

**Outline project initiation document for procurement
and development of primary medical care premises
by GP contractors**



NHS England
Outline project initiation document for procurement and development of primary medical care premises by GP contractors

This project initiation document (PID) should be used for GP contractors to apply for approval from NHS England to move to a business case stage for the procurement and development of primary medical care premises. Email to: england.gppremisesfund@nhs.net

The purpose of the outline GPPID is to ensure that NHS England and other stakeholders are aware and can commit to support, in principle, the development of the proposed scheme.

This document does not replace, where required, the need for a full PID, an outline business case or a full business case.

Project title:

(Please delete as appropriate)
 This is a new bid
 This is a bid which has already been submitted
 This is a bid which is known to NHS England but not completely developed

Lead Contact details – Although the PID may be produced by a third party it must be owned by the lead GP(s). Partnering stakeholders should be identified in the following sections

Proposal on behalf of:	
Project Lead:	
Job title:	
GP practice/Organisation:	
E-mail:	
Telephone::	

Practices involved	Provide details of the practice covered. If more than one practice is involved, please give further details		
Practice name	Practice code	Post code	List size

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Total population covered	
Other providers involved	Please give details of any other providers with whom you will be collaborating in the proposed development (e.g. community services, pharmacies, 111, etc.)
CCGs covered Please indicate which CCG is involved in this application.	
NHS England team Please indicate your current NHS England Team.	To make sure that the proposal reaches the team in NHS England that you usually liaise with please provide details: (a) NHS England team in your region (b) Contact name
Existing Premises	Please describe ownership structure of the premises in which the development/investment is proposed e.g. GP freehold owned? Leased? If so, length of lease remaining and identity of landlord
Brief scheme description	As a minimum, this should include: (a) Scope and sizing of (the assumed) preferred option. Include an estimated gross internal area (m ²) tempered for extended opening hours and maximising flexibility and utilisation of space (b) Objectives and benefits – these may be financial and/or non-financial (c) Wider stakeholders and their interest e.g. potential occupants and services to be delivered (d) Indicative scheme value for approval purposes. (Total capital cost) (e) How local people and practices have been involved to date. Outline the methods by which organisations and professionals involved will continue to be engaged. (f) Project outputs/deliverables.

Strategic need	Provide justification for the scheme, including strategic drivers, local need, demographic information, premises issues, key priorities to be addressed, etc.
Impact on direct patient care	Please provide details of how the improvement will enhance capacity to deliver general practice services including: (a) access to primary care, and/or (b) reducing emergency attendances or admissions to hospital for people over 75

Estimate of costs/funding needed	Please include an estimate of the funding that you would need to support your proposal, including: <ul style="list-style-type: none"> • The total capital investment and how the investment will be funded clearly indicating each source and share of funding - including matched / supplementary funds from partner organisations • An estimate of the capital costs that could be incurred in 15/16
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Proposed procurement strategy

Before determining the procurement route GPs should commit to an initial option appraisal at which the value for money of all viable service delivery, site options and estates solutions options is established and a preferred procurement route is identified. However please indicate below how you intend to procure the proposed development/investment (e.g. third party developer, NHS PS, CHP/LIFTCo).

Project Plan

Please demonstrate your ability for rapid implementation - attach a project plan noting that, as a minimum, this should allow appropriate planning time for delivery and including the following:

- Option appraisal, including alternative site options (requires discussion/agreement with NHS England primary care leads)
- Procurement route confirmed
- Business Case /new project proposal (if required)
- Business Case approval (if required)
- Planned start of works
- Estimated completion date

Key risks

Identify here the key risks associated with the project. These will include both service and project risks.

ENDORSED BY

Leadership and commitment -
Can you please demonstrate both clear leadership for the proposed work programme and strong commitment from all the practices involved? (E.g. attach signatures of support).

Practice

Name

Signature

Date