

**Report of Asset Management Planning Manager**

**Report to: Built Environment Programme Manager**

**Date: 7th February 2017**

**Subject: Design & Cost Report for the Universal Infant Free School Meals Project at Pudsey Lowtown Primary School 2017**



**Capital Scheme Number: 32014/EXP/LOW**

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

**Summary of main issues**

1. The purpose of this report is to seek approval to incur capital expenditure of £232,400 from capital scheme number 32014/EXP/LOW to deliver kitchen improvement capital works at Pudsey Lowtown Primary School to address significant health and safety issues.
2. The Children and Families Bill 2014 required a commitment for all primary schools to offer a hot free school meal to all children in reception, year one and year two from 1 September 2014. The 'Universal Infant Free School Meals' (UIFSM) capital programme in Leeds, capital scheme number 32014/000/000, was set up to provide the parent scheme to hold the capital grant for maintained/controlled schools of £1,685,091 for successful implementation of the government policy, in statute from 1st September 2014.
3. Phase 1 of the programme, which supported the majority of schools to implement the new UIFSM policy through the purchasing and installation of large kitchen equipment, was undertaken and completed in 2014. Phase 2 commenced in 2015 which consisted of five schools requiring urgent capital works which identified the schools experiencing difficulty in delivering the meals service due to the increased numbers of hot meals required.
4. The proposed scheme to be delivered at Pudsey Lowtown Primary School comprises of a kitchen extension and refurbishment of the existing including the installation of new kitchen equipment which is scheduled to be complete for October 2017. This will

address significant health and safety concerns around the delivery of hot meals in the school.

5. The project will be delivered in conjunction with Leeds City Council's Joint Venture partner NPS Leeds Ltd, who have provided the required design and technical considerations on the proposed scheme, the works will be delivered through competitive tendering methods. Childrens Services will commission these works in accordance with CPR 3.1.8 in order to agree the identified procurement route, as the Internal Service Provider, Leeds Building Services, doesn't have the technical resource to undertake certain aspects of the scheme.

## **Recommendations**

6. The Head of Learning Systems is requested to:
  - i. Approve the proposal to carry out essential kitchen improvement works to address urgent health and safety issues at Pudsey Lowtown Primary School.
  - ii. Approve the procurement strategy to utilise competitive tendering methods in accordance with CPR 3.1.8.
  - iii. Authorise expenditure in the sum of £232,400 from capital scheme number 32014/EXP/LOW 'Universal Infant Free School Meals' (UIFSM) to enable the proposed works at Pudsey Lowtown Primary School.
  - iv. Note that the Asset Management Planning Manager (Built Environment Team) is responsible for scheme delivery which will be completed by October 2017.

## **1.0 Purpose of this Report**

- 1.1. The purpose of this report is:
  - To provide background information and detail to the Built Environment Programme Manager in respect of the works required to complete implementation of the UIFSM policy in identified schools using the remaining Universal Capital Grant
  - To seek approval for the scheme at Pudsey Lowtown Primary School to progress on the basis of the budget and programme set out in this report.

## **2.0 Background Information**

- 2.1. The Children and Families Bill 2014 required a commitment for all primary schools to offer a hot free school meal to all children in reception, year one and year two from 1 September 2014.
- 2.2. The 'Universal Infant Free School Meals' (UIFSM) capital programme in Leeds, capital scheme number 32014/000/000, was set up to provide the parent scheme and holds capital grant funding for maintained/controlled schools of £1,685,091 for successful implementation of government policy, in statute from 1st September 2014.

