

**Report of the Head of Programme (PPPU)**

**Report to the Director of Children's Services**

**Date: 3<sup>rd</sup> February 2017**

**Subject: Design & Cost Report for Hovingham Primary School Expansion**



**Capital Scheme Number: 32450/HOV/000**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): <b>Gipton &amp; Harehills</b>	<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 Gipton and Harehills and surrounding areas, it is necessary to expand provision at Hovingham Primary School from a 2 Form Entry with 420 pupil places, to a 3 Form Entry with 630 pupil places from September 2017.
2. Modular accommodation was provided in summer 2016 to address the school's current capacity issues, but this will not be sufficient to address the capacity issues from September 2017. Therefore, a permanent solution is required to be delivered for September 2017 to provide a long term sustainable solution to the capacity issues at the school.
3. 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 14th December 2016.

4. A total scheme budget of £5.0m was previously approved by Executive Board in December 2016.
5. This Design and Cost Report requests Authority to Spend of £335,500 and approval to enter into an Early Works Agreement with Leeds LEP Limited to facilitate the early works. A separate design and cost report for the main works will follow in March 2017.
6. Early Works are critical to ensure that the scheme is complete by September 2017. The works include:
  - Car parking which is required before the scheme can start on the main site as the existing car park will be taken out of action
  - Site set up for the welfare of construction staff
  - Placing the order for the 2 storey modular building which is required to be delivered to site by 2<sup>nd</sup> June 2017
  - Demolition of the former caretaker's house which needs to take place during the Easter holidays, which falls before contract award date
  - Placing the order for the electricity upgrade on the site as this can take several months to put in place. Payment of £95,500 may not be required until the contract is awarded, but in case Northern Power Grid act swiftly and payment is required before 10th April, the cost is included within the early works DCR
7. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU). A revised procurement strategy requesting authorisation to appoint the Council's Strategic Partner, Leeds LEP Limited, to deliver the expansion to Hovingham Primary School as it cannot be delivered by the Internal Service Provider or through an existing Framework Agreement by September 2017, will be submitted to the School Places Programme Board in February 2017.
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. The Deputy Chief Executive and Director of City Development support the recommendations in this report. The Executive Member considered and approved the DCR on the 13 February 2017.

## **Recommendations**

The Director of Children's Services is requested to:

- i. Approve the Design and Cost Report for these early works , the cost being £335,500 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 Leeds LEP Limited for £335,500.
- iii. Note a separate DCR for the main works will follow in March 2017.
- iv. 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 Hovingham Primary School from a 2FE to a 3FE school by September 2017.
- Approve the entering into an Early Works Agreement to start on site 6th March 2017 subject to the successful award of planning permission. Contract award is scheduled for 10th April.
- To seek approval for the costs associated with the early works which are critical if the scheme is to be complete by September 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 Gipton and Harehills and surrounding areas, it is necessary to expand provision at Hovingham 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 Hovingham Primary School will be available for 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.

2.6. Due to an immediate shortfall in pupil places in the Gipton and Harehills area, modular accommodation was provided in summer 2016 to address the school's current capacity issues, but this will not be sufficient to address the capacity issues from September 2017. Therefore, a permanent solution is required to be delivered for September 2017 to provide a long term sustainable solution.

- 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 14<sup>th</sup> December 2016 following public consultation and the publication of statutory notices for the expansion on 21<sup>st</sup> September 2016. 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. Considering the time pressures of this scheme and the subsequent accelerated programme for delivery, a delivery partner has to be mobilised immediately, ensuring that the full expansion of the school is complete by September 2017. A revised procurement strategy requesting authorisation to appoint the Council's Strategic Partner, Leeds LEP Limited, to deliver the expansion to Hovingham Primary School as it cannot be delivered by the Internal Service Provider or through an existing Framework Agreement by September 2017, will be submitted to Programme Board in February.
- 2.10. A scheme budget of £5.0m was previously approved by Executive Board in December 2016.

### **3.0 Main Points**

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

- 3.1.1. This DCR is concerned with the early works requirement at Hovingham Primary School to ensure programme is attained and the complete scheme is delivered by September 2017. The details of the permanent expansion to provision at Hovingham Primary School will be submitted in a further DCR for approval in March 2017.
- 3.1.2. Early Works are critical to ensure that the scheme is complete by September 2017. The works include:
- New car parking on land adjacent to the school, with work to commence 6th March subject to a successful planning application. The car park is required before the scheme can start on the school site as the existing car park will be taken out of action
  - Site set up for the welfare of construction staff
  - Placing the order for the 2 storey modular building which is required to be delivered to site by 2nd June 2017. To enable programme to be met, the order for the required steel within the building must be placed by 20th March, with agreed layouts, door and window location, heights, finishes and colours finalised by 13th March 2017.
  - Demolish the former caretakers house which needs to take place during the Easter holidays
  - Place the order for the electricity upgrade as this can take several months to put in place. Payment of £95,500 may not be required until the contract with Leeds D&B One Ltd is awarded, but in case Northern Power Grid act swiftly

and payment is required before contract award, the cost is included within the early works DCR.

