



## Report of the Built Environment Programme Manager

### Report to the Head of Service Learning Systems

Date: 1<sup>st</sup> July 2015

Subject: Design & Cost Report for the Basic Need 2015 Bulge Cohort  
- Highfield Primary School.



Capital Scheme Number: 16981/BGE/HIG

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

### Summary of main issues

1. The purpose of this report is to incur capital expenditure of £383,698 from capital scheme number 16981/BGE/HIG to deliver 'Basic Need' temporary classroom facilities at Highfield Primary School. This provision will accommodate a 30 pupil bulge cohort due to occupy the school from September 2015.
2. As a consequence of rising birth rate, new housing developments and increased migration into the Alwoodley area there is a requirement to provide additional, temporary, accommodation at Highfield 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 Highfield Primary School will take effect from September 2015 and will allow the 30 place 'bulge' cohort to be accommodated for the commencement of the 2015/16 academic year. The admission limit for the school will rise for September 2015, for one year only, and will affect the school for a seven year period as the 'bulge' cohort advances through the various year groups. The work detailed within this report represents phase one of a two phase programme of works required to accommodate this increase in pupil numbers.

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 Head of Service, Learning Systems is requested to:

1. Authorise expenditure of £383,698 from capital scheme number 16981/BGE/HIG to enable the installation of temporary modular accommodation, including any necessary ancillary works, at Highfield Primary School.
2. Note the programme dates identified in section 3.6 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 2015.
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 Head of Service, Learning Systems for the proposed modular accommodation at Highfield Primary School to accommodate the 'bulge' cohort of 30 pupils from September 2015.
- Seek authority to incur capital expenditure of £383,698 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 increasing birth rate in Leeds has required Leeds City Council to approve an increasing number of new reception places since 2009 in order to fulfil 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 2015 to July 2016) it was projected that 12FE (360 places) would be required across the city as temporary cohorts to meet bulges in demand or in advance of permanent solutions being secure for the longer term need. A programme of 'bulge' works has been developed to provide the necessary accommodation to meet this demand. Parental preference data has been used to determine the need in the pressure areas 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 Highfield 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 Highfield Primary School consists of the following components:

- Purchase of a modular classroom unit, building is to be situated at Highfield 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.
- Modifications to external circulation and play space where impacted by the position of the building and the associated works. Includes for enhancements to the staff parking provision to provide supplementary spaces.
- Works associated with relocating the Reception from the main building. To include for adjustments and necessary enhancements to play areas and any internal reconfiguration required.
- Connection of the modular unit's ICT infrastructure to the school network.

This constitutes 'Phase I' or the bulge project at Highfield Primary School. A second phase is to follow which will provide infrastructure enhancements in the way of an extension to the main hall.

- 3.2. The estimate scheme cost is £383,698; this includes £308,489 for the delivery and installation of the modular unit and associated ground works, £70,391 for additional ancillary works (includes for Planning fees, Building Control submission, design fees, service connections, resurfacing works etc.) and £4,818 to cover ICT infrastructure works.
- 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 been ratified via a 'Delegated Decision Notice', which was signed by the Deputy Director, Children's Services (Learning) on 22<sup>nd</sup> June 2015. Our modular unit partners have quoted for the delivery of 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.
- 3.6. **Programme**
  - 3.6.1. The works highlighted in point 3 above are required for the commencement of the 2015/16 Academic year, this constitutes phase one of the required at works Highfield Primary and will be delivered from the end of term in July 2015.
  - 3.6.2. The key milestones to achieve this programme are as follows:
    - Pupil numbers confirmed April 2015
    - Approval of authority to spend w/c 6<sup>th</sup> July 2015
    - Contract award w/c 6<sup>th</sup> July 2015
    - Start on-site 13<sup>th</sup> July 2015

- Completion & handover 28<sup>th</sup> August 2015
- Occupation w/c 1<sup>st</sup> September 2015

3.6.3. 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.