- 2.3. The strategy and process for implementing the individual UIFSM projects to purchase, deliver and install large kitchen equipment to 129 schools under Phase 1 of the UIFSM Programme was completed for the commencement of the school term 2014.
- 2.4. The new UIFSM policy has been successfully implemented in Leeds within very short timescales. The October 2015 census information shows that UIFSM uptake was confirmed at 87.7%.
- 2.5. Phase 1 of the UIFSM programme supported the majority of schools with 50% matched funding to purchase and install large kitchen equipment. Phase 1 and 2 costs are now confirmed at £1,587,600 with £265,500 funding therefore remaining within the programme.
- 2.6. Phase 2 of the UIFSM programme, initially funded individual capital projects in Five schools. The five schools were identified as experiencing the greatest difficulty in finding sustainable operable solutions due to health and safety concerns and work was undertaken as a matter of priority in 2015/6. The project cost of the Five schemes were £790,878 inclusive of fees.
- 2.7. After allocation of phase 2 funds to the five schools, as outlined above, there remains £265,500 in the capital UIFSM fund. This will be allocated against a further priority list of schools having identified as having significant health & safety issues. The remaining schools were consulted in 2015 about how to allocate the remaining amount. Most were unable to match fund (which would have allowed a greater number of capital projects to be completed). The majority vote was therefore, to rank school projects in order of priority and simply work down the list until the funding is exhausted.
- 2.8. The criteria used to prioritise schools followed the October 2014 DfE guidance on applications for additional UIFSM capital funds.
- 2.9. The proposal for Pudsey Lowtown Primary School will address the significant health and safety concerns and will enable the school to achieve sustainable solutions in implementing the statutory UIFSM policy.

### **3.0 Main Issues**

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

The proposed works to Pudsey Lowtown Primary School consists of the following components:

- Re-modelling and expansion of the existing kitchen
- Refurbishment of the kitchen area
- Upgrade of the Mechanical & Electrical installation as necessary
- Installation of new Kitchen Equipment

- 3.2. Through consultation with Pudsey Lowtown Primary, consideration was given to investigate alternative options available to deliver the required accommodation and facilities effectively, including:

- Better utilisation of existing areas including equipment – this wasn't feasible to due to the areas being undersized
- Replacing existing equipment with higher performance equipment, though the existing kitchen ventilation system would then be deemed non-compliant and would also need to be upgraded
- Transporting of additional meals, however this was considered not to be cost effective or sustainable in the longer term

Having considered all of the options available, the proposed works detailed in this report at section 3.1 are considered to be the most appropriate and cost effective solution.

- 3.3. The design of the scheme has progressed to the end of RIBA stage 3; during each of the design stages consultation has taken place with the school and Catering Leeds.
- 3.4. The estimated scheme cost is £232,400 comprising of fees at £22,696 and construction costs at £177,118 plus £32,586 equipment costs.
- 3.5. These costs have been generated by commissioning Leeds City Council's Joint Venture partner, NPS Leeds Ltd, to develop the scope of works. The project will be tendered in accordance with the authority's Contract Procedure Rules, on the basis that the Internal Service Provider (ISP), Leeds Building Services (LBS) does not have the technical resource to undertake certain aspects of the works, such as replacement of the Kitchen Ventilation. This will ensure that the costs received from the contractor will have been competitively tendered, thus providing value for money and follows CPR 3.1.8.

#### **4.0 Programme**

4.1. The proposed project at Pudsey Lowtown Primary School is required for the commencement of the 2017/18 Academic year, as such the schedule of works will be delivered in a single phase. It is imperative the project is delivered by the end of October 2017, to ensure that the kitchen is operational as early as possible in the academic year 2017/18. A contingency plan will be in place in the interim period.

4.2. The key milestones to achieve this programme are detailed below:

- |                        |              |
|------------------------|--------------|
| • Design Freeze        | March 2017   |
| • Tender Preparation   | May 2017     |
| • Tender Out           | May 2017     |
| • Tender return        | June 2017    |
| • Tender Report Issued | June 2017    |
| • Start On Site        | July 2017    |
| • Hand Over            | October 2017 |

#### **5.0 Corporate Considerations**

##### **5.1. Consultation and Engagement**

5.1.1. A wide group of stakeholders have been consulted to inform the strategy for both phases of works. This includes a headteacher UIFSM steering group which was established in February 2014; head teachers, governors and elected members were

consulted on the UIFSM policy at an inaugural member led UIFSM event in 2014; two pilot authorities were visited.

- 5.1.2. The deputy lead member for Children's Services chairs the caterer network, and is regularly updated about progress. All schools and caterers have had an opportunity to provide information about their own kitchen equipment needs. Phase 2 schools were consulted on options for allocation of the remaining capital fund on completion of phase 1.

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

- 5.2.1. The recommendations within this report do not have any direct nor specific impact on any of the groups falling under the 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. The screening document has been sent to the Equality Team to be approved, published and held on file.

