

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Children & Families		
<b>Contact person:</b>	Adele Robinson	Telephone number: 07891 276856	
<b>Subject<sup>2</sup>:</b>	Design Cost Report associated with Deed of Variation for Horsforth St Margaret's C of E PS.		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?</p> <p>The Chief Officer Resources and Strategy:</p> <ul style="list-style-type: none"> <li>• Approved entering into Deed of Variation (DoV) between Leeds City Council and QED (Leeds) Limited (ProjectCo) which varies the PFI Project Agreement (between the same parties) relating to the new modular building delivered to facilitate the creation of an SEN Resource Provision at Horsforth St Margaret's C of E PS</li> <li>• Approved fees of £110,000 to cover all legal and other external costs of ProjectCo, its FM Sub-Contractor and Lenders time that have been incurred and will be funded from the project budget.</li> <li>• Noted the annual increase of £19,677 (Indexed) per annum to the Unitary Charge (UC) for the additional Services provided at the new building.</li> </ul> <p>The approval constitutes an 'significant operational decision' and therefore is not subject to call in. The key decision associated with the project was the approval of the creation of an SEN Resource Provision at this school by Executive Board on 10 February 2021.</p>		
	<p>A brief statement of the reasons for the decision            (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list.

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.

The Local Authority's has a duty to ensure a sufficiency of school places, which supports the achievement of the Best Council priority to improve educational attainment and close achievement gaps. The strategic drive to keep pupils in mainstream or with enhanced provision in mainstream school is a key priority for the city. To support this there is an identified need for additional Resource Provision places in mainstream schools, particularly for children and young people with complex communication difficulties which are being identified because of a substantial increase in Education, Health, and Care Plan (EHCP) assessments.

The number of children and young people living in Leeds has increased over the past decade, which has resulted in rising demand for both mainstream places and specialist provision places across the city. The demand for special needs places within mainstream schools continues to grow with increases in complex communication difficulties which are being identified because of a substantial increase in Education, Health, and Care Plan (EHCP) assessments. Demand for new Resource Provision places to be developed in key locations across the city has resulted in these proposals being brought forward at this time.

On 10th February 2021, Executive Board approved the proposal to establish a 12-place Resource Provision at Horsforth St Margaret's C of E PS with effect from September 2021 and granted provisional approval for authority to spend (ATS) £1.1m to deliver the works associated with the ASC RP.

In response to this a 12-place Resource Provision has been developed which will support children with EHCPs to attend local mainstream settings providing both a differentiated curriculum and access to mainstream social and wider curriculum activities. The proposed provision will also benefit other pupils with SEN requirements who will be able to access some of the resources created through the scheme where appropriate. Specialist staff with expertise and skills in ASC will lead the provisions, better providing for pupils sensory and learning needs and enhancing the quality of provision for pupils with Special Educational Needs. The Resource Provision will cater for all primary year groups (ages 5-11) with the learners being on the roll of Horsforth St Margaret's C of E PS.

The work consisted of remodelling and refurbishing an LCC owned modular building through Portakabin UK Ltd. This was the only procurement route available as the building was previously purchased through Portakabin and has been in storage at their factory in York since it was removed from another school site in 2019. As Portakabin has already previously constructed the building and therefore know what materials and specifications it consists of it wouldn't make sense to commission another modular company to carry out the refurbishment works. The following spaces were created within the building:

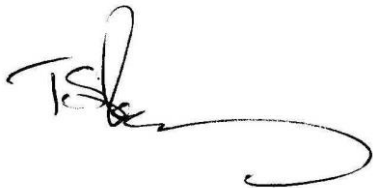
- Key Stage 1 base
- Key Stage 2 base
- 2 x breakout spaces
- Sensory room
- Circuits room
- Continuous provision room

	<ul style="list-style-type: none"> <li>• Office</li> <li>• Kitchenette</li> <li>• Staff/pupil accessible WC's</li> </ul> <p>Horsforth St Margaret's already has a high proportion of children with SEN at the school who will also benefit from the specialist learning spaces within the ASC RP. Additional places for children with complex communication difficulties/ASC are needed within the Horsforth area.</p> <p>A design cost report requesting the full authority to spend associated with the build project was approved on 30 July 2021. The Deed of Variation is to facilitate this in light of it being a PFI School.</p>
<b>Affected wards:</b>	Horsforth
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Cllr Pryor was briefed as part of the Executive Board process.
	Ward Councillors Ward Members were briefed as part of the Executive Board process.
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others Consultation has taken place with the Head Teacher, Governing Body, ProjectCo, senior officers in Children's & Families and City Development through Programme Risk and Control Group and School Places Programme Board, regarding the creation of an SEN Resource Provision at Horsforth St Margaret's C of E PS.
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation  Head of Learning Systems.  The decision needs to be taken at the earliest convenience to enter into the amended Deed of Variation.
<b>List of</b>	Date Added to List: -

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology.

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<b>Forthcoming Key Decisions<sup>7</sup></b>	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	N/A	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval	
	Signature	Date
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	This is a “significant operational decision” and therefore is not subject to call in.	
	If published late relevant Executive member’s approval	
	Signature	Date
<b>Call-in</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
	It is a significant operational decision and therefore is not subject to call in.	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup>	
	Tim Pouncey – Chief Officer Resources & Strategy	
	Signature	Date: 19/3/24
		

<sup>7</sup> See Executive and Decision-Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only.

<sup>8</sup> See Executive and Decision-Making Procedure Rule 3.1. Complete this section for key decisions only.

<sup>9</sup> See Executive and Decision-Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.