

Appendix A - FULL BUSINESS CASE Public

Full Business Case (FBC)			
1. General Information			
Directorate	Education & Skills	Portfolio/Committee	Education, Skills & Culture
Project Title	REFURBISHMENT OF THE FORMER SMALL HEATH LOWER SCHOOL SITE TO PROVIDE ACCOMMODATION FOR KEYSTAGE 1 AND 2 PUPILS FROM THE FORMER AL-HIJRAH VA SCHOOL FOLLOWING ITS CONVERSION TO AN ACADEMY – FULL BUSINESS CASE AND CONTRACT AWARD	Project Code	CA-01903-02-1-210 1BA0 3R0.
Project Description	Refurbishment of the existing Small Heath Lower School building including mechanical and electrical overhaul, structural repairs, roof repairs, upgrade of services and fit out. These works will be carried out in a vacant building and will be compliant with the Grade II Listed status of the building. Listed Building consent is currently being obtained.		
Links to Corporate and Service Outcomes	<p><i>Which Corporate and Service outcomes does this project address:</i></p> <ul style="list-style-type: none"> ▪ Council Business Plan and Budget 2018+; ▪ A Fair City: Tackling Inequality and Deprivation; ▪ Laying the foundations for a Prosperous city based on an inclusive economy; ▪ A Democratic City involving local people and communities in the future of their local area and public services: a City with local services for local people; ▪ Enjoy and achieve by attending school; ▪ Schools Capital Programme ▪ Compliance with the principles of the 'Birmingham Business Charter for Social Responsibility'. 		
Schools Capital Programme (PDD) 2016-17 approved by...	Cabinet	Date of Approval	28 th June 2016
Benefits Quantification Impact on Outcomes	Measure		Impact
	The students will be taught in modern fit for purpose refurbished and re-modelled accommodation allowing for the delivery of a quality education.		Providing appropriate accommodation addresses identified demand and fulfils the Authority's statutory obligations to provide sufficient pupil places.
	The project delivers replacement teaching spaces.		Raised standards, improved behaviour, staff well-being and

		reduced turnover, mobility, facilitation of the sharing of good practice.	
	Support and enrich community and family learning e.g. positive parenting programme, basic skills, opportunities to address worklessness.	Children and young people will have a safe, warm and dry environment before, during and after school hours.	
	Promoting designs which support Birmingham’s Education Vision.	Creating teaching and learning environments that are suitable for delivering education.	
Project Deliverables	The aim of the project is to provide suitable and appropriate accommodation to replace the temporary premises for 420 primary age pupils.		
Scope	This scheme involves works as described in the above project description.		
Scope exclusions	N/A		
Dependencies on other projects or activities	<ul style="list-style-type: none">Placing orders with Contractor.Planning Permission		
Achievability	<ul style="list-style-type: none">Scope of work identified as in the project description.Site investigation reports have shown no abnormal conditions.Programme and costs developed.Funding is in place.Contractors have considerable previous experience.Availability of resources.Similar projects have been delivered on budget and to time by using experienced internal project managers, BCC recognised building experts and following BCC guidelines.The project team (EdSI and Acivico) has successfully delivered similar projects.		
Project Manager	Zahid Mahmood 07860906126	Capital Programme Manager, Education Infrastructure zahid.mahmood@birmingham.gov.uk	
Budget Holder	Jaswinder Didially 07825 117334	Head of Education Infrastructure jaswinder.didially@birmingham.gov.uk	
Sponsor	Jaswinder Didially 07825 117334,	Head of Education Infrastructure jaswinder.didially@birmingham.gov.uk	
Project Accountant	Nadia Majid 07766922478	Contracts Manager Education Infrastructure Nadia.majid@birmingham.gov.uk	
Project Board Members			
Head of City Finance (H. o. CF)	Paul X Stevenson	Date of H. o. CF Approval:	22/11/2018

Planned Project Start date	03/12/18	Planned Date of Technical completion	03/10/19
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Revenue Consequences: Consequential revenue costs of additional staffing and day to day repair and maintenance of the assets will be funded from school budget share

