

Briefing Paper for Scrutiny Board: Use of PFI Schools by Community Groups and Third Party Groups

1.0 Purpose of this Briefing Paper

- 1.1 This paper has been prepared in response to a request from Scrutiny Board (Children's Services) to provide details of the contractual provision for community and third party use and the current levels of actual usage at the City Council's PFI schools.

2.0 Background Information

- 2.1 There are three operational Education PFI schemes in Leeds comprising five secondary schools and 16 primary schools. In September 2007 a further two secondary schools will be provided through the Combined Secondary Schools project and in 2008 and 2009 a further five will be provided under Building Schools for the Future.
- 2.2 A key element in each of the PFI schemes has been the provision and maintenance of a range of facilities suitable for both school and community use including sports halls, gyms, dance studios, Multi-Use Games Areas (MUGA's) and sports pitches. A summary of the external facilities at the operational schools is provided in Appendix One.
- 2.3 Within each of the projects the contractor is required to provide all or part of the school buildings and facilities in line with a contractually agreed Maximum Use Table. This table identifies the times and proportion of the school that the contractor will make available during the main teaching day (referred to as core use in the contracts) and outside the main teaching day (referred to as non-core use). Typically the contracts require the whole school to be open during the main teaching day and a portion of the school to be available before school, after school, in the evening, at weekends and during holiday periods for activities including school clubs, governors meetings, rehearsals, community use, training days, holiday clubs and sports events. An example of a maximum use table is provided in Appendix Two.
- 2.4 The schools and Education Leeds can also pay for additional time over and above the maximum paid for through the main contract for their own use or for use by community groups. The extra payment is intended to address the additional costs the contractor will face, such as extended cover by superintendents and cleaners.
- 2.5 The contracts also allow the contractors (subject to certain conditions) to hire the school buildings and external areas for use by third parties. This is managed and controlled by the contractor and can include sporting events (football matches etc) and other events (flower shows, musical performances etc). The contractor is able to charge a commercial rate for the booking to cover the costs of providing the booking. A proportion of the income (or the profit on the income) is returned to Education Leeds on a quarterly basis.

3.0 Community Use Contractual Definitions and Leeds City Council Policy

3.1 Definitions vary slightly between contracts but in principle community use is deemed to include for sporting activities, holiday play schemes, community meetings or other community activities in accordance with the City Council's community use policies.

3.2 Groups included within the City Council's community use policy include:

- Voluntary youth groups such as guides, scouts and majorettes.
- Holiday playschemes (grant aided by Learning and Leisure)
- Music Centres
- Supplementary schools
- Under 18 sports groups
- Community associations and neighbourhood watch groups
- Political party meetings and Councillor surgeries
- Learning and Leisure Youth Services.

All groups should be voluntary non-profit making organisations.

3.3 The use of the schools by the groups identified in 3.2 are supported and subsidised by the LEA through the Education Leeds community use policy. This enables the groups to hire areas within schools free of charge to the group.

3.4 All bookings for community use are managed and administered by the Education Leeds Lettings Unit. They are responsible for ensuring that the groups fall within the requirements of the community use policy and ensure that insurances and security checks are undertaken. The lettings unit can be contacted on Leisure 0113 2243849, Education 0113 2475598

Please note that Lettings Unit refer to community use bookings as 'directed lettings'

4.0 Contractual Provision

4.1 Within the three operational schemes there is either an amount of time specifically for community use or there is time available for use by either the school or community groups. In summary:

4.2 7 Schools Project

Each of the 7 schools has 3.15 hours of use each term day (190 days per school year) for before school clubs (1 hour) and after school clubs (2.15 hours). This provides a maximum of 4322 hours per annum for before and after school clubs across the 7 schools.

There is also up to 20 hours available in any term week for use of areas at Roundhay and Lawnswood schools for sporting activities by groups of children under 18. This provides a maximum of 1560 hours for community use.

4.3 Primary Schools Project

Each of the 10 Primary schools has 3.5 hours of use each term day (190 days per school year) for before school clubs (1 hour) and after school clubs (2.5 hours). This provides a maximum of 6650 hours per annum for before and after school clubs across the 10 schools.

