

FULL BUSINESS CASE (FBC)			
<b>A. GENERAL INFORMATION</b>			
<b>A1. General</b>			
<b>Project Title</b> <i>(as per Voyager)</i>	<b>CONTRACT AWARD FOR COFTON PRIMARY SCHOOL – REFURBISHMENT AND THE INSTALLATION AND ENABLING WORKS OF A MODULAR BUILDING. – FULL BUSINESS CASE</b>		
<b>Oracle code</b>	B1-AV06H-P101-EC0-LV0010-TZZZZ-JZZZ-JXXX LV0010-042		
<b>Portfolio /Committee</b>	Children Young People and Families	<b>Directorate</b>	Children and Families
<b>Approved by Project Sponsor</b>	Jaswinder Didially	<b>Approved by Finance Business Partner</b>	Clare Sandland
<b>A2. Outline Business Case approval (Date and approving body)</b>			
Schools Capital Programme – School Condition Allocation, Basic Need Allocation 2023-24+ Future Years Cabinet Report.			
<b>A3. Project Description</b>			
These works are for the installation of a modular building on a temporary basis and the associated enabling works and the extension and refurbishment works. The modular classroom block is already under ownership by Birmingham City Council, Education Infrastructure and currently located at the old Skilts School.			
<b>A4. Scope</b>			
This scheme involves works as described in the above project description			
<b>A5. Scope exclusions</b>			
No works outside this scope will be undertaken			
<b>B. STRATEGIC CASE</b>			
<i>This sets out the case for change and the project's fit to the Council Plan objectives</i>			
<b>B1. Project objectives and outcomes</b>			
<i>The case for change including the contribution to Council Plan objectives and outcomes</i>			
<ul style="list-style-type: none"> <li>▪ A Bold Prosperous Birmingham</li> <li>▪ A Bold Inclusive Birmingham</li> <li>▪ A Bold Safe Birmingham</li> <li>▪ A Bold Healthy Birmingham</li> <li>▪ A Bold Green Birmingham</li> </ul> <p>The refurbishment and the installation and enabling works of a modular building at Cofton Primary School, meets the Council Plan objectives by ensuring that children and young people have a suitable and safe space to learn, grow and develop in so their full potential can be achieved.</p>			
<b>B2. Project Deliverables</b>			
<i>These are the outputs from the project e.g. a new building with xm2 of internal space, xm of new road, etc</i>			
The new extension and temporary modular block will provide teaching and ancillary space to accommodate the additional intake of pupils providing 350m2 of space.			
<b>B3. Project Benefits</b>			
<i>These are the social benefits and outcomes from the project, e.g. additional school places or economic benefits.</i>			
<b>Measure</b>		<b>Impact</b>	

## APPENDIX 1

<i>List at least one measure associated with <b>each</b> of the objectives and outcomes in B1 above</i>	<i>What the estimated impact of the project will be on the measure identified – please quantify where practicable (e.g. for economic and transportation benefits)</i>
To allow continuation of education operations for Cofton Primary School	Completing the extension works provide suitable space for learning and development to pupils at Cofton Primary School and it allows the Council to meet its statutory obligations for basic need allocation.
Support and enrich learning opportunities for children and young people.	On completion of the programme of works, pupils will have a fully functional safe, warm and dry environment before, during and after school hours.
Promoting designs which support Birmingham's Education Vision.	The extension and temporary modular works will enhance the teaching and learning environment that are suitable for delivering education.

### **B4. Benefits Realisation Plan**

*Set out here how you will ensure the planned benefits will be delivered*

The planned benefits will be delivered following the construction of a single-storey extension to a school building and the installation of a modular block on a temporary basis by delivering the programme of works to time and budget to provide a modern, efficient learning environment.

### **B5. Stakeholders**

A stakeholder analysis is set out at G4 below.

