

Report of the Built Environment Programme Manager

Report to the Head of Learning Systems

Date: 12th September 2017

Subject: Design & Cost Report & Tender Acceptance for the Learning Places 2017 Bulge Cohort – Immaculate Heart of Mary Catholic Primary School (Phase Two)



Capital Scheme Number: 32450/BGE/IHM

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Moortown		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: NPS Tender evaluation report [Exempt from Publication]		

Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £436,656.36 from capital scheme number 32450/BGE/IHM to deliver the identified essential additional teaching space required to facilitate the placement of a Learning Places ‘bulge’ cohort at Immaculate Heart of Mary Catholic Primary School. This work constitutes the final phase and relates to the construction of a new reception classroom necessary to facilitate placement of the ‘bulge’ cohort. This provision will accommodate a 30 pupil bulge cohort due to occupy the school from September 2017.
2. As a consequence of rising birth rate, new housing developments and increased migration into the Moortown area there is a requirement to provide additional, temporary, accommodation at Immaculate Heart of Mary Catholic Primary School. This will support a one off ‘bulge’ cohort of 30 pupil places which are not currently available within the area of need. This temporary accommodation is to be delivered under the City Council’s Learning Places Programme, which aims to ensure the Local Authorities statutory duties are met with respect to ensuring a school place for every child within the city.
3. This project will be delivered under the City Council’s Learning Places Programme; which aims to ensure the Local Authority’s statutory duties are met with respect to ensuring a school place for every child within the city.

4. The additional accommodation at Immaculate Heart of Mary Catholic Primary School will take effect from September 2017 and will allow the 30 place 'bulge' cohort to be accommodated for the commencement of the 2017/18 academic year. The admission limit for the school will rise for September 2017 then return to the historic admission rate the following academic year. The accommodation detailed within the report will provide additional reception class space in the form of a new extension, and associated remodelling to form a further key stage one classroom and ancillary space. This report relates to phase two which will deliver a new build reception classroom and associated facilities. Construction of this new accommodation will allow the classroom created in phase one to be utilised for future years as the 'bulge' progresses through school. Both phases are due to be delivered within the 2017/18 academic year.
5. The project is to be self-delivered by Immaculate Heart of Mary Catholic Primary School in conjunction with the Diocese of Leeds. Officers from Childrens & Families Built Environment team will provide general project support with Norfolk Property Services (NPS) Leeds providing a technical and evaluation role.

Recommendations

The Head of Learning Systems is requested to:

1. Authorise expenditure of £436,656.36 from capital scheme number 32450/BGE/IHM to allow phase two of the 'bulge' cohort works at Immaculate Heart of Mary Catholic Primary School to commence over summer 2017. This works forms part of the Learning Places 2017 Bulge Cohort Programme.
2. Authorise acceptance of the tender submitted by Immaculate Heart of Mary Catholic Primary School in the sum of £416,238.76 for delivery of phase two. This figure is inclusive of all fees and costs incurred directly by Immaculate Heart of Mary Catholic Primary School.
3. Note that the breakdown of project costs, highlighted in point 1 above, are detailed within section 5.5 of this report.
4. Note that this report refers to phase two only, approval for the phase one works is subject to a separate programme and approvals report.
5. Note the programme dates identified in section 4.0 of this report in relation to the implementation of this decision.
6. Note that the officer responsible for implementation is the Built Environment Programme Manager.

1.0 Purpose of this Report

1.1. The purpose of this report is:

- To provide background information and detail to the Head of Learning Systems for phase two of the proposed accommodation required at Immaculate Heart of Mary Catholic Primary School to accommodate the 'bulge' cohort of 30 pupils with effect from September 2017.
- Seek authority to incur capital expenditure of £436,656.36 to undertake the works included within phase two.
- Seek acceptance of the tender submitted by the Immaculate Heart of Mary Catholic Primary School, in-line with the recommendations put forward by NPS Ltd. (Leeds) in their role as technical and financial advisor to the Authority, for the sum of £369,990.00 for the aforementioned works.

