

Report of the Head of Programme (PPPU)

Report to the Director of Children's Services

Date: 10/06/2016

Subject: Design & Cost Report for Park Spring Primary School Expansion – Enabling works to facilitate the Permanent Expansion



Capital Scheme Number: 32450/PAR/000

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

Summary of main issues

1. As a consequence of the increasing birth rate in Pudsey and surrounding areas, it is necessary to expand provision at Park Spring Primary School from a 1.5 Form Entry with 315 pupil places, to a 2 Form Entry with 420 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 16th December 2015.
2. A pre-feasibility budget of £3.9m to deliver the permanent expansion scheme for Park Spring Primary School was reported to the Executive Board on 16 December 2015.
3. The permanent expansion to provision at Park Spring Primary School will be available by the end of the Autumn Term (December 2017).
4. Enabling works are required to accommodate the expansion in the 2016/2017 academic year and whilst part of the school is demolished in preparation for the new extension to be built.
5. The academic year 2016/2017 is an Ofsted inspection year for Park Spring Primary School. To ensure that disruption to education is prevented it is essential that all the enabling works to facilitate the school's expansion are completed during the summer holiday period, in time for the start of the 2016/2017 academic year.

6. An Early Works Agreement is required to complete the enabling works for the start of the September 2016 academic year to manage the decant of the nursery/reception whilst the existing nursery/reception building is demolished and the new extension is built and to accommodate the expansion in the 2016/2017 academic year. A capital figure of £278k is required for the site access, groundworks and site preparation to enable the installation of temporary classrooms and a revenue figure of £157k is required for the hire of the temporary accommodation. Works will be required to start on site at the end of July 2016 with completion by the end of August 2016.
7. The project will be delivered in conjunction with NPS and the Council's Projects Programmes and Procurement Unit (PPPU). The Construction Partner has been identified as Clugston Group Limited. Clugston Group Limited has been selected via a Direct Selection Call-Off using the YORbuild framework on 29th February 2016 following approval of the Procurement Strategy by the Director of Children's Services.
8. 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.
9. 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.
10. In accordance with this approval, this scheme has been considered and supported by the Deputy Chief Executive and Director of City Development on 03 June 2016.

Recommendations

The Director of Children's Services is requested to:

- i. Approve the Design and Cost Report for the provision of enabling works, the cost being capital of £278k and note the revenue cost of £157k, with the appropriate details of the programme, design and cost as set out in this report.
- ii. Note that the revenue costs described in this report will be managed within the overall budget strategy for Children's Services with the options for funding currently being considered with the aim of ensuring a neutral impact by the end of the financial year.
- iii. Approve entering into an Early Works Agreement with Clugston Group Limited for £435k.
- iv. Note that the enabling works will be completed by 31st August 2016.
- v. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery. The enabling works will be completed by 31st August 2016 and the main scheme completed by the end of the Autumn Term (December 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 Park Spring Primary School from a 1.5FE to a 2FE school by the end of the Autumn Term (December 2017).
- To seek approval for the provision of enabling works which are required whilst part of the school is demolished and in preparation for the new extension to be built in the 2016/2017 academic year, to the increase Park Spring Primary School from a 1.5FE to a 2FE school.
- Approve the Early Works Agreement to start on site at the end of July 2016 with completion by the end of August 2016.

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 Pudsey and surrounding areas, it is necessary to expand provision at Park Spring Primary School from a 1.5 Form Entry with 315 pupil places, to a 2 Form Entry with 420 pupil places. The permanent expansion to provision at Park Spring Primary School will be available by the end of the Autumn Term (December 2017). 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.

2.6. Due to an immediate shortfall in pupil places in the Pudsey area it is necessary to provide accommodation prior to the permanent solution being available in 2017 and

in response to an immediate shortfall of places in the Pudsey area for the 2016/2017 academic year.

- 2.7. 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.
- 2.8. The expansion of places was approved by Executive Board on 16th December 2015 following public consultation and the publication of statutory notices for the expansion on 5th October 2015. 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.

