

## Report of the Head of Programme (PPPU)

### Report to the Director of Children's and Families

Date: 21 June 2017

Subject: Design & Cost Report for Low Road Primary School Expansion

Capital Scheme Number: 32450/LOW/000



Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): <b>City and Hunslet</b>		
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 City and Hunslet and surrounding areas, it is necessary to expand provision at Low Road Primary School from a 0.66 Form Entry with 140 pupil places, to a 1.00 Form Entry with 210 pupil places. 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 July 2016.
2. The school has had 2 modular units installed during summer 2016 as part of the bulge programme to enable the school to increase the reception intake to 30 in September 2016. This bulge expansion was dealt with as a separate project to the permanent expansion which is the subject of this DCR.
3. This DCR covers the works required to permanently expand provision at Low Road Primary School to provide additional accommodation through refurbishment and a small extension so that permanent places are available from September 2017. A total scheme budget of £1.7m was previously approved by Executive Board in December 2016 the current total scheme costs are at £1.56m (including £96.8k transferred from the PMP programme).

4. The full scope of the permanent expansion at Low Road which will be completed by December 2017 will include:-
  - Refurbishment of 5 classrooms to create 4 larger classrooms, addition of Reception toilets, a group room and extra storage. An office is also being relocated to allow better Hall storage to be provided;
  - Refurbishment of the existing kitchen;
  - Construction of an extension for an extra classroom, a music room and an LRC;
  - External works included within the scheme are allocation of additional marked parking bays and some limited external works around the extension.
  - Some parking restrictions around the school (yellow lining) are being planned by highways.
  - The scheme includes fixed furniture and fittings: fixed sinks and tall cupboards in all refurbished classrooms, a fixed sink, tall cupboard and loose furniture in the new classroom and tables and chairs in the music room. Some new ICT equipment is also being provided.
5. The project is also carrying out some Planned Maintenance Programme (PMP) works on kitchen ventilation which were programmed to be carried out this summer. The funds which are being transferred from the PMP programme (£96.8k) to cover this work have been already been approved under a separate scheme (DCR for Planned Maintenance Programme 2017/18 which was approved 09/03/17)
6. The project will be delivered in conjunction with NPS and the Council's Projects Programmes and Procurement Unit (PPPU). The Construction Partner appointed in accordance with CPR's is the Internal Service Provider (ISP), Leeds Building Services (LBS) as the nature and extent of the works are within their capacity and capabilities. A Procurement Route report was approved on 11 October 2016.
7. 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. This delegation is to be updated via the June 2017 Learning Places Programme Capital Programme Executive Board Update report which revises the delegation to allow the Director of Resources and Housing to replace the Deputy Chief Executive in undertaking this role.
8. In accordance with this approval, this scheme has been considered and supported by the Director of Resources and Housing and Director of City Development via email, as this falls outside the monthly meeting cycle for the Learning Places Programme Board meeting. Consultation with Executive Members took place on 27 June 2017 via a Lead Member briefing prior to this DCR being submitted for approval.

## **Recommendations**

The Director of Children's and Families is requested to:

- i. Approve the design and cost report for the scheme at Low Road Primary School, the total cost being £1.56m (including £96.8k transferred from the PMP programme) with the appropriate details of the programme, design and cost as set out in this report; and
- ii. Approve the award of the works to the Internal Service Provider (ISP), Leeds Building Services, for the total sum of £978,584 in line with CPR 3.1.5
- iii. Note that no temporary accommodation is required to accommodate the increase in pupils from September 2017.
- iv. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery which is scheduled for completion by 31 December 2017.

## **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 Low Road Primary School from a 0.66 FE to a 1.00 FE school from September 2017.
- To seek approval for the scheme to proceed on the basis of the budget, scope and programme set out in this report, noting that the total scheme costs are £1.56m (including £96.8k from the PMP programme).
- To seek approval to award of the works to the ISP in the total sum of £978,584.

## **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 2009 the programme has created over 1,600 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. Good progress is being made with the accommodation requirements required for the academic year starting September 2017.
- 2.5. For September 2017, a further 210 permanent reception places (7FE) will be in place, along with another 150 bulge reception places (5FE) and 30 places (1FE) through the opening of a Free School to meet the expected demand for places. Projections for September 2018 anticipate a further 345 places (11.5FE) needed, to be met by a combination of Free Schools, permanent expansions and bulge cohorts.
- 2.6. As a consequence of the increasing birth rate in Hunslet and surrounding areas, it is necessary to expand provision at Low Road Primary School from a 0.66 Form Entry with 140 pupil places, to a 1.00 Form Entry with 210 pupil places. The permanent expansion to provision at Low Road Primary School will be available 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.