## **C. ECONOMIC CASE AND OPTIONS APPRAISAL**

*This sets out the options that have been considered to determine the best value for money in achieving the Council's priorities*

### **C1. Summary of options reviewed at Outline Business Case**

*(including reasons for the preferred option which has been developed to FBC)*

*If options have been further developed since the OBC, provide the updated Price quality matrix and recommended option with reasons.*

- Doing nothing would mean the City Council would fail to meet its statutory obligation to provide sufficient places for pupils of primary school age within the south of Birmingham and the wider catchment area.
- The recommended option is to expand the existing teaching site at the Cofton Primary School and carry out the extension and lift and shift works needed so that the site can support the required increased in pupil numbers within a highly efficient, sustainable and safe teaching and learning environment.

### **C2. Evaluation of key risks and issues**

*The full risks and issues register is included at the end of this FBC*

- Risks have been considered as part of the design process and a contingency sum of £177,789 has been allocated to the project.
- Regular two weekly meetings are held to ensure that all parties are informed of progress to ensure any concerns are picked up at the earliest opportunity and resolved to ensure that the programme stays on track.
- Working in a live site and ensuring Health & Safety is maintained. As the designated project manager, Acivico have many years' experiences delivering large scale refurbishment projects of this nature and will safely co-ordinate the works in consultation with the Cofton Primary School, and EDI.
- A project risk register will be maintained.

### **C3. Other impacts of the preferred option**

*Describe other significant impacts, both positive and negative*

- Completion of the installation of a modular building on a temporary basis and the associated enabling works and the extension and refurbishment works will ensure pupils are not disrupted from their education needs and that the additional increase in pupil numbers is sufficiently catered for.

**D. COMMERCIAL CASE**

*This considers whether realistic and commercial arrangements for the project can be made*

**D1. Partnership, Joint venture and accountable body working.**

*Describe how the project will be controlled, managed and delivered if using these arrangements*

Scheme will be delivered as follows:

- Client for the project is Birmingham City Council.
- Project Management services will be provided and carried out by Acivico Ltd.
- The end user is Cofton Primary School.
- Regular 2 – 4 weekly meetings will be held with the project team, including client and the end user.
- Programme will be monitored and developed to ensure that required timescales are achieved.
- Scheme costs are to be continually assessed, developed and monitored.

**D2. Procurement implications and Contract Strategy:**

*What is the proposed procurement contract strategy and route? Which Framework, or OJEU? This should generally discharge the requirement to approve a Contract Strategy (with a recommendation in the report).*

The procurement route is to carry out a further competition exercise using the Constructing West Midlands 2 Capital Works Framework Agreement.

**D3. Staffing and TUPE implications:**

None

## APPENDIX 1

Capital Costs & Funding	Financial Year	Totals
	2023/24	
<b>Expenditure</b>		
Cofton Primary School		
Construction costs, incl. Surveys, Investigations, & Statutory Fees and contingency	£1,742,977	£1,742,977
Acivico Fees	£99,035	£99,035
EDSI Capitalisation	£55,260	£55,260
<b>Total Project Cost Excluding VAT</b>	£1,897,272	£1,897,272
<b>Funding sources</b>		
<b>Basic Need Allocation (BN)</b>	£1,897,272	£1,897,272
<b>Totals</b>	<b>£1,897,272</b>	<b>£1,897,272</b>

### E2. Evaluation and comment on financial implications:

The current costs for the project are based on the tender report dated 14<sup>th</sup> March 2023. Acivico has completed a validity exercise on pricing in August 2023.

### E3. Approach to optimism bias and provision of contingency

Contingency of £177,789 has been set aside and is included in the total project budget, if required.

### E4. Taxation

*Describe any tax implications and how they will be managed, including VAT*

N/A

**F. PROJECT MANAGEMENT CASE**

*This considers how project delivery plans are robust and realistic*

**F1. Key Project Milestones**

*The summary Project Plan and milestones is attached at G1 below*

	<b>Planned Delivery Dates</b>
Cabinet Approval	<b>October 2023</b>
Main Construction works	<b>November 2023 – April 2024</b>
Practical completion	<b>April 2024</b>

**F2. Achievability**

*Describe how the project can be delivered given the organisational skills and capacity available*

- Scope of work identified as in the project description.
- Extensive site investigation carried out.
- Project programme and costs have been developed.
- Funding is in place.
- Contractor has considerable previous experience.
- Similar projects have been delivered on budget and to time by the project team.

