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**Report of the Built Environment Programme Manager**

**Report to the Head of Strategic Development and Investment**

**Date: 29/05/2014**

**Subject: Design & Cost Report for Manston St. James Primary School – Basic Need 2014 Bulge Cohort.**



**Capital Scheme Number: 16585/BGE/MSJ**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):. Cross Gates and Whinmoor	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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**Summary of main issues**

1. The purpose of this report is to seek approval to incur capital expenditure of £110,943 from capital scheme number 16585/BGE/MSJ to deliver Basic Need internal remodelling at Manston St. James 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 Cross Gates and Whinmoor area, it is necessary to deliver the additional accommodation to Manston St. James Primary School to support a bulge cohort of 30 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 to be delivered at Manston St. James 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. The required internal remodelling will be delivered by the LEAF Academy Trust as part of a wider refurbishment programme during the summer break. Children's Services will be supporting the refurbishment by funding works relating to the bulge cohort requirements only.

## **Recommendations**

The Head of Strategic Development and Investment is requested to:

1. Authorise expenditure of £110,943 from capital scheme number 16585/BGE/MSJ to enable the proposed internal remodelling of Manston St. James 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 Director of Children's Services.

## **1.0 Purpose of this Report**

### **1.1. The purpose of this report is:**

- To provide background information and detail to the Head of Strategic Development and Investment for the proposed internal remodelling at Manston St James Primary School to accommodate a bulge cohort of 30 pupils for September 2014.
- Seek authority to incur capital expenditure of £110,943 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. There are 423 additional places required across Leeds primary schools currently identified, that will be delivered under the 2014 bulge cohort programme. From 1<sup>st</sup> April the parental preferencing data was modelled which identified the pressure in particular wards. The response required to accommodate the additional places will vary according to specific site requirements which will include; utilising existing capacity where appropriate, internal remodelling and additional modular accommodation provided through an existing Framework Agreement.
- 2.4. The proposal for Manston St.James 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 Manston St. James Primary School consists of the following components:

- The installation of a mezzanine floor to create an additional classroom. The installation is made possible due to the existing breakout area having a high vaulted ceiling (key stage one).
- Rationalisation of the existing breakout area (under the mezzanine floor) to conform to required fire regulation.

- Creation of additional toilets
  - Remodelling of existing classroom and resources area to create two classrooms (key stage two).
  - Installation of required furniture to new areas.
- 3.2. Through consultation with Manston St.James Primary School and the LEAF Academy Trust, consideration was given to investigate alternative options available to deliver the required accommodation. The option to utilise a modular unit for the required period was rejected due to the constrained nature of the site. The proposed location also generated additional project risks due to its proximity to domestic dwellings bordering the site boundary and restricting access for emergency vehicles gaining entry to the rear of the school site. It was determined this option represented significant risk to planning and more importantly Health and Safety.
- 3.3. The total cost of financial support towards the wider refurbishment scheme the LEAF Academy Trust will be undertaking during the 2014 summer break is £110,943. This amount only includes works directly relating to the 2014 bulge cohort.
- 3.4. These costs have been provided by the LEAF Academy Trust through a tender exercise commissioned by the Trust which has been open to Children's Services scrutiny throughout. The level of financial support represents a fixed sum and has been accepted by the Trust.
- 3.5. The LEAF Academy Trust accepts the risks and responsibilities for delivering the required works and will report on progress and risk control during the construction period. Children's Services will be invited to attend the handover meeting on completion of the works.

#### **4.0 Programme**

- 4.1. The proposed internal remodelling at Manston St. James Primary School is anticipated to be delivered in one phase; however this will include a number of sub-phases to ensure the key accommodation is available and in place for the commencement of term in September 2014.
- 4.2. The key milestones to achieve this programme are detailed below:
- |                                       |                           |
|---------------------------------------|---------------------------|
| • Pupil numbers confirmed             | April 2014                |
| • Tender out (LEAF Academy Trust)     | Mid April 2014            |
| • Tender return (LEAF Academy Trust)  | May 2014                  |
| • Award contract (LEAF Academy Trust) | Mid July 2014             |
| • Start on-site                       | End July 2014             |
| • Completion of internal works        | End August 2014           |
| • Occupation by school                | Sept 1 <sup>st</sup> 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 capital scheme cost of £110,943 is the full and final amount of financial support towards the wider refurbishment works. The transfer of funds will be conducted through 'stage payments' throughout the construction process. This will allow the verification and subsequent sign off of each phase of agreed works before the appropriate level of funding is transferred. The retention amount will then be released on satisfactory completion of the works.
- 5.4.2. The cost will be met through capital scheme number 16585/BGE/MSJ as part of the Basic Need Programme.
- 5.4.3. The scheme cost has been provided by the LEAF Academy Trust via a tender exercise commissioned by the Trust. Throughout this process the LEAF Academy Trust made all tender documentation available for Children's Services to review and make comment. The costs reflect the complexity of the project, perceived risk levels and site specific issues identified during the design development & consultation.

#### 5.4.4. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	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)	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)	103.9		103.9				
FURN & EQPT (5)	7.0		7.0				
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	110.9	0.0	110.9	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	110.9	0.0	110.9				
Total Funding	110.9	0.0	110.9	0.0	0.0	0.0	0.0
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Parent Scheme Number:** 16585/000/000

**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. The LEAF Academy Trust will be issuing reports on progress and risk control throughout the duration of the proposed works. The Project Officer responsible for delivering the 2014 Bulge Cohorts will liaise with the LEAF Academy Trust and report to the Basic Need Programme Manager.
- 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 Manston St. James Primary School, the internal refurbishment scheme detailed in this report is required to ensure sufficient accommodation.
- 6.2. The internal refurbishment project at Manston St James Primary School to create additional teaching space and enhance essential core provision will be managed by the LEAF Academy Trust. The Trust will report on progress and risk control during the construction period. The level of funding to support the accommodation will be met through capital scheme 16585/BGE/MSJ to the value of £110,943.
- 6.3. The requirement for internal remodelling to Manston St. James Primary School for September 2014 delivery has been developed through continued consultation with the appropriate stakeholders.

## **7.0 Recommendations**

- 7.1. The Head of Strategic Development and Investment is requested to:
- 7.1.1. Authorise expenditure of £110,943 from capital scheme number 16585/BGE/MSJ to enable the required internal remodelling to generate the additional accommodation at Manston St. James 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.
- 7.1.3. Note that the officer responsible for implementation is the Director of Children's Services.

## **8.0 Background Documents<sup>1</sup>**

8.1. None.

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<sup>1</sup> 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.