

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Telephone 01572 722577 Email governance@rutland.gov.uk

Members of Rutland County Council District Council are hereby summoned to attend the **TWO HUNDRED AND TWENTY SIXTH MEETING OF THE COUNCIL** to be held via Zoom <https://zoom.us/j/95563461698> on **8 March 2021 commencing at 7.00 pm**. The business to be transacted at the meeting is specified in the Agenda set out below.

Prior to the commencement of the meeting, the Chairman will offer the opportunity for those present to join him in prayers.

Mark Andrews
Interim Chief Executive

A G E N D A

- 1) **APOLOGIES**
- 2) **CHAIRMAN'S ANNOUNCEMENTS**
- 3) **ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE**
- 4) **DECLARATIONS OF INTEREST**

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

- 5) **MINUTES OF PREVIOUS MEETING**

To confirm the Minutes of the Council meeting held on the 11th January 2021 and the budget Council meeting held on the 22nd February 2021.

- 6) **PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC**

To receive any petitions, deputations or questions received from members of the public in accordance with the provisions of Procedure Rule 28. The total time allowed for this is 30 minutes. Petitions, deputations and questions will

be dealt with in the order in which they are received and any which are not considered within the time limit shall receive a written response after the meeting.

7) QUESTIONS FROM MEMBERS OF THE COUNCIL

To receive any questions submitted from Members of the Council in accordance with the provisions of Procedure Rules 30 and 30A.

8) REFERRAL OF COMMITTEE DECISIONS TO THE COUNCIL

To determine matters where a decision taken by a Committee has been referred to the Council in accordance with the provisions of Procedure Rule 110.

9) CALL-IN OF DECISIONS FROM CABINET MEETINGS DURING THE PERIOD FROM 11th JANUARY 2021 - 8TH MARCH 2021

To determine matters where a decision taken by the Cabinet has been referred to Council by the call-in procedure of Scrutiny Committees, as a result of the decision being deemed to be outside the Council's policy framework by the Monitoring Officer or not wholly in accordance with the budget by the Section 151 Officer, in accordance with the provisions of Procedure Rules 206 and 207.

10) REPORT FROM THE CABINET
(Pages 5 - 130)

To receive Report No. 38/2021 from the Cabinet on recommendations referred to the Council for determination.

11) REPORTS FROM COMMITTEES OF THE COUNCIL

- a. To receive reports from Committees on matters which require Council approval because the Committee does not have the delegated authority to act on the Council's behalf.
- b. To receive reports from Council Committees on any other matters and to receive questions and answers on any of those reports.

12) REPORTS FROM SCRUTINY COMMISSION / SCRUTINY COMMITTEES

To receive the reports from the Scrutiny Commission / Scrutiny Committees on any matters and to receive questions and answers on any of those reports.

13) JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

To receive reports about and receive questions and answers on the business of any joint arrangements or external organisations.

14) AMENDMENT TO THE VIRTUAL MEETING PROCEDURE RULES

(Pages 131 - 134)

Report no: 41/2021

15) CHANGES TO COMPOSITION OF CABINET AND COMMITTEES

(Pages 135 - 140)

Report no: 40/2021

16) PAY POLICY STATEMENT

(Pages 141 - 160)

Report no: 24/2021

17) NOTICES OF MOTION

To consider any Notices of Motion submitted by Members of the Council in accordance with Procedure Rule 34 in the order in which they are recorded as having been received.

18) ANY URGENT BUSINESS

To receive items of urgent business which have been previously notified to the person presiding.

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TO: MEMBERS OF THE COUNCIL

Mr E Baines – Chairman of the Council

Mr N Begy – Vice-Chairman of the Council

Mr O Hemsley
Mr R Coleman
Mrs L Stephenson
Mr D Wilby
Mr D Blanksby
Ms J Burrows
Mr W Cross
Mrs S Harvey
Mr A Lowe
Mr M Oxley
Mrs R Powell
Miss G Waller
Mr N Woodley

Mr G Brown
Mr J Dale
Mr A Walters
Mr P Ainsley
Mr A Brown
Mr K Bool
Mrs J Fox
Miss M Jones
Ms A MacCartney
Mrs K Payne
Mr I Razzell
Mrs S Webb

---oOo---

Or iPhone one-tap :

United Kingdom: +442034815240,,95563461698#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

United Kingdom: +44 203 481 5240 or +44 203 901 7895 or +44 208 080 6591 or
+44 208 080 6592 or +44 330 088 5830 or +44 131 460 1196 or +44 203 481 5237

Webinar ID: 955 6346 169

COUNCIL

8th March 2021

CABINET RECOMMENDATIONS TO COUNCIL

Report of the Director of Children’s Services (Interim)

| | | |
|--------------------------------|--|---|
| Strategic Aim: | Delivering sustainable development | |
| Exempt Information | No | |
| Cabinet Member(s) Responsible: | Mr D Wilby, Portfolio Holder for Lifelong Learning, Early Years, SEND, Inclusion, Safeguarding Children & Young People | |
| Contact Officer(s): | Dawn Godfrey, Deputy Director - Children's Services | 01572 758358 dgodfrey@rutland.gov.uk |
| | Robert Shore, Schools Capital Programme Manager | 01572 720985 rshore@rutland.gov.uk |
| Ward Councillors | | |

DECISION RECOMMENDATIONS

That Council approves the recommendation from Cabinet on the 16th February 2021

Report No: 35/2021 Schools’ Capital Programme

That Council:

- 1) Approves the initiation of the Schools’ Capital Programme Project and the related documentation comprising Project Initiation Document (PID), Programme and Project Board Terms of Reference as attached at Appendices C, D and E of the report up to a maximum value of £5.5m
- 2) Notes the contents of the of the Risk & Issues Log and associated Programme Timetable as attached at Appendix B of the report
- 3) Notes the budget available to support the projects, paragraph 7.1 in the report
- 4) Authorises the Interim Director for Children’s Services to commence the Schools’ Capital Programme and associated structures to enable the local authority to meet its statutory obligation to provide sufficient secondary schools places within Rutland, subject to reporting to Cabinet on the costing prior to placement of the order to commence construction.

- 5) Delegates authority to the Interim Director for Children's Services and Portfolio Holder for Lifelong Learning, Early Years, SEND, Inclusion, Safeguarding Children & Young People to enter into the funding agreement

1 PURPOSE OF THE REPORT

- 1.1 To consider the recommendations of Cabinet referred to Council for determination at its meeting held on the 16th February 2021.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The background is outlined in report no: 35/2021 Schools' Capital Programme

3 CONSULTATION

- 3.1 As outlined in report no: 35/2021 Schools' Capital Programme

4 ALTERNATIVE OPTIONS

- 4.1 There is no alternative option. The Councils Constitution (Procedure Rule 246.3) requires submission of the report.

5 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are outlined in the report (35/2021) and the associated appendices.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 The legal and governance implications are outlined in the report (35/2021) and the associated appendices.

7 DATA PROTECTION IMPLICATIONS

- 7.1 As outlined in report no: 35/2021 Schools' Capital Programme

8 EQUALITY IMPACT ASSESSMENT

- 8.1 As outlined in report no: 35/2021 Schools' Capital Programme

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 As outlined in report no: 35/2021 Schools' Capital Programme

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 As outlined in report no: 35/2021 Schools' Capital Programme

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 That Council notes the reports and considers the recommendations from Cabinet in order to ensure procedure rule 246.3 in the Constitution is followed

12 BACKGROUND PAPERS

12.1 Cabinet Report 93/2020

12.2 Cabinet Report 35/2021

13 APPENDICES

13.1 Appendix 1 - Cabinet Report 35/2021

13.2 Appendix A – Stage 2 Feasibility Study

13.3 Appendix B– Risks and Issues Log

13.4 Appendix C – Project Initiation Document

13.5 Appendix D – Schools’ Capital Programme Board Terms of Reference

13.6 Appendix E – Project Board Terms of Reference

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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**Report No: 35/2021
PUBLIC REPORT**

CABINET

16th February 2021

SCHOOLS' CAPITAL PROGRAMME

Report of the Director of Children's Services (Interim)

| | | |
|--------------------------------|--|---|
| Strategic Aim: | Delivering sustainable development | |
| Key Decision: Yes | Forward Plan Reference: FP/250920 | |
| Exempt Information | No | |
| Cabinet Member(s) Responsible: | Mr D Wilby, Portfolio Holder for Lifelong Learning, Early Years, SEND, Inclusion, Safeguarding Children & Young People | |
| Contact Officer(s): | Dawn Godfrey, Interim Director Children's Services | 01572 758358 dgodfrey@rutland.gov.uk |
| | Robert Shore, Schools Capital Programme Manager | 01572 720985 rshore@rutland.gov.uk |
| Ward Councillors | | |

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the initiation of the Schools' Capital Programme Project and the related documentation comprising Project Initiation Document (PID), Programme and Project Board Terms of Reference as attached at Appendices C, D and E
2. Notes the contents of the of the Risk & Issues Log and associated Programme Timetable as attached at Appendix B
3. Notes the budget available to support the projects, paragraph 7.1
4. Recommends to Council the approval of the Schools' Capital Programme and related documentation up to a maximum value of £5.5m
5. Authorises the Interim Director for Children's Services to commence the Schools' Capital Programme and associated structures to enable the local authority to meet its statutory obligation to provide sufficient secondary schools places within Rutland.
6. Delegates authority to the Interim Director for Children's Services and Portfolio Holder for Lifelong Learning, Early Years, SEND, Inclusion, Safeguarding Children & Young People to enter into the funding agreement.

1 PURPOSE OF THE REPORT

- 1.1 To brief Cabinet on the Schools' Capital Programme and agree project initiation to enable the local authority to meet its statutory obligation to provide sufficient secondary schools places within Rutland. This will be achieved by expanding Catmose College, Oakham to deliver additional places through the development of an 8 Form Entry Secondary School.
- 1.2 To gain Cabinet approval to recommend to Council the approval of the Schools' Capital Programme project initiation up to a maximum value of £5.5m.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Under the Education Act 1996 Section 14 the Local Authority has statutory functions in respect of provision of primary and secondary schools. These include:

- *A local authority shall secure that sufficient schools for providing primary education and secondary education are available for their area.*
- *A local authority in England shall exercise their functions under this section with a view to*

- (a) securing diversity in the provision of schools, and*
- (b) increasing opportunities for parental choice.*

The law requires the Local Authority to admit pupils irrespective of the Local Authority in which they live which means that preference cannot be made for Rutland residents, with admission to schools reflecting their own admission arrangements and oversubscription criteria.

- 2.2 There is significant pressure at secondary level both now and in the future. Cabinet approved the undertaking of a two-stage feasibility study for school expansion across all the secondary provision in Rutland in February 2020. RCC commissioned NPS Groupⁱ (NPS) to complete this study and the work was comprised of two stages:
- Stage 1 study examining possibilities for expansion at the three Rutland Secondary school sites
 - Stage 2 study scoping options for the preferred Secondary site
- 2.3 Cabinet received the Stage 1 study (report 93/2020) on 31 July 2020 and approved the need to progress to the Stage Two Feasibility Study for school expansion at the preferred site of Catmose College, Oakham.
- 2.4 The Stage Two Feasibility Study has been completed, which identified Catmose College as the favoured site because of the current conditions of the existing modern new-build school and this would consolidate the investment that has already been made in recent extensions on the site, with fewer potential planning constraints than at the other two secondary school sites.
- 2.5 The site is centrally located within the County which is reflected in most admissions for this school being from Rutland families and would therefore more readily address Rutland's pupil place sufficiency need.

- 2.6 The Stage 2 feasibility study identified two options for expansion at Catmose College, both utilising the area currently occupied by Brightways as well as a new build extension (**Appendix A**).
- 2.7 Relocating Brightways from the Catmose College site frees space and is the only realistic option to provide the required expansion within the capital envelope available. The Brightways facility will be relocated to another site within the Council's existing portfolio. Funding for this move will be drawn from the overall capital schools programme funds and form part of the project.
- 2.8 The Catmose project enables the Brightways service to modernise and gives the service the ability to increase bespoke and personalised support packages. This will increase access to exciting and engaging day opportunities for service users with a focus on early access to support and maximising independence and health and wellbeing away from the current building's constraints.
- 2.9 Expansion is required by September 2022. Whilst it is possible for the Brightways area to be ready by this date, the new build will not be completed until 2023. However, this will still allow the College to expand to 8 form entry in September 2022 for Year 7 as required.
- 2.10 The overall capital available is £5.5m; this consists of a combination of basic needs funding and schools' capital maintenance monies. The programme will be managed using RCC project management control methodologies to ensure that it comes in on budget, in scope and on time.

3 KEY RISKS

- 3.1 As per the Council's agreed project management framework, this project was analysed against the risk matrix and it was deemed a Very High-Risk project.
- 3.2 A risk, action and issues log has already been established to manage emerging risks/issues swiftly and ensure mitigation is in place (**Appendix B**). This identifies the three key risks as being costs, delivery of additional places and the timeline for delivery:

| RISK | MITIGATION |
|---|---|
| Costs overrun - there is a risk that the site chosen to progress applies to RCC for additional funding (over that Granted) to manage any overspend. | <p>The Grant Covenant will set out the limits of the funding. This will not fully mitigate the risk of the situation arising but will clearly set out that no additional funds are available.</p> <p>Funding will be released in phases and only once each phase is satisfactorily completed.</p> <p>Legal agreement will cover this.</p> |
| The school site must be capable of delivering additional numbers within the agreed budget. | Provision specification is in development and commitment to use the space to be built to deliver the provision to form part of the legal governance agreement. |

| | |
|---|---|
| Risk that the programme is either delayed or negatively impacted. | Project board to be established to ensure that expectations are clearly defined and delivered. Stage 2 report includes a Gantt chart which clearly shows completion of internal works in time to allow for 2022 intake and external works in time for 2023. This will allow us to have full 8FE as planned. |
|---|---|

3.3 The risks and issues log is overseen by the Schools' Capital Programme Board and was updated at the programme board meeting on 13 January 2020.

