

Report of the Head of Programme (PPPU)

Report to the Director of Children's Services

Date: 9th January 2017

Subject: Design & Cost Report for Park Spring Primary School 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 from September 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, and was approved by Executive Board on 16th December 2015.
2. Due to the complexity of the phasing required to deliver this scheme and the need to deal with a ward member query on the main scheme design the Design and Cost Report (DCR) approvals will need to be sought under three separate DCR's. The first DCR was approved on 14/06/16 for enabling works to facilitate the permanent expansion totalling £435k which consisted of (capital of £278k to form the site access, ground works and site preparation to enable the installation of temporary classrooms to provide decant accommodation and additional accommodation required for the increased admission number from September 2017. A revenue figure of £157k was required for the hire of the temporary accommodation). This work is now complete.

3. This DCR requests approval for a further £280k to facilitate a second phase of Early Works to provide a temporary hard play area. The existing hard play provision will need to be hoarded off to facilitate the building of the new extension. These enabling works are critical to ensure that the agreed delivery date for the main works can be maintained. To reduce the cost of providing temporary play provision, these works will form part of the design of the new permanent car park, which is to be built as part of the main contract. These works will be carried out (23rd January 2017 – 16th March 2017). The main works will follow on and are scheduled to start on site 20th March 2017.
4. This design and cost report requests Authority to Spend of £280k and approval to enter into an Early Works Agreement with Clugston Construction Limited to facilitate the early works. A separate design and cost report for the main works will follow in late January 2017.
5. A total scheme budget of £4.9m was previously approved by Executive Board in December 2016.
6. The full scope of the permanent expansion at Park Spring Primary School will be submitted in a third DCR for approval in late January 2017 and the works to be completed by March 2018 and will include:-
 - A new two storey extension which will include a new nursery, reception, and four key stage 2 classrooms. Remodelling will also be undertaken to the schools existing kitchen and toilet provision. Relocation of the ICT suite and other internal remodelling will bring the Main Hall back to the required size standard for 2FE usage.
 - A new car park and entrance are to be built on land on Swinnow Lane and the core admin function of the school is to be relocated to the new extension in line with the new entrance.
 - Life expired temporary accommodation is to be demolished and the afterschool club is to be re-provided in accommodation that is remodelled following the reorientation of the core admin function.
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 Construction Limited. Clugston Construction 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. 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.
9. In accordance with this approval, this scheme has been considered and supported by the Deputy Chief Executive and Director of City Development on 22 December 2016. Consultation with the Executive Member took place on 09 January 2017 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 second phase of enabling works to provide temporary hard play to facilitate the main scheme at Park Spring Primary School, the cost being £280k, with the appropriate details of the programme, design and cost as set out in this report.
- ii. Approve entering into an Early Works Agreement with Clugston Construction Limited for £280k.
- iii. Note that Authority to Spend was approved for capital of £278k and revenue of £157k on 14/06/16 for enabling works (temporary accommodation) to facilitate the permanent expansion.
- iv. Note a separate DCR for the main works will follow in late January 2017.
- v. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

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 March 2018.
- To seek approval for the costs associated with the provision of phase 2 enabling works to provide a temporary hard play whilst part of the school is demolished and in preparation for the new extension to be built for February 2018, to increase Park Spring Primary School from a 1.5FE to a 2FE school.
- Approve the entering into an Early Works Agreement to start on site 23rd January 2017 with completion by 16th March 2017.

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 2000/2001 the programme has created over 1,500 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. For the academic year starting September 2016, a total of 3 Forms of Entry (FE) permanent and 14FE bulge/temporary have been secured to meet the level of demand from preferences received for this year, which means that every primary age child in Leeds has a sustainable, good learning place.

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 for February 2018. 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 has been necessary to provide temporary accommodation prior to the permanent solution being available in 2018 and in response to an immediate shortfall of places in the

Pudsey area for the 2016/2017. Decant accommodation is also required whilst part of the school is demolished and in preparation for the new extension to be built.

- 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.
- 2.9. The procurement strategy to appoint the Construction Partner was approved on 10th February 2016. Clugston Construction 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.
- 2.10. Due to the complexity of the phasing required to deliver this scheme and the need to deal with a ward member query on the main scheme design the Design and Cost Report (DCR) approvals will need to be sought under three separate DCR's. The first DCR was approved on 14/06/16 for enabling works to facilitate the permanent expansion totalling £435k (capital of £278k to form the site access, ground works and site preparation to enable the installation of temporary classrooms to provide decant accommodation and additional accommodation required for the increased admission number from September 2017. A revenue figure of £157k was required for the hire of the temporary accommodation). This work is now complete.
- 2.11. A scheme budget of £4.9m was previously approved by Executive Board in December 2016.

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 will be submitted in a third DCR for approval in late January 2017 and the works will be completed in March 2018 and will include :-
 - A new two storey extension will be built. The extension will include a new nursery, reception, and four key stage 2 classrooms.
 - The ICT suite is to be relocated from its current location to the new extension. The existing ICT suite is to be fully reinstated as the Main Hall. This internal remodelling work will bring the Main Hall back to the required size standard for 2FE usage.
 - A new car park and entrance are to be built on land on Swinnow Lane and the core admin function of the school is to be relocated to the new extension in line with the new entrance.