## **5.3. Council Policies and City Priorities**

- 5.3.1. The scheme is due to be delivered under the City Council's Universal Infant Free School Meals Capital Programme and is required to fulfil the Local Authority's statutory responsibility to ensure that schools offer a hot free school meal to all children in reception, year one and year two as of 1<sup>st</sup> September 2014.
- 5.3.2. These works will contribute towards the modernisation of school buildings within the city, supporting 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'. The works also contribute to the vision in the supporting Children and Young People's Plan 2015-19 to build a child-friendly city with one of the outcomes being to ensure that all children and young people enjoy healthy lifestyles, with a priority on encouraging physical activity and healthy eating. A key indicator of whether this outcome is being met is through free school meal uptake in primary and secondary schools. In addition, the works will ensure that the Council is complying with its legal responsibilities with regards to health & safety legislation and maintaining occupant safety.

## **5.4. Resource and Value for Money**

- 5.4.1. The cost will be met through capital scheme number 32014/EXP/LOW as part of the UIFSM Programme.
- 5.4.2. An up-to-date estimate at RIBA Stage 3 has been received from NPS Leeds which gives a total projected scheme cost of £232,400 (inclusive of fees & Equipment).

### **5.4.3. Capital Funding & Cash Flow**

LAND (1)	0.0							
CONSTRUCTION (3)	172.2						163.6	8.6
FURN & EQPT (5)	22.4						22.4	
DESIGN FEES (6)	37.8						34.1	3.7
OTHER COSTS (7)								
<b>TOTALS</b>	<b>232.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>220.1</b>	<b>12.3</b>
<b>Total overall Funding (As per latest Capital Programme)</b>	<b>TOTAL</b>	<b>TO MARCH 2014</b>	<b>FORECAST</b>					
	<b>£000's</b>	<b>£000's</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018 on</b>	
			<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
UIFSM Grant	232.4	0.0	0.0	0.0			220.1	12.3
	0.0							
Total Funding	232.4	0.0	0.0	0.0	0.0	0.0	220.1	12.3
<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>	<b>0.0</b>	<b>0.0</b>

**Parent Scheme Number:** 32014/EXP/LOW

**Title:** UIFSM Project at Pudsey Lowtown Primary School

## 5.5. Revenue Effects

- 5.5.1. Under local management arrangements each school affected by the works will be responsible for meeting all revenue costs. Any revenue implications arising from this project will be managed within the school funding envelope.

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

- 5.6.1. This is a significant operational decision, not subject to Call-In.
- 5.6.2. The project will be competitively tendered in accordance with Contract Procedure Rules, as the ISP does not have the technical resource to undertake certain aspects of the works.

## 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' methodology. Experienced Project Management resource within Children's Services Built Environment team will be tasked with ensuring the project remains within the predetermined risk tolerances.
- 5.7.2. Operational risk will be addressed by compliance with CDM, Building Regulations and HSE requirements. This will be monitored by NPS and the client.
- 5.7.3. A risk log will be maintained throughout the project and escalation is via the Built Environment Programme Manager.

## 6.0 Conclusions

- 6.1. As a result of the Government's policy to provide 'Universal Infant Free School Meals' to Key Stage One pupils as of the commencement of the 2014/15 academic year, capital projects are required to ensure sufficient capacity is available within school kitchens to deliver this increased demand and address health and safety risks.
- 6.2. As a result of significant health and safety risks posed through delivery of an increased number of hot meals at Pudsey Lowtown Primary School, the project is required to ensure a sustainable solution to address the Health & Safety risks that have been identified.
- 6.3. A number of options have been considered and the scheme at Pudsey Lowtown Primary School, for October 2017 delivery, has been developed through regular consultation with the appropriate stakeholders. The proposed works identified are considered to be the most cost effective solution.
- 6.4. The proposed procurement route is in line with Contract Procedure Rules and value for money will be achieved, as the scheme will be competitively tendered,

## 7.0 **Recommendations**

7. The Head of Learning Systems is requested to:
  - i. Approve the proposal to carry out essential kitchen improvement works including new kitchen equipment to address urgent health and safety issues at Pudsey Lowtown Primary School.
  - ii. Approve the procurement strategy to utilise competitive tendering methods in accordance with CPR 3.1.8.
  - iii. Authorise expenditure in the sum of £232,400 from capital scheme number 32014/EXP/LOW 'Universal Infant Free School Meals' (UIFSM) to enable the proposed works at Pudsey Lowtown Primary School.
  - iv. Note that the Asset Management Planning Manager (Built Environment Team) is responsible for scheme delivery which will be completed by October 2017.

## 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.