4 PROJECT MANAGEMENT

4.1 This project requires a full governance structure, a dedicated Programme Manager and approval by Council.

4.2 A programme initiation document has been completed which outlines the full governance structure, project requirements, inter dependencies and budget constraints – **Appendix C**.

4.3 **Schools' Capital Programme Board (Appendix D)** has been established to manage and oversee the overall project objectives and ensure there is proper financial control. The programme board includes the Leader, Portfolio Holder and is chaired by the project sponsor (Interim Director of Children's Services). The Board has agreed all project documentation and will report into the Strategic Management Team and to members through Cabinet and Scrutiny. This board will release the budget to pay for each stage e.g. to pay for upfront costs, after the design phase, and after each milestone in the construction contract. A key responsibility of the Board is to oversee the identified risks and issues and ensure the right level of mitigation is in place.

4.4 As per the agreed governance process, the programme board will report to Cabinet at each major milestone stage for agreement to proceed to the next phase. It is envisaged that these will include tender stage, design and build stages. Cabinet will not be approving the detail of any design or build, but rather confirming they are satisfied that each phase has met its stated objectives within budget, with manageable risks so that it can move to the next phase.

4.5 **Catmose College (Campus) Project Board (Appendix E)** - the existing Catmose Campus Board will also be the Project Team for the school expansion. This ensures the right level of decision making and will report to the Rutland County Council Schools' Capital Programme Board as required (through updates and exception reporting and presentation of risk and issues logs and management of the change control process). This project team will effectively allocate and manage resources for the project including determining how to contract alongside the design and build. The project team will monitor the budget position and take responsibility for ensuring the Project remains in scope, on time and in budget.

4.6 RCC Property and Finance representatives and the Programme Manager will be members of the Project Team, alongside the relevant portfolio holders.

4.7 These governance arrangements will be underpinned by a legal agreement that

defines the deliverables to the trust and the budget to complete.

- 4.8 **RCC Brightways Project Board** – internal RCC project board to oversee relocation, consultation and costs. This will be a sub-group of the Schools' Capital Programme Board due to interdependency.

5 CONSULTATION

- 5.1 The Portfolio Holder and Interim Director have met with each of the respective head teachers who have all confirmed they are generally content with the conclusion of the feasibility studies.
- 5.2 NPS also undertook consultation with Catmose College, Casterton College and Uppingham Community College as part of Phase 1 of the Feasibility Study.
- 5.3 Catmose College Trustees Board have approved in outline the Terms of Reference for the project at their meeting on 8 October 2020.
- 5.4 Consultation has taken place with the current users of Brightways services. The outcome of this consultation was positive and the new day opportunities service is being co-designed to ensure it reflects the needs and aspirations of this group of adults.

6 ALTERNATIVE OPTIONS

- 6.1 There are no other alternative options that are available within the cost envelope which would enable expansion of secondary places in Rutland Schools as confirmed by the Stage 1 feasibility study.

7 FINANCIAL IMPLICATIONS

- 7.1 The overall education capital funding available is £5.5m; this consists of a combination of Basic Needs Funding and other Schools' Capital monies.
- 7.2 The Basic Needs Funding is ring-fenced and must be spent on increasing places within Rutland schools. Pre 2012/13 Schools capital funding was received to improving school property.
- 7.3 This project would utilise all the Basic Needs Funding that the Council is holding, but currently, there are no other demands on school places that require funding.
- 7.4 Any capital relocation/adaptation costs of moving Brightways from the Catmose Campus because of this capital programme will be met from education capital funding. The Council has previously used Basic Need Funding as part of the Children's Centre relocation to provide additional places at Catmose.
- 7.5 Payment of monies shall be subject to the Schools' Capital Programme Board approving all requests for the drawdown of instalments and will require a cost schedule from the Trust about how much and when it is required.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 The Schools' Capital Programme has been set up in line with the Council's agreed project management framework as detailed above.

- 8.2 A legal agreement between RCC and Catmose College Academy Trust will be enacted which defines the deliverables to the trust and sets out the total funding available to achieve the project aims. This includes; procurement and tendering costs, project management capacity, construction on site (detailed in a contract of works) and fit out costs and which will include an industry standard contingency amount to cover set variations that are likely to occur over the life of the construction phase. The agreement is explicit that the amount of the monies available shall not be increased in the event of any overspend by the Recipient (Catmose College Academy Trust) in its delivery of the Project.
- 8.3 Project management methodologies will be employed to manage costs and any proposed variation to the Programme including a Risk, Issue and Dependency log and a detailed change control process overseen by the Programme Board will be employed where matters of Cost, Scope, Time or Quality fall outside the contingency sums allowed.
- 8.4 Contingency costs are built into the works contract and any additional contingency action arising will be immediately flagged in writing using the change control process which is explained at the start of the programme to all parties.
- 8.5 This agreement includes the expectation that Catmose College will enter a building contract with the procured contractor for the refurbishment works and the construction of the new classrooms and associated facilities to provide for increased capacity required. The general approach for projects of this kind is for that building contract to be on a design and build basis under which the contractor will carry out the bulk of the design for the works which it will then carry out.
- 8.6 Included in the legal agreement are the forms of collateral warranty which the building contractor will either need to provide or obtain. We are advised that the warranties which would be most appropriate for the Council would be those to be given to a funder as essentially the Council is acting as the funder of the overall project. A funder form of warranty will usually include so called “step in rights”. This means if a contractor is in breach of its obligations under the Building Contract, the Council (as funder) can claim its loss directly from the contractor who caused that loss. This also allows RCC to step in if the Programme Board is concerned about the effective management of a contractor by Catmose.
- 8.7 The matter of the legal agreement has been sent to external solicitors. This provides many clauses regarding the proper use of the grant and appropriate conduct.
- 8.8 Senior Officers acting on professional legal advice will approve the final document. The project will not be fully initiated until the legal agreement is fully completed and signed by all parties.

9 DATA PROTECTION IMPLICATIONS

- 9.1 A Data Protection Impact Assessments (DPIA) has not been completed.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 An equality impact assessment has been carried out and has been approved.

11 COMMUNITY SAFETY IMPLICATIONS

11.1 None identified.

12 HEALTH AND WELLBEING IMPLICATIONS

12.1 None identified.

13 ENVIRONMENTAL IMPLICATIONS

13.1 Key sustainability features have been considered as part of the Stage 2 feasibility study. However, the key measures to address sustainability and environmental impact will be incorporated at the design stage. These will form a key part of any planning application.

14 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

14.1 It is recommended that Cabinet approves the initiation of the Schools' Capital Programme project and the related documentation, and also recommends to Council the approval of the Schools' Capital Programme project up to a maximum value of £5.5m.

14.2 It is further recommended that Cabinet authorises the Interim Director for Children's Services to commence the Schools' Capital Programme and associated structures in order to enable the local authority to meet its statutory obligation to provide sufficient secondary schools places within Rutland and delegates authority to the Interim Director for Children's Services and Portfolio Holder for Lifelong Learning, Early Years, SEND, Inclusion, Safeguarding Children & Young People to enter into the funding agreement.

15 BACKGROUND PAPERS

15.1 Cabinet Report 93/2020

16 APPENDICES

16.1 Appendix A – Stage 2 Feasibility Study

16.2 Appendix B– Risks and Issues Log

16.3 Appendix C – Project Initiation Document

16.4 Appendix D – Schools' Capital Programme Board Terms of Reference

16.5 Appendix E – Project Board Terms of Reference

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STAGE

01

FEASIBILITY REPORT - PHASE 2

RUTLAND SECONDARY SCHOOL'S EXPANSION | CATMOSE COLLEGE

17



| | |
|--------------------|---|
| SITE | CATMOSE COLLEGE Huntsmans Drive Oakham LE15 6RP |
| DATE | 14th December 2020 |
| DESCRIPTION | Strategic definition Report |
| CLIENT | Rutland County Council |
| ORIGINATOR | John Drewery/Amolak Dhanjal |
| AUTHORISER | Amy Leader |
| ISSUE | 1 - For comment |

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1.0 EXECUTIVE SUMMARY

Introduction

Rutland County Council is responsible for providing sufficient school capacity within its administrative area to meet the predicted growth in demand for pupil places. This commission leads on from the Phase 1 studies which explored the potential for expansion at Catmose College, Casterton College and Uppingham College. On 31st July 2020 RCC cabinet approved the recommendation to undertake Stage Two of the feasibility study for school expansion at the preferred site of Catmose College, Oakham to deliver additional places through the development of an 8 Form Entry secondary school as identified in the Phase 1 study.

This study develops the selected Option 4 to expand Catmose College from a 7FE school to an 8FE entry school through remodelling of the Brightways Centre and a new build extension.

The scope of works for this study is based on the following:

- a. A review of available information
- b. Developing architectural sketch proposals for the expansion options
- c. Provision of a wider understanding of the overall condition of the asset.
- d. Developing strategies for mechanical & electrical, structural and sustainability approaches

- e. Analysis of site constraints and opportunities
 - f. Cost estimates for the expansion options
 - g. Identification of key risks including planning risk and potential implications for project performance
 - h. Analysis of external areas in accordance with current guideline
 - i. Developing procurement strategy and programme
- The relocation of Brightways Day Centre is to be managed by Rutland County Council.

Background

Catmose College is an oversubscribed secondary academy in Oakham, Rutland. The catchment area is predominantly from Oakham and surrounding villages but pupils choose to attend from across the county.

Catmose College was designed by EllisMiller Architects in 2011 as a new build 6FE 11-16 Secondary School with all accommodation provided in a single 2 storey building. Constructed during the Building Schools for the Future programme, the accommodation provided complied with the requirements in BB98, for a net capacity of up to 945 pupils.

Current provision

The school has expanded to 7FE by carrying out internal alterations. This is the limit to expansion without new accommodation and does not provide sufficient laboratory provision, 8 are re-

quired for a 7FE 11-16 secondary and at present there are only have 6 laboratories.

The area required for expansion has been determined by the shortfall in the accommodation based on the area comparison schedules. See pages 6—9.

The building is in good condition and being well maintained. Modifications have been made to the original building particularly in the area between the visitor entrance and the student entrance. The mezzanine floor has been converted for designated special provision area. A separate 1960s building previously used as a nursery has been converted to offices and a conference area.

Issues highlighted by the college at our second meeting include:

- Assembly area not big enough for 8FE 240 pupil year assembly – max 210 at present (one year each lunch time) the drama space is also in use at lunch times and so cannot be made available for expansion of the assembly area. Addition of an Activity Studio to provide a suitable alternative drama facility at lunch times would solve this issue.
- Shortage of science provision for current 7FE is an issue at present.
- Dining, the area added previously is for Harrington School pupils and provides for both dining and social use, this was entirely funded by the Academy trust and should not be included in the area comparison for 11-16 provision.

- The pupils toilets have not been added to for the increase to 7FE intake, the new facilities should address the shortfall for the full intake increase from 6FE – 8FE

Note: These are not necessarily reflected in the accommodation analysis

The school site

The school site is rectilinear in shape, accommodating the purpose-built school with play areas and sports fields to the rear (west & north) with access, parking and public areas to the front (South & East). The external areas are comprised of soft & hard recreation areas, a four court MUGA, playing fields including a full-size all-weather pitch and a habitat area with balancing pond. These are sufficient for the current pupil role and can accommodate expansion as the all-weather surface counts as double area.

Developed Design

In developing the design, 2 meetings were held with the College Principal. At the first meeting sketch plans for conversion of Brightways and sketch plans for a new 2 storey block in location B were presented for feedback from the college. These sketch plans have been labelled Option 1 and can be found in the report. The Principal stated that they wanted proposals that reflected the ethos of the college of self-contained faculties with classrooms arranged around a shared study area. An alternative location for the new block was also proposed in location D behind the sports hall. NPS took the comments on board and developed sketch proposals for a second meeting. The outcome of the second meeting are the sketch proposals labelled Option 2. This option is the college's preferred option.

The O & M Manuals were obtained and reviewed for design purposes. A more detailed condition was carried out which revealed minor

issues requiring attention. The full condition report can be found in Appendix I of this report.

For the proposed structural option we would recommend a frame either in concrete or in timber. The timber option being the more sustainable option. It has not been possible to determine the type of foundations at this stage. A full site investigation would be required in the next design stage. They are likely to be shallow concrete foundations.

Mechanical and electrical strategy is to install energy efficient systems. The full mechanical and electrical report can be found in Appendix D. LED lighting is recommended. Gas fired heating and hot water is recommended with under floor heating and mains fed water system. Mechanical ventilation with heat recovery (MVHR) is seen as the most energy efficient. In the remodelled Brightways area it is proposed to modify the existing systems, but to replace the lighting with new LED lights.

The sustainability statement in Appendix E takes a holistic view and sets measures that could be considered to achieve a sustainable development. A fabric first approach is recommended with consideration to renewable energy production. Photovoltaic panels on the roof of the new block are proposed.

Cost

An all-inclusive budget of £5.25m for the expansion works has been allocated by Rutland County Council. The preferred option has been costed and the total cost of this option is estimated to be £5,515,300.00 This is over budget by £265,300.00. It is feasible to expand Catmose College for the budget, but value engineering is required. VE options are set out in the conclusion on page 30.

Programme & Procurement

Expansion is required for September 2022. Whilst it will be possible for the Brightways area to be ready for this date, the new building won't be completed. Design and build procurement is recommended to reduce the overall delivery time.

