

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

**Report to the Director of Childrens & Families**

**Date: 23<sup>rd</sup> January 2019**

**Subject: Design & Cost Report for Package Two of the ‘Early Works’ required to facilitate the Learning Places expansion of Carr Manor Community School (Primary Phase)**



**Capital Scheme Number: 32655/CAR/000**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Moortown		
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?	<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 £749,000 from capital scheme number 32655/CAR/000 for the completion of ‘package two’ of essential ‘Early Works’ necessary to deliver the Learning Places Programme Expansion of Carr Manor Community School (Primary Phase). This report seeks approval for the second of two packages required as part of the identified ‘Early Works’ programme and are critical to prepare the Carr Manor Community School (Primary Phase) site for commencement of the formal construction programme in March 2018 following the signing of the construction contract.
2. With effect from September 2018 Carr Manor Community School (Primary Phase) has increased its Published Admission Number (PAN) from 30 to 60 pupils, thus taking the capacity of Carr Manor Community School (Primary Phase) from 210 pupils to 420 pupils and includes six dedicated SEN spaces. In order to facilitate this expansion additional permanent accommodation is required to be delivered on-site for the commencement of the 2019/20 academic year. The ‘Early Works’ programme is essential to ensure the critical path is met with respect to delivering the necessary accommodation.

3. Being a modular construction project it is critical to secure the factory slot in January 2019 to ensure delivery of the construction programme and meet the critical path dates for a September 2019 handover of the critical accommodation.
4. The 'Early Works' identified within this report are to be deducted from the final construction contract value as they represent essential works brought forward from the overall construction programme. Completion of the 'Early Works' programme will accelerate key pre-construction activities including site preparation works and activities within the modular construction partner's factory. It is necessary to complete the works identified herein to ensure the site is prepared for a seamless transition into full construction once the contract has been signed in March 2019.
5. Site preparation works will commence as part of this package but this will be limited to activities within the factory and site setup works, no construction activities will take place on-site until planning permission has been granted. This is currently scheduled for the 6<sup>th</sup> March 2019, however discussions are taking place with Planning to accelerate this programme. The activities in 'package two' relate primarily to site setup, ground works (those these won't be completed until Planning is in place) and activities within the Portakabin factory necessary to ensure the critical path is met.
6. The project is to be delivered via the Leeds Local Education Partner (LLEP) with their preferred construction partner, Portakabin Limited, and Norfolk Property Services Leeds (NPS) providing landscape design services. The project is to be delivered by City Development's Projects & Programme's Team on behalf of Childrens & Families. Contract and Legal support is to be provided via Procurement & Commercial Service who will support the drafting of construction contract in conjunction with the LLEP and our independent technical advisors.
7. The works detailed within this report are essential to ensure a September 2019 completion. Failure to meet this critical path will result in the need to provide alternative temporary accommodation at Carr Manor Community School (Primary Phase) to ensure that sufficient classroom space is available to place the additional pupils on roll. This additional accommodation requirement will be extended to the provision of alternative arrangements for the cohort of six SEN pupils who will be on roll from this date.
8. In June 2017, Executive Board approved the recommendation to set a budget of £5m for the Carr Manor Community School (Primary Phase) expansion and to delegate future approval reports within this limit to the Director of Childrens & Families. Subject to consultation with the Director of City Development, the Director of Resources & Housing and the Executive Member for Learning, Skills and Employment. In accordance with this requirement this report has been issued to the required parties for consideration on the 23<sup>rd</sup> January 2019.