- 2.7. The school has had 2 modular units installed during summer 2016 as part of the bulge programme to enable the school to increase the reception intake to 30 in September 2016. This bulge expansion was dealt with as a separate project to the permanent expansion.
- 2.8. 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.
- 2.9. The expansion of places was approved by Executive Board in July 2016 following public consultation and the publication of statutory notices for the expansion in April 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.
- 2.10. The procurement route report to use NPS for design and LBS as the Construction Partner was approved on 11 October 2016. Leeds Building Services was approached in the first instance due to the nature and extent of the works which is in line with CPR's and the Programme Procurement strategy and agreed they had the capacity and capability to provide a tender and carry out the works. NPS were commissioned to carry out the Feasibility Study and full design.
- 2.11. This DCR covers the full costs of the scheme. The works are scheduled to start on site on 17 July 2017.
- 2.12. The scheme budget of £1.7m was previously approved at the December 2016 Executive Board meeting.

### **3.0 Main Points**

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

The proposed work to build an extension and Low Road Primary School consists of the following components:

- Refurbishment of 5 classrooms to create 4 larger classrooms, addition of Reception toilets, a group room and extra storage. An office is also being relocated to allow better Hall storage to be provided;
- Refurbishment of the existing kitchen;
- Construction of an extension for an extra classroom, a music room and an LRC;
- External works included within the scheme are allocation of additional marked parking bays and some limited external works around the extension.
- Some parking restrictions around the school (yellow lining) are being planned by highways.

- The scheme includes fixed furniture and fittings: fixed sinks and tall cupboards in all refurbished classrooms, a fixed sink, tall cupboard and loose furniture in the new classroom and tables and chairs in the music room. Some new ICT equipment is also being provided.
- 3.2. The design of the scheme has progressed to the end of RIBA stage 4. During each of the design stages consultation has taken place with the following key stakeholders:
- School Governors and staff
  - Planning
  - Highways
  - Sport England
  - Local Ward Members
  - Local residents
  - Building Control
- 3.3. The project was submitted for planning on the 16 December 2016. The scheme received planning approval on the 24 March 2017. The planning conditions have been issued to the contractor. This has enabled any costs associated with the conditions to be included in the project price.
- 3.4. The procurement route report to use NPS for design and LBS as the Construction Partner was approved on 11 October 2016. Leeds Building Services was approached in the first instance due to the nature and extent of the works which is in line with CPR's and the Programme Procurement strategy and agreed they had the capacity and capability to provide a tender and carry out the works. NPS were commissioned to carry out the Feasibility Study and full design.
- 3.5. Subject to the approval of this DCR, an order will be placed with LBS in line with CPR 3.1.5. The works will be managed informally in line with JCT Minor Works contract conditions as no formal contract can be exchanged.
- 3.6. A Pre Tender Estimate (PTE) was produced by NPS and cost checks have been carried out on the tender return price by LBS on the 07 June 2017 to ensure that the tender price issued is in line with current market conditions and recently returned tenders.
- 3.7. It is envisaged that following a thorough review of all the tender documents, Leeds City Council will place an order with Leeds Building Services, who will be responsible for the construction of the scheme.
- 3.8. NPS Leeds has produced a tender acceptance report explaining that the tender return price is within 2% of the expected tender return price of £959,843. The actual returned price was £978,584. Their recommendation is to accept the tender as it provides good value for money.

#### **4.0 Programme**

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

Milestone	Date
Pre-tender estimate	27 April 2017
Tender returned	07 June 2017
Planning Approval	24 March 2017
Contract Award	30 June 2017
Contractor lead-in / mobilisation	Early July 2017
Start on-site: Kitchen	17 July 2017
Refurb and extension:	27 July 2017
Main Phase Occupation	September 2017
Completion	December 2017

- 4.2. The planning application was approved on 24 March 2017.
- 4.3. Leeds Building Services submitted their formal tender on 07 June 2017 via email.
- 4.4. Contract award is scheduled for 30 June 2017 and works on the scheme are scheduled for completion in December 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 June 2016 including public consultation. The expansion of the school was subsequently approved by the Executive Board in September 2016.
- 5.1.2. The proposed scheme and associated work at Low Road Primary School has been the subject of consultation with key stakeholders including Children's Services officers and ward members. Consultation has also involved school staff and governors, the local residents and other colleagues within the Council.
- 5.1.3. Pre-planning application meetings were held with officers from Planning, Highways and building control prior to the formal submission of the planning application. Substantial engagement has taken place with key stakeholders. All three ward councillors were invited to the public consultation event that took place on the 10 January 2017. At the consultation event and during the planning process several residents raised objections due to concerns about increased traffic levels and parking around the school. These issues are being addressed by introducing some highways measures. The ward members have also been briefed at the regular intervals during the design development. All ward members are fully supportive of the project and the scheme and are content with the highways measures being taken will address residents' concerns..
- 5.1.4. The proposals will not impact on playing fields or external play areas of the school therefore Sport England has raised no objections to the granting of planning permission for the development.
- 5.1.5. 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 signed off the design on 08 December 2016.

