



Democratic Services

Location: Phase II
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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 Services Select Committee
c.c. Peter Elliot-Smith – Place Directorate
c.c. Perry Scott – Corporate Director of Place
c.c. Ward Councillors for Harefield Village

Date: 01 December 2023

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (November 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: School Conditions Building Programme
2023/24 - Capital Release of Associated Costs: Plant and Energy Reduction
Works at Harefield Infant School - Multi Disciplinary Consultant appointment
Works

RELEASE NO: 7

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 Monday 11 December 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.

Ryan Dell
Democratic Services Officer

Title of Report: School Conditions Building Programme 2023/24 – Capital Release of Associated Costs: Plant and Energy Reduction Works at Harefield Infant School – Multi Disciplinary Consultant appointment Works **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, Highways and Transport / Cabinet Member for Finance

CAPITAL RELEASE REPORT (November 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: School Conditions Building Programme 2023/24 – Capital Release of Associated Costs: Plant and Energy Reduction Works at Harefield Infant School – Multi Disciplinary Consultant appointment Works

RELEASE NO: 7

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

HEADLINES

Summary	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 plant room and energy reduction works associated with DfE reports. Following feasibility and costing assessments, Works are scheduled to take place in the summer of 2024.
Putting our Residents First Delivering on the Council Strategy 2022-2026	<p>This report supports our ambition for residents/ the Council of: Be / feel safe from harm</p> <p>Following the recommendations of 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>
Financial Cost	This report seeks the release of £34k from the 2023/24 School Conditions Building Programme budget for the multi-disciplinary consultant appointment and associated costs for works
Relevant Select Committee	Property, Highways and Transport Select Committee.
Relevant Wards	Harefield Village.

RECOMMENDATION

That the Cabinet Member for Property, Highways and Transport, and the Cabinet Member for Finance agree to the capital release request of £34k from the 2023/24 School Conditions Building Programme budget for the consultation works and associated costs relating to plant room & energy reduction works at Harefield Infant School (Appendix A).

Reasons for recommendation

Originally raised in 2021, the plant room providing heat and hot water to Harefield Infant School is beyond its serviceable life and in need of refurbishment. Located in two parts of the school, the recommendation is to ensure the new system runs from a single location, improving service and maintenance capability.

Ongoing investigations surrounding the two plant rooms at Harefield Infant School have raised concerns over wider insulation issues at the school, which affect the overall heating performance, putting stress on the system. This has since been supported and raised by the Department for Education (DfE) and is recommended to be addressed as part of a refurbishment works package.

Following DfE Condition Data Collection 2 (CDC2) Programme investigations at Harefield Infant School, it has been advised that External Walls, Windows and Doors/ External Envelope require full replacement due to age-related defects and a lack of insulation. It has since been identified that external panelling at the school is an asbestos-containing material of significant age, further enforcing its need for replacement.

Alternative options considered

Works to the heating and hot water system are required as the current systems are beyond their serviceable life works and improvements to insulation will enable better energy efficiency of the system.

Asbestos materials cannot be addressed without removal.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Background Information

The School Conditions Programme is a programme of works for Community and Foundation Schools, whereby the School and the Capital Programme Team work together to identify priority major maintenance works required at the school outlined in the Management of School Maintenance Projects Policy Document (the schools receive a budget to undertake routine maintenance works) and this is added to the programme for approval. The Policy document also outlines the requirement for the school to provide a contribution to the costs of the project based on the balances of the school reserves in that financial year.

Harefield Infant School is made up of a prefabricated single storey building with varying ages to parts of the building. Investment throughout the years has resulted in modernisation of 50% of

the external fabric of the building, but age-related defects and a lack of insulation still cause issues to the remaining infant school.

With condition surveys at Harefield Infant School nearing completion, a wider project to the plant room appears necessary to ensure the school facilities are suitable as an educational building.

Wider works would look into improving insulation across the school targeting windows, doors and walls where necessary.

Energy impact – An investment into the external fabric of the building would offer a significant energy loss improvement and therefore offer a payback period for the works in heating cost savings.

Carbon Reduction – The works would make a significant reduction to the carbon footprint of the building, reducing both heat losses and energy consumption currently experienced.

Through stages 1 to 4, a consultant can offer a best course of action to refurbish the plant room and also provide the school with a building that can be efficiently maintained.

Consultants' role

The proposed consultation works are recommended to be undertaken by Pellings LLP. The method of appointment will be through the Council's own framework, with Pellings being awarded the works through a framework tender exercise.

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 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

Consultation works are scheduled to take place during the 2023/24 financial year with targeted appointment of the main contractor, and commencement on site will be in the summer of 2024, (2024/25 financial year).

Costs

The estimated costs can be found in the following tables, with the multi-disciplinary consultation breakdown shown. It is important to note that the estimated costs were prior to identifying asbestos on site and part of the stage 1 and 2 works will be to re-evaluate expected costs to the project.

Table 1: Cost estimate for Harefield Infant School

Description	Estimated Costs (£)	Seeking Release (£)	Remaining Budget (£)
Construction Costs	250,000	0	250,000
External Costs (CA/EA & PD) 7% <i>Note release only stages 1 to 4 and PD</i>	24,325	13,442	10,883 <i>Stage 5&6</i>
Surveys & investigations	5,000	5,000	0
Building Control and Planning Fees	3,000	3,000	0
Capital Programme fees (7%)	17,500	10,500	7,000
Contingency (10%)	25,000	2,000	23,000
Total	324,825	33,942	290,883

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

Financial Implications

Schools Conditions Programme 2023/24 Budget £4,740k (of which devolved to schools £13k); Previously Released £3,584k; Capital Release Requested £34k – 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 £34k from the Schools Conditions Building Programme budget for the consultants and associated fees costs towards plant room and energy reduction works at Harefield Infant School. The cost plan is based on quotes and includes internal fees and contingency at 7% and 10 % respectively. The total estimated project cost is £322k inclusive of the £34k requested in this report.

The consultant has been selected through the Council's framework tender process and will be appointed subject to informal Member approval via an expenditure approval form following the release of funds.

Harefield Infant School has agreed in principle to the schools' contribution towards the project. The school's contribution figure 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 school's contribution will be calculated. Final written and signed agreement will be sought from the school before commencement of any works.

The remaining £1,109k 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 confirm that the Council is responsible for carrying out this function pursuant to sections 16 of the Education Act 1996. There are no legal impediments to the Council authorising the capital release, although any contract awarded must comply with the Council's Procurement 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.

APPENDIX A – CAPITAL RELEASE REQUESTS FOR APPROVAL

Schools Conditions Programme (2023/24) – Plant room and energy works at Harefield Infant School for Multi-Disciplinary Consultant appointment (Release No 7)

Location	Project / Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Harefield Infant School	Plant Room & Energy works	Multi-Disciplinary Consultant Appointment	34			
Total seeking release			34			
Previously released			3,584			
Devolved to schools			13			
Budget			4,740			
Remaining budget			1,109			