- 3.1.3. Early Works are scheduled to start on site on 6<sup>th</sup> March 2017 and to complete 13<sup>th</sup> April 2017. Works will only commence subject to a successful planning application.
- 3.1.4. This design and cost report requests Authority to Spend for £335,500 and approval to enter into an Early Works Agreement with Leeds LEP Limited to facilitate the early works.
- 3.1.5. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU). Considering the time pressures of this scheme and the subsequent accelerated programme for delivery, a delivery partner has to be mobilised immediately, ensuring that the full expansion of the school is complete by September 2017. Consequently a revised procurement strategy requesting authorisation to appoint the Council's Strategic Partner, Leeds LEP Limited, to deliver the expansion to Hovingham Primary School as it cannot be delivered by the Internal Service Provider or through an existing Framework Agreement by September 2017, will be submitted to Programme Board in February.

#### **4.0 Programme**

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

Milestone	Date
Planning submission	18 January 2017
Planning decision expected	6 <sup>th</sup> March 2017
Early works begin	6 <sup>th</sup> March 2017
Early works complete	13 <sup>th</sup> April 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 21<sup>st</sup> September 2016 including public consultation. The expansion of the school was subsequently approved by the Executive Board on 14<sup>th</sup> December 2016.
- 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.
- 5.1.3. Pre-planning application meetings have been held with officers from Planning, Highways, Sport England and Building Control prior to the formal submission of the planning application of the permanent expansion.
- 5.1.4. Sport England has been consulted about the impact of the proposals on the schools playing field. They have responded to the Planning Consultation saying they have no objection to the scheme.

- 5.1.5. Prior to submission of the Planning Application for the scheme, a public consultation event took place in December 2016.
- 5.1.6. 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. The school governing body have also formally given their support for the scheme.
- 5.1.7. The Deputy Chief Executive and Director of City Development support the recommendations in this report. The Executive Member considered and approved the DCR on the 13 February 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 City Priorities**

- 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. Considering the time pressures of this scheme and the subsequent accelerated programme for delivery, a delivery partner has to be mobilised immediately, ensuring that the full expansion of the school is complete by September 2017. A revised procurement strategy requesting authorisation to appoint the Council's Strategic Partner, Leeds LEP Limited, to deliver the expansion to Hovingham Primary School as it cannot be delivered by the Internal Service Provider or through an existing Framework Agreement by September 2017, will be submitted to the School Places Programme Board in February 2017.
- 5.4.2. An Early Works Agreement is critical to ensure that accommodation is available for September 2017.

5.4.3. The capital costs will be met through capital scheme number 32450/HOV/000 as part of the Learning Places Programme.

#### 5.4.4. Capital Funding & Cash Flow

Basic Need Primary Expansion 2016/17		Parent Scheme Number: 32450/HOV/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)	0.0		0.0				
FURN & EQPT (5)	0.0						
INTERNAL 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>0.0</b>
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)	335.5			335.5			
FURN & EQPT (5)	0.0						
INTERNAL FEES (6)	0.0						
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>335.5</b>	<b>0.0</b>	<b>0.0</b>	<b>335.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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	5,000.0			335.5			
<b>TOTAL FUNDING</b>	<b>5,000.0</b>	<b>0.0</b>		<b>335.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Balance / Shortfall =</b>	<b>4,664.5</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: 32450/HOV/000  
Basic Need Primary Expansion 2017/18

#### 5.5. Revenue Effects

5.5.1. 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.
- 5.6.3. A revised procurement strategy will be submitted to the Director of Children's Services, requesting that the Council's Strategic Partner-Leeds LEP Limited, be commissioned to deliver the expansion to Hollybush Primary School, as it cannot be delivered by the Internal Service Provider or through an existing Framework Agreement by September 2017.
- 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).
- 5.7.3. The key risks to the scheme are as follows:
- Planning Permission is not granted by the 6<sup>th</sup> March, the date that the works to the new car park are due to commence. If this is the case, works will not commence until there is approval in place.
  - This will cause programme slippage. To mitigate against this, the Local Planning Authority have been asked to consider allowing weekend working within the planning conditions so that this may be implemented if necessary to ensure programme is maintained.

## 6.0 Conclusions

- 6.1. The proposal to undertake the early works detailed in this report is critical to ensure that the expansion of Hovingham Primary School is complete by September 2017.
- 6.2. This Design and Cost Report requests Authority to Spend £335,500 and approval to enter into an Early Works Agreement with Leeds LEP Limited to facilitate the early works. A separate design and cost report for the main works will follow in March 2017.
- 6.3. The cost of the early works will be met through capital scheme 32450/HOV/000 to the value of £335,500.

## 7.0 **Recommendations**

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

- i. Approve the Design and Cost Report for these early works , the cost being £335,500, 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 Leeds LEP Limited for £335,500.
- iii. Note a separate DCR for the main works will follow in March 2017.
- iv. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

## 8.0 **Background Documents<sup>1</sup>**

None

---

<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.