 12 of the Freedom of Information Act in circumstances where the fee limit is likely to be exceeded the Trust is not obliged to respond to the request. Accordingly, we are sorry but on this occasion we will not be processing your request further.

BUILDING IDENTIFICATION	1) UK POSTCODE	2) NET INTERNAL AREA (sq m)	3) STAFF (latest available)		4) TENURE			5) IF RENTED/ LEASED		6) ANNUAL OPERATIONAL COSTS (latest year) *	NOTES
			a) WTE	b) Total headcount	a) Owned (freehold or leasehold)	b) Managed under a PFI agreement	c) Rented or leased	a) Approx annual rental cost	b) Lease break date		
Southend University Hospital General Hospital Site	SS0 0RY	100,000	3572.49	4252	a)					£24,473,234 *	efm Cost of Occupancy for the whole organisation from ERIC 2010-2011 return
Leased premises - off site:-							c)	£345,771	total cost		
Britannia House	SS2 6GE	3537.41	250.00	273			c)		24/12/2017		
Thames Gate House	SS2 6DF	289.59	16.77	22			c)		29/09/2012		

* All operational costs of the building *excluding* rent, e.g. rates, service charge, maintenance, cleaning, utilities, security etc.