



**Report of the Basic Need Projects Board**

**Report to Director of Children’s Services**

**Date: 2<sup>nd</sup> October 2014**

**Subject: Design & Cost Report for Pudsey St Joseph’s Catholic Primary School Basic Need Project**



**Capital Scheme Number: 16981/PSJ/000**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Pudsey		
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. As a consequence of the rapidly increasing birth rate in the Pudsey and surrounding area it is necessary to increase Pudsey St Joseph’s Catholic Primary School from a one form entry (1FE), 210 pupil place, primary school to a 1.5 form entry (1.5 FE) primary school with 315 pupils. 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.
2. The new places at Pudsey St Joseph’s Catholic Primary School will be available in September 2015.
3. The project will be delivered in conjunction with Leeds City Council’s Joint Venture partners Norfolk Property Services (NPS) Leeds Ltd. and the Council’s Public Private Partnership Unit (PPPU). The construction partners will be identified during the Tender phase.
4. A key objective within the Best Council Plan 2013-2017 is to build a Child Friendly City with a 14/15 priority ‘ensuring sufficiency of school places’. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City and directly contributes to key outcomes identified within the Children and Young People’s Plan (CYPP) 2011-2015 such as our obsession to ‘improve behaviour, attendance and achievement’.
5. In accordance with the Basic Need Programme Approval by Executive Board in September 2014 this scheme has been considered and is supported by the Deputy Chief

Executive and Director of City Development at the 18<sup>th</sup> September 2014 Basic Need Projects Board meeting and consultation has taken place with the relevant Executive Members on 11<sup>th</sup> September 2014.

## **Recommendations**

The Director of Children's Services is requested to:

1. approve the design and cost for the scheme at Pudsey St. Joseph's Primary School, the cost being £1.5m, with the appropriate details of the programme, design and cost as set out in this report; and
2. note that the Chief Officer, Public Private Partnership Unit & Procurement Unit is responsible for scheme delivery which will be implemented by August 2015.

### **1.0 Purpose of this Report**

1.1. The purpose of this report is:

- To provide background information and detail in respect of the Basic Need scheme to complete the extension and remodelling of Pudsey St Joseph's Catholic Primary School.
- Seek approval for the scheme to proceed on the basis of the budget, scope and programme set out in this report.

### **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 over 1118 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. Under the Education and Inspections Act 2006, these changes all constitute prescribed alterations, and each requires a statutory process to confirm the change and make it permanent. Capital school building solutions to the demographic need are managed via Children's Services Basic Need Programme.
- 2.3. The proposal for the extension to the school on Mount Pleasant Road forms 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.
- 2.4. The expansion of places at this school was approved by Executive Board on the 17<sup>th</sup> June 2014 following public consultation and the publication of statutory notices for the expansion. This proposal is for an increase in school places to serve the area and does not replace any existing schools or places within the community.

- 2.5. The scope of the project is to design and build a two storey extension to house three new additional classrooms and ancillary facilities, including a library (the existing library will be demolished as part of the remodelling), which will serve Key Stage 2, office, group space, storage areas and staff room, to facilitate the increase of the school to a 1.5 FE primary school. The scope also includes remodelling of existing areas to accommodate the reception class base, store and a small library serving Key Stage 1. Some external works to car park, access points and landscape improvements to play areas are included. There are some necessary off site highways works.
- 2.6. The new extension and remodelled internal areas will be completed and ready for occupation by September 2015, with building work due for completion in August 2015. The first intake of additional 15 reception class pupils will be in September 2015 and the school will fill to maximum capacity over a period of 7 years.