2.0

REVIEW OF AVAILABLE INFORMATION

2.1 ACCOMMODATION COMPARISON

The accommodation comparison of existing provision against EFSA current Schedule of Accommodation for a 8FE 11-16 school has been reviewed; adjustments have been made to the phase 1 schedule based on the schools feedback to the stage 1 feasibility where 7 FE expansion alterations have already been made and incorporating slight revisions to the ESFA's SOA version 7.4.

RCC have advised that the Brightways services are to be relocated making this area available to the school for remodelling to provide additional teaching space.

Review of other available information

Copies of the O & M manuals were obtained from the college. These were reviewed in the development of the sketch proposals, the structural and mechanical and electrical strategies.

COMPARISON AREA SCHEDULE
BASED ON ESFA SCHEDULE OF ACCOMMODATION FOR ANY MAINSTREAM SECONDARY SCHOOL - TYPICAL CURRICULUM
Version 7.4 MaY 2019

| Accommodation | 8FE 1200 pupils | | Catmose College Existing | | | Required | | Achieved | | |
|--|-----------------|--------------------|--------------------------|--------------------|------------------------------|--------------|--------------------|----------|------------|--|
| | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | | No of spaces | Area of space (m2) | | | |
| Net Area | | | | | | | | | | |
| Basic Teaching | | | | | | | | | | |
| General Classrooms | 30 | 55 | 16 | 61 | 26 suitable classroom spaces | 4 | 55 | 4 | 55 | |
| | | | 7 | 56 | | | | | | |
| | | | 2 | 64 | | | | | | |
| | | | 2 | 38 | | | | | | |
| | | | 2 | 78 | return to DSP use | | | | | |
| ICT / Business | 3 | 62 | 1 | 130 | 1 to return to DSP use | | | -1 | 78 | |
| English Resource IT Area | | | | | existing could be subdivided | 1 | 62 | 2 | 62 | |
| Science | 9 | 83 | 6 | 85 | | 3 | 83 | 3 | 85 | |
| Art (General Art room) | 1 | 83 | 1 | 143 | | | | | | |
| Art (3D Art room) | 2 | 97 | 1 | 106 | | | | | | |
| Art Gallery | | | 1 | 90 | | | | | | |
| Music | 2 | 62 | 1 | 62 | | | | | | |
| | | | 1 | 79 | | | | | | |
| Drama | 1 | 90 | 1 | 84 | | | | | | |
| | | | 1 | 115 | | | | | | |
| Design Technology | | | | | | | | | | |
| RM Workshop | 2 | 97 | 1 | 122 | | 1 | 97 | 1 | 104 | |
| Food | 2 | 97 | 1 | 123 | | 1 | 97 | 1 | 104 | |
| Graphics / Products | 1 | 83 | 1 | 106 | | | | | | |
| Constructional Textiles | 1 | 83 | 1 | 106 | | | | | | |
| Total Area | | 3628 | | 3520 | | | 725 | | 729 | |
| Large Spaces | | | | | | | | | | |
| Main Hall | 1 | 226 | 1 | 205 | | | | | | |
| Sports Hall | 1 | 594 | 1 | 629 | | | | | | |
| Activity Studio | 1 | 150 | 1 | 108 | | | | | | |
| Dining & Social | | 321 | 1 | 265 | extension desirable | | 56 | | | |
| (shared with Harington school - post 16) | | | 1 | 215 | | | | | | |
| Stepped Gallery | | | 1 | 111 | | | | | | |
| Refectory | | | 1 | 60 | | | | | | |
| Total Area | | 1291 | | 1593 | | | 56 | | 0 | |

REVIEW OF AVAILABLE INFORMATION

2.1 ACCOMMODATION COMPARISON

2.0

| Accommodation | 8FE 1200 pupils | | Catmose College Existing | | Required | | Achieved | |
|-------------------------------|-----------------|--------------------|---------------------------------|--------------------|------------------------------|--------------------|----------|------------|
| | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | | |
| Learning Resources | | | | | | | | |
| Library resource centre | 1 | 153 | 1 | 231 | | | 66+18+34 | 118 |
| Kiln room | 1 | 4 | 1 | 5 | | | | |
| Music practice | 5 | 8 | 6 | 5 | | | | |
| Music practice | 1 | 16 | 1 | 11 | | | | |
| Recording | 1 | 8 | 1 | 19 | | | | |
| Lighting / Sound Control | 1 | 6 | 1 | 12 | | | | |
| SEN / support spaces | | | | | | | | |
| Therapy / MI room | 1 | 12 | 1 | 12 | | | | |
| Resource Base | 1 | 16 | 3 | 43 | | | | |
| Small Group Room | 4 | 9 | - | - | add due to seperation of new | 2 | 9 | |
| Large Group Room | 1 | 16 | 4 | 19 | | | 1 | 34 |
| Total Area | | 299 | | 525 | | 18 | | 152 |
| Staff / Administration | | | | | | | | |
| Staff workroom (with sink) | 2 | 22 | 2 | 17.5 | | | | |
| Staff workroom | 1 | 15 | 3 | 13 | | | | |
| Staff room (social) | 1 | 48 | 1 | 46 | | | | |
| Conference / meeting | 1 | 20 | 1 | 22 | | | | |
| Community entrance | 1 | 8 | | | | | | |
| Head's office | 1 | 16 | 1 | 10 | | | | |
| PA to Head | 1 | 8 | 1 | 19 | | | | |
| Reprographics | 1 | 20 | 1 | 13 | | | | |
| General Office | 1 | 41 | 1 | 42 | | | 1 | 39 |
| Entrance / reception | 1 | 16 | 1 | 10 | | | | |
| Interview room | 1 | 6 | 1 | 9 | | | | |
| sick room | 1 | 6 | | | | | | |
| Office (1 person) | 4 | 7 | | | | | | |
| Office / meeting (1 person) | 7 | 9 | 2 | 11 | | | 1 | 10 |
| Office (SENco) | 1 | 11 | 1 | 17 | | | 1 | 15 |
| Office (ICT tech) | 1 | 11 | 1 | 11 | | | | |
| Office (premises) | 1 | 11 | MAT finance & premises off site | | | | | |
| Total Area | | 372 | | 295 | | 0 | | 64 |

2.0

REVIEW OF AVAILBLE INFORMATION

2.1 ACCOMMODATION COMPARISON

| Accommodation | 8FE 1200 pupils | | Catmose College Existing | | Required | | Achieved | |
|------------------------------|-----------------|--------------------|--------------------------|--------------------|--------------|--------------------|----------------------|-------------|
| | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | | |
| Storage: Teaching | | | | | | | | |
| General | 5 | 6 | 3 | 8 | 1 | 6 | 1 | 2 |
| Science prep. | 1 | 90 | 2 | 35 | 1 | 26 | 1 | 38 |
| Chemical store | 1 | 7 | 1 | 16 | | | | |
| Specialist store (Art) | 6 | 5 | 2 | 15 | | | | |
| Multi-materials prep. | 1 | 41 | 1 | 39 | | | | |
| Food store/prep. | 1 | 10 | 1 | 10 | 1 | 10 | 1 | 15 |
| Specialist store (DT) | 4 | 5 | 2 | 10 | 1 | 5 | 1 | 8 |
| General store (Music) | 2 | 5 | 2 | 10 | | | | |
| Drama store | 1 | 10 | 1 | 20 | | | | |
| Food store | 1 | 5 | | | 1 | 5 | | |
| Teaching store (Library) | 1 | 3 | - | - | | | | |
| Teaching store (SEN) | 1 | 5 | 1 | 5 | | | | |
| PE store/s | 1 | 60 | 1 | 56 | | | | |
| PE store (community) | 1 | 4 | 1 | 46 | | | | |
| PE store (Activity studio) | 1 | 15 | 1 | 7 | | | | |
| PE store (external) | 1 | 8 | 1 | 5 | | | | |
| Storage: Non Teaching | | | | | | | | |
| Chair/table store (Hall) | 1 | 23 | 1 | 18 | | | | |
| Central Stock | 2 | 6 | 1 | 17 | | | | |
| Secure exam / archive | 2 | 8 | 2 | 8 | | | | |
| Wheelchair / appliance bay | 4 | 1.5 | included in circulation | | 2 | 3 | incl. in circulation | |
| Retractable seating (Hall) | 1 | 16 | 1 | 27 | | | | |
| Lockers (pupils) | 5 | 12 | 11 | 3.21 | 2 | 12 | | 15 |
| Lockers (community) | 1 | 3 | | | | | | |
| Cleaners store | 8 | 1.5 | 3 | 2.6 | 2 | 3 | 2 | 1.5 |
| Maintenance store | | 8 | 1 | 19 | | | | |
| Total Area | | 504 | | 508 | | 88 | | 81 |
| Total Net Area | | 6150 | | 6441 | | 887 | | 1026 |

REVIEW OF AVAILABLE INFORMATION

2.1 ACCOMMODATION COMPARISON

2.0

25

| Accommodation | 8FE 1200 pupils | | Catmose College Existing | | Required | | Achieved | |
|---|-----------------|--------------------|--------------------------|--------------------|--------------|--------------------|-------------|------------|
| | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | No of spaces | Area of space (m2) | | |
| Non-net Area | | | | | | | | |
| Kitchen & servery | 1 | 102 | 1 | 160 | | | | |
| Kitchen office | 1 | 4 | | | | | | |
| Kitchen dry store | 1 | 5 | | | | | | |
| Kitchen cold store | 1 | 5 | | | | | | |
| Kitchen freezer store | 1 | 3.5 | | | | | | |
| Kitchen toilet / changing | 1 | 6.5 | 1 | 8 | | | | |
| Personal care | | | | | | | | |
| Pupils changing & showers | 2 | 68 | 4 | 39 | | | | |
| Accessible / staff changing | 2 | 6 | 2 | 7 | | | | |
| Hygiene room | 2 | 12 | 1 | 11 | 1 | 12 | | |
| Pupils Toilets (suites) | 5 | 39 | - | - | | | | |
| Pupils Toilets (suites) | 2 | 6 | - | - | | | | |
| Pupils Toilets (individual) | 1 | 2 | 27 | 1.56 | 16 | 1.56 | 15 | 2 |
| Staff Toilets (suites) | 2 | 6 | 8 | 1.37 | | | | |
| Accessible / Staff toilets | 6 | 3.5 | 3 | 4.6 | | | | |
| Accessible / Pupils toilets | | | 7 | 4.6 | 2 | 4.6 | 3 | 5 |
| Plant (indicative area @ 1.9% of net area incl. ICT Hubs & risers) | | | | | | | | |
| Central plant room | 1 | 77 | | 194 | | | 1 | 15 |
| Distribution boards | 13 | 1 | 10 | 1.34 | 1 | 1 | | |
| Risers & flues | 7 | 1 | voids | 176 | 1 | 1 | | 15 |
| Server room | 1 | 15 | 1 | 12 | 1 | 3 | | |
| Circulation (@ 25.2% of net area) | | | | | | | | |
| Stairwells | 12 | 27 | | | | 54 | | |
| Lift | 3 | 4 | 5 | 4.6 | 2 | 4 | 2 | 3 |
| Main Circualtion | | 1201 | | 1832 | 25% of net | 213 | 120+183+160 | 463 |
| Partitions (4.4% of net area) | | | | | | | | |
| | | 271 | | 567 | | 38 | 13+32+21 | 66 |
| Total Non-net Area | | 2460 | | 3258 | | 364 | | 610 |

3.0

SKETCH PROPOSALS

3.1 REMODELLING, CONVERSION OF BRIGHTWAYS EXISTING RECORD PLAN

REMODELLING

Remodelling of the Brightways area was considered first to enable the final new build accommodation requirements to be determined.

The plan for this shows the formation of 4 suitable general teaching classrooms is possible in this area. The school propose that this will be utilised for Modern Foreign Languages (MFL). Various layout iterations were considered and there is scope for further adjustment in subsequent design stages. This does however result in the loss of one large classroom formed in the alterations to accommodate the expansion to 7FE.

MFL has been temporarily located in the area originally designated for DSP facilities and DSP were relocated to the mezzanine area. The school propose to relocate the DSP function back to the original location and utilise the mezzanine area to provide a less fragmented Administration facility; as the 7 FE remodelling included the formation of two general classrooms by remodelling of the central administration office. These changes do not include remodelling and have not been included in the scope of works and resulting budget.

The adjusted area schedule indicates the possible inclusion of expansion of the Dining area to enable the space to accommodate 336 pupils. This has not been included in the current scope as the school have added a further servery area by remodelling and are utilising the central stepped gallery area for snack dining. A relatively simple extension could be added into the adjacent external area. Whether this is a desirable way forward to enhance dining facilities would need further discussion should additional scope be agreed.

