



Report of the Head of Programme (PPPU)

Report to the Director of Children's Services

Date: 18 January 2016

Subject: Design & Cost Report for Gledhow Primary School Learning Places Project

Capital Scheme Number: 32274/ GLE/ 000



Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
The following documents are exempt from Access to Information Rule 10.4 (3) Appendix 2 - Budget Monitoring Statement		

Summary of main issues

1. As a consequence of the increasing birth rate in Roundhay and surrounding areas, it is necessary to expand provision at Gledhow Primary School from a 2 Form Entry with 420 pupil places, to a 3 Form Entry with 630 pupil places. This new scheme will be completed under the City Council's Learning Places 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 on 17 December 2014.
2. The permanent expansion to provision at Gledhow Primary School will be available from September 2016.
3. Prior to the permanent solution being available in 2016/17 and in response to an immediate shortfall of places in the Roundhay area for the 2015-/2016 academic year, the school has already taken an additional 'bulge' cohort of 30 pupils in September 2015, effectively bringing the expansion forward by one year. The bulge cohort scheme is being managed by the Children's Services Built Environment Team.
4. 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.

5. The Pre-feasibility scheme budget of £5.3m was previously approved by Executive Board in April 2015 and the current total scheme costs are £5.3m as set out in section 5.4 of this report.
6. In September 2014, Executive Board approved the Basic Need Programme report recommendation to delegate authority to the Director of Children's Services to approve Design and Cost reports for individual projects, subject to support by the Deputy Chief Executive and the Director of City Development.
7. In accordance with this approval, this scheme has been considered and supported by the Deputy Chief Executive and Director of City Development at the Learning Places Programme Board meeting on 18 January 2016. Consultation with Executive Members took place on 18 January 2016 via email prior to this DCR being submitted for approval.

Recommendations

The Director of Children's Services is requested to:

- i. Approve the design and cost report for the scheme at Gledhow Primary School, the cost being £5.3m with the appropriate details of the programme, design and cost as set out in this report;
- ii. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery which is scheduled for completion by 3 January 2017.

1.0 Purpose of this Report

1.1. The purpose of this report is:

- To provide background information and detail in respect of the Learning Places scheme to increase Gledhow Primary School from a 2 FE to a 3 FE school to be available from September 2016.
- To seek approval for the scheme to proceed on the basis of the budget, scope and programme set out in this report.

2.0 Background Information

- 2.1. Leeds has an extremely dynamic and growing economy which makes the city a very attractive proposition for families and businesses to move to. As a result, the city's population is growing rapidly, at a faster rate than many of our neighbours and this is reflected in the increasing demand for 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. Under the Education and Inspections Act 2006, these changes constitute prescribed alterations, and each requires a statutory process to confirm the change and make it permanent.
- 2.3. The Council's response to the demographic growth pressures on school provision in the city are managed via Children's Services Learning Places Programme. Since

2009 the programme has created over 1,400 reception places in order that the Council fulfils its statutory duty to ensure sufficiency of school places. The schemes in the programme are working with a range of partners, including schools of varying governance models, to ensure enough places are created to meet demand.

