



## Democratic Services

**Location:** Phase II  
**Ext:** 0833  
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**CMD No:** 878

**To: COUNCILLOR JONATHAN BIANCO  
CABINET MEMBER FOR PROPERTY, HIGHWAYS  
AND TRANSPORT**

**COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

c.c. All Members of the Property, Highways and  
Transport Select Committee  
c.c. Peter Elliott-Smith – Place Directorate  
c.c. Perry Scott – Corporate Director of Place  
c.c. Ward Councillors for Eastcote, South Ruislip,  
Uxbridge, Ruislip, Charville

**Date:** 14 August 2023

## Non-Key Decision request

## Form D

### **CAPITAL RELEASE REPORT (July 2023)**

**DEPARTMENT:** Place

**SERVICE AREA / PROGRAMME:** School Conditions Building Programme 2023/24 –  
Capital Release of Associated Costs: Roofing Projects – Multi Disciplinary Consultant  
appointment Works

**RELEASE NO 6:**

Dear Cabinet Members

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 Tuesday 22 August 2023** 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.

Rebecca Reid  
Democratic Services Apprentice

**Title of Report:** CAPITAL RELEASE REPORT (July 2023)

**DEPARTMENT:** Place

**SERVICE AREA / PROGRAMME:** School Conditions Building Programme 2023/24 – Capital  
Release of Associated Costs: Roofing Projects – Multi Disciplinary Consultant appointment  
Works

**RELEASE NO 6:**

**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, Highways and Transport / Cabinet Member for Finance*

## CAPITAL RELEASE REPORT (July 2023)

**DEPARTMENT:** Place

**SERVICE AREA / PROGRAMME:** School Conditions Building Programme 2023/24 – Capital Release of Associated Costs: Roofing Projects – Multi Disciplinary Consultant appointment Works

**RELEASE NO 6:**

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor Martin Goddard
<b>Cabinet Portfolios</b>	Cabinet Member for Property, Highways and Transport Cabinet Member for Finance
<b>Officer Contact</b>	Peter Elliott-Smith – Place Directorate
<b>Papers with report</b>	Appendix A – Capital release requests for approval.

### HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds from the School Conditions Building Programmes to carry out appointment of multi-disciplinary consultant for the Roofing Project Works at 5 schools - Newnham Infant School, Bourne Primary School, Whitehall Infant School, Whiteheath Infant School and Hayes Park School. Works are scheduled to take place in the summer of 2024.
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	<p>This report supports our ambition for residents/ the Council of: Be / feel safe from harm</p> <p>This report will protect the buildings, their occupants and prevent further disruption to the school curriculum from the failing boiler plant.</p> <p>This report supports our commitments to residents of: Safe and Strong Communities</p>
<b>Financial Cost</b>	This report seeks the release of £223k from the 2023/24 School Conditions Building Programme budget for the multi-disciplinary consultant appointment and associated costs for roofing works.
<b>Relevant Select Committee</b>	Property, Highways and Transport Select Committee.
<b>Relevant Wards</b>	Eastcote, South Ruislip, Uxbridge, Ruislip, Charville.

## RECOMMENDATION

**That the Cabinet Member for Property, Highways and Transport, and the Cabinet Member for Finance agree to the capital release request of £223k from the 2023/24 School Conditions Building Programme budget for the consultation works and associated costs relating to roofing works at 5 schools: Newnham Infant School, Bourne Primary School, Whitehall Infant School, Whiteheath Infant School and Hayes Park School (Appendix A).**

### Reasons for recommendation

Roof age-related defects, ongoing leaks and condition surveys have highlighted immediate varying issues at each school. Roofs across the school are considered beyond their serviceable lives and temporary repairs are no longer effective, deeming extensive works required throughout.

Energy losses through the current roof fall outside of building regulations; these can be addressed by the works and the improvements to insulation present a payback period through energy savings.

The appointment of a consultant is now required to generate a detailed schedule of works to propose the best solution for the defects associated with schools' roofs.

### Alternative options considered

Short term repairs would only delay the issues surrounding the roofs but with poor insulation and high energy losses it would be more beneficial to replace / refurbish the roofs in question.

### Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

### Background Information

From 2021 through to 2023, the Conditions Team have successfully undertaken flat roof surveys at all the 46 primary, infant, junior schools in the Borough. From this, five remaining schools presented immediate issues that required immediate attention.

Newnham Infant School, Bourne Primary School, Whitehall Infant School, Whiteheath Infant School and Hayes Park School

Following initial investigations across five of the schools, it has been validated that a number of flat roofs are at the end of their service life with insulation and energy losses falling well outside of Council targets.

Initial reports and follow-up validation checks prove that interim works would not be sufficient in extending the service life of the roof and complete replacement is the most suitable solution. Roof lights at the school are also degraded beyond repair and require full replacement during the works.

