

Report of the Built Environment Programme Manager

Report to the Head of Service Learning Systems

Date: 26th May 2017

Subject: Design & Cost Report and Tender Acceptance for the Learning Places 2017 Bulge Cohort – Moor Allerton Hall Primary School



Capital Scheme Number: 32450\BGE\MAL

| | | |
|---|---|--|
| Are specific electoral Wards affected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If relevant, name(s) of Ward(s): Moortown | | |
| 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: | | |

Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £437,174.00 from capital scheme number 32450\BGE\MAL and accept the tender from Portakabin via the YPO framework (DN253879) to deliver the identified essential additional teaching space required to facilitate the placement of a Learning Places ‘bulge’ cohort at Moor Allerton Hall Primary School. This provision will accommodate a 30 pupil bulge cohort due to occupy the school from September 2017.
2. As a consequence of rising birth rate, new housing developments and increased migration into the Moortown area of Leeds, there is a requirement to provide additional temporary accommodation at Moor Allerton Hall Primary School. This will support a one off ‘bulge’ cohort of 30 pupil places which are not currently available within this area of need. The 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. These works will utilise a pre-existing framework for delivering school accommodation as advised by LCC Procurement.
3. The additional accommodation at Moor Allerton Hall Primary School will take effect from September 2017 and will allow the 30 place ‘bulge’ cohort to be accommodated for the commencement of the 2017/18 academic year. The admission limit for the school will rise from September 2017 as a one-off temporary increase. The accommodation

detailed within the report will remain at Moor Allerton Hall Primary School for the duration the 'bulge' cohort to support the transition through the school.

Recommendations

The Head of Service Learning Systems is requested to:

1. Approve the request to award the contract for the sum of £ 306,674.00 to Portakabin to supply and install modular units in order to support the 2017 Learning Places bulge cohort programme.
2. Authorise expenditure of £437,174.00 from capital scheme number 32450\BGE\MAL to enable the installation of essential classroom accommodation, including the necessary ancillary works, at Moor Allerton Hall Primary School.
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 2017.

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 Moor Allerton Hall Primary School to accommodate the bulge cohort of 30 pupils with effect from September 2017.
- To request authority to accept the tender from Portakabin to install modular accommodation at Moor Allerton Hall Primary School via the YPO framework (tender reference: DN253879).
- Seek authority to incur capital expenditure of £437,174.00 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 2017 to July 2018) it was projected that at least 5FE (150 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, the solutions include; utilising extra capacity within existing buildings (where appropriate), internal remodelling to create the additional teaching area required and additional modular accommodation on a temporary and permanent basis (where applicable).
- 2.4. The proposal for Moor Allerton Hall 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.

3.0 Main Points

3.1. Design Proposals and Full Scheme Description

The proposed works at Moor Allerton Hall Primary School consists of the following components:

- Purchase and installation of a double stand-alone modular classroom with additional space to support lunch time activities, to be positioned as such to support the transition of the bulge cohort through the school.
- Appropriate external works to be undertaken to facilitate the placement of the modular units. This is to include, but not exclusive to, installation of foundations, reorientation of any footpaths, enhancement to external play etc. required to ensure the building supports the daily operation of the school.
- Extension and enhancement of existing services and utilities will be required to ensure the modular provision successfully integrates with the existing provisions on site. This is to include, but not exclusive to, enhancement or upgrade of the site electrical infrastructure, extension of the school fire alarm system into the new classroom, additional security coverage where necessary and modification to the school ICT network to include the new classroom provision.

3.2. The estimated scheme cost is £437,174.00. This includes the tender sum of £306,674.00 for the installation of the modular classrooms by Portakabin, £10,500 for furniture, £10,000 for the procurement and connectivity of ICT and other services such as security and fire alarms. The remaining sum will support the costs of ancillary works on the school site such as decant, surveys, project contingency, and fees incurred from procurement advice and technical support via NPS (Leeds City Council joint venture partners).

3.3. Following discussions with LCC Procurement Unit, it was determined that the YPO Framework (651-FC0401) is an appropriate route to deliver the required accommodation. PP&PU colleagues have formalised the contractual negotiations with the relevant contractor and liaised with Children's Services throughout this process. The procurement route was approved on 16/03/2017.

3.4. The framework offers access to a restricted list of contractors capable of delivering the requirement as set out above. These contractors were invited to submit a proposal using the Council tender website YORtender. From the five contractors invited (Elliotts UK, John Nixon Hire, Portakabin, Servacomm and Travis Perkins), Portakabin and Servacomm submitted a bid. The proposals were evaluated against the published criteria (50% quality - 50% price), the outcome of the evaluation process concluded with Portakabin scoring the highest overall score.

3.5. Due to the constraint nature of delivering the bulge cohort programme, any required highways works, necessary as a consequence of this scheme, will be addressed via a separate programme-wide DCR once the planning application has been approved. This will support the discharge of relevant conditions generated by the planning process.

4.0 Programme

- 4.1. The works highlighted in point 3.1 above is required for the commencement of the 2017/18 Academic year, as such the schedule of works will be delivered in one phase from the end of term in July 2017.
- 4.2. The key milestones to achieve this programme are as follows:
- Pupil numbers confirmed April 2017
 - Approval of authority to spend w/c 29th May 2017
 - Contract award w/c 12th June 2017
 - Start on-site w/c 17th July 2017
 - Completion & handover w/c 28th August 2017
 - Occupation w/c 2nd September 2017
- 4.3. The approval to accept the tender via the YPO Framework and '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. Due to the rapid programme of works necessary to meet the dates highlighted in point 4.2, this will potentially require the work to proceed 'at risk' prior to formal planning approval, which is anticipated early August 2017. To mitigate the planning risks extensive consultation has taken place with representatives from Planning & Highways throughout the design development process to ensure the viability of the proposals, this will continue throughout project delivery.

