

No	Question	Notes	Answer	Additional comments
1	What is the name of your NHS Trust	Please select answer from list	Milton Keynes University Hospital NHS Foundation Trust	
2	Where does accountability for Estates and Facilities sit within the Trust's exec team portfolio	e.g. under the Chief Financial Officer, Medical Director or Director of Communication	Deputy Director of Estates & Chief Opporating officer as a shared responsibility	
3	What is the current Estates and Facilities team structure	Please attach an organogram(s) inclusive of Estates, Facilities and Capital projects. Please detail AfC pay bands as well as job titles	The information requested can be found on the Trusts website at : http://www.mkhospital.nhs.uk/images/comms/BoD/MKUH_Org_Chart_Spring_2017_web.pdf Please note individual staff details are exempt under Section 40 Personal Information (where disclosure may contravene the Data Protection Act) unless permission to release has been granted or they are already in the public domain.	
4	Has this Estates and Facilities team been through organisational change/a restructure in the last 3 years	Please select answer from list	No	
5	Are there any intentions to go through organisational change/an Estates and Facilities team restructure in the next 3 years	Please select answer from list	No	
6	Is there a documented Estates Strategy	Please select answer from list	Yes - current	
7	Was this Strategy developed/authored internally or has it been outsourced to an organisation and/or specialist contractor	Please select answer from list	Outsourced	
8	What is the job title and pay band of the most senior position* within the Estates and Facilities	e.g. Director of Estates and Facilities, 8d	Associate Director of Estates 8D	
9	How long has the current post holder been in this* position	Please select from list	4 - 5 years	
10	How was the current post holder recruited to this* position	Please select from list	External recruitment - permanent appointment	
11	If the current post holder* is acting up or has been promoted/seconded internally, what is/was their substantive/previous job title, band and	e.g. Head of Facilities, 8b, Estates	N/A	
12	Is it detailed in the person specification for this position* that the post holder should be a chartered member of a recognised estate management institution. If yes, is this categorised essential or desirable	Please select answer from list	Desirable	Member of CIBSE
13	Is the current post holder chartered or working towards becoming chartered in the next 2 years	Please select answer from list	No	
14	If yes or working towards it, with which institution	Please select answer from list and provide detail of discipline e.g. Facilities Management or Planning and Development etc. as additional comments		
15	For which other senior management roles grades 8a and above is it detailed in the <i>essential</i> person specification that the post holder should be "chartered" or equivalent	Please list e.g. Head of Estates and Facilities, Head of Capital Projects, Facilities Manager and Property Manager	None	

16	For which other senior management roles grades 8a and above is it detailed in the <i>desirable</i> person specification that the post holder should be "chartered" or equivalent	Please list e.g. Capital Projects Manager, Accommodation Manager	Associate Director of Estates, Deputy Director Of Estates, Estates Services Manager, Capital projects Manager, Capital projects Officer	
17	Of your current senior management team grades 8a and above, who is chartered and with which institution (CIOB,BIFM, RICS etc.). Please detail appropriate membership qualification/pathways	Please list e.g. Head of Estates and Facilities, MRICS - Facilities Management Property Manager - MRICS - Commercial Property Practice	None	
18	Has the Trust financially supported any of the current senior management team who are chartered in pursuing their chartered status	Please select from list	No - no financial support provided	
19	Is there a HR policy which supports professional development? Particularly in respect of roles where there is an "essential" element to the person specification which requires a certain qualification or membership	Please select from list and attach policy	Yes	
20	If yes, does this HR policy support or prohibit financial assistance for employees	Please select from list and attach policy	No - policy prohibits Trust funding of professional qualifications/memberships	
21	Does the Trust have a graduate scheme or work with any Universities to employ newly qualified Estates professionals	Please describe/attach relevant supporting documentation	No	
22	How many freehold property interests does the Trust have	Please select from list	11 to 20	
23	How many leasehold premises (documented and undocumented) does the Trust have	Please select from list	1 to 10	
24	How much land does the Trust own in Hectares	Please provide area owned and also area not delivering services	15.93 Ha	
25	Has the Trust acquired any new freehold interests in the last 3 years	Please select from list	No	
26	Has the Trust acquired any new leasehold interests in the last 3 years	Please select from list	Yes	
27	Has the Trust acquired any land for development in the last 3 years	Please select from list	No	
28	Has the Trust disposed of any freehold interests in the last 3 years	Please select from list	No	
29	Has the Trust disposed of leasehold interests in the last 3 years	Please select from list	No	
30	Has the Trust disposed of any surplus land in the last 3 years	Please select from list	No	
31	Has the Trust acquired/merged with any other NHS Trusts in the last 3 years	Please select from list	No	
32	Does the Trust have any 3rd party tenants	Please select from list	Yes - all documented	
33	Do 3rd party tenants generate income for the trust	Please select from list	Yes	
34	What is the value in £m of the Trust's current capital development programme (new build)	Please provide current figure	£7.3m/year	
35	What is the value in £m of the Trust's current capital investment programme (existing buildings)	Please provide current figure	£3.00m	
35	Are all estates budgets centrally managed by the Estates and Facilities team or are budgets for rent etc clinically/service owned	Please select from list	Managed by Estates	