

PROJECT INITIATION DOCUMENT

(September 2017)

**ADDITIONAL 6TH FORM PLACES
Langdon Park and George Green's Schools**

Version Control

Version Number	Author and Job Title	Purpose/Change	Date
0.1	Janice Beck – Head of Building Development	First draft to IDSG 4/10/17	7/9/17
0.2	Janice Beck – Head of Building Development	Revisions following IDSG Finance Sub Group	20/9/17
0.3	Janice Beck – Head of Building Development	Revisions following IDSG on community benefits and funding sources	13/10/17

Project Initiation Document (PID)

Project Name:	ADDITIONAL 6TH FORM PLACES – Langdon Park and George Green’s Schools		
Project Start Date:	January 2018	Project End Date:	October 2018
Relevant Heads of Terms:	Education		
Responsible Directorate:	Children’s Services		
Project Manager:	Janice Beck		
Tel:	4328	Mobile:	
Ward:	Lansbury and Island Gardens, but meets borough-wide need		
Delivery Organisation:	LBTH Children’s Services Capital Programme		
Funds to be passported to an External Organisation? (‘Yes’, ‘No’)	No		
Does this PID involve awarding a grant? (‘Yes’, ‘No’ or ‘I don’t know’)	No		
Supplier of Services:	LBTH Capital Delivery Team (George Green’s) THSL (Langdon Park)		
Is the relevant Lead Member aware that this project is seeking approval for funding?	Yes		
Is the relevant Corporate Director aware that this project is seeking approval for funding?	Yes		
Does this PID seek the approval for capital expenditure of up to £250,000	No		

using a Recorded Corporate Director's Action (RCDA)? (if 'Yes' please append the draft RCDA form for signing to this PID)	
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or through Full Council? ('Yes' or 'No')	Report to secure full funding for the projects to be considered by Cabinet on 31 October 2017 in parallel with submission to IDB.
<u>S106</u>	
Amount of S106 required for this project:	£7,500,000
S106 Planning Agreement Number(s):	See section 2.5 below
<u>CIL</u>	
Amount of CIL required for this project:	None
Total CIL/S106 funding sought through this project	£7,500,000
Date of Approval:	

This PID will be referred to the Infrastructure Delivery Steering Group (IDSG):

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LBTH – Place	Ann Sutcliffe	Acting Corporate Director, Place (<i>Chair</i>)
LBTH – Place	Owen Whalley	Divisional Director Planning & Building Control
LBTH Resources –	Paul Leeson	Business Manager
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Organisation	Name	Title
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LBTH – Place	Jonathan Taylor	Sustainable Development Team Leader
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LBTH – Place	Christopher Horton	Infrastructure Planning Team Leader
LBTH – Place	Hannah Murphy	Principal Growth & Infrastructure Planner

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

- 1.1 This project comprises the delivery of additional accommodation at George Green's and Langdon Park Schools to allow them to offer a 6th form curriculum to up to 250 students. This follows a review of all secondary schools with Sixth Forms, which demonstrated that neither The George Green's School nor Langdon Park School currently had all the accommodation required for a 250 place Sixth Form, as set out in the Government's Building Bulletin.
- 1.2 George Green's School currently accommodates 160 students within 6th form and an analysis of the available accommodation indicated that to provide for 250 students a further 700m² of accommodation was required. A feasibility study which looked into the most economical way of delivering the necessary facilities, however, highlighted the potential for some existing poor quality provision to be replaced. This option was considered to provide the best match of accommodation to need and results in the removal of detached modern foreign languages under sized 'cabin' classrooms and the nursery block which currently houses 6th form to be replaced by a purpose build 1400m² two storey building. The overall increase in floor area is, however only 100m², demonstrating a more efficient plan format whilst accommodating a further 90 6th form students.
- 1.3 At Langdon Park School the current accommodation can only support 87 6th form students and an overall increase in accommodation of circa 600m² is required to deliver the additional 163 places. The proposed scheme provides a new detached block over three floors, minimising the amount of external space lost by the development. Remodelling of existing accommodation will also provide additional improved science facilities.
- 1.4 This Project Initiation Document (PID) will define the proposals for these two schools to bring their accommodation up to the standard required for 250 students each. It also provides the basis for building the principles of project management into the project right from the start by confirming the business case for the undertaking, ensuring that all stakeholders are clear of their role, agreeing important milestones, and ensuring that any risks involved have been assessed. The primary purposes of this PID are to:
 - Justify the expenditure of S106 contributions on the named project which will provide the IDSG with a sound basis for their decision;

- Provide a baseline document against which the Project Team, Project Manager (and in some cases) the Project Board can assess progress and review changes.

2.0 Section 106/CIL Context

Background

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.2 CIL is a £ per square metre charge on most new development. In April 2015, the council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the [Council's Regulation 123 List](#).
- 2.3 On the 5th January 2016, the Mayor in Cabinet agreed the implementation of a new Infrastructure Delivery Framework which will help ensure the process concerning the approval and funding of infrastructure using CIL/S106 will be appropriately informed and transparent.

S106

- 2.4 The Section 106 (S106) of the Town and Country Planning Act 1990 allows a LPA to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated, between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.5. This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings at the following developments. Details of the s106 contributions funding the project are listed in the table below, expressing the amount received and the reception & expiry dates of each contribution:

