

**Report of the Built Environment Programme Manager**

**Report to the Head of Service Learning Systems**

**Date: 4<sup>th</sup> July 2016**

**Subject: Design & Cost Report and Tender Acceptance for the Learning Places 2016 Bulge Cohort – Brudenell Primary School**



**Capital Scheme Number: 32274/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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (3) Appendix B - NPS Tender evaluation report [Exempt from Publication]	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Summary of main issues**

1. The purpose of this report is to seek approval to incur capital expenditure of £346,500 from capital scheme number 32274/BGE/BRU to deliver the identified essential additional teaching space required to facilitate the placement of a Learning Places 'bulge' cohort at Brudenell Primary School. This provision will accommodate a 20 pupil bulge cohort due to occupy the school from September 2016.
2. The work detailed within this report constitutes 'Phase I' of the 'bulge' accommodation requirements at Brudenell Primary. Phase II will be required for the 2017/18 academic year, the solution for which is subject to the outcome of the statutory process for permanently expanding Brudenell Primary School. As such it will be subject to a future design and cost report. All aspects of the 'bulge' accommodation at Brudenell Primary have been designed to support the proposed future permanent expansion.
3. As a consequence of rising birth rate, new housing developments and increased migration into the Headingley area there is a requirement to provide additional, temporary, accommodation at Brudenell Primary School. This will support a one off 'bulge' cohort of 20 pupil places which are not currently available within the area of need. This temporary accommodation is to be delivered under the City Council's Learning Places Programme, which aims to ensure the Local Authorities statutory duties are met with respect to ensuring a school place for every child within the city.

4. This project 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.
5. The additional accommodation at Brudenell Primary School will take effect from September 2016 and will allow the 20 place 'bulge' cohort to be accommodated for the commencement of the 2016/17 academic year. The admission limit for the school will rise for September 2016. The accommodation detailed within the report will utilise undeveloped space within the existing building envelope to create the necessary additional teaching space.
6. The project is to be delivered by Children's Services in conjunction with Leeds City Council's internal buildings section, Leeds Building Services, and will utilise in-house resource and pre-existing frameworks where services cannot be delivered direct. Technical support and design services have been provided by Norfolk Property Services Leeds.

### **Recommendations**

The Head of Service Learning Systems is requested to:

1. Authorise expenditure of £346,500 from capital scheme number 32274/BGE/BRU to enable orders to be placed for furniture for the identified schools within the Learning Places 2016 Bulge Cohort Programme.
2. Authorise acceptance of the tender submitted by Leeds Building Services in the sum of £227,932. This figure is purely the construction work and is exclusive of NPS design development and ancillary costs.
3. Note the programme dates identified in section 4.0 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.
4. 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 Head of Service Learning Systems for the proposed accommodation required at Brudenell Primary School to accommodate the 'bulge' cohort of 20 pupils with effect from September 2016.
- Seek authority to incur capital expenditure of £346,500 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 Learning Places 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 on a temporary and permanent basis (where applicable).

2.4. 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 in addition to early years and specialist provision.

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.

2.6. Brudenell Primary School is subject to an ongoing consultation process to permanently expand it from 1.5FE to 2FE with effect from September 2017. The proposals detailed within this report, constituting 'Phase I' of the works required for the 2016 'bulge' cohort, have factored in this requirement to ensure they correlate with any future accommodation requirements should the permanent expansion be approved. 'Phase II' works are subject to the outcome of the aforementioned consultation and will be subject to a separate design and cost report at the appropriate juncture.

### **3.0 Main Points**

#### **3.1. Design Proposals and Full Scheme Description**

The proposed works at Brudenell Primary School consists of the following components:

- Extension of the existing 'Reception Classbase' to provide the required additional area to support two forms of entry in the existing space.
- Relocation of the existing Nursery and Reception classes due to the construction programme occurring in term time. Provision to be temporarily housed in the Brudenell Centre building for the remainder of the summer term whilst this building remains unoccupied (prior to its use on separate work streams for Children's Services from September 2016).
- Extension and enhancement of existing services and utilities required to allow the new accommodation to connect to existing infrastructure. This is to include, but not be exclusive to, any enhancement or upgrade of the site electrical infrastructure, extension of the school fire alarm system into the new classroom, additional security coverage where necessary, modification to the school ICT network to add the new classroom space etc.

3.2. The estimate scheme cost is £346,500 including construction costs, additional ancillary works (including decant, surveys, project contingency etc.) and design & consultants fees.

3.3. These works will utilise Leeds City Council's in-house provider, Leeds Building Services, to deliver the necessary accommodation. Where possible works will be kept in-house and completed by Council employees, for specialist packages pre-existing frameworks will be accessed via Leeds Building Services to competitively tender these elements. Technical support and design services have been provided by Norfolk Property Services Leeds.

3.4. A funding allocation has been awarded for the provision of furniture & equipment to support this additional classroom; this is the subject of a separate programme-wide DCR in the interests of expediency.

3.5. Any required Highways works, necessary as a consequence of this scheme, will be picked up under a separate programme-wide DCR's once the planning application has been approved. This will pick up all conditions from the planning process.

### **4.0 Programme**

4.1. 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.

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

- Pupil numbers confirmed April 2016
- Approval of authority to spend w/c 11<sup>th</sup> July 2016
- Contract award w/c 11<sup>th</sup> July 2016

- Start on-site w/c 18<sup>th</sup> July 2016
- Completion & handover w/c 29<sup>th</sup> August 2016
- Occupation w/c 1<sup>st</sup> September 2016

4.3. 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.

