**Contains Confidential or Exempt Information**: No

**Title**: REG 393 Schools Capital Maintenance Programme 2016-17

**Member Deciding**: Cllr Tom Bruce
Cabinet Member Education & Children’s Services

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**Date to be Considered**: 12 July 2016

**Implementation Date if Not Called In**: 25 July 2016

**Affected Wards**: All

**Keywords/Index**: Schools, Maintenance, Education

### 1. Details of Recommendations

The Cabinet is asked to agree the following:

1.1 To approve the Schools Capital Maintenance Programme 2016-17 as outlined in Appendix A.

1.2 To include all listed items on the Council Annual Procurement Plan as Appendix A items (where decisions are delegated to the Director of the Service Area).

1.3 Delegate authority to the Executive Director of Regeneration Economic Development and Environment or such officer authorised to act on his behalf to modify the schemes and budgets if necessary following site investigations and to agree the addition of emergency priority projects identified in future condition surveys or site investigations. If projects are changed, the overall budget will not be exceeded.

1.4 That all future reports for approving Schools Maintenance Programmes are made as Single Member Decisions by the Cabinet Member for Education & Children’s Services.

### If the recommendations are adopted, how will residents benefit?

Maintenance of existing school portfolio ensures schools are fit for purpose and enables brighter futures for the Borough’s children and young people.

| 2017-18 |
2. Report Summary

1. This report seeks Member approval of the Schools Capital Maintenance Programme 2016-17 as outlined in Appendix A.
2. It recommends that all projects listed in Appendix A are approved and placed on the Council Annual Procurement Plan as Appendix A items, granting delegated authority to the Executive Director of Regeneration, Economic Development and Environment.
3. These recommendations are being made because the existing school portfolio requires regular maintenance to ensure it is fit for purpose.
4. There is no call on Council resources as the programme is funded from DfE funding.
5. All projects will be delivered at Local Authority maintained schools only as Academies and Free Schools are not eligible for this funding.

3. Reason for Decision and Options Considered

3.1 A programme of condition surveys is ongoing. 95% of the school estate has been surveyed and maintenance works have been identified across the school portfolio. A programme of priority items has been identified.

3.2 A contingency has been identified to enable priority works identified in the remaining conditions surveys to be undertaken if required. If they are not required the contingency will contribute to the 2017-18 programme.

3.3 The projects identified are all necessary priority works required to ensure that capital investment needs for school premises are met, which in turn contributes to raising educational standards.

4. Key Implications

4.1 Projects have not yet been commissioned and the individual project scope is yet to be determined. Targets and measures will be established on a project by project basis in conjunction with relevant stakeholders, in particular the schools.

5. Financial Details

5.1 The projects identified by officers will be funded from the 2016-17 School Condition Allowance Grant allocated from the DfE and contingency from previous programmes. Any overspend will be met from the contingency sum. There is no call on council resources for these projects.

5.2 The DfE School Condition Allowance Grant allocated to the London Borough of Hounslow for 2016-17 is £2,994,903.

5.3 Due to the lack of condition information, previous Schools (Maintenance) Capital Programmes have included generous contingencies to react to any unforeseen urgent projects. Now that the majority of condition surveys are available £740,352 contingency from previous programmes will be included in
the budget for the current programme, in accordance with previous Cabinet papers (REG189 approved 01.04.14 and REG293 approved 07.07.15).

5.4 The DfE allocation is calculated using the number of Local Authority (LA) maintained schools within the Borough, excluding all Academies and Free Schools. Therefore, all proposed projects will be delivered at LA maintained schools only.

5.5 Following Member approval, schools will be notified of the project allocations. It should be noted that the costs identified for each project are indicative only. As with any list of projects across a wide portfolio of properties it may be necessary to modify the list of schemes as each project is progressed due to unknown site factors.

5.6 An estimated school contribution amount of £136,198 will be made by the Heathlands Secondary School towards the cost of their school’s Window Replacement project. (Please see appendix A). Although the project falls within the 2016-17 SMP, the actual school contribution will not be required until 2017-18 when the actual cost of works should be known. The actual cost of the works will determine the exact amount of the school contribution.

5.7 Financial Implications

5.7.1 This report outlines capital works for the Schools Capital Maintenance programme 2016-17 having a total budget of £3,871,453.

5.7.2 The Schools Capital Maintenance programme 2016-17 budget above is to be funded from the:-
   - DfE School Condition Allowance Grant 2016-17 of (£2,994,903)
   - Contingency from the 2014-15 DfE Capital Maintenance grant and the 2015-16 DfE School Condition Allowance Grants totalling (£740,352)
   - Heathland School Contribution of (£136,198)

There are no time restrictions on the grants being used for this programme. The grants must be used for capital expenditure.

5.7.3 Any overspends will be met from the department’s resources.

5.8 Comment of the Assistant Director Strategic Finance

This capital programme is funded from the DFE Schools Capital Maintenance grant and small contribution from schools. There is no impact on Councils resources from the recommendations of this report.