Planning Application	Heads of Term	Site Address	Expiry Date	Expiry Date Note	Funding Requirements	PA Amount Agreed	PA Amount Received	To allocate to WW PS
PA/08/00146	EDUC	St Georges Estate	TBC	In event contributions are not expended in full or committed within 10 years from date of practical completion of the whole development council shall repay unspent balance.	Additional education facilities	296,208	296,208	148,104.00
PA/12/01803	EDUC	Betty May Gray House	18/08/2026	10 years from date of receipt	Additional education facilities	83,148.00	83,148.00	41,574.00
PA/12/02856	EDUC	Land to the south of 52 Stainsbury Road	TBC	in event contributions are not expended in full or committed within 10 years from date of practical completion of the whole development council shall repay unspent balance.	Towards educational facilities in the borough	754,744	754,744	754,744
PA/11/00739	EDUC	123 Fairfield Road	TBC	10 years from practical completion	Additional educational facilities	50,000	54,913.03	54,913.03
99PA/12/03138	EDUC	Corner of King David Lane and The Highway, Juniper Street,448 Cable Street (Glamis Estate Development)	TBC	10 years from practical completion	Additional educational facilities within the borough	95,550	95,550	95,550
PA/10/01734	EDUC	Bow Enterprise Park	TBC	10 years from practical completion	Additional educational facilities in the borough	1,540,525	1,077,741.53	1,077,741.53
PA/13/00218	EDUC	Aldgate Place	TBC	10 years from date of practical completion	Towards educational facilities within the borough	1,396,468	477,109	477,109
PA/11/00798	EDUC	45 Millharbour	09/01/2030	15 years from date of receipt	Additional educational facilities in the borough	482,893	280,273	280,273
PA/13/00862	EDUC	213-217 Bow Common Road	TBC	Expended or committed within 10 years from date of practical completion	Provision of additional educational facilities	152,293.32	161,067.42	161,067.42

Planning Application	Heads of Term	Site Address	Expiry Date	Expiry Date Note	Funding Requirements	PA Amount Agreed	PA Amount Received	To allocate to WW PS
PA/12/00771	EDUC	22-28 Underwood Road	TBC	Expended or committed within 10 years from date of practical completion	Towards additional educational improvements	88,980	£97,726	97,725.91
PA/13/01606	EDUC	Cutty Sark House	TBC	Expended or committed within 10 years from date of practical completion	Additional educational facilities within the borough	89,184	94,322.17	94,322.17
PA/11/02716	EDUC	Aberfeldy Estate	01/04/2020	5 years after payment made	Provision of educational facilities within the vicinity of the development	311,430	109,000.50	109,000.50
PA/11/01120	EDUC	Land bounded by Limehouse Cut and St Annes Row	03/06/2025	10 years from date of payment	Mitigate the demand of the additional population on education facilities	376,761	200,636.33	74,749.28
PA/13/02911	EDUC	Ocean Estate Site H	TBC	10 years from practical completion	Towards education facilities	200,000	200,000	200,000
PA/08/00153	EDUC	Southerby Lodge	No expiry date	No expiry date	Provision of additional school places	61,710	61,710	61,710
PA/07/02265	EDUC	80 Backchurch Lane	13/01/2026	Failed to use all or any part of the financial contribution paid within 10 years of the date of payment	Towards the provision of educational facilities	86,394	93,389.47	93,389.47
PA/13/02722	EDUC	Peterley Business Centre	TBC	Not expended in full or committed within 10 years from the date of practical completion of that phase the Council shall repay the unspent balance of the said financial contribution to the owner together with interest	Additional educational facilities in the borough	203,364	46,773.72	46,773.72
PA/13/00697	EDUC	6-8 Boulcott Street	TBC	Expended in full or committed within 10 years from date of practical completion	Educational facilities in the borough	52,007	55,656.07	55,656.07
PA/14/00293	EDUC	7 Limeharbour	TBC	Expended in full or committed within 10 years from date of	Additional educational facilities within the borough	378,296	378,296	378,296

Planning Application	Heads of Term	Site Address	Expiry Date	Expiry Date Note	Funding Requirements	PA Amount Agreed	PA Amount Received	To allocate to WW PS
				practical completion				
PA/13/02529	EDUC	Car park Cygnet Street	TBC	Expended in full or committed within 10 years from date of practical completion of the whole development	Educational facilities in the borough	98,948	106,521.73	106,521.73
PA/12/02494	EDUC	100 Violet Road	TBC	Expended in full or committed within 7 years from date of practical completion	Additional educational facilities within the borough	123,420	129,369.73	129,369.73
PA/13/00384	EDUC	Former Queen Elizabeth Hospital	TBC	Not expended in full or committed within 10 years from the date of practical completion of the whole development	Additional educational facilities in the borough	415,240	415,240	415,240
PA/12/03315	EDUC	Arrowhead Quay	TBC	Expended in full or committed within 7 years from date of practical completion	Additional educational facilities (primary and secondary school places) in the borough	1,366,418.00	1,432,453.07	£716,226.54
PA/13/03247	EDUC	Island Point - 443-451 Westferry Road	31/08/2024	Within the period of seven years from date of receipt	for the provision of primary and secondary educational facilities in the council's area	2,734,636	3,272,408.6	1,829,942.90
TOTAL								7,500,000.00

CIL

2.6 This PID does not seek approval for the expenditure of CIL funding.

3.0 Equalities Analysis

3.1 When making decisions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty.

3.2 An Equality Analysis review has been undertaken and the checklist is

attached (Appendix C). In planning new school places, data is collected on overall population growth as well as increases in demand associated with housing development. Whilst the overall number of additional pupils/students is projected based on the number and type of housing units (housing development 'pupil yield'), it is not possible to project the profile of the community which will occupy new housing and consequentially take up the new school places. Nevertheless, the existing admissions policies at these schools do not, when oversubscribed, apply admission criteria which give priority to candidates who meet faith criteria and both schools are therefore open to all members of the local community. For the 6th form provision at Langdon Park School, the school works as part of the Sixth Form East partnership (SFE) and when oversubscribed, places are firstly allocated to students at Langdon Park, then other SFE partner schools (Bow, St Paul's Way Trust and Stepney Green) prior to places being allocated to other secondary schools in the borough. Monitoring of the take up of places as part of the ongoing review of demand for provision does give an opportunity for equality issues to be reviewed.

- 3.3 All new school buildings must comply with DfE requirements for accessibility in relation to a range of disabilities, particularly where the school makes specialist provision for pupils with SEND.

