

**Report of** The Principal Development Officer

**Report to** The Head of Learning Systems

**Date:** 6<sup>th</sup> June 2018

**Subject:** Design & Cost Report: Royds School – Storm Damage Reinstatement Works

**Capital Scheme Number:** 32877 / 000 / 000



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

## Summary of main issues

During the morning of Wednesday 23<sup>rd</sup> August 2017 torrential rainfall occurred on the eastern side of Leeds with some 40mm falling in the space of less than one hour. Royds School was badly affected by the storm, with extensive damage being caused to the school buildings, and contents in the affected areas. The rainwater very quickly drained from roofs, car parks and other hard standings around the school buildings filling the surface water drainage system to capacity. Water gradually drained down the slope towards the eastern part of the site and entered the ground floor of East Block to depths of some 10cm in many areas. Water also entered Central Block, although over a smaller area and to a lower depth and drains within parts of the building also surcharged exacerbating the problems.

At the time of the incident parts of East Block were being re-roofed and although the majority of the building was weathertight, some areas of work in progress were vulnerable and rainwater also penetrated here, although the areas involved were already affected by surface water and drainage surcharge. The incident was reported to the Authority's

Insurance Section, who appointed loss adjusters to assess the damage and instigate essential repair works.

The purpose of this report is to note the effects of the storm damage to the school and the ongoing rectification works, and to seek approval to incur expenditure from the capital programme.

## **Recommendations**

The Head of Learning Systems is requested to:

- i) Note the effects of the storm and flood damage and the ongoing essential repair works required at Royds School.
- ii) Authorise expenditure in the sum of £249,000 from capital scheme number 32877/000/000.

## **1. Purpose of this report**

- 1.1. The purpose of this report is to seek approval to incur expenditure from capital scheme number 32877/000/000 in relation to essential repair works following flood damage at Royds School.

## **2. Background information**

- 2.1. During the morning of Wednesday 23rd August 2017 torrential rainfall occurred on the eastern side of Leeds with some 40mm falling in the space of less than one hour. Extensive damage was caused by the storm to Royds School. The incident was reported to the Authority's insurer, who responded immediately to assess the damage and instigate essential repair works.
- 2.2. Following the storm, the rainwater very quickly drained from roofs, car parks and other hard standings around the school buildings filling the surface water drainage system to capacity. Water gradually drained down the slope towards the eastern part of the site and entered the ground floor of East Block of the school to depths of some 10cm in many areas.
- 2.3. Water also entered Central Block, although over a smaller area and to a lower depth and drains within parts of the building also surcharged exacerbating the problems.
- 2.4. At the time of the incident parts of East Block were being re-roofed and although the majority of the building was weathertight, some areas of work in progress were vulnerable and rainwater also penetrated here, although the areas involved were already affected by surface water and drainage surcharge.
- 2.5. NATURE AND EXTENT OF DAMAGE

- 2.6. Buildings - Water affected over 2,000m<sup>2</sup> of floor area in the East and Central Blocks damaging floor finishes, plasterwork, decorations and, to a limited extent, electrical services. A large quantity of drying equipment was installed some two days after the incident to aid the drying process, but vinyl flooring, some carpet tiles and asbestos containing bonded floor tiles have lifted and require replacement. Plasterboard wall finishes, timber doors, architraves and other fixtures and fittings have distorted and require replacement. Decorations at low level have been soiled. Electrical services were also affected and were subject to remedial works and re-testing.
- 2.7. Contents - The majority of water entered at ground level and only low level items were affected but some timber furniture is clearly beyond restoration and teaching resources in storerooms have been soaked and many books will require replacing. In addition to this, because of the ongoing roofing works, a number of classrooms had been emptied and large quantities of furniture, IT equipment and resources had been placed into storage in a gym in East Block, This was inundated and white board projectors and PCs were badly damaged and require replacement.

### **3. Main issues**

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

- 3.1.1 The loss adjuster held regular meetings with the School to review the scope and cost of proposed works and to monitor their progress. The East Block is partly in use but repairs to six classrooms are ongoing after delays due to asbestos in damaged thermoplastic tiles which required specialist attention. Drying has been ongoing since the incident and some areas, particularly below the wood-based gym floor in East Block, remain very wet and the insurer liaised with its reinstatement contractor to determine how this could be accelerated. A second gym floor in Central Block was, initially, thought to be unaffected subsequently uplifted and moisture levels in the subfloor continued to be very high. Replacement of this is likely to be required.
- 3.1.2 The repairs are being phased around the ongoing operation of the school and are unlikely to be completed until the early part of this financial year. A detailed inventory of damaged contents was completed and the majority of items were costed for replacement where drying or other repair will not be possible. Competitive costs from a number of suppliers were obtained and replacements will be purchased in time for refitting the damaged areas as repairs complete.
- 3.1.3 The extent of the contents damage was more significant than initially feared and costs here were higher than initially expected.

The latest cost estimates are as follows:-

Building repairs £104,550

Furniture, IT and general contents £75,320

Books and other resources £10,000

Total £189,870

3.1.4 However, there remain a number of uncosted areas and, in respect of the gym floors, an uncertain prognosis until drying is fully complete. Allowing for an appropriate contingency here and for fees, the loss adjuster has advised that it would be prudent to maintain an overall reserve to a total of £249,000.

