

ANNEX C: ESTATES GUIDANCE

Trust Landlord and Tenant responsibilities

Overview

CCS operates out of approximately 100 properties as detailed on the following sheets.

Our responsibilities at each site vary dependent upon the legal status of our occupation which include:

- Freeholds
- Leaseholds with full repairing liability
- Leaseholds with internal repair liability
- Licences to occupy
- Grace and favour occupation

The status of each property is held centrally by the property team (and summarised in the on call folders). However, as a general rule, where CCS owns the freehold or occupies all of a property, liability will be full repair whereas where we occupy part of a property liability is typically internal repair only.

CCS freeholds consist of the following eight sites, those with an * being multi-tenanted:

1. Brookfields Health Centre*
2. Brookfields Hospital*
3. Doddington Hospital*
4. Melbourn Community Health Centre
5. North Cambs Hospital, Wisbech*
6. Princess of Wales Hospital, Ely*
7. St Ives Clinic
8. Luton Treatment Centre

Due to the nature of our occupation under a head lease, and the range of sub tenants, Oak Tree Centre Huntingdon operates in the same way as a multi-tenanted freehold site.

Incidents

Each of our multi-tenanted sites is supported by an Estates Manager who, as part of our Estates function is responsible for working with all occupants to ensure all due processes and procedures are in place, in line with Fire & Rescue Service recommendations and guidelines.

These include but are not limited to:

- Emergency Wardens (and associated training & procedures)
- Emergency "RED" folders
- Departmental Business Continuity Plans
- Departmental Evacuation Plans
- Incident Disruption Forms

- Site Information Packs/Building Books

On site notices detail how to contact Estates Support for issues should there be an incident in working hours, with the same information held within the on call folders.

Many of the non-freehold properties are occupied via licence or grace and favour whereby our responsibilities in the event of a major incident are the same as those of a tenant in one of our properties – i.e. to be familiar with the site emergency procedures and supporting documentation and to ensure we have Departmental Business Continuity Plans and Evacuation Plans in place.

It is difficult to generalise responsibilities in leasehold properties as the situation varies. For example, in some properties where we hold a full repairing head lease (e.g., Oak Tree Centre) with a number of occupants sharing the space under licence, our responsibilities are akin to those in our freehold sites whereas other sites (e.g., Chesterton, New Horsefair) we have a lease of our specific demise within the property and our responsibility is for internal repairs of the area we occupy only.