4.0 Legal Comments

- 4.1 Legal Services considers that the expansion at George Green's and Langdon Park Schools to provide 6th forms which can accommodate up to 250 students satisfies the terms of all S106 agreements set out in the table at paragraph 2.4 above.
- 4.2 PA/11/02716 requires the contribution to be used towards providing educational facilities within the vicinity of the development. There is no legal definition of vicinity and a number of factors should be borne in mind such as proximity, accessibility, the availability of other such facilities and the extent to which occupiers of the land can be reasonably be expected to be served by the project. Langdon Park School falls within the catchment area for this development and is only a short walk from the development subject to PA/11/02716. This supports the proposition that it is in the vicinity. However, Legal Services does not consider George Green's school to be within the vicinity as it is situated further away from the development and there are closer alternative secondary schools which meet the educational requirements of this development. Officers will therefore need to ensure this particular contribution is ring-fenced to Langdon Park School.

- 4.3 PA/12/03315 and PA/12/03247 require the contributions to be spent on providing primary and secondary school places in the borough. It is noted that both contributions are not being used fully towards this project and the s106 agreements do not specify the extent to which the money should be allocated between primary and secondary school places so officers should ensure a proportion of the remainder of these contributions are allocated towards a project which shall provide primary school places.
- 4.4 Subject to the above comments, we consider the funding for this PID to be in accordance with the purposes for the contributions under the S106 agreements.
- 4.5 When approving this PID, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty.
- 4.6 These comments are limited to addressing compliance with the terms of the S106 agreements mentioned above (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate.

5.0 Overview of the Project

- 5.1 The project is to provide accommodation to allow each school's 6th form to accommodate 250 students. Schemes have been developed for both schools to provide the additional accommodation required. Where possible this will be provided by converting some existing rooms, for practical reasons, to provide specialist accommodation within the same subject areas i.e. science laboratories, with the remaining accommodation being new building.
- 5.2 At George Green's School, there is also an existing 4 classroom block that was provided more than 20 years ago as the school did not have sufficient classrooms to provide the curriculum. At the time the building was only expected to be used until a permanent facility could be provided. The building is expensive to maintain, limited in size for the number of pupils that now use the building and does not provide suitable insulation in the winter and summer months. It is therefore recommended that the classrooms are included within the new Sixth Form accommodation so that the classroom block can be removed.

5.3 George Green's School is designated as a voluntary controlled school and Langdon Park a community secondary school, but both are maintained by the local authority. Langdon Park is included in the Grouped Schools PFI project which continues until 2027.

5.3 The estimated cost for the works at Langdon Park School is £4m and the works at George Green's School, including replacing the classroom block, is £5m. Cabinet on 31 October will be recommended to adopt the capital estimate of £9m to provide the additional accommodation at both schools. It is proposed that the remaining s106 funds to hand which are designated for educational use for school facilities be allocated to meet part of the project cost, with the balance being met from Children's Services capital programme resources (DfE basic need grant)

6.0 Business Case

Overview/General

6.1 During autumn 2015 the service undertook an audit of 6th form provision in the borough to assess the suitability of existing accommodation to support the provision and its capacity to meet future demands, in terms of projected student numbers. The review comprised the following elements and processes:

- Development of a curriculum map for all the schools:
- For schools with well-established 6th forms, review usual operating numbers:
- For schools with more recently established 6th forms, review cohort retention, potential size of Y 11 & 12:
- To respond to growth, identify 6th form growth and shortfall of capacity, taking account of TH College existing and any planned expansion
- For each school, review updated net capacity assessment to assess sufficiency of existing accommodation for current numbers on roll
- For each school complete a curriculum analysis to identify suitability of existing accommodation
- Analyse results of all the above taking account of potential operating capacity for each school
- Agree with schools preferred operating numbers and curriculum offer as a 6th form plan for LBTH
- Identify accommodation deficiencies (sufficiency and suitability) and the shortfall(s) to be met based on agreed operating numbers

- Factor in SEN provision requirements within mainstream and special schools
 - Review school sites for options to meet the accommodation deficiencies and develop options and costs
 - If all the accommodation required can't be provided within existing site, consider alternative options and costs
 - Identify total need and costs; develop programme within available funding to implement; identify other potential funding
 - Develop procurement strategy
 - Make recommendations to Cabinet.
- 6.2 The outcomes of this review were to prioritise investment in 3 schools – George Green's, Langdon Park and Raines. The scheme now proposed for funding at Raines through application of a £4m S106 allocations has been facilitated by enabling works funding by DfE LCVAP grant (available only to the VA sector), over the last two years. The schemes now proposed at the remaining two schools have been in development and under discussion with the schools' governing bodies and are now ready to move into the procurement stage.

Project Drivers

- 6.3 The project contributes to the Council meeting its statutory obligations to provide an adequate supply of school places to meet demand. In this instance the duty is extended as a result of the drive by central government drive to increase staying on rates in schools. This sits alongside the need to provide additional places due to population growth and student yield from increasing housing development. Whilst the Council retains this statutory responsibility, the DfE requires the Council to work with other school academy and free school providers to seek to manage the supply of places and match them to projected demand. It should be noted, however, that the 6th form population is more mobile than the younger school population and is more likely to travel distances to access particular course or combination of subjects. The location of additional provision is therefore not as geographically significant as primary provision for example, although the Council would always seek to provide local access to high quality provision for students whose mobility may be limited.

Deliverables, Project Outcomes and Benefits

- 6.4 The scheme will ensure adequate accommodation to support the provision of 250 6th form places at each school and contribute to the meeting the Council's strategic and statutory objective to deliver a pattern of school places

which meets the projected demand for places and makes local provision for communities.

- 6.6 Promoting community cohesion and sharing facilities with other schools and the wider community is at the heart of George Green's School. As an extended school it provides a range of activities and services to help meet the needs of the students, their families and the wider community.
- 6.7 The school works in partnership with Island Sports Trust (IST), a voluntary organisation, to provide access to facilities and opportunities to develop skills in a variety of sports in the evenings, weekends and during the school holidays. Currently one part of the building is managed by IST at these times with all sports spaces and larger spaces such as the theatre and studio being made available for community use. It is the aim of the school to open up the new sixth form block to the community through IST as it will be located in the area of the school currently managed by IST. The new sixth form block will have a large 6th form common area that can be used by the local community for conferences etc. The classrooms can also be let out to local study groups. This is not currently an option at the school.
- 6.8 The school has a hydrotherapy pool on site. The pool is used by Water Babies, as well as other primary and special needs school in and out of the borough. The benefits to the users are huge; reducing pain and muscle spasm, strengthening weak muscles, improving co-ordination, posture and balance.
- 6.9 The school also provides a breakfast club to the students. This is a free service to the students and allows them to arrive to school on time and have a hot breakfast. This benefits the students and working parents and all students are welcome to attend.
- 6.10 The school has a programme of events for parents during the school day. The parents use a wide range of school facilities that are free on the timetable to take part in cooking classes, coffee mornings, football matches, ICT classes etc. The school has also hosted parenting classes and first aid classes for parents.
- 6.11 The school runs a programme with local primary schools to encourage them to use our facilities, such as sports, science, technology and expressive arts.
- 6.12 Local community groups also use school facilities to meet and hosting a number of events e.g. coffee mornings and tea dances.

