



## Democratic Services

**Location:** Phase II  
**Ext:** 0693  
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**My Ref:** CMD 347

**To: COUNCILLOR JONATHAN BIANCO  
CABINET MEMBER FOR PROPERTY AND  
INFRASTRUCTURE**

**COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Corporate, Finance and  
Property Select Committee  
c.c. Peter Elliot-Smith, Infrastructure, Transport and  
Building Services  
c.c. Perry Scott, Corporate Director for Infrastructure,  
Transport and Building Services  
c.c. Ward Councillors for Northwood and Eastcote &  
East Ruislip  
c.c. Conservative and Labour Group Offices  
(inspection copy)

**Date:** 15 December 2021

**Non-Key Decision request**

**Form D**

### **CAPITAL RELEASE REPORT (DECEMBER 2021)**

**DEPARTMENT: Resident Services**

**SERVICE AREA / PROGRAMME: School Conditions Building  
Programme 2021/22**

**RELEASE NO: 7**

Dear Cabinet Member

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Thursday 23 December 2021** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Steve Clarke  
Democratic Services Officer

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**Title of Report: School Conditions Building Programme 2021/22 - Release No 7**

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed .....Date.....  
*Cabinet Member for Property and Infrastructure / Cabinet Member for Finance*

# **CAPITAL RELEASE REPORT (DECEMBER 2021)**

**DEPARTMENT: Resident Services**

**SERVICE AREA / PROGRAMME: School Conditions Building Programme 2021/22**

**RELEASE NO: 7**

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Cabinet Member Property & Infrastructure Cabinet Member for Finance
<b>Officer Contact</b>	Peter Elliott-Smith - Infrastructure, Transport & Building Services
<b>Papers with report</b>	Appendix A with capital release requests for approval

## **HEADLINES**

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds to appoint a lead consultant for works associated with the roofing works at Coteford Infant School & Frithwood Primary School, from the School Conditions programme.
<b>Putting our Residents First</b>	This report supports the Council objective of Strong Financial Management.
<b>Financial Cost</b>	This report seeks the release of £51k from the 2021/22 School Conditions Building Programme budget for the pre-construction fees for Coteford Infant School & Frithwood Primary School roofing works and is inclusive of capital programme team fees and contingency.
<b>Relevant Select Committee</b>	Corporate, Finance and Property Services
<b>Ward(s) affected</b>	Northwood, Eastcote and East Ruislip

## **RECOMMENDATION**

**That the Cabinet Member for Finance and Cabinet Member for Property and Infrastructure agree to the capital release request of £51k from the School Conditions Building Programme 2021/22 budget for the consultation works and associated costs relating to roofing works at Coteford Infant School and Frithwood Primary School (Appendix A).**

## Reasons for recommendation

Roof age related defects, on-going leaks and condition surveys have highlighted immediate issues that need to be addressed at both schools, roofs are considered well beyond their serviceable lives and temporary repairs are no longer effective.

## Alternative options considered

Alternatives considered include extensive localised repairs, however the extent of damage to insulation and steelwork means major works are required.

## Select Committee comments

None at this stage.

# SUPPORTING INFORMATION

## Background Information

### Frithwood Primary School - Major Roof Repairs

The school notified officers of major leaks from the roofs of two extensions (built by the school) to the main school building, together with leaks from the main pitched roof to the school.

Inspections took place and it was found that a combination of poor workmanship, age related wear and corrosion has resulted in major leaks.

To rectify these reported issues, it is proposed that suitable repairs are made to the extended roof areas to make them watertight and to overcoat the original school roof with a liquid applied solution to extend the current life of the roof.

Condition surveys and works specification and costing exercises were undertaken to highlight the level of damage present. It is now required for a consultant to come on board to validate all the information collated to date and determine the best solution to the Council in delivering the works in the Summer of 2022.

### Coteford Infant School - Roof Refurbishment Works

As part of the structural works project in Phase 2, it was found that the flat roof area to the front of the school was leaking, and the roof now requires replacement. To the rear of the school, similar flat roofing is also in a poor state of repair and within the next year will be in a similar position.

It is proposed that the school roof is overlaid with a new high-performance, long-lasting and watertight roofing material to stop any further water ingress.