### Flat Roofs

In all 5 schools, varying levels of defects are presented and energy losses are considered outside of Council targets and present all 5 projects with payback periods through energy savings. A mixture of overlaying existing roofs and fully replacing others is recommended.

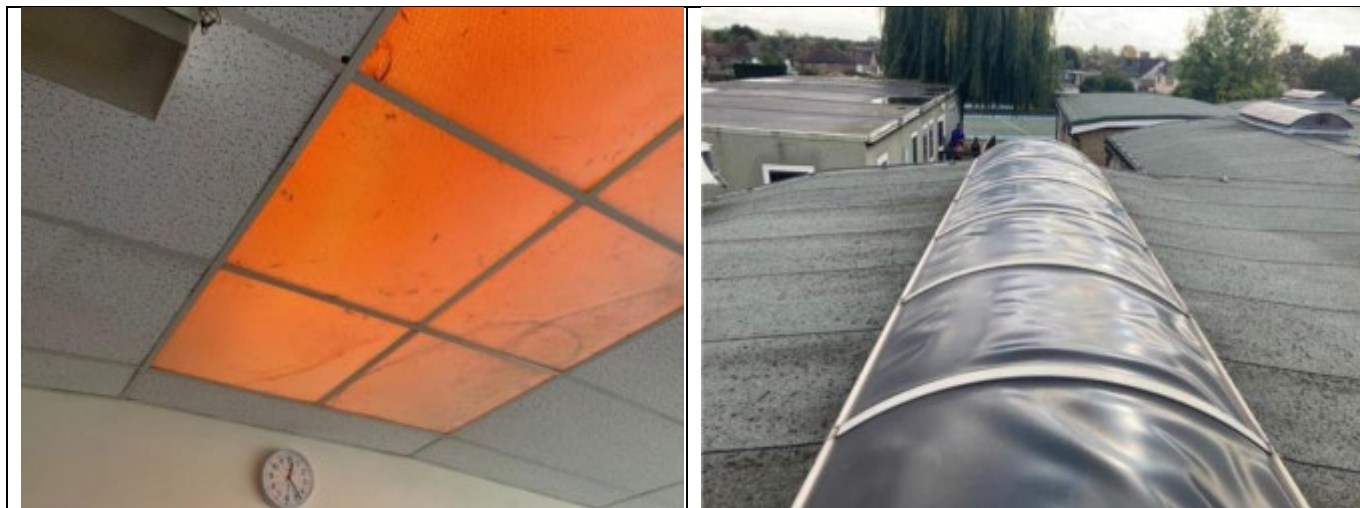
All of the roofs in question are at the end of their serviceable lives and well outside of their guarantee / warranty periods. Patch repairs throughout and exacerbating levels of water ingress highlight the need for major refurbishments.



### Rooflights

As featured on all flat roofs, rooflights of varying levels of damage need to be addressed, most notably at Newnham Infant School where UV degradation has presented a health and safety risk to the school.





### **Associated works**

The flat roof and roof lights have accompanied fixtures and fittings that need addressing; these vary at each school but are predominantly associated with gutters, fascias, upstands, drains and cladding.

Surveys will also be generated to determine if any asbestos is present. Asbestos will subsequently be removed if identified.

Window areas local to the roofs that present high energy losses will also be addressed as part of the works. These would be directly impacted by the works, so the project presents a good opportunity for replacement with a more energy efficient product.

Works now require a consultant to be appointed to generate a detailed schedule of works to propose the best solution for the Council in relation to addressing defects and increasing drainage capacity to cope with the higher demands from the schools.

### **Carbon impact**

Works undertaken will seek to bring insulation values and heat losses in line with building regulations, resulting improvements will generate energy savings and a reduction in the buildings carbon footprint.

Studies for solar panels will be undertaken at each school to present the potential case for carbon net zero funding. It has already been proven that implementation of solar panels offers a clean energy solution to the Borough and the school.

### **Consultants' role**

The proposed consultation works are recommended to be undertaken by Concertus Design and Property Consultants. The method of appointment will be through the Council's own framework – Concertus' undertaking of similar projects through years 2021/22 and 2022/23 validates Concertus for a direct award.

Estimated consultation fees detailed fall into LOT 1 of the framework. This LOT is for the complete multi-discipline consultation services from RIBA (Royal Institute of British Architecture) stages 1 through to 6 and include Principal Designer and contract administration fees accordingly.



Fees put forward at 7% are a reduction to the framework agreed rates, proving Concertus' price to be competitive.

Fees sought for release are for RIBA stages 1 through 4. Future fees will be dependent on successful tenders for a work contractor at each school.

### **Additional Costs**

Fees sought for release include an allowance for pre-tender surveys, internal fees, capital project team fees and contingency.

### **Programme**

All works are targeted to have a contractor appointed in the Spring of 2024 with stakeholder consultation and design stage four being undertaken through the winter of 2023. Targeted commencement on site is the summer of 2024.

### **Costs**

The estimated costs can be found in the following tables, with the multi-disciplinary consultation breakdown shown.

**Table 1:** Cost estimate for Bourne Primary School

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	250,000	0	250,000
External Costs (CA/EA & PD) 7% <i>Note release - 5.25% stages 1 to 4</i>	17,500	13,125	4,375
Surveys & investigations	5,000	5,000	0
Building Control and Planning Fees	3,000	3,000	0
Capital Programme fees (7%)	17,500	8,750	8,750
Contingency (10%)	25,000	5,000	20,000
<b>Total</b>	<b>£318,000</b>	<b>£34,875</b>	<b>£283,125</b>

**Table 2:** Cost estimate for Hayes Park School

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	500,000	0	500,000
External Costs (CA/EA & PD) 7% <i>Note release - 5.25% stages 1 to 4</i>	35,000	26,250	8,750
Surveys & investigations	5,000	5,000	0
Building Control and Planning Fees	3,000	3,000	0
Capital Programme fees (6%)	30,000	15,000	15,000
Contingency (10%)	50,000	10,000	40,000
<b>Total</b>	<b>£623,000</b>	<b>£59,250</b>	<b>£563,750</b>

**Table 3: Cost estimate for Newnham Infant School**

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	500,000	0	500,000
External Costs (CA/EA & PD) 7% <i>Note release - 5.25% stages 1 to 4</i>	35,000	26,250	8,750
Surveys & investigations	5,000	5,000	0
Building Control and Planning Fees	3,000	3,000	0
Capital Programme fees (6%)	30,000	15,000	15,000
Contingency (10%)	50,000	10,000	40,000
<b>Total</b>	<b>£623,000</b>	<b>£59,250</b>	<b>£563,750</b>

**Table 4: Cost estimate for Whitehall Infant School**

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	250,000	0	250,000
External Costs (CA/EA & PD) 7% <i>Note release - 5.25% stages 1 to 4</i>	17,500	13,125	4,375
Surveys & investigations	5,000	5,000	0
Building Control and Planning Fees	3,000	3,000	0
Capital Programme fees (7%)	17,500	8,750	8,750
Contingency (10%)	25,000	5,000	20,000
<b>Total</b>	<b>£318,000</b>	<b>£34,875</b>	<b>£283,125</b>

**Table 5: Cost estimate for Whiteheath Infant School**

Item	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	250,000	0	250,000
External Costs (CA/EA & PD) 7% <i>Note release - 5.25% stages 1 to 4</i>	17,500	13,125	4,375
Surveys & investigations	5,000	5,000	0
Building Control and Planning Fees	3,000	3,000	0
Capital Programme fees (7%)	17,500	8,750	8,750
Contingency (10%)	25,000	5,000	20,000
<b>Total</b>	<b>£318,000</b>	<b>£34,875</b>	<b>£283,125</b>

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

## **Financial Implications**

**Schools Conditions Building Programme 2023/24 Budget £4,740k (of which devolved to schools £13k); Previously Released £3,361k; Capital Release Requested £223k – Appendix A.**

The 2023/24 revised programme budget for the Schools Conditions Building programme totals £4,740k. This is funded from capital grant and agreed school contributions in line with Council's policy. The total revised budget includes £13k that is devolved to schools.

The report requests the capital release of £223k from the Schools Conditions Building Programme budget for the consultants and associated fees costs towards roofing works at five schools. The cost plans are based on quotes and includes internal fees and contingency at 10%. The total combined forecast costs for the works are £2,200k inclusive of the £223k requested in this report.

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

All five schools 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 the schools' contribution will be calculated. Final written and signed agreement will be sought from the schools before commencement of any works.

The remaining £1,143k of the Schools Conditions Building Programme 2023/24 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 are to ensure that the schools are fully functional for their users.

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

Consultation and agreement of works with the schools will be 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 and school contributions which are to be confirmed following confirmation of tender prices. There is no impact on Council resources.

### **Legal**

Legal Services confirms that the Council is responsible for carrying out this function pursuant to sections 16 and 542 of the Education Act 1996 and the School Premises (England) Regulations 2012. 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.

## 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.

## APPENDICES

Appendix A – Capital release requests for approval.

## APPENDIX A – CAPITAL RELEASE REQUESTS FOR APPROVAL

**Schools Conditions Programme (2023/24) – Roofing Projects at 5 Schools for Multi-Disciplinary Consultant appointment (Release No 6)**

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Various	Roofing Projects	Multi-Disciplinary Consultant Appointment at 5 Schools	223			
<b>Total seeking release</b>			<b>223</b>			
<b>Previously released / pending release</b>			<b>3,361</b>			
<b>Devolved to schools</b>			<b>13</b>			
<b>Budget</b>			<b>4,740</b>			
<b>Remaining budget</b>			<b>1,143</b>			