- 6.13 The school facilities are very well used both during the school day and out of school areas. Having a new sixth form block will give the school more opportunity to share facilities with the wider community.

Other Funding Sources

- 6.14 Local authorities do not receive capital funding for post 16 provision but it is proposed to meet the additional £1.5m cost of the combined scheme from Children Services capital programme resources (DfE Basic Need grant).

Related Projects

- 6.15 The project comprises an element of the wider secondary places planning investment strategy and follows an audit of 6th form provision undertaken in 2015. The investment strategy arising from this audit identified these two schools for investment alongside Raines Foundation School, for which a separate s106 allocation has been sought.
- 6.16 These proposals form part of the response to an annual review of the projected demand for places within the primary and secondary sectors, the implications of which will in due course feed through into the post 16 sector.

7.0 Approach to Delivery and On-going Maintenance/Operation

- 7.1 The Langdon Park School site is part of the Grouped Schools PFI contract. The contractor, Tower Hamlets Schools Limited (THSL) was commissioned as the Council's agent to develop the scheme and will procure the construction contractor. As with other schemes that have been developed with THSL, LBTH will enter into a Deed of Variation to the Grouped Schools PFI contract for the works to be carried out.
- 7.2 The contractor has a long term interest in the site (until 2027). The cooperation and consent of the PFI contractor and its funders is required in order to carry out the building works. Using THSL to procure works and appoint a construction contractor following a competitive tender will ensure that the scheme is jointly developed. Using an alternative contractor for the works would take more time and create additional costs for the Council in obtaining the relevant consents. It could also lead to potential contractual disputes during the works and in the subsequent delivery of ongoing facilities management services.

7.3 A payment schedule based on delivery of key project milestone will be agreed with THSL for the project and the existing arrangements for monitoring the CS capital programme and projects within it apply to it.

7.4 The Council will be involved in the process of procuring and appointing the contractor. An Independent Certifier will also be appointed to confirm the satisfactory completion of each stage of the works by the contractor before any payments are made. On satisfactory completion the works will be signed off by the Employer’s Agent, appointed by THSL, and also at the end of the 12 months defects period

7.5 Procurement of the works at George Green’s School will be programmed through the Council’s Capital Delivery team, in line with the preferred routes to market at that time. As a voluntary controlled school maintained by the local authority, the school will be responsible for managing its building by deployment of its delegated budget and capital investment needs in future will continue to be met by the Council in partnership with the school’s governing body.

8.0 Infrastructure Planning Evidence Base Context

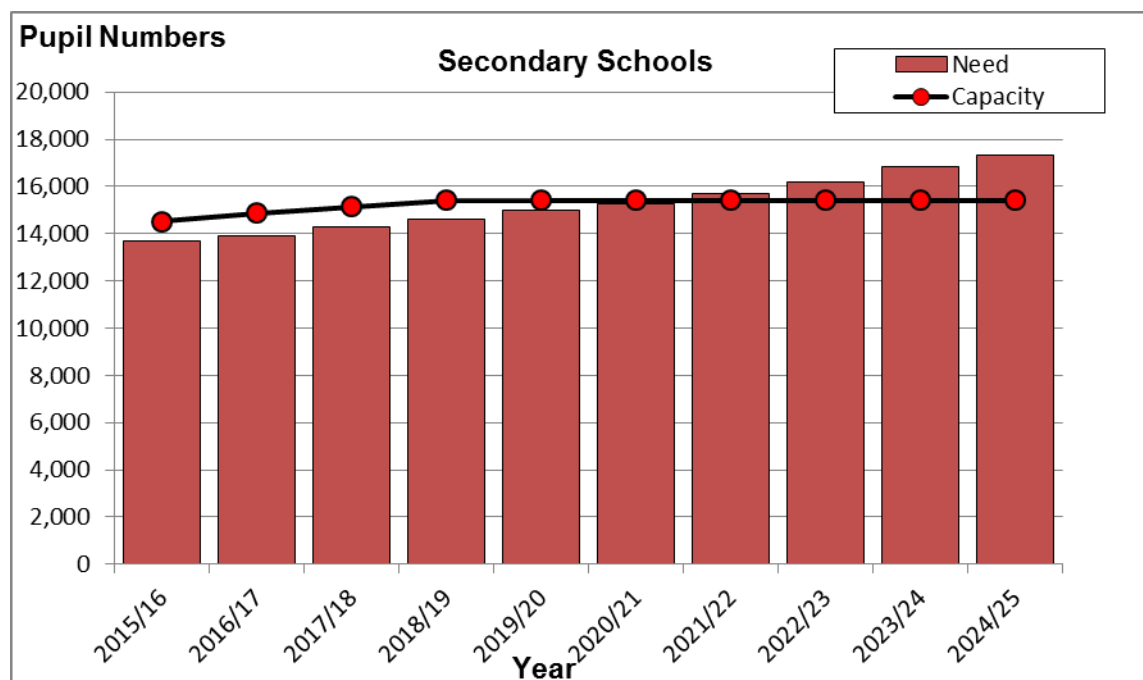
8.1 The development of 6th form provision at George Green’s and Langdon Park Schools is identified in the Council’s Infrastructure Planning Evidence Base as follows:

Project Ref	Ward	Description	Estimated Cost	CIL/S106 Funding Required?	Planned Year of Delivery	Officer Prioritisation	Prioritisation Comments	Notes
Langdon Park School	Lansbury. Meets borough-wide need.	Additional accommodation for 6th form	£5m	Yes	2019	3	These projects meet the same criteria in terms of addressing need.	
George Green's School	Island Gardens. Meets borough-wide need.	Additional accommodation for 6th form	£5m	Yes	2019	3	These projects meet the same criteria in terms of addressing need.	

