

London Borough of Hammersmith & Fulham

Report to: Cabinet

Date: 06/09/2021

Subject: Schools Capital Programme 2021 - 2024

Report of: Councillor Larry Culhane - Cabinet Member for Children and Education

Report author: Anthony Mughan, Service Manager Education Operations

Responsible Director Jacqui McShannon – Director of Children’s Services

Summary

The council receives grant funding annually from the Department for Education for the school condition and maintenance programme. This grant covers major programmes of work relating to the condition and maintenance of school building, material infrastructure upgrades and key reactive maintenance projects.

Many of the schools in the borough are relatively old and therefore have significant condition issues. This report sets out a proposed programme of £10,318,807 over three years to significantly enhance the condition of school buildings and reducing carbon emissions.

Recommendations

1. To approve a schools capital budget of £10,318,807 over the three years 2021-2024 for the programme of works as set out in Appendix A.
2. To delegate the decision to commit expenditure within the schools’ capital programme to the Director of Education, in consultation with the Director of Children’s Services, the Director of Finance and with the Cabinet Member for Children and Education.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Creating safe, high performing learning environments for our children and young people.
Creating a compassionate council	Providing modern fit for purpose working environments.
Doing things with local residents, not to	Collaborative approach to programme

them	working with headteachers and governing bodies (e.g. proposal for school led projects).
Being ruthlessly financially efficient	Preventative maintenance to avoid reactive responses.
Taking pride in H&F	Learning spaces that facilitate the borough's children acquiring the skills necessary to compete successfully in the future knowledge economy.
Rising to the challenge of the climate and ecological emergency	Investment in measures to reduce carbon emissions. The programme will prioritise energy source and efficiency within project specifications, beginning to prepare the school stock for the net-zero by 2030 target.

Financial Implications

1. The principal sources of funding are the School Condition Allocation grant, carry forward balances from the former School Maintenance Grant, the High Needs Pupil Capital Allocation and the Special Provision Capital Fund totalling £8,765,890.
2. Additional capital grant income is confirmed for 2021/22 totalling £2,616,757 providing total capital funding of £11,382,647. This programme allocates £10,318,807 across the three years with a carry forward of £1,063,840 into 2024-25 planned at this stage.
3. £350,000 of expenditure planned over the medium term from Special Provision Capital is linked to and providing match funding for a further capital funding bid of £1,350,984 to the Department of Education with respect to the High Needs Provision Capital Allocation. £1,109,106 of High Needs Provision Capital Funding is already approved and confirmed for 2021/22.

Table 2: Proposed capital grant allocation to capital programmes 2021-24

Grant Name	Funding c/f 21/22	Funding due 21/22	Proposed funding used 21/22	Funding c/f 22/23	Proposed funding used 22/23	Funding c/f 23/24	Proposed funding used 23/24	Funding c/f 24/25
School Condition Allocation	4,975,372	1,507,651	- 1,911,515	4,571,508	- 1,787,051	2,784,457	- 1,787,051	997,406
School Maintenance Grant	3,347,743	0	- 1,049,590	2,298,153	- 1,141,800	1,156,353	- 1,141,800	14,553
Special Provision Capital Fund	442,776	0	-60,000	382,776	-195,000	187,776	-187,776	0
High Needs Pupil Capital Allocation	0	1,109,106	-140,000	969,106	-455,000	514,106	-462,224	51,882
Total	8,765,890	2,616,757	- 3,161,105	8,221,542	- 3,578,851	4,642,691	- 3,578,851	1,063,840

4. The split of funding to projects has been apportioned based on available balances of each grant and any conditions and purposes they have. Details of eligible spending for each grant are contained in appendix 1.

Table 3: Proposed capital grant funding allocated to projects 2021-24

Funding (£)	School Condition Allocation	School Maintenance Grant	Special Provision Capital Fund	High Needs Pupil Capital Allocation	Totals
Planned Programme	4,268,807	0	0	0	4,268,807
Reactive maintenance	1,200,000	0	0	0	1,200,000
SEN Sufficiency	0	0	442,776	1,057,224	1,500,000
Windows	16,810	2,033,190	0	0	2,050,000
Climate emergency projects (outside planned and windows programmes)	0	300,000	0	0	300,000
Historic commitments	0	1,000,000	0	0	1,000,000
Total spend	5,485,617	3,333,190	442,776	1,057,224	10,318,807
Budget	6,483,023	3,347,743	442,776	1,109,106	11,382,647
Balance remaining	997,406	14,553	0	51,882	1,063,840

The Basic Needs Grant is not considered in this report and is not allocated to the school capital programme. The Basic Needs Grant is allocated for additional school places, which are not required in the foreseeable future. It is un-ringfenced and there are no conditions attached to the grant. A separate

report will recommend the use of available Basic Needs Grant funding of £5,843,971.

5. It is planned to review and update this plan annually, forming a rolling three-year capital plan. The second and third years of the programme are likely to be adjusted at these review points to reflect emerging school condition issues and strategic priorities and will be updated in the annual capital programme or within quarterly capital monitoring reports to Cabinet if required.
6. Scheme budgets include assumed capitalisation of direct project management of capital works. These have been estimated based on 2021-22 post level budgets and factored into the planned maintenance forecast.

