

**Report of the Built Environment Development Officer**

**Report to the Built Environment Programme Manager**

**Date: 17<sup>th</sup> July 2015**

**Subject: Design & Cost Report for Brudenell Primary School – Basic Need 2015 Bulge Cohort.**



**Capital Scheme Number: 16981/BGE/BRU**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Headingley	<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

**Summary of main issues**

1. The purpose of this report is to seek approval to incur capital expenditure of £102,178 from capital scheme number 16981/BGE/BRU to deliver the Basic Need works at Brudenell Primary School for September 2015.
2. Following the postponement of the 2011 Basic Need Expansion at Brudenell Primary in 2012, due to the proposals not providing value for money for the 35 pupil places created once complete, a number of management and accommodation issues were created resulting in an inadequate number of teaching spaces for the numbers on roll. Therefore it is necessary to deliver a package of internal remodelling works to provide sufficient teaching and resource space to allow the school to operate successfully. 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 delivered at Brudenell Primary School will take effect from September 2015 to ensure adequate accommodation is available throughout school for the numbers on roll.
4. Leeds City Council's partners NPS Leeds Ltd will support the required design and technical considerations of the proposed scheme and the internal works will be delivered by Civic Enterprise Leeds during the 2015 summer break.

## **Recommendations**

The Built Environment Programme Manager is requested to:

1. Authorise expenditure of £102,178 from capital scheme number 16981/BGE/BRU to enable the proposed works at Brudenell 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 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 Built Environment Programme Manager for the proposed works at Brudenell Primary School required to remedy the sufficiency issues created by the aborted permanent expansion.
- Note that the works are required for the commencement of the 2015/16 academic year.
- Seek authority to incur capital expenditure of £102,178 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. In 2010/11 a programme of works was commissioned to permanently expand Brudenell Primary School, this proposal constituted a substantial programme of internal remodelling to be delivered over three phases to be scheduled over concurrent summer breaks. For September 2011 the first phase was delivered which provided two new teaching spaces at the expense of a number of resource and storage spaces. These lost spaces were to be reinstated during subsequent phases of work and were intended to be a temporary, interim measure only.

2.4. Due to concerns over 'value for money', and the appropriateness of the proposed solution, the remaining phases of work, due to be completed between summer 2012 and 2014, were postponed until a more appropriate solution could be sought. Consequently the school were left deficient of essential teaching and resource spaces as the interim measures became permanent. The proposals detailed within section three of this report seek to remedy these deficiencies and ensure suitable teaching accommodation is available for all pupils.

2.5. The proposal for Brudenell 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.

2.6. 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 to Brudenell Primary School consists of the following components:

- Internal remodelling to create a new dedicated classroom, various storage spaces and a staff work room. Existing spaces to be adapted and altered where required, work to include for all making good and decoration.
- 3.2. Through consultation with Brudenell Primary, consideration was given to alternative options available to deliver the required accommodation effectively. Due to complexities with the building layout and structure the proposed works identified were deemed to be the most cost effective solution currently available, and achievable, within the timescales noted.
- 3.3. The estimate scheme cost is £102,178, this includes fees and surveys at £10,511, £70,339 for construction, an allocation of £8,000 for furniture & equipment requirements and £13,327 of contingency.
- 3.4. These costs have been generated by commissioning Leeds City Council's partner, NPS Leeds Ltd, to develop the scope of works. Civic Enterprise Leeds, on behalf of Children's Services, has tendered the works in line with the authorities Contract Procedure Rules. This has ensured that the costs received from the contractor provides value for money and follows CPR 3.1.4
  - CPR 3.1.4

If there is an ISP who can provide the service the Authorised Officer will consult with and use such provider. If the Authorised Officer believes that the ISP should not be used they will seek to agree this with the Chief Officer of the ISP. If agreement cannot be reached the matter will be referred to the Director of the procuring Directorate who shall take the final decision on this matter in conjunction with the Deputy Chief Executive. Any decision to procure an external provider rather than use an ISP shall be recorded in writing, along with the reasons for the decision and sent to the Chief Procurement Officer for monitoring purposes.

### **4.0 Programme**

4.1. The proposed internal remodelling at Brudenell Primary School is required for the commencement of the 2015/16 academic year; as such the schedule of works will be delivered in one phase from the end of term in July 2015.

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

- Scope of works issued to CEL 15<sup>th</sup> May 2015
- CEL tender cost return 17<sup>th</sup> July 2015
- Approval of authority to spend w/c 20<sup>th</sup> July 2015
- Commission works (CEL) w/c 20<sup>th</sup> July 2015
- Start on-site End July 2015
- Completion of internal works End August 2015
- Occupation by school 31<sup>st</sup> August 2015

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 Basic Need 'Bulge' Programme 2015 has been the subject of extensive consultation with Children's Services Officers, school representatives, Highways, Planning, Procurement and senior elected members. As the proposed works at Brudenell Primary School are comprised of modifications to the internal layout a planning application is not required. Building regulations approval will be sought where necessary.

5.1.2. Pre-planning meetings have been held with officers from Planning & Highways for the 2015 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.

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 estimate scheme cost is £102,178, this includes fees and surveys at £10,511, £70,339 for construction, an allocation of £8,000 for furniture & equipment requirements and £13,327 of contingency.

5.4.2. The cost will be met through capital scheme number 16981/BGE/BRU as part of the Basic Need Programme.

5.4.3. The cost estimates have been generated via Leeds City Councils design consultant partners NPS Leeds Ltd and Civic Enterprise Leeds. All works will be delivered by the Leeds City Councils internal service provider (ISP) in line with the authorities procurement rules.

#### 5.4.4. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2015 £000's	FORECAST				
			2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019 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						
<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>	<b>0.0</b>
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2015 £000's	FORECAST				
			2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	70.4		70.4				
FURN & EQPT (5)	8.0		8.0				
DESIGN FEES (6)	0.0		0.0				
OTHER COSTS (7)	23.8		23.8				
<b>TOTALS</b>	<b>102.2</b>	<b>0.0</b>	<b>102.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2015 £000's	FORECAST				
			2015/16 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019 on £000's
	0.0						
Basic Need Grant	102.2	0.0	102.2				
	0.0						
Total Funding	102.2	0.0	102.2	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:** 16981/000/000

**Title:** Basic Need Primary Expansion 2015/16

#### 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. 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 from the Children's Services Built Environment team will be tasked with ensuring the project remains within the predetermined risk tolerances.
- 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 2015 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 consequence of the postponement of phases two and three of the proposed three phase permanent expansion of Brudenell Primary a number of management and sufficiency issues were created as temporary measures because permanent. The proposals detailed within this report are required to ensure sufficient teaching and resource space is available for all pupils.
- 6.2. The internal refurbishment project at Brudenell Primary School to create additional teaching space and enhance essential core provision will be managed by Children's Services in conjunction with Leeds City Councils internal service provider (CEL). 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/BRU to the value of £102,178.
- 6.3. The scope of works at Brudenell Primary School, for September 2015 delivery, has been developed through continued consultation with the appropriate stakeholders.

## 7.0 Recommendations

- 7.1. The Built Environment Programme Manager is requested to:
- 7.1.1. Authorise expenditure of £102,178 from capital scheme number 16981/BGE/BRU to enable the required scope of works to generate the additional accommodation at Brudenell 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 Built Environment Principal Development Officer.

**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.