8.2 As outlined previously, the cost of the scheme has reduced marginally since the original estimate, with the total cost now standing at £9m for both projects. Whilst the officer prioritisation of these projects indicates that they fall behind both the development of London Dock and Westferry secondary sites, since the 2015 review of the evidence base, the projected demand for new 11-16 provision has slowed and in the officers would now place these schemes ahead of the London Dock proposal. It is worth noting that the demand for these 6th form places comes from students currently working through the secondary phase of education, whilst both the Westferry and London Dock

requirements relate to pupils generated by housing which is as yet unbuilt or for pupils who are currently in the primary phase of education. In the drive to ensure an adequate supply of places for future pupils, it is important to ensure that the needs of students currently in the system are not overlooked.

8.3 The Evidence Base goes on to outline the borough wide position in relation to growing demand for 11-16 places shown in the following table:



8.4 As 11-16 provision has been developed through expansion of existing schools, there is a need to ensure that the associated 6th form provision is brought on stream to ensure that students access to the full curriculum offer and range of potential providers.

9.0 Opportunity Cost of Delivering the Project

9.1 The S.106 funding sources proposed are all ring-fenced for education use, some are further constrained for provision of additional secondary school places. These funds could therefore only be used for other secondary school projects. The S106 budget for the project is supplemented by £1.5m DfE Basic Need grant funding. As outlined in paragraph 6.6 above, DfE capital grant is not available to local authorities for post 16 provision in schools and therefore the allocation of the grant funding to this project is at the expense of funding for other primary or secondary 11-16 place planning projects. Commitment of DfE grant is not time limited and these resources could have been reserved to meet high priority investment in new school proposals providing places for 5-

16 year olds over forthcoming years.

- 9.2 Prioritisation of use of S106 resources on school growth projects will continue to be reviewed as demand for places fluctuate, both within the secondary and between the primary and secondary sectors.

10. Local Employment and Enterprise Opportunities

- 10.1 The scheme at George Green's School will be procured in line with the Council's key performance indicators relating to the provision of employment and training opportunities in construction projects.
- 10.2 The contract for work at Langdon Park School is being procured by THSL as part of the arrangements under the Grouped Schools PFI contract. The previous large scheme delivered through this mechanism at Olga Primary School has included requirements for working with local supply chain and creating employment and training opportunities.

11. Financial Programming and Timeline

Project Budget

- 11.1 Funds for the delivery of the two schemes are proposed as set out in Table 1 below. Unlike primary and secondary provision where the Council is able to demonstrate to central government a shortfall in provision to meet projected demand and access Basic Need capital grant, the Council has not access to grant to address provision needs in the post 16 sector. Any funding allocated from core capital funding sources therefore is at the expense of investment needs within the 5-16 sector.
- 11.2 Subject to agreement to this PID, the proposed funding arrangements will be reported to Cabinet at its meeting on 31 October, alongside the proposal to proceed into the procurement stage. The capital report to Cabinet currently states the following:

“Langdon Park School and George Green's School both require expansion as currently they do not have a 250 place sixth form. The estimated cost for the works at Langdon Park School is £4m and the works at The George Green's School, including replacing the classroom block, is £5m.

It is recommended that a capital estimate of £9m is adopted to provide the additional 6th form accommodation at both schools. This will be funded from

the available S106 contributions which have been received for improvements to education facilities in the borough. The cost of replacing the classroom block at The George Green’s School will be funded from the Children’s Services Capital Programme.”

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (Capital/ Revenue)
S. 106	7,500,000	S. 106	Capital
Children Services Capital Programme	1,500,000	DfE Basic Need grant	Capital
Total	£ 9,000,000		

Any unused contingency funding would be returned to uncommitted funds to maximise flexibility in use of those funds.

Project Management

- 11.3 The project at George Green’s will be managed by LBTH and associated fees are covered within the project budget. The project management costs for the Langdon Park scheme run by THSL are also contained within the project budget.

Financial Profiling

Table 2														
Financial Profiling														
Description	17/18				18/19				19/20				20/21	Total
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Design			0.1	0.21	0.19	0.08				0.02			0.02	0.62
Construction						0.7	1.5	2.45	2.45	1.06			0.22	8.38
Total			0.1	0.21	0.19	0.78	1.5	2.45	2.45	1.08			0.24	9.0

Outputs/Milestone and Spend Profile

Table 3a			
Project Outputs/Milestone and Spend Profile – George Green’s			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Planning submission	£ 100,000	September 2017
2	Construction commences	£ 200,000	August 2018
3	Completion of construction	£4,570,000	July 2019
4	End of DLP	£ 130,000	July 2020
Total		£5,000,000	

Table 3b			
Project Outputs/Milestone and Spend Profile – Langdon Park			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	Planning submission	£ 90,000	December 2017
2	Construction commences	£ 190,000	December 2018
3	Completion of construction	£3,610,000	July 2019
4	End of DLP	£ 110,000	July 2020
Total		£4,000,000	

12. Project Team

12.1 Information regarding the project team is set out below:

For George Green’s

- Project Sponsor: Janice Beck, LBTH
- Project Manager: Capital Delivery Team ,LBTH
- Project Team Members: Building Development and Capital Delivery Team representatives (TBC), LBTH.