Legal Implications

The Council has an obligation to ensure that the premises of schools which it maintains are maintained to prescribed standards in accordance with section 542 of the Education Act 1996 and regulations made under that section. The Schools Capital Programme contributes to the fulfilment by the Council of that obligation.

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Background Papers Used in Preparing This Report

N/A

DETAILED ANALYSIS

Proposals and Analysis of Options

Proposals

This report seeks approval for the proposed schools maintenance and condition capital programme for 2021-2024. The programme proposes investment in the school estate of £10,318,807 over the three years of this plan. In addition, the report seeks approval to progress works of £1,350,894 subject to the success of a current bid for additional High Needs Pupil Capital Allocation grant that, at the time of writing, is under evaluation by the DfE.

The report proposes that Cabinet delegates the decision to commit expenditure within the schools' capital programme and the High Needs Capital bid to the Director of Education, in consultation with the Director of Children's Services, the Director of Finance and with the Cabinet Member for Children's Services

Table 1: Proposed allocation of funding to the different elements of the programme for each year.

<u>Total Spend</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Totals</u>
Planned programme	1,511,105	1,378,851	1,378,851	4,268,807
Reactive maintenance	400,000	400,000	400,000	1,200,000
SEN sufficiency	200,000	650,000	650,000	1,500,000
Windows	50,000	1,000,000	1,000,000	2,050,000
Climate emergency	0	150,000	150,000	300,000
Historic commitments	1,000,000	0	0	1,000,000
Total spend	3,161,105	3,578,851	3,578,851	10,318,807
Capital grant balances (less Basic Needs)	11,382,647	8,221,542	4,642,691	
Remaining balances	8,221,542	4,642,691	1,063,840	

Options and analysis of options

Option 1 – Do nothing

6. This option is not recommended. Our school estate features several prefabricated buildings built after the second world war. These buildings are past their intended life span and make it harder for our schools to deliver an excellent education. Without the maintenance and capital programmes children will miss the opportunity to be educated in modern, fit-for-purpose schools. Schools will also experience greater financial pressures with money diverted from teaching resources into maintaining and repairing buildings.

Option 2 – Modify the Capital Programme

7. This option is not recommended. The planned maintenance programme is based on a detailed evaluation of stock condition surveys whilst the budget for urgent reactive maintenance is based on recent experience of the typical rate of reactive maintenance issues that occur in schools. Significant increases in the programme would raise issues of deliverability and sustainability longer term, of what is already a challenging programme, whilst significant reductions would reduce the benefit to schools.

Option 3 – Progress with capital programmes of maintenance

8. This option is recommended. There is a clear requirement to maintain our school estate to ensure our children are educated in safe, modern environments. Maintaining the estate will also help mitigate against unexpected expenditure across the portfolio whilst ensuring the buildings remain safe and compliant for our residents to be educated in whilst also progressing towards the decarbonisation target of net-zero by 2030.

Reasons for Decision

9. The plan enables the Council to renew and maintain school buildings and help improve children's educational outcomes by utilising the grant funding received from the Department for Education for the school condition and maintenance programme.
10. The decisions enable the programme of works to anchor future collaboration between the Council and the wider school community.
11. A prioritised investment programme is required to enable planning and delivery of a structured capital programme over the medium-term. Future years' School Condition Allocation grants are yet to be confirmed.

Equality Implications

12. The programme of works will benefit all pupils and students in schools where works are undertaken, selection of which will be based on school condition issues. As a result, no Equality Impact Assessment is required.

Risk Management Implications

13. Investment is necessary to keep school buildings safe and in good working order by tackling:
 - Health and safety issues, reducing the potential of incidents that may lead to injury or health conditions and possible insurance claims that could result as a consequence of an incident occurring. This contributes to keeping costs low and to maintaining our duty of care at school premises.

- Poor building condition, reducing potential interruption to classes and education through well maintained buildings and providing positive assurance to the council's insurers of well-maintained premises. Insurers have demonstrated that well maintained properties are less prone to vandalism and fire risks. A well-maintained premise adds value to the local area and presents an attractive and welcoming site for local residents and communities who may use the facilities. This also contributes to being Ruthlessly Financially Efficient through a programme that tackles issues early, preventing the possibility of additional costs of smaller scale fixes or repairs.
- building compliance, ensuring that the premises remains in accordance with appropriate laws and regulations.
- energy efficiency, contributing to keeping energy costs and consumption low benefitting the climate and responding to the ecological emergency.

Implications completed by: David Hughes, Director of Audit, Fraud, Risk and Insurance, telephone 020 8753 2587.

Climate and Ecological Emergency Implications

14. The programme of works proposed includes £300,000 to specifically support decarbonisation projects in schools in addition to incorporating climate and ecological emergency implications into the specification of planned works. The upgrading of windows at several schools will also contribute towards decarbonisation. The service is working as part of a corporate project with the climate unit to include selected schools in the GLA retrofit accelerator programme which will support the service in bidding for addition funding to accelerate decarbonisation in schools.

