

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

2393

Author:

Sarah Lake

Department:

Development

Contact:

Sarah Lake

(Job Title: Assistant Project Manager, Email: sarah.lake@nottinghamcity.gov.uk, Phone: 01158763409)

Subject:

Approval of funding and authority to enter into contracts to expand South Wilford Endowed Primary School

Total Value:

£770,000 (Type: Capital)

Decision Being Taken:

1) Allocate an additional £770,000 funding towards the expansion of South Wilford Endowed Primary;

2) Delegate authority to the Corporate Director of Resilience or the Corporate Director of Development to enter into contracts on behalf of Nottingham City Council subject to costs being within agreed parameters as set out within this decision, and value for money demonstrated.

Reasons for the Decision(s)

The overall project forms part of a broader programme of works to expand primary school places across Nottingham City. South Wilford Endowed CE VA Primary has been oversubscribed in recent years and their published admission number of 45 per year group is no longer sufficient to provide school places for the children who live in the area. Following a consultation exercise undertaken in December 2014, the school's Governing Body agreed to expand from 300 to 420 pupil places. In order to meet the increase in pupil numbers classrooms are required to provide additional capacity. The target date is September/October 2016.

Initial approvals have been given to authorise the procurement of design and survey work which has resulted in an option appraisal. This was presented to Portfolio Holder on the 1 December 2015 outlining the current options, programme and overall financial position; this approval is for the additional funding identified in this report as £770,000 which with previously approved funding of £80,000 makes up the total cost of the scheme as £850,000.

Details of the proposed project including design, cost and programme are included in the Business Case at Appendix A.

The Design Team have rationalised the overall size of the extension in order to reduce costs; it is unlikely that it can be reduced further if it is to meet the school's requirements for an expansion.

Design development is now complete and the packages for this project are currently out to tender. The results of this exercise will be collated in a cost plan for review by the Quantity Surveyor to confirm they offer value for money and are within the project budget of £850,000. Once this has been confirmed, the Council will need to sign a framework contract documentation to allow construction works to progress.

In order to deliver the expansion approval to allocate the required funding and to enter into contract with Ashe Construction through the EMPA framework is required.

Briefing notes documents:

Appendix A - Business Case - South Wilford Endowed - V3.docx

Other Options Considered:

Doing nothing was rejected as there are no other schools in the required area able to accommodate this size of expansion at this time.

Background Papers:

None

Published Works:

Delegated Decision 2061- Approval of funding and procurement of design team for early design works to expand Mellers Primary and South Wilford Endowed CE VA Primary - 9 July 2015

Affected Wards:

Clifton North

Colleague / Councillor Interests:

None

Consultations:

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

There are no implications on crime and disorder although the design will create a safe and secure environment for staff and pupils.

Equality:

Please login to the system to view the EIA document: EIA South Wilford Endowed Primary Expansion.doc

Decision Type:

Portfolio Holder

Subject to Call In:

Yes

Call In Expiry date:

04/04/2016

Advice Sought:

Legal, Finance, Procurement, Equality and Diversity

Legal Advice:

This report raises no significant legal issues. It is understood from discussions with the report author that the Scape framework has been chosen to appoint the contractor to ensure the relatively short timescales for completion can be met. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 08/03/2016.

Finance Advice:

Increasing demand for primary school places has been identified in the Wilford area of the city and South Wilford CE VA Primary School was oversubscribed for September 2015. The school have already admitted additional pupils in September 2015 taking advantage of an additional space. The purpose of the project overall is to increase the capacity of the school from 300 places to a 420 places.

The cost of this scheme is expected to be in the region of £0.850m and this report request approval to allocate the remaining £770k to this scheme (£80k has already been approved for the early design work).

This scheme is part of the Primary Schools Re-organisation (PSR), which is to be funded from Basic Needs Grant which has been confirmed upto 2017/18. £0.600 was initially set aside and approved (pending business case) as part of the investment strategy for South Wilford VA school, the additional £250k required will reduce the overall funding envelope for PSR, which will result in less grant being available for future schemes or schemes still in the process of being worked up.