- 2.4. As reported to Executive Board in October 2015, for the academic year 2015/16 many schools have had significant expansions with building work over the summer creating 500 new primary school places. This has included expansion of three existing schools to create additional places in completely new facilities, two of which are Specialist Inclusive Learning Centres providing a total of 200 additional pupil places for children with Special Education Needs (SEN), and the third which is a brand new primary school in South Leeds creating an additional 420 pupil places.
- 2.5. As a consequence of the increasing birth rate in Roundhay and surrounding areas, it is necessary to expand provision at Gledhow Primary School from a 2 Form Entry with 420 pupil places, to a 3 Form Entry with 630 pupil places. The permanent expansion to provision at Gledhow Primary School will be available from September 2016. This new scheme will be completed under the City Council's Learning Places Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city.
- 3.0 Due to an immediate shortfall in pupil places in the Roundhay area it was necessary to accelerate the expansion timeline and place a 'bulge' cohort at Gledhow Primary with effect from the commencement of the 2015/16 academic year. This constituted an extra 30 pupil places at Gledhow, thus taking in three forms one year ahead of the statutory expansion date of September 2016. The 'bulge' cohort project was instigated and managed by Children's Services Built Environment Team in liaison with the PPPU Project Manager. A three classroom modular unit was installed on-site for September 2015 on a hire basis and located away from the proposed development areas detailed within this report. This was designed to meet both the 'bulge' cohort requirements and also to provide appropriate decant accommodation for the school to allow the construction of the new reception classbase, detailed within this report, to proceed with minimal disruption to the curriculum.
- 3.1. 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 Learning Places Programme that embeds the 'one council' approach that has achieved shared ownership of proposed solutions.
- 3.2. The expansion was approved by Executive Board on 17 December 2014 following public consultation and the publication of statutory notices for the expansion on 26 September 2014. 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.
- 3.3. The scope of the project at Gledhow Primary School includes elements of new build extensions and internal remodelling. This proposal is for a two storey and single storey extension to create seven KS1/2 classrooms and one new reception classroom, a new hall extension and changing rooms, new staff and pupil WCs and relocated staffroom. There will be a reconfiguration of existing space to provide new reception and administration spaces, an open-plan centralised learning resource centre and breakout space, and a fully refurbished kitchen.

- 3.4. External works proposed involve increased car parking, additional cycle parking, new access paths and ramp associated with the proposed new build elements.
- 3.5. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU) in conjunction with NPS acting as Technical Advisors. The Construction Partner that has been selected via a two stage tender using the YORbuild framework is Wates Construction Limited. The Yorbuild framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).
- 3.6. 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. Consultation has also taken place with the relevant Executive Members being kept up to date.
- 3.7. Prior to submission of the Planning Application for the scheme, a successful public consultation event took place. This was held on 10 September 2015 and a good level of support for the expansion was received.
- 3.8. The Planning Application was submitted on 09 September 2015. The scheme received support from the North and East Plans Panel on 03 December 2015 and full planning permission was granted on 11 December 2015. The planning conditions have been issued to the contractor to ensure that any costs associated with the conditions are included in the project price.
- 3.9. The scheme budget of £5.3m was previously approved at the 22 April 2015 Executive Board meeting.
 - 3.9.1. A key criteria for the Governing Body accepting the expansion was that the final scheme should ensure the school is able to continue to offer the quality of teaching and the breadth of curriculum necessary to maintain their outstanding Ofsted rating and retain the confidence of the local community. In order to ensure that the provision of hard and soft play areas were commensurate with the requirements of a three form entry school, the school land to the rear of the site known as 'Gledhow Field', would be rationalised and brought back within the school's secure fenceline. The land is vested with education, and has continued to be maintained by the school and used for specific curriculum activities. Usage for sports has, however, been compromised due to safeguarding concerns around the volume of dog excrement in situ and instances of anti-social behaviour. A fence has therefore been erected to secure the majority of the site, with a pathway remaining between the fence and neighbouring properties to maintain access for the public between adjacent streets.
 - 3.9.2. A local community group known as 'Friends of Gledhow Field' has submitted a Town and Village Green (TVG) application to acquire Village Green status in respect of the field. As the outcome of the application may not be known for some time, the Governing Body of the school have subsequently raised concerns that should the application be successful, then sports provision and green space would be compromised.
 - 3.9.3. The council have responded to the concerns raised by the Governing Body by proposing a contingency position whereby, should the village green application be successful, the local authority will provide an artificial pitch or MUGA (subject to

planning requirements) on the existing site to ensure that the school have sufficient outdoor pitch provision to satisfy delivery of the curriculum.

- 3.10. A risk allowance of £63,003 has been included in the client contingency sum as partial funding for the costs of an artificial pitch or MUGA in the event that the village green application is successful. Estimated costs for provision of an artificial pitch or MUGA are, however, significantly higher than the risk sum allocated. An application would, therefore, need to be made to the Learning Places Programme Contingency Fund should the risk arise prior to Contract Award. Where the risk materialises during the construction phase additional costs would be picked up through the Form 6 Variation during Contract reporting required under FPR's.

4.0 Main Points

4.1. Design Proposals and Full Scheme Description

The proposed new build extensions and remodelling work at Gledhow Primary School consists of the following components:

- Construction of seven additional classrooms with associated ancillary accommodation to be provided in the new build two storey extension;
- Construction of a one-storey extension reception classroom with associated ancillary accommodation adjacent to existing reception block;
- Construction of a new hall extension with acoustic folding partition between new and existing;
- Remodelling of existing entrance and central area to create new reception and office spaces, open-plan learning resource centre and breakout space, management suite, reprographics and hall store; The remodelled layout offers improved circulation in the central area and provides facilities adequate for a 3FE school.
- Remodelling of existing kitchen to enable it to achieve the required 3FE meal throughput.
- Refurbishment of existing staff areas near the main entrance and replacement of staffroom maintaining a centralised location; new toilets, changing rooms and lift;
- External works included within the scheme are increased car parking, additional cycle parking, new access paths and ramp around new build;
- The scheme includes fixed furniture and fittings within the new build extension areas.

- 4.2. Site investigation works carried out by the contractor during Stage 4 identified extensive condition issues with the existing roof above the hall, library and KS1 classroom. The survey concluded that the roof structure, in its existing form, could not be justified to support existing loads, and therefore could not support the additional loadings required by the works. As a result, PPPU have instructed the contractor to work up a design and costs for carrying out the necessary roof strengthening works.

- 4.3. The site investigation works also identified condition issues with the existing roof covering over the hall, library and KS1 classroom. Although this does not need to be rectified in order to carry out the works, PPPU have agreed with the client to address the roof covering condition issues as part of the works. PPPU have therefore instructed the contractor to put forward a design and costs for this. The contractor has indicated that the current preferred design solution is to overlay the existing roof.
- 4.4. The contractor has provided an indicative cost of £120k to carry out all of the works required to strengthen and overlay the existing roof. As the contractor is still working up design and costs for these works, an allowance of £120k has been included in the client contingency. Capital Maintenance Funding may be accessed at a later date in order to fund these works. This is subject to ongoing discussions with the client.
- 4.5. The design of the scheme has progressed to the end of RIBA stage 4; during each of the design stages consultation has taken place with the following key stakeholders:
- School Governors and staff
 - Planning
 - Highways
 - Sport England
 - Local Ward Members
 - Local residents
 - Building Control
 - Urban Design
- 4.6. The project was submitted for planning on the 09 September 2015. The scheme received planning approval on the 11 December 2015. The planning conditions have been issued to the contractor. This has enabled any costs associated with the conditions to be included in the project price.
- 4.7. The procurement Strategy to appoint the Construction Partner was approved on 20 March 2015. Wates Construction Limited were selected as the Construction Partner via a two stage tender process using the YORbuild framework to undertake the design from RIBA Stage 2 to RIBA stage 4, and to develop a price for the scheme, following completion of the Feasibility Study by NPS.
- 4.8. Subject to the price being developed and agreed in accordance with the process under the YORbuild framework, the Construction Partner will be awarded the contract in line with CPR 3.1.7 (CPRs 3.1.4 and 3.1.6 not applying as there is no ISP, exclusive supplier arrangements or existing provider to undertake this work). The Yorbuild framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).
- 4.9. A detailed Cost Plan and Activity Schedule has been produced by Wates Construction Limited and cost checks are being carried out on the tender return price by NPS to ensure that the cost model issued is in line with current market conditions and recently returned tenders.
- 4.10. The tender will be received via the YORtender electronic tendering system on 22 January 2016. It is envisaged that following a thorough review of all the tender

documents, Leeds City Council will award the contract to Wates Construction Limited, who will be responsible for the construction of the scheme which is to be completed as a Design & Build type contract.

- 4.11. The award of the tender will be subject to a Tender Acceptance Report which will be submitted for approval following a detailed review of all contract and tender documentation.