## Recommendations

The Director of Childrens & Families is requested to:

1. Approve the requirement to enter into an 'Early Works' agreement with the LLEP for Portakabin Limited to deliver 'package two' of the 'Early Works' programme necessary to meet the critical path programme for expansion of Carr Manor Community School (Primary Phase). This will take the form of an 'Early Works' agreement between the authority and Leeds D&B One Ltd for the sum of £749,000.
2. Approve the expenditure of £749,000 from capital scheme number 32655/CAR/000 for the completion of 'package two' of the 'Early Works' programme at Carr Manor Community School (Primary Phase).
3. Note that this constitutes the second of two separate 'Early Works' packages required at Carr Manor Community School (Primary Phase) prior to entering into formal contract following determination of the planning application on the 6<sup>th</sup> March 2019. 'Package two', detailed within this report, includes for essential ground works and activities within the Portakabin factory necessary to ensure the critical path is met. Construction activities on-site will not commence until Planning has been issued, these works are included here to ensure they are 'pre-approved' and can be commissioned immediately without further delay to programme.
4. 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.
5. Note that the officer responsible for implementation is the Head of Service Learning Systems and the Head of Projects and Programmes, Asset Management & Regeneration and authorise them to enter into all other agreements required to deliver this project.

## **1.0 Purpose of this Report**

1.1. The purpose of this report is:

- To provide background information and detail to the Director of Children's & Families on the second of two 'Early Works' packages necessary to adhere to the construction programme for the expansion of Carr Manor Community School (Primary Phase).
- Contextualise the associated cost and risk implications of the 'Early Works', both in terms of the construction programme but also wider Learning Places Programme obligations.
- To seek authority to enter into an 'Early Works' agreement with the LLEP and Portakabin Limited to deliver 'package two' of the required 'Early Works' programme and to incur expenditure of £749,000 to facilitate this.

## **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. 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.
- 2.2. This proposal has been brought forward to meet the projected demand for primary school places within North Leeds, current demographic data suggests that there is a need for additional primary places within the vicinity of Carr Manor Community School (Primary Phase). 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. This proposal builds upon the previous instances where temporary 'bulge' cohorts have been placed at Carr Manor Community School (Primary Phase) in 2015, 2016 and 2017 respectively.
- 2.3. In June 2017, Executive Board approved the recommendation to set a budget of £5m for the Carr Manor Community School (Primary Phase) expansion and to delegate future approval reports within this limit to the Director of Childrens & Families. Subject to consultation with the Director of City Development, the Director of Resources & Housing and the Executive Member for Learning, Skills and Employment.
- 2.4. A report to and approved by Executive Board on 8<sup>th</sup> February 2017 detailed the outcome of consultation on the proposal to expand primary provision at Carr Manor Community School (Primary Phase) from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2018. This approval also included for the creation of a SEN provision at Carr Manor Community School specialising in children with autism, six places have been generated for both primary and secondary age and are include within the roll of the two respective 'phases' of the through school.
- 2.5. A number of 'bulge' cohorts have been placed at Carr Manor Community School (Primary Phase). These were placed at the school in 2015, 2016 and 2017. The first

year utilised vacant space within the building with subsequent years being addressed by the addition of temporary classroom space. As such it is critical that permanent accommodation is provided for September 2019 to ensure the school has sufficient teaching space to accommodate their increased published admissions number.

- 2.6. The modular accommodation purchased during the 2016 'bulge' is to be re-used, re-located and re-furnished to provide the secondary age SEN provision. These works will be part of the future construction contract and associated report submitted prior to contract sign in March 2019.
- 2.7. In order to deliver the required accommodation in time for commencement of the 2019 academic year a project was instigated utilising the LLEP, as procurement vehicle, and NPS Leeds, as landscape architectural lead. Following completion of the enhanced feasibility Portakabin Limited were appointed as the preferred construction partner.
- 2.8. A planning application for the proposed works was submitted on the 5<sup>th</sup> December 2018 and has a target determination date of the 6<sup>th</sup> March 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Carr Manor Community School (Primary Phase), were convened.
- 2.9. The proposal for Carr Manor Community School (Primary Phase) will form part of the on-going work to address capacity and sufficiency across all of Childrens & Families; which includes secondary places in addition to primary, early years and specialist provision.
- 2.10. 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.
- 2.11. NPS Ltd. (Leeds) have been formally commissioned to undertake technical and financial review of the proposals and cost plan submitted by the LLEP & Portakabin Limited.
- 2.12. Due to the compressed construction programme, mandated by the fixed deadline of occupation for commencement of the 2019 academic year, it is necessary to approve and undertake a programme of 'Early Works' prior to signing of the construction contract. The intention of these packages is to complete works necessary to setup the site, procure key materials and, critically, secure the manufacturing slot to enable the construction programme to be met. Failure to secure the latter will result in a minimum of a three month delay to the project and necessitate temporary decant accommodation being provided from September 2019 to November 2019 at additional and unknown cost.