3. Checklist of Documents Supporting the FBC		
Item	Mandatory attachment	Number attached
Financial Case and Plan		
<ul style="list-style-type: none"> Detailed workings in support of the above Budget Summary (as necessary) 	Mandatory	Included above (Appendix A)
<ul style="list-style-type: none"> Statement of required resource (people, equipment, accommodation) – append a spreadsheet or other document 	Mandatory	Appendix D
<ul style="list-style-type: none"> Milestone Dates/ Project Critical Path (set up in Voyager or attached in a spreadsheet) 	Mandatory	Appendix D
Project Development products		
<ul style="list-style-type: none"> Populated Issues and Risks register 	Mandatory	Appendix B
<ul style="list-style-type: none"> Stakeholder Analysis 	Mandatory	Appendix C

Appendix B - RISK ASSESSMENT

Risk	Likelihood of risk	Severity of risk	Effect	Solution
Stakeholders do not consider School Travel Plans and transportation issues prior to consultation	Low	High	Increased residents, and parental concerns over parking issues	Review school travel plans in partnership with transportation prior to local consultation in order to mitigate possible objections.
Stakeholders/ Governors do not engage in project and do not sign up to the solution	Low	Medium	Design and delivery could be delayed	The Design Team will ensure regular meetings and consultation with stakeholders and Governors
New Free Schools and Academies opening across Birmingham	Medium	Medium	Impact on school place planning and pupil places possibly leading to delay in confirming preferred options	Liaise closely with Free School Providers and Academies when planning the provision of Additional Primary Places.
Building costs escalate	Low	Medium	The cost of the buildings would be more than the funding available	The Design Team will closely monitor the schedule of works and build costs. Cost schedules include contingency sums. Any increase in costs will need to be met through value re-engineering to ensure projected spend remains within overall allocation
Building works fall behind	Medium	Medium	Deadlines not met	The Design Team will closely monitor schemes on site and liaise with Contractor Partners to identify action required.
BCC faced with increasing revenue costs	Low	Low	Increased pressure on the revenue budget	Individual Schools will meet all revenue costs and day to day repair and maintenance of additional space from their delegated budget share
Problems with contract procurement process	Low	Low	Funding not spent in financial year allocated	Work closely with Partners to ensure compliance with City Council standing orders.

Appendix C

STAKEHOLDER ANALYSIS

Cabinet Member for Education, Skills & Culture (ES&C)

Cabinet Member for Resources & Finance (R&F)