VAT

South Wilford is a Voluntary Aided school, which does not have the same VAT recovery status as academies or local authorities, however as this scheme is funded wholly by grant that has been awarded to the local authority and as long as the Council procures and contracts the works it is deemed to have received the supply of construction works. Therefore, all VAT payable on the construction will be fully recoverable by the City Council.

Advice provided by Tina Adams (Capital and taxation Manager) on 18/03/2016.

Procurement Advice:

There are no significant procurement concerns with this decision. The Empaii Framework Agreement provides a compliant route for the engagement of Ashe Construction. Advice provided by Sue Oliver (Category Manager - Procurement) on 10/03/2016.

Equality and Diversity Advice:

No immediate Equality issues have been identified beyond ensuring that the Framework identified is monitored to ensure KPI targets are met. Advice provided by Adisa Djan (Equalities and Diversity Consultant) on 02/03/2016.

Signatures

Sam Webster (Portfolio Holder for Schools)
SIGNED and Dated: 24/03/2016
Alison Michalska (Corporate Director for Children and Adults)
SIGNED and Dated: 23/03/2016

Nottingham City Council

Business Case

Project Title:

**South Wilford Endowed CE VA Primary
Expansion Works**

Lead Department:

Major Projects



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City Council

DOCUMENT CONTROL

BC Author	Sarah Lake
Project Sponsor (contact details)	Nicholas Lee – Head of School Access and Improvement (87 64618)
Project Manager (contact details)	Rob Caswell – Programme Manager, Major Projects (87 63408)
Date	2 March 2016
Document ID	South Wilford Business Case

Version	Status	Revision Date	Summary of Changes	Sign-Off
1	Draft	26/01/16	Initial draft	SL
2	Draft	02/03/2016	Issued for comment	SL
3	Final	02/03/16	Final	SL/RC

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1.0 PURPOSE OF DOCUMENT

This document sets out the Business Case for funding the preferred option in the expansion of South Wilford Endowed CE VE Primary School to provide a 420 place school from the existing 300 place primary.

2.0 EXECUTIVE SUMMARY

Increasing demand for primary school places has been identified in the Wilford area of the city and South Wilford CE VA Primary School was oversubscribed for September 2015. The school have already admitted additional pupils in September 2015 taking advantage of an additional space. The purpose of the project overall is to increase the capacity of the school from 300 places to a 420 places.

In June 2015, Portfolio Holder approval was given for the procurement of the design team and early works to allow the design to develop. The resulting options appraisal has clarified the funding requirements for the scheme. In order for the scheme to progress, the budget and approval to enter into contract must now be sought from Portfolio Holder.

3.0 STRATEGIC FIT

3.1 Background of Business Need

This project forms part of a broader programme of works to expand primary schools across Nottingham City and increase the number of school places available in response to the national shortage of primary school places has been reflected across the City. The Wilford area is now experiencing significant primary school place pressure with a continued upward trend for pupil growth. The factors contributing to this growth are increasing birth rate and inward migration. Local Authorities are under a statutory duty to ensure there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. They must also ensure that are schools are available in the areas of need, promote diversity and increase parental choice. The proposals contained within the business case support these aims.

South Wilford has been oversubscribed in recent years and the PAN (Published Admission Number) of 45 per year group is no longer sufficient to provide school places for the children who live in the area. The school increased their PAN to 60 in Sept 2015/16, ahead of a permanent expansion, due to the need for additional places. Furthermore, significant housing developments underway in the area will see an increase of family houses and put further pressure on school places required in Wilford.

School projects are delivered by Major Projects on behalf of the School Reorganisation team. The School Reorganisation team identify where new places are required and nominate either one school or a number of options that should be expanded. Major

Projects then work with a design team, including the school, to plan projects and deliver the works required.

Current Projections

Pupil Age	4	5	6	7	8	9	10			
Year	R	1	2	3	4	5	6	Total	Capacity	PAN
2014/15	45	45	44	42	49	37	35	297	300	45
2015/16	62	45	45	44	42	49	37	324	300	60
2016/17	55	62	45	45	44	42	49	342	300	60
2017/18	58	55	62	45	45	44	42	351	300	60
2018/19	58	58	55	62	45	45	44	367	300	60

The expansion of South Wilford will serve the local community. There are no plans to increase the catchment area of the school, the pupil projection data and real data about the number of applications for the school demonstrate the need for more places for local children.

