

Report of: Built Environment Lead

Report to: The Director of Children and Families

Date: March 2021

Subject: Design & Cost Report for the Planned Maintenance Programme 2021/22



Are specific electoral wards affected? If yes, name(s) of ward(s): Various – City Wide	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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: 10.4(3) Appendix number: 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary

- Leeds receives an annual School Condition Allocation (SCA) in respect of condition works at maintained schools, Foundation (Trust) schools and children’s centres on school sites. In April 2020, the DfE confirmed that Leeds would receive an SCA grant allocation of £5,915,547 for 2020/21. An additional in-year SCA allocation was also provided to LAs in August 2020; the additional in-year allocation for Leeds was £2,747,291. The announcement of the School Condition Allocation for the 2021/22 financial year is anticipated in April 2021. It is expected to be based on similar methodology to the 2020/21 allocation, with funding being adjusted to take into account schools opening and closing and changing responsible body (i.e. schools converting to Academy status).
- Since 2011/12, this funding has been used to address the highest priority condition issues in order to maintain safe, warm, watertight learning environments for the children of Leeds, and to address the most common causes of unplanned school closure and loss of teaching time.
- This report brings forward proposals to continue Planned Maintenance across maintained, Foundation (Trust) schools and children’s centres on school sites to address essential condition works in six areas: (1) Fire Safety, (2) Mechanical services; (3) Roofing works; (4) External Wall, Windows and Door Replacement, (5) Kitchen Ventilation and (6) Demolition

- This report requests Authority to spend £4,500,000 of the available Schools Condition Allocation grant on continuing with the programme of planned maintenance works in 2021/22 and approval of the proposed procurement strategy.

Best Council Plan Implications

- These works will contribute towards creating good quality, safe, warm and watertight learning environments for the children of Leeds. This supports 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'.

Resource Implications

- The Planned Maintenance Programme 2021/22 has projected total costs of £4,684,080 for the completion of the required works.

Resources will include the use of the internal service provider, Leeds Building Services, exclusive supplier arrangements utilising the LEP's existing supply chain, and competitive tendering methods. No revenue effects are anticipated, but any additional costs arising will be managed within the school budgets.

Recommendations

The Director of Children and Families is asked to:

- a) Approve the proposed programme of Planned Maintenance works in maintained and Foundation (Trust) schools to be delivered during 2021/22 and funded from the available Schools Condition Allocation grant provided by the DfE.
- b) Authorise expenditure of £4,500,000 of the available Schools Condition Allocation grant on these essential condition works.
- c) Approve the proposed procurement strategy, using the in-house Procurement Team, and the use of the internal provider for some work areas and the Constructionline framework for the remaining programme.
- d) Note that £250,000 of previous year's School Condition Allocation with pre-existing Authority to Spend is still available to be utilised towards the 2020/21 Capital Maintenance Programme, based on current outturn projections for previous year's maintenance schemes.

1. Purpose of this report

- 1.1. The purpose of this report is to seek approval to procure and commence a programme of Planned Maintenance works in maintained and Foundation (Trust) schools in 2021/22, and to seek authority to incur expenditure of £4,500,000 of the available Schools Condition Allocation grant.
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2. Background information

- 2.1. The announcement of the School Condition Allocation for the 2021/22 financial year is anticipated in April 2021. It is expected to be similar to the 2020/21 allocation, but will be revised annually to take into account schools opening and closing and changing responsible body (i.e. schools converting to Academy status).
- 2.2. The Head of Learning Systems has agreed that proposals could be brought forward for expenditure of £4,500,000 in 2021/22 on essential condition issues as identified in the Asset Management information held by the Built Environment Team (Children and Families Directorate) across six packages of works:
- (1) Fire Safety, (2) Mechanical services; (3) Roofing works; (4) External Wall, Windows and Door Replacement, (5) Kitchen Ventilation and (6) Demolition
- 2.3. This continues the planned programme of addressing the essential condition works which have been delivered each year since 2011/12. The rationale for addressing these priorities is to maintain safe, warm, watertight learning environments, and to address the most common causes of unplanned school closure and loss of teaching time, which generally fall into the six categories noted above. An overview of the schemes undertaken during 2020/21 is included for reference at Appendix 1.
- 2.4. In assessing the level of essential works, the Condition Data Collection Surveys carried out by the Education Skills Funding Agency, along with more detailed Local Authority Condition data information, is used in identifying priorities across the school estate. The condition of each element is given a grading between A-D and a priority of 1-4, with condition grade D (priority 1) used to identify those elements deemed to be most urgent / essential. This information is extracted from the Asset Management database and validated by the Built Environment Team who have carried out surveys and site investigation works in order to validate the identification of essential requirements.
- 2.5. An unspent balance of £250,000 with pre-existing Authority to Spend from previous year's programmes is available to fund part of the 2021/22 programme, which is based on the latest estimated outturn position of last year's programme, but is subject to change as and when individual final accounts are agreed.

