



## Democratic Services

**Location:** Phase II  
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**CMD No:** 778

**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 Belmore

**Date:** 21 April 2023

## Non-Key Decision request

## Form D

### CAPITAL RELEASE REPORT (April 2023)

**DEPARTMENT:** Place

**SERVICE AREA/ PROGRAMME:** School Conditions Building Programme 2023/24 –  
Capital Release of Associated Costs: Yeading Infant and Junior Schools – Canteen –  
Multi Disciplinary Consultant appointment Works **RELEASE NO: 1**

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 Tuesday 02 May 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: Yeading Infant and Junior Schools – Canteen – Multi Disciplinary Consultant appointment Works **RELEASE NO: 1**

**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 (April 2023)

DEPARTMENT: Place

SERVICE AREA/ PROGRAMME: School Conditions Building Programme 2023/24 –Capital Release of Associated Costs: Yeading Infant and Junior Schools – Canteen – Multi Disciplinary Consultant appointment Works RELEASE NO: 1

<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 with 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 Yeading Infant and Junior Schools Joint Canteen Project.
<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 £82k from the 2023/24 School Conditions Building Programme budget for the multi-disciplinary consultant appointment and associated costs for Yeading Infant and Junior Schools Joint Canteen Project.
<b>Relevant Select Committee</b>	Property, Highways and Transport Select Committee.
<b>Relevant Ward</b>	Belmore.

## RECOMMENDATION

**That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agree to the capital release request of £82k from the 2023/24 School Conditions Building Programme budget for the multi-disciplinary consultant appointment and associated fees costs for Yeading Infant and Junior Schools Joint Canteen Project.**

### Reasons for recommendation

The appointment of a consultant is now required to generate a detailed schedule of works to propose the best solution for the Yeading Infant and Junior Schools Joint Canteen Project.

### Alternative options considered

None, as the canteen facilities need to be brought up to a usable standard.

### Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

### Background Information

Following condition surveys at both schools the canteen facilities at each were beyond repair and heavy investment was required to bring each canteen up to a modern usable standard.

Given the proximity of these community schools that both require new kitchen and canteen facilities, officers are of the opinion that there is an opportunity to achieve cost savings, improved build quality and improve the mealtime experience for the children. A feasibility exercise to design and build a common building for both schools providing canteen and kitchen facilities has resulted in the following findings.

The combined costs to renovate separate canteens at each of the two schools are estimated to be in excess of £2.4 million, with no guarantee on the service life that could be achieved. The cost of providing two separate new canteens is in the order of £2.9m. The provision of a joint canteen was therefore considered.

Having assessed the cost of a joint canteen, a traditional build construction is proving a more cost-effective solution. This lends itself towards long term quality in providing a structure that would last over 60 years, versus that the previously planned modular buildings that would have just 30-to-40-year service life for a similar cost. The construction works for a joint traditional build canteen is estimated to be in the order of £1.65m, based on rates currently available.

The two schools are adjoining and there is an opportunity to build the new canteen facilities along this boundary. The junior school facilities can be kept in use for the duration of these works, with the benefit of avoiding temporary kitchen costs throughout the project within term times.

A joint canteen offers 740m<sup>2</sup> of flat roof, which provides an opportunity for the installation of solar panels. It also gives the two schools an open plan facility that can be utilised for purposes outside

of just canteen use. The cost for the joint canteen includes energy saving measures to achieve a net carbon zero solution.

The appointment of a consultant is now required to generate a detailed schedule of works to propose the best solution for the Council.

### **Consultants' role:**

A successful tender exercise was undertaken through open tender in January 2023. The proposed consultation works are recommended to be undertaken by Property Tectonics.

Estimated consultation fees detailed are for the complete multi discipline consultation services from RIBA (Royal Institute of British Architecture) stages one through six and include Principal designer and contract administration fees accordingly.

Fees sought for release are for RIBA stages one through three. Future fees will be dependent on successful tenders for a work contractor.

### **Additional Costs**

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

### **Programme**

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

### **Costs**

The estimated costs can be found in table 1. With the multi-disciplinary consultation breakdown shown below.

#### **Property Tectonics breakdown**

	Total Fee	Insert Fee (% of Work Cost)					
		RIBA 1	RIBA 2	RIBA 3	RIBA 4	RIBA 5	RIBA 6
Multi-Disciplinary Consultancy breakdown	81000	5.00%	10.00%	35.00%	5.00%	40.00%	5.00%
		£4,050	£8,100	£28,350	£4,050	£32,400	£4,050

note - ensure RIBA % weighting adds up to 100%

Estimated Construction Cost	Total Fee £	Total Tender Fee %
£1,700,000.00	£81,000	4.76%
total fee to be used for evaluation purposes		

**Table 1:** Cost estimate for the recommended joint canteen facility

<b>Yeading Infant &amp; Junior School – New build - joint canteen and kitchen facility</b>	<b>Original Budget Estimate (£)</b>	<b>Revised Budget Estimate (£)</b>	<b>Seeking Capital Release (£)</b>	<b>Previously released (£)</b>
Construction Costs	1,650,000	1,650,000	0	0
External fees - (4.76%)	74,250	81,000	40,500	0
Site surveys and investigations	25,000	25,000	25,000	0
Capital Programme Fees	49,500	49,500	8,100	0
Contingency	82,500	82,500	8,100	0
<b>Total</b>	<b>£1,881,250</b>	<b>£1,888,000</b>	<b>£81,700</b>	<b>0</b>

## **Financial Implications**

### **Schools Conditions Programme 2022/23 Budget £5,874k; Previously Released Nil; Capital Release Requested £82k – Appendix A**

The 2023/24 capital programme approved by Cabinet and Council in February 2023 included a budget of £5,874k for the Schools Conditions Building Programme funded from a combination of external resources including Schools Condition Allocation capital grant and agreed school contributions in line with Council's policy.

The report requests the capital release of £82k from the Schools Conditions Building Programme budget for the multi-disciplinary consultants and associated fees costs towards Yeading Infant and Junior School joint canteen project. The cost plan is based on quotes and includes internal fees and contingency at 3% and 5% respectively of the estimated construction costs.

The consultant has been selected following a competitive tendering process. The consultant will be appointed subject to informal Member approval via an expenditure approval form following the release of funds.

Both Yeading Infants and Yeading Junior schools have agreed in principle to the schools' contribution towards the project. The schools' contribution figure for each school 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 £5,792k of the Schools Conditions Building Programme 2023/24 budget will be allocated to schools subject to the capital release process.

## **RESIDENT BENEFIT & CONSULTATION**

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

Works to ensure that the schools are fully functional for its users.

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

Consultation and agreement of works with the schools are in line with 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 to be confirmed following confirmation of tender prices, 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.

### **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

### Schools Conditions Programme (2023/24) – Yeading Infant and Junior School Canteen Multi-Disciplinary Consultant appointment (Release No 1)

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Yeading	Joint Canteen	Consultant Appointment	82			
<b>Total seeking release</b>			<b>82</b>			
<b>Previously released/ pending release</b>			<b>0</b>			
<b>Budget</b>			<b>5,874</b>			
<b>Remaining budget</b>			<b>5,792</b>			