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Report of the Head of Programme (PPPU)

Report to the Director of Children and Families

Date: 22 June 2017

Subject: Design & Cost Report for Fieldhead Carr Primary School Expansion

Capital Scheme Number: 32655/FIE/EAR

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Crossgates and Whinmoor		
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 Whinmoor and surrounding areas, it is necessary to expand provision at Fieldhead Carr Primary School from a 1 Form Entry with 210 pupil places, to a 2 Form Entry with 420 pupil places from 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, and was approved by Executive Board on 22 June 2016.
2. Two previous approvals are in place for this scheme. The first approval gave authority to enter into a Pre-Construction Agreement (PCA) with Geo. Houlton & Sons Ltd to cover the pre-contract design fees (up to the end of Stage 3), totalling £246,745, over two payments of £135,315 on submission of the Planning Application, and £111,430 on Contract Award. The second approval was to enter into an Underwriting Agreement with Geo. Houlton & sons Ltd for the placement of orders for statutory utilities, the cost being £71,790. The costs associated with both of these approvals are included within the total capital scheme cost stated in this report.

3. This DCR covers the costs of the main construction work. The works are scheduled to start on site 31 July 2017. A scheme budget of £4.9m is to be approved by Executive Board in June 2017. The current total scheme costs are £4,582,500 making a saving against the budget of £317,500, by working together to reduce the time the contractor needs to complete the work.
4. The full scope of the permanent expansion at Fieldhead Carr Primary School which will be completed by September 2018 will include:-
 - A new two-storey extension to provide eight new Key Stage 2 classrooms with supporting facilities, as well as a new head teacher's office.
 - Internal remodelling of the existing school including adjustment to the Reception class room, extension of the dining hall, and an upgrade of the kitchen to meet the demands of the additional pupil intake.
 - A new car park and entrance will to be built on the land previously occupied by the Oakdale Nursery which was demolished independent of this project. A new playground for Key Stage 2 will be provided adjacent the extension.
5. The project will be delivered in conjunction with NPS and the Council's Projects Programmes and Procurement Unit (PPPU). The Construction Partner has been identified as Geo. Houlton & Sons Limited. Houlton has been selected via a Direct Selection Call-Off using the YORbuild framework on 8 July 2016 following approval of the Procurement Strategy by the Director of Children and Families.
6. In September 2014, Executive Board approved the Learning Places Programme report recommendation to delegate authority to the Director of Children and Families 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.
7. In accordance with this approval, this scheme has been considered and supported by the Director of Resources and Housing and the Director of City Development via email, as this falls outside the monthly meeting cycle for the Learning Places Programme Board meeting. Consultation with the Executive Member will take place on 27 June 2017 via a Lead Member briefing prior to this DCR being submitted for approval.

Recommendations

The Director of Children and Families is requested to:

- i. Approve the design and cost report for the scheme at Fieldhead Carr, the total costs being £4,582,500 inclusive of the previous approvals noted below, subject to obtaining approval to spend of £4.9m at the June 2017 Executive Board.
- ii. Note two previous approvals are in place for this scheme. The first approval gave authority to enter into a Pre-Construction Agreement (PCA) with Geo. Houlton & Sons Ltd to cover the pre-contract design fees (up to the end of Stage 3), totalling £246,745, over two payments of £135,315 on submission of the Planning Application,

and £111,430 on Contract Award. The second approval was to enter into an Underwriting Agreement with Houlton for the placement of orders for statutory utilities, the cost being £71,790. The costs associated with both of these approvals are included within the total capital scheme cost stated in this report.

- iii. Note that the approval of this DCR is subject to members of the Executive Board at their meeting in June 2017 approving delegation of the approval of this design and cost report to the Director of Children & Families. The delegation of the approval of this design and cost report, if granted by members of the Executive Board, will be subject to the agreement of the Director of City Development and the Director of Resources & Housing in consultation with the appropriate Executive Member.
- iv. Note that the scheme has realised a saving of £317,500 against the previously approved scheme budget, by working together to reduce the time the contractor needs to complete the work.
- v. Note that the whole scheme will be completed by September 2018, and no temporary accommodation is required to accommodate the increase in pupil numbers.
- vi. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery which is scheduled for completion on 27 July 2018.