Head Teacher

School Leadership team,

Planning Officers

Pupils,

Parents

School Governors

Edl

Acivico Design Team

CWM Contractor

Ward Councillors

Residents

Al Hijrah Trust

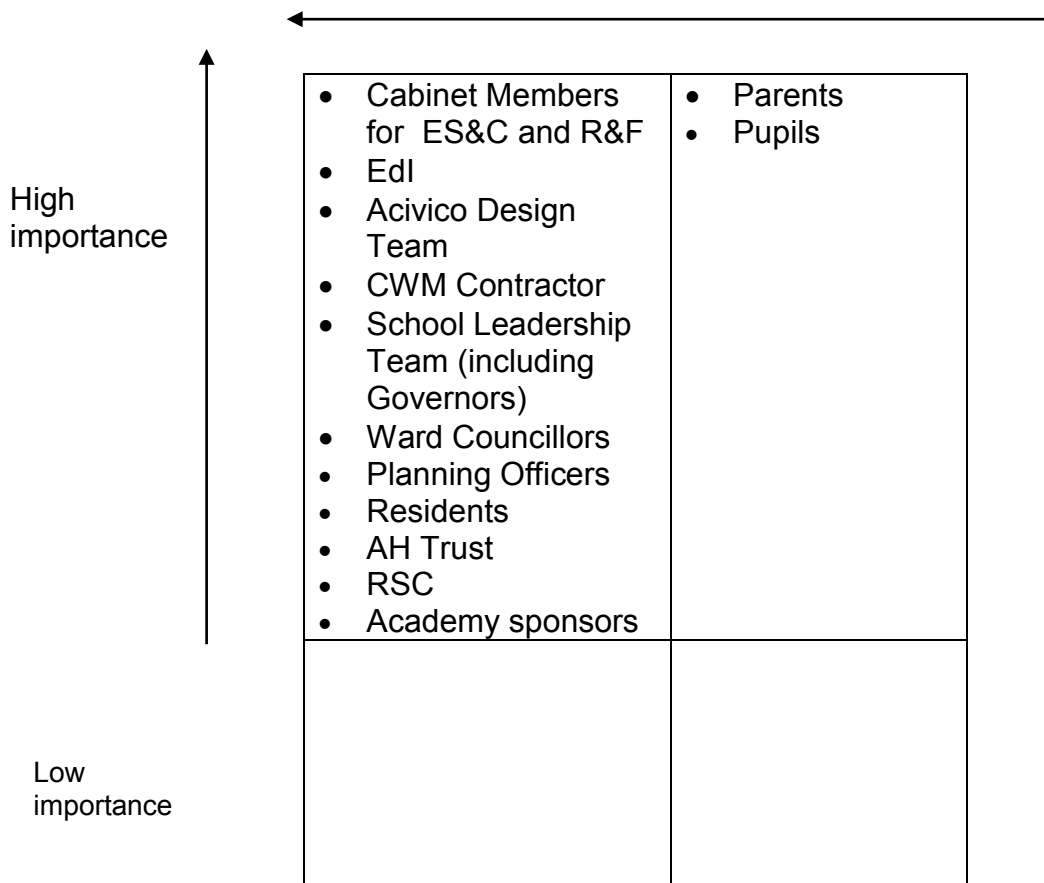
Academy sponsors

Regional Schools Commissioner

DEGREE OF INFLUENCE

High influence

Low influence



Stakeholder	Stake in project	Potential impact on project	What does the project expect from stakeholder	Perceived attitudes and/or risks	Stakeholder management strategy	Responsibility
Cabinet Members for ES&C and R&F	Strategic Overview of DGCF expenditure	High	Ratification of BCC approach to TBN	Strategy not approved	Early Consultation and Regular Briefing on all aspects of Special Provision	BCC / EDI
School's Consultant Partners	Design and Delivery	High	Design of build Project management	Unable to design to budget Unable to deliver to timescales	Close working with other stakeholders Regular feedback	School Leadership Team / Governors
Planning Officers	Granting Planning Consent	High	Close Liaison with EDI to design a scheme that can receive planning approval	N/A	Frequent communication on all aspects of project design	School's Consultant Project Manager EDI Project Officer
School Leadership Team / Governors	Governing Body Agreement and End Users	High	Compliance with GBA Ongoing Revenue costs for R&M once build complete	N/A	Governing Body Agreement signed and regular project meetings	School Leadership Team / Governing Body EDI Project Officer
Pupils	End user	Low	Consultation	Nil	Through schools council	School Leadership Team
Ward Councillors	Knowledge of other developments affecting local communities that may link into project	High	Consultation with community and support for project	Objections from local residents	Involve in consultation and planning permission process	EDI Project Officer Governors/ School Leadership Team

Appendix D MILESTONE DATES and RESOURCES

Initial design launch	12th March 2018
Stage D detailed design proposals	3rd August 2018
Planning Application Submitted	20th September 2018
FOA approved for enabling works	31 st October 2018
Planning Application determined	29th November 2018
Final target costs agreed with contractor	16th November 2018
FBC and Grant Award Report – Cabinet	22 nd January 2019
Orders placed with contractor	31 st January 2019
Commencement of works	22 nd January 2019
Completion of works	3rd October 2019 (beneficial use September 2019)
Post Implementation Review	3 rd October 2020

STATEMENT OF RESOURCES REQUIRED

People	School's Project Team Quantity Surveyor Project Officer Administrators Clerk of works	Design /architect Technical Officers Contractors/Sub contractors
Equipment (to enable works)	Specialist equipment provided by contractor relevant to the requirements for the construction works.	
Equipment (installed as part of project)	Fixed furniture in new accommodation	

PROGRAMME TEAM

Name	Designation	Telephone
Zahid Mahmood	Capital Programme Manager, Education Infrastructure	07860 906126
Jaswinder Didially	Head of Education Infrastructure	07825 117334
Nadia Majid	Contracts Manager Education Infrastructure	07766 922478