### **3.0 Main Points**

#### **3.1 Design Proposals and Full Scheme Description**

The proposed work to build the extension to Pudsey St Joseph's Catholic Primary School consists of the following components:

- Construction of a 2 storey extension to accommodate 3 new classrooms with ancillary facilities (toilets, cloaks), KS2 library, office, group space, storage areas and staff room.
  - Areas within the existing building will be remodelled to accommodate the reception class base, store and a small KS1 library.
  - External works will include improvements to the car park, access points and landscape improvements to the play areas.
  - A contribution toward fixed furniture and fittings in the new build areas.
  - Cost of the scheme is **£1.5million**
- 3.2. The proposed new places are within the Pudsey ward. This is one of a number of schools which are being expanded to meet demand for places in this area.
- 3.3. The design of the scheme has progressed to the end of RIBA stage D; during each of the design stages consultation has taken place with the following key stakeholders:
- Catholic Diocese of Leeds
  - Planning
  - Highways
  - Sport England
  - Local Ward Members
  - Building Control
- 3.4. The project team have conducted pre-application discussions with Planning, Highways and Building Control to resolve any issues prior to the formal submission of a detailed planning application; the comments received regarding additional staff parking have been incorporated into the design.
- 3.5. A detailed cost plan has been produced by NPS and cost checks have been carried out at the end of RIBA stage D.

- 3.6. The project is at design freeze.
- 3.7. The school is part of The Bishop Wheeler Catholic Academy Trust.

#### **4.0 Programme**

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

- Planning submitted 23 May 2014
- Planning achieved 30 July 2014
- Tender Out 6<sup>th</sup> October 2014
- Tender In 31<sup>st</sup> October 2014
- Contract Award November 2014
- Contractor lead-in / mobilisation Jan 2015
- Start on site Mid Jan 2015
- Completion, including external work Early August 2015
- Occupation Mid August 2015

4.2. The planning application was submitted in May 2014. The decision was received on 30 July 2014. Start on site is expected in January 2015 with a completion date of early August 2015. All internal works will be completed prior to the commencement of the new term in September 2015.

#### **5.0 Corporate Considerations**

##### **5.1 Consultation and Engagement**

- 5.1.1 The proposal to expand the school was subject to statutory process including public consultation which took place between June 2013 and June 2014 and the expansion of the school was therefore approved by Executive Board on the 17th June 2014
- 5.1.2 The proposed scheme and associated work at Pudsey St Joseph's Catholic Primary has been the subject of consultation with Children's Services Officers, school representatives local ward members and the Catholic Diocese of Leeds. All detailed project communication is being managed via a formal project communication plan.
- 5.1.3 Pre-planning meetings have been held with officers from Planning & Highways prior to the submission of the planning application. Substantial engagement has taken place with key stakeholders. Elected members were briefed in January 14 after receipt of the Stage B Report by the Project Manager and following the presentation of the Stage D Report in May 2014 by Children's Services.
- 5.1.4 Sport England has also been consulted about the impact of the proposals on the playing fields where there will be a small loss, limited to land not usable as pitch space. Consequently, compensatory provision for this loss of the playing field has been included in the form of a Games Area as discussed previously in advisory discussions with Planning officers.
- 5.1.5 Consultation meetings with reference to the proposed designs have been held with the Academy Trust.
- 5.1.6 Local Members have been briefed on progress of the scheme as part of regular meetings by Children's Services Senior Officers with the Deputy Executive Board

Member, Children's Services (Learning). Children's Services and PPPU will continue to brief Councillors at key stages throughout the expansion project as required.

- 5.1.7 In accordance with the Basic Need Programme Approval by Executive Board in September 2014 this scheme has been considered and is supported by the Deputy Chief Executive and Director of City Development at the 18th September 2014 Basic Need Projects Board meeting and consultation has taken place with and is supported by the Executive Member for Children's Services and the Executive Member for Neighbourhoods, Planning and Personnel, as the appropriate Executive Members, on 11 September 2014.

## **5.2 Equality and Diversity / Cohesion and Integration**

- 5.2.2 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. A copy is included as appendix A to this report.

## **5.3 Council Policies and City Priorities**

- 5.3.2 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.
- 5.3.3 A key objective within the Best Council Plan 2013-2017 is to build a child friendly city with a 14/15 priority, 'ensuring sufficiency of school places'. 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'.
- 5.3.4 A further objective of the Best Council Plan 2013-2017 is to become a more efficient and enterprising Council. We want to promote choice and diversity for parents and families and deliver additional school places in the areas where families need them. 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**

- 5.4.2 The estimated cost of the project is **£1.5m** inclusive of all fees and other associated costs.
- 5.4.3 The cost will be met through capital scheme number 16981/PSJ/000 as part of the Basic Need Programme.

