

Report of Chief Officer PPPU

Report to the Programme Manager, Built Environment

Date: 6 July 2015

Subject: Design & Cost Report and Tender Acceptance for Temporary Modular Accommodation at Guiseley Infants & Nursery School



Capital Scheme Number: 16981/GUI/000

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Guiseley and Rawdon		
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

Summary of main issues

1. As a consequence of the increasing birth rate in Guiseley and surrounding areas, it is necessary to change the age range at Guiseley Infant & Nursery School from a 3 Form Entry Infant School (Reception – Year 2) with 270 pupil places, to a 2 Form Entry Primary School (Reception – Year 6) with 420 pupils. This new 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 and was approved by Executive Board in September 2014. The change in age group at Guiseley Primary School will be available from September 2015.
2. Interserve Construction Limited (ICL) are undertaking the design from RIBA Stage C to RIBA stage D/E and will develop a fixed tender price for the proposed scheme. Subject to the price being developed and agreed in accordance with the process under the YORbuild framework, ICL will be appointed and in line with CPR 3.1.8; (CPRs 3.1.5 and 3.1.6 not applying as there are no exclusive supplier arrangements or an ISP to undertake this work). The YORbuild framework is based on the NEC3 Form of Contract and the selected option is Option A (Priced Contract with Activity Schedule).
3. Temporary modular classroom provision is required from September 2015 to accommodate for two classrooms and wrap around care provided by the school whilst the main phase of the works is taking place. There are no alternative spaces within the existing school building which is already oversubscribed as in September 2014, due to the large number of local children requiring school places in Reception, the school

agreed to admit an additional 30 pupils. The temporary modular accommodation is therefore crucial in order to ensure the council meets its statutory duties. Portakabin have been appointed to provide temporary modular accommodation for Leeds City Council under the Crown Commercial Services (CCS) Modular Building Systems Framework Agreement (Educational Buildings Lots 7 & 8 - RM875 – Modular Building System).

4. This design and cost report is seeking approval to incur capital expenditure of £114,521.71 and to award the contract to Portakabin for the procurement and installation of temporary modular accommodation on site at Guiseley Infants and Nursery School using the CCS Framework Agreement.

Recommendations

5. The Programme Manager, Built Environment is requested to:
 - i. Approve capital expenditure of £114,521.71 and to authorise award of contract to Portakabin for the procurement and installation of temporary modular accommodation on the Guiseley Infants and Nursery School site using the CCS Framework Agreement.

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 increase Guiseley Infant and Nursery School from a 3FE Infant and Nursery School to a 2FE primary school; and
- To seek authority to incur capital expenditure of £114,521.71 and authorise award of contract to Portakabin for the procurement and installation of temporary modular accommodation at Guiseley Infants and Nursery School using the CCS Framework Agreement. This accommodation is required whilst the main building phase of the scheme is taking place.

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 1300 new reception places since 2009 in order that it fulfils its statutory duty to ensure sufficiency of school places.

- 2.3 As a consequence of the increasing birth rate in Guiseley and surrounding areas, it is necessary to change the age range at Guiseley Infant & Nursery School from a 3 Form Entry Infant School (Reception – Year 2) with 270 pupil places, to a 2 Form Entry Primary School (Reception – Year 6) with 420 pupils. This new 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 and was approved by Executive Board in September 2014. The change in age group at Guiseley Primary School will be available from September 2015

- 2.4 The proposal for the expansion of Guiseley Infant School & Nursery building forms part of the on-going work to address capacity and sufficiency across all of Children's Services estate, 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.
- 2.5 The expansion of places at this school was approved by Executive Board in September 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.
- 2.6 This project will be delivered in conjunction with Leeds City Council's Joint Venture partners NPS Leeds Ltd. acting as Technical Advisors and the Council's Projects, Programmes and Procurement Unit (PPPU) and Interserve Construction Limited (ICL) as Construction Partner.
- 2.7 An alternative Procurement Strategy was approved in March 2015 as there was insufficient time in the programme to complete a full design and undertake a traditional competitive procurement. On completion of the Feasibility Study by NPS, Interserve Construction Limited was selected as the Construction Partner via a Quality Initiated Call-Off from the YORbuild Framework to undertake the design from RIBA Stage C to RIBA Stage D/E and to develop a price for the scheme.
- 2.8 The scope of the project at Guiseley Infants and Nursery School is to build a double storey extension to house six new classrooms and wrap around care along with associated circulation, offices, toilets, and other related areas for Key Stage 2 pupils and the laying out of a new car park and drop off zone to rear of site. The scope also includes the refurbishment of the kitchen to facilitate increased pupil numbers, a single storey extension to an internal area of the school forming studio teaching space and replacement of pitched polycarbonate roof as part of the associated fire stopping works.
- 2.9 Temporary modular classroom provision is required from September 2015 to accommodate two classrooms and wrap around care provided by the school whilst the main phase of the building works is taking place. Portakabin have been appointed to provide temporary modular accommodation for Leeds City Council under the Crown Commercial Services Modular Building Systems Framework Agreement (Educational Buildings Lots 7 & 8 - RM875 – Modular Building System).
- 2.10 The temporary accommodation will be in the form of a single and a double modular located at the front of the school shown on Appendix A (Site Plan).
- 2.11 The proposed scheme and associated work has been the subject of consultation with key stakeholders including LCC Officers, School Staff and Governors, Local Ward Members and the local residents throughout the development. Prior to submission of the Planning Application for the scheme a successful public information event took place on 22nd April and support for the expansion was received on the understanding that the temporary modular accommodation is to be provided on a strictly temporary basis.
- 2.12 The Planning Application was submitted on 26th May and a decision is expected on 21st July 2015. At a meeting with Ward Members on 23rd June it was confirmed that the scheme was not required to go to Plans Panel and the planning decision was

delegated to the Planning Officer subject to any concerns raised by members being resolved.