Implications verified by: Hinesh Mehta, Strategic Lead – Climate Emergency, tel 07960 470125.

Other Implications

N/A

Consultation

15 The planned maintenance programme draws heavily on stock condition surveys undertaken with schools.

LIST OF APPENDICES:

Appendix 1- Schools Capital Plan 2021 – 2024

Appendix 2: The 2021-24 Capital Plan Planned Maintenance Programme

Schools Capital Plan 2021 – 2024

1. Background

This plan sets out the proposed H&F schools capital programme for the three-year period 2021-2024. It is intended that the plan should be revised annually, forming a rolling three-year programme.

Overall, the programme sets out plans totalling £10,318,807 over the three years, with the possibility of expansion by a further £1,350,984 High Needs Pupil Capital Allocation to significantly improve provision for SEN learners in mainstream setting subject to the success of a current bid to the DfE.

The schools' capital programme makes a significant contribution to

- Supporting outcomes for children and young people
- Supporting schools in terms of enhancing the suitability of their facilities, both indoor and outdoor, reducing energy costs and maintaining business continuity
- Impacting on corporate priorities including: building shared prosperity; and taking pride in Hammersmith & Fulham

A capital plan is required to:

- Prioritise pre-planned works against clear criteria
- Set out a clear approach to emergency or reactive maintenance
- Set out clearly the mix of responsibility for maintenance and capital works between schools and the Local Authority
- Set out robust procurement strategy.

2. Sources of capital and what the funding can be used for

This plan primarily deals with projects funded by the Schools Condition Allocation (SCA) the School Maintenance Grant (SMG), the Special Provision

Capital Fund (SPCF) and the new High Needs Pupil Capital Allocation (HNPCA). It also aims to clarify the split of responsibilities between schools and the Local Authority where schools use their own Devolved Formula Capital (DFC) or revenue budgets for routine maintenance.

The DfE set out clear criteria for the type of works that can be met by different capital funding streams.

i. School Condition Allocation¹

Investment should be prioritised on keeping school buildings safe and in good working order by tackling:

- health and safety issues,
- poor building condition,
- building compliance,
- energy efficiency.

ii. Devolved Formula Capital (DFC)

DFC funding is delegated to maintained schools and the guidance states that this is:

“Funding for individual institutions to maintain their buildings and fund small capital projects or can be pooled across the LA with the schools’ agreement.”

The schools in H&F don’t pool their DFC allocations so their allocations are paid out to them individually. Establishing clear, consistent, and fair criteria for the division of works between SCA and other centrally managed budget and DFC is an important part of this plan.

iii. Special Provision Capital Fund (SPCF)²

The special provision capital fund will enable local authorities to invest in improving the quality and range of provision for children and young people with SEN and disabilities aged 0-25. It is intended for children and young

people with education, health, and care plans for whom the local authority is responsible. Local authorities can invest their share of the special provision capital fund in:

- Creating new (additional) places at good or outstanding provision
- Improving facilities or developing new facilities. This can be through:
 - Expansion(s) to existing provision, including at the same site or at a different site.
 - Reconfiguring provision to make available space for additional places or facilities.
 - Re-purposing areas so that they meet the needs of pupils with special educational needs and disabilities.
 - Other capital transactions that result in new (additional) places or improvements to facilities.
 - Investing in provision that is located in another local authority where this supports providing good outcomes for children in their area.

iv. High Needs Pupil Capital Allocation (HNPCA)³

The HNPCA is a new grant in 2021 and is in many ways similar to the SPCF. DfE guidance notes that it is intended for:

“...providing new places or to improve existing provision for pupils and students with high needs across a range of different educational settings. Whilst the funding is predominantly intended for school aged children, local authorities are free to choose to spend it across the 0-25 age range, for example in post-16 institutions. 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).”³

v. School Condition Grant

The Local Authority also has some retained reserves from the School Condition Grant. This is not ringfenced beyond the requirement to use it for schools capital works and to comply with the requirements for capital funding.

3. Priorities

The capital plan aligns closely with the Council’s values, as summarised in the table below.

Table 1: Alignment of the capital programme and our values

Table: Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Creating safe, high performing learning environments for our children and young people.
Creating a compassionate council	Providing modern fit for purpose working environments.
Doing things with local residents, not to them	Collaborative approach to programme working with headteachers and governing bodies.
Being ruthlessly financially efficient	Preventative maintenance to avoid further deterioration in the condition of school buildings and therefore avoiding higher costs at a later date.
Taking pride in H&F	Learning spaces that facilitate the borough’s children acquiring the skills necessary to compete successfully in

	the future knowledge economy.
Rising to the challenge of the climate and ecological emergency	Investment in services and equipment that is modern and fit for purpose reducing eco footprint.

In line with H&F's values and the grant criteria outlined above, the LA has identified the following priorities for allocating funding (with 1* being the highest priority).

