

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	2451
Author:	Jennifer Hardy
Department:	Children and Families
Contact:	Jennifer Hardy (Job Title: Project Manager, Email: jennifer.hardy@nottinghamcity.gov.uk, Phone: 01158765629)
Subject:	Creation of Special Educational Needs pupil projections and review of school capacities
Total Value:	£40,000 (Type: Revenue)
Decision Being Taken:	To delegate authority to the Corporate Director of Children and Adults to enter in to a contract with 1st Planner, to undertake a review of secondary school and special school capacities, and to dispense with financial regulation 3.29, in accordance with contract procedural rule 5.1.1., to directly award this contract.
Reasons for the Decision(s)	<p>The increase in pupil numbers in Nottingham has been well documented, and pressure is now being felt in secondary and special schools in the city. The Education Directorate want to commission a review of the secondary and special school estates to assess room usage, building layout and timetabling at the schools. This review will identify potential space in schools to accommodate rising pupil numbers - minimising the need for large capital outlay - and is part of Nottingham City Council's strategy to add additional capacity to our secondary schools.</p> <p>This decision is to award a contract to 1st Planner to review capacities in our secondary and special schools, and to dispense with financial regulations to directly award the contract to 1st Planner.</p> <p>A direct award of the contract is requested because market research indicates 1st Planner are the only company working with local authorities to undertake a review of this nature. 1st Planner have recently completed a full review of school capacities for Birmingham City Council, which saw the council make capital savings of £25.5m and revenue savings of £1.5m across primary, secondary and special schools.</p> <p>In addition to potential significant capital savings and supporting the SEN team to potentially access central government funding, Nottingham City Council will own the data produced as part of 1st Planners work, which provides income generating opportunities.</p> <p>This will be funded by the access to learning budget initially. However, if any school expansion schemes are developed following the work 1st Planner undertake, funding will be reallocated from the capital programme accordingly.</p>

<b>Briefing notes documents:</b>	1st Planner business case.doc
<b>Other Options Considered:</b>	The option to undertake this work in house was considered, but there is neither the expertise or the capacity in house.
<b>Background Papers:</b>	None
<b>Published Works:</b>	None
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Dispensation from Financial Regulations:</b>	Yes
<b>Use of Consultants</b>	<b>Number of Days:31</b> <b>Rate per Day:1290</b> <b>Total value:40000</b> <b>Start date:01/03/2016</b> <b>End date:31/03/2016</b>
<b>Reason for using a consultant:</b>	In house capacity and expertise are not available.
<b>Other options considered:</b>	The option of undertaking this work in-house was considered, but there is not capacity to do this work in the given timeframe so this was not taken forward. However, we have minimised the costs of the work 1st Planner will be asked to undertake by completing as much of the work internally as possible. Doing nothing was also considered. However, without SEN projections, Nottingham City Council's application for SEN capital funding could be jeopardised, and additional secondary school capacity is needed by 2018.
<b>Name of consultant:</b>	1st Planner
<b>Reason for selection?</b>	1st Planner are market leaders in this area of work and have worked with a number of schools to improve usage of buildings, adding capacity whilst minimising the need for capital investment. Most significantly, they have recently reviewed schools for Birmingham City Council and acheived £25.5m of capital savings and £1.5m of revenue savings.
<b>Has the consultant previously completed work for the City Council?</b>	Currently undertake a similar review of LIFT buildings.

<b>Specific activities to be undertaken by the consultant are:</b>	<b>Analysis of drawings, plans and room lists of school buildings as well as school census information and pupil projections to assess current usage of school buildings and identify options for adding capacity to schools.</b>
<b>Period of engagement:</b>	<b>One month - initially</b>
<b>By what process was the consultant selected?</b>	<b>Officers from Nottingham City Council attended a presentation at Birmingham City Council where 1st Planner's review of school buildings, and the subsequent savings, were presented.</b>
<b>Consultations:</b>	<b>Those not consulted are not directly affected by the decision.</b>
<b>Crime and Disorder Implications:</b>	<b>None</b>
<b>Equality:</b>	<b>EIA not required. Reasons: Not applicable</b>
<b>Social Value Considerations:</b>	<b>TBC</b>
<b>Relates to staffing:</b>	<b>Yes</b>
<b>Relates to Council Property Assets:</b>	<b>Yes</b>
<b>Decision Type:</b>	<b>Portfolio Holder</b>
<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>17/05/2016</b>
<b>Advice Sought:</b>	<b>Legal, Finance, Procurement, Human Resources, Property</b>
<b>Legal Advice:</b>	<b>This report does not raise significant legal issues. It is beneath the applicable EU procurement financial threshold and it is understood research has been undertaken to establish it would not be practicable to seek 3 quotes. The contract should not be extended for further work without consideration of the applicable procurement threshold. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 01/03/2016.</b>

**Finance Advice:**

**It is proposed to enter into a contract with 1st Planner to undertake a review of secondary school and special school capacity.**

**It is estimated that this work will take 31 days, at a cost of £1,290 per day, which equates to a total cost of £40,000. This will be funded from the Dedicated Schools Grant and there is sufficient provision available within the grant to cover this expenditure.**

**This proposal seeks dispensation from Contract Procedure rules (5.1.1) in accordance with Financial Regulation 3.29, and is appropriate in these circumstances.**

**Advice provided by Stephen Lynk (Finance Analyst) on 01/03/2016.**

**Procurement Advice:**

**Approval to dispense with Contract Procedure Rule 5.1.1 in accordance with Financial Regulation (3.29) (Operational Issues) to allow for a direct award of the contract for consultancy services is required. Advice provided by Paul Ritchie (Procurement Category Manager) on 29/02/2016.**

**HR Advice:**

**There are no HR implications with this proposal. Advice provided by Leanne Sharp (Service Redesign Consultant) on 25/02/2016.**

**Property Advice:**

**Property are in support of this capacity review work as it will determine whether or not additional School sites are required. Advice provided by Peter Taylor (Senior Surveyor) on 24/02/2016.**

**Signatures:**

<b>Jon Collins (Leader of the Council)</b>
<b>SIGNED and Dated: 10/05/2016</b>
<b>Sam Webster (Portfolio Holder for Schools)</b>
<b>SIGNED and Dated: 07/04/2016</b>
<b>Alison Michalska (Corporate Director for Children and Adults)</b>
<b>SIGNED and Dated: 06/04/2016</b>
<b>Theresa Channell (Head of Corporate and Strategic Finance) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 31/03/2016</b>
<b>Chief Finance Officer's Comments:</b>