4.4. Following consultation with Leeds City Council Planning Department it was determined that the works would require a full planning application. This has subsequently been submitted and the decision granted on the 7<sup>th</sup> April 2016 allowing the development to proceed under 'permitted development' rights.

## **5.0 Corporate Considerations**

### **5.1 Consultation and Engagement**

5.1.1. 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.

5.1.2. Pre-planning consultation has been held with representatives from the Planning Department and LCC Highways with a view to assessing the entirety of the 'bulge' programme required for a September 2016 implementation. Where necessary supporting works to the Highways infrastructure identified during this consultation has been added to the scope of works and included within the cost plan detailed in section 5.4.4. These consultations will be on-going where a planning application is required.

5.1.3. As the works are being carried out under 'Permitted Development' rights, a full planning application was not required and therefore no formal consultation was necessary.

5.1.4. Children's Services will continue to brief elected members at key stages throughout the project development.

### **5.2 Equality and Diversity / Cohesion and Integration**

5.2.1. 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, published and held on-file. A copy is included with this report as appendix A.

### **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. 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. This contributes to the 2016/17 Best Council Plan outcomes for everyone in Leeds to 'Do well at all levels of learning and have the skills they need for life'; 'Be safe and feel safe' and 'Enjoy happy, healthy, active lives'. It also supports the vision in the supporting Children and Young People's Plan 2015-19 to build a child-friendly city with a focus on ensuring all children and young people are safe from harm; do well at all levels of learning and have the skills for life; enjoy healthy lifestyles; have fun growing up; are active citizens who feel they have a voice and influence. The programme seeks to deliver a supply of good quality accessible local school places which can contribute to these outcomes.

#### 5.4. Resource and Value for Money

5.4.1. The estimate scheme cost is £346,500 including construction costs, additional ancillary works (including decant, surveys, project contingency etc.) and design & consultants fees.

5.4.2. The cost will be met through capital scheme number 32274/BGE/BRU as part of the Learning Places Programme.

5.4.3. These works will utilise Leeds City Council's in-house provider, Leeds Building Services, to deliver the necessary accommodation. Where possible works will be kept in-house and completed by Council employees, for specialist packages pre-existing frameworks will be accessed via Leeds Buildings Services to competitively tender these elements. Technical support and design services have been provided by Norfolk Property Services Leeds.

#### 5.4.4. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2017 £000's	2016/17	2017/18	2018/19	2019 on
			£000's	£000's	£000's	£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>Authority to Spend required for this Approval</b>						
	TOTAL £000's	TO MARCH 2017 £000's	2016/17	2017/18	2018/19	2019 on
			£000's	£000's	£000's	£000's
LAND (1)	0.0		0.0			
CONSTRUCTION (3)	227.9		227.9			
FURN & EQPT (5)	0.0		0.0			
DESIGN FEES (6)	0.0		0.0			
OTHER COSTS (7)	118.6		118.6			
<b>TOTALS</b>	<b>346.5</b>	<b>0.0</b>	<b>346.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total overall Funding (As per latest Capital Programme)</b>						
	TOTAL £000's	TO MARCH 2017 £000's	2016/17	2017/18	2018/19	2019 on
			£000's	£000's	£000's	£000's
Basic Need Grant	0.0					
	346.5		346.5			
	0.0					
<b>Total Funding</b>	<b>346.5</b>	<b>0.0</b>	<b>346.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<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>

Parent Scheme Number: 32274/000/000

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

#### **5.5. Revenue Effects**

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

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

- 5.6.1. The approval of this report constitutes a 'Key Decision' and as such will be subject to 'Call-In'.
- 5.6.2. These works will utilise Leeds City Council's in-house provider, Leeds Building Services, to deliver the necessary accommodation. Where possible works will be kept in-house and completed by Council employees, for specialist packages pre-existing frameworks will be accessed via Leeds Building Services to competitively tender these elements. Technical support and design services have been provided by Norfolk Property Services Leeds.
- 5.6.3. Appendix B of this report (NPS Tender Evaluation Report) has been marked as 'Exempt from Publication' under Access to Information Procedure Rules 10.4 (3) on the basis that if it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public could or would be likely to prejudice the commercial interests of that person or of the Council.
- 5.6.4. There are no other legal implications or access 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 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 Basic Need Programme Manager.

#### **6.0 Conclusions**

- 6.1. 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 space to accommodate the identified 'bulge' cohorts. Brudenell Primary School has been identified as a key site for addressing the need for pupil places in the Headingley area.
- 6.2. The provision of the new accommodation at Brudenell Primary School will be managed by Children's Services in conjunction with our appointed technical consultants, Norfolk Property Services, and our in-house construction section, Leeds Building Services. 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 32274/BGE/BRU to the value of £346,500.

6.3. The requirement to provide additional accommodation at Brudenell Primary School for a September 2016 delivery has been developed through continued consultation with the appropriate stakeholders.

6.4. The cost of the works detailed within section 3 will be met through capital scheme 32274/BGE/BRU to the value of £346,500.

## **7.0 Recommendations**

7.1. The Head of Service Learning Systems is requested to:

7.1.1. Authorise expenditure of £346,500 from capital scheme number 32274/BGE/BRU to enable the installation of essential classroom accommodation, including any necessary ancillary works, at Brudenell Primary School.

7.1.2. Authorise acceptance of the tender submitted by Leeds Building Services in the sum of £227,932. This figure is purely the construction work and is exclusive of NPS design development and ancillary costs.

7.1.3. Note the programme dates identified in section 4.0 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.

7.1.4. 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.