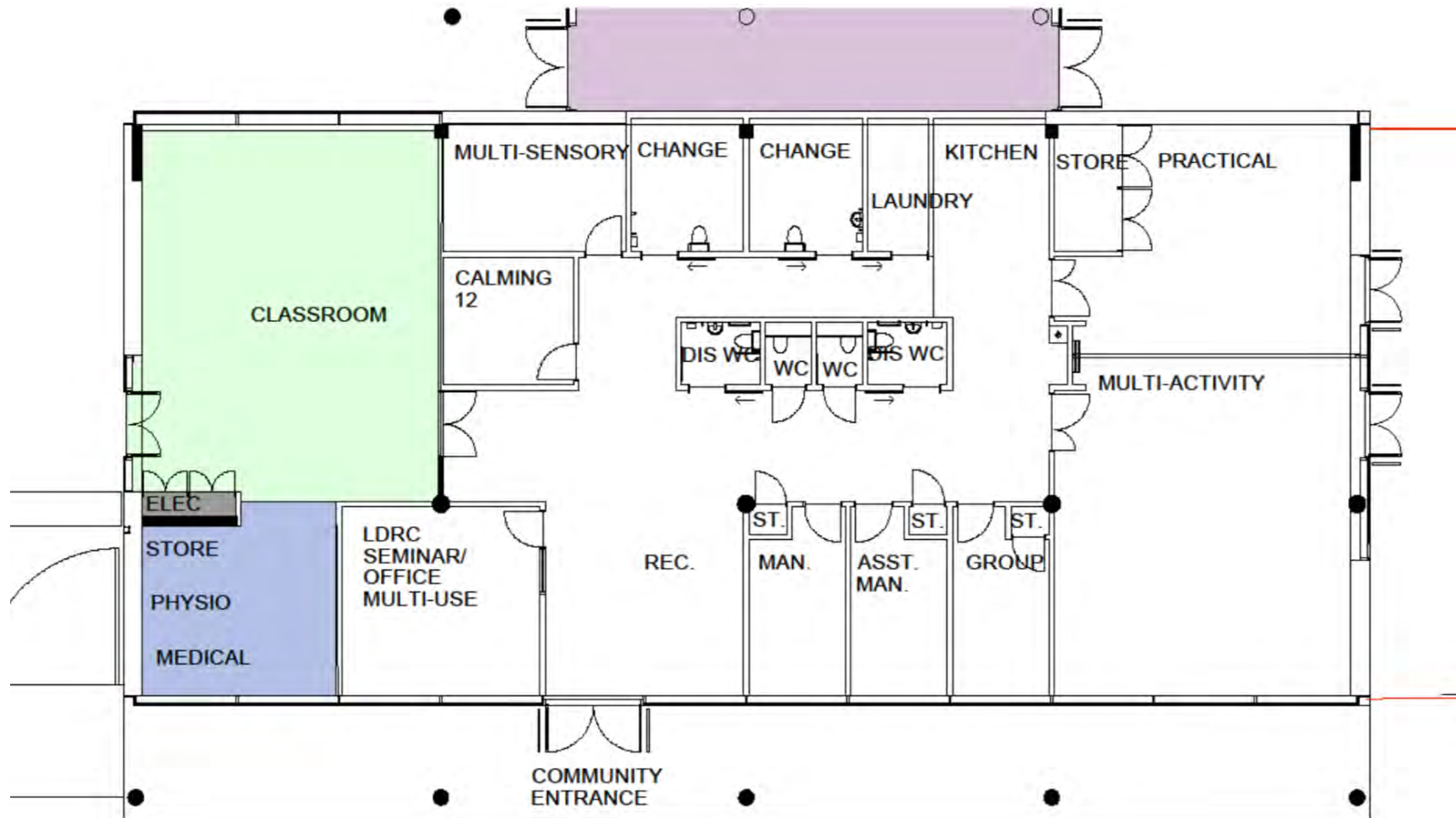
New partitions, the school prefer to use fair faced blockwork with painted finish for robustness. Where these were originally constructed of the floor slab this is acceptable. New construction from floor level could be an issue if the crushing strength of insulation below the screed is not adequate. Partitions should be restrained at the head but allow for structural deflection without load transfer they also need to be checked for stability and may require inclusion of posts to improve this. Where underfloor heating installations run through the line of proposed new partitions masonry is unlikely to be suitable. Metal or timber stud-work would be more suitable and can be clad in Fermacell board or British Gypsum 'Rigidur H' board which have much a greater strength than standard paper faced gypsum boards for improved durability and fixing applications. Where underfloor heating areas are sub-divided by new partitions sole plate fixing locations will be critical and pipe tracing essential.

SKETCH PROPOSALS

3.0

3.1 REMODELLING, CONVERSION OF BRIGHTWAYS OPTION 2

27



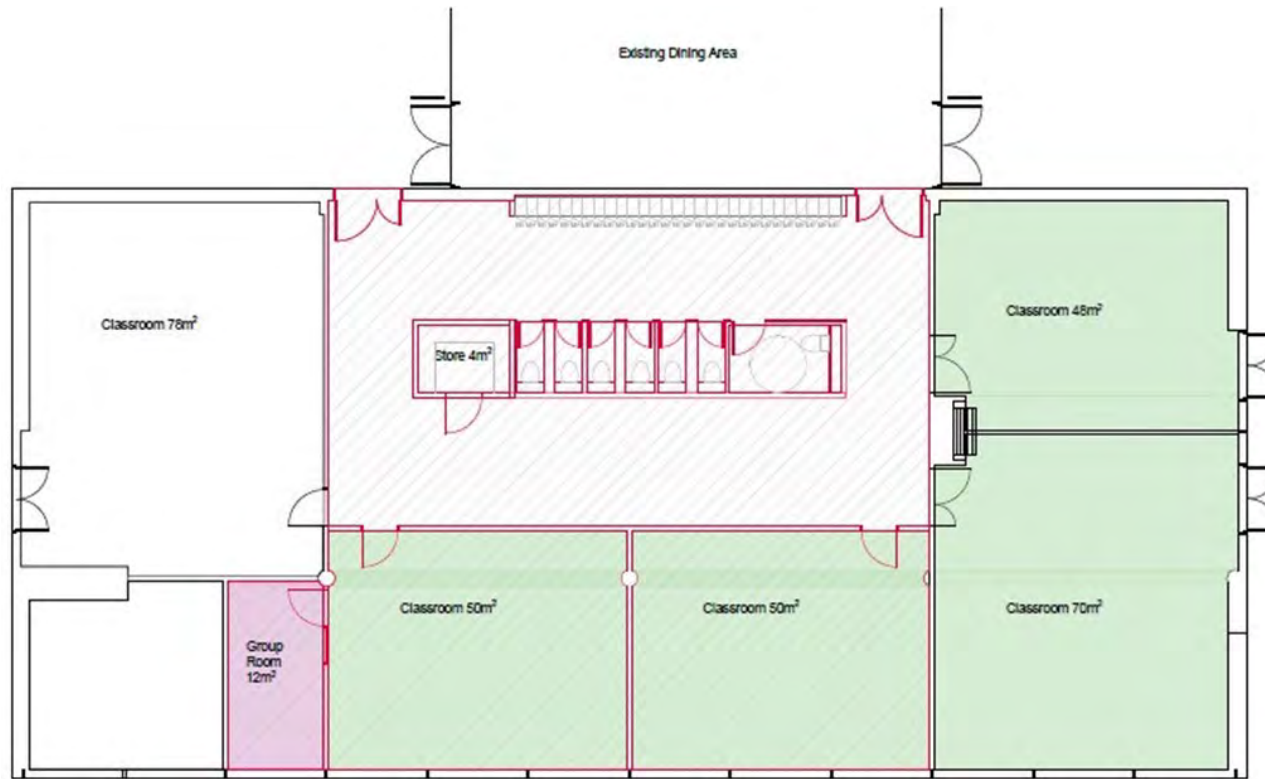
EXISTING RECORD PLAN OF BRIGHTWAYS

3.0

SKETCH PROPOSALS

3.1 REMODELLING, CONVERSION OF BRIGHTWAYS EXISTING RECORD PLAN

28



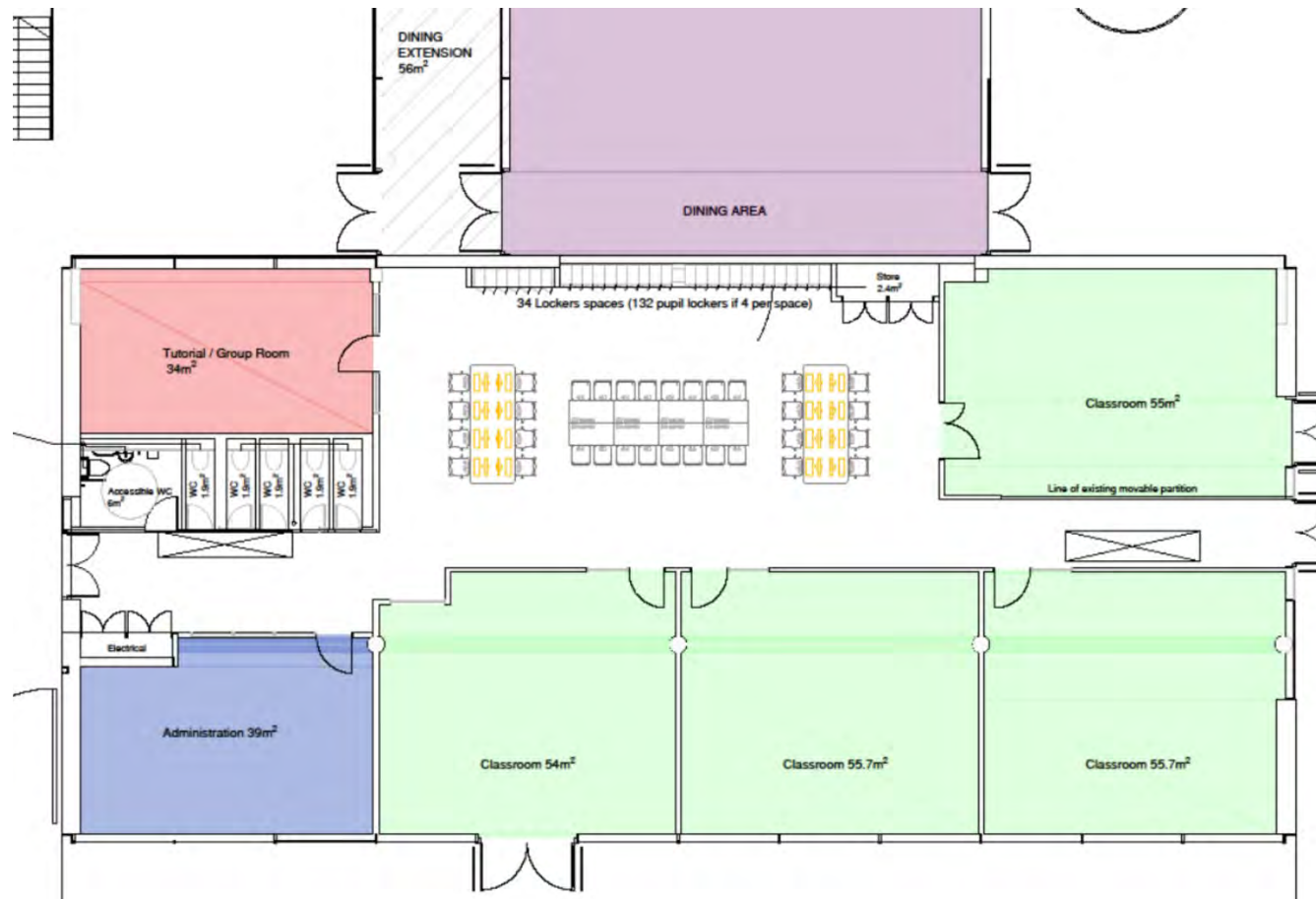
PROPOSED SKETCH OPTION 1

SKETCH PROPOSALS

3.0

3.1 REMODELLING, CONVERSION OF BRIGHTWAYS OPTION 2

29



PROPOSED SKETCH OPTION 2

3.0 SKETCH PROPOSALS

3.2 NEW BUILDING

The teaching accommodation required in the new building to complete the provision for expansion to 8FE is comprises:

- 2 classrooms of 62m² for IT/Business and general use.
- 2 DT rooms for cookery & RM workshop
- 3 Laboratories.

The Phase 1 Feasibility study identified 3 possible locations:

- A & B opposite the existing school
- C at the back of the Harrington Post 16 School

Location C was not considered suitable as it is remote from the school and this area would need to be available for future expansion of Harrington School.

Location A & B must be in close proximity with the existing school to retain the new provision within the permitted development area defined in the local plan. This restricts views out from existing teaching spaces and reduce daylight to them. To mitigate it is possible to provide the new accommodation as single storey development, reducing the daylight loss but still restricting outlook from the ground floor Art and DT rooms. Single storey would be a less cost-effective build solution and result in greater loss of external amenity space. Locations A& B enable the use of existing external first floor walkways to connect to the main school reducing the need for new stairs and a lift, the school are unhappy to increase the use of these routes for safety reasons. At present pupils are only permitted to use them for emergency evacuation.

The school suggested an alternative location to the West, opposite the end of the Sports Hall. The current proposals have adopted this as the location. Connection to existing foul drain-

age may be an issue which should be explored early in the next design stage. The proximity to the existing SUDs swales should enable roof drainage to be discharged into the swales to avoid surcharge of the main below ground storm water drainage. The new location will also result in less disturbance to teaching during the construction phase.

The new block accommodation is laid out to emulate the existing school design (a clear requirement of the senior leadership team) with teaching spaces having an adjacent shared IT area & pupil locker provision within the main circulation zone and related accommodation accessed from this central area. Pupil's WC's are separated but in close proximity to this space; lines of sight from staff areas provide good visual control of all circulation areas.

Design Technology (cookery & workshop) and 2 IT rich classrooms are provided at ground floor with related storage. The school intend to develop the new workshop as a more up to date sophisticated technology space to encourage pupils to consider engineering and design as a desirable future with CAD CAM, 3D printing and other more sophisticated equipment.

The new science provision at first floor. As the school provide double and triple science options it is most likely that the science labs will need to be usable for Biology, Physics and Chemistry. The preparation area is therefore more generous than the EFSA brief due to a greater diversity in stored materials and remoteness from existing science making some degree of duplication unavoidable.

The planning grid has been matched to the existing to enable the external appearance to be very similar.

Toilets – both floors of the new block and the alterations proposal include the provision of 5 WCs and one accessible WC. 18 in total which added to the existing pupil toilet provision of 42 gives a total of 60, a ratio of 1 for every 20 pupils which is in accordance with the old statutory requirement and current British Standard.

Pupil Lockers – each of the three new areas incorporate pupil lockers. These are to be in recesses with locker widths of 300mm and in stacks of 4 (1800mm high). The total shown at present provide more locker provision than required for the additional pupils.

