

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Children & Families		
Contact person:	Adele Robinson	Telephone number: 07891 276856	
Subject²:	Design Cost Report associated with the expansion of Leeds City Academy		
Decision details³:	<p>What decision has been taken?</p> <p>The Director of Children & Families:</p> <p>Granted approval to incur costs of £8.9m associated with the expansion works at Leeds City Academy from capital scheme number 33471/LCA/000.</p> <p>Noted the programme dates identified at point 12 of this report require a decision at the earliest opportunity to enable the contractor to commence on site on 29 April 2024.</p> <p>Noted that the officer responsible for implementation is the Head of Learning Systems in Children's and Families Directorate.</p> <p>The approval constitutes a 'Significant Operational Decision' and therefore is not subject to call in. The key decision associated with the project was the approval of the permanent expansion by Executive Board on 27 July 2022.</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> <p>The Learning Places Programme represents the Council's response to the demographic growth pressures on school provision in the city, and this scheme will be delivered as part of this programme. Project management of schemes is delivered by City Development's Projects & Programmes Team in Asset Management and Regeneration. The scheme contributes to the 2020-2025 Best Council Plan outcomes and supports the vision in the Children and Young People's</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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.

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

Plan 2018-23.

There is an identified need for additional year 7 places in central Leeds to meet anticipated demand in future years.

There has been an increase in the population of children in primary schools across Leeds over recent years which resulted in a number of primary school expansions. The larger cohorts are now feeding through into secondary schools and the number of children living in central Leeds, in particular those living nearest to Leeds City Academy, has increased. Current population and admissions data indicate that additional secondary school places will be required in this area to ensure local demand is met.

Several secondary schools in central Leeds have admitted additional pupils above their published admission number in recent years, in response to demand for places. A new free school, Trinity Academy Leeds, also opened in September 2021 due to the rising demand for school places across the wider area. The need for additional places in central Leeds is expected to continue over the next few years which is why further permanent places are required.

To help manage the growing need for secondary places in the local area, Leeds City Academy has admitted an additional 60 pupils above the published admission number into year 7 for the last 3 years (2020-2022) on a temporary basis ahead of a permanent expansion to a PAN of 210 from September 2023.

The permanent expansion from a PAN of 150 to 210 was approved by Leeds City Councils Executive Board on 27 July 2022.

The scheme consists of additional teaching accommodation to support the increase in pupil numbers along with toilets and a small extension to the dining hall. External modifications include increased parking (with the addition of electrical charging points) to satisfy Highways and improved hard surface courts to appease Sport England (the latter initially objected to the proposal but has since withdrawn its objection following the enhancements to the courts)

White Rose Academies are self-delivering the project in conjunction with AtkinsRealis (Project Management company) and Leeds City Council. A Project Officer from the Projects and Programmes team in City Development is working closely with the project team to ensure the work remains on programme and within budget.

AtkinsRealis has submitted a tender report confirming the costs submitted by Morgan Sindall Construction (MSC) are value for money and recommending White Rose Academies accept the tender and award the contract to MSC. The contract will be between White Rose Academies and MSC due to it being a self-delivered project.

A grant agreement will be in place between White Rose Academies and Leeds City Council prior to works starting on site. A draft copy has recently been sent to the academy for consideration.

A draft planning decision notice was issued on 21 March 2024 and the project team are currently collating the information to satisfy pre-commencement conditions.


The construction works are due to commence on site on 29 April 2024, with a

	targeted completion of March 2025.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision. There are no other schools capable of expanding in the area of need.
Affected wards:	Hyde Park and Headingley
Details of consultation undertaken⁴:	Executive Member Cllr Pryor was briefed as part of the Executive Board process and will be briefed at key stages of the process.
	Ward Councillors Ward Members were briefed as part of the Executive Board process and will be briefed at key stages of the process.
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others Consultation has taken place with the Head Teacher, Governing Body, and White Rose Academies, senior officers in Children's & Families and City Development through Programme Risk and Control Group and School Places Programme Board, LCC Planning and Highways, LCC legal and LCC Finance regarding the permanent expansion of Leeds City Academy.
Implementation	Officer accountable, and proposed timescales for implementation Head of Learning Systems. The decision needs to be taken at the earliest convenience to ensure we meet the current programme and start on site date of 29 April 2024.
List of	Date Added to List: -

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

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

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

Forthcoming Key Decisions⁷	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	N/A	
Publication of report⁸	If Special Urgency Relevant Scrutiny Chair(s) approval	
	Signature	Date
Call-in	Is the decision available ⁹ for call-in?	
	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Approval of Decision	If exempt from call-in , 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.	
Approval of Decision	Authorised decision maker ¹⁰	
	Julie Longworth – Director Children & Families	
	Signature	Date
		27/3/24

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

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

⁹ 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.

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