

Report of the Development Officer

Report to the Programme Manager, Built Environment

Date: 11th July 2014

Subject: Design & Cost Report for the Basic Need 2014 Bulge Cohort - Horsforth West End Primary School.



Capital Scheme Number: 16585/BGE/HWE

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Horsforth		
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 incur capital expenditure of £245,779 from capital scheme number 16585/BGE/HWE to deliver 'Basic Need' temporary classroom facilities at Horsforth West End Primary School. This provision will accommodate a 30 pupil bulge cohort due to occupy the school from September 2014.
2. As a consequence of rising birth rate, new housing developments and increased migration into the Horsforth area there is a requirement to provide additional, temporary, accommodation at Horsforth West End Primary School. This will support a one off 'bulge' cohort of 30 pupil places which are not currently available within the area of need. This temporary accommodation is to be delivered under the City Council's Basic Need Programme, which aims to ensure the Local Authorities statutory duties are met with respect to ensuring a school place for every child within the city. These works will utilise pre-existing framework contracts for delivering modular accommodation.
3. The additional accommodation at Horsforth West End Primary School will take effect from September 2014 and will allow the 30 place 'bulge' cohort to be accommodated for the commencement of the 2014/15 academic year. The admission limit for the school will raise for September 2014, for one year only, and will affect the school for a seven year duration as the 'bulge' cohort advances through the various year groups.
4. The project is to be delivered by Children's Services in partnership with our temporary modular unit partners procured via the Crown Commercial Services contract framework.

Recommendations

The Programme Manager, Built Environment is requested to:

1. Authorise expenditure of £245,779 from capital scheme number 16585/BGE/HWE to enable the installation of temporary modular accommodation, including any necessary ancillary works, at Horsforth West End 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 prior to the commencement of term 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 Programme Manager, Built Environment for the proposed temporary modular accommodation at Horsforth West End required to accommodate the 'bulge' cohort of 30 pupils from September 2014.
- Seek authority to incur capital expenditure of £245,779 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 occurring within the existing primary school provision. The rapidly increasing birth rate in Leeds, coupled with new build residential developments and increased migration into Leeds, has required Leeds City Council to approve an increasing number of additional school places since 2009. This programme is required to ensure the Local Authority meets its statutory duties in respect of sufficiency of school places.
- 2.2. The scale of the response cannot be met through the existing school estate, therefore the expansion of existing school (or the creation of new schools) has been required throughout the City. The capital response to the shortfall in places and teaching accommodation 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 Horsforth West End 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 in addition to early years and specialist provision. These proposals form part of the Council's Basic Need Programme that embeds the 'One Council' approach in terms of shared ownership of proposed solutions across the various departments involved.

3.0 Main Points

3.1. Design Proposals and Full Scheme Description

The proposed works at Horsforth West End Primary School consists of the following components:

- Purchase of a 100m² modular nursery unit, building is to be situated at Horsforth West End Primary School for a minimum period of seven years. To be fitted out

as per the 'Crown Commercial Services' specification, to include toilet provision, wet areas etc.

- Delivery of modular unit to site including any works required to facilitate connection of services. This includes the completion of any necessary ground works to site the building.
 - Installation of fire and security alarms, connected to existing systems where possible.
 - Installation of a new footpath access way to the new nursery unit.
 - Reinstatement of dedicated nursery external play area, includes for the relocation of existing equipment.
 - Connection of the modular unit's ICT infrastructure to the school network.
- 3.2. The estimate scheme cost is £245,779; this includes £198,454 for the delivery and installation of the modular unit, £37,325 for additional ancillary works and £10,000 to cover supporting costs (decant, school IT connections, etc.)
- 3.3. Following discussion with LCC Corporate Procurement it was determined that in the interests of expediency the pre-existing 'Crown Commercial Services' framework could be utilised for the delivery of this accommodation. This procurement route has since been ratified via a 'Delegated Decision Notice' on 5th June 2014. Our modular unit partners have since been appointed to quote for and deliver the aforementioned works.
- 3.4. A funding allocation has been awarded for the provision of furniture to support this additional classroom, this is the subject of a separate programme-wide DCR in the interests of expediency.
- 3.5. Any required Highways works, necessary as a consequence of this scheme, will be picked up under a separate programme-wide DCR's once the planning application has been approved. This will pick up all conditions from the planning process.

