



Cabinet
6th April 2021

**Report from Strategic Director,
Regeneration & Environment**

**Roe Green Infant School Kitchen & Improvement Works –
Approval of Capital Funding**

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| Wards Affected: | Queensbury |
| Key or Non-Key Decision: | Key |
| Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act) | Open |
| No. of Appendices: | None |
| Background Papers: | None |
| Contact Officer(s): (Name, Title, Contact Details) | <p>Fareeda Ali Capital Programme Officer Property & Assets Tel: 020 8937 6416 Email: Fareeda.ali@brent.gov.uk</p> <p>Neil Martin Interim Capital Programme Manager Property & Assets Tel: 020 8937 4203 Email: neil.martin@brent.gov.uk</p> |

1.0 Purpose of the Report

1.1 The report concerns an extension to kitchen facilities at Roe Green Infant School. This report requests approval to assign capital funding to deliver a kitchen extension project at Roe Green Infant School.

2.0 Recommendation(s)

Cabinet is requested to:

2.1 Approve £538,280.36 from the Council's Basic Need Allocation to deliver the kitchen and £189,300.64 s106 funding, as per paragraphs 4.5 and 4.6.

3.0 Background

- 3.1 Section 106, part 5 of the Children and Families Act 2014 requires school to provide free school meals for all pupils in Reception, Year 1 and Year 2. It came into effect from September 2014 and applies to maintained schools, academies, free schools and pupil referral units.
- 3.2 Roe Green Infant School has four forms of entry, with classes of 30 children in each reception, year 1 and year 2 class, totalling 360 children across the infant school alone. At present, infant school meals are prepared at the Roe Green Strathcona School and then transported over to Roe Green Infant School.
- 3.3 The current provision at Roe Green Infant School includes a kitchen servery, which is 25.2m² in size and below the minimum recommended area according to Building Bulletin 103 (BB103), which sets out the area guidelines for mainstream schools.
- 3.4 The proposed costs for this project are in fact delayed costs. Had the catering provision at Roe Green Strathcona not been in place, it would have been necessary to make provision for kitchen catering facilities at Roe Green Infant School much earlier to ensure universal infant free school meals could be provided. Given the planned closure of the Roe Green Strathcona School, it will now be necessary to make such alternative arrangements for the provision of infant free school meals.
- 3.5 Officers from the Council appointed technical consultants to produce a feasibility study at RIBA Stage 1 to determine feasible options of providing catering facilities at Roe Green Infant school. The feasibility study consisted of:
1. A survey of the site to understand the working arrangements between the school and opportunities for locating the new kitchen
 2. Undertaking a BB103 analysis to establish the area requirements and align with the proposed capacity need of the kitchen
 3. Producing design options for a new kitchen facility
 4. Production of a cost estimate. This will be used by contractors to review whether the project can be delivered for this cost envelope before contracts are awarded
 5. Producing a project programme
- 3.6 Officers of the Council, the technical consultants and the School's Senior Leadership Team worked to define the facilities required. Based on this the project will provide the school with:
1. An extension of servery – this will include provision of an extended kitchen with the required catering equipment
 2. Building Fabric Condition Improvement Works – these include repairs, refurbishment and decoration to parts of the building showing signs of wear

and tear, and investigation into ongoing roof leak issue, which may have an impact on the proposed kitchen extension

3. Mechanical and Electrical Condition Improvement Works – these include further analysis of mechanical and electrical condition, fire and security alarm extension, recommissioning of the heating system and reinstating hot and cold water systems in order to facilitate the kitchen extension

3.7 The objective is to provide commercial kitchen facilities at Roe Green Infant School for September 2022.

3.8 The project aligns with the Brent Borough Plan 2019-23 outcomes:

1. Every Opportunity to Succeed:

- Support the continued improved of early years provision and schools

Providing onsite meals for reception and KS1 pupils will ensure adequate nutritional provision is made to pupils. This will ensure healthy meals and sufficient nutrition are provided to pupils during the school day. It will also assist in the pupil's understanding of good food choices.

2. Strong Foundations

- Building services around residents and their needs

Having a sufficiently sized kitchen at the school will assist with the school and local groups to provide food related initiatives after and outside of school time through the provision of healthy cooked meals.

3.9 The extension to the existing kitchen will enable the school to meet its obligation to offer free school meals to all reception, year 1 and year 2 pupils. This will support the universal infant free school meals policy intention of improving pupils' health, attainment and behaviour through better nutrition.

3.10 Table 1 below sets out the key milestones for the project -

| Milestone | Start | Finish |
|---|------------|------------|
| Project Business Case approved by Cabinet | | 06/04/2021 |
| Appointment of Consultants | 11/01/2020 | 19/04/2021 |
| Design Work | 22/04/2021 | 23/08/2021 |
| Contractor Procurement | 26/09/2021 | 17/11/2021 |
| Planning application submitted | 02/09/2021 | 20/09/2021 |
| Planning approval granted | | 15/11/2021 |
| Contractor Contract Award | 18/11/2021 | 18/12/2021 |
| Works on site | 29/01/2022 | 29/06/2022 |
| Handover | | 29/03/2022 |
| Project Closure Report | 01/07/2022 | 29/07/2022 |

Procurement

- 3.11 There will be the need to procure both technical consultants and a works contractor to complete the required project tasks and milestones.

Consultants

- 3.12 The Council will need to appoint a multidisciplinary technical consultant organisation to carry out design, contract administration duties and Principal Designer duties. It is expected this appointment will be a Low Value Services contract. In order to meet the programme, the procurement process has started at risk of the capital funding being approved.

Works Contractor

- 3.13 In order to complete the works listed in paragraph 3.6 and consequently scoped by the appointed consultants, the Council will procure a building contractor to complete the works. This is expected to be a Medium Value Works Contract and an invitation to tender process will be used and will seek to ensure Brent based contractors are alerted to the opportunity where possible.

Other Procurement

- 3.14 There may be a need to carry out specialist surveys (e.g. Drainage) and these will be Very Low Value Services contracts. Further, the school may need furniture and ICT equipment. This is also likely to be a Very Low Value Contract.

Alternative Options Considered

- 3.15 The potential options for this project are as follows -

1. *Do nothing*

This is not an option as it means the legislative requirement to provide universal infant free school meals could not be met. BB103 sets out non-statutory area guidelines for special schools, special resourced provision on mainstream sites and alternative provision. In line with that standard the minimum space requirement for the kitchen is 58.8m², whereas the existing servery, were it to be converted into a kitchen is only 25.2m² in size

2. *Provide capital funding to extend the existing servery, creating kitchen using equipment from Roe Green Strathcona site*

This option has also been discounted. The future use of the Strathcona site is yet to be determined, including whether it requires use of kitchen facilities. Furthermore, the equipment currently in use at the Roe Green Strathcona school site is already 6-8 years old, and may require replacement in the near future.

3. *Provide capital funding to deliver stand-alone kitchen facilities on the Roe Green Infant School site*

Another option would be to extend at the north west elevation, adjacent to the Site Managers office. However, upon further consideration and review of the site constraints, a sufficiently sized extension would leave inadequate room to permit access to the gate, access to the site manager's office would need to be reconfigured, and the existing bin storage arrangement would need to be moved elsewhere.

4. *Identify a third party provider to deliver universal infant free school meals*

This option would involve identifying a third party provider to prepare school meals elsewhere and deliver them to the school site. If the provider were to withdraw, free school meals would still need to be delivered. If the provider were another school, it is unclear whether other schools would have sufficient capacity to provide their own school meals as well as for Roe Green Infant school.

5. *Provide capital funding to extend the existing dining hall, creating kitchen facilities with new equipment*

This is the recommended option. It makes the most practical use of the existing space available on site without compromising access. Initial discussions with the school indicate this is their also preferred option.

4.0 Financial Implications

4.1 The budget for the capital works for the preferred option (option 5) is outlined in the table below:

| Spend | £ |
|--------------------------|----------------|
| Construction | 481,005 |
| Fees | 52,076 |
| Surveys | 12,000 |
| Statutory | 5,000 |
| FFE & ICT | 7,500 |
| Temporary provision | 100,000 |
| Strathcona closing costs | 10,000 |
| <i>Sub-total</i> | <i>667,581</i> |
| Contingency | 60,000 |
| Overall Total | 727,581 |

- 4.2 The total Roe Green Kitchen Extension project budget is £727,581 and the pre-tender estimate for the works is £557, 581.
- 4.3 The budget proposes to include a contingency sum of £100,000 to accommodate any potential temporary kitchen provision should Roe Green Strathcona close before July 2022 or before the project is completed. There is also a £10k provision for any capital costs to facilitate the closure of the Strathcona site (e.g. securing the site, decommissioning of plant, equipment).
- 4.4 The works costs are broadly based on the November 2020 Arcadis feasibility report, which identified the required works and estimated costs.
- 4.5 Currently there is £538,280.36 of unallocated Basic Need funding available to the schools programme. There is also £193,305.05 of s106 funding available.
- 4.6 It is proposed that the costs of this project are met by from the unallocated Basic Need and s106 funding.

5.0 Legal Implications

- 5.1 Section 106, part 5 of the Children and Families Act requires all maintained schools to provide free school meals to all reception, year 1 and year 2 pupils. Roe Green Infant School had this provision met via the Strathcona Site and so require the ability to provide school meals before the Strathcona site closes.
- 5.2 Should recommendation 2.1 be approved, the project will require the procurement of a Low Value Services Contract and a Medium Value Works Contract. All procurement will be conducted in accordance with Contract Standing Orders.
- 5.3 Approval to procure and subsequently award the contracts will be sought from the relevant Operational Director in line with their delegated powers as set out under Part 3 paragraph 9.7 of the Constitution similar to the powers delegated to their Strategic Director in paragraph 9.5.3(a) thereof.

6.0 Equality Implications

- 6.1 These were set out in the Cabinet paper from September 2019 on future school organisation arrangements at Roe Green Infant school. This report considers more specifically how the school's obligation to provide free universal infant free school meals can be met.
- 6.2 The proposals set out in this report aim to ensure there are adequate kitchen facilities for the provision of free infant school meals at Roe Green Infant School.

7.0 Staffing/Accommodation Implications

- 7.1 These were set out in the Cabinet paper from September 2019 on future school organisation arrangements at Roe Green Infant school. This project proposes to provide kitchen facilities for the provision of free infant school meals.

8.0 Consultation with Ward Members and Stakeholders

8.1 The Lead Members for Schools, Employment and Skills has been consulted as part of the drafting of this report.

9.0 Social Value

9.1 The Council is under duty pursuant to the Public Services (Social Value) Act 2012 (“the Social Value Act”) to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. This duty does not strictly apply to the proposed contract as it is not a services contract. Nevertheless, Officers have had regard to considerations contained in the Social Value Act in relation to the procurement.

9.2 Ten percent of the overall evaluation criteria is allocated to Social Value and will be in line with the Council’s Social Value and Ethical Policy approved by Cabinet in April 2020. It is envisaged that the successful contractor should be able to offer local employment, apprenticeships and work experience to residents in Brent. It would be expected that the successful contractor would offer other community benefits to the residents in Brent. Bidders are required to identify a monetary value (or cash value) for each element of the Social Value that they offer. The monetary value should be 10% of the contract value. If suppliers do not deliver on the social value commitments, the Council will look at claiming back the monetary value.

Related Document:

Cabinet (9 September 19) report – The Future School Organisation Arrangements of Roe Green Infant School

Report sign off:

Alan Lunt
Strategic Director, Regeneration
and Environment