Each school also has up to 80 occasions of 3 hours for community use for term time evenings; up to 48 occasions of up to 10 hours for community use on weekday in holidays, up to 36 occasions of up to 3 hours for indoor activities on Saturdays and up to 18 occasions of up to 3 hours for community sports use on Saturdays. This provides a maximum of 8820 hours for community use across the 10 schools

4.4 Combined Secondary Schools Project

Each of the 6 schools has 3.15 hours of use each term day (190 days per school year) for before school clubs (1 hour) and after school clubs (2.15 hours). This provides a maximum of 3705 hours per annum for before and after school clubs across the 6 schools

To provide greater flexibility in the use of the school facilities in the evenings, at weekends and during holiday periods there is no specific time identified for community use with these schools. This enables the pre-bought time outside of the school day to be used for either the school or community groups, which ensures that the use of the school is maximised.

5.0 Actual Community Group Usage

5.1 The Education Leeds Lettings Unit have provided details of the current level of community usage within the PFI schools. In summary there are the following community lets within the PFI schools

5.2 7 Schools Project

A combined total of 27 hours of weekly community use at the two secondary schools

5.3 Primary Schools Project

A combined total of 4 hours of weekly community use at the 10 Primary schools

5.4 Combined Secondary Schools Project

A combined total of 50 hours of weekly community use at the 3 operational Secondary schools.

5.5 Please note that no information was provided by the Lettings Unit in relation to before and after school clubs and holiday schemes.

6.0 Third Party Use

6.1 As outlined in 2.5, school buildings and external areas can also be used by third party groups. The use of the schools by third parties will usually take place outside of the times on the maximum use table and the bookings are

administered and managed by the contractor.

Third parties are charged a commercial rate for the use of the school facilities which is based on the actual costs incurred by the contractor.

- 6.2 There is a general belief that the costs charged by PFI contractors are comparatively high and the use of the school facilities is therefore restricted. However, as part of the planning conditions for the CSSP contract there was a requirement to provide actual costs of hiring sports facilities at the new PFI schools and showing that these costs were comparable to the costs that would be incurred at a Leeds leisure centre. This comparison, which was also required by Sport England, is included in Appendix Three and shows that for bookings during the week the cost of using sports facilities at the new PFI schools is, on average, 6% cheaper than the equivalent facilities at a Leeds Leisure Centre.

The costs for using sports facilities at weekends is higher in the PFI schools but this is primarily because use of leisure centres at weekends is classed as off peak and the costs are subsidised.

- 6.3 It has not been possible to obtain full details of third party bookings at the PFI schools. It is known that there are bookings for a number of general interest groups and some sporting groups. However, there is currently relatively little use of external pitches at weekends.

7.0 Sunday Community Use

- 7.1 There has recently been a request from a local football team to play matches at Methley Primary school (one of the PFI ten primary schools) on a Sunday. This request was initially rejected as there is no pre-bought time for community use on a Sunday.

The football team had previously played their matches on a Saturday and, at the time of the new PFI school opening, had been given assurances that this arrangement would continue. However, the team changed to a league which played their matches on a Sunday and therefore their requirements fell outside of the contractual provisions.

As a result, Education Leeds took the decision to put in place a temporary arrangement with the contractor to allow the matches to take place.

The decision to not have any pre-bought time on a Sunday has been taken for all PFI contracts and the same decision is proposed for the BSF project.

8.0 Booking of Community Use and Third Party Use

- 8.1 The general requirement for the booking of facilities at PFI schools is as follows:
- Requests for bookings by community groups are managed and administered by the Education Leeds Lettings Unit.

- Requests for bookings by third party groups are managed and administered by the relevant contractor, typically through their help desk.

8.2 Requests for community and third party bookings do follow processes which ensures that the bookings can be provided in line with contractual and directed lettings policy implications. It is acknowledged that in some instances community groups consider this process as unnecessarily bureaucratic and it is proposed to review the booking processes to ensure that bookings are not unnecessarily rejected due to the length of time taken to approve the booking. There have also been instances of contractors rejecting community use without full justification.

9.0 Conclusions

Community Use in non PFI Schools

From evidence provided recently by Learning and Leisure community use in non PFI Schools, of particularly sports pitches, appear significantly lower in non PFI Schools and in the majority of non PFI Schools seems to be precluded.

9.1 Community Use at Secondary Schools

Actual community use in the five operational secondary schools averages over 15 hours a week for each of the schools, which is below the maximum provided for by the contracts.

9.2 Community Use at Primary Schools

There is currently only 4 hours of actual weekly community use at the primary schools, which is significantly below the average of 169 hours a week provided by the contract across the ten schools for community use.

9.3 Sunday Community Use

None of the existing or proposed PFI schemes currently have any pre-bought time on Sundays for either school or community use. This is not unusual for school facilities.

