

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

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**Report to the Director of Children and Families**

**Date: 31 May 2017**

**Subject: Design & Cost Report for Hawksworth Wood Primary School Refurbishment Phase 1 Works**

**Capital Scheme Number: 32450/HAW/REF**

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

### Summary of main issues

1. As a consequence of the increasing birth rate in Kirkstall and surrounding areas, it is necessary to expand provision at Hawksworth Wood Primary School from a 1 Form Entry with 210 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 in September 2016
2. Due to the complexity of the phasing required to deliver this scheme approvals are being sought under two separate DCR's, this is the first DCR and covers the phase 1 works. It is anticipated that the DCR for phase 2 will be submitted July 2017.
3. This DCR requests approval for capital of £2.0m which is required to carry out internal remodelling to 4 classrooms, pupil toilets and expansion and refurbishment of the kitchen and upgrade of existing services.

4. The second DCR will be submitted once the detailed design work of the construction of a new classroom block is complete and a RIBA Stage 4 estimate produced, this is anticipated to be July 2017.
5. The full scope of the phase 1 works covered by this DCR will facilitate the expansion to accommodate the additional reception class in September 2017 and the expansion of the kitchen to be completed in October 2017. This will include the following scope of work:
6. The second phase of work to facilitate the permanent expansion at Hawksworth Wood Primary School, which will be completed by August 2018, will include:-
  - A new one storey extension which will provide four key stage 2 classrooms.
  - An expansion of the current car park and a MUGA is to be built.
  - The removal of a driveway to enable a sports pitch to be laid out on the new grassed area.
7. The project will be delivered in conjunction with Norfolk Property Services (NPS) and the Council's Projects Programmes and Procurement Unit (PPPU). The Construction Partner has been identified as Pacy and Wheatley Construction. Pacy and Wheatley Construction has been selected via a Direct Selection Call-Off using the YORbuild2 framework. It is expected to be appointed the contractor 12th July 2017. The Procurement Strategy was approved by the then Director of Children's Services 10th March 2017.
8. In September 2014, Executive Board approved the Basic Need Programme report recommendation to delegate authority to the Director of Children's and Families to approve Design and Cost Reports for individual projects, subject to support by the Director Resources & Housing and the Director of City Development.
9. In accordance with this approval, this scheme has been considered and supported by the Director of Resources & Housing and Director of City Development on XXXXXXXX. Consultation with the Executive Member took place on 6<sup>th</sup> June 2017 via a Children's Services councillor briefing prior to this DCR being submitted for approval.

## **Recommendations**

The Director of Children and Families is requested to:

- i. Approve the expenditure of £2.0m from capital scheme number 32450/HAW/REF for the construction work associated with the Phase 1 works at Hawksworth Wood Primary School necessary for the additional intake from September 2017.
- ii. Note that a second DCR for the main works will be submitted in July 2017 to cover the main expansion work.
- iii. Note that a budget of £4.0m was granted at Executive Board in December 2016 and that this includes the capital costs for phase 1 and 2 DCR's.
- iv. Note that phase 1 works will be completed in full by October 2017 however the refurbished classroom accommodation will be available to accommodate the increased admission number from September 2017.

- v. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

## **1. 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 Hawksworth Wood Primary School from a 1FE to a 2FE school by the end of the August 2018.
- To seek approval to the expenditure of £2.0m as outlined in the report for the expansion of Hawksworth Wood Primary School, the capital cost being £2.0m.

## **2. 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 Kirkstall and surrounding areas, it is necessary to expand provision at Hawksworth Wood Primary School from a 1 Form Entry with 210 pupil places, to a 2 Form Entry with 420 pupil places. The permanent expansion to provision at Hawksworth Wood Primary School will be available for September 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. The proposal for the extension to the school forms part of the on-going work to address capacity and sufficiency across all of Children and Families, 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.
- 2.7. The expansion of places was approved by Executive Board on September 2016 following public consultation and the publication of statutory notices for the expansion in 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.

