

FULL BUSINESS CASE (FBC)

A. GENERAL INFORMATION

A1. General

Project Title <i>(as per Voyager)</i>	MINWORTH JUNIOR & INFANTS SCHOOL- APPROVAL FOR CAPITAL WORKS TO REPLACE DELAPIDATED EARLY YEARS AND KS1 TERRAPIN CLASSROOMS		
Voyager code			
Portfolio /Committee	Education, Skills & Culture	Directorate	Children & Families
Approved by Project Sponsor	Jaswinder Didially	Approved by Finance Business Partner	Clare Sandland

A2. Outline Business Case approval *(Date and approving body)*

Cabinet Report 26th April 2022 – Schools Capital Programme – School Condition Allocation, Basic Need Allocation 2022-23 + Future Years

A3. Project Description

The project includes the demolition of three existing terrapin classrooms and the development and construction of one single storey building to replace them, providing suitable teaching and ancillary space for the school's Reception and KS1 year groups.

A4. Scope

This scheme involves works as described in the above project description

A5. Scope exclusions

No works outside this scope will be undertaken

B. STRATEGIC CASE

This sets out the case for change and the project's fit to the Council Plan objectives

B1. Project objectives and outcomes

The case for change including the contribution to Council Plan objectives and outcomes

- Birmingham is an aspirational city to grow up in
- Birmingham is a great city to live in
- Birmingham is an entrepreneurial city to learn, work and invest in
- Enjoy and achieve by attending school;
- Schools Capital Programme
- Compliance with the requirement of the 'Birmingham Business Charter for Social Responsibility'.

B2. Project Deliverables

These are the outputs from the project eg a new building with 249m2 of internal space, 0m of new road, etc

Create sufficient pupil accommodation to replace dilapidated terrapin classrooms. External play space will also be reconfigured to align with appropriate needs for the age range of the classroom provision being provided. Specific components of the project are as follows:

- New building with 249m2 of internal space

B3. Project Benefits

These are the social benefits and outcomes from the project, eg additional school places or economic benefits.

Measure	Impact
<i>List at least one measure associated with each 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 (eg for economic and transportation benefits)</i>
The students will be taught in modern fit for purpose 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 in a safe, warm and dry space.
The project delivers new 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.
Designs are produced which support Birmingham's Education Vision.	Creating teaching and learning environments that are suitable for delivering education.

B4. Benefits Realisation Plan

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

Project will be overseen by the Local Authority's Education Infrastructure Capital Team with active support from stakeholders including the School's Headteacher and Business Manager. These teams will work together, alongside Acivico Ltd throughout the duration of the project development and delivery to ensure that project deliverables are achieved.

- Regular 2 – 4 weekly meetings reporting on progress against pre-agreed KPIs held with the contractor and Technical Advisor, Acivico Ltd.
- Programme monitored and developed to ensure that required timescales are achieved.
- Scheme costs assessed, developed and monitored
- Appropriate surveys have been commissioned to confirm the works are achievable and all aspects have been considered.
- The School's staff are proactively working with the project to support on educational continuity for the children for the last 7 weeks of summer term when the planned project will be underway. The local church minister of the Church, which is adjacent to the school site, is supportive in providing hall space for a teaching class for 7 weeks. This is being managed by the school in terms of dates and Safeguarding.

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.

- The option of doing nothing would mean the City Council failing to meet its statutory obligation to ensure that there are sufficient pupil places, promote diversity, increase parental choice and ensure that schools buildings are safe, warm and dry to modern regulatory standards.
- Refurbishments to the terrapin huts would not be an efficient use of public funds and would only prolong their life by 5-8 years.
- The recommended option is to demolish the existing buildings and build one replacement building to provide a fit for purpose and fully inclusive facility.

C2. Evaluation of key risks and issues

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

- To ensure Birmingham City Council meets its statutory obligations by providing sufficient capacity and condition of building for educating children.
- Working in a live school building and ensuring Health & Safety is maintained. Acivico has many years' experience at delivering modular building projects of this nature and will manage and co-ordinate the works with the principal contractor, overseen by the Local Authority. The majority of the invasive work will take place during the summer shut down.
- A project risk register will be maintained.

C3. Other impacts of the preferred option

Describe other significant impacts, both positive and negative

- Facilities will provide appropriate accommodation that is fit-for-purpose and meets the education standards for 21st Century teaching provision.
- Sufficient accommodation will be available to enable Minworth Junior and Infants School to continue to meet its PAN requirements for the coming years with excellent quality provision.

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 by Project Team as follows:

- Client for the Project is Birmingham City Council
- Technical Advisor role provided by Acivico Ltd who will project manage the planned works and will provide Quantity Surveying and Principal Design Services.
- End User will be Minworth Junior and Infant School
- Procurement process was completed by Acivico Ltd via the Constructing West Midlands (CWM2) Framework, and recommendation made for appointment of contractors.
- The recommended contractor is Interclass Plc.

Project will be managed by personnel identified above and End User throughout the duration of the project development and delivery to ensure that project deliverables are achieved.

- Project deliverables established and being developed with End User.
- Regular 2 – 4 weekly meetings held with Project Team.
- Engagement meetings held with End User.
- Programme monitored and developed to ensure that required timescales are achieved.
- Scheme costs assessed, developed and monitored.

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- Surveys of site have been carried out to confirm programme and costs and any site constraints.

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 for this project is to use the Constructing West Midlands 2 Framework Agreement (Lot 1) (projects valued between £250,000 and £5m).

D3. Staffing and TUPE implications:

None

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Capital Costs & Funding	Voyager Code	Totals	
		2022/3	
Expenditure Minworth Junior and Infants School	CA-02073-02-2-435		
Construction costs, incl. Surveys, Investigations, & Statutory Fees		£1,038,750	£1,038,750
Professional Fees		£50,000	£50,000
EdI Fees (3% of Construction Costs & Professional Fees)		£32,663	£32,663
Totals		£1,121,413	£1,121,413
Funding sources	CA-02073-02-2-435		
School Condition Allocation		£1,121,413	£1,121,413
Totals			£1,121,413

E2. Evaluation and comment on financial implications:

The project will cost £1.121m.

The costs are being met from School Condition Allocation.

Due to the challenging timescales for the project to meet the new school academic year, a Pre- Construction Services Agreement (PCSA) for the value of £172,777 has been entered into with Interclass Plc to commence the detailed design and to place orders with their sub-contractors to provide a firm commitment. This covers RIBA stages 0-4. This was approved under Chief Officer delegated authority by the Director of Children and Families on 31st March 2022 date. Should Cabinet Approval not be obtained, the PCSA costs are abortive costs.

E3. Approach to optimism bias and provision of contingency

A contingency sum of up to £80,000 has been included in the overall project costs to cover any unforeseen circumstances during the construction period.

E4. Taxation

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

There are no anticipated adverse VAT implications for the City Council in this scheme as the maintenance of highways is a statutory function of the City Council such that any VAT paid to contractors is reclaimable.

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

Cabinet Approval

June 2022

Main Construction works

June 2022

Practical completion including external works

October 2022

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.
- Site investigation reports have been commissioned.
- Project programme and costs have been developed.
- Funding is in place.
- Contractors have considerable previous experience.
- Availability of resources confirmed by tendering contractors.

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F3. Dependencies on other projects or activities		
<ul style="list-style-type: none"> Placing orders with Contractor. 		
F4. Officer support		
Project Manager:	Zahid Mahmood 07860906126	Capital Programme Manager, Education Infrastructure zahid.mahmood@birmingham.gov.uk
Project Accountant:	Jaspal Madahar 07766922478	Finance & Resources Manager jaspal.madahar@birmingham.gov.uk
Project Sponsor:	Jaswinder Didially 07825 117334	Head of Education Infrastructure jaswinder.didially@birmingham.gov.uk
F5. Project Management		
<i>Describe how the project will be managed, including the responsible Project Board and who its members are</i>		
As per 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. Contractor allocation – 31/01/2022
2. Cabinet approval – 07/06/2022
3. Start on site – 14/06/2022
4. School children return and classrooms in use- 07/09/2022
5. Building Completion – 16/09/2022
6. Practical Completion of externals- October 2022

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 or issue	Mitigation	Risk after mitigation:	
		Severity	Likelihood
Covid- Though there are no current government restrictions in place, the impact to contractors on site could delay the works and affect an already tight programme.	Monitor guidelines and information from construction industry bodies. Regular communication with contractor partners.	Medium	Medium
Building works fall behind	The Design Team will closely monitor schemes on site and liaise with Contractor Partners to identify action required.	Medium	Medium
Unknowns are found on site e.g. groundworks uncover issues which delay works.	The Design Team will closely monitor schemes on site and liaise with Contractor Partners to identify action required.	Low	Medium
Long lead in times for material supplies. Although contractor takes the price risk with fixed	Technical/ Design Team monitor the market and regular updates on lead times from the main contractor.	Medium	Medium

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costs, long lead in times and impact to costs could risk insolvencies within the supply chain which impact the programme.			
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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)

School Condition Allocation.

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	Ratification of BCC approach to SCA	Strategy not approved	Early Consultation and Regular Briefing on all aspects of Special Provision	BCC / EDI
Acivico	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	BCC/EDI/ Acivico
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/ Parents/ Carers	End user	Low	Consultation	Nil	Through school's 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
Local residents and neighbouring properties	Local community	Low	Consultation with community and support for project. Respect in terms of set hours of	Objections from local residents	Through school's council	School Leadership Team

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			working for contractors to minimise impact on neighbouring properties to the school.			
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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 each of the outcomes in B1 above</i>			<i>What the estimated impact of the project will be on the measure identified</i>
(A) Monetised benefits:	£		
(B) Other quantified benefits:			
(C) Non-quantified benefits:	n/a		

Other Attachments

provide as appropriate

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