5.0 Programme

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

Milestone	Date
Planning Approval	11 December 2015
Soft Tender price returned	06 January 2016
Tender returned	22 January 2016
Early Works Award	05 February 2016
Early Works 'start on site'	08 February 2016
Contract Award	29 February 2016
Start on-site (main contract)	01 March 2016
Main Phase Occupation	September 2016
Completion	January 2017

- 5.2. The planning application was approved on 11 December 2016.
- 5.3. Wates Construction Ltd are due to submit their formal tender on 22 January 2016 via the YORtender electronic tendering system.
- 5.4. In order to achieve the above programme to ensure that key accommodation is ready for the additional cohort commencing in September 2016, early works are required for this scheme. Approval of the costs of early works and an Early Works Agreement are subject to a separate report and DDN. Early Works start on site is scheduled for 08 February 2016.
- 5.5. Commercial negotiations will continue during the Early Works period in order to agree a final commercial position for contract award. Contract award is scheduled for 29 February 2016. Works on the scheme are scheduled for completion in January 2017.

6.0 Corporate Considerations

6.1 Consultation and Engagement

- 6.1.1. The proposal to expand the school was subject to statutory process issued 26 September 2014 including public consultation. The expansion of the school was subsequently approved by the Executive Board in 17 December 2014.
- 6.1.2. The proposed scheme and associated work at Gledhow Primary School has been the subject of consultation with key stakeholders including ward members and the Executive member for Children and Families. Consultation has also involved

school staff and governors, the local residents and other colleagues within the Council.

- 6.1.3. Consultation with Executive Members took place via email on 18 January 2016 prior to this DCR being submitted for approval. The Executive Member for Children and Families fully supports the recommendations made within this report.
- 6.1.4. Pre-planning application meetings were held with officers from Planning, Highways and Building Control prior to the formal submission of the planning application. Substantial engagement has taken place with key stakeholders. All three ward councillors attended the public consultation event that took place on the 10 September 2015. The ward members have also been briefed at the end of each RIBA design stage. All ward members are fully supportive of the project and the scheme generally.
- 6.1.5. Sport England has been consulted about the impact of the proposals on playing fields. Sport England has raised no objections to the granting of planning permission for the development.
- 6.1.6. Throughout the design process we have, and will continue to consult with the school and the governing body to ensure that the final product meets expectations and that any changes proposed do not materially affect the operation and success of the school.
- 6.1.7. In accordance with the Basic Need Programme Approval by Executive Board in September 2014, this scheme has been considered and supported by the Deputy Chief Executive and Director of City Development at the Learning Places Programme Board meeting on 18 January 2015.

6.2. Equality and Diversity / Cohesion and Integration

- 6.2.1. 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.

6.3. Council Policies and City Priorities

- 6.3.1. 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.
- 6.3.2. CPRs apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 6.3.3. 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.

- 6.3.4. A further objective of the Best Council Plan 2013-2017 is to become a more efficient and enterprising Council. We want to 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 Learning Places Programme.
- 6.4. **Resource and Value for Money**
- 6.4.1. The project will be delivered through the YORbuild framework by Wates Construction Limited, who have been selected via a two stage tender process. The YORbuild framework is an approved framework and the proposed procurement process is in line with CPR 3.1.7 (CPRs 3.1.4 and 3.1.6 not applying as there is no ISP, exclusive supplier arrangements or existing provider to undertake this work); the procurement strategy was approved on 20 March 2015.
- 6.4.2. The total projected scheme costs are currently estimated at £5.3m which is within the budget approved by Executive Board.
- 6.4.3. The cost will be met through capital scheme number 32274/GLE/000 as part of the Learning Places Programme.
- 6.4.4. Temporary classroom accommodation has been delivered to site during the summer 2015 to increase the school capacity prior to the delivery of the permanent scheme. It should be noted that this accommodation and associated costs are being managed by Children's Services Built Environment as part of the 'bulge' schemes, and therefore do not impact on this capital scheme budget.
- 6.5. As noted in item 3.10 above, a risk allowance of £63,003 has been included in the client contingency sum as partial funding for the costs of an artificial pitch or MUGA in the event that the village green application is successful. Estimated costs for provision of an artificial pitch or MUGA are, however, significantly higher than the risk sum allocated. An application would, therefore, need to be made to the Learning Places Programme Contingency Fund should the risk arise prior to Contract Award. Where the risk materialises during the construction phase additional costs would be picked up through the Form 6 Variation during Contract reporting required under FPR's.
- 6.6. As noted in items 4.2-4.4 above, site investigation works carried out in Stage 4 have identified the need to carry out additional works to address condition issues of the existing roof above the hall, library and KS1 classroom. The contractor has provided an indicative cost of £120k to carry out all of the works required to strengthen and overlay the existing roof. As the contractor is still working up design and costs for these works, an allowance of £120k has been included in the client contingency. Capital Maintenance Funding may be accessed at a later date in order to fund these works. This is subject to ongoing discussions with the client.