### **3.0 Main Points**

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

- 3.1. 'Package two' of the required 'Early Works' at Carr Manor Community School (Primary Phase), necessary to ensure the construction programme for the proposed expansion, consists of the following essential components:
  - Preparatory works on-site in advance of site setup, namely installation of additional fire door to reflect new escape routes and relocation of condenser units to reflect site compound impact.

- Procurement of works to incoming services.
  - Commencement of critical path groundworks items, noting that these will only start once the planning determination has been issued.
  - Manufacture of the building modules within the Portakabin factory including for fabrication of the steel frame, installation of the roof, purchase and installation of the windows and doors package.
- 3.2. 'Package one', approved separate to this report, of the 'Early Works' requirement focused on site setup activities and booking of the factory slot.
- 3.3. The estimated cost of 'package two' of the 'Early Works' Programme is £749,000. This includes £16,643 of substructure work, £590,847 of superstructure manufacture at Portakabin's factory, £64,376 of preparatory work on-site including utility works and £77,134 of fees and preliminaries costs. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build projects.
- 3.4. A planning application for the proposed works was submitted on the 5<sup>th</sup> December 2018 and has a target determination date of the 6<sup>th</sup> March 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Carr Manor Community School (Primary Phase), were convened.
- 3.5. Procurement & Commercial Service have been appointed to provide legal and contractual support with the drafting of the construction contract. This will take the form of a JCT 2016 contract between LCC and D&E One Co. (the LLEP), who in-turn will have a pass down contract with Portakabin Limited.
- 3.6. The works detailed herein are on the critical path for completion of the construction programme, as such it is essential they are completed within the identified timeline.

#### **4.0 Programme**

4.1. The key milestones, based on the published target planning determination date, to achieve this programme are as follows:

- Placement of order for 'Early Works 01' w/c 31<sup>st</sup> December 2018
- Factory slot secured w/c 31<sup>st</sup> December 2018
- Factory mobilisation period 2<sup>nd</sup> Jan to 5<sup>th</sup> Feb 2019
- Commencement of site setup works under 'Early Works 01' From 2<sup>nd</sup> January 2019
- Manufacture period under 'Early Works 02' 6<sup>th</sup> Feb to 8<sup>th</sup> April 2019
- Target planning determination date 6<sup>th</sup> March 2019
- Contract award for full scheme 7<sup>th</sup> March 2019

- Start on-site for full scheme 7<sup>th</sup> March 2019
- Delivery of modules to site 14<sup>th</sup> May to 19<sup>th</sup> May 2019
- Building Handover 23<sup>rd</sup> August 2019
- External works completion & handover 8<sup>th</sup> October 2019

4.2. Note, the dates above are predicated upon planning being granted on the 6<sup>th</sup> March 2019. Earlier determination is being sought and key responses have been provided by statutory consultees, including Highways Development Control. No issues have been raised thus far which would preclude planning permission being granted.

4.3. A planning application for the proposed works was submitted on the 5<sup>th</sup> December 2018 and has a target determination date of the 6<sup>th</sup> March 2019. Prior to submission briefings were held with Ward Members and a number of public pre-planning drop-in sessions, held at Carr Manor Community School (Primary Phase), were convened. Where possible pre-commencement conditions will be sought from Planning at the earliest opportunity and addressed as part of the previously 'Early Works' programme.

4.4. 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. The proposal detailed herein has been subject to consultation with the Head of Projects & Programmes (City Development), Head of Service Learning Systems and Chief Officer Resources & Strategy (Childrens & Families). It was agreed that the measures detailed wherein were necessary to adhere to programme and meet project objectives, but also conditioned the approval of commencement of groundworks on-site to be subject to issue of the planning determination. Funding was to be approved for this element to ensure swift implementation once the planning milestone had been met.