3.6.4. Following consultation with Leeds City Council Planning Department it was determined that the works would require a full planning application. Due to the rapid programme of works necessary to meet the dates highlighted in point 3.6 this will require the work to proceed 'at risk' prior to formal Planning approval. To mitigate this, key planning risks have been identified and solutions included within the proposals detailed. Extensive consultation has taken place with representatives from Planning & Highways throughout the design development process to ensure the viability of the proposals, this will continue throughout project delivery.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1. The bulge cohort expansion programme required for 2015 has been subject to consultation with Children's Services' officers, school representatives, Highways, Planning, Procurement and senior elected members.

4.1.2. 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 2015 implementation. Where necessary supporting works to the Highways infrastructure, identified during this consultation, will be subject to a separate DCR dealing solely with off-site Highways works. These consultations will be on-going where a planning application is required.

4.1.3. A letter drop is to be completed prior to submission of the planning application in the direct vicinity of Highfield Primary School to inform local residents and interested parties of the extent and specifics of the proposed works.

4.1.4. Children's Services will continue to brief elected members at key stages throughout the project development.

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

4.2.1. 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.

### **4.3 Council Policies and Best Council Plan**

4.3.1. 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.

- 4.3.2. 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'.
- 4.3.3. 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
- 4.4. **Resource and Value for Money**
- 4.4.1. The estimate scheme cost is £383,698; this includes £308,489 for the delivery and installation of the modular unit and associated ground works, £70,391 for additional ancillary works (includes for Planning fees, Building Control submission, design fees, service connections, resurfacing works etc.) and £4,818 to cover ICT infrastructure works.
- 4.4.2. The cost will be met through capital scheme number 16981/BGE/HIG as part of the Basic Need Programme.
- 4.4.3. Following discussion with LCC Corporate Procurement Unit it was determined that the works required at Highfield 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.

#### 4.4.4. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2015 £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
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2015 £000's				
			2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0		0.0			
CONSTRUCTION (3)	308.5		308.5			
FURN & EQPT (5)	4.8		4.8			
DESIGN FEES (6)	0.0		0.0			
OTHER COSTS (7)	70.4		70.4			
TOTALS	383.7	0.0	383.7	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2015 £000's				
			2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
	0.0					
Basic Needs Grant	383.7		383.7			
	0.0					
Total Funding	383.7	0.0	383.7	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>

**Parent Scheme Number:** 16585 000 000

**Title:** Basic Need Primary Expansion

#### 4.4.5. Revenue Effects

4.4.6. Any additional revenue consequences that may arise as a result of the project will be managed within the school budget.

4.4.7. Under local management arrangements Highfield Primary School is responsible for meeting all revenue costs:

#### 4.5. Legal Implications, Access to Information and Call-In

4.5.1. The approval of this report constitutes a 'Key Decision' and as such will be subject to 'Call-In'.

4.5.2. The procurement strategy has been formally approved via a Delegated Decision Notice signed by the Deputy Director, Children Services (Learning) on 22<sup>nd</sup> June 2015.

4.5.3. There are no other legal implications or access information issues arising from this report.

#### **4.6. Risk Management**

- 4.6.1. 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.
- 4.6.2. A programme level risk log has been maintained throughout the project and escalation is via Programme Manager, Built Environment.

#### **5.0 Conclusions**

- 5.1. As a result of a temporary increase in pupil numbers for the 2015/16 academic year at Highfield Primary School it is necessary to provide a modular teaching unit to ensure sufficient accommodation for curriculum delivery is available. This element constitutes phase one of a two phase programme to deliver the bulge at Highfield Primary, phase two will follow and will be subject to a separate project and DCR.
- 5.2. The provision of the modular unit at Highfield 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 16981/BGE/HIG to the value of £383,698.
- 5.3. The requirement to provide additional accommodation at Highfield Primary School for a September 2015 delivery has been developed through continued consultation with the appropriate stakeholders.

#### **6.0 Recommendations**

- 6.1. The Head of Service, Learning Systems, is requested to:
  - 6.1.1. Authorise expenditure of £383,698 from capital scheme number 16981/BGE/HIG to enable the installation of temporary modular accommodation, including any necessary ancillary works, at Highfield Primary School.
  - 6.1.2. Note the programme dates identified in section 3.6 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 2015.
  - 6.1.3. Note that the officer responsible for implementation is the Built Environment Principal Development Officer.

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

- 7.1. 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.