Following a consultation exercise undertaken 1st December 2014 to 5th January 2015 the school's Governing Body approved the decision to expand the school from 300 to 420 pupil places.

3.2 Strategic Objectives and Outcomes

The City Council has a Statutory duty to provide sufficient school places. One of the five key objectives of the new Council Plan setting out the Council's ambitions for the next four years is to ensure that every child in Nottingham is taught in a school that is judged good or outstanding by Ofsted. The expansion of South Wilford CE VA Primary school supports this as well as the Council priorities of access to a good school close to home for every young person in Nottingham and to guarantee a choice of places for every child at a local primary school. South Wilford Endowed was rated as Outstanding in the latest Ofsted report (April 2008) and Interim Assessment (May 2011).

Parents / carers quite rightly expect their children to be offered a local school place in their catchment area and the case for expanding a school which delivers a quality provision in an area where there are insufficient school places is a strong one.

3.3 Scope

The overall project scope will provide teaching space for the additional 120 pupils, increasing the school capacity from 300 to 420 pupils. The focus of this is the provision of classrooms, circulation space, toilets and storage space rather than increasing the whole of the teaching accommodation.

During the feasibility stage, the school expressed the desire for a new block to be created for younger children with external play area as this would tie in with the current key stage curriculum. The new build will consist of a block of three classrooms, two of which have been designed for Foundation 2 pupils and include the toilets accessed

directly from the classrooms and double doors linking the two rooms. There is a storage room off one of the classrooms for all the necessary storage for the Foundation unit. The third classroom may be used for intervention groups or alternatively as a class base for a year group.

Guidance on the size of teaching and learning spaces in primary schools is given by the Department for Education (DfE). This was previously included in Building Bulletin 99 (BB99) but has since been updated to Building Bulletin (BB) 103. This information is provided on the Education Funding Agency (EFA) website: <https://www.gov.uk/government/publications/mainstream-schools-area-guidelines/area-planning-for-maintained-schools>

3.4 Constraints

- The project should be delivered by October 2016 at the latest, although consideration is being given to bringing this forward.
- It is a requirement of Carter's Foundation (School's landlord) that the new classroom block matches style of the existing building.
- The budget for the scheme must be approved by Portfolio Holder in order for the scheme to progress. Approval must also be given to enter into contract.
- Access to site is constrained. Requirement for haulage road to be installed adjacent to playground.

3.5 Dependencies

This project forms part of a broader strategy to increase pupil places in areas of need across Nottingham. It contributes towards the strategic priority identified in the Council Plan 2015 – 2019: "Access to a good school close to home for every young person in Nottingham.

3.6 Key Risks

The key risks are:

Risk No.	Risk	Mitigation
1.	The project cannot be delivered within the allocated budget.	Feasibility study undertaken to establish a realistic cost for the project, including a budget based on previous projects. Efforts should be made to provide an efficient and functional scheme but including a quality build. Where possible, reduce area within the building whilst ensuring that key areas meet the Department for Education guidelines.

2.	Risks to the project budget are not understood and the project cost may increase beyond the agreed budget.	Surveys undertaken to the site to confirm costs. Early discussions with contractors to ensure design is efficient and any savings are made.
3.	Budget approval is not received.	Project cannot continue as outlined in the project scope.
4.	That the three classroom extension can't be delivered within the programme	There will be continued dialogue with the design team and the contractor, which will flag up the concerns to the school and the project team will look to provide the most effective overall solution.

3.7 Benefits

The benefits of this project are:

- The meeting of one of the five key objectives of the new Council Plan which sets out the Council's ambitions for the next four years which is to ensure that every child in Nottingham is taught in a school that is judged good or outstanding by Ofsted. When the South Wilford CE Primary school was last inspected by Ofsted it was rated as Outstanding. The proposal supports the Council's priorities of providing access to a good school close to home for every young person. There is presently a demand for places within the catchment area.
- The expansion of a popular and successful school in an area where school places are required.
- Creation of a quality teaching and learning space to allow a successful school to grow. This will be measured by agreeing that the new spaces are suitable and sufficient in conjunction with the Head Teacher.
- Provision of energy efficient solutions for the additional classrooms. This will be measured based on the change of both gas and electric over a period being proportionately lower than the overall area of the building.

