

Appendix 4

PROJECT DEFINITION DOCUMENT (PDD)			
1. General Information			
Directorate	<i>Education & Skills</i>	Portfolio/Committee	<i>Education and Early Years</i>
Project Title	Additional Places Programme – High Needs Provision Allocation 2022-23+ Future Years	Project Code	
Project Description	<p>The High Needs Provision Capital Allocations (HNPCA) were announced by the Department of Education (Dfe) in March 2021 and has been allocated to local authorities (LAs) to support the provision of places for pupils with special educational needs and disabilities (SEND) and those pupils requiring alternative provision (AP). Birmingham was allocated £6.500m in 2021/22. The allocations announced for 2022/23 and 2023/24 are £14.097m and £13.175m respectively.</p> <p>This funding is mainly intended to meet the additional capital needs associated with new places for young people with complex needs, or who have Education, Health and Care plans (EHCPs). However, it can also be used to support SEND pupils without an EHCP where an LA considers this appropriate (for example to improve accessibility within mainstream schools). This funding is also intended to help local authorities create new places and improve existing provision for children who require alternative provision (including children in AP settings without an EHCP).</p> <p>Local authorities may also combine their HNPCA with other sources of capital funding to tackle larger projects.</p> <p>The Dfe is encouraging local authorities to spend this funding in ways that increase the number of places available for pupils and students with high needs and/or adapt and improve facilities to expand their use or make available to a wider range of needs.</p> <p><u>Future Governance and reporting back</u> 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.</p>		

Links to Corporate and Service Outcomes	Projects will be 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 2022+, particularly 'A Prosperous City', by ensuring the provision of school places enabling children to benefit from education through investment at a neighbourhood school. Compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR) is a mandatory requirement that will form part of the conditions of any contract above the works procurement threshold of £4,337,447 in accordance with the social value policy. Where a grant is issued, the Conditions of Grant Aid will require the school to be certified to the BBC4SR and provide commitments relevant and proportionate to the value of any contract above the procurement threshold of £177,897 to be delivered by the successful tenderer.
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Project Benefits	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 and reputational costs. This project will ensure that quality places will be available for local children thus contributing to the safeguarding agenda.
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Project Deliverables	Provision of additional special and secondary pupil places across various districts.
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Key Project Milestones	Planned Delivery Dates
PDD approval by Cabinet	26 th April 2022
FBC/Contract Awards approval by Cabinet	1 st June 2022 onwards
Planned programme of works commences	1 st June 2022 onwards
Post Implementation review	Throughout 2022/23

Dependencies on other projects or activities	<ul style="list-style-type: none"> • Planning permission may be required. • If schools have listed status consultation with English Heritage and BCC's Conservation team may be required. • Placing orders with contractor/s from June 2022 onwards • Completion of statutory consultation to increase capacity • Confirmation of appropriate schools across various districts • Scope of work identified • Programme and costs developed
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Achievability	<ul style="list-style-type: none"> • Schools in scope for expansion are identified • Programme and costs have been developed where possible • Funding strategy is in place • Client liaison between EdI and Acivico is taking place weekly to ensure work is instructed, monitored and delivered on time • 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. • The team is extremely experienced in managing expansion
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Head of City Finance (HoCF)		Date of HoCF Approval	
<i>Other Mandatory Information</i>			
• Has project budget been set up on Voyager?			Yes
• Issues and Risks updated <i>(Please attach a copy to the PDD and on Voyager)</i>			Yes

2. Options Appraisal Records

Option 1	Create additional places in temporary accommodation
Information Considered	What information was considered in making the decision <ul style="list-style-type: none"> • Best use of DfE non ring-fenced Basic Need and High Needs Provision grants in investing in quality spaces • Planning Guidance • Ofsted safeguarding principles • Delivery of quality places

Project Manager	Zahid Mahmood, Capital Programme Manager 0121 464 9855, zahid.mahmood@birmingham.gov.uk
Project Accountant	Jaspal Madahar, Finance & Resources Manager – Education Infrastructure 0121 303 3251, jaspal.madahar@birmingham.gov.uk
Project Sponsor	Jaswinder Didiyally, Head of Education Infrastructure 0121 675 0228, jaswinder.didiyally@birmingham.gov.uk
Proposed Project Board Members	Jaswinder Didiyally, Head of Education Infrastructure 0121 675 0228, jaswinder.didiyally@birmingham.gov.uk Zahid Mahmood, Capital Programme Manager 0121 464 9855, zahid.mahmood@birmingham.gov.uk Clare Sandland, Head of City Finance CYP 0121 675 3570, Clare.sandland@birmingham.gov.uk

Pros and Cons of Option	What were the advantages/positive aspects of this option? <ul style="list-style-type: none"> • Less cost to BCC • Easier to deliver than permanent build • Faster to deliver • Meets BCC statutory obligation to provide places • Can be removed once demand reduces What are the disadvantages/negative aspects of this option? <ul style="list-style-type: none"> • Safeguarding risks increase as temporary buildings tend to be standalone away from the main building • Governing body/parental resistance to temporary accommodation • Planning approval will not be given for more than 3 years following which units would need to be removed • Isolation from main school
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	<ul style="list-style-type: none"> Does not improve the school environment
People Consulted	Head Teachers, School Governors, DfE, Acivico consultants, contractor partners
Recommendation	Proceed or Abandon this Option? <i>Proceed in certain circumstances where provision is required for short period</i>
Principal Reason for Decision	Suitable where short term solution is required.

