

Design Cost Report and Grant Funding Agreement for Expansion of St Edwards Catholic Primary School

Date: 2nd March 2023

Report of: Director of City Development

Report to: Director of Children and Families

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

In November 2021, Executive Board approved the proposal to expand St Edwards Catholic Primary School to permanently increase the number of places offered at the school in Reception from 20 to 30 places with effective from September 2022.

The purpose of this report is to re-confirm the estimated capital scheme cost of £1.1m associated with the expansion works, as previously reported to the Executive Board in November 2021, following the completion of a design and tendering process undertaken by the Diocese of Leeds. The report also requests approval to enter into a grant funding agreement with the Diocese. Scheme costs will be incurred from capital scheme number 33178/STE/000. As a result of the key decision by Executive Board, this decision represents a Significant Operational Decision.

Although the construction works for the expansion will be self-delivered by the Diocese of Leeds, this project still falls under the City Council's Learning Places Programme which is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. A grant funding agreement with the Diocese is required to facilitate this. Additional expenditure for internal fees, highways, loose IT and furniture, highways transport assessment, travel plan and offsite works is included in the total cost.

Recommendations

- a) Approve expenditure of £1,100,000 from capital scheme 33178/STE/000 relating to costs associated with the expansion works at St Edwards Catholic Primary School
- b) Approve entering into a grant funding agreement with the Diocese of Leeds to deliver the expansion works, including design and contract management fees, to the maximum sum of £730,734.76 as part of the overall expenditure. Note that the maximum sum includes a client contingency of £41,362.34 for dealing with unknown project risk and where not required will be retained by the Council.
- c) Note the programme dates identified in section 32 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.

- d) Note that the officers responsible for implementation are the Head of Service, Learning Systems, Children and Families Directorate and the Head of Projects and Programmes, Asset Management & Regeneration and authorise them as a signatory of all other contract related documentation that is required to deliver the project

What is this report about?

- 1 The purpose of this report is to seek incur expenditure of £1,100,000 from capital scheme 33178/STE/000 for costs associated with the permanent expansion of St Edwards Catholic Primary School, Boston Spa. The total scheme cost is below the average cost per pupil place reported in the DfE July 2022 national cost benchmarking study.
- 2 In September 2021 Executive Board approved the expansion of St Edwards Catholic Primary School to permanently increase the number of places offered at the school in Reception from 20 to 30 places with effect from 2022. While the school has been able to manage the increased intake from September 2022 within existing accommodation, the extension works are required from September 2023 to accommodate further intakes.
- 3 Authority to spend £1.1m was granted by Executive Board in November 2021. As a result of the key decision by Executive Board, this decision represents a Significant Operational Decision and is not subject to "Call-in".
- 4 Previous decisions to approve expenditure on feasibility, design development and minor enabling works form part of the total cost of £1.1m.
- 5 While the construction works for the expansion will be self-delivered by the Diocese of Leeds, this project still falls under the City Council's Learning Places Programme which is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. An LCC Project Manager from the Projects and Programmes Team in City Development will be dedicated to work closely with the Diocese throughout the process.
- 6 A grant funding agreement with the Diocese of Leeds to the maximum value of £730,734.76 is required to facilitate delivery of the main construction works.
- 7 The single storey extension provided via the Diocese self-delivery works will consist of:
 - a new classroom
 - WC block, storage
 - circulation space
 - storage
- 8 In addition, the self-delivery scheme will include provision of a new hard play area to offset loss from the extension, improved and increased on site cycle storage for pupils, staff and visitors, and installation of electric vehicle charging points
- 9 Additional expenditure for internal fees, loose IT and furniture, highways transport assessment, travel plan and offsite highways works is included in the £1.1m total cost and will be managed by the Project Manager from Projects and Programmes.

What impact will this proposal have?

- 10 Delivery of this scheme is required to fulfil the Local Authority's statutory duty to ensure sufficiency of school places for all children and young people in Leeds. Providing places close to where children live allows improved accessibility to local and desirable places and is an efficient use of resources and reduces the risk of non-attendance.
- 11 There is an identified need for additional primary provision in the Boston Spa area. Approval of the design cost report will enable provision of the additional accommodation to meet the

increased pupil intake at St Edwards Catholic Primary School to help manage current and future demand.