SKETCH PROPOSALS

3.2 NEW BUILDING

3.0

31



3.0

SKETCH PROPOSALS

3.2 NEW BUILDING, OPTION 1

32



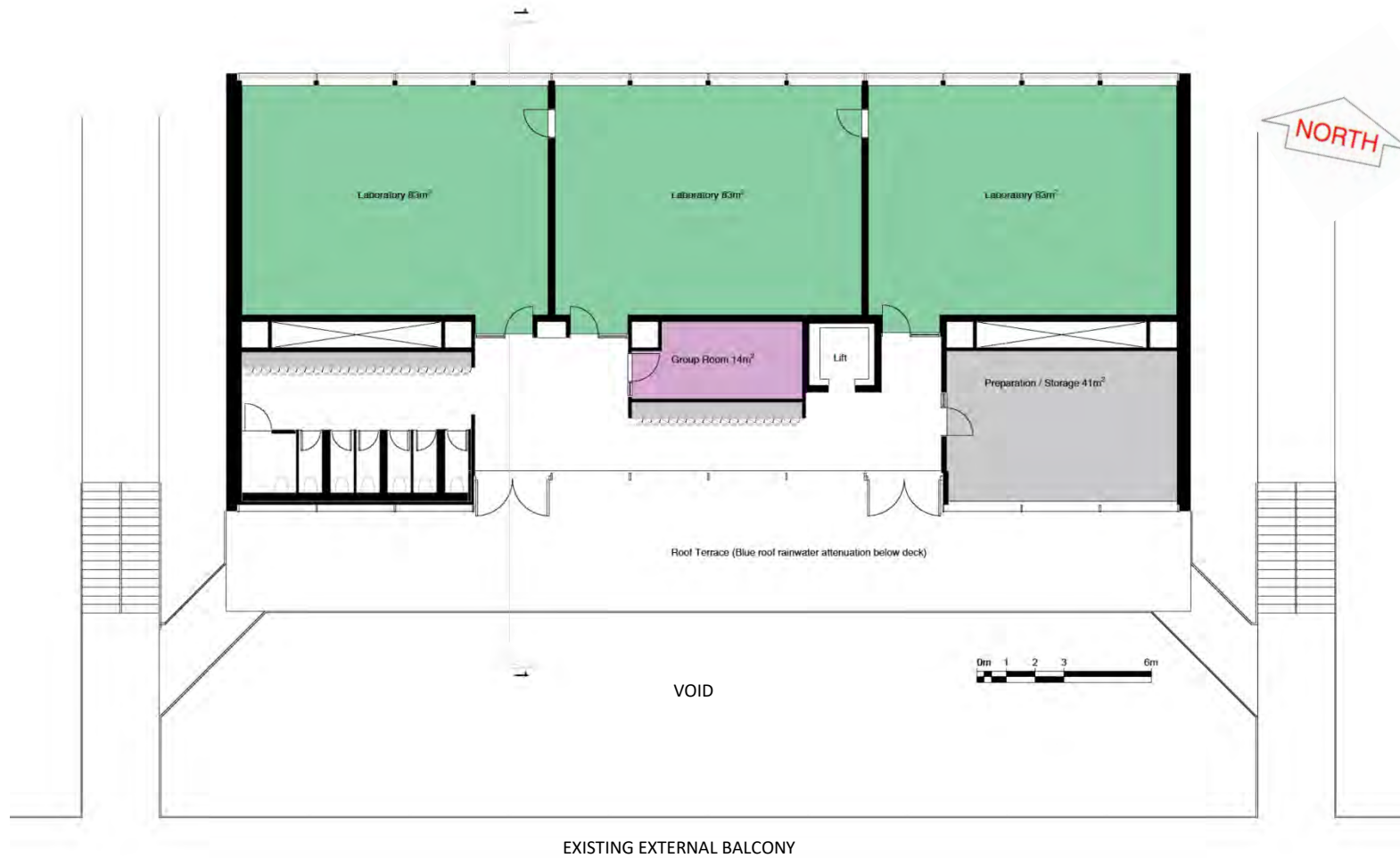
PROPOSED SKETCH GROUND FLOOR PLAN

SKETCH PROPOSALS

3.2 NEW BUILDING, OPTION 1

3.0

33



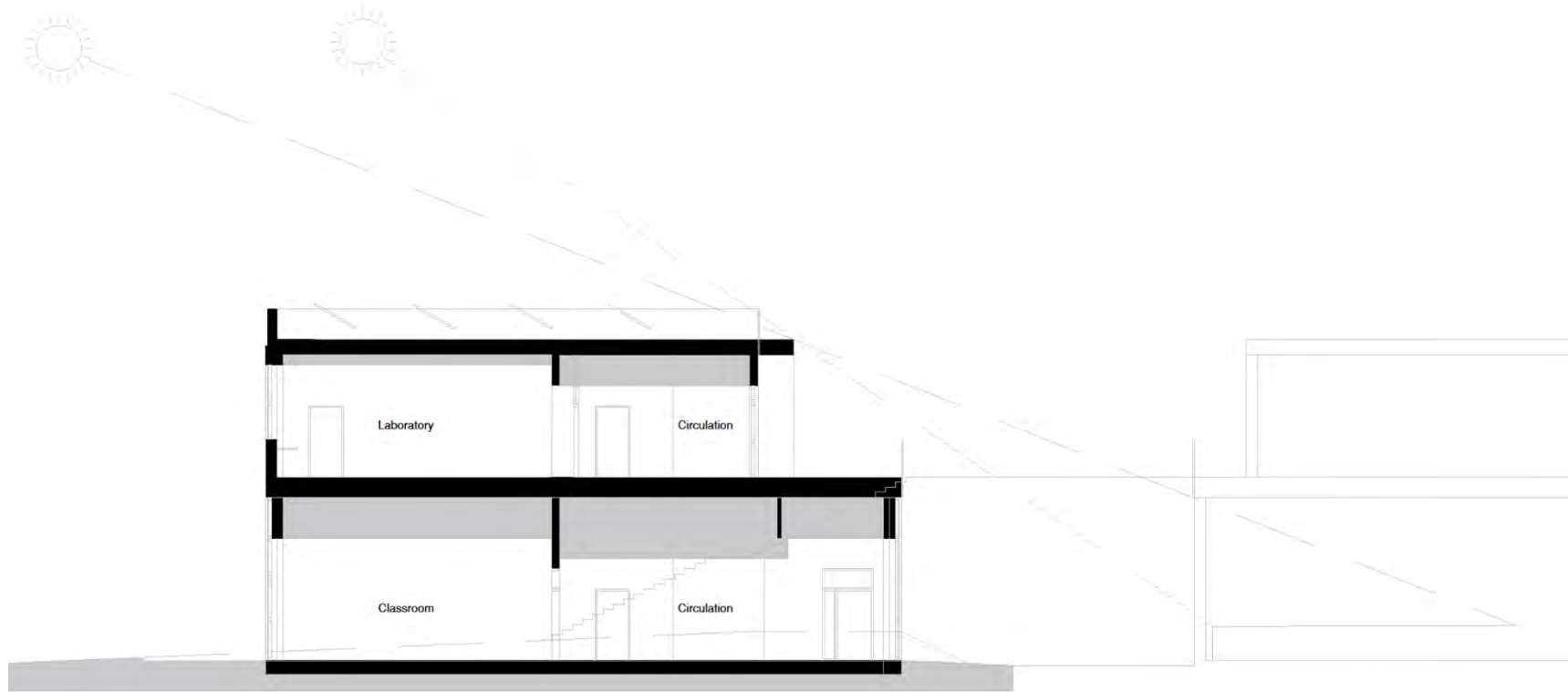
PROPOSED SKETCH FIRST FLOOR PLAN

3.0

SKETCH PROPOSALS

3.2 NEW BUILDING, OPTION 1

34



CATMOSE - NEW BLOCK
SECTION 1-1

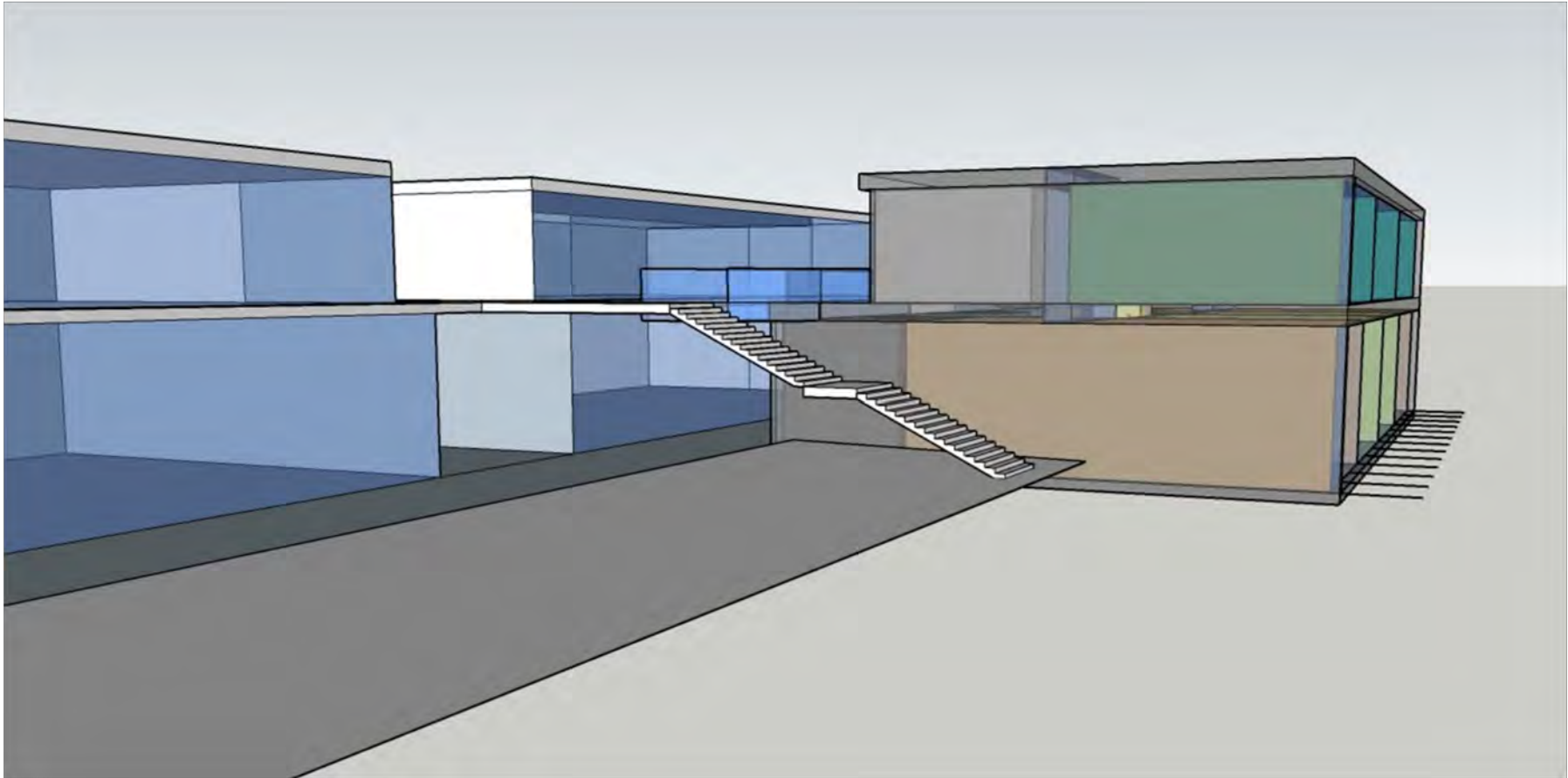


SKETCH PROPOSALS

3.2 NEW BUILDING, OPTION 1

3.0

35



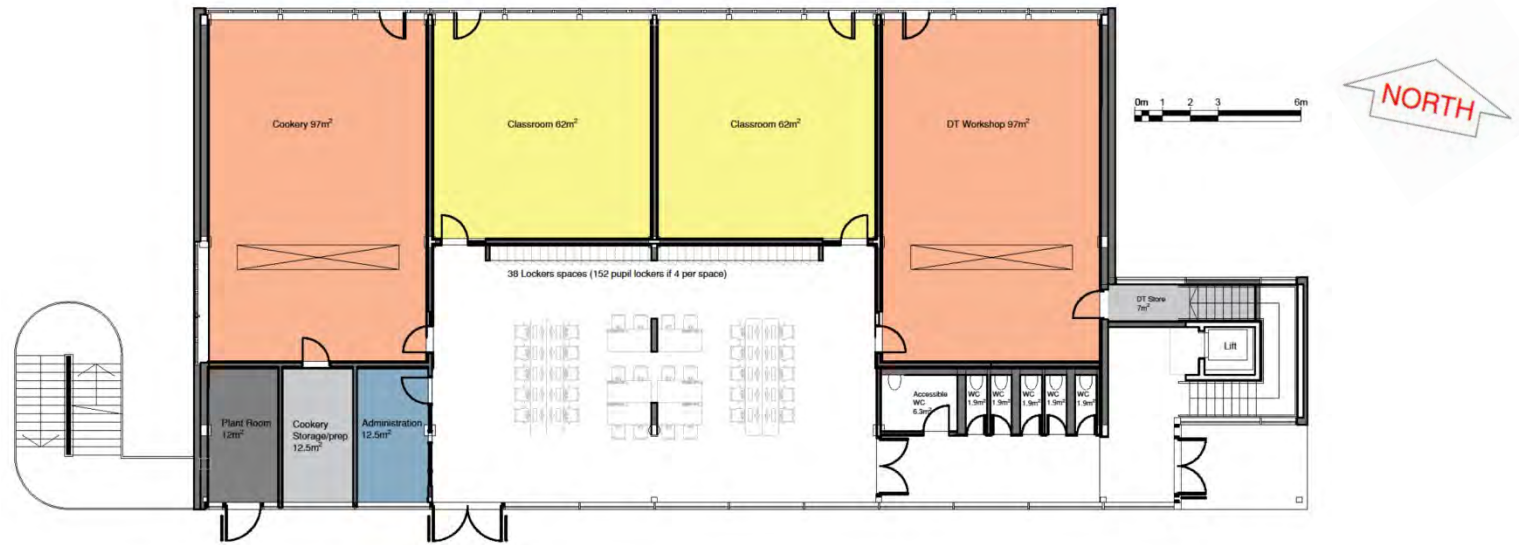
SKETCH 3D BLOCK VIEW

3.0

SKETCH PROPOSALS

3.2 NEW BUILDING, OPTION 2

36



SPORTS HALL LOCATION

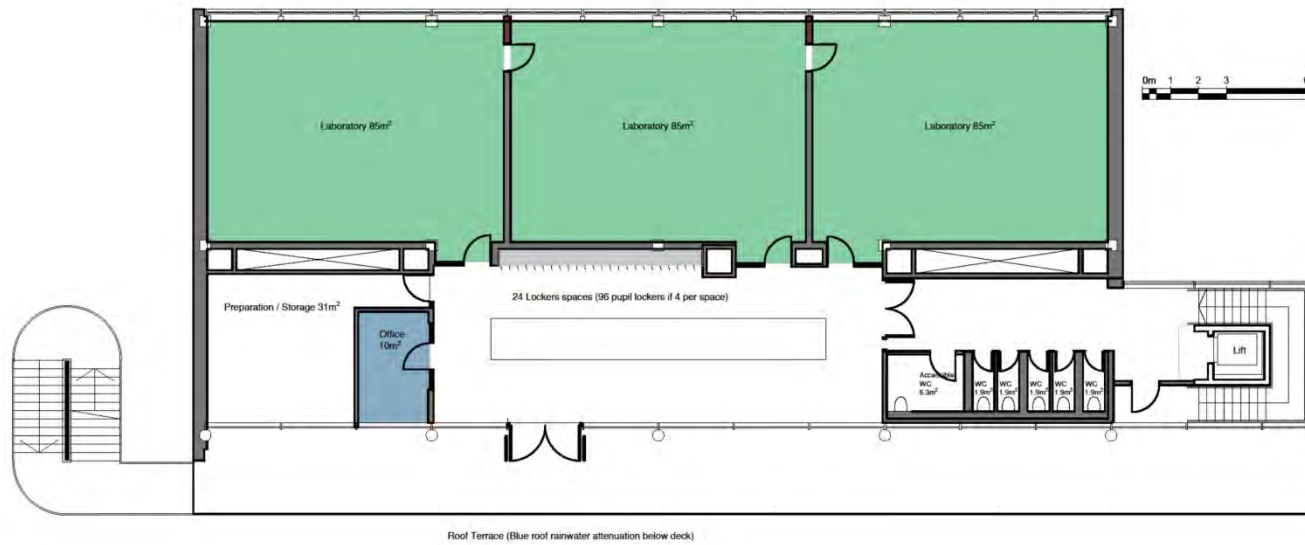
PROPOSED SKETCH GROUND FLOOR PLAN

SKETCH PROPOSALS

3.2 NEW BUILDING, OPTION 2

3.0

37



PROPOSED SKETCH FIRST FLOOR PLAN

4.0

M&E, STRUCTURAL & SUSTAINABILITY APPROACHES

Mechanical Strategies

The full mechanical and electrical report can be found in appendix D of this report.

Ventilation

- Aim for an air-tight building with high thermal insulation and provide heating and ventilation with the MVHR (mechanical ventilation with heat recovery) systems and incorporate night-time purge ventilation to cool teaching spaces.
- As above but utilise NVHR (natural ventilation with heat recovery) systems. Ventive have systems that can be installed in external walls and roofs that can provide up to 5 degrees of heating and cooling gain to the spaces they serve with very low energy input (80watts per unit).

Heating

Make use of Air Source heat pumps as the primary heating source, these are not suitable for radiator solutions and the school have voiced concerns with maintenance of underfloor heating. If this is to be followed the concerns should be addressed to ensure they are not a future issue. Underfloor heating does have the disadvantage of reducing flexibility for future change however this is generally provided in secondary education by the provision of a range of different sized teaching spaces that can be timetabled to accommodate changes rather than the need to resort to remodelling.

Possibly extend the existing heating system if there is adequate capacity but would require below ground ducting, which is not very desirable under the fire / service access route.

Hot Water

Local electric water heating with small storage adjacent to point of use to minimise run length heat losses and Legionella risk.

Electrical Strategies

Lighting

- Maximise daylight with high window heads for maximum room depth penetration and add light shafts from roof level to ground floor level and roof windows (avoid horizontal roof lights due to heat gain issues) at the rear of large first floor rooms and sun pipes to internal spaces.
- Use energy efficient LED fittings with occupancy detection controls and dimming connected to daylight detection.

Power

Install roof mounted Solar Photo Voltaic panels to reduce the carbon footprint of the development. If there is insufficient space on new roof for the extent of power generation targeted, then an array could be added to a suitable roof area on the existing building.

Maximise energy efficiency of all fittings.

Structural Strategies

The full structural report can be found in appendix C of this report.

- The school prefer a structure similar to the existing concrete one. Concrete production has high embodied energy which impacts on attempts to target a carbon zero solution. There is some gain from the thermal mass of exposed concrete for temperature regulation, particularly coolth storage in hot summers. If concrete is selected; maximise the use of recycled aggregate and specify a reduced cement content mix, possible use of post tensioned slabs to minimise slab thickness, the latter may require careful selection of a suitably skilled contractor and reduce competitive pricing. Propping periods may need to be extended for some mixes and other design considerations, which will impact on programme increasing preliminaries costs.
- Timber structure would be carbon neutral. Cross Laminated Timber (CLT) possibly with some Glue laminated columns or beams incorporated would be more energy efficient cleaner on site and reduce the construction period for the structural frame substantially. Less thermal mass but can still help with coolth storage.

M&E, STRUCTURAL & SUSTAINABILITY APPROACHES

4.0

Sustainable Approaches

The sustainability statement in appendix E of this report relates to sustainability by particular elements. In addition to this the following should be considered in future design stages. Some will be essential to achieving an appropriate BREEAM rating to meet planning requirements.

