

Report of the Built Environment Project Officer

Report to the Built Environment Programme Manager

Date: 03/07/2014

Subject: Design & Cost Report for Hunslet Carr Primary School – Basic Need 2014 Bulge Cohort.



Capital Scheme Number: 16585/BGE/HCR

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): City & Hunslet		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		

Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £180,721 from capital scheme number 16585/BGE/HCR to deliver the Basic Need works at Hunslet Carr Primary School to accommodate a bulge cohort for September 2014.
2. As a consequence of the rapidly increasing birth rate and new housing within the City & Hunslet area, it is necessary to deliver the additional accommodation to Hunslet Carr Primary School to support a bulge cohort of 10 places. This work will be completed under the City Council's Basic Need Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city.
3. The additional accommodation delivered at Hunslet Carr Primary School will take effect from September 2014 to ensure the bulge cohort can be accommodated. The temporary admission increase for September 2014 (for one year) will affect the school for the duration of seven years whilst the bulge cohort advances through each year group.
4. Leeds City Council's partners NPS Leeds Ltd will support the required design and technical considerations of the proposed scheme and the internal works will be delivered by Civic Enterprise Leeds during the 2014 summer break.

Recommendations

The Built Environment Programme Manager is requested to:

1. Authorise expenditure of £180,721 from capital scheme number 16585/BGE/HCR to enable the proposed works at Hunslet Carr Primary School.
2. Note the programme dates identified in section 4.2 of this report in relation to the implementation of this decision. The final delivery date for this scheme is September 2014.
3. Note that the officer responsible for implementation is the Built Environment Principal Development Officer.

1.0 Purpose of this Report

1.1. The purpose of this report is:

- To provide background information and detail to the Built Environment Programme Manager for the proposed works at Hunslet Carr Primary School to accommodate a bulge cohort of 10 pupils for September 2014.
- Seek authority to incur capital expenditure of £180,721 to undertake the aforementioned works.

2.0 Background Information

- 2.1. The Basic Need programme represents the Council's response to the demographic growth pressures in primary school provision. The rapidly increasing birth rate in Leeds has required Leeds City Council to approve an increasing number of new reception places since 2009 in order that it fulfils its statutory duty to ensure sufficiency of school places.
- 2.2. The scale of the response cannot be met through the existing estate; therefore the expansion of existing schools or the creation of new schools has been required in many instances. The capital school building solutions to the demographic need is managed via Children's Services Basic Need Programme.
- 2.3. For the upcoming academic year, September 2014 to July 2015, a short fall of approximately 423 pupil places has currently been identified across the city, and a programme of 'bulge' works has been developed to provide the necessary accommodation to meet this deficiency. Parental preferencing data has been utilised to determine the need in the pressure wards and site specific solutions have been developed as a result. These will be tailored to each specific site where a 'bulge' cohort is to be accommodated but includes; utilising extra capacity within existing buildings (where appropriate), internal remodelling and additional modular accommodation provided through a pre-existing Framework Agreement.
- 2.4. The proposal for Hunslet Carr Primary School will form part of the on-going work to address capacity and sufficiency across all of Children's Services, which includes provision for primary and secondary school places, early years, as well as specialist provision. These proposals form part of the Council's Basic Need Programme that embeds the 'one council' approach that has achieved shared ownership of proposed solutions.

3.0 Main Points

3.1. Design Proposals and Full Scheme Description

The proposed works to Hunslet Carr Primary School consists of the following components:

- Internal remodelling to increase the floor area of an existing undersized registration classroom (current floor area – 31.78m²)
 - Demolish adjacent toilet block to allow the extension of existing classroom.
 - Form opening for new windows.
 - Install new lighting and ceiling grid.

- Install new flooring.
 - Make good all areas and redecorate new classroom.
 - Internal remodelling of Learning support office and ICT Suite to create a new classroom.
 - Strip out existing ICT suite.
 - Form opening in partition wall.
 - Create new area for server and appropriate access.
 - Install new lighting and ceiling grid.
 - Install new flooring
 - Make good all areas and redecorate new classroom.
 - Procure replacement ICT to allow for a more flexible solution (laptops).
 - Minor extension to rear of main school building to accommodate new toilet provision and refurbishment of existing adjacent toilet provision.
 - Strip out existing toilet provision.
 - Demolish section of partition wall to form new circulation route.
 - Construct toilet extension.
 - Install new lighting and ceiling grid throughout.
 - Install new toilet provision throughout.
 - Make good all areas and redecorate.
- 3.2. Through consultation with Hunslet Carr Primary, consideration was given to investigate alternative options available to deliver the required accommodation effectively. The provision of a modular unit to support the required accommodation was dismissed due to the site constraints and the advice received through planning consultations being considered. Therefore internal remodelling of existing areas was deemed the most effective solution.
- 3.3. The estimate scheme cost is £180,721; this includes fees at £19,946, £117,908 for construction, an allocation of £15,000 for IT and £27,867 to cover supporting costs.
- 3.4. A funding allocation has been awarded for the provision of furniture to support this additional accommodation. This is the subject of a separate programme-wide DCR in the interests of expediency.
- 3.5. These costs have been generated by commissioning Leeds City Council's partner, NPS Leeds Ltd, to develop the scope of works. Civic Enterprise Leeds, on behalf of Children's Services, has tendered the works in line with the authority's Contract Procedure Rules. This has ensured that the costs received from the contractor provides value for money and follows CPR 3.1.4
- **CPR 3.1.4** - If there is an ISP who can provide the service the Authorised Officer will consult with and use such provider. If the Authorised Officer believes that the ISP should not be used they will seek to agree this with the Chief Officer of the ISP. If agreement cannot be reached the matter will be referred to the Director of the procuring Directorate who shall take the final decision on this matter in conjunction with the Deputy Chief Executive. Any decision to procure an external provider rather than use an ISP shall be recorded in writing, along with the reasons for the decision and sent to the Chief Procurement Officer for monitoring purposes.

4.0 Programme

4.1. The proposed internal remodelling at Hunslet Carr Primary School is required for the commencement of the 2014/15 Academic year, as such the schedule of works will be delivered in one phase from the end of term in July 2014. Due to the compressed programme, continued consultation with the planning department has been necessary to mitigate any potential issues. The planning application for the minor extension was submitted 05 June 2014 and a decision on the application is anticipated by 31 July 2014.

4.2. The key milestones to achieve this programme are detailed below:

- | | |
|----------------------------------|--------------------------------|
| • Pupil numbers confirmed | April 2014 |
| • Scope of works issued to CEL | w/c 2 nd June 2014 |
| • Submit planning application | w/c 2 nd June 2014 |
| • Approval of authority to spend | w/c 07 th July 2014 |
| • Commission works (CEL) | w/c 14 th July 2014 |
| • Planning decision anticipated | End July 2014 |
| • Start on-site | End July 2014 |
| • Completion of internal works | End August 2014 |
| • Occupation by school | Sept 1st 2014 |

4.3 The approval of Authority to Spend, as requested within this report, is on the critical path and therefore crucial to the delivery of the project in accordance with the dates listed above.

5.0 Corporate Considerations

5.1. Consultation and Engagement

5.1.1. The bulge cohort expansion 2014 has been the subject of consultation with Children's Services Officers, school representatives, Highways, Planning, Procurement and senior elected members.

5.1.2. Pre-planning meetings have been held with officers from Planning & Highways for the 2014 bulge cohort schemes requiring the submission of a planning application and will continue throughout the duration of the development. A planning consultation drop in session will be held at each of the schools where required, to inform local residents and interested parties of the extent of the works to alleviate any concerns.

5.1.3. Children's Services will continue to brief Councillors at key stages throughout the project as required.

5.2. Equality and Diversity / Cohesion and Integration

5.2.1. The recommendation within this report does not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the Equality Team to be approved and published and held on file.

5.3. Council Policies and City Priorities

- 5.3.1. This scheme is due to be delivered under the City Council's Basic Need programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. In providing places close to where the children live the proposals will improve accessibility of local and desirable school places, and thus reduce any risks of non-attendance.
- 5.3.2. A key objective within the Best Council Plan 2013-2017 is to build a child friendly city. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City. A good quality school place contributes to the achievement of targets within the Children and Young People's Plan such as our obsession to 'improve behaviour, attendance and achievement'.
- 5.3.3. A further objective of the Best Council Plan 2013-2017 is to become an efficient and enterprising council by improving how we're organised and making best use of our assets. As part of this scheme, the council are ensuring value for money is achieved and costs are minimised through the effective procurement and delivery of projects. Meeting this expectation while demonstrating the five values underpinning all we do is key to the basic need programme.

5.4. Resource and Value for Money

- 5.4.1. The estimate scheme cost is £180,721; this includes fees at £19,946, £117,908 for construction, an allocation of £15,000 for IT and £27,867 to cover supporting costs. The cost will be met through capital scheme number 16585/BGE/HCR as part of the Basic Need Programme.
- 5.4.2. The cost estimates have been generated via Leeds City Councils design consultant partners NPS Leeds Ltd and Civic Enterprise Leeds. All works will be delivered by the Leeds City Councils internal service provider (ISP) in line with the authorities procurement rules.
- 5.4.3. Capital Funding & Cash Flow

to Spend on this scheme	£000's	2014 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2014 £000's	FORECAST				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	118.0		118.0				
FURN & EQPT (5)	15.0		15.0				
DESIGN FEES (6)	20.0		20.0				
OTHER COSTS (7)	27.7		27.7				
TOTALS	180.7	0.0	180.7	0.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2014 £000's	FORECAST				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
Basic Need Grant	0.0						
	180.7	0.0	180.7				
Total Funding	180.7	0.0	180.7	0.0	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 16585/BGE/HCR

Title: Basic Need Primary Expansion 2014/15

5.5. Revenue Effects

- 5.5.1. Under local management arrangements each school affected by the works will be responsible for meeting all revenue costs. Any revenue implications arising from this project will be managed within the school funding envelope.

5.6. Legal Implications, Access to Information and Call-In

- 5.6.1. The approval of this report constitutes an 'Executive decision' (Significant Operational) and as such will not be subject to 'Call-In'.
- 5.6.2. There are no other legal implications or access to information issues arising from this report.

5.7. Risk Management

- 5.7.1. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'Delivering Successful Change' methodology. Experienced Project Management resource from the Children's Services Built Environment team will be tasked with ensuring the project remains within the predetermined risk tolerances.
- 5.7.2. A programme level risk log has been maintained throughout the project and escalation is via the Programme Manager.
- 5.7.3. Pre-planning consultation with Highways and Planning has been undertaken for all relevant 2014 Bulge cohort schemes with a view to designing out key risks. Items remaining on the risk log will be managed via exception.

6.0 Conclusions

- 6.1. As a result of a temporary admission increase for one year at Hunslet Carr Primary School, the scope of works detailed in this report is required to ensure sufficient accommodation.
- 6.2. The refurbishment project at Hunslet Carr Primary School to create additional teaching space and enhance essential core provision will be managed by Children's Services in conjunction with Leeds City Councils internal service provider (CEL). These works will be delivered in partnership with the school and other key stakeholders. The cost of the accommodation, and necessary supporting works, will be met through capital scheme 16585/BGE/HCR to the value of £180,721.
- 6.3. The scope of works at Hunslet Carr Primary School, for September 2014 delivery, has been developed through continued consultation with the appropriate stakeholders.

7.0 Recommendations

- 7.1. The Built Environment Programme Manager is requested to:

- 7.1.1. Authorise expenditure of £180,721 from capital scheme number 16585/BGE/HCR to enable the proposed works at Hunslet Carr Primary School.
- 7.1.2. Note the programme dates identified in section 4.2 of this report in relation to the implementation of this decision. The final delivery date for this scheme is September 2014.
- 7.1.3. Note that the officer responsible for implementation is the Built Environment Principal Development Officer.

8.0 Background Documents¹

- 8.1. None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.