Table 2: Prioritisation of the capital programme

<u>Priority ranking</u>	<u>Description</u>	<u>Funding Source</u>	<u>Examples (not intended to be an exhaustive list)</u>
Unplanned Urgent Works			
1*	Urgent maintenance	SCA	Urgent H&S or business continuity issues that occurs unexpectedly (e.g. storm damage that needs urgent making safe / repair, loss of utility supply, loss of heating etc.) and match the criteria of the grant.
The Planned Maintenance Programme			
1	Health and Safety and building compliance	SCA	Issues that would become urgent health and safety issues or a risk to business continuity if not addressed and are not routine maintenance. Building compliance issues that would lead to significant deterioration to school's

			condition if not addressed that are not routine maintenance.
2.1	Improving Poor Building Condition and energy efficiency	SCA / SCG	Schemes that match the criteria for the grant and provide significant improvements to building condition, suitability or energy efficiency. Examples include windows replacements, decarbonisation, playgrounds and improving outdoor learning facilities etc.
2.2	SEN Sufficiency	SPCF / HNPCA	Urgent works at Special Schools and other SEND provision. Supporting the implementation of the SEN Sufficiency Review including enhanced SEN provision in mainstream and other settings.
3	Non-urgent works		Schemes that do not meet a higher priority score but match the criteria for the grant

4. School and LA Responsibilities for Funding Repairs, Maintenance and Capital Works in Schools.

DfE guidance on schemes for financing schools⁵ states:

“Local authorities should delegate funding for repairs and maintenance to schools; only capital expenditure is to be retained by authorities.

For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the local authority for financial accounting purposes in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) code of practice on local authority accounting.

Schemes should state any de minimis limit the local authority intends to use for the definition of capital and revenue in assigning responsibility for types of work.”

For H&F, the de-minimus level for capital works is £5,000 and most LAs use a £10,000 de-minimus (often higher for larger schools). The H&F Scheme for Financing Schools (section 12.1 and appendix C)⁶ gives illustrative examples, drawn from CIPFA guidance, of the types of works that would typically class as revenue or capital works.

Therefore, apart from in exceptional circumstances, the LA will be funding capital spend in the following categories:

- Urgent reactive works of at least £5,000 as below this value would not class as capital expenditure
- Planned maintenance over £5,000 for Nursery schools and schools with less than 250 pupils on roll (excluding nursery cohorts).
- Planned maintenance over £10,000 for schools with 250 or more pupils on roll (excluding nursery cohorts).

5. The Planned Maintenance Programme

School stock condition surveys and intelligence from ongoing visits to schools by surveyors in the Education Service have been used to identify and prioritise a planned maintenance programme for the years 2021-2024. This is set in the budget tables in section 7 and in appendix 1. Items that meet priority 1 constitute a £4,268,807 programme over the three years of the plan.

The planned maintenance programme is approximately evenly spread over the three years in terms of budget, although it is expected that some schemes commissioned in 2021-22 will not complete until 2022-23 and so on.

In line with general good practice nationally, the planned maintenance programme focuses on works where the total project costs are:

- At least £5,000 for Nursery schools and schools with less than 250 pupils on roll (not including Nursery cohorts) at the most recent Census date
- At least £10,000 for schools with 250+ pupils on roll (not including Nursery cohorts) at the most recent Census date.

It is expected that the plan will be reviewed annually and updated as new issues with condition become evident across the school estate. It is likely therefore that the actual 2022-23 and 2023-24 programme will be different in detail to that outlined here, and this may involve some re-prioritisation with lower urgency work being delayed to allow for more urgent projects.

6. Reactive Maintenance

In addition to the planned maintenance programme it is almost inevitable that urgent reactive works (priority 1*) will occur throughout the plan period. The plan includes a budget of £400,000 per annum for priority 1* works.

In line with DfE guidance and good practice nationally, it is proposed that the LA would undertake reactive works in schools that:

- Meet the criteria for 1* urgent reactive works
- Are above the de-minimis level for capital schemes of £5,000
- Do not represent routine maintenance.

Schools would normally be expected to use DFC or their revenue budget for routine maintenance or smaller items.

7. Strategic Projects

There are several strategic developments which are incorporated into this plan, including:

- The SEN Sufficiency Review, which is underway at the time of writing

- The need to significantly improve the quality of windows for several schools (those that were to have been in phase 2 of the windows programme)
- The Council's commitment to decarbonisation

To progress these projects:

- £1,500,000 over three years has been allocated to support works arising from the SEN Sufficiency Review. This is an estimate as the outcomes of the review will not be available for several months at the time of writing, but possible examples include expanded resourced provision, capital works at special schools and enhanced provision for SEND pupils in mainstream schools. In addition, a bid for £1,350,984 has been submitted to the DfE to support significant improvements in provision for SEND learners in mainstream settings including both indoor and outdoor multifunction spaces, improved accessibility and to contribute towards delivering the SEN Sufficiency Review's outcomes.
- £1,000,000 per annum is allocated for windows in 2022/23 and 2023/24, plus historic commitments and restarting a phased windows programme for schools with the windows in worst conditions. This project is likely to make a significant contribution to decarbonisation and allowing improved ventilation (and therefore Covid security) in several schools.
- In addition to the windows and relevant elements of the planned programmes, a further £300,000 is allocated for additional climate emergency / decarbonisation schemes, and opportunities for securing further capital funding to support additional decarbonisation measures will be pursued.