- Sustainable Urban Drainage Scheme (SUDS) the existing school site already incorporates a SUDS, the new building location is on porous paving and porous amenity grass areas. The roof drainage should be connected to the existing SUDS system, preferably to the swales in the playing field area, to minimise surcharge of the lower pond which the school roof, paving and parking areas drain into. Without access to the modelling for the original drainage scheme as installed being certain of the most appropriate changes will be difficult to determine, however there is probably more than sufficient capacity built into the original design. The school advised that they have not seen the main pond area close to a flood level since it was first occupied.
- Enhancement of the current site ecology / biodiversity. Incorporate a biodiverse green roof to the first-floor roof area, planted with mixed native grasses and flowering plants and varying substrate depths.
- Possible consideration of additional planting or other

site areas with native trees & shrubs for carbon offset.

- Possible consideration to the incorporation of a blue roof design below a green roof finish and on the lower deck level, to reduce the roof discharge rate. This has structural implications depending on the depth to be retained, the structure will need to be designed to minimise deflection which will be potentially costly for the current 8.1m structural grid.

5.0

SITE CONSTRAINTS & OPPORTUNITIES

Constraints

The key constraints to expansion are:

The school site is within the Oakham & Barleythorpe Neighbourhood. Part of the school grounds to the north and west of the building falls within the 'Planned limits of development' that cover much of the green space in Barleythorpe Civil Parish. This will determine where additional buildings can be sited. No consultation with the planning department has been held.

A fire appliance access road is located around the building. This area has to be kept clear restricting development between the access road and the Planned Limits of Development.

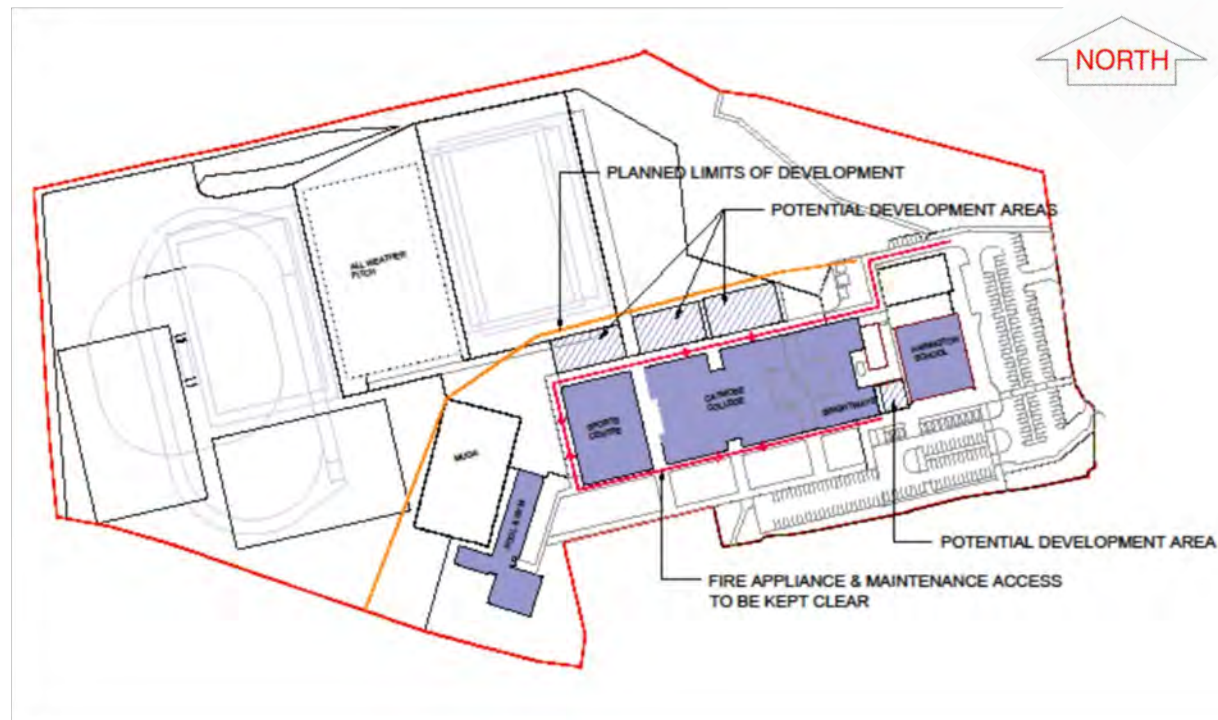
Expansion is required by September 2022.

The all-inclusive project budget of £5.25m.

Opportunities

Opportunities are limited. Possible development areas are highlighted on the adjacent plan.

It would be relatively easy to extend the dining hall into the courtyard to the west.



ANALYSIS OF EXTERNAL AREAS

6.0

CATMOSE COLLEGE & HARINGTON SCHOOL SITE USAGE - AREA COMPARISON with GUIDANCE (assuming expansion of both 11-16 and post 16 provision to 240 intake)

| | |
|----------------------------|------|
| Number of pupils 11-16 8FE | 1200 |
| Number of Pupils Post 16 | 420 |

| SITE AREAS | BB103 | | Current | |
|--|--------------|--------------|---------------|---------------|
| | 8FE 11-16 | 480 post 16 | Catmose | Harington |
| Soft outdoor PE | 48000 | 20700 | 43317 | shared |
| All Weather Pitch (counts as double area) | | | 6185 | shared |
| <i>AWP Equivalent total area</i> | | | <i>12370</i> | |
| Hard outdoor PE | 2200 | 1030 | 2760 | 399 |
| Soft informal and social area | 3000 | 1440 | 11595 | |
| Hard informal and social area | 1400 | 620 | 2950 | |
| Habitat | 600 | 210 | 19915 | |
| Float | 6800 | 2900 | 4072 | 715 |
| Minimum net site area | 62000 | 26900 | 90794 | 1114 |
| Non-net | 8000 | 4100 | 26438 | 1307 |
| <i>Buildings</i> | | | <i>7250</i> | <i>1307</i> |
| <i>Swimming Pool</i> | | | <i>1362</i> | |
| <i>Parking and service access</i> | | | <i>12468</i> | <i>shared</i> |
| <i>Public Area</i> | | | <i>5358</i> | |
| New Block Footprint | | | 762 | |
| Minimum total site area | 69000 | 30000 | 117232 | 2421 |
| Maximum net site area | 69000 | 30000 | 98093 | |
| Maximum total site area | 86600 | 37460 | 119653 | |

5.0

ANALYSIS OF EXTERNAL AREAS

Analysis of External Areas in Accordance with Current Guidelines

It can be seen from the Minimum net site areas that if both the main school and the post 16 school have their intakes increased to 240 pupils the net site area (excluding buildings and non-pupil areas) is 91600m² and that the school net site is 91908m² not including the allowable double counting of an all weather pitch which would add a further 6185m² to the school total.

The soft playing field provision does fall short if use by Harrington School pupils is considered, the current total is 55687m², 48000m² is required for 8FE 11-16. If the Harrington school is included however there is a deficit. For 1200 11-16 plus 300 post 16 pupils 64500m² are required. If the post 16 provision is further increased to 420 this would increase to 68700m²; at present the area counting all weather as double is 55687m². It would probably be desirable but not essential to consider the addition of a second all weather pitch in the underused playing field area closest to the school when/if funding is available. A typical Sport England pitch would be 101.4m x 63m an area of 6388m² which would count as 12776m² and give much greater winter use with potential for increased community use.

The school have access to very extensive indoor facilities with a large double sports hall, a further small sports hall and a swimming pool. Which will make timetabling for sport less of an issue related to the playing field deficit, particularly in winter months.