9.4 Third Party Use

It has not been possible to obtain full details of third party bookings at the PFI schools. However, the recent cost comparison exercise undertaken for the Combined Secondary Schools project shows that the costs charged at PFI schools are comparable with costs at leisure centres

9.5 Booking of Community Use and Third Party Use

The responsibility for the management and administering of calls for the two types of use is clearly defined and understood by the parties to the contract. Although the process is very similar to the directed lettings system used for other schools, some groups have identified difficulty in using the booking process and uncertainty as to who to contact.

10.0 Current Position

10.1 In the report of the Director of Learning and Leisure to the Executive Board

scheduled for 13th December 2006 it is proposed that a pilot project is developed between Learning and Leisure and Education Leeds to promote further access to sports pitches through the Combined Secondary Schools Project.

Appendix One: Summary of External Sporting Pitches and Facilities at Operational PFI Schools

7 SCHOOLS
<u>ROUNDHAY</u>
2 Nr. Football Pitch
1 Nr. Cricket Pitch
5 Nr. Tennis Court/ 2 Nr. Netball (tarmac surface)
2 Nr. Rugby Pitch(1 Nr. full size)
2 Nr. Hockey Pitch
1 Nr. Athletics Track
<u>LAWNSWOOD</u>
1 Nr. Athletics Track
1 Nr Cricket Pitch
2 Nr. Rugby Pitch(1 Nr. full size)
4 Nr. Tennis Court3 Nr. Netball (tarmac surface)
2 Nr. Football Pitch
1 Nr. Hockey Pitch(full size)
1 Nr Hockey Pitch(7-a-side)
<u>SPRING BANK PRIMARY</u>
1 Nr. All-weather artificial pitch
<u>5 LANES PRIMARY</u>
1 Nr. Football Pitch
1 Nr. Junior Games Court (tarmac)
<u>OAKWOOD PRIMARY</u>
1 Nr. Junior Football Pitch
2 Nr. Junior Games Courts
<u>ASQUITH PRIMARY</u>
1 Nr. Football Pitch
<u>HILL TOP PRIMARY</u>
1 Nr. Netball Court
1 Nr. Football Pitch
<u>LEEDS PRIMARIES</u>
<u>COOKRIDGE PRIMARY</u>
2 Nr. 5-a-side pitches (tarmac)
1 Nr. Grassed Pitch
<u>KIPPAX PRIMARY</u>
1 Nr Netball / 5-a-side football pitch (tarmac)
1 Nr. Grassed Mini Pitch
<u>ROTHWELL PRIMARY</u>
1 Nr Netball / 5-a-side football pitch (tarmac)
2 Nr. Grassed Pitches.
<u>HORSFORTH PRIMARY</u>
1 Nr. Grassed Pitch
1 Nr. 5-a-side football / Netball (tarmac)
<u>YEADON RUFFORD PARK PRIMARY</u>
1 Nr. MUGA (Netball, 5-a-side, Short Tennis)

1 Nr. Grassed Sports Pitch.
<u>RAWDON PRIMARY</u>
1 Nr. MUGA (Netball, 5-a-side, Short Tennis)
1 Nr. Grassed Sports Pitch
<u>EAST ARDSLEY</u>
1 Nr. MUGA (Netball, 5-a-side, Short Tennis)
1 Nr. Grassed Sports Pitch
<u>METHLEY PRIMARY</u>
1 Nr. MUGA (Netball, 5-a-side, Short Tennis)
1 Nr. Grassed Sports Pitch
<u>PUDSEY PRIMARY</u>
1 Nr. Grassed Sports Pitch
1 Nr. Tarmac Sports Pitch
1 Nr. Basket ball / Netball Court (tarmac)
<u>LOWER WORTLEY</u>
1 Nr. 5-a-side Football Pitch
<u>COMBINED SEONDARY SCHOOLS PROJECT</u>
<u>CARR MANOR SECONDARY</u>
4Nr Grassed Sports Pitches
1Nr. Rugby Pitch
1 Nr. Athletics Track
3 Nr. Tennis Court / 3 Nr. Netball (tarmac surface)
<u>SOUTH LEEDS SECONDARY</u>
1Nr Grassed Sports Pitches
1Nr. Rugby Pitch
3 Nr. Tennis Court / 3 Nr. Netball (tarmac surface)
<u>PRIMROSE SECONDARY / SHAKESPEARE PRIMARY</u>
1Nr Grassed Sports Pitches
1Nr Artificial Sports Pitches
<u>JOHN SMEATON SECONDARY(Opening September 2007 – school have use of adjoining new sports centre)</u>
2Nr Grassed Sports Pitches
<u>RALPH THORESBY SECONDARY (Opening September 2007)</u>
1Nr Grassed Sports Pitches
3 Nr. Tennis Court / 3 Nr. Netball (tarmac surface)
2 Nr Grassed Sports Pitches (Tinshill Rec)