2.0 Background Information

- 2.1. The Learning Places programme represents the Council's response to the demographic growth pressures in primary school provision. The increasing birth rate in Leeds has required Leeds City Council to approve an increasing number of new reception places since 2009 in order to fulfil its statutory duty to ensure sufficiency of school places.
- 2.2. The scale of the response cannot be met through the existing estate; therefore the expansion of existing schools or the creation of new schools has been required in many instances. The capital school building solutions to the demographic need is managed via Childrens & Families Learning Places Programme.
- 2.3. For the upcoming academic year (September 2017 to July 2018) it was projected that at least 5FE / 150 places would be required across the city as temporary cohorts to meet bulges in demand or in advance of permanent solutions being secure for the longer term need. A programme of 'bulge' works has been developed to provide the necessary accommodation to meet this demand. Parental preference data has been used to determine the need in the pressure areas and site specific solutions have been developed as a result. These will be tailored to each specific site where a 'bulge' cohort is to be accommodated but includes; utilising extra capacity within existing buildings (where appropriate), internal remodelling and additional modular accommodation on a temporary and permanent basis (where applicable).
- 2.4. The proposal for Immaculate Heart of Mary Catholic Primary School will form part of the on-going work to address capacity and sufficiency across all of Childrens & Families; which includes provision for primary and secondary school places in addition to early years and specialist provision.
- 2.5. These proposals form part of the Council's Learning Places Programme that embeds the 'One Council' approach in terms of shared ownership of proposed solutions across the various departments involved.
- 2.6. Two phases of work are required to place a 30 pupil 'bulge' cohort at Immaculate Heart of Mary Catholic Primary School. The first phase, subject to a separate report, consisted of internal remodelling of existing areas within the school to form new circulation, ancillary facilities and one additional classbase. This classbase will

serve the additional September 2017 reception cohort until phase two is complete, and subsequently be utilised to allow the 'bulge' cohort to progress through key stage one. Phase two, the subject of this report, consists of a new build extension to the reception classbase which will be delivered for circa November 2017. Due to the tight programme and constraints within the site, the development works has been split into two phases to ensure delivery of the critical accommodation for commencement of the new term in September 2017.

3.0 Main Points

3.1. Design Proposals and Full Scheme Description

Phase two of the proposed works at Immaculate Heart of Mary Catholic Primary School consists of the following components:

- Demolition of the existing external canopy and external stores in the vicinity of the reception classbase.
 - Construction of one additional teaching space adjacent to the current reception classbase to form suitable Early Years provision for the additional 30 pupils in this area.
 - Formation of a safe and secure external reception playground space.
- 3.2. The cost for phase two is £436,656.36; this includes £369,990.00 for the tendered construction costs, £46,248.76 for fees and a client held contingency commensurate with a project of this scale. All other costs and fees have been incorporated into the approval for phase one.
- 3.3. The project is to be self-delivered by Immaculate Heart of Mary Catholic Primary School in conjunction with the Diocese of Leeds. Officers from Childrens & Families Built Environment team will provide general project support with Norfolk Property Services (NPS) Leeds providing a technical and evaluation role. Immaculate Heart of Mary Catholic Primary have appointed their own architectural and technical team to deliver this project, and will in turn be responsible for submission of the appropriate planning application and completion of any surveys.
- 3.4. A funding allocation has been awarded for the provision of furniture & equipment to support this additional classroom and conforms to the standard allocation provided to support a 'bulge' cohort. This has been included within the design and cost report for phase one.
- 3.5. Any required Highways works, necessary as a consequence of this scheme, will be picked up under a separate programme-wide DCR's once the planning application has been approved. This will pick up all conditions from the planning process.
- 3.6. NPS Ltd. (Leeds) have been commissioned to provide the Authority technical and financial review services in order to ensure the scheme presents value and is technically sound. A tender evaluation has been completed by NPS based on the cost plan provided by Immaculate Heart of Mary Catholic Primary School. This document is appended to this report as 'Appendix B'.
- 3.7. Planning was submitted by the school's appointed architect on the 25th May 2017 with planning determination scheduled for 20th July 2017. The planning application

refers solely to phase two, as such determination of this submission will be necessary before work can commence on-site. Planning approval was granted 24th July 2017 by the local planning authority.