3. Main issues

- 3.1. The proposed programme of works will address essential condition issues identified within the Asset Management Plan covering the following six key areas;
- **Mechanical:** Projects will include boiler plant replacement and system replacement/ amendments where appropriate.
 - **Kitchen Ventilation:** Projects will include replacement of main canopy, air handling equipment and controls, in accordance with current legislation.
 - **Roofing works:** Projects will include recovering and replacement of areas of roofing using appropriate method/materials for each site.
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- **External windows, walls & doors:** Projects will include the replacement of poor condition external materials as identified.
- **Fire Safety:** Projects will include replacement and/or refurbishment of cavity barriers, fire doors and glazed screens following an agreed fire strategy.
- **Demolition:** Projects will include the demolition and removal of life expired buildings.

3.2. It should be noted that the list of projects is fluid in nature, and therefore schemes may be added or omitted as the programme develops over the next few months to reflect updated priorities that may arise due to any reactive/urgent/unforeseen Health & Safety issues that occur, and to also take into account updated budget estimates as further design development takes place across the schemes. This will ensure that the programme remains within the overall cost envelope and authority to spend being requested in this report.

3.3. Programme

3.3.1. Owing to the disruptive nature of the schemes and their impact on the day to day operation of schools, maximum use will be made of out of hours working around the school day during term time, in order to minimise disruption to learning, and for works to be undertaken outside the main heating season. There will be exceptions to this, for example where there are health and safety issues which need to be resolved urgently.

3.3.2. Larger scale projects will be carried out during the 2021 school summer holiday period, due to the extent of the works required and the length of tender process. It may also be necessary to either commence large projects in advance of the summer holiday period, or for completion to take place after the holidays – where this is the case, schools will be fully consulted and plans put in place to ensure that the contractor's set-up is suitable for an operational school environment.

3.4. The planned key programme dates are as follows:

- Design: October 2020 to Feb 2021
- Tender preparation: Jan to April 2021
- Tender Returns: April to June 2021
- Tender reports issued: April to June 2021
- Start on site: June to July 2021
- Handovers: August to October 2021

3.5. Future Year's Programmes

3.5.1. Due to the changing education landscape and the limited funding available to address condition issues, schools have been consulted on the future approach to developing and undertaking capital maintenance works programmes. Greater transparency will be provided for schools on the forward plan which will enable them to make asset related decisions around timing of works and the potential need to reserve funding towards schemes.

4. Corporate considerations

Consultation and engagement

4.1. Officers in Built Environment have consulted with a number of key stakeholders including school staff and governors, and other colleagues within the Council including City Development and finance. This consultation will continue throughout the design process to ensure that the final projects meet expectations and that any changes proposed do not materially affect the operation of the school.

4.2. Works identified across four of the six elements of work will not require planning approval; however some of the external wall, window and door replacements and Kitchen Ventilation works may require planning approval with the appropriate statutory consultation. Early dialogue with Planning Officers will take place to ensure that sufficient time is allowed to submit a planning application in advance of works commencing on site.

4.3. As most of the works will be internal, there will be no impact on the community requiring engagement or consultation. Once approval is granted by the Director of Children and Families, the Executive Member for Children and Families and local Ward Members will be informed of the schools in the respective wards where works will be commissioned and the proposed programme. This will take place in June once works have been confirmed. Where any of the works would have an impact on neighbouring residents, for example where out-of-hours working would be required either during an evening or weekend, residents will be fully consulted and informed in advance of these works being undertaken.

Equality and diversity / cohesion and integration

4.4. 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 2 to this report.

Council policies and the Best Council Plan

4.5. These works will contribute towards the modernisation 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 2018-23 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.

- 4.6. Corporate Procurement Regulations (CPRs) apply to this process and this report confirms that the relevant CPRs have and will be adhered to, utilising our Joint Venture Partner, NPS Leeds, and the Local Education Partnership (LEP) to carry out surveys and design works as required throughout the design development phase. Construction works will be undertaken through a number of providers including the Internal Service Provider (ISP), Leeds Building Services, which supports their vision of growth and expansion and is in compliance with CPR 3.1.4 (ISP ability to undertake works). The elements that the ISP are to deliver include Mechanical works, Windows and curtain walling works, and a number of roofing works. Other routes include utilising the LEP's supply chain, or through competitive tendering in accordance with CPR's

Climate Emergency

- 4.7. The Built Environment Team have worked closely with The Council's Sustainable Energy Unit to ensure the delivery of the successful Decarbonisation Schemes awarded for schools can also take place during the Summer 2021 holiday period. Works undertaken in respect of roofing, external envelope/windows, boiler replacement and kitchen ventilation, along with ground and air heat pumps and the installation of Solar Panels, will contribute to carbon reduction through increased levels of insulation and increased efficiency of mechanical and electrical plant, equipment and controls.
- 4.8. Contractors are encouraged to recycle all redundant materials and construction waste that are removed from site wherever possible.
- 4.9. Where the Internal Service Provider is unable to resource the works, consideration is given to the contractor's locality during the selection process, in order to reduce the impact due to excessive travel distances
- 4.10. Officers within the Built Environment Team continue to consult with the Sustainable Energy Unit to maximise, wherever possible, the opportunities for incorporating carbon reduction technologies within all projects.

Resources, procurement and value for money

- 4.11. NPS (Leeds) and the Local Education Partnership (Leeds) will undertake full tender evaluations of individual schemes and individual Tender Acceptance Reports will be submitted for formal approval in line with Governance requirements.
- 4.12. The fees for City Development to establish the procurement route total £35K, and these costs will be charged back to the capital programme.
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Parent Scheme Number: 33415 000 000

Title: Planned Maintenance Programme 2021/22

Legal implications, access to information, and call-in

- 4.17. This is a key decision and will 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 unlimited delegated authority to approve Authority to Spend.
- 4.18. The procurement is and will continue to be in line with all CPR's and FPR's, by utilising the Internal Service Provider, Exclusive Supplier arrangements and competitive tendering through existing frameworks.
- 4.19. Individual Tender Acceptance Reports will be drafted for approval in line with the normal governance requirements and delegated approval limits.

Risk management

- 4.20. The programme of works will be carried out in accordance with LCC policies and standards. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Experienced Project Management resource has been allocated from within City Development.
- 4.21. The Council's internal Procurement Department will manage the procurement and tendering of schemes, which ensures compliance with Corporate Procurement Regulations.
- 4.22. 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 schools identified in the main programme. This will be monitored by NPS, Leeds Building Services, The LEP and the Client. These procedures will ensure the highest possible standards and control measures in regard to Health & Safety relating to all occupants whilst works are being undertaken.
- 4.23. Particular concerns with regard to asbestos will be identified by undertaking appropriate surveys prior to work commencing. Removal of asbestos will be undertaken, as required, out of school hours with suitably qualified specialists being appointed to carry out works, and to undertake testing to current legislative standards with full notification to the Health and Safety Executive.
- 4.24. Updated spend profiles are to be reported to the Children and Families Programme, Risk and Control Group on a quarterly basis and approval sought in relation to proposed actions, in order to mitigate any financial risks. Monthly Checkpoint Reports will also be submitted over the period July to September to ensure that there is a full oversight of any issues that may occur during delivery of the individual projects.
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5. Conclusions

- 5.1 LCC continues to receive an annual School Condition Allocation from the DfE in respect of condition works at maintained schools, Foundation (Trust) schools and children's centres on school sites.
- 5.2 This Design and Cost Report seeks approval to continue to fund essential condition works in maintained and Foundation (Trust) schools in six key areas with the aim of keeping schools open and operational by mitigating unplanned closures and addressing urgent Category D Priority 1 condition works as outlined within the asset management plan.
- 5.3 The programme is being procured in line with Corporate Procurement Rules, utilising the Internal Service Provider and Joint Venture Partner where possible, along with exclusive supplier arrangements and competitive tendering methods through existing frameworks.
- 5.4 There is a robust methodology in place for assessing the priority condition works that will be included within the programme, with an estimated value of £4,684,080. The cost of the programme will be met through capital scheme 33415/000/000 within the available cost envelope, which will be funded through the Authority to Spend of £4,500,000 School Condition Allocation being sought in this report, and the sum of £250,000 currently being estimated to carry forward from previous year's programmes, and there is a robust reporting mechanism in place to ensure there is full transparency and auditability.

6. Recommendations

The Director of Children and Families is asked to:

- 6.1 Approve the proposed programme of Planned Maintenance works in maintained and Foundation (Trust) schools to be delivered during 2021/22, funded from the available Schools Condition Allocation.
- 6.2 Authorise expenditure of £4,500,000 from the available Schools Condition Allocation grant on these essential condition works.
- 6.3 Approve the proposed procurement strategy, including the use of the internal provider for some work areas and construction line for the remaining programme.
- 6.4 Note that £250,000 of previous year's School Condition Allocation with pre-existing Authority to Spend is still available to be utilised towards the 2021/22 Planned Maintenance Programme, based on current outturn projections for last year's maintenance schemes.

7. Background documents¹

- 7.1 None

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.