

Design & Cost Report for the Planned Maintenance Programme 2023/24

Date: 24th March 2023

Report of: Assets and Access Lead

Report to: The 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

The purpose of this report is to seek approval to commence a programme of Planned Maintenance works in maintained and Foundation (Trust) schools in 2023/24, and to seek authority to incur expenditure of £4,500,000 of the available Schools Condition Allocation grant. The funding will be 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 seven areas: (1) Fire Safety, (2) Mechanical services; (3) Roofing Works; (4) External Wall, Windows and Door Replacement, (5) Kitchen Ventilation, (6) Modular and (7) Combined

Recommendations

The Director of Children and Families is requested to:

- a) Approve the proposed programme of Planned Maintenance Works in maintained and foundation (Trust) schools to be delivered during 2023/24 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 service provider for some work areas and the Construction line framework for the remaining programme.
- d) Note that £500,000 of previous year's School Condition Allocation with pre-existing authority to spend is still available to be utilised towards the 2023/24 Capital Maintenance Programme, based on current outturn projections for previous year's maintenance schemes.

What is this report about?

- 1 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. The DfE has provisionally announced a SCA grant of £6,909,915 for Leeds for the 2023/24 financial year. Spend guidance and the methodology used to calculate SCA eligibility and allocations are all available on [GOV.UK](https://www.gov.uk). Final SCA allocations will be published later in the spring, based on information about schools and their responsible bodies at the start of April 2023, and may differ from provisional allocations in some cases.
- 2 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 2023/24 and approval of the proposed procurement strategy
- 3 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'.
- 4 The remainder of the School Condition Grant is held as contingency for schools where the local authority are the responsible body and any large reactive Health & Safety works occur unexpectedly throughout the year. It may also be utilised to address priority condition works as part of a larger learning expansion projects or refurb/rebuild, all of which would seek separate authority to spend and decision notifications.

What impact will this proposal have?

- 5 Due 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.
- 6 Larger scale projects will be carried out during the 2023 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.
- 7 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 1 to this report.

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

☒ Health and Wellbeing

☒ Inclusive Growth

☒ Zero Carbon

- 8 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 2023-28 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.

- 9 The Assets and Access Team have worked closely with The Council's Sustainable Energy Unit to ensure the delivery of the Decarbonisation Schemes which have been awarded for schools are also able to take place. Works undertaken in respect of roofing, external envelope/windows, boiler replacement and kitchen ventilation, along with ground and air source 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.
- 10 The Assets and Access Team will continue to consult with the Sustainable Energy Unit to maximise, wherever possible, the opportunities for incorporating carbon reduction technologies within all projects.
- 11 Contractors are encouraged to recycle all redundant materials and construction waste that are removed from site wherever possible
- 12 Where the Internal Service Provider is unable to resource the works, consideration is given to the contractor's locality during the selection process, to reduce the impact due to excessive travel distances.

What consultation and engagement has taken place?

Wards affected: **ALL WARDS**

Have ward members been consulted? ☐ Yes ☒ No

- 13 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.
- 14 Works identified across three of the seven 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.
- 15 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 informed in advance of these works being undertaken.

What are the resource implications?

- 16 The Planned Maintenance Programme 2023/24 has projected total costs of £4,389,000 for the completion of the required works.
- 17 Resources will include the use of the internal service provider, Leeds Building Services and competitive tendering methods. No revenue effects are anticipated, but any additional costs arising will be managed within the school budgets. The fees for City Development to procure and deliver the programme will total £35K, and these costs will be charged back to the capital programme
- 18 Procurement will be undertaken by the Council's internal Procurement Team and to ensure the schemes can be delivered on time and achieve value for money a range of procurement methods will be utilised. This will include the use of the internal service provider, Leeds Building Services, and competitive tendering methods. It is proposed that the procurement approach for the delivery of the works not delivered through the ISP will advertised on the Yortender portal to contractors from Constructionline. Constructionline is a national framework of contractors that have been vetted to ensure that they are able to undertake works. The Council will also undertake an assessment on contractor's financial credibility and insurance prior to being awarded a contract.
- 19 NPS (Leeds) will undertake full tender evaluations of individual schemes to assess value for money and produce Tender Reports for each of the schemes. These will be submitted for formal approval by Leeds City Council
- 20 Individual Tender Acceptance Reports will be drafted for approval in line with the normal governance requirements and delegated approval limits
- 21 The cost of the projects will be met through capital scheme number 33660/000/000 as part of the Planned Maintenance Programme 2023/24

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
LAND (1)	0.0					
CONSTRUCTION (3)	375.0		356.3	18.8		
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	125.0	0.0	118.8	6.3		
OTHER COSTS (7)	0.0					
TOTALS	500.0	0.0	475.0	25.0	0.0	0.0
Authority to Spend required for this Approval	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
LAND (1)	0.0					
CONSTRUCTION (3)	3375.0		3206.3	168.75		
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	1125.0	0.0	1068.8	56.25		
OTHER COSTS (7)	0.0					
TOTALS	4500.0	0.0	4275.0	225.0	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
SCA grant	4500.0		4275.0	225		
Total Funding	5000.0	0.0	4750.0	250.0	0.0	0.0
Balance	0.0	0.0	0.0	0.0	0.0	0.0

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

- 22 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. Project management resource from City Development is tasked with ensuring the project remains within the predetermined risk tolerances. Updated spend profiles and a programme Dashboard report will be submitted to the Programme, Risk and Control Group on a monthly basis to ensure that progress, risks and issues are being monitored outside of the project team.

- 23 The Council's internal Procurement Department will manage the procurement and tendering of schemes, which ensures compliance with Corporate Procurement Regulations.
- 24 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 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.
- 25 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

What are the legal implications?

- 26 This is a key decision and will be subject to Call-In.
- 27 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.
- 28 There are no other legal implications or access information issues arising from this report.

Options, timescales and measuring success

What other options were considered?

- 29 These works are essential 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.
- 30 There are no other reasonable or viable routes or options necessary for consideration at this time.

How will success be measured?

- 31 Success will be measured through the targeted handover date being achieved and that the school opens on the scheduled date for the new term in September 2023.

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

- 32 The decision is required at the earliest convenience to ensure the schemes can be awarded for works to start in the relevant school holiday period.
- 33 The key programme dates are from April 2023 to September 2024

Appendices

- Appendix 1 – EDCI Screening Form

Background papers

- None