



Board of Governors of the City of London School for Girls

Date: MONDAY, 4 MARCH 2019

Time: 10.00 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Deputy Clare James (Chairman)	Ann Holmes
Nicholas Bensted-Smith (Deputy Chairman)	Mary Ireland (External Member)
Professor Anna Sapir Abulafia (External Member)	Deputy Robert Merrett
Rehana Ameer	Sylvia Moys
Randall Anderson	Dhruv Patel OBE, Aldgate
Tijs Broeke	Elizabeth Phillips (External Member)
Deputy Roger Chadwick (Ex-Officio Member)	Deputy Richard Regan
Alderman Emma Edhem	Alderman William Russell
Dr. Stephanie Ellington (External Member)	Sir Michael Snyder
Soha Gawaly (External Member)	Deputy James Thomson (Ex-Officio Member)
Deputy Tom Hoffman	

Enquiries: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

N.B. Part of this meeting may be subject to audio-visual recording.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES [TO FOLLOW]**

To agree the public minutes and non-public summary of the meeting held on 11 February 2019.

For Decision

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

6. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

7. **NON-PUBLIC MINUTES [TO FOLLOW]**

To agree the non-public minutes of the meeting held on 11 February 2019.

For Decision

8. **EXPANSION PLAN UPDATE [TO FOLLOW]**

For Decision

9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Agenda Item 5

Committees: Corporate Projects Board <i>[for decision]</i> Projects Sub <i>[for decision]</i> Board of Governors of the City of London School for Girls		Dates: 17 December 2018 18 January 2019 4 March 2019
Subject: City of London School For Girls Summer Revenue Works 2019	Gateway 2: Project Proposal Regular	
Unique Project Identifier: 12046		
Report of: City Surveyor Report Author: Neil Hawkins		For Decision
<h1>PUBLIC</h1>		

Recommendations

1. Next steps and Requested decisions	Approval track: 2. Regular Next Gateway: Gateway 3/4 - Options Appraisal (Regular) Next Steps: Detailed outline of the options for delivery Requested Decisions: <ol style="list-style-type: none">1. Approval to proceed to Gateway 3/4;2. Approval for staff costs of £5000;3. For City Surveyors Operations department's Minor Works team to pursue delivery options
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2. Resource requirements to reach next Gateway	Item	Reason	Funds/ Source of Funding	Cost (£)
	CoL Staff costs	Preparing specifications to go to market	CoL School For Girls Repairs and Maintenance Revenue Fund	4,000
	Total			4,000
3. Governance arrangements	<ul style="list-style-type: none"> • State the Service Committee responsible. CoL School for Girls Board of Governors • Name of Senior Responsible Officer and their role: Alan Bubbear, Bursar • Project Board not required. Governance by City Surveyors Dept 			

Project Summary

4. Context	4.1 In line with the School's 20-year Repair and Maintenance plan a series of works have been identified between the School and City Surveyors to maintain the School in good order. Additional works have been identified in line with the school's developing requirements, including health and safety, safeguarding and security concerns.
5. Brief description of project	5.1 The works are broad in nature but are based on meeting the requirements of the School's 20-year plan for repairs and maintenance and other requirements such as safeguarding, health and safety, and security requirements. The works can only be carried out during the summer holidays to avoid disruption to the school's facilities and services.
6. Consequences if project not approved	<p>6.1 Given the diversity of the works planned the consequences of not proceeding are varied.</p> <p>6.2 Certain works noted above have an immediate security or safeguarding implication if not undertaken. Other works have arisen from our recent fire risk assessment, Health and safety audit, and access report. We would deem all of these to be important and require immediate attention.</p> <p>6.3 Other works, such as general repair work and decorating, is part of a rolling programme that the School undertakes each year, in order to avoid costlier maintenance and repairs in the future. The consequences of not undertaking such work would not be immediate but would cause greater cost in the future.</p>

