

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of Children & Families		
<b>Contact person:</b>	Adele Robinson	Telephone number: 07891 276856	
<b>Subject<sup>2</sup>:</b>	Design Cost Report for fees associated with the expansion of Leeds City Academy		
<b>Decision details<sup>3</sup>:</b>	What decision has been taken?  The Head of Learning Systems agreed to: <ul style="list-style-type: none"> <li>Incur costs of £228,949.13 associated with the Pre-Construction Services Agreement from capital scheme number 33471/LCA/000.</li> <li>Incur costs of £78,789 associated with RIBA stage 4 fees.</li> <li>Note the programme dates identified at point 9 of this report require a decision at the earliest opportunity to enable detailed design work to continue and for the project to remain on programme.</li> </ul>		
	A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)  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 & Programmes Team in Asset Management and Regeneration. The scheme contributes to the 2020-2025 Best Council Plan outcomes and supports the vision in the Children and Young People's Plan 2018-23.  There is an identified need for additional year 7 places in central Leeds to meet anticipated demand in future years.  There has been an increase in the population of children in primary schools across		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<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> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Leeds over recent years which resulted in a number of primary school expansions. The larger cohorts are now feeding through into secondary schools and the number of children living in central Leeds, in particular those living nearest to Leeds City Academy, has increased. Current population and admissions data indicate that additional secondary school places will be required in this area to ensure local demand is met.</p> <p>Several secondary schools in central Leeds have admitted additional pupils above their published admission number in recent years, in response to demand for places. A new free school, Trinity Academy Leeds, also opened in September 2021 due to the rising demand for school places across the wider area. The need for additional places in central Leeds is expected to continue over the next few years which is why further permanent places are required.</p> <p>To help manage the growing need for secondary places in the local area, Leeds City Academy has admitted an additional 60 pupils above the published admission number into year 7 for the last 3 years (2020-2022) on a temporary basis ahead of a permanent expansion to a PAN of 210 from September 2023.</p> <p>The permanent expansion from a PAN of 150 to 210 was approved by Leeds City Councils Executive Board on 27 July 2022.</p> <p>This report seeks approval only for the fees associated with the Pre-Contract Services Agreement and RIBA stage 4 and a separate report will be submitted for the main construction works once the final costs have been issued and verified as providing a value for money solution.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>There are no other schools capable of expanding in the area of need.</p>
<b>Affected wards:</b>	Hyde Park and Headingley
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Cllr Pryor was briefed as part of the Executive Board process and will be briefed at key stages of the process.</p> <hr/> <p>Ward Councillors</p> <p>Ward Members were briefed as part of the Executive Board process and will be briefed at key stages of the process.</p> <hr/> <p>Chief Digital and Information Officer<sup>5</sup></p> <p>N/A</p> <hr/> <p>Chief Asset Management and Regeneration Officer<sup>6</sup></p>

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology.

	N/A
	<p>Others</p> <p>Consultation has taken place with the Head Teacher, Governing Body, and White Rose Academies, senior officers in Children's &amp; Families and City Development through Programme Risk and Control Group and School Places Programme Board, regarding the permanent expansion of Leeds City Academy of which these works form part of.</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Head of Learning Systems.</p> <p>The decision needs to be taken at the earliest convenience to ensure we meet the current programme.</p>
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List: -
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	N/A
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval
	Signature _____ Date _____
<b>Publication of report<sup>8</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	This is a significant operational decision and is therefore not subject to call in.
	If published late relevant Executive member's approval
	Signature _____ Date _____
<b>Call-in</b>	Is the decision available <sup>9</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:
	It is a significant operational decision and therefore is not subject to call in.
<b>Approval of Decision</b>	<p>Authorised decision maker<sup>10</sup></p> <p>Viv Buckland – Head of Learning Systems</p>

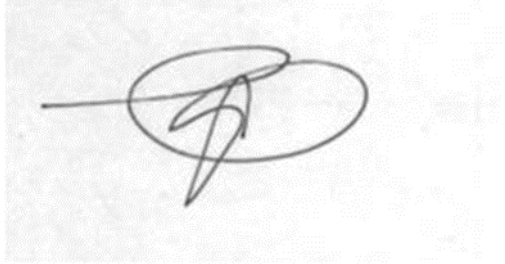
<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision-Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only.

<sup>8</sup> See Executive and Decision-Making Procedure Rule 3.1. Complete this section for key decisions only.

<sup>9</sup> See Executive and Decision-Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.

	<p>Signature</p> 	<p>Date: 7/2/24</p>