4.0 Programme

4.1. The works at Immaculate Heart of Mary Catholic Primary are to be delivered over two phases during the 2017/18 academic year. Phase one will provide the critical accommodation for commencement of the new term in September 2017.

4.2. The key milestones to achieve this programme are as follows:

- Pupil numbers confirmed April 2017
- Submission of planning application 25th May 2017
- Approval of authority to spend w/c 25th September 2017
- Planning determination date 24th July 2017
- Contract award (subject to Call-In) w/c 25th September 2017
- Start on-site w/c 02nd October 2017
- Completion & handover w/c 20th November 2017
- Occupation w/c 20th November 2017

4.3. The approval of 'authority to spend', requested within this report, is on the critical path and therefore crucial to delivery of the project in accordance with the dates above.

4.4. Following consultation with Leeds City Council Planning Department it was determined that the works would require a full planning application; this has been compiled and submitted by the school's appointed architect. The grant of planning permission was awarded 24th July 2017. To mitigate the risk of any delay in determination the critical accommodation was delivered in the form of a temporary reception classroom in phase one. This phase has no planning implication and will be delivered for September 2017.

5.0 Corporate Considerations

5.1 Consultation and Engagement

5.1.1. The bulge cohort expansion programme required for 2017 has been subject to consultation with Childrens & Families' officers, school representatives, Highways, Planning, Procurement and senior elected members.

5.1.2. Pre-planning consultation has been held with representatives from the Planning Department and LCC Highways with a view to assessing the entirety of the 'bulge' programme required for a September 2017 implementation. Where necessary supporting works to the Highways infrastructure identified during this consultation has been added to the scope of works and included within the cost plan detailed in section 5.4.4. These consultations will be on-going where a planning application is required and any works identified subject to a separate Highways specific design and cost report.

5.1.3. Immaculate Heart of Mary Catholic Primary School has undertaken extensive consultation with the Diocese of Leeds who in turn support the schools proposals and desire to self-deliver this scheme.

5.1.4. Childrens & Families will continue to brief elected members at key stages throughout the project development.

5.2. **Equality and Diversity / Cohesion and Integration**

5.2.1. The recommendations with this report do not have any direct nor specific impact upon any of the groups falling under the remit of the equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared to this effect and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the Equality Team to be approved, publishing and held on-file. A copy is included with this report as appendix A.

5.3. **Council Policies and Best Council Plan**

5.3.1. This scheme is due to be delivered under the City Council's Learning Places Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. In providing places close to where the children live the proposals will improve accessibility of local and desirable school places, and thus reduce any risks of non-attendance.

5.3.2. This contributes to the 2017/18 Best Council Plan which seeks 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**

5.5. The estimate cost for phase two is £436,656.36; this includes £369,990.00 for the tendered construction costs, £46,248.76 for fees and a client held contingency commensurate with a project of this scale. All other costs and fees have been incorporated into the approval for phase one.

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

5.5.2. Phase two of this project is to be self-delivered by Immaculate Heart of Mary Catholic Primary School in conjunction with the Diocese of Leeds. Officers from Childrens & Families Built Environment team will provide general project support with Norfolk Property Services (NPS) Leeds providing a technical and evaluation role.