5.0 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1. The bulge cohort expansion programme required for 2017 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 2017 implementation. Where necessary, supporting works to the Highways infrastructure identified during this consultation and planning process will be added to the scope of works and included in a programme wide DCR. These consultations will be on-going where a planning application is required.
- 5.1.3. A letter drop will be completed in the direct vicinity of Moor Allerton Hall Primary School prior to the commencement of work to inform local residents and interested parties of the extent and specifics of the proposed development.
- 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, an independent impact assessment is not required for the approvals requested. The screening document has been sent to the Equality Team to be approved, publishing 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. The programme seeks to support good quality and accessible local school places which can contribute to the above outcomes.

5.4. **Resource and Value for Money**

5.5. The estimated scheme cost is £437,174.00. This includes all construction costs, furniture and IT connectivity. The additional ancillary works to support the delivery of the scheme includes decant, surveys, project contingency, service connections and design & consultants fees.

5.5.1. The cost will be met through capital scheme number 32450\BGE\MAL as part of the Learning Places Programme.

5.5.2. Following discussions with LCC Procurement Unit, it was determined that the YPO Framework (651-FC0401) is an appropriate route to deliver the required accommodation. PP&PU colleagues have formalised the contractual negotiations with the relevant contractor and liaised with Children's Services throughout this process. The procurement route was approved on 16/03/2017 and as such value for money is attained.

5.5.3. Capital Funding & Cash Flow

| Previous total Authority to Spend on this scheme | TOTAL | TO MARCH | | | | |
|---|--------------|----------------|-------------------|-------------------|-------------------|-------------------|
| | £000's | 2017 £000's | 2017/18 £000's | 2018/19 £000's | 2019/20 £000's | 2020 on £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 | | | | | |
| TOTALS | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| | | | | | | |
| Authority to Spend required for this Approval | TOTAL | TO MARCH | | | | |
| | £000's | 2017 £000's | 2017/18 £000's | 2018/19 £000's | 2019/20 £000's | 2020 on £000's |
| LAND (1) | 0.0 | | | | | |
| CONSTRUCTION (3) | 306.6 | 306.6 | 306.6 | | | |
| FURN & EQPT (5) | 20.5 | 20.5 | 20.5 | | | |
| DESIGN FEES (6) | 0.0 | | | | | |
| OTHER COSTS (7) | 110.0 | 110.0 | 110.0 | | | |
| TOTALS | 437.1 | 437.1 | 437.1 | 0.0 | 0.0 | 0.0 |
| | | | | | | |
| Total overall Funding (As per latest Capital Programme) | TOTAL | TO MARCH | | | | |
| | £000's | 2017 £000's | 2017/18 £000's | 2018/19 £000's | 2019/20 £000's | 2020 on £000's |
| | 0.0 | | | | | |
| Basic Need Grant | 437.1 | 437.1 | 437.1 | | | |
| | 0.0 | | | | | |
| Total Funding | 437.1 | 437.1 | 437.1 | 0.0 | 0.0 | 0.0 |
| | | | | | | |
| Balance / Shortfall = | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

Parent Scheme Number: 32274/000/000

Title: Basic Need Primary Expansion 2017/18

5.6. Revenue Effects

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

5.7. Legal Implications, Access to Information and Call-In

- 5.7.1. The approval of this report constitutes a 'Significant Operational Decision' and as such is not subject to 'Call-In'. In accordance with best procurement practise, a voluntary 10 days standstill prior to formal award will apply
- 5.7.2. The procurement strategy was approved on 16.03.2017 allowing the appropriate 'call off' from the YPO Framework Agreement.
- 5.7.3. There are no other legal implications or access information issues arising from this report.

5.8. Risk Management

- 5.8.1. 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 from Children's Services

Built Environment team will be tasked with ensuring the project remains within the predetermined risk tolerances.

- 5.8.2. A programme level risk log will be 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 2017/18 academic year throughout the city, it is necessary to provide supplementary teaching accommodation to accommodate the identified bulge cohorts. Moor Allerton Hall Primary School has been identified as a key site for addressing the need for pupil places in the Moortown area.
- 6.2. The provision of the modular accommodation at Moor Allerton Hall Primary School will be managed by Children's Services in conjunction with Portakabin appointed via the YPO framework. These works will be delivered in partnership with the school and other key stakeholders.
- 6.3. The requirement to provide additional accommodation at Moor Allerton Hall Primary School for a September 2017 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 32450\BGE\MAL to the value of £437,174.00. This value includes the installation of the required modular accommodation and appropriate supporting works.

7.0 Recommendations

- 7.1. The Head of Service Learning Systems is requested to:
- 7.1.1. Approve the request to award the contract for the sum of £ 306,674.00 to Portakabin to supply and install modular units in order to support the 2017 Learning Places bulge cohort programme.
- 7.1.2. Authorise expenditure of £437,174.00 from capital scheme number 32450\BGE\MAL to enable the installation of essential classroom accommodation, including the necessary ancillary works, at Allerton C of E Primary School
- 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 2017 September term.

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.