

## Appendix 3

PROJECT DEFINITION DOCUMENT (PDD)																					
1. General Information																					
Directorate	Children & Young People	Portfolio/Committee	Children's Services																		
Project Title	Additional Places Programme – Basic Need Allocation 2019-20 + FUTURE YEARS	Project Code																			
Project Description	Department for Education (DfE) Basic Need (BN) grant and Special Provision Funding Allocation (SPFA) is awarded to the Local Authority (LA) for the purposes of providing additional mainstream and special school places. This is in order to meet the Council's statutory obligation to provide sufficient school places. The capital projects range from remodelling of existing accommodation, new build extensions and whole new build schools. The 2019-20 + Future Years programme will address the additional places requirements for September 2019 onwards as identified in the <b>Pupil Place Planning Requirements 2018/19 to 2024/25</b> document (Appendix 4).																				
	<u>Additional Primary Places</u> The Additional Primary Places programme started in September 2010 in Birmingham. By September 2019 16,944 additional primary places will have been provided across mainstream schools. Reception numbers are now showing a forecast of decline. This means that in the coming years there may be a significant number of surplus places in some areas of the city which will need to be carefully managed.  Going forwards the emphasis in primary will be to adjust supply to meet future reductions in demand. The process of removing places declared as 'surplus to requirements' will need to take place in some areas. This is called decommissioning and our approach is set out below:  When deciding whether places are surplus we will need to: <ul style="list-style-type: none"><li>• Determine which places are unfilled or 'available'</li><li>• Define how many places are surplus to requirements – will they be needed in the future?</li><li>• Decide how the surplus space will be managed – this could include removal of poorer assets where possible or reconfiguration of space to provide specialist or SEND provision</li></ul>																				
	<b>Number of Reception places (Forms of Entre (FE)) to be decommissioned (1FE=30 places)</b>																				
	<table><tr><th>Birth Year</th><th>2014/15</th><th>2015/16</th><th>2016/17</th><th>2017/18<sub>1</sub></th><th>Total FE</th></tr><tr><th>Reception entry year</th><th>2019</th><th>2020</th><th>2021</th><th>2022</th><td></td></tr><tr><th>Number of estimate FEs</th><td>0-2</td><td>2</td><td>9.5</td><td>3.5</td><td>&lt;17</td></tr></table>			Birth Year	2014/15	2015/16	2016/17	2017/18 <sub>1</sub>	Total FE	Reception entry year	2019	2020	2021	2022		Number of estimate FEs	0-2	2	9.5	3.5	<17
	Birth Year	2014/15	2015/16	2016/17	2017/18 <sub>1</sub>	Total FE															
Reception entry year	2019	2020	2021	2022																	
Number of estimate FEs	0-2	2	9.5	3.5	<17																
Full details and maps available in School Place Planning Requirements pages 18 - 22																					
The impact on the school's future financial viability is also a consideration. A full decommissioning strategy will be developed and will be shared with Cabinet Member in due course.																					
<u>Additional Secondary Places</u> The Additional Secondary Places programme started in September 2014 in Birmingham. By 2019, 1405 additional secondary places will have been																					

provided through capital schemes across mainstream schools. Year 7 numbers are now showing a significant forecast increase. This means that additional places are required across the city from 2018/19 onwards. The plan is to increase capacity through bulge classes in the first instance to meet immediate need. Further temporary and permanent expansions will be planned to meet need in future years.