6. Legal Details/Comments of the Head of Governance

6.1 As set out in main body of the report and in particular in paragraph 5.5.2. Each scheme will need to be individually considered and any procurement aspects identified so that these comply with the Council’s Contract Procedure Rules.

6.2 Cabinet is able to delegate authority under section 9E of the Local Government Act 2000 as amended to enable the relevant Chief Officer to make the decisions set out in recommendation 1.3.
7. **Value For Money**

7.1 The proposed works are essential for the upkeep of the School Building Portfolio and council educational services. The estimates have been prepared by consultant Building Surveyors and are considered value for money.

7.2 Projects will be commissioned in house or through external consultants as procured via the LCP Consultant Framework.

7.3 Where appropriate, projects will be grouped together to provide economies of scale, efficiencies in concurrent activity of contractors and project management cost. Contracts will be awarded through a traditional tender process where tender analysis will be based 100% on price with the lowest tenderer being appointed.

8. **Sustainability Impact Appraisal**

8.1 The programme of works improves the School Building Portfolio by upgrading existing buildings. Within the constraints of the budget, the projects will aim to provide the appropriate sustainable solution to the works required.

9. **Risk Management**

<table>
<thead>
<tr>
<th>Risks</th>
<th>Uncontrolled Risk</th>
<th>Controls</th>
<th>Controlled Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project scope may vary.</td>
<td>Medium</td>
<td>Appropriate site surveys &amp; investigations carried out prior to specification and tender process.</td>
<td>Low</td>
</tr>
<tr>
<td>Unforeseen works during the project increase the scope of works and budget sum.</td>
<td>Medium</td>
<td>Initial surveys &amp; investigations enable appropriate contingencies within the contract.</td>
<td>Low</td>
</tr>
<tr>
<td>Emergency works are required due to the failure of a critical system ie boiler failure.</td>
<td>Medium</td>
<td>Appropriate programme contingency allows for minor works. Project budgets can be reassigned for major works.</td>
<td>Low</td>
</tr>
<tr>
<td>Project may not be delivered on time.</td>
<td>Medium</td>
<td>Project programmes are prepared to ensure that works can be completed within the critical timeframe.</td>
<td>Low</td>
</tr>
</tbody>
</table>
10. **Links to Council Priorities**

10.1 Maintaining existing school premises ensures they are fit for purpose and enables brighter futures for the Borough’s children and young people.

11. **Equalities, Human Rights and Community Cohesion**

11.1 The Council has had due regard to its Equalities Duties and in particular with respect to its duties arising pursuant to the Equality Act 2010. There is no evidence to indicate that equalities duties are engaged by this proposal and there will be no adverse impacts in respect of protected characteristics. As such, the Council considers that there is no need for an Equalities Impact Assessment to be carried out and that in approving this proposal the Council will be acting in compliance with its equalities duties.

12. **Staffing/Workforce and Accommodation implications**

12.1 None

13. **Property and Assets**

13.1 The Department for Education (DfE) requires Local Authorities to manage a comprehensive Asset Management Plan (AMP) database for the schools estate. Corporate Property manages and updates the Asset Management Plan Technology Forge database (Tf.facility) on behalf of Childrens & Adults Services (C&AS) in accordance with the strict requirements of the DfE. The Tf.facility database contains information on the schools estate relating to condition, suitability and sufficiency.

13.2 Condition surveys are currently being updated in accordance with the strict DfE methodology. 95% of the school estate have been surveyed. In considering the best use of the limited funding, Officers make reference to the comprehensive Tf.facility database and also local site knowledge together with the needs of C&AS to ensure that a strategic and co-ordinated approach to the use of capital funds is maintained, thus avoiding 'patch and mend' solutions to maintenance and other building problems.

13.3 This function is outsourced by the client, C&AS, to Corporate Property within Regeneration, Economic Development & Environment (REDE). As the programme will be delivered by Corporate Property, the delegated officer for approval will be the Executive Director of REDE.

14. **Any Other Implications**

14.1 None

15. **Consultation**

15.1 The Asset Management Plan Advisory Group
Several years ago, in conjunction with the AMP introduction, a meeting group for schools was set up to represent the views of all schools on premises issues. The schools group is known as the Asset Management Plan Advisory Group (AMPAG) and consists of the following school nominated representatives:
15.2 The use of the robust condition data within the Asset Management Plan provides the strategic basis of the reasoning for project selection and also means that schools, through their representative group AMPAG, are fully involved in the decision making process.

15.3 This report is fully supported by AMPAG.

16. **Timetable for Implementation**

16.1 There is no time restriction applied to the DfE funding. Individual projects will be programmed once they have been commissioned. The estimated programme completion date is the 31 March 2018. However, as many projects are restricted to school holiday periods it is possible that works that are not time sensitive will be completed after this date.

17. **Appendices**

17.1 Appendix A: Proposed Schools Capital Maintenance Programme 2016-17

18. **Background Information**

18.1 None