5.6. **Capital Funding & Cash Flow**

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2017 £000's	2017/18	2018/19	2019/20	2020 on
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	92.6		92.6			
FURN & EQPT (5)	13.5		13.5			
DESIGN FEES (6)	13.5		13.5			
OTHER COSTS (7)	18.6		18.6			
TOTALS	138.2	0.0	138.2	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 on
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	370.0		370.0			
FURN & EQPT (5)	0.0		0.0			
DESIGN FEES (6)	46.2		46.2			
OTHER COSTS (7)	20.4		20.4			
TOTALS	436.6	0.0	436.6	0.0	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 on
			£000's	£000's	£000's	£000's
	0.0					
Basic Need Grant	574.8		574.8			
	0.0					
Total Funding	574.8	0.0	574.8	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 32450/000/000

Title: Basic Need Primary Expansion 2017/18

5.7. Revenue Effects

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

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

- 5.8.1. The approval of this report constitutes a 'Key Decision' and as such will be subject to 'Call-In'.
- 5.8.2. Notification of this forthcoming key decision was published on 4th May 2017, with a decision implementation date of not before 30th May 2017.
- 5.8.3. There are no other legal implications or access information issues arising from this report.

5.9. Risk Management

- 5.10. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'Delivering Successful Change' methodology. Experienced Project Management resource from Childrens & Families Built Environment team will be tasked with ensuring the project remains within the predetermined risk tolerances.

- 5.11. As a self-delivery project Immaculate Heart of Mary Catholic Primary will be responsible for day-to-day management of this project and its associated risks. Childrens & Families Officers will provide high level support throughout the project programme as part of the wider Learning Places Bulge Cohort Programme 2017.
- 5.12. A programme level risk log has been maintained throughout the 2017 bulge cohort delivery and escalation is via Basic Need Programme Manager.

6.0 Conclusions

- 6.1. As a result of a temporary increase in pupil numbers for the 2017/18 academic year throughout the city it is necessary to provide supplementary teaching accommodation to accommodate the identified 'bulge' cohorts. Immaculate Heart of Mary Catholic Primary School has been identified as a key site for addressing the need for pupil places in the Moortown area.
- 6.2. The provision of the new accommodation and internal remodelling at Immaculate Heart of Mary Catholic Primary School will be self-delivered by Immaculate Heart of Mary Catholic Primary School in conjunction with the Diocese of Leeds. Officers from Childrens & Families Built Environment team will provide general project support with Norfolk Property Services (NPS) Leeds providing a technical and evaluation role. The cost of the phase two accommodation will be met through capital scheme 32450/BGE/IHM to the value of £436,656.36.
- 6.3. The requirement to provide additional accommodation at Immaculate Heart of Mary Catholic Primary School for a September 2017 delivery has been developed through continued consultation with the appropriate stakeholders.
- 6.4. The cost of the works detailed within section 3 of this report will be met through capital scheme 32450/BGE/IHM to the value of £436,656.36.

7.0 Recommendations

- 7.1. The Head of Learning Systems is requested to:
 - 7.1.1. Authorise expenditure of £436,656.36 from capital scheme number 32450/BGE/IHM to allow phase two of the 'bulge' cohort works at Immaculate Heart of Mary Catholic Primary School to commence over summer 2017. This works forms part of the Learning Places 2017 Bulge Cohort Programme.
 - 7.1.2. Authorise acceptance of the tender submitted by Immaculate Heart of Mary Catholic Primary School in the sum of £416,238.76 for delivery of phase two. This figure is inclusive of all fees and costs incurred directly by Immaculate Heart of Mary Catholic Primary School.
 - 7.1.3. Note that the breakdown of project costs, highlighted in point 1 above, are detailed within section 5.5 of this report.
 - 7.1.4. Note that this report refers to phase two only, approval for the phase one works is subject to a separate programme and approvals report the programme dates identified in section 4.0 of this report in relation to the implementation of this decision.
 - 7.1.5. Note the programme dates identified in section 4.0 of this report in relation to the implementation of this decision.

7.1.6. Note that the officer responsible for implementation is the Built Environment Programme Manager

8.0 Background Documents¹

8.1. None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.