- 5.1.6. In accordance with the Learning Places Programme Delegation from Executive Board in September 2014, this scheme has been considered and supported via email as this falls outside the monthly meeting cycle for the School Places Programme Board meeting. Approval by the Director of Resources and Housing and the Director of City Development was received on 22 June 2017
- 5.1.7. Consultation with Executive Members took place on 27 June 2017 prior to this DCR being submitted for approval.

## **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. A copy is included as **Appendix A** to 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. CPRs apply to this process and this Report confirms that the relevant CPRs have been adhered to.
- 5.3.3. This contributes to the 2017/18 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'.
- 5.3.4. 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.
- 5.3.5. A further objective of the Best Council Plan 2013-2017 is to become a more efficient and enterprising Council. We want to promote choice and diversity for parents and families and deliver additional school places in the areas where families need them. Meeting this expectation while demonstrating the five values underpinning all we do is key to the Learning Places Programme.
- 5.3.6. When consulting on the schemes to progress as part of the programme, the consultation process is in line with the Best Council value 'working with communities' in ensuring that 100% of major decisions are supported by community engagement, consultation and due regard for equality.



#### 5.4. Resource and Value for Money

- 5.4.1. The project will be delivered using NPS for design and cost management with LBS acting as the construction partner. NPS is the design partner for Leeds City Council projects, and LBS is the Internal Service Provider and is therefore the initial choice for construction procurements which are within its capability in line with CPR 3.1.5. The procurement route report was approved on 11 October 2017.
- 5.4.2. The cost will be met through capital scheme number 32450/LOW/000 as part of the Learning Places Programme. The total projected scheme costs are currently estimated at £1.56m (including £96.8k transferred from the PMP programme) which is within the budget approved by Executive Board.

#### 5.4.3. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 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						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 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	0.0	0.0				
CONSTRUCTION (3)	1,018.6	0.0	988.0	30.6			
FURN & EQPT (5)	40.0	0.0	40.0	0.0			
INTERNAL FEES (6)	127.2	84.5	34.4	8.3			
OTHER COSTS (7)	370.9	99.3	271.6	0.0			
TOTALS	1,556.7	183.8	1,334.0	38.9	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 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	1,459.9	183.8	1,237.2	38.9			
CAPITAL MAINTENANCE GRANT	96.8		96.8				
TOTAL FUNDING	1,556.7	183.8	1,334.0	38.9	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>

Parent Scheme Number: 32450/000/000

Title: Learning Places Primary Expansion 2017/2018

#### 5.5. Revenue Effects

- 5.5.1. No revenue effects are anticipated, but any additional costs arising will be managed within the school budgets.

## **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 Basic Need 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. This delegation is to be updated via the June 2017 Learning Places Programme Capital Programme Executive Board Update report which revises the delegation to allow the Director of Resources and Housing to replace the Deputy Chief Executive in undertaking this role. As outlined in this report the Director of Children's Services has the support for the decisions in this report from the Director of Resources and Housing and Director of City Development, and has consulted with the appropriate Executive Members on the proposals.
- 5.6.3. The proposed procurement process is in line with 3.1.5 as the ISP, Leeds Building Services, is being used to undertake this work.
- 5.6.4. This procurement is in line with all CPR's and FPR's
- 5.6.5. As the value of the approval request is greater than £250k, it 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. Risk logs have 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 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. A client held contingency, commensurate with a project of this value, has been included within the approval figure to address any risks that occur during construction.

## **6.0 Conclusions**

- 6.1. The proposal to build an extension for a new classroom, Music room and LRC and refurbish 5 existing classrooms at Low Road Primary School will enable the increased demand for pupil places in Hunslet and surrounding areas served by the school to be met.

- 6.2. The cost of the accommodation will be met through capital scheme 59327/BAS/LOW to the value of £1.56m (including £96.8k transferred from the PMP programme) and are within the budget approved at Executive Board in December 2016.
- 6.3. The project has achieved design freeze and a planning application has been approved.
- 6.4. The full scheme costs are being assessed by NPS quantity surveyors to ensure that the cost model issued is in line with current market conditions and recently returned tenders.
- 6.5. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU) in conjunction with NPS acting as Technical Advisors. The Construction Partner identified is the internal service provider (ISP), Leeds Building Services (LBS). Leeds Building Services was approached in the first instance due to the nature and extent of the works which is in line with CPR 3.1.5 and the Programme Procurement strategy. LBS confirmed they have the capability and capacity to do the works and this route was approved via a Procurement Route report on 11 October 2016. An internal order will be raised to cover these works.

## **7.0 Recommendations**

- 7.1 The Director of Children's and Families is requested to:
- i. Approve the design and cost report for the scheme at Low Road Primary School, the total cost being £1.56m (including £96.8k transferred from the PMP programme) with the appropriate details of the programme, design and cost as set out in this report; and
  - ii. Approve the award of the works to the Internal Service Provider (ISP), Leeds Building Services, for the total sum of £978,584 in line with CPR 3.1.5
  - iii. Note that no temporary accommodation is required to accommodate the increase in pupils from September 2017..
  - iv. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery which is scheduled for completion by 31 December 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.