

Full Business Case (FBC)			
1. General Information			
Directorate	People	Portfolio/ Committee	Children, Families and Schools
Project Title	ST THOMAS MORE CATHOLIC PRIMARY SCHOOL – FULL BUSINESS CASE / CAPITAL GRANT AWARD	Project Code	CA-01903-02-1-131
Project Description	The proposed works at St Thomas More Catholic Primary School will create 105 additional places by the erection of a 2 classroom extension and associated ancillary spaces as well as some re-configuration of existing space including ICT and classroom furniture. This will enable the school to increase its capacity and become a 2 Form Entry (FE) primary school. All building works will comply with the DfE Building Bulletin 103 guidelines for primary accommodation.		
Links to Corporate and Service Outcomes	<p>Which Corporate and Service outcomes does this project address:</p> <ul style="list-style-type: none"> ▪ Council Business Plan 2016+; ▪ Succeed Economically and Stay Safe ▪ Fairness : Tackling Inequality and Deprivation; ▪ The Birmingham Education Development Plan; ▪ Promoting Social Cohesion across all communities in Birmingham and ensuring dignity including safeguarding for children; ▪ Laying the foundations for a prosperous city based on an inclusive economy; ▪ Democracy: involving local people and communities in the future of their local area and public services: a City with local services for local people; ▪ Enjoy and achieve by attending school; ▪ Schools' Capital Programme 2015-17 		
SCHOOLS CAPITAL PROGRAMME 2016-17	Cabinet	Date of Approval	28 th June 2016
Benefits Quantification Impact on Outcomes	Measure	Impact	
	The project will enable St Thomas More Catholic Primary School to provide sufficient educational facilities for a 2FE primary school. The students will be taught in modern, fit for purpose accommodation allowing for the delivery of a high quality education. It also increases the overall capacity of the primary capital stock by 105 places which will assist in addressing demographic changes and a priority area of insufficiency of provision in Birmingham.	Providing additional accommodation at St Thomas More Catholic Primary School addresses identified demand and fulfils the Council's statutory obligations to provide sufficient pupil places.	
	The project delivers 105 additional pupil places to enable the delivery	Raised standards, improved behaviour, staff well-being and	

	of personalised learning.	reduced turnover, mobility and facilitation of the sharing of good practice. Children and young people will have a safe, warm and dry environment before, during and after school hours.	
	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	Creation of 105 additional pupil places at St Thomas More Catholic Primary School.		
Scope	The proposed works at St Thomas More Catholic Primary School will create a 2 classroom extension, associated ancillary spaces and some re-configuration of existing areas.		
Scope exclusions	No works outside of this scope will be undertaken.		
Dependencies on other projects or activities	<ul style="list-style-type: none">• Placing of orders with Contractor• Grant Agreement including compliance with the Birmingham Living Wage Policy		
Achievability	<ul style="list-style-type: none">• Procurement process• Scope of work identified• Site investigation reports have shown no abnormal site conditions• Development of Programme and costs in progress• Funding is in place• Planning permission granted• Availability of resources• Consultants appointed have experience of delivering similar projects.		
Project Manager	Zahid Mahmood 07860 906126	Lead Officer, Capital Projects, EdSI 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	Lead Officer, Education & Skills Infrastructure david.england@birmingham.gov.uk	
Project Board Members	Jaswinder Didially 07825 117334	Head of Education Infrastructure jaswinder.didially@birmingham.gov.uk	
	David England 0121 675 7963	Lead Officer, Education & Skills Infrastructure david.england@birmingham.gov.uk	
	Zahid Mahmood 07860 906126	Lead Officer, Capital Projects, EdSI zahid.mahmood@birmingham.gov.uk	
	Anil Nayyar 0121 675 3570	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:	04 November 2016
Planned Project Start date	December 2016	Planned Date of Technical completion	March 2017

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	Included above (Appendix A)
<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