3 Main Points

- 3.1** Portakabin have been appointed to provide temporary modular accommodation for Leeds City Council under the Crown Commercial Services Modular Building Systems Framework Agreement (Educational Buildings Lots 7 & 8 - RM875 – Modular Building System).

The proposed work to install the temporary modular accommodation consists of the following components.

- Delivery and Installation of 7 modules (a single and double module) to site
- Foundations and Service Connections

- 3.2** When the main scheme has been completed there will be a total number of 14 classrooms, i.e. 2 classrooms for each year group from Reception through to Year 6. During the transition from a 3FE Infant and Nursery School to a 2FE Primary School the total number of classrooms required may rise to 18 in September 2018 (see Appendix B – Transition Table). The planning application has asked for permission to house the modulars on site for 3 years.

4 Programme

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

- | | |
|----------------------|----------------|
| • Planning submitted | 26 May 2015 |
| • DCR approval | 7 July 2015 |
| • Contract Award | 10 July 2015 |
| • Planning achieved | 21 July 2015 |
| • Start on-site | 21 July 2015 |
| • Completion | 21 August 2015 |
| • Occupation | 28 August 2015 |

5 Corporate Considerations

5.1 Consultation and Engagement

5.1.1 The proposal to change the age range and subsequently expand the school was subject to statutory process including public consultation. The expansion of the school was subsequently approved by the Executive Board in September 2014.

5.1.2 The proposed scheme and associated work at Guiseley Infants and Nursery School has been the subject of consultation with key stakeholders including LCC Officers, school representatives, local ward members and the local residents and will continue throughout the development.

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 C 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 CPRs apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 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'.

5.4 Resource and Value for Money

- 5.4.1 The Crown Commercial Services Modular Building Systems Framework Agreement (Educational Buildings Lots 7 & 8 - RM875 – Modular Building System) is the Council's approved process for securing contractors to deliver modular accommodation. Portakabin have been appointed following a competition to find the most economically advantageous contractor for the Primary Basic Need Scheme.
- 5.4.2 The cost of the modular accommodation required for the Guiseley Infants and Nursery site is £190,470.83. £114,521.71 of capital costs will be met through capital scheme number 16981/GUI/000 as part of the Basic Need Programme.

5.4.3 Capital Funding & Cash Flow –

Previous total Authority to Spend on this scheme	TOTAL £	TO MARCH 2015 £	FORECAST		
			2015/16 £	2016/17 £	2017/18 £
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 2015 £	FORECAST		
			2015/16 £	2016/17 £	2017/18 £
LAND (1)	0.0				
CONSTRUCTION (3)	158.9		82.9	0.0	0.0
FURN & EQPT (5)	20.0		20.0	0.0	0.0
INTERNAL FEES (6)	1.5		1.5	0.0	0.0
OTHER COSTS (7)	10.0		10.0	0.0	0.0
TOTALS	190.4	0.0	114.4	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £	TO MARCH 2015 £	FORECAST		
			2015/16 £	2016/17 £	2017/18 £
Basic Need Grant	190.4		114.4	0.0	0.0
Total Funding	190.4	0.0	114.4	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 16981/000/000

Title: Basic Need Expansion 2015/2016

5.5 Revenue Effects

It is estimated that over the 3 financial years 2015/16 to 2017/18 inclusive, the revenue costs associated with hiring temporary classroom units will total £76k, of which £43.3k will be incurred in the 2015/16 financial year, as per the Table below:

2015/2016	2016/2017	2017/2018
Single Modular £26,899.60		
Double Modular – £16,349.84	Double Modular – £16,349.84	Double Modular – £16,349.84
£43,249.44	£16,349.84	£16,349.84

Ultimately these costs will be met from the school's own revenue budget supplemented by additional funding from the School 'Growth Fund' as appropriate. Depending on the scale of financial commitments made against the Growth Fund, it

may be necessary to supplement the Growth Fund from DSG reserves. This will be picked up as part of the in-year budget monitoring process and a business case taken to Schools Forum if/when required. The Growth Fund will only supplement the costs until March 2016; with effect from the 2016/17 financial year onwards funding will be included within the school formula funding allocation provided it meets the relevant criteria.

5.6 Legal Implications, Access to Information and Call-In

- 5.6.1 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 is not a Key Decision and as such will not be subject to call in.
- 5.6.2 The Programme Manager, Built Environment has been granted the delegated authority to approve this project to proceed after complying with the conditions established by Executive Board in September 2014.

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 Project Management Methodology. Experienced Project Management resource has been allocated from within the Public Private Partnerships Unit.
- 5.7.2 A risk log will be maintained throughout the project and escalation is via the Built Environment Programme Manager.

6 Conclusions

- 6.1 It is necessary to provide temporary modular classroom provision from September 2015 to accommodate for two classrooms and wrap around care provided by the school whilst the main phase of the building works is taking place and until the school returns to a steady state of a 2FE Primary School with a total of 14 classrooms.
- 6.2 Portakabin have been appointed to provide temporary modular accommodation for Leeds City Council under the Crown Commercial Services Modular Building Systems Framework Agreement (Educational Buildings Lots 7 & 8 - RM875 – Modular Building System).
- 6.3 The cost of the temporary modular accommodation will be met through capital scheme 16981/GUI/000 to the value of £114,521.71 and through revenue expenditure of £75,949.12.

7 Recommendations

- 7.1 The Programme Manager, Built Environment is requested to:
- Approve capital expenditure of £114,521.71 and to authorise award of contract to Portakabin for the procurement and installation of temporary modular accommodation on the Guiseley Infants and Nursery School site using the CCS Framework Agreement.

8 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.