Hard outdoor PE requirement for 8FE 11-18 is 3230m² the two

schools have a total of 3159m². This is a little light, consideration could be given to adding a MUGA .

Soft informal and social areas exceed the guidance by 7155m²

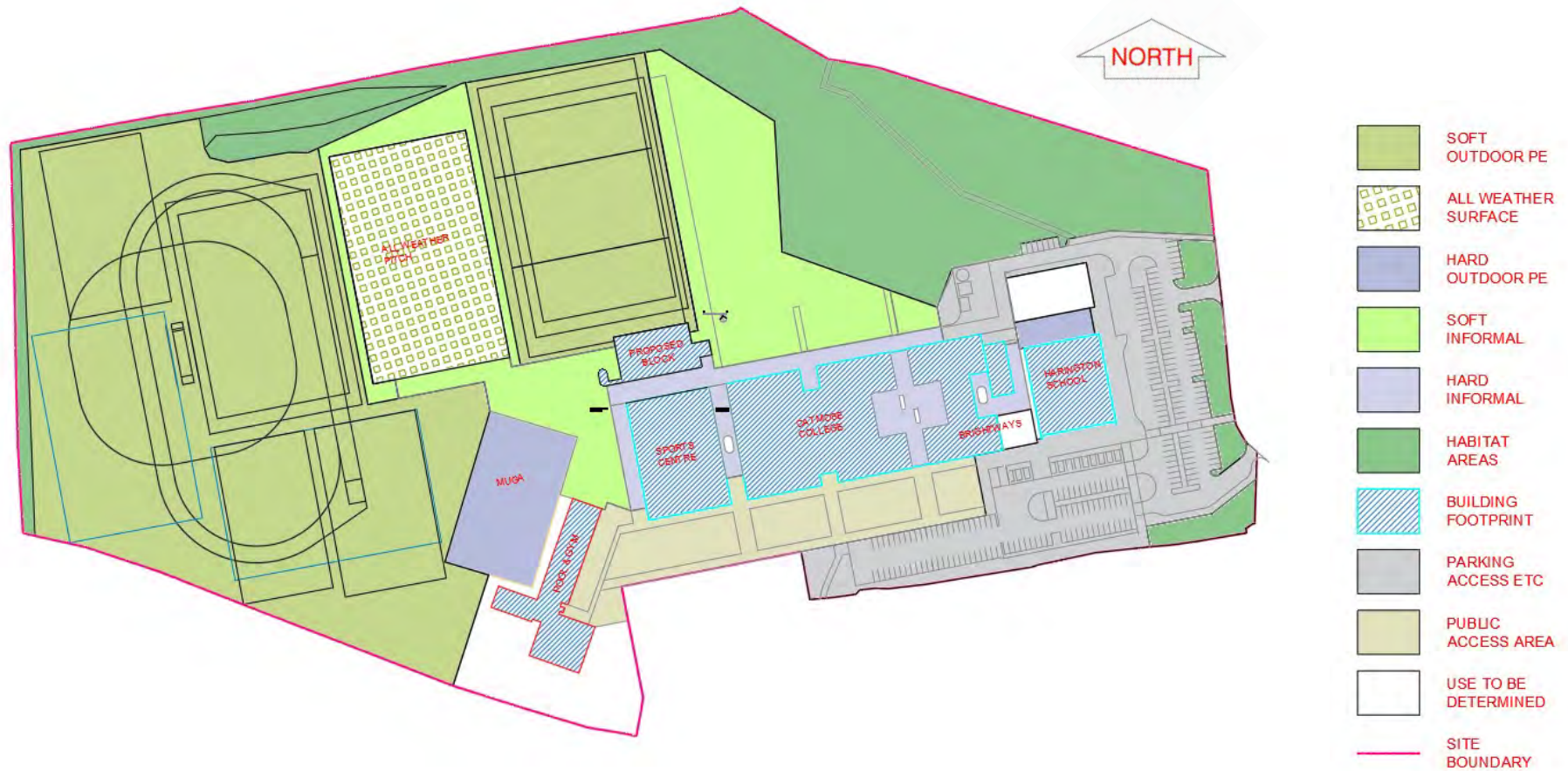
Hard informal and social areas exceed the guidance by 930m²

Habitat areas exceed the guidance by 19105m²

ANALYSIS OF EXTERNAL AREAS

5.0

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7.0

PROCUREMENT STRATEGY & PROGRAMME

7.1 PROCUREMENT STRATEGY

Procurement Options

The following procurement options below could be considered for the expansion works.

1. Traditional route: appoint full consultant team for RIBA stage 2 to completion. Tender to selected contractors following a PPQ process or use an existing framework. Typically use a JCT form of contract.
2. Design & Build route: (this could be a two-stage process). Appoint a consultant team for RIBA Stages 2 & 3 to submit a planning application and prepare tender documents for D&B tender.
 - a. Tender to selected contractors following a PPQ process or use an existing framework. Appoint Contractor for RIBA Stages 4 & 5 Technical design and construction. Typically using a JCT D&B contract or NEC D&B partnering contract.
 - b. Tender with current information for a contractor to develop the project through RIBA stages 2-5. Typically use a NEC D&B partnering contract.

If CLT is selected for the structural frame, then early appointment of a specialist manufacturer for design input will be essential. This may make the second D&B option the most suitable route. If other two procurement options are chosen up front cost for this structure will be required at design stages 2&3.

Traditional procurement would give the client most control over the design development, specification and construction quality but normally has the longest programme and is perceived to have the greatest cost and programme risk.

A two stage D&B tender on an existing framework is likely to be the fastest route but also has a cost risk and inevitably leads to value engineering which generally involves reduced scope and / or reduced quality.

D&B tender after planning would give more control of the design and specification of the works.

Programme

The choice of construction method and materials will impact on the programme:

An off-site modular solution was not favoured by the school but would reduce the onsite programme significantly, with unit fabrication while the ground works are carried out. Possibly seeing some completed projects would overcome the school's concerns.

A reinforced concrete frame with post tensioned slabs superstructure, will have the greatest impact on the construction period.

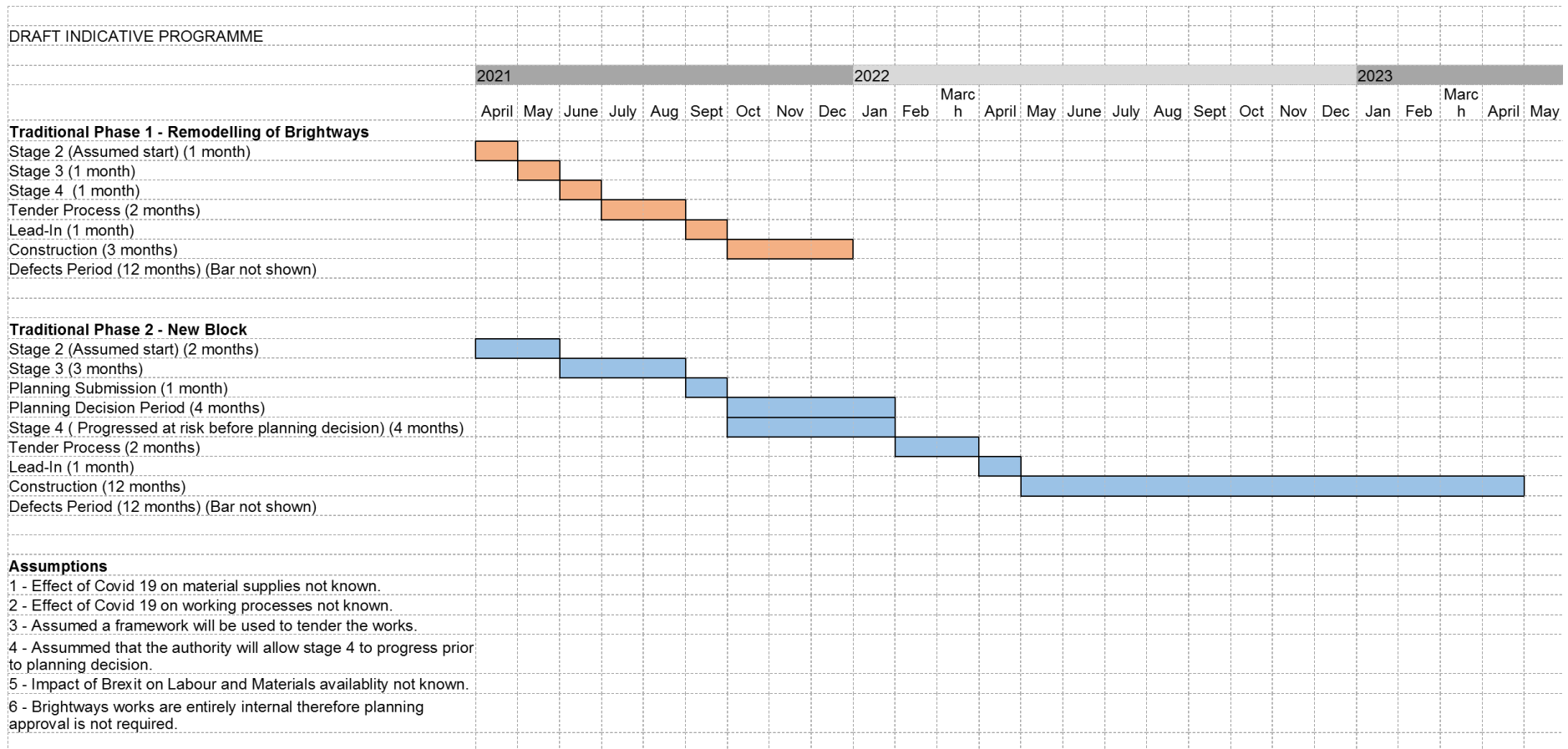
Some materials and components may have long lead in times, a CLT super structure would require early design input from the manufacturers with consequential upfront cost risk.

PROCUREMENT STRATEGY & PROGRAMME

7.2 PROGRAMME

7.0

45



8.0

CONCLUSION & THE WAY FORWARD

Conclusion

NPS have developed the selected option from the Stage 1 feasibility study. Sketch Proposals for the remodelling of the Brightways area and for the new extension have been developed in consultation with Catmose College. For Brightways two options have been produced. Option 1 provides 5 classrooms and Option 2 4 classrooms. For the new building a two storey block is proposed in either locations B or D. The block in location B links to the existing school balcony at rear of the main building. This negates the need for staircases in this block. The block in location D behind the sports hall is completely detached and requires two staircases. Option 2 for the Brightways area and option 2 for the new block is the college's preferred option.

The all-inclusive budget for the expansion is £5.25m. A cost estimate has been produced for the college's preferred option. This option exceeds the budget. The following value engineering options are suggested to bring the scheme within budget:

Option A

Reduce area of current proposal with 2m depth reduction at GF 1m min depth reduction at FF and reduced stair width to 1250mm (1350mm o/a)

New Build GIA – ground floor 602m², first floor 497m² – TOTAL 1099m²

Remodel GIA – 484m²

Option B

Relocate to Site area B and connect to first floor bridges for access

to upper floor, omit stairs and lift but there will need to be improvements to the guarding height and gates at routes in front of classrooms to overcome the schools H&S / supervision concerns for the bridges being in everyday use.

New Build GIA – ground floor 568m², first floor 443m² – TOTAL 1011m²

Remodel GIA – 484m²

Option C

Brightways Remodel plan to provide 1 classroom at 62m² for IT rich teaching space and 4 classrooms at 55m² Toilets will have to be located in central zone as a dead-end solution currently designated for administration area.

Re-plan the ground floor option for the new build to omit 62m² classroom.

New Build GIA – ground floor 506m², first floor 463m² – TOTAL 969m²

Remodel GIA – 484m²

The Way Forward

We recommend that the scheme progresses to RIBA Stage 2 and is value engineered as necessary. Required surveys should be commissioned and a pre-application meeting held with RCC's planning department. Procurement routes should be considered. If design and build is chosen from Stage 2 onwards a consultant would need to be appointed to draw up tender documentation and review the tenders received. Should the chosen procurement route be for design and build from the end of stage 3 a design team should be appointed for stages 2 & 3. For a traditional procurement route a design team would be required for stages 2 to 6 inclusive and stage 7 'In-use' as necessary.

APPENDICES | 9.0

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A

APPENDICES CLIENT BRIEF

Terms of Reference for NPS

Expansion of Catmose College to 8 Form Entry – Amended taking account of RCC dealing with relocation of Brightways

Note – Planned Relocation of Brightways is Confidential and not for sharing or discussion beyond the project group.

RCC commissioned NPS to prepare a Feasibility Study for Secondary School Expansion in Rutland. The commission comprised two stage:

- Stage 1 study looking at three existing school sites
- Stage 2 study dealing with the detail of the preferred site

Cabinet on 31 July 2020 approved the recommendation to undertake Stage Two of the feasibility study for school expansion at the preferred site of Catmose College, Oakham to deliver additional places through the development of an 8 Form Entry secondary school as identified through Stage One of the study.

The Stage 2 feasibility study brief is set out below:

The detailed Phase 2 feasibility for Catmose will build on the outputs from the phase 1 work and will

Include:

- a. A review of available information
- b. Developing architectural sketch proposals for the expansion options
- c. Provision of a wider understanding of the overall condition of the asset.
- d. Developing strategies for mechanical & electrical, structural and sustainability approaches
- e. Analysis of site constraints and opportunities
- f. Cost estimates for the expansion options
- g. Identification of key risks including planning risk and potential implications for project performance
- h. Analysis of external areas in accordance with current guidelines

- i. Developing procurement strategy and programme

RCC intend relocating Brightways Day Centre to an alternative location. The preferred new property will be within RCC's existing portfolio. RCC will manage the relocation and all other matters, to enable the planned extension of Catmose College within the school expansion scales. RCC will keep Catmose College and NPS updated about activity and progress for Brightways, along with any impact arising from issues that may impact on the planned extension of Catmose College. The Brightways premises are therefore expected to be available to support the expansion of Catmose College.