8. Budget Model

The overall capital programme totals £10,318,807 over the three years of this plan is set out in table 3 and the allocation of capital budgets to the programme is summarised in table 4. The £1,350,984 High Needs capital that is contingent on the success of the bid for this funding is not shown in table 4,

but if successful would increase HNPCA funding allocated to the SEN Sufficiency programme by this amount, split across 2021/22 and 2022/23.

The budget available represents funds already allocated to the LA. No assumptions are made concerning future capital allocations, so the carry forward into 2024/25 is likely to be higher than illustrated here.

Table 3: Schools capital programme budget 2021-2024

<u>Total Spend</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Totals</u>
Planned programme	1,511,105	1,378,851	1,378,851	4,268,807
Reactive maintenance	400,000	400,000	400,000	1,200,000
SEN sufficiency	200,000	650,000	650,000	1,500,000
Windows	50,000	1,000,000	1,000,000	2,050,000
Climate emergency	0	150,000	150,000	300,000
Historic commitments	1,000,000	0	0	1,000,000
Total spend	3,161,105	3,578,851	3,578,851	10,318,807
Capital grant balances (less Basic Needs)	11,382,647	8,221,542	4,642,691	
Remaining balances	8,221,542	4,642,691	1,063,840	

Table 4: Capital budget allocation to capital programme 2021-24

Grant Name	Funding c/f 21/22	Funding due 21/22	Proposed funding used 21/22	Funding c/f 22/23	Proposed funding used 22/23	Funding c/f 23/24	Proposed funding used 23/24	Funding c/f 24/25
School Condition Allocation	4,975,372	1,507,651	- 1,911,515	4,571,508	- 1,787,051	2,784,457	- 1,787,051	997,406
School Maintenance Grant	3,347,743	0	- 1,049,590	2,298,153	- 1,141,800	1,156,353	- 1,141,800	14,553
Special Provision Capital Fund	442,776	0	-60,000	382,776	-195,000	187,776	-187,776	0
High Needs Pupil Capital Allocation	0	1,109,106	-140,000	969,106	-455,000	514,106	-462,224	51,882
Total	8,765,890	2,616,757	- 3,161,105	8,221,542	- 3,578,851	4,642,691	- 3,578,851	1,063,840

(note: carry forward balances beyond 2021/22 do not include any future capital grants)

9. Procurement Strategy

The schools' capital plan represents a significant programme of works. A robust procurement strategy is essential to ensure delivery on schedule and budget within the necessary regulatory and legal frameworks.

- Lower value items will be procured in line with C.S.O 9.1 and approved in line with Children's Service scheme of delegation and C.S.O 10.

Estimated Value	Advertising Requirement	Competition requirement ³
£1 to £10,000	None	Either: <ul style="list-style-type: none"> ○ At least one written Quotation obtained with preference to sourcing from providers based in the borough; or ○ Call-off from suitable third party or Hammersmith & Fulham Framework or DPS (rules of the Framework or DPS to be followed).
£10,000 to £49,999	None	Either: <ul style="list-style-type: none"> ○ Written Quotations or Tenders with a minimum of three companies invited to Quote or Tender through the e-tendering system with a preference to sourcing from providers based in the borough; or ○ Advertised opportunity inviting Quotations or Tenders – use e-tendering system and Contracts Finder (latter within 24 hours of appearing in e-tendering system); or ○ Call off from suitable third party or Hammersmith & Fulham Framework or DPS using the e-tendering system.

- Medium value (£50,000 to the Service Threshold (currently £189,330) will be procured in line with the Children's Services Scheme of Delegation and C.S.O.s 11-15.

Competition Requirement (capital)	Advertising Requirement
1. Invitation to submit Quotations through the e-tendering system (though Tenders can be invited where considered appropriate).	For 1: Advertised opportunity – use capital e-sourcing and Contracts Finder (latter within 24 hours of appearing in e-tendering system)

<p>Or</p> <p>2. Call off from suitable third party or Hammersmith & Fulham Framework or DPS (rules of the Framework or DPS to be followed)</p>	<p>Where Local and SME/VCSE Provision is assessed and considered suitable, the procurement shall be reserved to local suppliers;</p> <p>OR</p> <p>Invite at least four written Quotes or Tenders preferably from suppliers based in the borough</p> <p>For 2: Follow the rules of the Framework/DPS and use the e-tendering system for all mini-competitions</p>
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- Medium value projects above £100,000 must be submitted to the Contracts Assurance Board before a final decision report to the Director of Children’s Services.
- Higher value (>£189,330) projects will be procured in line with C.S.O.s 16-21.
 - A Service Review Team will be established to undertake all pre-procurement related activity and prepare a procurement strategy for consideration by the CAB and then approval by the Director of Children’s Service (high value contracts up to £1,500,000) or the Cabinet Member (above £1,500,000 to £5,000,000).
 - The procurement routes for high value capital works are then set out in C.S.O 19. The process is managed by a Tender Approval Panel (TAP).

Requirements for Works contracts (meeting the definition in the Regulations)		
Value	Competition requirement	Advertising Requirement
From Services Threshold (currently £189,330 ⁹) to Works Threshold (currently £4,733,252)	<p>Either:</p> <p>1. the use of a suitable Framework or DPS;</p> <p>OR (if not appropriate)</p>	<p>For 1:</p> <p>Follow the rules of the Framework/DPS and use the e-tendering system for all mini-competitions</p> <p>For 2:</p>

	<p>2. Either a single-stage (open) tender procedure or two-stage (with pre-qualification stage) tender procedure as set out in the Procurement Strategy and where Local and SME/VCSE Provision is assessed and considered suitable, the procurement shall be reserved to local suppliers;</p>	<ul style="list-style-type: none"> • Contracts Finder • Opportunity listing on the e-tendering system webpage • Trade Journal (if TAP decides)
<p>Above Works threshold (currently £4,733,252)</p>	<p>Either:</p> <ol style="list-style-type: none"> 1. Use of an existing Framework or DPS which is compliant with the Regulations; or 2. Procedure selected in accordance with the Regulations as approved through the Procurement Strategy. 	<p>For 1:</p> <p>Follow the rules of the Framework/DPS and use the e-tendering system for all mini-competitions</p> <p>For 2:</p> <ul style="list-style-type: none"> • Contracts Finder • Contract Notice published in Find a Tender Service • Opportunity listing on the e-tendering system webpage • Trade Journal (if TAP decides).

- The tender process is set out in C.S.O. 20 and references therein.
- The contract award process is for the TAP to take a decision report to the Director of Children’s Services (for high value items up to £1,500,000) in consultation with the Cabinet Member. For items above £1,500,000 and up to £5,000,000, the decision maker is the Cabinet Member after approval by the SLT member, and Cabinet for above £5,000,000.

10. References

1. DfE, 2020, *Condition Grants Spend Guidance*,

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879370/Condition_Spend_Guidance.pdf

2. DfE, 2019, *Special Provision Capital Fund Guidance*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/773706/SPCF_Guidance.pdf
3. DfE, 2021, *The High Needs Pupil Capital Allocation*
[High needs provision capital allocations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/attachment_data/file/984242/High_needs_provision_capital_allocations_-_GOV.UK.pdf)
4. LBHF, 2021, *School Organisation and Sufficiency Strategy*
5. DfE, 2020, *Schemes for Financing Local Authority Maintained Schools*
[Schemes for financing local authority maintained schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/attachment_data/file/879370/Schemes_for_financing_local_authority_maintained_schools_-_GOV.UK.pdf)
6. LBHF, 2020, *Scheme for Financing Schools, June 2020*

Appendix 2: The 2021-24 Capital Plan Planned Maintenance Programme

- The specific projects listed are indicative, based on the most recent conditions survey information. The final list of works will be co-produced with schools within the budget envelope.
- Works are programmed across two financial years to allow for time from commissioning to completion
- Work prioritisation is based on data from most recent condition surveys
- Work is subject to re-prioritisation as new condition information emerges and practical factors may impact on scheduling
- Appendix 2 does not include strategic projects (e.g. windows programme, decarbonisation and SEN Sufficiency etc.).
- Items marked * are potentially available to support the support the suitability and condition of decant sites during school rebuilding projects.

Indicative projects:

School	Wards	School Type	Work Type	£ (estimate)	Contingency	Total including Contingency	FY
Addison Primary School	Addison	Maintained	CCTV	10,000	1,000	11,000	2022-23 or 2023-24
Addison Primary School	Addison	Maintained	Professional Fees - Addison Annex	10,000	1,000	11,000	2022-23 or 2023-24
Addison Primary School	Addison	Maintained	Roof Repairs	45,000	4,500	49,500	2022-23 or 2023-24
Addison Primary School	Addison	Maintained	Fire Door Surveys	52,500	5,250	57,750	2021-22 to 2022-23
Addison Primary School	Addison	Maintained	General Build Works	52,000	5,200	57,200	2022-23 or 2023-24
Addison Primary School	Addison	Maintained	Downpipes/Guttering	20,000	2,000	22,000	2022-23 or 2023-24
Avonmore Primary School*	Avonmore and Brook Green	Maintained	Intercom/Security	7,500	750	8,250	2021-22 to 2022-23
Avonmore Primary School*	Avonmore and Brook Green	Maintained	Fire Door Surveys	17,500	1,750	19,250	2021-22 to 2022-23
Avonmore Primary School*	Avonmore and Brook Green	Maintained	Urgent Build Works	21,000	2,100	23,100	2021-22 to 2022-23
Bayonne Nursery	Fulham Reach	Maintained (Nursery)	General Build Works	28,000	2,800	30,800	2022-23 or 2023-24
Bayonne Nursery	Fulham Reach	Maintained (Nursery)	Scaffolding	1,000	100	1,100	2022-23 or 2023-24
Brackenbury Primary School	Hammersmith Broadway	Maintained	General Build Works	113,000	11,300	124,300	2022-23 or 2023-24
Brackenbury Primary School	Hammersmith Broadway	Maintained	Fire Door Surveys	15,500	1,550	17,050	2021-22 to 2022-23
Brackenbury Primary School	Hammersmith Broadway	Maintained	Groundworks	35,000	3,500	38,500	2021-22 to 2022-23

School	Wards	School Type	Work Type	£ (estimate)	Contingency	Total including Contingency	FY
Brackenbury Primary School	Hammersmith Broadway	Maintained	Downpipes/Guttering	13,000	1,300	14,300	2022-23 or 2023-24
Cambridge School	Wormholt and White City	Maintained (Special)	Scaffolding	3,000	300	3,300	2022-23 or 2023-24
Cambridge School	Wormholt and White City	Maintained (Special)	Roof Repairs	8,000	800	8,800	2022-23 or 2023-24
Cambridge School	Wormholt and White City	Maintained (Special)	Fire Door Surveys	26,000	2,600	28,600	2021-22 to 2022-23
Cambridge School	Wormholt and White City	Maintained (Special)	Intercom/Security	32,000	3,200	35,200	2022-23 or 2023-24
Cambridge School	Wormholt and White City	Maintained (Special)	Fire Door Works	9,500	950	10,450	2021-22 to 2022-23
Cambridge School	Wormholt and White City	Maintained (Special)	Downpipes/Guttering	5,000	500	5,500	2022-23 or 2023-24
Cambridge School	Wormholt and White City	Maintained (Special)	Windows	30,000	3,000	33,000	2022-23 or 2023-24
Flora Gardens Primary School*	Ravenscourt Park	Maintained	Fire Door Surveys	9,500	950	10,450	2021-22 to 2022-23
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	CCTV	10,000	1,000	11,000	2022-23 or 2023-24
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	Scaffolding	10,000	1,000	11,000	2022-23 or 2023-24
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	Fire Door Surveys	21,435	1,550	17,050	2021-22 to 2022-23
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	Roof Repairs	16,500	1,650	18,150	2021-22 to 2022-23
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	Intercom/Security	20,000	2,000	22,000	2022-23 or 2023-24
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	General Build Works	165,000	16,500	181,500	2022-23 or 2023-24
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	Windows	15,000	1,500	16,500	2022-23 or 2023-24
Jack Tizard School	Shepherds Bush Green	Maintained (Special)	Groundworks	30,000	3,000	33,000	2022-23 or 2023-24
James Lee Nursery	Avonmore and Brook Green	Maintained (Nursery)	General Build Works	12,000	1,200	13,200	2022-23 or 2023-24
Kenmont Primary School	Hammersmith Broadway	Maintained	Roof Repairs	10,000	1,000	11,000	2021-22 to 2022-23
Kenmont Primary School	Hammersmith Broadway	Maintained	Scaffolding	10,000	1,000	11,000	2022-23 or 2023-24
Kenmont Primary School	Hammersmith Broadway	Maintained	Fire Door Surveys	68,500	6,850	75,350	2021-22 to 2022-23
Kenmont Primary School	Hammersmith Broadway	Maintained	Groundworks	40,000	4,000	44,000	2022-23 or 2023-24
Kenmont Primary School	Hammersmith Broadway	Maintained	General Build Works	47,500	4,750	52,250	2022-23 or 2023-24

School	Wards	School Type	Work Type	£ (estimate)	Contingency	Total including Contingency	FY
Melcombe Primary School	Fulham Reach	Maintained	CCTV	10,000	1,000	11,000	2022-23 or 2023-24
Melcombe Primary School	Fulham Reach	Maintained	Roof Repairs	20,000	2,000	22,000	2021-22 to 2022-23
Melcombe Primary School	Fulham Reach	Maintained	General Build Works	225,500	22,550	248,050	2022-23 or 2023-24
Melcombe Primary School	Fulham Reach	Maintained	Downpipes/Guttering	20,000	2,000	22,000	2022-23 or 2023-24
Melcombe Primary School	Fulham Reach	Maintained	Windows	20,000	2,000	22,000	2022-23 or 2023-24
Miles Coverdale	Shepherds Bush Green	Maintained	Fire Door Surveys	17,500	1,750	19,250	2021-22 to 2022-23
Miles Coverdale	Shepherds Bush Green	Maintained	CCTV	20,000	2,000	22,000	2022-23 or 2023-24
Miles Coverdale	Shepherds Bush Green	Maintained	General Build Works	79,000	7,900	86,900	2022-23 or 2023-24
Norman Croft Community school	North End	Maintained	Fire Door Surveys	47,000	4,700	51,700	2021-22 to 2022-23
Norman Croft Community school	North End	Maintained	General Build Works	16,000	1,600	17,600	2022-23 or 2023-24
Old Oak Primary School	College Park and Old Oak	Maintained	CCTV	12,000	1,200	13,200	2021-22 to 2022-23
Old Oak Primary School	College Park and Old Oak	Maintained	Kitchen	12,000	1,200	13,200	2021-22 to 2022-23
Old Oak Primary School	College Park and Old Oak	Maintained	Scaffolding	14,000	1,400	15,400	2022-23 or 2023-24
Old Oak Primary School	College Park and Old Oak	Maintained	Intercom/Security	15,000	1,500	16,500	2021-22 to 2022-23
Old Oak Primary School	College Park and Old Oak	Maintained	Groundworks	20,000	2,000	22,000	2021-22 to 2022-23
Old Oak Primary School	College Park and Old Oak	Maintained	Roof Repairs	20,000	2,000	22,000	2022-23 or 2023-24
Old Oak Primary School	College Park and Old Oak	Maintained	General Build Works	71,500	7,150	78,650	2022-23 or 2023-24
Old Oak Primary School	College Park and Old Oak	Maintained	Downpipes/Guttering	20,000	2,000	22,000	2022-23 or 2023-24
Randolph Beresford School	Wormholt and White City	Maintained (Nursery)	Fire Door Surveys	12,000	1,200	13,200	2021-22 to 2022-23
Randolph Beresford School	Wormholt and White City	Maintained (Nursery)	Roof Repairs	83,000	8,300	91,300	2022-23 or 2023-24
Randolph Beresford School	Wormholt and White City	Maintained (Nursery)	General Build Works	25,000	2,500	27,500	2022-23 or 2023-24
Randolph Beresford School	Wormholt and White City	Maintained (Nursery)	Groundworks	10,000	1,000	11,000	2022-23 or 2023-24
Sir John Lillie Primary School	North End	Maintained	Fire Door Surveys	50,500	5,050	55,550	2021-22 to 2022-23