**F3. Dependencies on other projects or activities**

- Landlord Approval has been granted for the project.

**F4. Officer support**

<b>Project Manager:</b>	Baljeet Uppal	Interim Capital Programme Manager
	07730 281 356	<a href="mailto:Baljeet.Uppal@birmingham.gov.uk">Baljeet.Uppal@birmingham.gov.uk</a>
<b>Project Accountant:</b>	Jaspal Madahar	Finance & Resources Manager
	07766922478	<a href="mailto:jaspal.madahar@birmingham.gov.uk">jaspal.madahar@birmingham.gov.uk</a>
<b>Project Sponsor:</b>	Zahid Mahmood	Interim Head of Service, Education Infrastructure
	07860906126	<a href="mailto:zahid.mahmood@birmingham.gov.uk">zahid.mahmood@birmingham.gov.uk</a>

**F5. Project Management**

*Describe how the project will be managed, including the responsible Project Board and who its members are*

See D1

**G. SUPPORTING INFORMATION**

*(Please adapt or replace the formats as appropriate to the project)*

**G1. PROJECT PLAN**

*Detailed Project Plan supporting the key milestones in section F1 above*

1. Cabinet Approval – October 2023
2. Start on site – November 2023
3. Completion – April 2024

**G2. SUMMARY OF RISKS AND ISSUES REGISTER**

*Risks should include Optimism Bias, and risks during the development to FBC*

*Grading of severity and likelihood: High – Significant – Medium – Low*

		Risk after mitigation:	
Risk or issue	Mitigation	Severity	Likelihood
Delayed start date due to approval process	Cabinet Report approval in October in time for a planned start date of November 2023 and completion date of April 2024	High	High
Building costs escalate	A fixed priced contract programme will be provided by the contractor which will be closely managed and monitored by the Project Team.	Low	Medium
Building works fall behind	A detailed construction programme will be provided by the contractor which will be closely managed and monitored by the Project Team.	Medium	Medium
BCC faced with increasing revenue costs	Consequential revenue costs arising including additional staffing, utility costs and any on-going day to day repair and maintenance of the asset will be the responsibility of the school. Any increase in revenue costs will be offset by an increase in income through increased pupil numbers provided by the DfE.	Low	Low

**G3. EXTERNAL FUNDING AND OTHER FINANCIAL DETAILS**

*Description of external funding arrangements and conditions, and other financial details supporting the financial implications in section E1 above (if appropriate)*

N/A

## G4. STAKEHOLDER ANALYSIS

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 F&R	Strategic Overview of DGCF expenditure	High	Approval of Cabinet Member report and expenditure for project.	Strategy not approved	Early Consultation and Regular Briefing on all aspects of Basic Need	BCC / EDI
EDI's Consultant Partners (Acivico)	Design and Delivery	High	To support delivery and programme management.	Unable to design to budget Unable to deliver to timescales	Close working with other stakeholders Regular feedback	BCC/EDI /Acivico
School Leadership Team / Governors	Governing Body Agreement and End Users	High	Compliance with GBA Ongoing Revenue costs for R&M once works complete	N/A	Governing Body Agreement signed and regular project meetings	School Leadership Team/Academy Trust/ Governing Body EDI Project Officer
Pupils	End user	Low	Consultation	Nil	Through school's council	School Leadership Team

**G5. BENEFITS REGISTER**

*For major projects and programmes over £20m, this sets out in more detail the planned benefits. Benefits should be monetised where it is proportionate and possible to do so, to support the calculation of a BCR and NPSV (please adapt this template as appropriate)*

Measure	Annual value	Start date	Impact
<i>List at least one measure associated with <b>each</b> of the outcomes in B1 above</i>			<i>What the estimated impact of the project will be on the measure identified</i>
<b>(A) Monetised benefits:</b>	£		
<b>(B) Other quantified benefits:</b>			
<b>(C) Non-quantified benefits:</b>	n/a		

**Other Attachments**

*provide as appropriate*

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