5.1.2. A report to Executive Board on 8<sup>th</sup> February 2017 detailed the outcome of consultation on the proposal to increase from 210 to 420 pupils and the creation of a 12 place SEN facility (six primary and six secondary)), with effect from September 2018. This recommendation was put forward following a full formal consultation led by the Sufficiency & Participation Team. Further details of this process are provided within the 8<sup>th</sup> February 2017 Executive Board report appertaining to the expansion of Carr Manor Community School (Primary Phase).

5.1.3. 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.

5.1.4. Pre-planning consultation has been held with representatives from the Planning Department, Urban Design, Landscape, Sport England and LCC Highways.

5.1.5. A formal pre-planning 'drop-in' sessions were held at Carr Manor Community School (Primary Phase) on the 26<sup>th</sup> September 2018, prior to the planning application being submitted. Three sessions were held covering early morning drop-off, afternoon collection and an evening. These were open to the general public, parents, carers and any other interested parties. Comments taken from these events have been addressed, where possible, within the proposals and construction phase plan.

5.1.6. 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 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**

5.5. The estimated cost of 'package two' of the 'Early Works' Programme is £749,000. This includes £16,643 of substructure work, £590,847 of superstructure manufacture at Portakabin's factory, £64,376 of preparatory work on-site including utility works and £77,134 of fees and preliminaries costs. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build projects.

5.5.1. The cost will be met through capital scheme number 32655/CAR/000 as part of the Learning Places Programme.

5.5.2. Completion of the works detailed herein is essential to prepare the site for the proposed construction programme and ensure that the construction project commences in-line with the programme, noting the critical date of 1<sup>st</sup> September 2019

for essential accommodation to facilitate the increased intake for the commencement of the 2019/20 academic year.

## 5.6. Capital Funding & Cash Flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2019 £000's	2018/19	2019/20	2020/21	2021 On
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	248.8		248.8			
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	0.0					
<b>TOTALS</b>	<b>248.8</b>	<b>0.0</b>	<b>248.8</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 2019 £000's	2018/19	2019/20	2020/21	2021 On
			£000's	£000's	£000's	£000's
LAND (1)	0.0					
CONSTRUCTION (3)	749.0		749.0			
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	0.0					
OTHER COSTS (7)	0.0					
<b>TOTALS</b>	<b>749.0</b>	<b>0.0</b>	<b>749.0</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 2019 £000's	2018/19	2019/20	2020/21	2021 On
			£000's	£000's	£000's	£000's
Basic Need Grant	997.8		997.8			
Total Funding	997.8	0.0	997.8	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:** 32655/000/000

**Title:** Basic Need Primary Expansion 2018/19

## 5.7. Revenue Effects

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

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

- 5.8.1. The approval of this report constitutes a 'Key Decision' and as such will be subject to 'Call-In'.
- 5.8.2. The Director of Children's Services has been granted the delegated authority to approve this project to proceed after complying with the conditions established by Executive Board in June 2017. As outlined in this report the Director of Childrens & Families has the support for the decisions in this report from the Director of City Development and the Director of Resources & Housing, and has consulted with the appropriate Executive Members on the proposals.
- 5.8.3. There are no other legal implications or access information issues arising from this report.