6.6.1. Capital Funding & Cash Flow

LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
INTERNAL FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	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	2018/19 £000's	2019 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	4,237.0		300.0	3,512.8	423.6		
FURN & EQPT (5)	40.0			40.0			
INTERNAL FEES (6)	206.0	32.4	144.4	24.6	5.0		
OTHER COSTS (7)	817.0	21.9	247.9	441.7	105.6		
TOTALS	5,300.0	54.3	692.3	4,019.1	534.2	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	2018/19 £000's	2019 on £000's
LCC SUPPORTED BORROWING	0.0						
BASIC NEED GRANT	5,300.0	54.3	692.3	4,019.1	534.2		
TOTAL FUNDING	5,300.0	54.3	692.3	4,019.1	534.2	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 32274/000/000

Title: Learning Places Expansion 2015/2016

6.7. Revenue Effects

6.7.1. Revenue implications arising from this new development will be managed through the school's own budget.

6.8. Legal Implications, Access to Information and Call-In

6.8.1. 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.

6.8.2. The Director of Children's Services has been granted 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.

6.8.3. The YORbuild framework is an approved framework and the proposed procurement process is in line with CPR 3.1.7; (CPRs 3.1.4 and 3.1.6 not applying as there is no ISP, exclusive supplier arrangements or existing provider to undertake this work).

6.8.4. This procurement is in line with all CPR's and FPR's

6.9. Risk Management

6.9.1. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Experienced Project Management resource has been allocated from within the Projects Programmes and Procurement Unit (PPPU).

6.9.2. Risk logs have been developed for the scheme by Leeds City Council and the contractor to ensure all the risks for the project have been identified together with the relevant owner of the risk. These logs will be maintained and updated throughout the project and escalation of any risks that sit outside of the agreed tolerances will be via the Children's Services Built Environment Programme Manager.

6.9.3. The risk noted in items 3.91-3.10 above relating to the village green application submitted by 'Friends of Gledhow Field' presents a high risk to successful delivery of the project's objectives. On the basis that the outcome of the application process may not be known for some time, the council has put a mitigation plan in place whereby, in the event that the village green application is successful, the local authority will provide an artificial pitch / MUGA on the existing site to ensure that the school have sufficient outdoor pitch provision to ensure successful delivery of the curriculum.

6.10. A risk allowance of £63,003 has been included in the client contingency as partial funding for the costs of an artificial pitch or MUGA in the event that the village green application is successful. Estimated costs for provision of an artificial pitch / MUGA are, however, significantly higher than the risk sum allocated. An application would, therefore, need to be made to the Learning Places Programme Contingency Fund should the risk arise prior to Contract Award. Where the risk materialises during the construction phase additional costs would be picked up through the Form 6 Variation during Contract reporting required under FPR's.

7.0 Conclusions

7.1. The proposal to build a new two storey and single storey extension for 7 classrooms, a new hall and internal remodelling at Gledhow Primary School will enable the increased demand for pupil places in Roundhay and surrounding areas served by the school to be met.

- 7.2. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU) on behalf of Children's Services, in partnership with NPS acting as Technical Advisors. The Construction Partner that has been selected via a two stage tender using the YORbuild framework is Wates Construction Limited. The YORbuild framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).
- 7.3. The cost of the accommodation will be met through capital scheme 32274/GLE/000 to the value of £5.3m.

8.0 Recommendations

- 8.1. The Director of Children's services is requested to:
- i. Approve the design and cost report for the scheme at Gledhow Primary School, the cost being £5.3m. with the appropriate details of the programme, design and cost as set out in this report;
 - ii. Note that the Chief Officer, PPPU is responsible for scheme delivery which is scheduled for completion by 3 January 2017.

9.0 Background Documents¹

- 9.1. Appendix A - ECDI Screening Document
- 9.2. Appendix B – Budget Monitoring Statement

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.