- 2.8. The procurement strategy to appoint the Construction Partner was approved on 10th February 2016. Pacy and Wheatley construction were selected as the construction Partner via a Direct Selection Call-Off using the YORbuild2 framework to undertake the refurbishment works following the detailed design by NPS.
- 2.9. The second DCR will be published following the completion of RIBA stage 4, expected in July 2017, to fund the phase 2 of the project which will involve the construction of the new build element of the scheme.

### **3. Main Points**

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

3.1.1. The full scope of the phase 1 works covered by this DCR will facilitate the expansion to accommodate an additional reception class required for September 2017 and the expansion of the kitchen to be completed in October 2017 will include the following scope of work:

- The re-modelling of 3 classrooms at south end of the school with the removal of a part wall and large storage cupboards. This will include the re-positioning of the teaching walls and wet areas.
- The removal of the wall between the Reception classrooms to create a single teaching area. This includes:-
  - The re-provision of teaching walls and making good where the wall was removed
  - The provision of an external teaching space accessible from both external reception rooms.
  - The extension of the fenced area towards the external school fence to create a large area. The provision of a roller shuttered external covered area to provide covered provision.
- The removal of the current kitchen, storage rooms and toilets to create and fit out the new kitchen with equipment suitable for a 2FE school.
- The conversion of the current caretakers' office and storeroom into toilets including the removal of the flooring tiles, in line with the managing asbestos guidelines.
- The refitting of the boys and girls toilets at the south end of school to ensure sufficient toilets for a 2 FE school.
- The re-modelling of the current staffroom to ensure it provides a space sufficient for the additional staff required for the 2FE provision including the provision of additional cupboard space and a new kitchenette.
- Upgrading of existing services to facilitate the expansion project.

3.1.2. The permanent expansion to provision at Hawksworth Wood Primary School will be completed in August 2018 and includes:-

- A new one storey extension will be built to provide four key stage 2 classrooms.

- An expansion to the current car park and provision of a Multi-Use Games Area (MUGA).
- An extension to the car park to allow 15 additional spaces.
- Extending the kitchen will also be undertaken to ensure the kitchen is sufficient for a 2FE school.
- Removal of a driveway allowing for marking out an appropriately sized football pitch.

3.1.3. The refurbishment work covered by this DCR have achieved design freeze, a corresponding construction budget has been estimated.

3.1.4. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU) in conjunction with NPS acting as Lead Designer and Technical Advisors. The Construction Partner that has been selected via a Direct Selection Call-Off using the YORbuild2 framework is Pacy and Wheatley Construction. The YORbuild2 framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).

3.1.5. The procurement strategy to appoint the Construction Partner was approved in March 2017 and Pacy and Wheatley Construction Limited were selected as the Construction Partner via a Direct Selection Call-Off using the YORbuild2 framework to carry out the refurbishment work following full design provided by NPS.

#### **4. Programme**

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

DCR approved	16/06/2017
Contract award for Phase 1 refurbishment works	12/07/2017
Work on site	27/07/2017
Refurbishment complete	18/10/2017
Handover	23/10/2017

4.2. The contract for the refurbishment work is planned to be awarded in early July 2017 with the work commencing the end of July 2017 with completion by October 2017.

4.3. The Contract Award for the permanent extension scheme is scheduled for November 2017 and works on the scheme are scheduled for completion by August 2018.

#### **5. Corporate Considerations**

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

5.1.1. The proposal to expand the school was subject to statutory process issued on September 2016 including public consultation. The expansion of the school was subsequently approved by the Executive Board in 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. The Phase 1 works do not require planning approval. Pre-planning application meetings have been held with officers from Planning, Highways and Building Control prior to the formal submission of the planning application for the permanent expansion.
- 5.1.4. 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. The school officially signed off design freeze for phase 1 work on 17<sup>th</sup> March 2017.
- 5.1.5 In accordance with the Learning Places Programme Approval by Executive Board in September 2014, this scheme has been considered and supported by Director Resources & Housing and Director of City Development via email on xxxxx 2017 and with the Executive Member on 6<sup>th</sup> June 2017.
- 5.1.6 There will be a public consultation, at the school, as part of the planning process for the Phase 2 works on the 14<sup>th</sup> June 2017 where representatives from Planning, Highways, PPPU and NPS will be in attendance to discuss the proposals for the new build works for phase 2 of the school expansion.