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 Fieldhead Carr Primary School from a 1FE to a 2FE school by September 2018.
- 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 £4,582,500, subject to obtaining authority to spend approval at June 2017 Executive Board for the total capital cost of £4.9m.

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. Good progress is being made with the accommodation 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) are 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 Whinmoor and surrounding areas, it is necessary to expand provision at Fieldhead Carr 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 Fieldhead Carr 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.
- 2.7. 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.
- 2.8. The expansion of places was approved by Executive Board on 22 June 2016 following public consultation and the publication of statutory notices for the expansion on 29 March 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. The procurement strategy to appoint the Construction Partner was approved on 10th February 2016. Geo. Houlton & Sons Limited were selected as the Construction Partner via a Direct Selection Call-Off using the YORbuild framework to undertake the design from RIBA Stage 1 to RIBA stage 4, and to develop a price for the scheme.
- 2.10. This design and cost report covers the full costs of the scheme. The works are scheduled to start on site on the 31 July 2017. A scheme budget of £4.9m is being considered for approval by Executive Board in June 2017.

3.0 Main Points

3.1 Design Proposals and Full Scheme Description

- 3.1.1. The permanent expansion to provision at Fieldhead Carr Primary School will be completed by September 2018 and includes:-

- A new two-storey extension to provide eight new Key Stage 2 classrooms with supporting facilities, as well as a new head teacher's office.
 - Internal remodelling of the existing school including adjustment to the Reception class room, extension of the dining hall, and an upgrade of the kitchen to meet the demands of the additional pupil intake.
 - A new car park and entrance will to be built on the land previously occupied by the Oakdale Nursery which was demolished independent of this project. A new playground for Key Stage 2 will be provided adjacent the extension.
- 3.1.2. The project now has design freeze, a corresponding construction budget, and the Planning Application was approved on 26 May 2017.
- 3.1.3. 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 that has been selected via a Direct Selection Call-Off using the YORbuild framework, is Geo. Houlton & Sons Limited. The YORbuild framework is based on the NEC3 form of contract with Option A (priced contract with fixed priced activity schedule).
- 3.1.4. The procurement strategy to appoint the Construction Partner was approved on 10th February 2016. Geo. Houlton & Sons Limited were selected as the Construction Partner via a Direct Selection Call-Off using the YORbuild framework to undertake the design from RIBA Stages 1 to 4, and to develop a price for the scheme.

4.0 Programme

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

Milestone	Date
Planning submission	21 March 2017
Planning decision	26 May 2017
Contract Award	17 July 2017
Main works commence	31 July 2017
Main works complete	27 July 2018

- 4.2. Planning submission and approval has been achieved in line with the programme set out at 4.1. Contract award for the scheme is scheduled for July 2017 and works on the scheme are scheduled for completion by the end of July 2018.

5.0 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1. The proposal to expand the school was subject to a statutory process issued on 29 March 2016 including public consultation. The expansion of the school was subsequently approved by the Executive Board on 22 June 2016.

- 5.1.2. The proposed permanent expansion scheme has been subject to consultation with key stakeholders including Children's Services officers, Ward Members, school staff and governors, local residents and other colleagues within the Council.
- 5.1.3. Pre-planning application meetings have been held with officers from Planning, Highways and Building Control prior to the formal submission. Ward Members have been briefed at each RIBA stage.
- 5.1.4. Prior to submission of the Planning Application for the scheme, a public consultation event took place on 1 February 2017, complemented by a follow-up consultation event on 30 March 2017 at which the proposals submitted in the Planning Application were available for public view. Comments and feedback showed a high level of support for the scheme proposals, and concerns expressed around parking and traffic congestion have been addressed during design development.
- 5.1.5. Throughout the design process, the school and the governing body has been consulted, and this will continue throughout the design and construction 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, signing off the design on 27 February 2017 and 23 May 2017.
- 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 the Executive Member will take place on 27 June 2017 prior to this design and cost report 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 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 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 fundamental 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 through the YORbuild framework by Geo. Houlton & Sons Limited, 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 Internal Service Provider, exclusive supplier arrangements or existing provider to undertake this work); the procurement strategy was approved on 16th February 2016.
- 5.4.2. NPS have been commissioned to provide Technical Advisor services. The scope of service is for NPS to provide PPPU with technical advice through the feasibility, design and procurement process. NPS will also 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. A review of the Gateway 4 cost plan submitted by Houlton has confirmed that the costs appear sensible and value for money when compared with schemes across the programme and national benchmarking data. Feedback and challenge at Gateways 2, 3 and 4 has reduced costs in a number of work packages.
- 5.4.4. The capital costs will be met through capital scheme number 32655/FIE/EAR as part of the Learning Places Programme. The current total scheme costs are £4,582,500, making a saving against the approved budget of £317,500, by working together to reduce the time the contractor needs to complete the work.

5.4.5. Capital Funding & Cash Flow

Basic Need Primary Expansion 2016/17		Parent Scheme Number: 32655/FIE					
Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2017 £000's	2017/18	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's	£000's
LAND (1)	0.0						
CONSTRUCTION (3)	318.5	135.3	183.2				
FURN & EQPT (5)	0.0						
INTERNAL FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	318.5	135.3	183.2	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	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's	£000's
LAND (1)	0.0						
CONSTRUCTION (3)	3,081.5	0.0	2,030.4	949.1	102.0		
FURN & EQPT (5)	170.0	0.0	75.0	95.0			
INTERNAL FEES (6)	320.0	101.4	169.1	49.5			
OTHER COSTS (7)	692.5	38.8	487.0	166.7			
TOTALS	4,264.0	140.2	2,761.5	1,260.3	102.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2017 £000's	2017/18	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's	£000's
BASIC NEED GRANT	4,582.5	275.5	2,944.7	1,260.3	102.0		
TOTAL FUNDING	4,582.5	275.5	2,944.7	1,260.3	102.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

5.5. Revenue Effects

5.5.1. There are no revenue implications arising from this new development.

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 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. 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 and Families 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 Member.

5.6.3. 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 Internal Service Provider, exclusive supplier arrangements or existing provider to undertake this work). This procurement is consistent with all CPR's and FPR's.

- 5.6.4. As the value of the approval request is greater than £250,000, 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. 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. 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 a new two-storey extension, car park, playground and remodelling will enable the increased demand for pupil places in Whinmoor and surrounding areas served by the school to be met.
- 6.2. The estimated costs are within the £4.9m budget approved at Executive Board in June 2017.
- 6.3. The project has achieved design freeze and a planning application has been approved. The total capital scheme costs are £4,582,500, making a saving against the approved budget of £317,500, by working together to reduce the time the contractor needs to complete the 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 Technical Advisors. The Construction Partner that has been selected via Direct Selection call-off using the YORbuild framework is Geo. Houlton & Sons Limited. The YORbuild framework is based on the NEC3 form of contract with Option A (priced contract with fixed priced activity schedule).

7.0 Recommendations

- 7.1. The Director of Children and Families is requested to:
- i. Approve the design and cost report for the scheme at Fieldhead Carr, the total costs being £4,582,500 inclusive of the previous approvals noted below, subject to obtaining approval to spend of £4.9m at the June 2017 Executive Board.
 - ii. Note two previous approvals are in place for this scheme. The first approval gave authority to enter into a Pre-Construction Agreement (PCA) with Geo. Houlton & Sons Ltd to cover the pre-contract design fees (up to the end of Stage 3), totalling £246,745, over two payments of £135,315 on submission of the Planning Application,

and £111,430 on Contract Award. The second approval was to enter into an Underwriting Agreement with Geo. Houlton & Sons Ltd for the placement of orders for statutory utilities, the cost being £71,790. The costs associated with both of these approvals are included within the total capital scheme cost stated in this report.

- iii. Note that the approval of this design and cost report is subject to members of the Executive Board approving delegation of the approval of this report to the Director of Children & Families at their meeting in June 2017. The delegation of the approval of this design and cost report, if granted by members of the Executive Board, will be subject to the agreement of the Director of City Development and the Director of Resources & Housing in consultation with the appropriate Executive Member.
- iv. Note that the scheme has realised a saving of £317,500 against the previously approved scheme budget, by working together to reduce the time the contractor needs to complete the work.
- v. Note that the whole scheme will be completed by September 2018, and no temporary accommodation is required to accommodate the increase in pupil numbers.
- vi. Note that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for scheme delivery which is scheduled for completion on 27 July 2018.

8.0 Background Documents¹

- 8.1. Appendix A - Equality, Diversity, Cohesion and Integration screening document.

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.