For Langdon Park

- Project Sponsor: Janice Beck, LBTH
- Project Manager: Colin Simpson, Amber Infrastructure (THSL)
- Project Team Members: Chac Cun and Duncan Cameron, LBTH; Nick MacKee, Amber Infrastructure (THSL)

13. Project Reporting Arrangements

Table 4			
Group	Attendees	Reports/Log	Frequency
CS capital programme monitoring group	CS capital team	Monthly reports	Monthly
Quarterly capital monitoring	Written	Corporate reporting	Quarterly
IDSG Sub Group	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDSG	Numerous – defined in ToR.	Monitoring Report	Quarterly
IDB	Numerous – defined in ToR	Monitoring Report	Quarterly
Cabinet	Members	Report on CS capital programme, schemes, progress, spend	Annually

14. Quality Statement

- 14.1 Design and construction will comply with current applicable regulations, practices and standards. This will include Building Regulations, mechanical and electrical regulations and legislation, daylighting and ventilation requirements and DDA compliance and all DfE Building Bulletin specified standards
- 14.2 The choice of materials will aim to ensure use of sustainable products with consideration of product life and future maintenance plans.
- 14.3 On the Langdon Park project, THSL Quality Management System complies with the Quality, Environmental and Safety Management System Standards ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007. Both projects will be monitored during delivery by members of the Children & Adult Services Building Development Team to ensure compliance with the specification and to ensure the safe management of construction on occupied sites Handover of projects will not be accepted unless the schools can make beneficial use of the facilities provided i.e. that they are a fit and safe condition to be used..

15. Key Risks

15.1 The key risks to this project are set out in the Table 6 below:

Table 6							
Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
1	Increased costs	Detailed design work and detailed cost submission	Increase to budget or reductions to the scheme	Monitoring of scheme development by project team	2	2	4
2	Programme slippage	Works delays	Delay in school opening/partial opening	Project team review partial opening options	2	2	4
3	H&S issues relating to work on an occupied site	CDM concerns arising from H&S inspections	Risks to building occupants	Robust client and contractor adherence to sound practice and communication between parties.	2	2	4

16. Key Project Stakeholders

16.1 The principal stakeholders are shown in Table 5 below and will be engaged from the earliest stages of the project and through to project closure. The key stakeholders will be engaged as required, after delivery is completed.

Table 5			
Key Stakeholders	Role	Communication Method	Frequency
Headteacher	Lead client user	Meetings	Monthly or as required
Governing body	Oversight of school	Updates to meetings	As required
Parents	Users	Consultation, newsletters	As required
Council Members including ward members	Representatives	Update reports	As required

17.0 Stakeholder Communications

17.1 The headteachers and school governing bodies have been fully involved in the development of the proposed schemes and are wholly supportive of the proposals.

17.3 LA publicity material will include information that s. 106 contributions have helped fund the project.

18.0 Project Approvals

The PID has been reviewed and approved by the Chair of the IDSG and the Divisional Director for the Directorate leading the project.

Role	Name	Signature	Date
IDSG Chair	Ann Sutcliffe		
Divisional Director, Education & Partnerships	Christine McInnes		

Project Closure

Please see the Project Closure Document Template. This is to be completed at the project closure stage and submitted to the s106 Programme Manager.

The relevant documents, as outlined in the Project Closure Report, must be made available on request.

Appendices

Appendix A: Location Plans

Appendix B: Site Plans

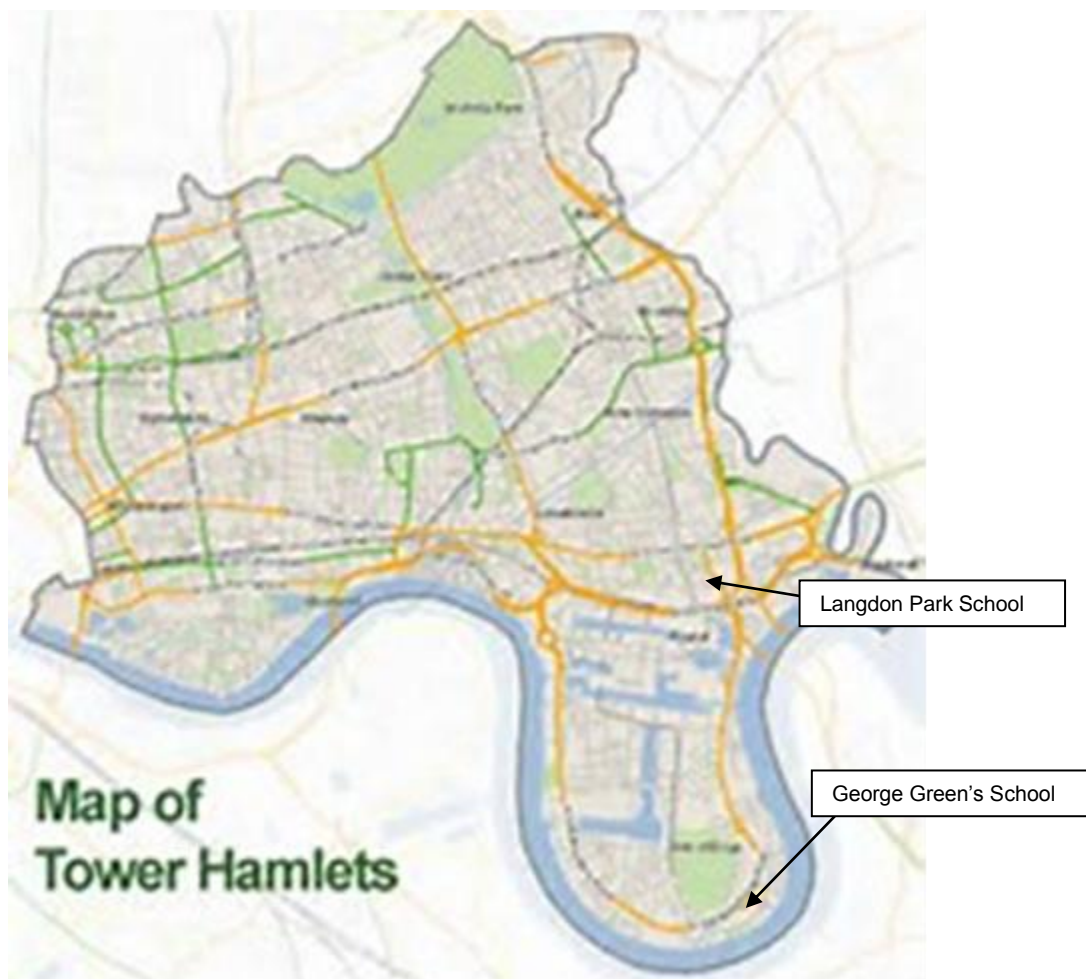
Appendix C: Equality Analysis Quality Assurance Checklist

Appendix D: Risk Register

Appendix E: Project Closure Document

APPENDIX A

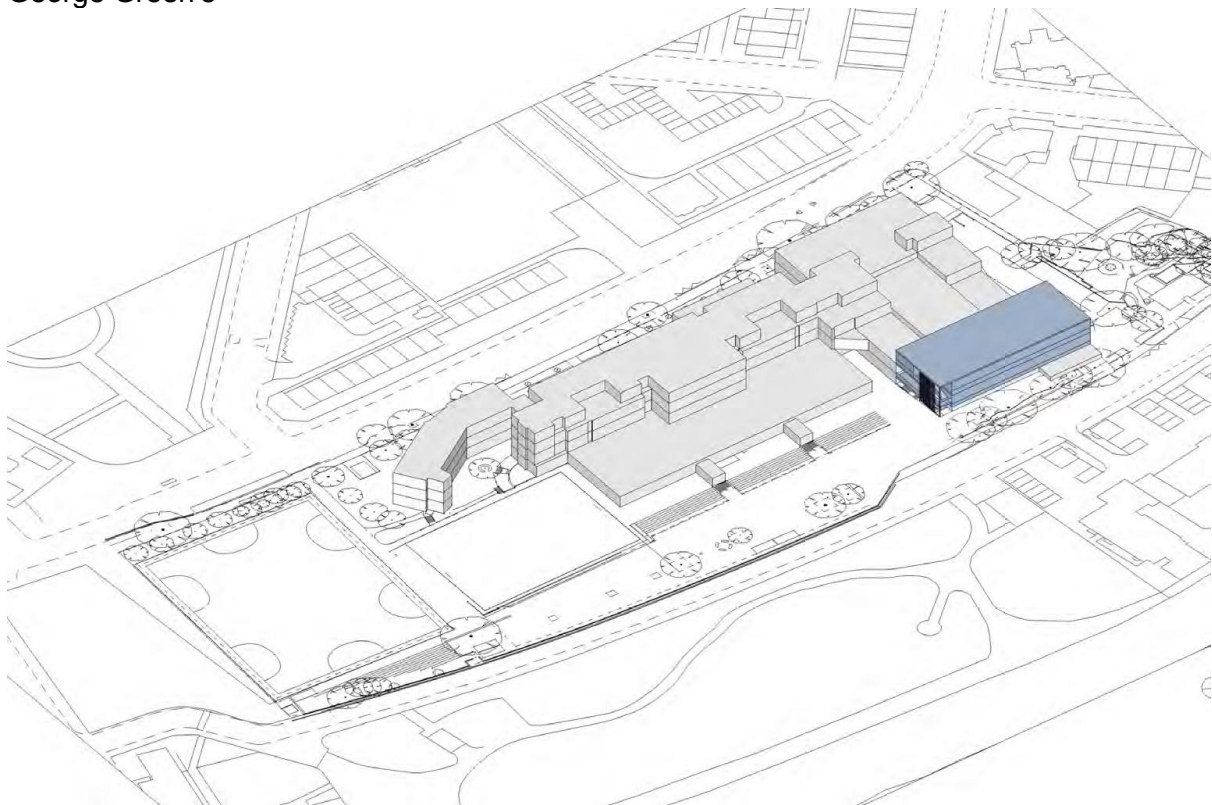
Location plan



APPENDIX B

Proposed Site Plans

George Green's




Langdon Park



APPENDIX C

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Expansion of 6th form provision at George Green's and Langdon Park Secondary Schools
Directorate / Service	Children's Services, Building Development
Lead Officer	Janice Beck
Signed Off By (inc date)	Janice Beck 20/9/17
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	 Proceed with implementation As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage.

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Y	The provision of 253 additional 6 th form places to meet demand arising from the growth in secondary school population and increasing post 16 staying on rates.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	N	The number of pupils affected by the new provision is known, but the profile cannot be assessed as they will be drawn from both existing pupils cohorts at George Green's/Langdon Park schools and other borough secondary provision, depending on the curriculum offer made in each year.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and	N/A	Quantitative data is available but

	quantitative data to support claims made about impacts?		no quality assessment can be made at this time.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Y	Provision will be made in accordance with national standards for secondary school and 6 th form provision set out by central government, based on analysis of historic building projects and their relative success in impacting on teaching and learning.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Y	The knowledge and expertise of the people involved in the projections of demand and delivery of the capital project is extensive and tried and tested in relation to meeting the widest possible uses of the premises which the project will deliver.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Y	Consultation has taken place with stakeholders during the development of proposals.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	N/A	See paragraph 3 above.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	N/A	See paragraph 3 above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	N/A	See paragraph 3 above
b	Have alternative options been explored	N/A	See paragraph 3 above
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Y	Take up of places in the new provision will be reviewed as part of the ongoing monitoring of the efficiency and effectiveness of the place planning function. Equalities dimensions will be considered as a part of this review process.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	N/A	See paragraph 3 above
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Y	

APPENDIX D

Risk Register

RISK REGISTER
PRE-PLANNING STAGE

No.	Date	Risk Description	Consequence	Mitigation Action	Likelihood Max. 5	Impact Max. 5	Total
1		Access for fire tender in case of fire	Prevent fire tender accessing main building to deal with fire and/or rescue	Contractor's site area does not block access for fire tender	2	5	10
2		Noise, dust from internal works	Disruption to school	Arrange internal works during school closure periods	3	4	12
3		Noise, dust, etc from new building works	Disruption to school	Any noisy or dusty works identified and assessment undertaken to confirm if school will be affected. Arrange for any works to be undertaken outside school use periods	2	4	8
4		Interaction between contractor's employees and school students	Safeguarding issues	Contractor's site clearly defined and employees to remain with area and told not to speak to students	3	3	9
5		Achieving Excellent BREEAM requirement by Planning	Design changes / additional cost to ensure compliance.	Regular monitoring and reviews taking place. Further actions to be advised when necessary.	2	4	8
6		Clients change to brief	Possible design / programme / cost implications.	Strategy for bringing in school provider to be decided upon. Change control to be implemented so that all changes are signed off by the relevant authority.	3	4	12
7		Change to Educational design standards eg BB103	Change of design / cost	Check cut off point. Check upcoming legislation.	2	4	8
8		Planning approval not provided	Delay in works commencing	Pre-app. meeting with Planners to establish any concerns with design.	2	4	8
9		Cabinet approval not given	Scheme delayed or cancelled	Review during Cabinet reporting process	2	5	10
10		Timing of design development not in accordance with master programme.	Delay to the procurement / construction programme	Robust management of the design during the RIBA Stage 2 / 3	3	4	12
11		Design proposals not in accordance with budget	Increase in cost / Depletion of contingency.	Cost management of design development process during design stage.	2	4	8

12	Rising markets, main contractor & sub-contractor capacities and desire to take risk. (Brexit / Inflation).	Possible uncompetitive prices.	Ensure procurement contingency is ring-fenced and maintained in PTE.	3	4	12
13	Contractor / sub-contractor insolvencies	Possible delay / additional cost	Credit check by clients. Ensure contractor puts correct processes in place for credit checking sub-contractors.	2	5	10
14	Cost of school exceeds money that is available.	Possible scope cutting / VE at a later date to suit budget.	LBTH to clarify and define budget asap.	2	5	10
15	Construction strategy - impact on nearby buildings.	Health and Safety issues. Delays to programme / cost impact.	Ensure that tendering contractors provide a full method statement on demolition techniques and has a full understanding of potential issues.	3	4	12
16	Unforeseen foundations or obstructions in the ground.	Delays to programme and cost.	Confirm if risk requires further investigations / surveys are required.	2	4	8
17	Possibility of finding UXO	Delays to programme	Risk to be assessed with detailed report and appropriate mitigation measure to be implemented.	2	4	8
18	Ground Conditions - risk of contamination	Delays to programme and cost.	Seek guidance on likelihood and any relevant mitigation measure.	2	4	8
19	Unforeseen services in the ground	Delays to programme and cost.	Detailed building/services surveys to be undertaken by consultants	2	5	10

APPENDIX E

Project Closure Document							
1.	Project Name:						
2a.	Outcomes/Outputs/Deliverables I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the any Funding Agreement/PID including any subsequently agreed variations.			Please Tick ✓			
				<table border="1"> <tr> <td style="background-color: #cccccc;">Yes</td> <td></td> <td style="background-color: #cccccc;">No</td> <td></td> </tr> </table>	Yes		No
Yes		No					
2b.	<ul style="list-style-type: none"> • Key Outputs <i>[as specified in the PID]</i> • Outputs Achieved <i>[Please provide evidence of project completion/delivery e.g. photos, monitoring returns / evaluation]</i> • Employment & Enterprise Outputs Achieved <i>[Please specify the employment/enterprise benefits delivered by the project]</i> 						
3a.	Timescales I confirm that the project has been delivered within agreed time constraints.			Please Tick ✓			
				<table border="1"> <tr> <td style="background-color: #cccccc;">Yes</td> <td></td> <td style="background-color: #cccccc;">No</td> <td></td> </tr> </table>	Yes		No
Yes		No					
3b.	<ul style="list-style-type: none"> • Milestones in PID <i>[as specified in the PID]</i> • Were all milestones in the PID delivered to time <i>[Please outline reasons for any slippage encountered throughout the project]</i> • Please state if the slippage on project milestone has any impacts on the projects spend (i.e. overspend) or funding (e.g. clawback) 						
4a.	Cost I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID			Please Tick ✓			
				<table border="1"> <tr> <td style="background-color: #cccccc;">Yes</td> <td></td> <td style="background-color: #cccccc;">No</td> <td></td> </tr> </table>	Yes		No
Yes		No					

4b.

- Project Code
- Project Budget *[as specified in the PID]*
- Total Project Expenditure *[Please outline reasons for any over/underspend]*
- Was project expenditure in line with PID spend profile *[Please outline reasons for any slippage in spend encountered throughout the project]*

5.	Closure of Cost Centre I confirm that there is no further spend and that the projects cost centre has been closed. <ul style="list-style-type: none"> • Staff employment terminated • Contracts /invoices have been terminated/processed 	Please Tick ✓			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.	Risks & Issues I confirm that there are no unresolved/outstanding Risks and Issues	Please Tick ✓			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7.	Project Documentation I confirm that the project records have been securely and orderly archived such that any audit or retrieval can be undertaken.	Please Tick ✓			
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		These records can also be accessed within the client directorate using the following filepath: <i>[Please include file-path of project documentation]</i>			
8.	Lessons learnt				
	<ul style="list-style-type: none"> • Project set up <i>[Please include brief narrative on any issues faced/lessons learned project set up]</i> 			
	<ul style="list-style-type: none"> • Outputs <i>[Please include brief narrative on any issues faced/lessons learned in delivering outputs as specified in the PID, including the management of any risks]</i> 			
	<ul style="list-style-type: none"> • Timescales <i>[Please include brief narrative on any issues faced/lessons learned in delivering project to timescales specified in PID]</i> 			
	<ul style="list-style-type: none"> • Spend <i>[Please include brief narrative on any issues faced/lessons learned regarding project spend i.e. sticking to financial profiles specified in the PID, under or overspend]</i> 			
	<ul style="list-style-type: none"> • Partnership Working <i>[Please include brief narrative on any issues faced/lessons learned re: internal / external partnership working when delivering the project]</i> 			
	<ul style="list-style-type: none"> • Project Closure <i>Please include brief narrative on any issues faced/lessons learned project closure]</i> 			

9.	<p>Comments by the Project Sponsor including any further action required <i>[Use to summarise project delivery and any outstanding actions etc]</i></p> <p>-----</p> <p>-----</p>		
10.	<p>The Project Sponsor and Project Manager are satisfied that the project has met its objectives and that it can be formally closed.</p>		
	Sponsor (Name)		Date
	Project Manager (Name)		Date