## **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 for this scheme and the outcome of the screening is that an independent impact assessment is not required for the proposals as set out in this report.

## **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 YORbuild2 framework by Pacy and Wheatley Construction, 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 10th March 2017.
- 5.4.2. NPS have been commissioned to provide Lead Designer and Technical Advisor Services. The scope of service is for NPS to provide PPPU with Design Services and 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. The capital costs will be met through capital scheme number 32450/HAW/000 as part of the Learning Places Programme. The current total scheme costs are £4.0m which includes the works to be completed this summer and the extension planned for 2018.

## 5.5. Capital Funding & Cash Flow

Basic Need Primary Expansion 2017/18			Parent Scheme Number: 32450/HAW/000				
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	2020/21 £000's	2021 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	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	To March					
	£000's	2017 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	1,500.0		1,500.0				
FURN & EQPT (5)	200.0		200.0				
INTERNAL FEES (6)	160.0		160.0				
OTHER COSTS (7)	140.0	14.3	125.7				
<b>TOTALS</b>	<b>2,000.0</b>	<b>14.3</b>	<b>1,985.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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	2020/21 £000's	2021 on £000's
BASIC NEED GRANT	2,000.0	14.3	1,985.7	0.0	0.0		
TOTAL FUNDING	2,000.0	14.3	1,985.7	0.0	0.0	0.0	0.0
<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>

## 5.6. Revenue Effects

5.6.1. There are no revenue implications arising from this refurbishment.

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

5.7.1. 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.

5.7.2. The Director of Children's and Families 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 & Families has the support for the decisions in this report from the Director Resources & Housing and Director of City Development, and has consulted with the appropriate Executive Members on the proposals.

5.7.3. The YORbuild2 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). We ask LBS who didn't have the capacity for the work.

5.7.4. As the value of the approval request is greater than £250k, the approval request represents a Key Decision and is therefore subject to call in.

## **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 'PM Lite' risk methodology. Experienced Project Management resource has been allocated from within the Projects Programmes and Procurement Unit (PPPU).
- 5.8.2. 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).
- 5.8.3 The key risk to the project is the timely installation of the new electrical services which requires the construction of a new substation. This will be managed to ensure timescales can be delivered for the commissioning of the new kitchen on the completion of its refurbishment. Northern Power Grid (NPG) have already been engaged and have designed the technical solution for the upgrade.

## **6. Conclusions**

- 6.1. The refurbishment of classrooms will enable the increased demand for pupil places in the Kirkstall ward and surrounding areas served by the school to be met.
- 6.2. The estimated cost are within the £4.0m budget approved at Executive Board in December 2016
- 6.3. The project has achieved design freeze for the Phase 1 refurbishment works and it has been confirmed there are no planning implications for this phase of work.
- 6.4. 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 Lead Designer and Technical Advisors. The Construction Partner that has been selected via Direct Selection call-off using the YORbuild2 framework is Pacy and Wheatley Construction. The YORbuild2 framework is based on the NEC3 form of contract with Option A (Priced contract with fixed priced activity schedule).

## **7. Recommendations**

- 7.1. The Director of Children & Families is requested to:
- i. Approve the expenditure of £2.0m from capital scheme number 32450/HAW/REF for the construction work associated with the Phase 1 works at Hawksworth Wood Primary School necessary for the additional intake from September 2017.
  - ii. Note that a second DCR for the main works will be submitted in July 2017 to cover the main expansion work.
  - iii. Note that a budget of £4.0m was granted at Executive Board in December 2016 and that this includes the capital costs for phase 1 and 2 DCR's.
  - iv. Note that phase 1 works will be completed in full by October 2017 however the refurbished classroom accommodation will be available to accommodate the increased admission number from September 2017.

- v. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery.

## **8. 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.