## 5.9. Risk Management

- 5.9.1. The requirement to complete this package of 'Early Works' is essential to ensure the construction programme is met for the development of the new accommodation at Carr Manor Community School (Primary Phase). The items included are limited to pre-commencement activities, site setup and, critically, securing of the manufacturing slot within Portakabin's factory. If the works detailed herein do not commence as per the programme in section 4.0 there will be a commensurate delay in the completion of the main construction programme. This would constitute a minimum of 12 weeks and will require the decant accommodation to be required for an unknown extended period of time at additional expense.
- 5.9.2. The 'early works' package detailed herein has been rationalised by Portakabin to reflect critical path items only, with the programme re-sequenced to reflect a 'worst case scenario' planning approval date of the 6<sup>th</sup> March 2019. As such the package detailed within is essential to ensuring delivery of the critical accommodation for September 2019. Deviation from this proposal will result in programme delay and an inability to provide the key accommodation for the commencement of the 2019/20 academic year. An alternative plan, with a lower commitment threshold, was proposed by Portakabin but this resulted in delay beyond September 2019 for the critical accommodation which results in a requirement for additional temporary accommodation at unknown cost. It must be noted that the site is currently at capacity and cannot support further decant accommodation beyond that currently on-site to support the legacy bulge projects.
- 5.9.3. As off-site works are taking place, namely the commencement of fabrication within Portakabin's factory, vesting certificates will be provided to the Authority for items purchased under this agreement. Payment for these items will be subject to these being issued.
- 5.9.4. As planning determination is still awaited, target date of the 6<sup>th</sup> March 2018, no permanent structures will be erected prior to planning permission being provided. The 'Early Works' programme will focus on preparatory works and off-site manufacture of the modular building components. The initial stages of the ground works package is included within this approval to facilitate a swift implementation upon issuing of planning permission. It must be noted that no formal construction activities will take place on-site that require planning permission until this permission has been published.
- 5.9.5. Risk is to be managed through the application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' methodology. Experienced project management resource has been allocated from within the Built Environment. Contractual and legal support for the formation of the grant agreement is to be provided to Childrens & Families from within PP&PU. NPS will be providing technical support.
- 5.9.6. 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 formal expansion of Carr Manor Community School (Primary Phase), up to two forms of entry per year including six dedicated SEN places, it is necessary to undertake a project to construct new accommodation. A programme of 'Early Works', of which this report refers to

'package two', is required to ensure the critical path dates of the construction programme are met. This ensures critical path ground works are completed and manufacture of the modules commence in the factory. As noted above the programme cannot be met if these activities are not completed as advised and will result in a minimum of a 12 week delay to completion.

- 6.2. The delivery of the works at Carr Manor Community School (Primary Phase) will be managed by City Development's Projects & Programme's Team on behalf of Childrens & Families in conjunction with the joint venture partners (NPS), the Leeds Local Education Partner (LLEP), Portakabin Limited, the school and other key stakeholders.
- 6.3. The estimated cost of 'package two' of the 'Early Works' Programme is £749,000. This includes £16,643 of substructure work, £590,847 of superstructure manufacture at Portakabin's factory, £64,376 of preparatory work on-site including utility works and £77,134 of fees and preliminaries costs. The wider scheme development costs will be subject to a separate report issued at financial close providing information on the main build projects.
- 6.4. The requirement to provide additional accommodation at Carr Manor Community School (Primary Phase) for a September 2019 delivery has been developed through continued consultation with the appropriate stakeholders.

## **7.0 Recommendations**

- 7.1. The Head of Service Learning Systems is requested to:
- 7.2. Approve the requirement to enter into an 'Early Works' agreement with the LLEP for Portakabin Limited to deliver 'package two' of the 'Early Works' programme necessary to meet the critical path programme for expansion of Carr Manor Community School (Primary Phase). This will take the form of an 'Early Works' agreement between the authority and Leeds D&B One Ltd for the sum of £749,000.
- 7.3. Approve the expenditure of £749,000 from capital scheme number 32655/CAR/000 for the completion of 'package two' of the 'Early Works' programme at Carr Manor Community School (Primary Phase).
- 7.4. Note that this constitutes the second of two separate 'Early Works' packages required at Carr Manor Community School (Primary Phase) prior to entering into formal contract following determination of the planning application on the 6<sup>th</sup> March 2019. 'Package two', detailed within this report, includes for essential ground works and activities within the Portakabin factory necessary to ensure the critical path is met. Construction activities on-site will not commence until Planning has been issued, these works are included here to ensure they are 'pre-approved' and can be commissioned immediately without further delay to programme.
- 7.5. 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.
- 7.6. Note that the officer responsible for implementation is the Head of Service Learning Systems and the Head of Projects and Programmes, Asset Management & Regeneration and authorise them to enter into all other agreements required to deliver this project.

**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.