### **5.4.4 Capital Funding & Cash Flow**

Previous total Authority to Spend on this scheme	TOTAL £000	TO MARCH 2013 £000	FORECAST			
			2014/15 £000	2015/16 £000	2016/17 £000	2016/17 £000's
LAND (1)	0.0					
CONSTRUCTION (3)	0.0					
FURN & EQPT (5)	0.0					
INTERNAL FEES (6)	0.0	0.0				
OTHER COSTS (7)	0.0					
<b>TOTALS</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>
Authority to Spend required for this Approval	TOTAL £000	TO MARCH 2013 £000	FORECAST			
			2014/15 £000	2015/16 £000	2016/17 £000	2016/17 £000's
LAND (1)	0.0					
CONSTRUCTION (3)	1,117.1		319.2	770.0	27.9	
FURN & EQPT (5)	63.0			63.0		
INTERNAL FEES (6)	55.0	15.0	31.2	7.9	0.9	
OTHER COSTS (7)	264.9	33.8	138.5	89.5	3.1	
<b>TOTALS</b>	<b>1,500.0</b>	<b>48.8</b>	<b>488.9</b>	<b>930.4</b>	<b>31.9</b>	<b>0.0</b>
Total overall Funding (As per latest Capital Programme)	TOTAL £000	TO MARCH 2013 £000	FORECAST			
			2014/15 £000	2015/16 £000	2016/17 £000	2016/17 £000's
Basic Need Grant	1,500.0	48.8	488.9	930.4	31.9	
Total Funding	1,500.0	48.8	488.9	930.4	31.9	
<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>

**Parent Scheme Number:** 16981/000/000

**Title:** Basic Need Primary Expansion 2014/15

## 5.5 Revenue Effects

5.5.2 Any revenue implications arising from this new development will be managed through the school's own budget.

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

5.6.2 The approval for this project to proceed as set out in this report follow the delegations for the basic need programme approved by Executive Board in September 2014. Executive Board has already approved the authority to spend for the project as required in Financial Procedure Rules and the decision to proceed in this report constitutes a key decision and as such will be subject to call in.

5.6.3 The Director of Children's Services has the delegated authority to approve this project to proceed after complying with the conditions established by Executive Board in September 2014. As outlined in this report the Director of Children's Services has the support for the decisions in this report from the Deputy Chief Executive and Director of City Development and has consulted with the appropriate Executive Members on the proposals.

## 5.7 Risk Management

- 5.7.2 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 has been allocated from within the Public Private Partnerships Unit.
- 5.7.3 A risk log will be maintained throughout the project and escalation is via Basic Need Programme Manager.
- 5.7.4 Pre-planning consultation with Highways and Planning has been undertaken with a view to designing out key risks. Expected planning conditions have been priced within the current budget estimate.

## **6 Conclusions**

- 6.1 The proposal to remodel the existing building and build a two storey extension to the existing Pudsey St Joseph's Catholic primary September 2015 will enable the increased demand for pupil places in the Pudsey and surrounding areas served by the school to be met.
- 6.2 The project to remodel and extend St Joseph's Catholic Primary School is being managed by Children's Services in partnership with the Trust, PPPU and Procurement Unit, NPS Leeds, Catholic Diocese of Leeds and other key stakeholders. The cost of the accommodation will be met through capital scheme 16981/PSJ/000 to the value of £1.5million.

## **7 Recommendations**

The Director of Children's Services is requested to:

1. approve the design and cost for the scheme at Pudsey St. Joseph's Primary School, the cost being approximately £1.5m, with the appropriate details of the programme, design and cost as set out in this report; and
2. note that the Chief Officer, PPPU&PU is responsible for scheme delivery which will be implemented by August 2015.

## **8 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.