Condition surveys and works specification and costing exercises were undertaken to highlight the level of damage present. It is now required for a consultant to come on board to validate all the information collated to date and determine the best solution to the Council in delivering the works in the Summer of 2022.

## Budget Costs

The estimated costs for each project can be found within tables 1 and 2 below. Along with the funds seeking capital release to appoint the consultant.

Consultation fees detailed are for the complete multi discipline consultation services from RIBA (Royal Institute of British Architecture) stages 1 through 6 and include principal designer and contract administration fees accordingly.

Written confirmation has been received from the schools confirming that they agree to the terms as set out in the Management of School Maintenance Policy.

**Table 1: Cost estimate for works at Frithwood Primary School**

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	290,000	0	290,000
External Costs (CA/EA & PD)	11,000	11,000	0
Surveys & investigations	5,000	5,000	0
Building control and Planning Fees	3,000	3,000	0
Capital programme fees (6%)	17,400	2,000	15,400
Contingency (10%)	29,000	2,200	26,800
<b>Total</b>	<b>£355,400</b>	<b>£23,200</b>	<b>£332,200</b>

**Table 2: Cost estimate for works at Coteford Infant School**

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	350,000	0	350,000
External Costs (CA/EA & PD)	15,000	15,000	0
Surveys & investigations	5,000	5,000	0
Building control and Planning Fees	3,000	3,000	0
Capital programme fees (6%)	21,000	2,000	19,000
Contingency (10%)	35,000	2,500	32,500
<b>Total</b>	<b>£429,000</b>	<b>£27,500</b>	<b>£401,500</b>

## Financial Implications

**Schools Conditions Building Programme 2021/22 Budget £3,322k; Devolved to Schools £67k; Previously Released / Pending Release £1,353k; Capital Release Requested £51k – Appendix A**

The 2021/22 revised programme budget for the Schools Conditions Building Programme totals £3,322k, including £1,772k rephasing from the 2020/21 budget. This is funded from capital grant and agreed school contributions in line with Council's policy. The total revised budget includes £67k that is devolved to schools.

The report requests the capital release of £51k from the Schools Conditions Building Programme budget for the consultants and associated fees costs towards roof works at Coteford Infant and Frithwood Primary Schools. The cost plans are based on quotes and includes internal fees & contingency at 6% and 10% respectively. Total combined forecast costs for the works are £784k inclusive of the £51k requested in this report.

The consultant has been selected following a competitive tendering process and will carry out both schools roof work consultancy. The consultant will be appointed subject to informal Member approval via an expenditure approval form following the release of funds.

Both Coteford Infant School and Frithwood Primary School have agreed in principle to the schools' contribution towards the projects. The schools' contribution figure for each school project will be calculated, dependent on the value of the total project and will be in line with Council policy. Once the works tenders come back and are analysed the amount of schools' contribution will be calculated. Final written and signed agreement will be sought from both schools before commencement of any works.

The remaining £1,851k of the Schools Conditions Building Programme 2021/22 will be allocated to schools subject to the capital release process.

## **RESIDENT BENEFIT & CONSULTATION**

### **The benefit or impact upon residents, service users and communities**

The works will ensure that the school is fully functional and safe for its users.

### **Consultation carried out or required**

Consultation and agreement of works with the school are in line with the School Contribution Policy.

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate finance concurs with the financial implications in this report, noting that the proposed works will be funded from the School Conditions grant, with no impact on Council resources.

## **Legal**

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 16 of the Education Act 1996. Thus, there are no legal impediments to the capital release being authorised, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

## **Infrastructure / Asset Management**

Asset Management authored this report.

## **Capital Release Protocol**

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

## **BACKGROUND PAPERS**

NIL.

## APPENDIX A

### School Conditions Programme 2021/22 – Consultancy Services & Associated Costs for roofing works at Coteford Infant School & Frithwood Primary School (Release No 7)

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Coteford Infant School	School Conditions Programme 2021/22 - roofing works	Consultancy fees and associate project costs	23			
Frithwood Primary School	School Conditions Programme 2021/22 - roofing works	Consultancy fees and associate project costs	28			
<b>Total seeking release</b>			<b>51</b>			
<b>Previously released / pending release</b>			<b>1,353</b>			
<b>Devolved to schools</b>			<b>67</b>			
<b>Budget</b>			<b>3,322</b>			
<b>Remaining budget</b>			<b>1,851</b>			