School	Wards	School Type	Work Type	£ (estimate)	Contingency	Total including Contingency	FY
Sir John Lillie Primary School	North End	Maintained	Downpipes/Guttering	25,500	2,550	28,050	2022-23 or 2023-24
Sir John Lillie Primary School	North End	Maintained	Windows	53,560	5,356	58,916	2022-23 or 2023-24
Sir John Lillie Primary School	North End	Maintained	General Build Works	57,000	5,700	62,700	2022-23 or 2023-24
Vanessa Nursery	Askew	Maintained (Nursery)	General Build Works	43,000	4,300	47,300	2022-23 or 2023-24
Wendell Park School	Askew	Maintained	CCTV	25,000	2,500	27,500	2022-23 or 2023-24
Wendell Park School	Askew	Maintained	General Build Works	107,000	10,700	117,700	2022-23 or 2023-24
Wendell Park School	Askew	Maintained	Downpipes/Guttering	55,500	5,550	61,050	2022-23 or 2023-24
William Morris 6th Form School	Fulham Reach	Maintained	Scaffolding	35,000	3,500	38,500	2022-23 or 2023-24
William Morris 6th Form School	Fulham Reach	Maintained	Fire Door Surveys	86,500	8,650	95,150	2021-22 to 2022-23
William Morris 6th Form School	Fulham Reach	Maintained	Roof Repairs	427,000	42,700	469,700	2021-22 to 2022-23
William Morris 6th Form School	Fulham Reach	Maintained	Downpipes/Guttering	12,000	1,200	13,200	2022-23 or 2023-24
William Morris 6th Form School	Fulham Reach	Maintained	General Build Works	48,000	4,800	52,800	2022-23 or 2023-24
Woodlane High School	College Park and Old Oak	Maintained (Special)	Fire Door Surveys	22,500	2,250	24,750	2021-22 to 2022-23
Woodlane High School	College Park and Old Oak	Maintained (Special)	Groundworks	16,500	1,650	18,150	2022-23 or 2023-24
Woodlane High School	College Park and Old Oak	Maintained (Special)	General Build Works	74,500	7,450	81,950	2022-23 or 2023-24
Woodlane High School	College Park and Old Oak	Maintained (Special)	Windows	323,987	32,399	356,386	2022-23 or 2023-24
Wormholt Park Primary School	Wormholt and White City	Maintained	Scaffolding	3,000	300	3,300	2022-23 or 2023-24
Wormholt Park Primary School	Wormholt and White City	Maintained	General Build Works	22,500	2,250	24,750	2022-23 or 2023-24
Wormholt Park Primary School	Wormholt and White City	Maintained	Groundworks	37,000	3,700	40,700	2021-22 to 2022-23
Queensmill Special School		Maintained (Special)	Fire stopping works	97,200	0	97,200	2021-22 to 2022-23
Melcombe Primary School	Fulham Reach	Maintained	Boiler	29,840	0	29,840	2021-22 to 2022-23
Sir John Lillie Primary School	North End	Maintained	Water supply and underground pipes	39,905	0	39,905	2021-22 to 2022-23
Norman Croft Community school	North End	Maintained	Boiler	14,710	0	14,710	2021-22 to 2022-23

School	Wards	School Type	Work Type	£ (estimate)	Contingency	Total including Contingency	FY
Brackenbury Primary School	Hammersmith Broadway	Maintained	Replacement lighting	4,800	0	4,800	2021-22 to 2022-23
All	All	All	Salary capitalisation year 1	132,800	0	132,800	2021-22 to 2022-23
All	All	All	Salary capitalisation year 2 & 3	265,600	0	265,600	2022-23 to 2023-24
Totals:				<u>3,939,837</u>	<u>334,905</u>	<u>4,268,807</u>	