

## Record of Officer Decision

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
<b>Director<sup>1</sup></b>	Saleem Tariq	
<b>Contact person:</b>	Imtiaz Hasan	Telephone number: 07891 277 112
<b>Subject<sup>2</sup>:</b>	Design & Cost (DCR) seeking approval to underwrite the advance ordering of materials required for the refurbishment works at the former Shakespeare Primary School to make is suitable for children with Special Education Needs and Disabilities (SEND).	
<b>Decision details:</b>	<p>What decision has been taken?<sup>3</sup></p> <p>What decision has been taken?<sup>4</sup></p> <ul style="list-style-type: none"> <li>• Approval of the expenditure of £330,000, from capital scheme number 32737 SHA 000, for the purposes of underwriting the advance placing of orders by the Segregated Portfolio Company (SPC), Investors in the Community (Leeds Schools) Limited for materials that have long lead in times in advance of contract signature for phase one works. Approval of full scheme costs covered under phase one will be sought separately following the completion of the tendering exercise, which is due for completion in early July 2020.</li> <li>• In line with Leeds City Council's Contract Procedure Rule 3.1.5, the requirements are subject to existing contractual arrangements with the SPC, Investors in the Community (Leeds Schools) and is in-line with the variation process outlined in the PFI contract. The PFI provider under the existing contract will deliver the work.</li> <li>• Note that the officer responsible for implementation is the Head of Service Learning Systems and the Head of Programmes and Projects, City Development and authorise them as a signatory of all other contract</li> </ul>	

<sup>1</sup> With delegated authority set out in Constitution

<sup>2</sup> 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


<sup>3</sup> Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

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	<p>related documentation that is required to deliver this project. .</p>
	<p>A brief statement of the reasons for the decision<sup>5</sup></p> <p>The Children and Families Act 2014 places the duty on local authorities to ensure there are sufficient school places for all children including those with Special Education Needs and Disabilities (SEND) up to the age of 25. In addition, The Childcare Act 2004 enforces that local authorities must provide sufficient childcare places, up to the age of 18 for children with SEND, where reasonably practicable, to enable parents and carers to access work or training opportunities.</p> <p>The vision for Leeds in the context of children and young people is for ‘Leeds to be the best city in the UK and the best city for children and young people to grow up in. We want Leeds to be a child friendly city where the outcomes for all children improve whilst recognising the need for outcomes to improve faster for children and young people from vulnerable and deprived backgrounds.</p> <p>The number of pupils with Statements or Education, Health and Care Plans (EHCPs), requiring specialist provision has increased with current projections indicating that there is a need of up to 200 additional specialist school places each academic year from now to 2022 /23.</p> <p>At the January 2020 Executive Board, members approved the proposal to permanently expand specialist provision at East SILC – John Jamieson to 400 places, expanding onto two new additional sites; the former Shakespeare primary school and the Oakwood building, with effect from January 2020. The report that was submitted to the board in January noted a total estimated scheme budget of £3,628,832 for the refurbishment of the Shakespeare site. This figure will continued to be reviewed and revised throughout the design process including upon receipt of the tender returns after each phase.</p> <p>A request to add a key decision to the list of forthcoming list of key decisions was published in April 2020 in anticipation of design and cost reports (DCRs) being brought forward for approval at the appropriate time.</p> <p>This report seeks approval to underwrite initial phase one scheme costs of £330,000; further approval requests will be submitted in due course in respect</p>

<sup>5</sup> Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

	<p>of full scheme costs for phase one, and also for the second phase of works, City Development's Programmes and Projects Team on behalf of Children and Families has developed the proposal in partnership with the senior management team at East SILC – John Jamieson and supported by colleagues from the PFI SPC.</p>
	<p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>The number of pupils with EHCPs requiring specialist provision has increased with current projections indicating that there is a need for up to 200 additional specialist school places between 2020 and 2022 /23.</p> <p>The authority has a statutory duty to provide school places and there is no alternative option to meet the provision of places required in this area. The failure to deliver places at the former Shakespeare Primary School for September 2020 will have a wider impact on the demand for school places across the city, which are already under considerable pressure.</p> <p>The timetable to follow in order to deliver the number of spaces required for September 2020 was already extremely challenging but has been further exacerbated by recent events (Covid-19) and the disruption this has caused.</p> <p>The former Shakespeare Primary School site is covered under a Private Finance Initiative agreement. Therefore, any new requirements are subject to the change variation clauses set out in the PFI agreement. By their very nature, PFI contracts are complex, in this instance covering a 25-year period, and involves multiple partners. Therefore, colleagues from Leeds City Council's PFI Contract Management Team have been commissioned to provide support specifically around ensuring that the change process is appropriately managed. The remit of their work includes reviewing legal, technical, project management and lender costs proposed by the SPC. Additionally Norfolk Property Services (Leeds) has been commissioned to undertake a review of the construction cost plan to ensure that it offers value for money based on their expert knowledge and experience of similar schemes.</p>
<p><b>Affected wards:</b></p>	<p>Burmantofts and Richmond Hill</p>

<b>Details of consultation undertaken<sup>6</sup>:</b>	Executive Member Executive Member for Learning Skills and Employment was briefed on Tuesday 5 <sup>th</sup> May 2020	
	Ward Councillors were briefed on the proposals as part of the consultation process as well as prior to the final decision made by members of the Executive Board at their meeting on the 7 <sup>th</sup> January 2020.	
	Others East SILC – John Jamieson Senior Management Team (SMT), Parents / Carers were also consulted.	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Head of Service Learning Systems and the Head of Programmes and Projects, City Development.  Commencement June 2020 for completion October September 2020 (phase one only)	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s)	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> The Head of Learning Systems	
	Signature  Viv Buckland	Date: 5/6/20

<sup>6</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>7</sup> Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.

