

Report of the Head of Service Learning Systems

Report to the Director of Childrens & Families

Date: 25th May 2018

Subject: Design & Cost Report for the Learning Places Expansion of Cottingley Academy Primary School



Capital Scheme Number: 32450/COT/000

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Beeston & Holbeck	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £1,437,000 from capital scheme number 32450/COT/000 for necessary additional accommodation at Cottingley Primary to support the increase in the Published Admission Number (PAN) from 45 to 60 pupils. The additional accommodation detailed herein will be self-delivered by Academies Enterprise Trust (AET).
2. The works required at Cottingley Primary will support the increase in pupil numbers thus ensure the Learning Places expansion programme will meet Leeds City Councils statutory duty to provide sufficient school places within the area of need. Sufficient accommodation will be in place for commencement of the 2018 academic year. The capital expenditure identified within this report will cover the full design and construction costs, inclusive of all professional fees, surveys, and all other costs associated with the expansion of this school.
3. The works detailed herein will be self-delivered by AET and will adhere to all applicable procurement legislation. Childrens & Families will retain a monitoring role throughout the project and will report on matter relating to the delivery via the agreed reporting structure. The risks associated with the delivery will be retained by AET and Cottingley Primary school. To support all technical matters associated with the delivery of this project, NPS Leeds Ltd. will be commissioned.
4. The issuing of funding to The Academies Enterprise Trust will be formalised via a grant agreement.

Recommendations

The Director of Childrens & Families is requested to:

1. Approve the expenditure of £1,437,000 from capital scheme number 32450/COT/000 via a grant agreement to financially contribute towards the construction work and associated costs for the expansion of Cottingley Primary School.
2. Note that the breakdown of project costs, highlighted in point 1 above, are detailed within section 5.5 of this report.
3. Note the programme dates identified in section 4.0 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible.
4. Note that the officer responsible for implementation is the Head of Service Learning Systems.

1.0 Purpose of this Report

- 1.1. The purpose of this report is:

- To provide background information with respect to the proposed expansion scheme at Cottingley Primary School, necessary to meet the Authority's statutory duty to ensure sufficiency of school places.
- To seek approval to incur capital expenditure of £1,437,000 to financially contribute towards the necessary accommodation required to support the expansion of Cottingley Primary School.
- Contextualise the associated cost and risk implications of the proposed works, both in terms of the construction programme, financial exposure to the Authority and any implications for the wider Learning Places programme.

2.0 Background Information

- 2.1. The Learning Places programme represents the Council's response to the demographic growth pressures in school place provision. The increasing birth rate in Leeds has required Leeds City Council to approve an increasing number of new school places since 2009 in order to fulfil its statutory duty.
- 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. The proposal for Cottingley Primary will support the projected demand for Primary school places in the immediate area and will form part of the on-going work to address capacity and sufficiency across all of Children's and Families; which includes provision for primary and secondary school places in addition to early years and specialist provision. The proposed works outlined in this report is a response to this demand and will ensure there are sufficient school places available for local children.
- 2.4. Following a formal consultation, led by Cottingley Primary School in partnership with Leeds City Council, it was recommended that the proposed expansion would increase the PAN from 45 to 60 pupils from September 2017. This proposal was approved at the July 2016 Executive Board.
- 2.5. Following a curriculum analysis undertaken by William Saunders (architectural practice commissioned by AET), in consultation with officers from Childrens & Families, the appropriate amount of accommodation and supporting infrastructure to successfully transition the pupils through a 2FE school was identified. As such the proposed works identified in this report seeks to respond to all area of concern by demolishing end of life modular classrooms, relocating the main school reception (thus addressing safeguarding concerns) and provide sufficient teaching and staff accommodation to meet the needs of a 2FE primary school.
- 2.6. The project at Cottingley Primary school will be self-delivered by AET and as such AET has appointed its own design team to lead on the expansion project with William Saunders architectural practice covering the architectural, structural and Civil disciplines, and also acting as employers agent to the Trust. William Saunders have directly commissioned VB Johnson as a cost consultant and YCENG to support the Mechanical and Electrical requirements.
- 2.7. Planning was submitted for the expansion works on the 05th Dec 2017 with full planning permission granted on the 16th March 2018. The appointed development

team by AET has progressed the detailed design at risk prior to the grant funding being approved.

