

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

3120

Author:

Nicole Wilkinson

Department:

Chief Executive's

Contact:

Nicole Wilkinson

(Job Title: Assistant Project Manager, Email: nicole.wilkinson@nottinghamcity.gov.uk, Phone: 0115 87 63746)

Subject:

Rufford Primary Reconfiguration and Asbestos Works

Total Value:

£270,000 (Type: Capital)

Decision Being Taken:

1. To approve accepting and the use and management of up to £70,000 of Rufford Primary School's contribution for a reconfiguration to help manage behaviour, to take place within the School.
2. To approve the procurement of the reconfiguration works and asbestos removal at Rufford Primary development work through the Scape framework.
3. To appoint Nottingham City Council Design Services to design, procure and manage the schemes.

**Reasons for the Decision(s)**

The request for the Capital Maintenance Fund (approved by Executive Board on 16th May 2017 and on a previous framework - EMPA - which has now ended) will be used to fund an essential R&D survey, the asbestos removal works, professional fees incurred and the removal of asbestos before the reconfiguration happens. An earlier asbestos survey revealed significant amounts of asbestos in the School, particularly in lighting, thus the removal of this asbestos is required before any reconfiguration can happen within the School.

The reconfiguration will address issues with current space and the transitional flow within the School. The reconfiguration will create new spaces and corridors within the School to ensure that this area of the School can provide a better learning environment for educational needs of the pupils. Additionally this will address the continuing need for SEN provision at the School by creating additional spaces for learning. The programme of works is anticipated to run over summer to minimise disruption and allow for the new spaces to be ready for use for the Academic year starting from September 2018.

As set out in the decision, it is proposed that architectural design services, quantity surveying, including structural services and site inspection and principal designer role will be provided by the in-house Council Design Services team, subject to capacity. The Design Services team will also provide a support service to review and quality assure the design process through to completion of the project. It is proposed that mechanical, electrical and structural will be commissioned externally from the Contractor due to the absence of in-house resources.

**Other Options Considered:**

**Do Nothing** - this option restricts the School significantly. The School will continue to be under pressure to provide enough adequate SEN and educational learning areas for pupils and will continue to have limited areas of space. The area the School would like to reconfigure will continue to be under used and neglected without the reconfiguration, limiting the School from space that could otherwise be productively used.

The asbestos removal works were planned to be undertaken regardless of any reconfiguration. Combining the asbestos and reconfiguration allows for better use of resources and value for money. Completing the asbestos and reconfiguration separately would be an abortive use of money as any new ceilings and lights that would have been out up during the reconfiguration, may potentially need to be taken back down for the removal of asbestos.

Funding from Disability Access Group (DAG) will fund the creation of, including the necessary requirements and equipment for, a new Hygiene room at the school. This funding will form part of the scope of works and approval will be sought elsewhere.

**Background Papers:**

None

**Published Works:**

School Capital Maintenance Grant Allocation - 16th May 2017 Executive Board

**Affected Wards:**

Bulwell

**Colleague / Councillor Interests:**

None

**Consultations:**

Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:**

There are no Crime and Disorder Implications

**Equality:**

Please login to the system to view the EIA document: Rufford EIA (002) (002).doc

**Social Value Considerations:**

The value of the services to be procured does not reach EU threshold

**Relates to Council Property Assets:**

Yes

**Relates to Building Services:**

Yes

**Decision Type:**

Portfolio Holder

**Subject to Call In:**

Yes

**Call In Expiry date:**

04/04/2018

**Advice Sought:**

Legal, Finance, Procurement, Equality and Diversity, Property, Building Services

**Legal Advice:**

This report raises no significant legal issues. The City Council should agree and record the arrangements with the school for the payment of the school's contribution. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 07/03/2018.

**Finance Advice:**

**At Executive Board May 2017 the Council allocated £0.200m of DfE Capital Maintenance Grant 17-18 for asbestos works at Rufford Primary.**

**This decision does not require any additions to the Capital Programme. Once approved the project created after the May Executive Board (project code 22060) will be amended to allow both relocation and asbestos expenditure.**

**Advice provided by Tom Straw (Senior Accountant - Capital Programmes) on 05/03/2018.**

**Building Services Advice:**

**There are no significant concerns with the decision being sought and Building Services are supporting the project. It should be noted that the Council are seeking to balance the accountability for buildings sitting with building managers alongside the technical and professional input of the Building Services team and all Property/Building Managers (and Budget Holders) are asked to direct works through the Building Services team.**

**Building Services will support projects with technical skills as well as undertaking the make or buy assessment. Projects that involve architectural design, quantity surveying, CDM, structural or construction project management services - should be discussed as early as possible, and where the choice is to buy, Building Services will advise as necessary and access contractors/consultants via approved procurement routes.**