- 12 The proposal contributes to the Best City Ambition in ensuring children in all areas of the city have the best start in life and enjoy a healthy, happy and friendly childhood.
- 13 A good quality school place also contributes towards the delivery of targets within the Children and Young People's Plan such as the obsession to improve achievement, attainment, and attendance at school.
- 14 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. A screening document has been prepared capturing the scheme (attached as part of the background papers) and the outcome of the screening is that an independent impact assessment is not required for the proposal set out in this report

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 15 The request for approval to incur expenditure supports the delivery of the accommodation required to meet the increased demand for pupil places in the area. Being able to provide good quality places will contribute towards the achievement of the Child Friendly City aim of "improving educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes. By helping young people prepare for adulthood through education, this in turn provides underlying support to the aim of helping everyone benefit from the economy and achieve their potential.
- 16 Providing a high standard of teaching spaces ensures that children feel safe and secure in their day-to-day learning environment.
- 17 The proposal will ensure that local families are able to access local school places and reduce journey times to and from school. A Travel Plan will be developed by the school which will contain measures to mitigate the impact on the local highway network as a result of the expansion. Development of this plan will be supported by Leeds City Council's Travel Wise Team to identify safe travel routes and promote walking, cycling and scooting.

What consultation and engagement has taken place?

Wards affected: Wetherby

Have ward members been consulted?

Yes

No

- 18 Consultation on the permanent increase in the number of pupils accepted in each Reception Year was completed in 2022 as part of the statutory notice, and the expansion approved at Executive Board in September 2021.
- 19 Consultation has also taken place with the Head Teacher, the Diocese of Leeds, planning and highways and senior officers in Children and Families and City Development

What are the resource implications?

- 20 Capital funding and cash flow table

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2022 £000's	FORECAST				
			2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	621.1		32.0	580.0	9.1		
FURN & EQPT (5)	24.0			24.0			
INTERNAL DESIGN FEES (6)	72.9	14.9	15.5	36.2	6.3		
OTHER FEES / COSTS (7)	382.0	78.5	80.4	223.1			
TOTALS	1100.0	93.4	127.9	863.3	15.4	0.0	0.0

Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2022 £000's	FORECAST				
			2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026 on £000's
Basic Need Capital Grant	0.0						
	1100.0	93.4	127.9	863.3	15.4		
	0.0						
Total Funding	1100.0	93.4	127.9	863.3	15.4	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

- 21 A grant funding agreement will be entered into between the Council and the Diocese to fund the self-delivery of the works by the Diocese. The maximum grant funding agreement sum of £730,734.76 includes a client contingency of £41,362.34 for dealing with unknown project risk. Application for use of the client contingency will be required to be approved by the Council and where not utilised will be retained by the Council.
- 22 VAT is not recoverable on elements being self-delivered by the Diocese and funded through the grant funding agreement. Costs included in the capital table include VAT at 20% for construction and professional fees.
- 23 The total expenditure includes previous decisions to incur expenditure for design development fees and enabling works to upgrade the electrical switchgear.

What are the key risks and how are they being managed?

- 24 Completion of the work detailed in this report is essential to deliver the additional accommodation associated with the increased pupil numbers for September 2023
- 25 Risk will be 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.
- 26 The Council's project risk log will be maintained and updated throughout the project and escalation of any risks that sit outside of the agreed tolerances will be managed via the Head of Projects and Programme, City Development.

What are the legal implications?

- 27 The approval of this report constitutes a Significant Operational Decision, subsequent to the Key Decision by Executive Board in November 2021 for Authority to Spend £1.1m. As such, this decision is not subject to "Call-in".
- 28 The construction works for the expansion will be self-delivered by the Diocese of Leeds, funded by LCC via a grant funding agreement.
- 29 This project still falls under the City Council's Learning Places Programme which is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. Additional expenditure for internal fees, highways, loose IT and furniture, highways transport assessment, travel plan and offsite works is included in the total cost.

Options, timescales and measuring success

What other options were considered?

30 There are no other schools capable of expanding within the area of need. Approval to expand the number of places offered at Reception at St Edwards was granted by Executive Board in September 2021 following the outcome of consultation on the statutory notice to expand.

How will success be measured?

31 Success will be measured through the successful delivery of the additional accommodation required for September 2023.

What is the timetable and who will be responsible for implementation?

32 The decision is required to meet the current programme and provide the Diocese of Leeds with the grant funding agreement to assure contract award by 20th March 2023.

33 Officers responsible for implementation are the Head of Service, Learning Systems, Children and Families Directorate and the Head of Projects and Programmes, Asset Management & Regeneration.

34 Approval of the decision to incur expenditure against capital scheme 33178/STE/000 and implement the grant funding agreement will authorise the officers identified in item 33 as a signatory of all other contract related documentation that is required to deliver the project.

Appendices

- Appendix A - EDCI screening assessment

Background papers

- None