

Report of the Head of Programme - Technical (PPPU)

Report to the Director of Children's Services

Date: 17 March 2017

Subject: Design & Cost Report for Hovingham Primary School Expansion – Main Works



Capital Scheme Number: 32450/HOV/000

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Gipton &Harehills	<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, the expansion of places following public consultation and the publication of the statutory notice was approved by Executive Board on 14th December 2016.

4. An objective in the Best Council Plan 2013-2017 is to build a child friendly city with a focus on: our three Children's Trust partnership obsessions (looked after children, NEET and attendance); ensuring the best start in life; raising educational standards; and ensuring sufficiency of school places. The programme seeks to deliver a supply of good quality accessible local school places which can contribute to these objectives.
5. A total scheme budget of £5.0m was previously approved by Executive Board in December 2016.
6. This Design and Cost Report requests Authority to Spend of **£4,664,500**, it should be noted that an Early Works DCR for the scheme totalling **£335,500** was approved in February 2017.
7. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU). A procurement strategy approving use of the Council's Strategic Partner, Leeds LEP Limited, to deliver the expansion to Hovingham Primary School was approved on 3 March 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.

Recommendations

The Director of Children's Services is requested to:

- i. Approve the Design and Cost Report for these main construction works, the cost being **£4,664,500** with the appropriate details of the programme, scope and cost as set out in this report.
- ii. Note a separate DCR has been submitted and approved for the Early Works totalling **£335,500**.
- iii. 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.
- To seek approval for the scheme to proceed on the basis of the budget, scope and programme set out in this report.

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 areas of the city, 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 14th December 2016 following public consultation and the publication of statutory notices for the expansion on 21st 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 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, was approved on 3 March 2017.
- 2.10. A scheme budget of £5.0m was previously approved by Executive Board in December 2016.
- 2.11. It should be noted that an Early Works DCR for the scheme totalling **£335,500** was approved in February 2017.

3.0 Main Points

3.1 Design Proposals and Full Scheme Description

The expansion of Hovingham Primary School consists of the following components:

- A bespoke modular block providing dedicated 'Key Stage 2' accommodation containing six classrooms, staff and student welfare facilities, storage, cloakrooms and a small hall with dedicated storage.
- This scheme will also address access issues, on-site sports provisions, car parking, the demolition and redevelopment of the superintendents property and modification of the Phase One Accommodation.
- An area of poor quality open space adjacent to the school and the CATCH community building is to be changed into additional car parking for use by the school and CATCH. To re-provide the loss of open space, subject to legal agreements and successful planning application, a Multi Use Games Area (MUGA) will be provided in the locality which will benefit both the school and wider community.
- Modifications to the existing kitchen, enhancements to the hall provision, adjustments to welfare provision and staff areas to ensure the accommodation provided meets the requirement of a 3FE school.

- 3.2. The design of the scheme has progressed to the end of RIBA stage 3.
- 3.3. The tender was received on 13 March 2017. It is envisaged that following a thorough review of all the tender documents, Leeds City Council will award the contract to the Leeds D&B One Ltd, who will be responsible for the construction of the scheme which is to be completed as a Design & Build type contract.
- 3.4. The award of the tender will be subject to a Tender Acceptance Report which will be submitted for approval following a detailed review of all contract and tender documentation.
- 3.5. The project will be delivered by the Council's Projects, Programmes and Procurement Unit (PPPU).

4.0 Programme

4.1. The key milestones for the main works are detailed below:

Milestone	Date
Planning submission	18 th January 2017
Planning decision expected	27 th March 2017
DCR to be published	29 th March 2017
Contract Award	17 th April 2017
Start on site	17 th April 2017

4.2. The planning application was submitted 18th January and approved on 27th March 2017.

4.3. Following contract award, the start on site is planned for 17th April 2017 with a practical completion date of 1st September 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 21st September 2016 including public consultation. The expansion of the school was subsequently approved by the Executive Board on 14th 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. An additional layer of consultation has been carried out with Parks and Countryside and the community group CATCH to secure support for the scheme.

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 objections 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 28th March 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. See **Appendix A**

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.

5.3.4. 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.

5.4. **Resource and Value for Money**

5.4.1. The project will be delivered in conjunction with Leeds D&B One limited with Interserve as their construction partner.

5.4.2. The total projected scheme costs are currently estimated at **£5,000,000** which is within the previously approved budget of £5m. **£335,500** was approved via the Early Works DCR. This DCR is to seek approval to spend the remaining **£4,664,500**.

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	TO MARCH					
	£000's	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						
TOTALS	335.5	0.0	0.0	335.5	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL	TO MARCH					
	£000's	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)	4,100.0			3800	300.0		
FURN & EQPT (5)	30.0			30.0			
INTERNAL FEES (6)	195.0			185.0	10.0		
OTHER COSTS (7)	339.5			400.0	21.0		
TOTALS	4,664.5	0.0	0.0	4,415.0	331.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH					
	£000's	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			4,750.5	331.0		
TOTAL FUNDING	5,000.0	0.0		4,750.5	331.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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. Authority to Spend over £250,000 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 24th March. This impacts upon the start date for the Early Works which then causes further programme slippage on the main works.
- To mitigate against this programme slippage, 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.
- Concluding negotiations with CATCH over the additional car park has caused a delay to programme. These negotiations are still ongoing. Consequently, this element of works will now be carried out at the end of the programme to allow efforts to be concentrated on ensuring the school is complete for 1st September 2017. Additional parking is now being provided within the school curtilage meaning the school are not reliant on the car park that is to be created adjacent to CATCH.

6 Conclusions

6.1 The proposal to create a bespoke modular block providing dedicated 'Key Stage 2' accommodation, address access issues, on-site sports provisions, car parking, the demolition and redevelopment of the superintendents property, modification of the Key Stage 1 and existing accommodation, as well as expanding the kitchen to ensure it is fit for purpose for a 3FE, will enable the increased demand for pupil places in Gipton & Harehills and surrounding areas served by the school, to be met.

6.2 The project is being managed by PPPU on behalf of Children's Services in partnership with NPS and other key stakeholders. The cost of the accommodation will be met through capital scheme 32450/HOV/000 to the value of £5,000,000.

7 Recommendations

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

- i. Approve the Design and Cost Report for these main construction works, the cost being **£4,664,500** with the appropriate details of the programme, design and cost as set out in this report.
- ii. Note a separate DCR has been submitted and approved for the Early Works totalling **£335,500**.
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8 Background Documents¹

8.1 Revised Procurement Strategy and Waiver of Contracts Procedure Rule 9.1 and 9.2

8.2 Design & Cost Report for Hovingham Primary School Learning Places Project – Early Works

9 Appendices

Appendix A - EDCI screening

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.