Our strategy in Birmingham to meet Basic Need is set out in the Pupil Place Planning Requirements (Appendix 4- page 39) document and has 4 key strands:

1. Make optimum use of existing space, buildings and sites to provide sufficient, suitable, high quality additional places where needed
2. Work with all schools, academies and new schools to meet Basic Need through co-ordinated expansion plans
3. Allocate annual Basic Need Capital investment effectively and efficiently to areas where basic need requirements can only be met through either re-modelling, refurbishment or new-build projects, ensuring that the needs of our most vulnerable young people are prioritised and capital projects make best use of existing resources
4. Identify alternative funding sources and models to deliver requirements including S106, school contributions, bidding opportunities, Local Co-ordinated Voluntary Aided Programme (LCVAP), Community Infrastructure Levy, future Basic Need allocations, diversion of other capital funding

#### Number of additional Year 7 places required

District	Year 7 entry year and no. of Forms of Entry (FEs) (1FE = 30 pupils)					
	2019	2020	2021	2022	2023	Total
Edgbaston					1	1
Erdington	3			3.5	2	8.5
Hall Green	6	2 <sub>1</sub>		3.5 <sub>1</sub>	1	12.5
Hodge Hill	9			5	0.5	14.5
Ladywood	2	2				4
Northfield		2				2
Perry Barr				2 <sub>1</sub>		2
Selly Oak		2		4		6
Sutton Coldfield				1		1
Yardley	4	3 <sub>1</sub>				7
<b>Total</b>	<b>24</b>	<b>11</b>	<b>0</b>	<b>19</b>	<b>4.5</b>	<b>58.5</b>

*Full details and maps available in School Place Planning Requirements pages 24 - 29*

#### Additional Special School Places

Since 2012, we have created over 750 additional SEN places using the Basic Need allocation. However in March 2017, the Government committed £215 million of capital funding from 2018 to 2021 to help local authorities create new school places and improve existing facilities for children and young people with SEN and disabilities.

Birmingham's allocation is a total of £7,253k from 2018 to 2022. This capital funding is not ring-fenced and local authorities can use it as they see fit to

improve special provision for children and young people with education, health and care (EHC) plans. This funding can be invested in mainstream schools and academies, special units, special schools and academies, early years settings, and further education colleges, or to make other provision for children and young people aged from 0 to 25. SEND capital programme will be developed in line with the funding criteria.

#### Commissioning of places

Identification of schools to expand will be either through an Expression of Interest process where schools come forward to offer additional places or through a targeted approach where LA officers will identify schools in the right locality. In either case the only the schools meeting the following criteria will be considered for expansion:

1. Location in relation to Basic Need
2. School leadership and governance – it is expected that schools that expand will be Outstanding or Good and have a strong governance practice in place.
3. The capacity of the school to provide suitable accommodation on the site – this could be within existing space internally or externally and within planning / buildability constraints.
4. Popularity of the school – whilst this is not a driver for expansion it is important that we recognise parental preference.
5. Potential of the expansion to create overprovision or reduce diversity of provision in an area – this would be unwelcomed.

It may be necessary to carry out early feasibilities and enabling works, including temporary classrooms, prior to developing a scheme to a Full Business Case approval.

If existing schools cannot be expanded, it may become necessary for the Council to establish new schools through the presumption Free School route to meet any gaps in provision for both mainstream and special provision.

#### Procurement

Capital works identified will be carried out either using existing approved contractor framework partners, which will be project managed by Acivico, or where schools meet the funding criteria, then the school may procure independently. However, schools will be required to sign up to the Conditions of Grant Aid (CoGA) and, for schemes over £1m, the Birmingham Business Charter for Social Responsibility (BBC4SR).

#### Future Governance and reporting back

Projects will be subject to approval through the Council's gateway processes, utilising a programme approach where appropriate.

A regular update for projects and programme over £20m will be presented to the Capital Board and an annual Cabinet report updating Cabinet on progress on delivery and outcomes as well as to seek approval for future funding.

<b>Links to Corporate and Service Outcomes</b>	Projects have been developed and delivered to maximise alignment with local priorities, in particular to impact on developing skills, employment opportunities, public health and community cohesion. Works will contribute to the Council Business Plan and Budget 2019+, particularly 'A Prosperous City', by ensuring the provision of school places enabling children to benefit from education through investment at a neighbourhood school. All contractors selected to deliver City-wide school condition projects (including school led programmes over £1m) will be required to sign up to the principles of the Birmingham Business Charter for Social Responsibility (BBC4SR) prior to works orders being placed..
--	---

<b>Project Benefits</b>	The benefit of expanding these schools will enable Birmingham City Council to meet its statutory obligation under the Education Act 1996 to provide special, primary and secondary pupil places to all of its school-age resident children. The consequences of the City Council not meeting this duty are serious and would involve considerable financial costs. This project will ensure that quality places will be available for local children thus contributing to the safeguarding agenda..	
<b>Project Deliverables</b>	Provision of additional special, primary and secondary pupil places across various districts.	
<b>Key Project Milestones</b>		<b>Planned Delivery Dates</b>
<i>PDD approval by Cabinet</i>		<i>26<sup>th</sup> March 2019</i>
<i>FBC/Contract Awards approval by Cabinet</i>		<i>26<sup>th</sup> March 2019 onwards</i>
<i>Planned programme of works commence</i>		<i>May 2019 onwards</i>
<i>Post Implementation review</i>		<i>August 2020 onwards</i>
<b>Dependencies on other projects or activities</b>	<ul style="list-style-type: none"> <li>• Planning permission may be required.</li> <li>• If schools have listed status consultation with English Heritage and BCC's Conservation team may be required.</li> <li>• Placing orders with contractor/s from April 2019 onwards</li> <li>• Completion of statutory consultation to increase capacity</li> <li>• Confirmation of appropriate schools across various districts</li> <li>• Scope of work identified</li> <li>• Programme and costs developed</li> <li>• The chosen contractors will be required to adhere to the principles of the Birmingham Business Charter for Social Responsibility.</li> </ul>	
<b>Achievability</b>	<ul style="list-style-type: none"> <li>• Schools in scope for expansion are identified</li> <li>• Programme and costs have been developed where possible</li> <li>• Funding strategy is in place</li> <li>• Client liaison between EdI and Acivico is taking place weekly to ensure work is instructed, monitored and delivered on time</li> <li>• Project officers from the EdI team will oversee the delivery of the projects in consultation with key stakeholders i.e. Acivico, contractors, schools, surveyors and other property professionals.</li> <li>• The team is extremely experienced in managing expansion project</li> </ul>	
<b>Project Manager</b>	Zahid Mahmood, Capital Programme Manager 0121 464 9855, <a href="mailto:zahid.mahmood@birmingham.gov.uk">zahid.mahmood@birmingham.gov.uk</a>	

<b>Project Accountant</b>	Nadia Majid, Lead Contracts Manager – Education Infrastructure 0121 464 3102, <a href="mailto:nadia.majid@birmingham.gov.uk">nadia.majid@birmingham.gov.uk</a>
<b>Project Sponsor</b>	Jaswinder Didially, Head of Education Infrastructure 0121 675 0228, <a href="mailto:jaswinder.didially@birmingham.gov.uk">jaswinder.didially@birmingham.gov.uk</a>
<b>Proposed Project Board Members</b>	Jaswinder Didially, Head of Education Infrastructure 0121 675 0228, <a href="mailto:jaswinder.didially@birmingham.gov.uk">jaswinder.didially@birmingham.gov.uk</a> Zahid Mahmood, Capital Programme Manager 0121 464 9855, <a href="mailto:zahid.mahmood@birmingham.gov.uk">zahid.mahmood@birmingham.gov.uk</a> Paul Stevenson, Head of City Finance CYP 0121 675 3570,

<b>Head of City Finance (HoCF)</b>	<i>Paul X Stevenson</i>	<b>Date of HoCF Approval</b>	<b>xx/xx/xx</b>
<i>Other Mandatory Information</i>			
• <b>Has project budget been set up on Voyager?</b>			Yes
• <b>Issues and Risks updated</b> <i>(Please attach a copy to the PDD and on Voyager)</i>			Yes

