

**Report of the Built Environment Programme Manager**

**Report to the Head of Learning Systems**

**Date: 9<sup>th</sup> May 2016**

**Subject: Design & Cost Report for the Learning Places 2016 Bulge Cohort – Furniture Provision**



**Capital Scheme Number: 32274/BGE/FUR**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Alwoodley, Kirkstall, Wetherby, Bramley & Stanningley, Moortown, Chapel Allerton, Beeston & Holbeck, Cross Gates & Whinmoor, Gipton & Harehills, City & Hunslet, Weetwood, Middleton Park, Killingbeck & Seacroft, Armley, Roundhay		
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
If relevant, Access to Information Procedure Rule number:		

**Summary of main issues**

1. The purpose of this report is to seek approval to incur capital expenditure of £207,430.10 from capital scheme number 32274/BGE/FUR to deliver furniture allocations, ICT infrastructure and equipment requirements for the proposed 'Learning Places' bulge cohort accommodation. Early placement of orders is required to ensure a delivery date prior to occupation in September 2016.
2. As a consequence of rising birth rate, new housing developments and the growth of population in Leeds it is necessary to implement a temporary increase in admission numbers for a number of schools across the city for the 2016/17 Academic year. As such, supplementary classroom space, to be delivered in a variety of forms, is required to accommodate this increase in pupil numbers. Funding allocations for furniture and ICT infrastructure & equipment has been identified as an integral component of this accommodation delivery, due to lead in times with the manufacturers & installers it is necessary to escalate the procurement of this equipment outside of the individual project DCR's. Prompt placement of orders is essential to ensure timely delivery.
3. This equipment will be delivered under the City Council's Learning Places Programme, which aims to ensure the Local Authority's statutory duties are met with respect to ensuring a school place for every child within the city.

4. The furniture & equipment provision will be delivered via the respective school following confirmation they have adhered to procurement guidelines to ensure 'value for money'. The costs will be reimbursed to the schools via internal recharges following submission and validation of a paid invoice. Under circumstances whereby an Academy has procured the furniture, the Academy will need to submit an invoice for payment, supported by the supplier invoices.

### **Recommendations**

The Head of Learning Systems is requested to:

1. Authorise expenditure of £207,430.10 from capital scheme number 32274/BGE/FUR to enable orders to be placed for furniture for the identified schools within the Learning Places 2016 Bulge Cohort Programme.
2. Note the programme dates identified in section 3.2 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 2016.

## **1.0 Purpose of this Report**

1.1. The purpose of this report is:

- To provide background information and detail to the Head of Learning Systems for the required furniture allocations for the 13 schools taking on 'bulge' cohorts from September 2016.
- Seek authority to incur capital expenditure of £207,430.10 to undertake the aforementioned works.

## **2.0 Background Information**

2.1. The Learning Places 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 2016 to July 2017) it was projected that at least 14FE (420 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. Scheme specific DCR's will be submitted for these individual projects at a later date once the schemes have been fully developed.

2.4. Due to the constrained timescale it is necessary to request separate funding approval for furniture provision in order to ensure orders are placed in time for a September 2016 delivery. Prompt placement of orders will ensure lead-in times for manufacture are within each individual projects risk tolerance for delivery.

2.5. These proposals form part of the Council's Learning Places 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 proposals consist of the following elements:

- An allocation of £3,500 has been agreed with each of the 19 schools within this tranche of works to assist with furniture purchases. This equipment is required to furnish the temporary classrooms which are being created over the coming summer break which are necessary for accommodating the 2016 'bulge' cohorts.
  - Furniture requirements are to be approved by Children's Services prior to orders being placed. The funding identified within this report is strictly for the purchase of items required to setup a classroom. For example; chairs & stools, storage units, tables etc.
  - It is expected that schools will supplement the allocation of £3,500 provided under the Learning Places Programme to ensure full classroom provision of equipment & resources.
  - The following schools have been identified under the Learning Places 2016 Bulge Programme and are eligible for the proposed furniture contribution:
    - i. Allerton C of E Primary School
    - ii. Beecroft Primary School
    - iii. Bramham Primary School
    - iv. Bramley Primary School
    - v. Carr Manor Through School Primary Phase
    - vi. Chapel Allerton Primary School
    - vii. Cottingley Primary Academy
    - viii. Grimes Dyke Primary School
    - ix. Hawksworth Wood Primary School
    - x. Hovingham Primary School
    - xi. Hunslet St. Mary's C of E Primary School
    - xii. Iveson Primary School
    - xiii. Low Road Primary School
    - xiv. Middleton Primary School
    - xv. Parklands Primary School
    - xvi. Wigton Moor Primary School
    - xvii. Windmill Primary School
    - xviii. St. Bartholomew's C of E Primary School
    - xix. Talbot Primary School
  - As a consequence of the infrastructure an additional sum of £110,374 has been allocated to support ICT infrastructure works and transitional requirements. Where possible these works will be agreed with school and delivered by their specific ICT providers at the agreed cost. Use of this allocation is strictly limited to essential ICT works necessary to ensure the new 'bulge' classroom can operate in anticipation of the 2016/17 academic year.
- 3.1.1. The estimate scheme cost is £207,430.10; this equates to an allocation of £3,500 for each of the 19 identified schools, the aforementioned ICT equipment & infrastructure works, plus a contingency which has been included for the purpose of assisting any schools that may have additional specific needs hitherto unknown.
- 3.1.2. The furniture & equipment provision will be delivered via the respective school following confirmation schools have adhered to procurement guidelines to ensure 'value for money'. Internal recharges will then be directly to schools following submission of a paid invoice.

3.1.3. Furniture provision is to be delivered via a combination of direct orders placed by Children's Services and school procuring their own equipment independently (and subsequently reimbursed upon supply of a paid and approved invoice)

### 3.2. **Programme**

3.2.1. The works highlighted in point 3.1 above are required for the commencement of the 2016/17 Academic year, as such the schedule of works will be delivered in one phase from the end of term in July 2016.

3.2.2. The key milestones to achieve this programme are as follows:

- Approval of 'authority to spend' w/c 9<sup>th</sup> May 2016
- Confirmation of equipment requirements May 2016
- Placement of direct equipment orders w/c 23<sup>rd</sup> May 2016
- Equipment delivery August 2016

3.2.3. 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.

## 4.0 **Corporate Considerations**

### 4.1. **Consultation and Engagement**

4.1.1. The bulge cohort expansion programme required for 2016 has been subject to consultation with Children's Services' officers, school representatives, Highways, Planning, Procurement and senior elected members. Specific discussions relating to furniture have taken place with key stakeholders including the identified schools, senior officers within Children's Services and LCC Corporate Procurement Unit.

4.1.2. 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 City Priorities**

4.3.1. This scheme is due to be delivered under the City Council's Learning Places 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. An objective in the Best Council Plan 2013/2017 is to build a child friendly city with a focus on: our three Children's Trust partnership obsessions (looked after children, NEET and attendance); ensuring the best start in life; raising educational standards; and ensuring sufficiency of school places. The programme seeks to deliver a supply of good quality accessible local school places which can contribute to these objectives.
- 4.3.3. A further objective of the Best Council Plan 2013/2017 is to become a more 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, whilst also ensuring that we 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.
- 4.4. **Resource and Value for Money**
- 4.4.1. The estimate scheme cost is £207,430.10. All equipment will be procured either via an existing framework arrangement ('PRO5'), in accordance with the Council's Contract Procedure Rules, or direct by schools in accordance with School Contract Procedure Rules.
- 4.4.2. The estimate scheme cost is £207,430.10; this equates to an allocation of £3,500 for each of the 19 identified schools, £110,374 for ICT infrastructure works and to support the ICT transition. A level of contingency has been included for the purpose of assisting any schools that may have additional specific needs hitherto unknown.
- 4.4.3. The cost will be met through capital scheme number 32274/BGE/FUR as part of the Learning Places Programme.
- 4.4.4. The furniture & equipment provision will mainly be delivered via the respective school following confirmation schools have adhered to procurement guidelines to ensure 'value for money'. The costs will be reimbursed to the schools via internal recharges following submission and validation of a paid invoice. Under circumstances whereby an Academy has procured the furniture, the Academy will need to submit an invoice for payment, supported by the supplier invoices.

#### 4.4.5. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL	TO MARCH				
	£000's	2014 £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					
<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	TO MARCH				
	£000's	2014 £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			207.4		
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>207.4</b>	<b>0.0</b>	<b>0.0</b>
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH				
	£000's	2014 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
Basic Need Grant	0.0					
	207.4			207.4		
	0.0					
<b>Total Funding</b>	<b>207.4</b>	<b>0.0</b>	<b>0.0</b>	<b>207.4</b>	<b>0.0</b>	<b>0.0</b>
<b>Balance / Shortfall =</b>	<b>207.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Parent Scheme Number:** 32274/000/000

**Title:** Basic Need Primary Expansion 2016/17

#### 4.5. Revenue Effects

4.5.1. Any additional revenue consequences that may arise as a result of the project will be managed within the respective school budgets.

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

4.6.1. The approval of this report constitutes an 'Significant Operational Decision', and as such will not be subject to 'Call-In'

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

#### 4.7. Risk Management

4.8. 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.

4.9. A programme level risk log has been maintained throughout the project and escalation is via Basic Need Programme Manager.

## **5.0 Conclusions**

- 5.1. As a result of a temporary increase in pupil numbers for the 2016/17 academic year throughout the city it is necessary to provide supplementary teaching accommodation to accommodate the identified 'bulge' cohorts. Said accommodation will require populating with standard classroom furniture in order to ensure successful curriculum delivery.
- 5.2. Due to lengthy lead in periods and availability of delivery slots over the school summer break, it is imperative that the works detailed within this report are approved in advance of the individual project Design and Cost Reports. Early placement of equipment orders is essential to ensure delivery for occupation of the temporary teaching spaces from September 2016. As noted in section 3.2, these timeframe requirements constitute the critical path for these works.
- 5.3. Furniture provision will be delivered by a combination of both school procuring independently and orders being placed direct to the YPO by Children's Services via the 'PRO5' framework contract. This equipment will be delivered in partnership with the school and other key stakeholders.
- 5.4. The cost of the works detailed within section 3 will be met through capital scheme 32274/BGE/FUR to the value of £207,430.10.
- 5.5. The furniture requirements detailed within this report are required prior to the commencement of the 2016/17 academic year.

## **6.0 Recommendations**

- 6.1. The Head of Learning Systems is requested to:
  - 6.1.1. Authorise expenditure of £207,430.10 from capital scheme number 32274/BGE/FUR to enable orders to be placed for furniture & equipment for the identified schools within the Learning Places 2016 Bulge Cohort Programme.
  - 6.1.2. Note the programme dates identified in section 3.2 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 2016.

## **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.