

**Report of the Chief Officer (PPPU & PU)**

**Report to Head of Service, Strategy Development and Investment,  
Children's Services**

**Date: 16th February 2015**

**Subject: Design and Cost Report & Approval of the Procurement  
Strategy for Barwick in Elmet C of E Primary School.**



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

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):Harewood		
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. The purpose of this report is to seek approval to incur capital expenditure of £297,393 from capital scheme number 16981 BAR 000 to undertake construction of a single storey classroom and minor internal remodelling.
2. To seek approval to procure the Works through CEL in line with the Corporate Procurement Rules (CPR's) 3.1.4
3. The teaching space will be available in September 2015.
4. The project will be delivered in conjunction with Leeds City Council's Joint Venture partners NPS Leeds Ltd. and the Council's Public Private Partnership and Procurement Unit (PPP&PU). The construction works will be undertaken by the City Council's internal service provider Civic Enterprise Leeds (CEL).

## **Recommendations**

The Head of Service Strategic Development and Investment, Childrens Services is requested to:

1. Approve the Design and Cost Report for the scheme at Barwick in Elmet C of E Primary School, capital scheme number 16981/BAR/000 the cost being £297,393, with the appropriate details of the programme, design and cost as set out in this report.
2. Note that the Chief Officer, PPP & PU is responsible for scheme delivery.
3. Approve the projects procurement strategy; the works will be carried out by the City Councils internal service provider CEL in line with the CPR's.

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

1.1. The purpose of this report is to:

- To provide background information and detail in respect of the Basic Need scheme to construct the extension and remodelling of Barwick in Elmet C of E Primary School.
- Seek authority to incur capital expenditure of £297,393 to provide accommodation for a one classroom extension and minor internal remodelling at Barwick in Elmet C of E Primary School.
- Approve the appointment of the city councils internal service provider CEL, in line with the CPR's to undertake the construction works.

### **2.0 Background Information**

- 2.1 This scheme 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.
- 2.2 The one classroom extension at Barwick in Elmet C of E Primary School will be required by September 2015.
- 2.3 The project will be delivered in conjunction with Leeds City Council's Joint Venture partners NPS Leeds Ltd. and the Council's Public Private Partnership and Procurement Unit (PPP&PU). Construction works will be undertaken by the City Council's internal service provider Civic Enterprise Leeds (CEL).
- 2.4 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'.
- 2.5 The proposal for the extension to the school 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.

- 2.6 Barwick in Elmet Church of England Primary requires a one classroom extension to achieve the required seven classrooms to serve Reception to Year 6 as a 1 Form Entry (1FE) 210 pupil place primary School.
- 2.7 Currently Years 5 and 6 are taught in cross band groups as the school do not have sufficient accommodation to allow each year group to have a dedicated classroom.
- 2.8 The scope of the project is to design and build a single storey extension to house an additional classroom to provide accommodation suitable for key stage 2 pupils. The new classroom will be occupied by Year 6. The scope also includes elements of remodelling of adjoining areas. After discussions with colleagues in Children's Services it has been agreed that the scope of the scheme should be expanded to include the maintenance work required at the school to minimise disruption on teaching and learning. The funding associated with the maintenance works will be covered in a separate Design and Cost Report.
- 2.9 The construction of the new extension and remodelled internal areas is scheduled for completion in August 2015, ready for occupation by September 2015.

### **3.0 Main Points**

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

- 3.1.2 The proposed work to build the extension to Barwick in Elmet C of E Primary School consists of the following components:
  - 3.1.3 Construction of a single storey extension to accommodate one new classroom. Staff Room: Supply and fit new ceiling mounted mechanical extract fan; Supply and fix new suspended ceiling, lighting, smoke detectors.
  - 3.1.5 Hall: Supply and fit replacement double glazed curtain wall and 2no fire door sets. Pupil Toilets: Supply and fit new ceiling mounted mechanical extract fan; Supply and fix new suspended ceiling, lighting, smoke detectors; replace existing sanitary ware, cubicles, flooring and redecorate. Staff Toilets: Supply and fit new ceiling mounted mechanical extract fan; Supply and fix new suspended ceiling, lighting, smoke detectors and redecorate. Food Technology: Supply and fit new ceiling mounted mechanical extract fan and roof light; Supply and fix new suspended ceiling, lighting, smoke detectors; relocation of service pipes to allow for the widening of the corridor linking the hall to classroom extension. A contribution toward fixed furniture and fittings and ICT in the new build classroom.
- 3.2 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:
- Children's Services
  - School staff and Governors
  - The Diocese of West Yorkshire and the Dales
  - Highways
  - Planning Services
  - Building Control
  - CEL