### **3.2. Programme**

3.2.1. Reinstatement works are ongoing, and are due to be completed in early 2018/19.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The loss adjuster continues to work in close liaison with the school and the Insurance team, in consultation with school staff and governors. This consultation will continue throughout the reinstatement process to ensure that the final outcome meets expectations and that any works do not materially affect the operation of the school.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The recommendations within this report do not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared and an independent impact assessment is not required for the approvals requested. A copy is included as Appendix 1 to this report.

### **4.3 Council Policies And City Priorities**

4.3.1 These works will contribute towards the maintenance of school buildings within the city, creating good quality, safe, warm and watertight learning environments for the children of Leeds, supporting the 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'. The works also contribute to 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. In addition, the works will ensure that the Council is complying with its legal responsibilities with regards to health & safety legislation and maintaining occupant safety.

### **4.4 Resources And Value For Money**

4.4.1 Cost estimates for the reinstatement works have been checked and verified by the Authority's loss adjuster to ensure value for money, and are currently estimated to be between £190,000 and £249,000. Some of the elements of the work are yet to be fully costed, however the recommended insurance reserve of £249,000 is estimated to be sufficient to cover the extent of the damage to the school buildings and contents. The cost of the necessary works will be financed via the Authority's self-insurance scheme, with Departmental Borrowing costs being paid from the Insurance Fund.

#### 4.4.2 Capital Funding and Cash Flow

Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £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>	<b>0.0</b>
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's
LAND (1)	0.0						
CONSTRUCTION (3)	140.0		140.0				
FURN & EQPT (5)	105.0		105.0				
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	4.0	2.3	1.7				
<b>TOTALS</b>	<b>249.0</b>	<b>2.3</b>	<b>246.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's
Departmental Borrowing	249.0	2.3	246.7				
Total Funding	249.0	2.3	246.7	0.0	0.0	0.0	0.0
<b>Balance</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>	<b>0.0</b>

**Parent Scheme Number:** 32877/000/000

**Title:** Royds School – Storm Damage Insurance Claim

#### 4.5 Revenue Effects

4.5.1 No revenue effects are anticipated, but any additional costs arising will be managed within the school budget.

#### 4.6 Legal Implications, Access to Information and Call In

4.6.1 The approval of this report will be classed as a significant operational decision under the Authority's constitution, and will not be subject to Call-In. The proposed capital works are all classified as 'Category B' and as such, the Director of Children and Families has delegated authority to approve the Authority to Spend request.

#### 4.7 Risk Management

4.7.1. The programme of works will be carried out in accordance with LCC policies and standards. Experienced insurance reinstatement specialists will monitor work on site to maintain the health and safety of staff, pupils, and visitors to the school. Operational risk will be addressed through compliance with CDM Regulations, Building Regulations and HSE requirements, along with close supervision of contractors on site and continual liaison with the school.

## **5 Conclusions**

5.1 During the morning of Wednesday 23rd August 2017 torrential rainfall occurred on the eastern side of Leeds, resulting in extensive damage being caused to Royds School buildings and contents. At the time of the incident parts of East Block were being re-roofed and although the majority of the building was weathertight, some areas of work in progress were vulnerable and rainwater also penetrated here, although the areas involved were already affected by surface water and drainage surcharge. In order to maintain the operation of the school, minimise further damage and initiate immediate repair and reinstatement works, the incident was reported to the Authority's loss adjuster who arranged for repair works to commence as soon as possible. The cost of the necessary works will be financed via the Authority's self-insurance scheme.

## **6 Recommendations**

6.1 The Head of Learning Systems is requested to:

- i) Note the effects of the storm and flood damage and the ongoing essential repair works required at Royds School.
- ii) Authorise expenditure in the sum of £249,000 from capital scheme number 32877/000/000.

# Appendix 1

## Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> <b>Children &amp; Families</b>	<b>Service area:</b> <b>Learning Systems</b>
<b>Lead person:</b> <b>Robert Thirtle</b>	<b>Contact number:</b>

1. Title: Royds School – Storm Damage Reinstatement Works

Is this a:

**Strategy / Policy**
 **Service / Function**
 **Other**

**If other, please specify**

**2. Please provide a brief description of what you are screening**

During the morning of Wednesday 23rd August 2017 torrential rainfall occurred on the eastern side of Leeds with some 40mm falling in the space of less than one hour. Royds School was badly affected by the storm, with extensive damage being caused to the school buildings, and contents in the affected areas.

The purpose of the associated Design Cost Report is to seek approval to incur expenditure of £249,000 from capital scheme number 32877/000/000 in relation to essential repair works following the flood damage at Royds School. The cost of the necessary works will be financed via the Authority's self-insurance scheme.

It is the decision to approve the go-ahead for these necessary repair works which is being screened as part of this report.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

N/A



<ul style="list-style-type: none"> <li>• <b>Key findings</b> (<b>think about</b> any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)</li> </ul> <p>N/A</p>
<ul style="list-style-type: none"> <li>• <b>Actions</b> (<b>think about</b> how you will promote positive impact and remove/ reduce negative impact)</li> </ul> <p>N/A</p>

<p><b>5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.</b></p>	
Date to scope and plan your impact assessment:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

<p><b>6. Governance, ownership and approval</b> Please state here who has approved the actions and outcomes of the screening</p>		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Viv Buckland	Head of Service – Learning Systems	08/06/18
<b>Date screening completed</b>		06/06/18

<p><b>7. Publishing</b></p> <p>Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions</b> or a <b>Significant Operational Decision</b>.</p> <p>A copy of this equality screening should be attached as an appendix to the decision making report:</p> <ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality screenings that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul>
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Complete the appropriate section below with the date the report and attached screening was sent:	
For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent: 08/06/18
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: