

## 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>	The Director of Children & Families	
<b>Contact person:</b>	Amy Smith	Telephone number: 0113 378 5917
<b>Subject<sup>2</sup>:</b>	Design and Cost Report for the bulge expansion of Bramhope Primary School for September 2020.	
<b>Decision details:</b>	<p>What decision has been taken?<sup>3</sup></p> <ul style="list-style-type: none"> <li>• Approval of the expenditure of £447,601.05 from capital scheme code 33176/BGE/BRM for the construction work and associated fees necessary to remodel and refurbish existing areas of Bramhope Primary school to accommodate a 20 place bulge from September 2020.</li> <li>• Authorisation to proceed with acceptance of the tender submitted via the Leeds Local Education Partnership (LLEP) in the sum of £395,405.13 inclusive of all professional design fees incurred by the appointed contractor, development costs and surveys incurred by the contractor. Release of funding for the construction costs will be managed by the LLEP in collaboration with the local authority.</li> <li>• Authorisation of the requirement to enter into a contractual agreement with Leeds D&amp;B One Ltd to deliver the development at Bramhope Primary School. This will take the form of a JCT 2016 head contract between the authority and Leeds D&amp;B One Ltd for the sum of £395,405.13.</li> <li>• Acceptance of the programme dates, commencing June 2020 and completing for the start of term September 2020.</li> <li>• Authorisation as signatories of all contract-related documentation required to deliver the project to the officers responsible. These are the Head of Projects and Programmes, Asset Management &amp; Regeneration.</li> </ul> <p>A brief statement of the reasons for the decision<sup>4</sup></p> <p><b>Background</b></p> <p>The Learning Places Programme represents the Council's response to the demographic growth pressures on school provision in the city, and this scheme will be delivered as part of this programme. Project management of schemes is delivered by City Development's Projects &amp; Programmes Team in Asset</p>	

<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.

<sup>4</sup> Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

Management and Regeneration. The scheme contributes to the 2019/2020 Best Council Plan outcomes and supports the vision in the Children and Young People's Plan 2018-23.

An increase of children in the Bramhope area as well as Cookridge and Adel has put pressure on primary places with a shortfall of between 0.5FE and 1FE needed in the North West. Limited options were available and a bulge of 20 additional Reception places has been secured at Bramhope Primary School. The school is in a suitable location and has space on site to be remodelled and refurbished to meet demand. Otherwise, many children would have been placed out of area at schools over 2.5 miles away, risking non-attendance.

The proposal has been developed by City Development's Projects & Programmes Team on behalf of Childrens & Families. Under the exclusivity arrangements detailed within the Strategic Partnering Agreement (SPA) the Leeds Local Education Partnership (LLEP) has been appointed to deliver the project. The requirements outlined above are an essential part of the Council's statutory duty to provide a sufficiency of school places.

### **Overall scheme design proposals**

The proposal has been developed with the school management team and associated statutory consultees, in-line with accommodation standards detailed within 'Building Bulletin 103: Area Guidelines Mainstream Schools'.

The works at Bramhope Primary School necessary to facilitate the proposed bulge cohort consist of the following main components:

- Internal re-modelling to the Reception classroom, associated external space and toilets to provide an environment suitable for 60 pupils.
- Internal remodelling of an internal multi-use space in the Key Stage 1 building to provide an additional Key Stage 1 classroom to enable the bulge cohort to progress through the school.
- Refurbishment of a first floor classroom in the Key Stage 2 building currently not used for teaching to provide a Key Stage 2 classroom to enable the bulge cohort to progress through the school.
- Procurement of required furniture, ICT and equipment for the remodelled and refurbished areas by the school, following the school's procurement rules, for reimbursement from code 33176/BGE/BRM.

Since the works all represent remodelling and refurbishment of the existing buildings, Planning Approval is not required.

### **Resources, procurement and value for money**

- The total cost and capital investment associated with the bulge project for September 2020 is £447,601.05.
- A budget of £35,000 is included in the total scheme cost for additional ICT, furniture and equipment necessary to deliver the scheme.
- The cost will be met through the capital scheme code 33176/BGE/BRM as part of the Learning Places Programme.

- Any additional revenue consequences that may arise as a result of the project will be managed within the school's budget.
- In order to deliver the required accommodation in time, the works have been procured under the Strategic Partnering Agreement (SPA) between the Leeds Local Education Partnership (LLEP) and Leeds City Council. The associated procurement rules have been followed. The exclusive supplier arrangements, detailed under CPR 3.1.5, have been invoked. Construction contracts developed through the SPA are delivered by Leeds D&B One Ltd who are to appoint Walter West Builders Ltd as subcontractor for this project. The contract will take the form of a JCT 2016 contract between LCC and Leeds D&B One Ltd.
- Potential labour resource availability and procurement delays as a consequence of the Covid-19 pandemic are currently being investigated. Regardless, every endeavour to deliver to the programme and cost tolerances noted within this report will be made. A contingency of £30,000 has been included within the contract total, which if unused will not represent a cost to the Council.

### **Programme**

The key milestones for the project are noted below:

<b>Milestone</b>	<b>Date</b>
Completion of concept design layouts	May 2020
Authority to spend	June 2020
Contract award	June 2020
Start on site	June 2020
Handover and occupation	September 2020

Any delay to the programmed start of construction activities will have a significant impact on achieving occupation for 7<sup>th</sup> September. Start on site has been programmed for as early as possible to mitigate currently unknown impacts of the Covid-19 pandemic. Approval of the 'authority to incur expenditure' is therefore vital to ensure the dates above are met and the scheme is delivered on time.


### **Consultation, engagement and equalities**

The proposals detailed herein have been tabled at Good Learning Places Board and Programme Risk and Control Group. Consultation with statutory consultees, namely Planning, Landscape, Highways and Urban Design, has taken place, however the scheme selected for delivery does not require Planning Approval. Childrens & Families officers, the Head Teacher and the Governing Body have been involved in the development of the scheme.

The recommendations contained in 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. An Equality, Diversity, Cohesion and Integration Screening document is attached to this report.

	<p><b>Risk management</b></p> <p>Risk is managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Project management resource from City Development is tasked with ensuring the project remains within the predetermined risk tolerances.</p> <p>A joint risk log will be developed with the appointed contractor to ensure all construction risks for the project are identified together with the relevant owner of the risk. Escalation of any risks that sit outside of the agreed tolerances will be managed via the Head of Projects and Programme, City Development.</p> <p>The impact of the Covid-19 pandemic on project risk, programme and cost is subject to continual monitoring and mitigation measures. This is being actively managed by the Project Team to ensure delivery for September 2020.</p> <p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>Cookridge Primary School was considered for these 20 bulge places, however value for money and programme implications due to PFI meant there was a risk of not completing in time for the start of the September 2020 term. In addition, a permanent expansion is being considered at Bramhope Primary School and so on balance this was the most effective option for the bulge.</p> <p>In terms of the scheme selected for progression, an alternative was considered, which involved remodelling and refurbishing a modular building owned by the Council and delivering this to site for use by the Reception year group, with works to facilitate external play. This option was rejected on the grounds that, with the remodelling works that would still be needed for both Key Stage 1 and Key Stage 2, it was more costly than the scheme being progressed. It was also not ideal for the school since the Reception pupils would not be located in the preferred part of the school (close to Key Stage 1).</p> <p>Works included in this bulge expansion have been carefully planned to ensure that they do not conflict with any permanent expansion to the school should it be considered in the future.</p>
<b>Affected wards:</b>	Adel and Wharfedale
<b>Details of consultation undertaken<sup>5</sup>:</b>	<p>Executive Member</p> <p>Cllr Pryor was briefed on a range of schemes including the bulge at Bramhope Primary School on 11<sup>th</sup> May.</p> <p>Ward Councillors</p> <p>Ward members will be briefed on the works prior to their commencement.</p> <p>Others</p>
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation:

<sup>5</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	Head of Service Learning Systems, Children & Families Head of Projects and Programmes, Asset Management and Regeneration Commencement June 2020, completion September 2020.	
<b>List of Forthcoming Key Decisions<sup>6</sup></b>	Date Added to List:-	
	If <b>Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	If <b>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
	If <b>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> Viv Buckland, Head of Service Learning Systems	
	Signature 	Date: 15/6/20

<sup>6</sup> Complete this section for key decisions only

<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.