3.3 A detailed cost plan has been produced by NPS and cost checks have been carried out at the end of RIBA stage D.

3.4 The project is at design freeze.

#### **4.0 Programme**

3.1 The key milestones to achieve the programme are detailed below:

- Planning submitted 23<sup>rd</sup> January 2015
- Planning achieved 13<sup>th</sup> March 2015
- Tender out 27<sup>th</sup> February 2015
- Tender returned 25<sup>th</sup> March 2015
- Contract Award 31<sup>st</sup> March 2015
- Start on-site 7<sup>th</sup> April 2015
- Completion, including external work 21<sup>st</sup> August 2015
- Occupation September 2015

4.2 The approval of tender price and approval to appoint CEL as the main contractor is critical to the delivery of the works in accordance with the dates listed above.

#### **5.0 Corporate Considerations**

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

- 5.1.1 Consultation for the project has included Ward Members. Consultation has also involved school staff, governors and The Diocese of West Yorkshire and the Dales.
- 5.1.2 Consultation with Executive Members took place on 10 February prior to the 16<sup>th</sup> February Board meeting.
- 5.1.3 Planning and highways meetings have been held with officers from planning & highways to assist with the scheme design.

##### **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. A copy is included as appendix A to this report.

##### **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.
- 5.3.2 A key objective within the Best Council Plan 2013-2017 is to build a child friendly city. The delivery of an inclusive learning environment is one of the most baseline entitlements of a Child Friendly City. A good quality inclusive 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 a more efficient and enterprising Council. We want to promote inclusion and diversity for parents and families and deliver school provision in the areas where they are needed. Meeting this expectation while demonstrating the five values underpinning all we do is key to this project.

#### **5.4 Resource and Value for Money**

- 5.4.1 The construction estimate of the Barwick in Elmet C of E primary expansion project is £159,795 excluding fees. Total cost for the scheme including fees is £297,393.
- 5.4.2 The cost will be met through capital scheme number 16981/BAR/000 as part of the Basic Need Programme.

#### **5.5 Capital Funding & Cash Flow**

	Capital Section Reference Number :-		16981/BAR/000		
Previous total Authority to Spend on this scheme	TOTAL	TO MARCH	FORECAST		
	£	2014 £	2014/15 £	2015/16 £	2016/17 £
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				
TOTALS	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL	TO MARCH	FORECAST		
	£	2014 £	2014/15 £	2015/16 £	2016/17 £
LAND (1)	0.0				
CONSTRUCTION (3)	172.7			164.0	8.7
FURN & EQPT (5)	42.5			42.5	
INTERNAL FEES (6)	31.9			31.9	
OTHER COSTS (7)	42.0	8.3		33.6	8.4
TOTALS	289.1	8.3		272.0	17.1
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH	FORECAST		
	£	2014 £	2014/15 £	2015/16 £	2016/17 £
Basic Need Grant			0.0	272.0	
Total Funding	289.1	8.3	0.0	272.0	17.1
<b>Balance / Shortfall =</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 2015-16

## 5.6 Revenue Effects

- 5.6.1 Any revenue implications arising from this new development will be managed through the schools own budgets.

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

- 5.7.1 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.
- 5.7.2 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.

## **5.8 Risk Management**

- 5.8.1 Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's Project Management methodology. Experienced Project Management resource has been allocated from within the Public Private Partnerships Unit.
- 5.8.2 A risk log will be maintained throughout the project and escalation is via Basic Need Programme Manager.
- 5.8.3 Pre-planning consultation with Highways and Planning has been undertaken with a view to designing out key risks. Any expected planning considerations have been priced within the current budget estimate.

## **6 Conclusions**

- 6.1 The proposal to remodel elements of the existing building and construct a single storey extension to Barwick in Elmet C of E Primary School by September 2015 will enable the increased demand for pupil places to be met.
- 6.2 The project to remodel and extend Barwick in Elmet C of E Primary School is being managed by Children's Services in partnership with PPP&PU, NPS Leeds Ltd, The Diocese of West Yorkshire and the Dales and other key stakeholders.
- 6.3 The cost of the accommodation will be met through capital scheme 16981/BAR/000 to the value of £297,393.

## **7.0 Recommendations**

The Head of Service Strategic Development and Investment, Childrens Services is requested to

- 1. Approve the Design and Cost Report for the scheme at Barwick in Elmet C of E Primary School, capital scheme number 16981/BAR/000 the cost being £297,393, with the appropriate details of the programme, design and cost as set out in this report.
- 2. Note that the Chief Officer, PPPU & PU is responsible for scheme delivery.
- 3. Approve the projects procurement strategy; the works will be carried out by the City Councils internal service provider CEL in line with the CPR's.

## **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.