7. SMART Project Objectives	<p>7.1 New facilities achieve safeguarding standards, and meet H&S and fire risk assessment needs.</p> <p>7.2 Project completed to programme, on schedule and within budget.</p> <p>7.3 Proposals have local authority planning and building regulation approval (where required).</p>
8. Key Benefits	<p>8.1 School facilities will comply with safeguarding standards and meet fire risk assessment, H&S audit and access audit recommendations (where applicable).</p> <p>8.2 Continued investment in the School's infrastructure via planned repairs and maintenance, to maintain the school premises in a fit state.</p> <p>8.3 By planned maintenance, avoiding costlier catch up repairs when infrastructure fails.</p>
9. Project category	7a. Asset enhancement/improvement (capital)
10. Project priority	A. Essential
11. Notable exclusions	None

Options Appraisal

12. Overview of options	<p>12.1. To undertake works to maintain the school according to its 20 year repairs and maintenance plan.</p> <p>This is the recommended option.</p> <p>12.2 To do nothing. This is not recommended, as it would have a series of negative effects including regulatory and allowing parts of the school to fall into disrepair.</p>
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Project Planning

13. Delivery Period and Key dates	The project programme based on the recommended option (Option 1).		
	1	Governors approval (received)	3 rd December 2018

	2	Corporate Projects Board	17 th December 2018
	3	Project Sub	18 th January 2018
	4	Undertake procurement	4 th March 2019
	5	Appoint contractor(s)	6 th May 2019
	5	Commence summer works	July 2019
	6	Completion of works	August 2019
14. Risk implications	<p>Overall project risk: Green</p> <p>18.1 Delay and/or cost overrun due to the complexity of the programme of works</p> <p>18.2 Poor coordination of the different projects.</p> <p>18.3 Discovery of asbestos where intrusive works are to be carried out.</p>		
15. Stakeholders and consultees	<p>15.1 School Headmaster and Bursar</p> <p>15.2 CoL School For Girls Board of Governors</p> <p>15.3 City Surveyor</p>		

Resource Implications

16. Total estimated cost	Likely cost range: £450,000 - £550,000														
17. Funding strategy	Choose 1: All funding fully guaranteed	Choose 1: Internal - Funded wholly by City's own resource													
	<table border="1"> <thead> <tr> <th>Funds/Sources of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>CoL School For Girls Repairs and Maintenance Revenue Fund (contractor delivery costs)</td> <td>493,000</td> </tr> <tr> <td>CoL School For Girls Repairs and Maintenance Revenue Fund (enabling works and CoL staff costs)</td> <td>12,000</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>505,000</td> </tr> </tbody> </table>		Funds/Sources of Funding	Cost (£)	CoL School For Girls Repairs and Maintenance Revenue Fund (contractor delivery costs)	493,000	CoL School For Girls Repairs and Maintenance Revenue Fund (enabling works and CoL staff costs)	12,000							Total
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Total	505,000														
18. Investment appraisal	<p>The works are part of the School's 20-year repair and maintenance plan. As such, failure to continually repair and maintain the premises according to our 20-year plan will, over time, require more costly catch up maintenance.</p>														

19. Procurement strategy/Route to Market	A detailed procurement strategy will be provided at GW3/4 by City Procurement. All procurement exercises will be carried out in consultation with the City Surveyor's Department and City Procurement team. It is likely that the new City Procurement framework will be used, although an open tender process may be preferred.
20. Legal implications	No other planning consents are expected to be required. Safeguarding requirements will be met.
21. Corporate property implications	Given the requirement to provide compliant facilities, the proposal provides a solution to maintain the operational status of this facility via work in accordance with our 20-year repairs and maintenance plan and recent safeguarding regulations.
22. Traffic implications	None
23. Sustainability and energy implications	None
24. IS implications	None
25. Equality Impact Assessment	<ul style="list-style-type: none"> An equality impact assessment will not be undertaken
26. Data Protection Impact Assessment	<ul style="list-style-type: none"> The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken

Appendices

Appendix 1	Project Briefing
Appendix 2	Proposed Programme of works
Appendix 3	

Contact

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Project Briefing

Project identifier			
[1a] Unique Project Identifier	12046	[1b] Departmental Reference Number	
[2] Core Project Name	CoL School For Girls Summer Revenue Works 2019		
[3] Programme Affiliation <i>(if applicable)</i>	NA		

Ownership	
[4] Chief Officer has signed off on this document	Ena Harrop
[5] Senior Responsible Officer	Alan Bubbear
[6] Project Manager	Tahir Ditta

Description and purpose					
[7] Project Mission statement / Elevator pitch					
Broad scope of works covering annual maintenance and improvements for the CoL School for Girls, driven by the City Surveyors forward maintenance plan and the School's changing requirements					
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?					
Various building fabric, mechanical and electric assets are reaching the end of their life and will become inefficient and likely to fail if not replaced. Other items are required to provide the school with appropriate facilities for developing needs.					
[9] What is the link to the City of London Corporate plan outcomes?					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [5] Businesses are trusted and socially and environmentally responsible. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment. [12] Our spaces inspire excellence, enterprise, creativity and collaboration.					
[10] What is the link to the departmental business plan objectives?					
School Development Plan Objective G – Ensure facilities remain fit for purpose					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	Y

Project Benchmarking:
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?

<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>
1)Continued operational success, without failure of building plant and fabric
2)School conforms to all safeguarding requirements in order to provide the appropriate environment for all pupils
3) Works completed on time without disruption to school operations and re-opening after the summer break
[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)
The school will be better equipped to provide appropriate facilities as the school moves forward
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range estimate: Upper Range estimate: £505,000
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
All on-going maintenance and servicing costs are accounted for in the City Surveyor's Forward Maintenance Plan and the Chamberlain's annual report on the schools Repairs, Maintenance and Improvement fund
[16] What are the expected sources of funding for this project?
City of London School For Girls' Repairs and Maintenance Revenue Fund
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?
Lower Range estimate: July – Aug 2019 Due to the significant disruption caused by the works programme these must be carried out during the summer holiday break. They cannot be postponed or overrun.

Project Impact:	
[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?	
No	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Steven Reynolds
Chamberlains: Procurement	Officer Name: Diana Morris
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	

Client	Department: CLSG
Supplier	Department: City Surveyors
Supplier	Department:
Project Design Manager	Department: Tahir Ditta
Design/Delivery handover to Supplier	Gateway stage: Gateway 5

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CoL School for Girls 2019/20

Group	Committee	Property	Description	Total Score	Cost	PFM Comments
Building	City of London School for Girls Committee	CoL School for Girls	DOOR REPLACEMENT (INTERNAL) B FLOOR	180	70,000	
Building	City of London School for Girls Committee	CoL School for Girls	EXTERNAL DOOR REPLACEMENT	180	70,000	
Building	City of London School for Girls Committee	CoL School for Girls	KITCHEN EQUIPMENT REPLACEMENT	180	50,000	
Building	City of London School for Girls Committee	CoL School for Girls	MAIN HALL REFURBISHMENT	180	50,000	
Building	City of London School for Girls Committee	CoL School for Girls	TOILETS REFURBISHMENT (GIRLS G FLOOR) Mechanical services only	180	20,000	
Building	City of London School for Girls Committee	CoL School for Girls	WINDOWS OVERHAUL (Corner room windows)	180	80,000	
Electrical	City of London School for Girls Committee	CoL School for Girls	LIGHT FITTINGS REPLACEMENT (COMMON PARTS)	180	15,000	
Heating & Ventilation	City of London School for Girls Committee	CoL School for Girls	DHWS VALVES REPLACEMENT	180	6,000	
Building	City of London School for Girls Committee	CoL School for Girls	ROOF FINISH REPLACEMENT (MAIN BLOCK))		90,000	
Building	City of London School for Girls Committee	CoL School for Girls	OFFICE REFURBISHMENT (A FLOOR)	45	42,000	
			Total		493,000	

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