3.0 Main Points

3.1 Design Proposals and Full Scheme Description

- 3.1.1. The permanent expansion to provision at Park Spring Primary School is programmed to be available by the end of the Autumn Term (December 2017).
- 3.1.2. The design for the permanent expansion is currently being progressed and the feasibility study, which will determine the design option and the construction budget, will be complete by mid June 2016. Design freeze is programmed for November 2016 and therefore a design and cost report for the permanent expansion scheme cannot be approved until this date.
- 3.1.3. Therefore, to enable the programme to be met, enabling works are required to provide temporary classrooms. These are required whilst part of the school is demolished to facilitate the new extension, which is on a similar footprint, to be built in the 2016/2017 academic year.
- 3.1.4. The enabling works required include;
 - Construction of an access road to allow installation of temporary accommodation. These works will also form the new access to the site as part of the permanent expansion.
 - Groundworks for the temporary accommodation (provision of foundations, drainage and tarmac).
 - Installation of temporary accommodation.
 - Furniture.
- 3.1.5. The academic year 2016/2017 is an Ofsted inspection year for Park Spring Primary School. It is therefore essential that all required enabling works to facilitate the expansion are completed for the start of the 2016/2017 academic year to ensure that disruption to education is prevented.
- 3.1.6. Early Works are scheduled to start on site on 28th July 2016 for completion at the end of August 2016.
- 3.1.7. 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 Direct Selection Call-Off using the YORbuild framework is Clugston Group Limited. The YORbuild framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).

- 3.1.8. The procurement Strategy to appoint the Construction Partner was approved on 10th February 2016. Clugston Group Limited were selected as the Construction Partner via a Direct Selection Call-Off using the YORbuild framework to undertake the design from RIBA Stage 1 to RIBA stage 4, and to develop a price for the scheme.

4.0 Programme

- 4.1. The key milestones to achieve the enabling works programme are detailed below:

Milestone	Date
Planning Submission	1 st June 2016
Set up hoardings complete	3 rd August 2016
Foundations complete	17 th August 2016
Enabling works complete	31 st August 2016

- 4.2. Contract award for the permanent scheme is scheduled for December 2016 and works on the scheme are scheduled for completion by the end of December 2017.

5.0 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1. The proposal to expand the school was subject to statutory process issued on 5th October 2015 including public consultation. The expansion of the school was subsequently approved by the Executive Board on 16th December 2015.

- 5.1.2. The proposed permanent expansion scheme will be subject of consultation with key stakeholders including Children’s Services officers, Ward Members and the Executive member for Children and Families. Consultation will also involve school staff and governors, the local residents and other colleagues within the Council.

- 5.1.3. Pre-planning application meetings are to be held with officers from Planning, Highways and building control prior to the formal submission of the planning application of the permanent expansion. Ward Members are being briefed at each RIBA stage.

- 5.1.4. Prior to submission of the Planning Application for the scheme, a public consultation event will take place.

- 5.1.5. 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.

- 5.1.6. In accordance with the Basic Need Programme Approval by Executive Board in September 2014, this scheme has been considered and supported by Deputy Chief Executive and Director of City Development on 03 June 2016.

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 A** to this report.

5.3. **Council Policies and Best Council Plan**

- 5.3.1. 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.
- 5.3.2. CPRs apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 5.3.3. 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.
- 5.3.4. 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.

5.4. **Resource and Value for Money**

- 5.4.1. The project will be delivered through the YORbuild framework by Clugston Group Limited, who was selected via the Direct Selection Call-Off procedure. The YORbuild framework is an approved framework and the proposed procurement process is in line with CPR 3.1.7 (CPRs 3.1.5 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 16th February 2016.
- 5.4.2. A pre-feasibility budget of £3.9m to deliver the permanent expansion scheme for Park Spring Primary School was reported to the Executive Board on 16 December 2015.
- 5.4.3. An Early Works Agreement is required to complete the enabling works for the start of the September 2016 academic year to manage the decant of the nursery/reception whilst the existing nursery/reception building is demolished and the new extension is built and to accommodate the expansion in the 2016/2017 academic year. A capital figure of £278k is required for the groundworks and site preparation to enable the installation of temporary classrooms and £157k of revenue for the hire of temporary classrooms. Works will be required to start on site at the end of July 2016 with completion by the end of August 2016.
- 5.4.4. The capital costs (for the construction of an access road, groundworks for the temporary accommodation, installation of temporary accommodation and furniture)

will be met through capital scheme number 32450/PAR/000 as part of the Learning Places Programme.

- 5.4.5. The hire costs for the temporary accommodation will be met through Children's Services revenue budget. The revenue costs will be managed within the overall budget strategy for Children's Services with the options for funding currently being considered with the aim of ensuring a neutral impact by the end of the financial year.

5.4.6. Capital Funding & Cash Flow

Basic Need Primary Expansion 2016/17		Parent Scheme Number: 32274/000000					
Previous total Authority to Spend on this scheme	TOTAL	TO MARCH					
	£000's	2015 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	101.0 £000's	2020 on £000's
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	TO MARCH					
	£000's	2015 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	101.0 £000's	2020 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	278.0		278.0				
FURN & EQPT (5)	0.0						
INTERNAL FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	278.0	0.0	278.0	0.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH					
	£000's	2015 £000's	2016/17 £000's	2017/18 £000's	2018/19 £000's	101.0 £000's	2020 on £000's
LCC SUPPORTED BORROWING	0.0						
BASIC NEED GRANT	278.0						
TOTAL FUNDING	278.0	0.0	278.0	0.0	0.0	0.0	0.0

5.5. Revenue Effects

- 5.5.1. Revenue implications arising from this new development will be:
- £157k for the hire costs of temporary accommodation.
 - Other revenue implications will be managed through Children's Services budget.

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 constitutes a key decision and as such will be subject to call in.
- 5.6.2. 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.

- 5.6.3. The YORbuild framework is an approved framework and the proposed procurement process is in line with CPR 3.1.7; (CPRs 3.1.5 and 3.1.6 not applying as there is no ISP, exclusive supplier arrangements or existing provider to undertake this work).

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 'PM Lite' risk methodology. Experienced Project Management resource has been allocated from within the Projects Programmes and Procurement Unit (PPPU).
- 5.7.2. 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. The council's project risk log will be maintained and updated throughout the project and escalation of any risks that sit outside of the agreed tolerances will be managed via the Head of Programme (PPPU).
- 5.7.3. There is a risk that the permanent expansion will not be completed by September 2017. To mitigate against this risk an additional temporary classroom will be provided.

6.0 Conclusions

- 6.1. As a consequence of the increasing birth rate in Pudsey and surrounding areas, it is necessary to expand provision at Park Spring Primary School from a 1.5 Form Entry with 315 pupil places, to a 2 Form Entry with 420 pupil places.
- 6.2. A pre-feasibility budget of £3.9m to deliver the whole of the additional accommodation requirement for the school was reported to the Executive Board on 16 December 2015. Once the feasibility stage is complete and moves towards the detailed design phase the budget will be realigned to reflect the design freeze or pre-tender estimate which will take account of site investigations and survey information.
- 6.3. The permanent expansion proposal includes demolition of the existing nursery / reception, a new build extension and internal remodelling. The proposal is for an extension to create reception and key stage 1 classrooms, a nursery, a new reception and administration spaces and minor remodelling of the existing building. New staff car parking and parent drop off facility will also be provided.
- 6.4. An Early Works Agreement is required to complete the enabling works for the start of the September 2016 academic year to accommodate the expansion in the 2016/2017 academic year and provide decant accommodation whilst part of the school is demolished in preparation for the new extension to be built.
- 6.5. A capital figure of £278k and £157k revenue is required for the enabling works. Works will be required to start on site at the end of July 2016 with completion by the end of August 2016.
- 6.6. 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 Direct Selection call-off using the YORbuild framework is Clugston Group Limited. The YORbuild framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).

7.0 Recommendations

7.1. The Director of Children's services is requested to:

- i. Approve the Design and Cost Report for the provision of enabling works, the cost being capital of £278k and note the revenue cost of £157k, with the appropriate details of the programme, design and cost as set out in this report.
- ii. Note that the revenue costs described in this report will be managed within the overall budget strategy for Children's Services with the options for funding currently being considered with the aim of ensuring a neutral impact by the end of the financial year.
- iii. Approve entering into an Early Works Agreement with Clugston Group Limited for £435k.
- iv. Note that the enabling works will be completed by 31st August 2016.
- v. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery. The enabling works will be completed by 31st August 2016 and the main scheme completed by the end of the Autumn Term (December 2017).

8.0 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.