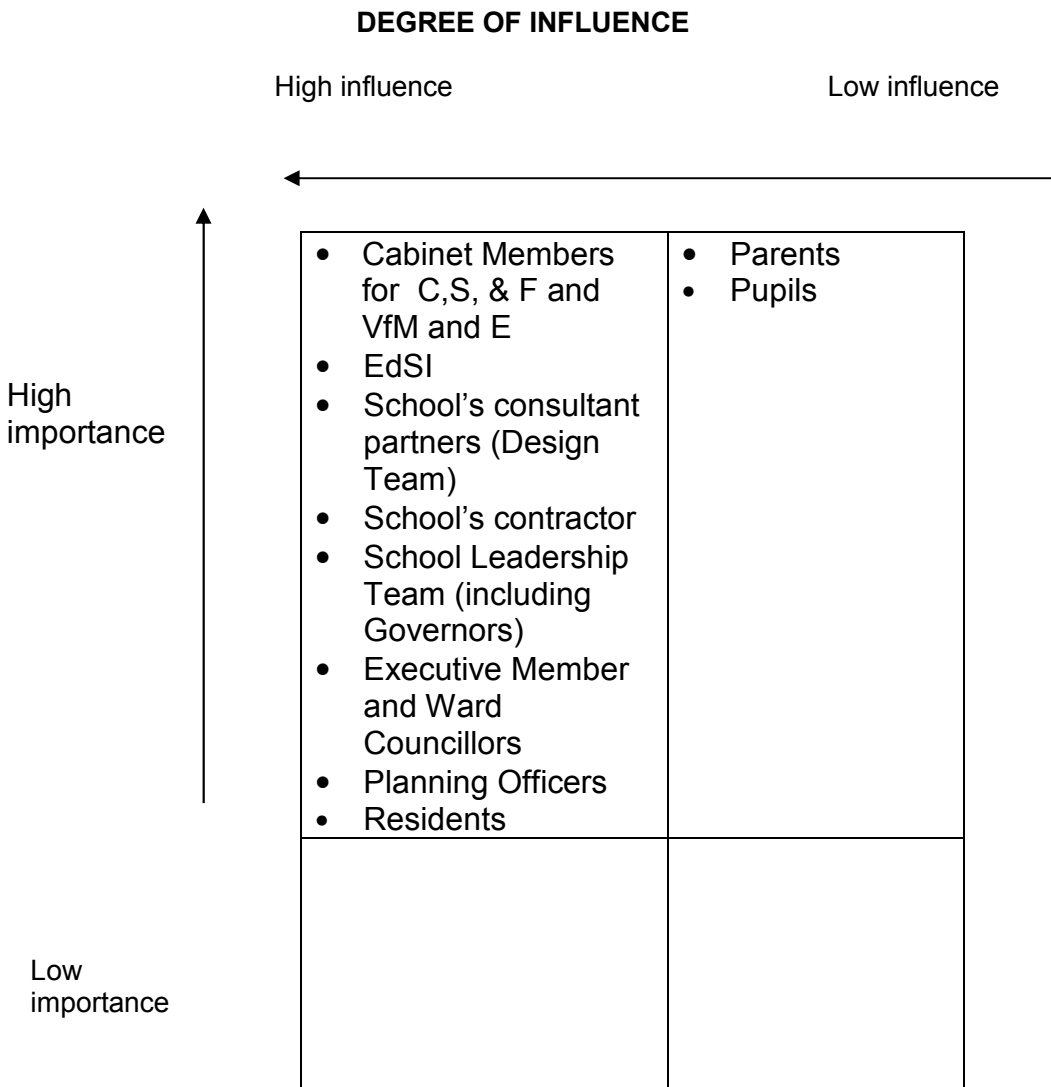
Appendix B - RISK ASSESSMENT

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 school to monitor the schedule of works and build costs. Value engineering of scheme to reduce costs if needed. However, financial liability remains with the School via the Capital Grant Agreement.
Building works fall behind	Medium	Medium	Deadlines not met	EdSI will work closely with the School to monitor the scheme on site. However, financial liability remains with the School via the Capital Grant Agreement.
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

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
EdSI
School’s consultant partners (Design Team)
School’s contractor
Executive Member and Ward Councillors
Residents



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 C, S & F and VfM and E	Strategic Overview of Basic Need expenditure	High	Ratification of BCC approach to Basic Needs	Strategy not approved	Early Consultation and Regular Briefing on all aspects of Special Provision	BCC / EdSI
School's Consultant Partners including contractor	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	School Leadership Team / Governors
School Leadership Team / Governors	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 EDSI 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 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	EDSI Project Officer Governors/ School Leadership Team

Appendix D MILESTONE DATES and RESOURCES

Schools' Capital Programme 2016-17	28 th June 2016
Tender drawings and documentation	March 2016
Planning application submitted	April 2016
Tender documents issued by School	April 2016
Tenders returned and contractor appointed by School	September 2016
Planning decision received	July 2016
FBC and Contract Award	December 2016
Orders placed with contractor	December 2016
Commencement of works	December 2016
Completion of works	March 2017
Post Implementation Review	March 2018

STATEMENT OF RESOURCES REQUIRED

People	School's 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 new accommodation	

PROGRAMME TEAM

Name	Designation	Telephone
Zahid Mahmood	Lead Officer, Education & Skills Infrastructure	07860 906126
Jaswinder Didially	Head of Education Infrastructure	07825 117334
David England	Lead Officer, Infrastructure Development	0121 675 7963