4.0 FEASIBILITY AND OPTIONS APPRAISAL

In order to establish whether the scheme was feasible, an options appraisal was undertaken to establish the following:

- Where a new school might fit on the site
- What area of green space would be lost due to the works
- What the high level needs of the school were
- A high level budget for these works.

Two options were drawn up and reviewed with the school and adjustments made to the preferred option to reflect feedback from the Local Authority and the school.

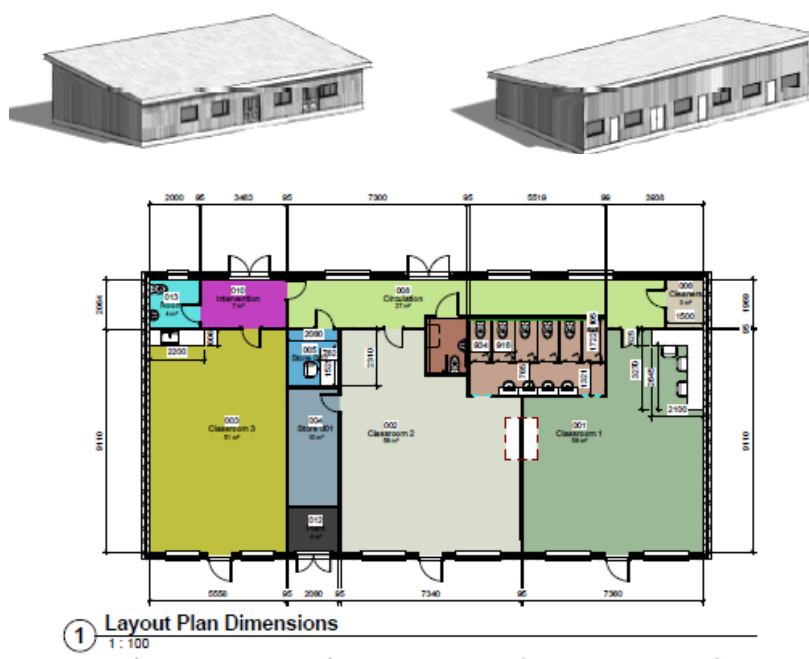
The original scope for this project was to provide three classrooms to allow the school to increase in capacity. Discussions with the school highlighted their requirement for a unit specifically for younger children to tie in with their current key stage curriculum and this means that the space required is larger than originally scope to meet the needs of

the younger children. In addition, in order to ensure the appropriate curriculum can be delivered, an external play area has been allowed for.

The preferred option is for a three classroom extension in the style of the existing buildings. The layout includes two main classrooms with double doors, one additional smaller classroom with kitchenette, central storage, toilets, ICT area and intervention room. The layout utilises the space efficiently while providing sufficient breakout and circulation space for a building designed to cater for up to 90 pupils.

The benefits of the preferred site location are that it is in close proximity to the existing school allowing short service connections. The location also works well for the school staff and pupils given the transfer between school buildings is short. Another benefit it that minimal playing field space is occupied.

The feasibility work has demonstrated that the site offers a good location for the addition of an extension and has been well received by the school, their landlords Carter Educational Foundation and planners.



Proposed option

The option shown above meets the scope of the project and provides a solution that will meet the needs of the school.

5.0 FINANCE

Budget position

Design development is now complete and there have been some early cost estimates of the building works, see estimate below. The funding required will come from the Basic Need grant provided by the Education Funding Agency.

The cost implications for delivering this scheme are set out below:

Approved feasibility funding	£80,000
Funding to be approved	£770,000
Total	£850,000

The detail for the estimated budget figures are shown below:

Element	Cost
Construction	£558,866
Drainage	£70,000
Client contingency	£30,000
Fees	£111,134
Total	£770,000

Options to reduce cost

- The design team have rationalised the overall size of the extension in order to reduce costs. It is unlikely that it can be reduced further if it is to meet the school's requirements for an expansion.
- Following discussions with Sport England, a statutory consultee in the Planning process, the external play area has been reduced. Any further reduction in area would not be supported by the school as it would not meet their Early Years curriculum requirements.