- Life expired temporary accommodation is to be demolished and the afterschool club is to be re-provided in accommodation that is remodelled following the reorientation of the core admin function.
 - Remodelling will also be undertaken to ensure the school is DDA compliant and has the recommended toilet provision.
 - Remodelling will also be undertaken to ensure the kitchen is compatible with a 2FE school.
- 3.1.2. The project now has design freeze, a corresponding construction budget and a planning application has also been submitted.
- 3.1.3. To enable the programme to be met, enabling works are required to provide temporary hard play. This is required whilst the existing play provision is hoarded off to facilitate the building of the new extension. When the new building is completed the temporary hard play area will form part of the permanent new car park.
- 3.1.4. Early Works are scheduled to start on site on 23rd January 2017 and to complete 16th March 2017.
- 3.1.5. This design and cost report requests Authority to Spend for £280k and approval to enter into an Early Works Agreement with Clugston Construction Limited to facilitate the early works. A separate design and cost report for the main works will follow in late January 2017.
- 3.1.6. 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 Construction Limited. The YORbuild framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).

4.0 Programme

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

Milestone	Date
Planning submission	05 December 2016
Early works begin	23rd January 2017
Early works complete	16th March 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 has been subject to consultation with key stakeholders including Children's Services officers, 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. As part of the consultation the PPPU also delivered a child friendly version to all the pupils at the school the outcomes of which will be used to inform the design development and communication strategy.

- 5.1.3. Pre-planning application meetings have been held with officers from Planning, Highways and Building Control prior to the formal submission of the planning application of the permanent expansion. Ward Members have been briefed at each RIBA stage. There is currently a ward member query on the main scheme design and it is hoped that this can be resolved during a meeting to be held on 12th January 2017.
- 5.1.4. Prior to submission of the Planning Application for the scheme, a public consultation event took place on 16th November 2016. The proposed permanent expansion scheme has been subject to consultation with key stakeholders including Children's Services officers, 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. As part of the consultation the PPPU also delivered a child friendly version to all the pupils at the school.
- 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. The school governing body have also formally given their support for the scheme.
- 5.1.6. In accordance with the Learning Places 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 22nd December 2016 and with the Executive Member on 09 January 2017.

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.

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. Contract Procurement Rules (CPRs) apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 5.3.3. 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 project will be delivered through the YORbuild framework by Clugston Construction Limited, who were 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. NPS have been commissioned to provide Technical Advisor Services. The scope of service is for NPS to provide PPU with technical advice through the feasibility, design & procurement process. The scope of the service is also to provide the necessary technical advisory services to assure that the scheme being developed by the Contractor offers value for money, meets the requirements of the brief, conforms to an agreed market testing strategy, the standards set in the LCC Generic Output Specification and is deliverable within the parameters of the programme.
- 5.4.3. A review of the Gateway 3 cost plan submitted by Clugstons has confirmed that the costs appear sensible based on the level of scheme abnormalities. Feedback and challenge at Gateway 2 has reduced costs in the areas previously highlighted to a more acceptable level.
- 5.4.4. An Early Works Agreement is required to complete enabling works on 16th March 2017 to provide temporary hard play as the existing hard play provision will need to be hoarded off to facilitate the building of the new extension. These enabling works are critical to ensure that the agreed delivery date for the main works can be maintained. To reduce the cost of providing temporary play provision, these works will form part of the design of the car park which is to be built as part of the main contract. A capital figure of £280k is required for the temporary hard play provision.
- 5.4.5. The capital costs will be met through capital scheme number 32450/PAR/000 as part of the Learning Places Programme. The current total scheme costs are £4.9m which includes the enabling works undertaken during summer 2016 and for which the Design and Cost Report was approved on 14/06/16.
- 5.4.6. **Capital Funding & Cash Flow**

Basic Need Primary Expansion 2016/17		Parent Scheme Number: 32450/PAR/000					
Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2016 £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
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2016 £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)	280.0		280.0				
FURN & EQPT (5)	0.0						
INTERNAL FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	280.0	0.0	280.0	0.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2016 £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	4,900.0		558.0				
TOTAL FUNDING	4,900.0	0.0	558.0		0.0	0.0	0.0
Balance / Shortfall =	4,342.0	0.0	0.0	0.0	0.0	0.0	0.0

5.5. Revenue Effects

5.5.1. Revenue implications arising from this new development will be:

- Revenue implications arising from this new development will be managed through the school's own 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 Learning Places 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).

5.6.4. Authority to Spend represents a Key Decision and is therefore subject to call in.

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. A priced risk log has 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 priced risk register has been used to inform the client contingency for the project. 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).

6.0 Conclusions

6.1. The proposal to build a new two storey extension, car park, new entrance and remodelling will enable the increased demand for pupil places in Pudsey and surrounding areas served by the school to be met.

6.2. The project has achieved design freeze and a planning application has been submitted. The total capital scheme costs are £4.9m.

6.3. An Early Works Agreement is required to complete the phase 2 enabling works in March 2017 to provide temporary hard play as the existing hard play provision will need to be hoarded off to facilitate the building of the new extension. These enabling works are critical to ensure that the agreed delivery date for the main works can be maintained. To reduce the cost of providing temporary play provision, these works will form part of the costs and design of the new permanent car park which is to be built as part of the main contract. A capital figure of £280k is required for the temporary hard play provision.

6.4. This design and cost report requests Authority to Spend for £280k and approval to enter into an Early Works Agreement with Clugston Construction Limited to facilitate the early works. A separate design and cost report for the main works will follow in late January 2017.

6.5. 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 Construction 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 second phase of enabling works to provide temporary hard play to facilitate the main scheme at Park Spring Primary School, the cost being £280k, with the appropriate details of the programme, design and cost as set out in this report.
- ii. Approve entering into an Early Works Agreement with Clugston Construction Limited for £280k.
- iii. Note that Authority to Spend was approved for capital of £278k on 14/06/16 for enabling works (temporary accommodation) to facilitate the permanent expansion.
- iv. Note a separate DCR for the main works will follow in late January 2017.
- v. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

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.