

**Report of the Built Environment Programme Manager**

**Report to the Head of Service Learning Systems**

**Date: 5<sup>th</sup> July 2016**

**Subject: Design & Cost Report for the Learning Places 2016 Bulge Cohort – St Bartholomew’s C of E Voluntary Controlled Primary School (Phase I)**



**Capital Scheme Number: 32274/BGE/STB**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Armley		
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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		

**Summary of main issues**

1. The purpose of this report is to seek approval to incur capital expenditure of £486,516 from capital scheme number 32274/BGE/STB to deliver the identified essential additional teaching space required to facilitate the placement of a Learning Places ‘bulge’ cohort at St Bartholomew’s C of E Voluntary Controlled Primary School. This provision will accommodate a 30 pupil bulge cohort due to occupy the school from September 2016 and represents phase one of the work required at this site to deliver the additional pupils.
2. As a consequence of rising birth rate, new housing developments and increased migration into the Armley area there is a requirement to provide additional, temporary, accommodation at St Bartholomew’s C of E Voluntary Controlled 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. These works will utilise pre-existing framework contracts for delivering school accommodation.
3. This equipment 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 St Bartholomew's C of E Voluntary Controlled Primary School will take effect from September 2016 and will allow the 30 place 'bulge' cohort to be accommodated for the commencement of the 2016/17 academic year. The admission limit for the school will rise for September 2016. The accommodation detailed within the report will be purpose built and will remain at St Bartholomew's C of E Voluntary Controlled Primary School once the 'bulge' cohort has passed through the school.
5. The project is to be delivered by Children's Services in conjunction with the Leeds Local Education Partnership and their appointed construction partner.

### **Recommendations**

The Head of Service, Learning Systems is requested to:

1. Authorise expenditure of £486,516 from capital scheme number 32274/BGE/STB to enable the installation of additional accommodation, including any necessary ancillary works, at St Bartholomew's C of E Voluntary Controlled Primary School.
2. Authorise acceptance of the tender submitted by the Leeds Local Education Partnership in the sum of £331,192, including all design and development fees.
3. Note the programme dates identified in section 4.0 of this report in relation to the implementation of this decision. The final delivery date for this scheme is prior to the commencement of term September 2016.
4. Note that the officer responsible for implementation is the Built Environment Principal Development Officer.

## **1.0 Purpose of this Report**

1.1. The purpose of this report is:

- To provide background information and detail to the Head of Service, Learning Systems for the proposed accommodation required at St Bartholomew's C of E Voluntary Controlled Primary School to accommodate the 'bulge' cohort of 30 pupils with effect from September 2016.
- Seek authority to incur capital expenditure of £486,516 to undertake 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 Children's Services Learning Places Programme.

2.3. For the upcoming academic year (September 2016 to July 2017) it was projected that at least 14FE (420 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 St Bartholomew's C of E Voluntary Controlled Primary School will form 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 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. Due to the placement of several 'bulge' cohorts at St. Bartholomew's C of E Voluntary Controlled Primary School in previous years it is necessary to address sufficiency issues this has created, with respect to the ancillary spaces within the school, as well as the need for additional teaching accommodation for September 2016. As such the works detailed within this report constitute 'Phase I' of a two phase programme of works required to address these issues. 'Phase II' will provide additional staff welfare provision and will be subject to a separate construction and approval process.

### **3.0 Main Points**

#### **3.1. Design Proposals and Full Scheme Description**

The proposed works at St Bartholomew's C of E Voluntary Controlled Primary School consists of the following components:

- Provision of a double storey bespoke modular classroom unit within the existing internal quad, to be connected directly to the existing building.
  - Remodelling of internal areas to facilitate access to the new teaching spaces. Includes upgrade of toilet provision within the building to meet required ratios and also address any fire requirements with respect to placement of the new accommodation.
  - Modifications to external circulation and play space where impacted by the position of the building and the associated works. To include for the forming of any new pathways, fence lines to play spaces etc.
  - Extension and connection of the school's ICT infrastructure to the new classroom accommodation.
- 3.2. The estimate scheme cost is £486,516 including construction costs, additional ancillary works (including decant, surveys, project contingency etc.) and design & consultants fees.
- 3.3. The works detailed within this report have been procured under the Strategic Partnering Agreement between the Leeds Local Education Partnership and Leeds City Council. This has been subject to a separate waiver report, the Delegated Decision Notice for which was approved by Director of Children's Services on the 16<sup>th</sup> May 2016.
- 3.4. A funding allocation has been awarded for the provision of furniture to support this additional classroom; this is the subject of a separate programme-wide DCR in the interests of expediency.
- 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.

### **4.0 Programme**

4.1. The works highlighted in point 3.1 above are required for the commencement of the 2016/17 Academic year, as such the schedule of works detailed within this report will be delivered in one phase from the end of term in July 2016.

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

- Pupil numbers confirmed April 2016
- Approval of authority to spend w/c 4<sup>th</sup> July 2016
- Contract award w/c 11<sup>th</sup> June 2016
- Start on-site w/c 11<sup>th</sup> June 2016
- Target Planning determination date 7<sup>th</sup> July 2016

- Completion & handover 26<sup>th</sup> August 2016
- Occupation 30<sup>th</sup> August 2016

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. Due to the rapid programme of works necessary to meet the dates highlighted in point 4.2 this will potentially require the work to proceed 'at risk' prior to formal Planning approval, which is due on 7<sup>th</sup> July 2017. To mitigate this, key planning risks have been identified and solutions included within the proposals detailed. Extensive consultation has taken place with representatives from Planning & Highways throughout the design development process to ensure the viability of the proposals, this will continue throughout project delivery.

## **5.0 Corporate Considerations**

### **5.1. Consultation and Engagement**

5.1.1. The bulge cohort expansion programme required for 2016 has been subject to consultation with Children's Services' 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 2016 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.

5.1.3. A letter drop will be completed in the direct vicinity of St Bartholomew's C of E Voluntary Controlled Primary School prior to the submission of the planning application to inform local residents and interested parties of the extent and specifics of the proposed works.

5.1.4. Children's Services 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 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.

#### 5.4. **Resource and Value for Money**

- 5.4.1. The estimate scheme cost is £486,516 including construction costs, additional ancillary works (including decant, surveys, project contingency etc.) and design & consultants fees.
- 5.4.2. The cost will be met through capital scheme number 32274/BGE/STB as part of the Learning Places Programme.
- 5.4.3. The works detailed within this report have been procured under the 'Additional Services' element of the Strategic Partnering Agreement between the Leeds Local Education Partnership and Leeds City Council. This has been subject to a separate waiver report, the Delegated Decision Notice for which was approved by Director of Children's Services on the 16<sup>th</sup> May 2016.

#### 5.4.4. Capital Funding & Cash Flow

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	2019 on £000's
LAND (1)	0.0					
CONSTRUCTION (3)	0.0					
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	0.0					
<b>TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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	2019 on £000's
LAND (1)	0.0					
CONSTRUCTION (3)	371.2		371.2			
FURN & EQPT (5)	16.8		16.8			
DESIGN FEES (6)	0.0		0.0			
OTHER COSTS (7)	98.5		98.5			
<b>TOTALS</b>	<b>486.5</b>	<b>0.0</b>	<b>486.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
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	2019 on £000's
	0.0					
Basic Need Grant	486.5		486.5			
	0.0					
Total Funding	486.5	0.0	486.5	0.0	0.0	0.0
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Parent Scheme Number:** 32274/000/000

**Title:** Basic Need Primary Expansion 2016/17

#### 5.5. Revenue Effects

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

#### 5.6. Legal Implications, Access to Information and Call-In

- 5.6.1. The approval of this report constitutes a 'Key Decision' and as such is eligible for 'Call-In'. However due to the constricted programme required to enable delivery of Bulge Cohort schemes by September 2016 and the limited opportunity to seek authority to spend between the date when pupil preferencing data is available (April 2016) and when orders need to be placed (early to mid-July 2016), a request has been made to exempt this report from Call-in. The final confirmed costs have only just been received and the contract will need to be awarded as soon as the authority to spend is granted in order to maintain programme. If the decision is not implemented before the end of the call-in period on 20th July, there is a significant risk that the project will not be completed in time for the start of term, with the subsequent risk of disruption to the education of the children starting at Middleton Primary School this year. Timescales are all the more important this year due to the summer holiday period being less than six weeks.
- 5.6.2. The works detailed within this report have been procured under the 'Additional Services' element of the Strategic Partnering Agreement between the Leeds Local Education Partnership and Leeds City Council. This has been subject to a separate

waiver report, the Delegated Decision Notice for which was approved by Director of Children's Services on the 16<sup>th</sup> May 2016.

5.6.3. There are no other legal implications or access information issues arising from this report.

## 5.7. Risk Management

5.8. 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 Children's Services Built Environment team will be tasked with ensuring the project remains within the predetermined risk tolerances.

5.9. A programme level risk log has been maintained throughout the project 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 2016/17 academic year throughout the city it is necessary to provide supplementary teaching accommodation to accommodate the identified 'bulge' cohorts. St Bartholomew's C of E Voluntary Controlled Primary School has been identified as a key site for addressing the need for pupil places in the Armley area.

6.2. The provision of the modular unit at St Bartholomew's C of E Voluntary Controlled Primary School will be managed by Children's Services in conjunction with our appointed modular unit partners procured via the Leeds Local Education Partnership. These works will be delivered in partnership with the school and other key stakeholders. The cost of the accommodation, and necessary supporting works, will be met through capital scheme 32274/BGE/STB to the value of £486,516.

6.3. The requirement to provide additional accommodation at St Bartholomew's C of E Voluntary Controlled Primary School for a September 2016 delivery has been developed through continued consultation with the appropriate stakeholders.

6.4. The cost of the works detailed within section 3 will be met through capital scheme 32274/BGE/STB to the value of £486,516.

## 7.0 Recommendations

7.1. The Head of Service, Learning Systems is requested to:

7.1.1. Authorise expenditure of £486,516 from capital scheme number 32274/BGE/STB to enable the installation of essential classroom accommodation, including any necessary ancillary works, at St Bartholomew's C of E Voluntary Controlled Primary School.

7.1.2. Authorise acceptance of the tender submitted by the Leeds Local Education Partnership in the sum of £331,192, including all design and development fees.

7.1.3. Note the programme dates identified in section 4.0 of this report in relation to the implementation of this decision. The final delivery date for this scheme is prior to the commencement of term September 2016.



7.1.4. Note that the officer responsible for implementation is the Built Environment Principal Development Officer.

**8.0 Background Documents<sup>1</sup>**

8.1. None

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<sup>1</sup> 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.