Furniture, Fittings and Equipment (including ICT)

The school will receive funding from the Pupil Growth fund for the provision of Furniture, Fittings and Equipment (FF&E) needed to run a school. In addition, the school will receive funding approved by Schools Forum towards ICT costs for expanding schools within the City to cover infrastructure, hardware, telephony systems and ICT kit costs.

6.0 PROCUREMENT AND VALUE FOR MONEY

The proposed procurement method has been reviewed and based on the programme the use of the East midlands Property Alliance (EMPA) framework. Ashe Construction were selected as the contractor for the Minor Works Upper band. The design is being managed through Faithful and Gould appointed through the same framework.

7.0 DELIVERY

The project will be delivered by Major Programmes on behalf of School Reorganisation; the team have considerable experience in delivering schemes of this nature and a

strong working relationship with the school.

Delivery team

Internal resources:

The project will be managed by a Project Manager reporting to Programme Manager within Major Projects. A Quantity Surveyor from the City Council will act as the contract administrator; this responsibility includes the validation of any change requests, verifying the costs for the project and managing the project budget.

External resources:

Faithful and Gould have appointed a design team with Ashe Construction as the contractor.

Faithful and Gould will undertake the Principle Designer duties under the CDM Regulations 2015.

8.0 PROGRAMME

The project must be delivered for October 2016.

The key milestones are:

Milestone	Date
Detailed design work	December 2015 – January 2016
Planning application submitted	10 December 2015
Planning approval received	30 March 2016
Funding and approval to enter into contract agreed	March/April 2016
Works commence on site	April 2016
Works complete on site	September/October 2016

As the scheme develops a detailed programme will be produced and will set out how the project will be delivered.

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Approval relating to expansion of South Wilford Endowed CE VA Primary School

Name of Author: Sarah Lake

Department: Development and Growth

Service Area: Major Projects

Author (assigned to Covalent): N/A

Director: Alison Michalska

Strategic Budget EIA Y/N (please underline)

Brief description of proposal / policy / service being assessed:

Expansion work to increase capacity of South Wilford Primary from 300 to 420 pupil places.

This is an average size primary school. It serves a community with favourable social circumstances and the proportion of pupils who are eligible for free school meals is below average. Almost all pupils are White British and all speak English as their first language. The number of pupils identified with learning difficulties or disabilities, mainly moderate learning or behavioural difficulties, is below the national average, as is the proportion with a statement of special educational need. The attainment of children starting in Reception is similar to that expected nationally for their age.

Information used to analyse the effects on equality:

Feasibility study produced as part of the initial options appraisal. Discussions with the school around the needs of staff, pupils and other users on site have taken place as part of the feasibility process.

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The works will ensure access to education for young people in their local area.</p> <p>Facilities will be provided to ensure young people have a safe and suitable learning environment appropriate to their needs.</p> <p>Creation of a quality teaching and learning space to allow the school to grow.</p> <p>All works will be compliant under the Equality Act 2010 and any proposals are discussed with the City Council Access Officer as required. Proposals and works will promote integration and cohesion.</p>	<p>No negative impact is expected.</p> <p>Works will be procured using the East Midland Property Alliance (EMPA) framework that offers a compliant mechanism for procuring works. Works are banded depending on value and there are likely to be a number of contractors appointed to manage works. KPIs are in place to ensure local spend is monitored and involvement with SMEs.</p>
Men	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil	<input type="checkbox"/>	<input type="checkbox"/>		

partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).

Please underline the group(s) /issue more adversely affected or which benefits.

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Works will be assessed for any impact on equality during construction and post completion by liaising with the contractor and school to ensure there has been no adverse impact.

Approved by (manager signature):

Rob Caswell, Programme Manager
Tel: 0115 8763408
Email: Robert.caswell@nottinghamcity.gov.uk

Date sent to equality team for publishing:

10.02.16

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk