

Full Business Case (FBC)			
1. General Information			
Directorate	Children and Young People	Portfolio/ Committee	Children, Families and Schools
Project Title	PROVISION OF ADDITIONAL SCHOOL PLACES: ST BARNABAS CE PRIMARY SCHOOL – FULL BUSINESS CASE AND CONTRACT AWARD	Project Code	CA-01903-02-1-169
Project Description	<p>New modular extension to create 3 classrooms; refurbishment of an existing temporary building plus cladding to achieve permanent planning permission; one new build classroom; main hall extension; refurbishment of toilets throughout the School and alterations to reception area, medical room and head teacher's office. The proposed works will enable the School to become fully operational as a 2 Form Entry (FE) accommodating up to 420 pupils.</p> <p>Much of the work involves remodelling internal spaces. However, the new floor areas to be created will be as follows:</p> <ul style="list-style-type: none"> • Modular Extension – 164m² • Hall Extension – 75m² • Classroom Extension – 72m² • Nursery Extension – 18m² <p>St Barnabas CE Primary School is a Voluntary Aided (VA) school with the land and buildings in the ownership of the Diocese of Birmingham. In view of this, project management, including the procurement process, is being undertaken by Derek Evans Partnership LLP (DEP) as the framework provider under the Diocese of Birmingham's framework agreement for project management.</p>		
Links to Corporate and Service Outcomes	<p>Which Corporate and Service outcomes does this project address:</p> <ul style="list-style-type: none"> ▪ Vision and Forward Plan; ▪ A great City to grow up in ▪ Making the best of our diversity ▪ Creating a safe and secure city for our children and young people to learn and grow ▪ Providing an environment where our children have the best start in life ▪ Schools' Capital Programme 2017-18 		
SCHOOLS CAPITAL PROGRAMME 2017-18	Cabinet	Date of Approval	18 th April 2017
Benefits Quantification Impact on Outcomes	<p>Measure</p> <p>The project will enable St Barnabas CE Primary School to expand to become a 2 Form Entry primary school in modern, fit for purpose accommodation.</p>		<p>Impact</p> <p>Raised standards, improved behaviour, staff well-being and reduced turnover, mobility and facilitation of the sharing of good practice. Children and young people will have a safe, warm and dry environment before,</p>

		during and after school hours.	
	Increasing the overall capacity of the school estate by 210 places will help address demographic changes, particularly in relation to cohort growth in Birmingham.	Fulfils the Council's statutory obligations to provide sufficient pupil places.	
	Promoting designs which support Birmingham's Education Vision.	Creating teaching and learning environments that are suitable for delivering the modern day school curriculum.	
Project Deliverables	A new modular extension, refurbishment of an existing temporary building, one new build classroom, hall extension, alterations to reception area and refurbishment of toilets.		
Scope	The proposed works at St Barnabas CE Primary School will create teaching and associated ancillary spaces through the addition of a new modular extension, refurbishment of an existing temporary building and admin areas. This will enable the School to accommodate 420 pupils.		
Scope exclusions	No works outside of this scope will be undertaken.		
Dependencies on other projects or activities	<ul style="list-style-type: none">Placing orders with contractorsObtaining Planning Permission		
Achievability	<ul style="list-style-type: none">Scope of work identifiedSite investigation reports have shown no abnormal site conditionsDevelopment of Programme and costs in progressFunding is in placeAvailability of resources		
Project Manager	Zahid Mahmood 07860 906126	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	
Project Accountant	David England 0121 675 7963	Contracts Manager/Quantity Surveyor, Education Infrastructure david.england@birmingham.gov.uk	
Project Board Members	Jaswinder Didially 07825 117334 David England 0121 675 7963 Zahid Mahmood 07860 906126 Anil Nayyar 0121 675 3570	Head of Education Infrastructure jaswinder.didially@birmingham.gov.uk Contracts Manager/Quantity Surveyor, Education Infrastructure david.england@birmingham.gov.uk Capital Programme Manager, Education Infrastructure zahid.mahmood@birmingham.gov.uk Head of City Finance CYPF anil.nayyar@birmingham.gov.uk	
Head of City Finance (H. o. CF)	Anil Nayyar	Date of H. o. CF Approval:	
Planned Project Start date	June 2017	Planned Date of Technical completion	November 2017

Capital Costs and Funding	2017/18
St Barnabas CE Primary School Voyager Code: CA-01903-02-1-169 <u>Expenditure</u> Implementation costs	
TOTAL PROJECT COST	£1,061,320
<u>Funding sources</u> DFE Basic Need Grant (Stage 5)	£1,061,320
Total	£1,061,320

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	See Private report.
<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
Building costs escalate	Low	Medium	The cost of the buildings would be more than the funding available	EdSI will work closely with the Project Managers and school to monitor the schedule of works and build costs. Value engineering of scheme to reduce costs if needed.
Building works fall behind	Medium	Medium	Deadlines not met	EdSI will work closely with the Project Managers and school to monitor the scheme on site.
BCC faced with increasing revenue costs	Low	Low	Increased pressure on the revenue budget	The School will meet all revenue costs and day to day repair and maintenance of additional space from their delegated budget share
School converts to Academy	Low	High	New Academy may not agree to the proposed capital works and have a legal right to reject the proposals	No current plans for the school to convert and projected timescales suggest that the proposed works will be completed before any conversion could take place.

Appendix C

STAKEHOLDER ANALYSIS

Cabinet Member for Children, Schools and Families
Cabinet Member for Value for Money and Efficiency
Head Teacher
School Leadership team
Planning Officers
Pupils
Parents
School Governors
Education Infrastructure
Project Management Co.
Contractors
Executive Member and Ward Councillors
Residents

DEGREE OF INFLUENCE

High influence

Low influence

<ul style="list-style-type: none">• Cabinet Members for C,S, & F and VfM and E• Education Infrastructure• Project Management Co.• Contractors• School Leadership Team (including Governors and Head Teacher)• Executive Member and Ward Councillors• Planning Officers• Residents	<ul style="list-style-type: none">• Parents• Pupils

Low importance

Stakeholder	Stake in project	Potential impact on project	What does the project expect from stakeholder	Perceived attitudes and/or risks	Stakeholder management strategy	Responsibility
Project Management Company / Contractors	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	Project Management Company, Contractors and Education Infrastructure Project Officer
Planning Officers	Granting Planning Consent	High	Close Liaison with EdSI to design a scheme that can receive planning approval	Concerns about scheme and impact on traffic	Frequent communication on all aspects of project design	EDSI Project Officer
Education Infrastructure	Oversee design and delivery	High	Project Management	Concerns between end user and contractor	Regular liaison with contractor and SLT/project meetings to ensure end product meets requirements.	Education Infrastructure Project Officer
School Leadership Team (SLT) / Governors/ Head Teacher	End Users delivering high quality education	High	Ongoing involvement in the design meetings and revenue costs for R&M once build complete	End users feel that the building is not suitable for educational use	Regular project meetings and ensuring that end users views are incorporated in design process	School Leadership Team / Governing Body Education Infrastructure Project Officer
Pupils/Parents/ Residents	End user	Low	Consultation	Objection to scheme	Through school's communication and statutory processes	School Leadership Team
Executive Members and Ward Councillors	Knowledge of other development s 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	Education Infrastructure Project Officer Governors/ School Leadership Team

Appendix D MILESTONE DATES and RESOURCES

Planning Application submitted	14 th April 2017
Schools' Capital Programme 2017-18 – Approved at Cabinet	18 th April 2017
Tender drawings and documentation	24 th April 2017
Tender documents issued	From 28 th April
Tenders returned and contractor appointed	From 20 th June 2017
FBC and Contract Award – Approval at Cabinet	27 th June 2017
Planning Approval	June 2017
Orders placed with contractor	From July 2017
Commencement of works	24 th July 2017
Completion of works	September to November 2017
Post Implementation Review	September to November 2018

STATEMENT OF RESOURCES REQUIRED

People	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)	IT infrastructure in refurbished accommodation	

PROGRAMME TEAM

Name	Designation	Telephone
Zahid Mahmood	Capital Programme Manager, Education Infrastructure	07860 906126
Jaswinder Didially	Head of Education Infrastructure	07825 117334
David England	Contracts Manager/Quantity Surveyor, Education Infrastructure	0121 675 7963