Option 2	To increase class sizes
Information Considered	<p>What information was considered in making the decision?</p> <ul style="list-style-type: none"> Class size legislation Best use of DfE un-ring-fenced High Needs Provision Grant. Ofsted safeguarding principles Teacher/HT/Governor associations Delivery of quality places
Pros and Cons of Option	<p>What were the advantages/positive aspects of this option?</p> <ul style="list-style-type: none"> Less cost to BCC Faster to implement <p>What are the disadvantages/negative aspects of this option?</p> <ul style="list-style-type: none"> Does not guarantee to meet BCC statutory obligation for provision of places Not best use of DfE un-ring-fenced High Needs Provision Grant Infant class size legislation requires no more than 30 pupils to be taught by one teacher in Key Stage 1 classes. Admissions authority would have to employ additional teachers at significant cost. Safeguarding risks increase Governing body/parental/Teaching Associations resistance to increased class sizes Increased Health & Safety issues due to potential overcrowding Negative impact on standards Negative impact on applications for places
People Consulted	Head Teachers, School Governors, DfE, Acivico consultants, contractor partners
Recommendation	Proceed or Abandon this Option? <i>Abandon</i>
Principal Reason for Decision	Class size legislation, Trade Union/Professional Association and parental concerns will lead to negative impact on school and reduction in applications

Option 3	To provide permanent new build and remodelled accommodation
Information Considered	<p>What information was considered in making the decision</p> <ul style="list-style-type: none"> Best use of DfE un-ring-fenced High Needs Provision funding

	<ul style="list-style-type: none"> Planning Guidance Ofsted safeguarding principles Delivery of high quality places
Pros and Cons of Option	<p>What were the advantages/positive aspects of this option?</p> <ul style="list-style-type: none"> Best use of DfE High Needs Provision funding School and community (parental and wider) buy in Delivers quality places Will meet timescale using CWM Framework Complies with safeguarding principles <p>What are the disadvantages/negative aspects of this option?</p> <ul style="list-style-type: none"> Funding requirement Possible disruption to school and community while build takes place
People Consulted	Head Teachers, School Governors, DfE, Acivico consultants, contractor partners
Recommendation	Proceed or Abandon this Option? <i>Proceed where provision is required in the long term</i>
Principal Reason for Decision	Best use of DfE funding where long term solution is required.

3. Summary of Options Appraisal – Price/Quality Matrix							
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
Quality Evaluation Criteria							
1) Programme allows occupation by Sep 2022-23	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
Total				100%	470	595	825

4. Option Recommended	<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</p>
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	<p>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"> • Best use of Government Grant available • Will allow schools to meet requirements for additional places • Can be delivered within time scales using CWM Framework • Will meet BCC statutory obligations and provide a local place for local children.
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5. Capital Costs & Funding		Financial Year 2022/23 £m	Financial Year 2023/24 £m	Financial Year 2024/25 £m	Totals £m
<u>Expenditure</u>					
Wilson Stuart		0.400			0.400
Queensbury		1.750	0.750		2.500
Baskerville		0.600			0.600
Pines		0.800			0.800
Uffculme		0.750			0.750
Other			0.450		0.450
Access Funding		0.200	0.800		1.000
Not yet allocated					
Totals		4.500	2.000		6.500
<u>Funding</u>					
High Needs Provision Grant		4.500	2.000		6.500
Totals		4.500	2.000		6.500

6. Project Development Requirements/Information	
Products required to produce Full Business Case	<p>The work includes:</p> <ul style="list-style-type: none"> • Selection of school • A range of detailed surveys, many of which are intrusive • Extensive feasibility work in preparing and agreeing schemes with the Client and each school end user • Scheme design and specification by all disciplines to a stage where Planning and Building Regulations applications can be submitted including payment of their fees • Detailed design • Specification,

	<ul style="list-style-type: none"> • Project planning • Procurement to a stage where contracts can be entered into and the scheme built. 		
Estimated time to complete project development	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.		
Estimated cost to complete project development	Development of proposals to FBC/Contract Award stage by Edl and Acivico are estimated at 0.500m. 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.		
Funding of development costs	DfE Basic Need Grant		
Planned FBC date	April 2022onwards	Planned date for Technical Completion	Throughout 2022/23