4.0 Programme

- 4.1. The works highlighted in point 3 above are 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.
- 4.2. The key milestones to achieve this programme are as follows:
- | | |
|----------------------------------|------------------------------------|
| • Pupil numbers confirmed | April 2014 |
| • Approval of authority to spend | w/c 14 th July 2014 |
| • Contract award | w/c 14 th July 2014 |
| • Start on-site | 21 st July 2014 |
| • Completion & handover | w/c 25 th August 2014 |
| • Occupation | w/c 1 st September 2014 |
- 4.3. The approval of 'authority to spend', requested within this report, is on the critical path and therefore crucial to delivery of the project in accordance with the dates above.

- 4.4. Following consultation with Leeds City Council Planning Department it was determined that the works detailed within this report fell within the boundaries of 'permitted development' and as such a full planning application is not required. Advice on planning and highways requirements have been taken on board and included within the scope of works where possible despite this.

5.0 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1. The bulge cohort expansion programme required for 2014 has been subject to consultation with Children's Services' officers, school representatives, Highways, Planning, Procurement and senior elected members.
- 5.1.2. Pre-planning consultation has been held with representatives from the Planning Department and LCC Highways with a view to assessing the entirety of the 'bulge' programme required for a September 2014 implementation. Where necessary supporting works to the Highways infrastructure identified during this consultation has been added to the scope of works and included within the cost plan detailed in section 5.4.4. These consultations will be on-going where a planning application is required.
- 5.1.3. A letter drop has been completed in the direct vicinity of Horsforth West End Primary School to inform local residents and interested parties of the extent and specifics of the proposed works.
- 5.1.4. Children's Services will continue to brief elected members at key stages throughout the project development.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1. The recommendations with this report do not have any direct nor specific impact upon any of the groups falling under the remit of the equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared to this effect 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, publishing and held on-file. A copy is included with this report as appendix A.

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'. In addition, "Narrowing the Gap" and "Going up a League" agenda and is fundamental to the Leeds Education Challenge.

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. Estimate capital scheme costs comprise £198,454 for the delivery and installation of the modular unit, £37,325 for additional ancillary works and £10,000 to cover supporting costs (decant, school IT connections, etc.)

5.4.2. The cost will be met through capital scheme number 16585/BGE/HWE as part of the Basic Need Programme.

5.4.3. Following discussion with LCC Corporate Procurement Unit it was determined that the works required at Horsforth West End Primary School could be delivered via the pre-existing 'Crown Commercial Services' framework. The work identified falls within the allowances of the terms and conditions for this framework agreement and as such a formal tender is not necessary. The 'Crown Commercial Services' framework was procured in accordance with the Public Contracts Regulations 2006 and provides competitive, market tested costs for these works. As such value for money is attained. This procurement methodology was approved via a 'Delegated Decision Notice' on 5th June 2014.

5.4.4. **Capital Funding & Cash Flow**

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2014 £000's				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017 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
Authority to Spend required for this Approval						
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2014 £000's				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017 on £000's
LAND (1)	0.0					
CONSTRUCTION (3)	236.0		236.0			
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	10.0		10.0			
TOTALS	246.0	0.0	246.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)						
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2014 £000's				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017 on £000's
Basic Needs Grant	0.0					
	246.0		246.0			
	0.0					
Total Funding	246.0	0.0	246.0	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 16585 000 000

Title: Basic Need Primary Expansion

5.5. Revenue Effects

- 5.5.1. Any additional revenue consequences that may arise as a result of the project will be managed within the school budget.
- 5.5.2. Under local management arrangements Horsforth West End Primary School is responsible for meeting all revenue costs:

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

- 5.6.1. The approval of this report constitutes an 'Executive Decision' (non-significant operational) and as such will not be subject to 'Call-In'.
- 5.6.2. There are no other legal implications or access 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 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 Programme Manager, Built Environment.

6.0 Conclusions

- 6.1. As a result of a temporary increase in pupil numbers for the 2014/15 academic year at Horsforth West End Primary School it is necessary to provide a modular teaching unit to ensure sufficient accommodation for curriculum delivery is available.
- 6.2. The provision of the modular unit at Horsforth West End Primary School will be managed by Children's Services in conjunction with our appointed modular unit partners procured via the Crown Commercial Services framework contract. 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/HWE to the value of £245,779.
- 6.3. The requirement to remodel the existing accommodation at Horsforth West End Primary School for a September 2014 delivery has been developed through continued consultation with the appropriate stakeholders.

7.0 Recommendations

- 7.1. The Programme Manager, Built Environment is requested to:
- 7.1.1. Authorise expenditure of £245,779 from capital scheme number 16585/BGE/HWE to enable the installation of temporary modular accommodation, including any necessary ancillary works, at Horsforth West End 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 prior to the commencement of term 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.