Appendix Two Primary Schools Maximum Scheduled Use Table (Per School)

Core Hours	Occasions	Start	End	Duration (Hours)	% of Facility
On School Teaching Days	190	08:30	15:30	7	90
On Early Years Teaching Days	243	08:00	18:00	10	10
Days facility open	243				

Non-Core Hours on School Teaching Days	Occasions	Start	End	Duration (Hours)	% of Facility
Before school clubs	190	08:00	09:00	1	10
Before school meetings & other essential school staff/visitor access	190	07:30	08:30	1	10
After school clubs	190	15:30	18:00	2.5	10
Other extra curricular activities for pupils	190	15:30	16:30	1	10
After school meetings & other essential school staff/visitor access	190	15:30	17:30	2	10
Community Use	80	18:30	21:30	3	5
"Small" evening meetings & events	30	18:30	21:30	3	10
"Large" evening meetings & events	9	18:30	21:30	3	90
Days facility open	190				

Non-Core Hours on Early Years Teaching Days	Occasions	Start	End	Duration (Hours)	% of Facility
School Training Days	5	08:30	15:30	7	90
School Holiday Days access	25	08:00	13:00	5	20
Community Use on school holiday days	48	08:00	18:00	10	10
Early meetings etc for early years staff / visitors	243	07:30	08:00	0.5	5
Late meetings etc for early years staff / visitors	243	18:00	18:30	0.5	5
Days facility open	243				

Scrutiny Board Briefing Paper: Community and Third Party Use of PFI Schools

Non-Core Hours on Saturdays during Term Time	Occasions	Start	End	Duration (Hours)	% of Facility
Community Use indoor activities	36	09:30	12:30	3	5
Community Use sports	18	09:30	12:30	3	5
School sports	18	09:30	12:30	3	5
School Events	3	09:00	16:00	7	90
Days facility open	36				

Notes: Start and end times are indicative; % of facility is approximate.

Appendix Three: Leeds Combined Secondary Schools PFI – Third Party Prices IIC / Mitie Schedule of Prices V LCC Schedule of Prices

Area	IIC Hourly Rate week day	Standard LCC fees / charges ('peak time')	IIC Hourly rate weekend	Standard LCC fees / charges ('off peak time')
1. Halls with toilets*	£32	From £21.80 / hour	£40	From 21.80 / hour
2a. Sports halls with toilets*	£32	No comparable price available	£40	No comparable price available
2b. Sports hall with toilets, changing facilities*	£35	£45	£43	£33
3. Dance studios, with toilets*	£25	No comparable price available	£32	No comparable price available
3a Dance studio with toilets and changing facilities*	£28.5	£26.50 (studio at LIP)	£35.5	Not available
4. Gymnasium with toilets*	£25	No comparable price available	£32	No comparable price available
4a Gymnasium with toilets and changing facilities*	28.5	£45	£35.5	£33
5. The community theatre at Ralph Thoresby	TBC	N/A	TBC	N/A
6. External Areas;	£21.5	No comparable price available	£28.5	No comparable price available
6a External Areas with toilets	£25	No comparable price available	£34	No comparable price available
6b External Area with toilets and changing facilities	£28.5	£36.70 (Astroturf price)	£37.5	£24.80 (Astroturf price)
7. Such other areas as the City Council's Representative shall permit in his absolute Discretion.	P.O.A.	N/A	P.O.A.	N/A
8. Special Events such as weddings, private parties	P.O.A.	N/A	P.O.A.	N/A

Note:

- * 10% uplift for Utilities as appropriate
- On average the IIC / Mitie weekday use of the facilities are 6% cheaper than the comparable facilities at Leeds leisure centres (including utilities costs)
- On average the IIC / Mitie use of the facilities are 14% more expensive than the comparable facilities at Leeds leisure centres (including utilities costs)
- Please note that the above IIC / Mitie rates do not take in to account the cost benefits of block bookings which would reduce hourly rates
- LCC rates are taken from the 2006 rates and prices document (http://www.leeds.gov.uk/files/2005/week52/inter_a67f499f-f9db-46bb-9b09-2086152eb125_067494ac-369f-44cb-bd24-a8505597f36b.pdf)