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<b>Committees:</b>	<b>Dates:</b>
Corporate Projects Board (CPB) <i>[for decision]</i> Projects Sub <i>[for decision]</i> Freemen's School Board of Governors Committee <i>[for decision]</i>	13 January 2021 25 January 2021 04 February 2021
<b>Subject:</b> CoL Freeman's School Revenue Works Programme 2021/2022  <b>Unique Project Identifier: 12248</b>	<b>Gateway 1-4 Project Proposal &amp; Options Appraisal Regular</b>
<b>Report of:</b> City Surveyor <b>Report Author:</b> Joanne Horne	<b>For Decision</b>
<h1>PUBLIC</h1>	

## Recommendations

<b>1. Approval track, next steps and requested decisions</b>	<p><b>Project Description:</b> CoL Freeman's School's annual maintenance and improvements revenue works programme</p> <p><b>Next Gateway: 5</b></p> <p><b>Next Steps:</b></p> <p>Procurement of approved contractor through Framework Agreement This Project will be funded by the City of London Freeman's School and therefore is outside of the Fundamental Review.</p> <p><b>Requested Decisions:</b></p> <ol style="list-style-type: none"> <li>1. That budget of £12,000 is approved to reach the next Gateway;</li> <li>2. Note the estimated cost of the project is £829,000 (excluding risk);</li> <li>3. Note the estimated staff cost is £10,000;</li> <li>4. Acceptance of the risk register as per appendix 2</li> <li>5. Approval to proceed to Gateway 5</li> </ol>
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2. Resource requirements to reach next Gateway	Item	Reason	Funds/ Source of Funding	Cost (£)
	Structural / building Surveyors Consultant Fees	Structural / building Surveyors fee for feasibility survey of Junior School classroom reconfiguration	CoL Freeman's School's 21/22 Reactive Works Budget (Project Number C07M009L)	£12,000
	<b>Total</b>			£12,000
3. Governance arrangements	<ul style="list-style-type: none"> <li>• Service Committee responsible: CoL Freeman's School Board of Governors</li> <li>• Senior Responsible Officer and their role: Joanne Moore, Bursar, CoL Freeman's School</li> <li>• Project Board, not required. Governance by City Surveyors Department. Project Manager Sunil Singh (Revenue) / Joanne Horne (FM)</li> <li>• Chamberlin's Department, Nicholas Basye / Dianne Merrifield</li> </ul>			

### **Project Summary**

4. Context	<p><b>4.1</b> 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 to conform with regulatory and security requirements, and the school's developing needs such as increasing the possible capacity of students able to attend from junior school level. The works carried out in the revenue plan also support ongoing works in line with the Freeman's Estate Development Plan's (FEDP) this includes the reopening of the main house and supporting the current FEDP pause. It is imperative following the pause that a premise which may have been recognised as being</p>
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	redeveloped and therefore maintained to support this can now be refurbished to support its new operation.
<b>5. Brief description of project</b>	<p><b>5.1</b> The works are broad in nature but are based on meeting the requirements of the City of London School's 20-year plan for repairs and maintenance and other requirements such as safeguarding, health and safety, security requirements and changing educational needs. The works required have been gathered and agreed during several stake holder meetings. This has been submitted and agreed by the COLFS governors and therefore agreed the works identified are necessary and the established list is the correct projects for the year of 2021/2022. Due to this process a combined Gateway 1-4 has been submitted.</p> <p>The main body of works as identified in appendix 1 can only be carried out during the summer holidays to avoid disruption to the school's facilities and services. These works are for example a modification to the lay out in both the junior school and replacing sports ground surfaces. It is also imperative to carry out the works during the summer recess to allow the contractors enough time on site to deliver the programme without negatively affecting the school's normal operation.</p>
<b>6. Consequences if project not approved</b>	<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 health and safety requirements. 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. For example, the downtime caused by not pro-actively upgrading the BMS system and the potential disruption to the school's operation.</p> <p>6.4 Unable to support the school in increasing capacity from a junior level should the modification of lay out in the classrooms and capacity not be supported.</p> <p>6.5 To not support the renewal of the exterior sports amenities which have come to the end their recommended life and therefore arguably a health and safety issue, would cause a greatly reduced sports and wellbeing programme impacting on</p>

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	enrolment figures due to reducing the unique selling point of the facility. This available facility has been especially valuable to the schools current and future operation during the Covid pandemic and being able to support outside activities therefore reducing risk and installing confidence to students, staff and visitors.
<b>7. SMART project objectives</b>	<p>7.1 New facilities achieve standards laid out in the government's regulations on safeguarding children and on health and safety in school, as well as recommendation from the fire risk assessment.</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) and are programmed in to fit with the school's schedule.</p> <p>7.4 Identified projects meet the need of the schools current and future plans and ambition and support this development being mindful of the future goals.</p> <p>7.5 To build and agreed a robust programme which is achievable with in an appropriate and realistic time frame.</p>
<b>8. Key benefits</b>	<p>8.1 School facilities will comply with safeguarding standards, meet fire risk assessment recommendations and H&amp;S 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>
<b>9. Project category</b>	7a. Asset enhancement/improvement (capital)
<b>10. Project priority</b>	A. Essential
<b>11. Notable exclusions</b>	None

### **Options Appraisal**

<b>12. Overview of options</b>	<p>1. To undertake a series of works as per appendix 1, identified in consultation between the School and the City Surveyors, to maintain the school according to its 20 year repairs and maintenance plan and. Additional works have been identified to bring the School in line with safeguarding, security and health and safety requirements.</p>
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	2. To do nothing. Procurement guidance require the bulk of the summer works to be carried out as a single project. Restrictions mean this should be raised through the City's Framework Agreement. There are no other appropriate options.
<b>13. Risk</b>	<p><b>Overall project risk:</b> Low</p> <p>13.1 Delay and/or cost overrun due to the complexity of the programme of works</p> <p>13.2 Poor coordination of the different projects.</p> <p>13.3 Discovery of asbestos where intrusive works are to be carried out.</p> <p>13.4 Unable to carry out reconfiguration works due to building construction.</p>

### **Resource Implications**

14. Total estimated cost	Total estimated cost (excluding risk): £851,000 <i>(Enabling works £12,000. City Surveyor Staff Costs £10,000. Contractor Delivery Costs £829,000)</i>	
15. Funding strategy	Is funding confirmed:	Who is providing funding:
	All funding fully guaranteed	Internal - Funded wholly by City's own resource
	<b>Recommended option</b>	
	<b>Funds/Sources of Funding</b>	<b>Cost (£)</b>
	CoL Freeman's School's 21/22 Reactive Works Budget (enabling work to Gateway 5)	12,000
	Staff Costs (City Survey Project Management)	10,000
CoL School's Repairs and Maintenance Revenue Fund (Contractor delivery costs)	829,000	
	<b>Total</b>	<b>851,000</b>

### **Appendices**

<b>Appendix 1</b>	Proposed Programme of works
<b>Appendix 2</b>	Risk Register
<b>Appendix 3</b>	PT2 Procurement Form
<b>Appendix 4</b>	Project Briefing

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### **Contact**

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### **Options appraisal table.**

*Delete option numbers as appropriate*

	<b>Option 1</b>			<b>Option 2</b>
<b>1. Brief description</b>	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 to bring the School in line with safeguarding, security and health and safety requirements. The programme will be delivered by an approved contractor in City Procurement's Framework Agreement and must be completed in the summer holiday period.			Do nothing
<b>2. Scope and exclusions</b>	A wide range of projects across the site, as detailed in appendix 1.			N/A
<b>Project Planning</b>				
<b>3. Programme and key dates</b>	1	Governors approval of revenue spend (received)	November 2020	N/A
	2	Corporate Projects Board	13 <sup>th</sup> January 2021	
	3	Project Sub (Gateway 1-4)	25 <sup>th</sup> January 2021	
	4	COLFS Service Committee	TBC	
	4	Tender invitation to suppliers (4 weeks)	February 2021	
	5	Chief Officer approval (Gateway 5)	March 2021	
	6	Appoint contractor	March 2021	
	7	Commence works	Summer Recess Programme; July 2021. Otherwise throughout the financial year of 21/22	
	8	Completion of works	Summer Recess programme; August 2021. Otherwise throughout the financial year of 21/22	
	9	Outcome Report (Gateway 6)	March 2022	

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	<b>Option 1</b>	<b>Option 2</b>
<b>4. Risk implications</b>	<p>Overall project option risk: Low</p> <ul style="list-style-type: none"> <li>• Delay and/or cost overrun due to the complexity of the programme of works</li> <li>• Poor coordination of the different projects.</li> <li>• Discovery of asbestos where intrusive works are to be carried out.</li> </ul>	N/A
<b>5. Benefits</b>	<ul style="list-style-type: none"> <li>• School facilities will comply with safeguarding standards and meet fire risk assessment, H&amp;S audit and access audit recommendations (where applicable).</li> <li>• Continued investment in the School's infrastructure via planned repairs and maintenance, to maintain the school premises in a fit state.</li> <li>• By planned maintenance, avoiding costlier catch up repairs when infrastructure fails.</li> </ul>	None
<b>6. Disbenefits</b>	None	Failure to maintain school's premises to an appropriate standard, or to conform to all safeguarding regulations
<b>7. Stakeholders and consultees</b>	<ul style="list-style-type: none"> <li>• CoL School Headmaster and Bursar</li> <li>• CoL School Board of Governors</li> <li>• City Surveyor</li> <li>• Chamberlains</li> </ul>	



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	<b>Option 1</b>	<b>Option 2</b>
<b>Resource Implications</b>		
<b>8. Total estimated cost</b>	Total estimated cost (excluding risk): £851,000 <b>(Enabling works £12,000. City Surveyor Staff Costs £10,000. Contractor Delivery Costs £829,000)</b>	None
<b>9. Funding strategy</b>	All funding from Schools Repairs and Maintenance Fund as approved by the School Board	N/A
<b>10. Estimated capital value/return</b>	This is revenue spend on works predominantly maintenance based. Increase on student spaces sees revenue of circa £20,000, per student, per year.	None
<b>11. Ongoing revenue implications</b>	Potential loss in revenue if student spaces do not meet the demand of prospective students.  Potential loss in revenue if school amenities and learning spaces are not competitive.	N/A
<b>12. Investment appraisal</b>	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.	N/A
<b>13. Affordability</b>	Assessed by the school Bursar and approved by the School board	N/A
<b>14. Procurement strategy/Route to Market</b>	Due to the restrictions for delivering a large programme of works in a very limited timeframe the City's Framework Agreement is seen as the best procurement and delivery option.	N/A

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	<b>Option 1</b>	<b>Option 2</b>
<b>15. Legal implications</b>	No other planning consents are expected to be required. Safeguarding requirements and building regulations will be met for requirements of the works.	None
<b>16. Corporate property implications</b>	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.	N/A
<b>17. Traffic implications</b>	None	N/A
<b>18. Sustainability and energy implications</b>	The lighting BMS upgrades will provide improved efficiency and enhanced operating performance	N/A
<b>19. IS implications</b>	None	N/A
<b>20. Equality Impact Assessment</b>	N/A	N/A
<b>21. Data Protection Impact Assessment</b>	N/A	N/A
<b>22. Recommendation</b>	Recommended	Not recommended