**Advice provided by Asaad Raof (Design Services Manager) on 07/03/2018.**

**Procurement Advice:**

**There are no direct procurement implications to the decision being sought as the Scape frameworks are compliant routes to engage a contractor. The Procurement Team remains available to provide further advice and support if required. Advice provided by Jonathan Whitmarsh (Lead Procurement Officer) on 08/03/2018.**

**Equality and Diversity Advice:**

**Building a hygiene room will improve access and inclusion for Disabled students, helping the school to meet its public sector duties under the Equality Act 2010. Advice provided by Imogeen Denton (Senior Equality Specialist) on 12/03/2018.**

**Property Advice:**

**property support this work to this council owned School. Advice provided by Peter Taylor (Senior Surveyor) on 07/03/2018.**

**Signatures**

**Sam Webster (PH for Business, Education and Skills)**

**SIGNED and Dated: 26/03/2018**

**Alison Michalska (Corporate Director for Children and Adults)**

**SIGNED and Dated: 19/03/2018**

## Equality Impact Assessment Form (Page 1 of 2)

**GREEN**

**Title of EIA/ DDM:** Rufford Primary Reconfiguration and Asbestos  
**Department:** Chief Executive's  
**Service Area:** Major Projects  
**Author (assigned to Covalent):**

**Name of Author:** Nicole Wilkinson  
**Director:** Alison Michalska  
**Strategic Budget EIA** Y/N (please underline)

**Brief description of proposal / policy / service being assessed:**

Reconfiguration and removal of asbestos within Rufford Primary School. Key aims include creating new spaces within the school by reconfiguring areas where the space and transitional flow is not fully optimised. These works also include the creation of a hygiene room. The reconfiguration and asbestos works are combined to make better use of resources and money.

**Information used to analyse the effects on equality:**

Consultation with the Headteacher, and presentation to the School Governors regarding the works and what would be involved. Use of Local Authority requirements documents, developed with Building Control and our experienced in house officer experienced in access projects to ensure that the works facilitate equal access to areas affected by the works. Work to develop the hygiene room is being done in partnership with specialists to ensure this meets the needs of those who will use this facility.

	<b>Could particularly benefit</b> <b>X</b>	<b>May adversely impact</b> <b>X</b>	<b>How different groups could be affected</b> (Summary of impacts)	<b>Details of actions to reduce negative or increase positive impact</b> (or why action isn't possible)
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The works proposed will substantially improve the use of space within the school for young pupils, including those with additional needs. Further, the works involved with creating a hygiene room will improve the facilities for current and future disabled pupils. Major Projects has liaised with the School regarding the proposed works and the outcomes they expect and with the appropriate specialists to ensure the facilities are of high quality and fit for purpose.</p>	<p>Works will be completed in a manner to minimise impact on the operation of the school.</p> <p>Major Projects will be working with Building Control and our experienced in house officer experienced in access projects to ensure compliance with building regulations are met, which will ensure the equality of access and opportunity for disabled students//staff/visitors</p>
In the absence of a	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	x	<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"/>	<p>Lindum's workforce demographic reflects the local communities in which Lindum are based and work. They support communities in which they work by providing employment to local people, a lasting legacy and a project that enhances the lives of the local community. One of their values is 'grow our own', and have over 250 skilled operatives who work on their sites and we invest in young people by employing 22 apprentices and 20 office based technical trainees. Having their own workforce enable them to manage their workload and train their staff to the requirements of their job role and to ensure their career develops the way they want it to.</p> <p>Lindum Group Ltd is committed to encouraging diversity amongst our workforce and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and each employee will feel respected and able to achieve their best.</p> <p>The main contractor for the works will be procured using the East Midlands Property Alliance (EMPA) framework that offers a compliant mechanism for procuring works. Works are "banded" depending on value. Contractors have Key Performance indicators in place to ensure they monitor local spend and involvement with any Small to Medium Enterprises. This information is monitored by SCAPE and reviewed by the City Council procurement team. This is a positive impact on SME enterprises.</p>	
<p>Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).</p> <p><b><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></b></p>	<input type="checkbox"/>	<input type="checkbox"/>		

**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:**

The scheme will be monitored by the school who will notify the Local Authority for support or feedback as appropriate. In addition to this any issues will be raised to the assigned Project Manager on an ad hoc basis to resolve. Once the building works are complete, a practical completion assessment will be completed to detect any issues to be resolved, followed by 12 months latent defects period. The quality of the works will be assessed by a specialist to ensure they are fit for purpose.

**Approved by (manager signature):**

Sarah White  
[Sarah.White1@nottinghamcitycouncil.gov.uk](mailto:Sarah.White1@nottinghamcitycouncil.gov.uk)  
0115 8763410

**Date sent to equality team for publishing:**

07/03/2018

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

**Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:**

1. Read the guidance and good practice EIA's  
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.