- 2.8. An 'expression of interest' was submitted to six contractors. Following receipt of the responses from the expression of interest four of the original six contractors were invited to tender. Interviews were held with the two lowest tenderers on the 24th March 2017 and a scoring matrix implemented to determine the winning bidder. This process considered various aspects of the interviewee including the following key components; experience, resource, programming, adherence to health & safety requirements etc. Triton Construction were subsequently appointed as the preferred contractor.
- 2.9. These proposals form part of the Council's Learning Places Programme that embeds the 'One Council' approach in terms of shared ownership of proposed solution across the various departments involved.
- 2.10. NPS Leeds Ltd. have been formally commissioned to undertake technical review of the proposals submitted by the Academy Sponsor.

3.0 Main Points

Design Proposals and Full Scheme Description

- 3.1. The works at Cottingley Primary school, necessary to facilitate the proposed expansion, consists of the following components:
 - The demolition of the end of life modular accommodation will facilitate the delivery of the new reception entrance to the school, this element of works will reduce the current safe guarding concerns and provide sufficient staff accommodation.
 - The construction of 4 additional classrooms.
 - Appropriate external works to meet the planning conditions as advised by Highways and Planning colleagues.
 - All design development and survey costs associated with the scheme.
- 3.2. Following completion of the tender exercise the construction cost is identified as being £1,621,292. which is exclusive of fees and associated cost commensurate with a scheme of this complexity and size.
- 3.3. The project at Cottingley Primary school will be self-delivered by the Academies Enterprise Trust. Design and technical services have been procured directly by the Trust along with all necessary surveys required to develop the proposals.
- 3.4. NPS Leeds Ltd. have been commissioned by LCC to provide the Authority a technical review service in order to ensure the scheme presents value and is technically sound.

4.0 Programme

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

- Pupil numbers confirmed 1st July 2016
- Planning application validated 05th Dec 2017
- Planning determination 16th March 2018
- Approval of this report w/c 28th May 2018
- Contract award w/c 28th May 2018
- Start on-site w/c 23rd May 2018
- Completion & handover w/c 10th Dec 2018
- Occupation January 2018

4.2. Full planning permission has been granted for this scheme and the pre-commencement conditions identified. As such no impediment is in place which would preclude formal commencement of the full construction phase once the necessary approval has been granted.

4.3. Approval of this report and contract award represent the critical path and are therefore essential to ensure delivery of the project in accordance with the dates above.

5.0 Corporate Considerations

5.1 Consultation and Engagement

5.1.1. A report to Executive Board in July 2016 detailed the outcome of consultation on the proposal to increase the Pupil Admission Number from 45 to 60 pupils, with effect from September 2017. This recommendation was put forward following a formal consultation, led by Cottingley Academy with support from Leeds City Council.

5.1.2. The proposed permanent expansion scheme has been subject to consultation with key stakeholders including Childrens & Families officers, Ward Members and the Executive Member for Children and Families. Consultation has also involved school staff and governors, the local residents and other colleagues within the Council.

5.1.3. Pre-planning consultation has been held with representatives from the Planning Department and LCC Highways. No supporting off-site Highways works have been identified as part of the planning permission.

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 within 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, published and held on-file. A copy is included with this report as 'Appendix A'.

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. 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 2018/19 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 cost will be met through capital scheme number 32450/COT/000 as part of the Learning Places Programme. Funding will be devolved to the Academies Enterprise Trust in-line with the grant agreement and as per the proposed cash flow schedule provided. Payment of the construction costs will be subject to valuations being issued by the Academies Enterprise Trust to the Authority for the works invoiced.