## 2. Options Appraisal Records

<b>Option 1</b>	Create additional places in temporary accommodation
<b>Information Considered</b>	<p>What information was considered in making the decision</p> <ul style="list-style-type: none"> <li>• Best use of DfE non ring-fenced Basic Need and School Condition grants in investing in quality spaces</li> <li>• Planning Guidance</li> <li>• Ofsted safeguarding principles</li> <li>• Delivery of quality places</li> </ul>
<b>Pros and Cons of Option</b>	<p>What were the advantages/positive aspects of this option?</p> <ul style="list-style-type: none"> <li>• Less cost to BCC</li> <li>• Easier to deliver than permanent build</li> <li>• Faster to procure</li> <li>• Meets BCC statutory obligation to provide places</li> <li>• Can be removed once demand reduces</li> </ul> <p>What are the disadvantages/negative aspects of this option?</p> <ul style="list-style-type: none"> <li>• Safeguarding risks increase as temporary buildings tend to be standalone away from the main building</li> <li>• Governing body/parental resistance to temporary accommodation</li> <li>• Planning approval will not be given for more than 3 years following which units would need to be removed</li> <li>• Isolation from main school</li> <li>• Does not improve the school environment</li> </ul>
<b>People Consulted</b>	Head Teachers, School Governors, DfE, Acivico consultants, contractor partners
<b>Recommendation</b>	Proceed or Abandon this Option? <i>Proceed in certain circumstances where provision is required for short period</i>

<b>Principal Reason for Decision</b>	Suitable where short term solution is required.
<b>Option 2</b>	To increase class sizes
<b>Information Considered</b>	<p>What information was considered in making the decision?</p> <ul style="list-style-type: none"> <li>• Class size legislation</li> <li>• Best use of DfE un-ring-fenced Basic Need Funding</li> <li>• Ofsted safeguarding principles</li> <li>• Teacher/HT/Governor associations</li> <li>• Delivery of quality places</li> </ul>
<b>Pros and Cons of Option</b>	<p>What were the advantages/positive aspects of this option?</p> <ul style="list-style-type: none"> <li>• Less cost to BCC</li> <li>• Faster to implement</li> </ul> <p>What are the disadvantages/negative aspects of this option?</p> <ul style="list-style-type: none"> <li>• Does not guarantee to meet BCC statutory obligation for provision of places</li> <li>• Not best use of DfE un-ring-fenced Basic Need</li> <li>• Infant class size legislation requires no more than 30 pupils to be taught by one teacher.</li> <li>• Admissions authority would have to employ additional teachers at significant cost.</li> <li>• Safeguarding risks increase</li> <li>• Governing body/parental/Teaching Associations resistance to increased class sizes</li> <li>• Increased Health &amp; Safety issues due to potential overcrowding</li> <li>• Negative impact on standards</li> <li>• Negative impact on applications for places</li> </ul>
<b>People Consulted</b>	Head Teachers, School Governors, DfE, Acivico consultants, contractor partners
<b>Recommendation</b>	Proceed or Abandon this Option? <i>Abandon</i>
<b>Principal Reason for Decision</b>	Class size legislation, Trade Union/Professional Association and parental concerns will lead to negative impact on school and reduction in applications

<b>Option 3</b>	To provide permanent new build and remodelled accommodation
<b>Information Considered</b>	<p>What information was considered in making the decision</p> <ul style="list-style-type: none"> <li>• Best use of DfE un-ring-fenced Basic Need funding</li> <li>• Planning Guidance</li> <li>• Ofsted safeguarding principles</li> <li>• Delivery of high quality places</li> </ul>
<b>Pros and Cons of Option</b>	<p>What were the advantages/positive aspects of this option?</p> <ul style="list-style-type: none"> <li>• Best use of DfE Basic Need funding</li> <li>• School and community (parental and wider) buy in</li> <li>• Delivers quality places</li> <li>• Will meet timescale using CWM Framework</li> </ul>



	<ul style="list-style-type: none"> <li>Complies with safeguarding principles</li> </ul> <p>What are the disadvantages/negative aspects of this option?</p> <ul style="list-style-type: none"> <li>Funding requirement</li> <li>Possible disruption to school and community while build takes place</li> </ul>
<b>People Consulted</b>	Head Teachers, School Governors, DfE, Acivico consultants, contractor partners
<b>Recommendation</b>	Proceed or Abandon this Option? <i>Proceed where provision is required in the long term</i>
<b>Principal Reason for Decision</b>	Best use of DfE Basic Need funding where long term solution is required.

<b>3. Summary of Options Appraisal – Price/Quality Matrix</b>							
Ratings from 1 (lowest) - 10 (highest)	Options			Weighting	Weighted Score		
Criteria	1	2	3		1	2	3
Total Capital Cost	5	10	3	25	125	250	75
Full Year Revenue Consequences	1	5	10	5	5	25	50
<b>Quality Evaluation Criteria</b>							
1) Programme allows occupation by Sep 2019-20	10	10	10	20	200	200	200
2) Effectiveness: allows delivery of quality education	1	3	10	20	20	60	200
3) Functionality : meets service delivery and service user requirements and delivers quality places	1	2	10	20	20	40	200
4) Achievable : will meet statutory responsibility on school places	10	2	10	10	100	20	100
<b>Total</b>				<b>100%</b>	470	595	825

<b>4. Option Recommended</b>	<p>Which option, from those listed in the Options Appraisal Records above, is recommended and the key reasons for this decision.</p> <p>Option 3 to build new and remodel existing accommodation in order to expand existing school sites to meet BCC basic need of additional special, primary and secondary places.</p> <p>Reasons :</p> <ul style="list-style-type: none"> <li>Best use of Government Grant available</li> <li>Will allow schools to meet requirements for additional places</li> <li>Can be delivered within time scales using CWM Framework</li> <li>Will meet BCC statutory obligations and provide a local place for local children.</li> </ul>
------------------------------	--

<b>5. Capital Costs &amp; Funding</b>	<b>Voyager Code</b>	<b>Financial Year 2019/20</b>	<b>Financial Year 2020/21</b>	<b>Financial Year 2021/22</b>	<b>Totals</b>
<b>Expenditure</b>					
Development Funding to proceed to Full Business Case		£3,000k	£2,000k	£3,000k	£8,000k
Implementation Cost BN		£43,264k	£19,904k	£46,861k	£110,029k
Implementation Cost SPFA		£2,000k	£5,253K	£0	£7,253k
<b>Totals</b>		£46,264k	£21,904k	£49,861k	£125,282k
<b>Funding</b>					
BN Grant SPFA		£48,264k	£25,157k	£49,861k	£125,282k
<b>Totals</b>		£48,264k	£25,157k	£49,861k	£125,282k

<b>6. Project Development Requirements/Information</b>	
<b>Products required to produce Full Business Case</b>	<p>The work includes:</p> <ul style="list-style-type: none"> <li>• Selection of school</li> <li>• A range of detailed surveys, many of which are intrusive</li> <li>• Extensive feasibility work in preparing and agreeing schemes with the Client and each school end user</li> <li>• Scheme design and specification by all disciplines to a stage where Planning and Building Regulations applications can be submitted including payment of their fees</li> <li>• Detailed design</li> <li>• Specification,</li> <li>• Project planning</li> <li>• Procurement to a stage where contracts can be entered into and the scheme built.</li> </ul>
<b>Estimated time to complete project development</b>	Up to 3 months to complete all programmes to stage D design and obtain target costs for schemes. FBC's will then be provided for final programme.
<b>Estimated cost to complete project development</b>	Development of proposals to FBC/Contract Award stage by Edl and Acivico are estimated at £5,000,000. These costs will be incurred in progressing each scheme to stage D, development of design and cost plan, after which contracts can be entered into and construction can begin.
<b>Funding of development costs</b>	DfE Basic Need Grant



<b>Planned FBC date</b>	April 2019 onwards	<b>Planned date for Technical Completion</b>	August 2020 onwards
-------------------------	--------------------	--	---------------------