5.4.2. The tender process commissioned and managed by AET and their appointed architectural practise has appointed the contractor representing the lowest tender quote of £1,621,292.00 for the construction works only. This value does not include fees, IT related matters or furniture. Of this construction value the funding committed by Children's and Families will financially support £1,400,000 only. Any additional cost incurred by the delivery of the construction works and associated cost will be met by AET. This is acknowledged and represented in the grant agreement.

5.4.3. The works detailed herein are critical to ensure that appropriate accommodation is available from the additional pupils placed at Cottingley Academy from September 2018.

5.5. **Capital Funding & Cash Flow**

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2018 £000's	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	0.0					
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	10.0		10.0			
OTHER COSTS (7)	1427.0		1427.0			
TOTALS	1437.0	0.0	1437.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2017 £000's	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	0.0					
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	10.0		10.0			
OTHER COSTS (7)	1427.0		1427.0			
TOTALS	1437.0	0.0	1437.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2017 £000's	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's
Basic Need Grant	1437.0		1437.0			
	0.0					
Total Funding	1437.0	0.0	1437.0	0.0	0.0	0.0
Balance / Shortfall =	-1437.0	0.0	-1437.0	0.0	0.0	0.0

Parent Scheme Number: 32450/000/000

Title: Learning Places Expansion 2018/19

5.6. Revenue Effects

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

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

- 5.7.1. The approval of this report constitutes a 'Key Decision' and as such is subject to 'Call-In'. In accordance with best procurement practise, a voluntary 10 days standstill prior to formal award will apply.
- 5.7.2. The project at Cottingley Academy Primary School will be delivered by AET who in turn will appoint their own design team and construction partner. Leeds City Council's technical partner, NPS Ltd. (Leeds), will be providing independent technical, quality and financial review services to the Authority. Officers from Childrens & Families will continue to provide support to the school in the delivery of this scheme.
- 5.7.3. A 'grant agreement' will be drawn up between Leeds City Council and AET to formalise the agreement and parameters to self-deliver this project.

5.8. Risk Management

- 5.8.1. Risk is to be managed through the application of 'best practice' project management tools and techniques via the City Council 'PM Lite' methodology. Experienced project management resource has been allocated from within the Built Environment Team to support the delivery of the construction works. Contractual and legal support for the

formation of the grant agreement is to be provided to Childrens & Families from within Leeds City Council Legal Services. NPS will be providing technical support.

- 5.8.2. An Authority held contingency, is not included within the approval figure as the financial support offered by the authority constitutes a full and final amount.
- 5.8.3. A risk log has been developed for the scheme and will be updated and maintained throughout the project by the assigned project officer. Escalation of risk will be via the Childrens & Families Head of Service Learning Systems.

6.0 Conclusions

- 6.1. In order to provide the necessary accommodation to implement the expansion of Cottingley Primary School, from a PAN of 40 to 60 pupils from September 2017, it is necessary to undertake construction work on-site to deliver additional accommodation in the form of the appropriate number of classrooms and ancillary office space.
- 6.2. The provision of the new accommodation at Cottingley Primary School will be self-delivered via Academies Enterprise Trust and their appointed design and construction team with Childrens & Families providing a supporting role for the length of the project timeline. The cost of the accommodation, and necessary supporting works, will be met through capital scheme 32450/COT/000 to the value of £1,437,000. This includes the financial contribution of £1,400,000 to support the construction works and £37,000 for NPS fees and Leeds City Council Legal services.
- 6.3. The requirement to provide additional accommodation at Cottingley Primary School 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 32450/CHS/000 to the value of £1,437,000.

7.0 Recommendations

- 7.1. The Director of Childrens & Families is requested to:
 - 7.1.1. Approve the expenditure of £1,437,000 from capital scheme number 32450/COT/000 for the construction work associated with the expansion of Cottingley Primary School necessary for occupation from September 2018.
 - 7.1.2. Note that the breakdown of project costs are detailed within section 5.5 of this report.
 - 7.1.3. Note the programme dates identified in section 4.0 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible.
 - 7.1.4. Note that the officer responsible for implementation is the Head of Service Learning Systems.

8.0 Background Documents¹

8.1. Appendix A – Equality Impact Assessment 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.