Client and Catmose College Engagement

RCC are the instructing client but Catmose College will jointly agree the terms of reference of the Stage 2 feasibility study and have full input to the report outputs as set out below:

NPS will have an initial project meeting with RCC and Catmose college to understand roles and responsibilities and agree timings and outputs

Initial sketch proposals will be produced jointly with Catmose College.

Sketch proposals will be shared at a final engagement meeting with RCC and Catmose College, with any resulting feedback used to develop final sketch proposals.

Final sketch proposals will be issued to the NPS Design Team for their input.

A procurement strategy, project programme and project risk register will be developed.

Full cost estimates will be produced.

A draft of the report will be shared with RCC and Catmose College for comment. Any comments/amendments will be made by NPS and agreed by RCC and Catmose College prior to final issue.

RCC
M Walsh
Head of Property Services
15 Oct 2020

QS

ORDER OF COST ESTIMATE - STAGE 1 for Rutland County Council



Feasibility
Catmose College
School expansion to 8FE
14.12.2020



B

APPENDICES

COST ANALYSIS

CONSTRUCTION ORDER OF COST ESTIMATE



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APPENDICES

COST ANALYSIS

B

CONSTRUCTION ORDER OF COST ESTIMATE



1.1 EXECUTIVE SUMMARY

1.1.1 INTRODUCTION

The proposal evaluates whether the school's buildings and site have capacity to support an expansion to 8FE. The expansion work is located within the school grounds of Catmose College, Rutland County Council.

Quantities for Building Works have not yet been determined due to insufficient design information, the areas used have been provided by the Architect.

This Cost Estimate is based on the following scope of works: new build block and remodelling works to some areas of the existing together with associated external works

A number of assumptions have been made in order to complete this estimate. These are noted under section 2.1.2 Basis and Assumptions.

NPS London Ltd Project 09-01-104327

| School Type | Location | BCIS Location Factor | BCIS Inflation Factor |
|-------------------|------------------------|----------------------|-----------------------|
| College/Secondary | Rutland County Council | 107 | 1.22% |

1.1.2 KEY FINANCIAL INFORMATION

A summary of the construction and project costs is as below and detailed buildup is included in this document.

| Item | Total Construction Cost | Cost/ m2 (GIA) | Total GIA m2 | Cost per pupil * |
|---------------|-------------------------|----------------|--------------|------------------|
| 8FE Expansion | £4,756,300 | £2,777 | 1713 | £15,854 ** |

| Item | Total Project Cost | Cost/ m2 (GIA) | Total GIA m2 | Cost per pupil * |
|---------------|--------------------|----------------|--------------|------------------|
| 8FE Expansion | £5,515,300 | £3,220 | 1713 | £18,384 ** |

*** based on Pupil 300

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COST ANALYSIS

CONSTRUCTION ORDER OF COST ESTIMATE



1.1 EXECUTIVE SUMMARY

1.1.3 VALUE FOR MONEY

In assessing whether the construction proposal is value for money, it may not take into consideration other factors i.e. school pupil & staff disruption, access difficulties, planning consent, environmental issues increased traffic impact or school preferences.

1.1.4 AREA SUMMARIES FOR EACH PROPOSAL

In assessing the likely construction costs, a more detailed assessment with different rates were applied depending on the type of construction, i.e. extension, remodel or new links between existing and new works, as table below.

| | GIA/m2 | | Remodelling (m2) | Total Including New, Remodel and Links (m2) |
|------------------|--------|--|------------------|---|
| B) 2FE New Block | 1229 | | 484 | 1713 |

| Version | Date | Description | Originator | Authorised by | Date |
|---------|------------|-------------|----------------------|---------------|------------|
| Final | 14.12.2020 | Feasibility | Marian Asare-Boapeah | Keith Dyke | 14.12.2020 |

APPENDICES

COST ANALYSIS

B

CONSTRUCTION ORDER OF COST ESTIMATE



2.1 BASIS AND ASSUMPTIONS

2.1.1 BASIS FOR THE ORDER OF COST ESTIMATE

This estimate is based on a collection of in house data and school projects NPS are currently working on as well as BCIS analysis. A location factor from BCIS has been applied to ensure the costs are relevant to Rutland County Council.
The Information Provided follows the requirements of NRM Checklist.

Drawing/Document Register:

The following design information received :

2.1.1.1 Architecture

NPS-ZZ-00-SK 001 Rev P1
NPS-ZZ-01-SK 002 Rev P1
NPS-ZZ-00-SK 003 Rev P1

2.1.2 PRICING ASSUMPTIONS

- 1 All costs are based on normal working hours. Costs associated with night working and weekends are not allowed for within this estimate.
- 2 Costs are based on current BCIS Cost Analysis, together with cost from Education projects NPS London are currently working on.
- 3 Areas in this report are provided by the Architect and based on above design, more detailed measure will be carried once the scheme is signed off and developed.

2.1.2.1 Fit Out

- 1 No specification available for the fit-out, scope of works based on NPS site survey.
- 2 Allowance for new floorings, small power and data adaptation works, acoustic treatments, fixed fittings and fixtures to general/ classrooms, new Entrance Gate, and etc.

2.1.3 GENERAL EXCLUSIONS

The following general costs have been excluded from this report: -

- 1 VAT
- 2 Land costs, Professional, Legal and survey fees and other fees or Finance costs.
- 3 Planning and Building Control fees (unless stated)
- 4 Development management costs
- 5 Party Wall Agreements including any easements requirements for sub station access
- 6 Section 105 works
- 7 Section 106 payments or contributions
- 8 Section 278 works that may be required outside the site boundary
- 9 Rights of Light, Daylight/Sunlight matters
- 10 Out of hours working
- 11 Cost of maintenance agreements

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APPENDICES COST ANALYSIS

CONSTRUCTION ORDER OF COST ESTIMATE



2.1 BASIS AND ASSUMPTIONS

GENERAL EXCLUSIONS - Cont'd

- 12 Internal Management costs (unless stated)
- 13 Rights of Light compensation allowance
- 14 Client Contingencies (unless stated)

2.1.4 PROJECT SPECIFIC EXCLUSIONS

The following project specific costs have been excluded from this report: -

- 1 Works to other buildings and highways outside the specific site demise
- 2 Removal of hazardous or contaminated material arising from the ground or demolition works.
- 3 Ground improvements or adverse ground conditions
- 4 Relocation, diversion or replacement costs in relation to existing services
- 5 Abnormal costs, other than those stated
- 6 Protective Installations such as sprinklers.
- 7 Oversailing (cranes/access equipment etc.)
- 8 Compensation to neighbours during the construction work that may be required
- 9 Professional fees (unless stated)
- 10 Archaeological works Public Art and Sculptures
- 11 Movement of school furniture, teaching aids or staff/pupil work

2.1.5 MARKET TESTING

This Order of Costs Estimate is based on current BCIS Cost Analysis, together with cost from Education projects NPS London are currently working on.

2.1.6 DEVELOPMENT PROGRAMME

The order of cost estimate is based upon the construction works being completed in a single phase. The development programme is not defined at this stage and costs have been allowed to September 2021, when construction works is anticipated to commence on site.

2.1.7 PROCUREMENT

This cost plan assumes that the project will be competitively tendered on two stage design and build procurement route, using either an appropriate Framework Agreement or through a Selective Questionnaire process. We have also included 15% as a Contingency allowance for Design Development and Construction Risks at this stage of the project.

2.1.8 INDEXATION

Costs included in this report are considered to reflect 4Q 2020 market conditions based upon achieving competitive market returns. We have made an allowance for cost inflation of the works and costs have been assessed on the basis of 3Q 2021, programme notes provided assumes construction works commences September 2021. No allowance has been made for the likely impact that Brexit or COVID-19 restrictions may have on the economy.

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APPENDICES

COST ANALYSIS

B

CONSTRUCTION ORDER OF COST ESTIMATE



2.1 BASIS AND ASSUMPTIONS

2.1.9 GIFA AREAS

The estimate has been based on the GIA's for the building as provided by the architect.

2.1.10 DISCLAIMER

This cost plan has been prepared to assist Rutland County Council in the control of the design development and to allow formal sign off.

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APPENDICES

COST ANALYSIS

CONSTRUCTION ORDER OF COST ESTIMATE

3.2 COST PLAN SUMMARY

| | | | |
|-----------------------|-----|-----|----------|
| Rutland BCIS Location | 108 | GIA | 1,713 m2 |
| | | NIA | 1,625 m2 |

| | | | Total Project Cost |
|----------|--|-----------------|---------------------------|
| 1 | Facilitating Works | | 86,375.00 |
| 2 | Building Works Estimate | | |
| | New Works | | 2,439,329.00 |
| | Works to Existing Building | | 544,900.00 |
| | External Works | | 167,850.00 |
| | BREEAM, L2 Allowances and Sustainability Items | | 84,260.00 |
| | | | 3,322,714.00 |
| 3 | Main Contractor Prelims | 17.00% | 564,861.38 |
| 4 | Contractor OH&P | 10.00% | 388,757.54 |
| 5 | Contractor Design Fees | 5.00% | 213,816.65 |
| | | | 4,490,149.57 |
| 6 | Construction Risk | 15.00% | 673,522.44 |
| 7 | Construction Inflation | (Q3 2021) 1.22% | 62,996.80 |
| | BCIS Location Factor Adjustment | 107/118 -9.00% | - 470,400.19 |
| | | | 4,756,268.62 |
| | Total Construction Cost | | 4,756,300.00 |

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COST ANALYSIS

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CONSTRUCTION ORDER OF COST ESTIMATE

3.2 COST PLAN SUMMARY

| | | | | |
|-----------|--------------------------------------|------------|---------------------|----------|
| | Rutland BCIS Location | 108 | GIA | 1,713 m2 |
| | | | NIA | 1,625 m2 |
| 8 | Professional Fees (Stage 2-6) | | | |
| | | 312,611.95 | | |
| 9 | Additional Costs | | | |
| | Disbursements | 31,300.00 | | |
| | BREEAM Assessment Fees | 2,500.00 | | |
| 10 | Client Costs | | | |
| | ICT and FF&E | 150,000.00 | | |
| | Contingency | 5.00% | 262,635.60 | |
| | Management Cost | | Excluded | |
| | | | 5,515,347.55 | |
| | | | 5,515,300.00 | |
| | Total Project Cost | | 5,515,300.00 | |

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APPENDICES COST ANALYSIS

CONSTRUCTION ORDER OF COST ESTIMATE



Base 327

4.1 WORKINGS COST PLAN SUMMARY - 8FE

| | Quantity | Unit | Rate | Sub-Total | TOTAL |
|---|--------------|-----------|-----------|---------------------|---------------------|
| 1 Facilitating Works Estimate | 1,800 | m2 | | | |
| Site Preparation | | | | | |
| General site clearance, strip site of all remaining vegetation, debris, perimeter fences and railings etc | 1,800 | m2 | 35.00 | 63,000.00 | |
| Demolition | | | | | |
| Demolition of existing buildings including grubbing up foundations | - | m2 | 65.00 | - | |
| Break up existing hard paved areas, including grubbing up shallow brick wall foundations | 735 | m2 | 25.00 | 18,375.00 | |
| Asbestos Removal | | | | | |
| Provisional allowance for asbestos surveys and removal works | - | Item | 5,000.00 | - | |
| Works to existing buildings & External works | | | | | |
| Alteration works to existing buildings, breaking through, blocking up etc | - | Item | 25,000.00 | - | |
| Reuse of existing fixtures & fittings | | | | | |
| Remove & refit existing furniture & equipment (allowance only, scope to be determined) | 1 | Item | 5,000.00 | 5,000.00 | |
| Sub Total | | | | 86,375.00 | 86,375.00 |
| 2 Building Works Estimate | | | | | |
| New Build Extension and Remodelling | 1,713 | m2 | | | |
| New Build - 1nr two story new block | | | | | |
| New Build | 1229 | m2 | 1,901.00 | 2,336,329.00 | |
| Abnormals: E.O.additional Staircase | 2 | Nr | 7,500.00 | 15,000.00 | |
| Abnormals: E.O.WC fit out | 4 | Nr | 8,000.00 | 32,000.00 | |
| Abnormals: E.O.WC fit out - Accessible WCs | 2 | Nr | 3,000.00 | 6,000.00 | |
| Abnormals: E.O.Science Lab | 3 | nr | 5,000.00 | 15,000.00 | |
| Abnormals: E.O Computer Science | 2 | nr | 2,500.00 | 5,000.00 | |
| Abnormals: E.O DT Room | 1 | nr | 5,000.00 | 5,000.00 | |
| Abnormals: Lift | 1 | Nr | 25,000.00 | 25,000.00 | |
| Sub Total | | | | 2,439,329.00 | 2,525,704.00 |
| Major Refurb | | | | | |
| General ? Multiple rooms | 484 | m2 | 1,100.00 | 532,400.00 | |
| Abnormals: E.O.additional Staircase | - | Nr | 7,500.00 | - | |
| Abnormals: E.O.WC fit out | - | Nr | 2,500.00 | - | |
| Abnormals: E.O.Science Lab | - | nr | 5,000.00 | - | |
| Abnormals: E.O Computer Science | 1 | nr | 2,500.00 | 2,500.00 | |
| Abnormals: E.O DT Room | 2 | nr | 5,000.00 | 10,000.00 | |
| Sub Total | | | | 544,900.00 | 3,070,604.00 |

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CONSTRUCTION ORDER OF COST ESTIMATE

npvgroup

4.1 WORKINGS COST PLAN SUMMARY - 8FE

| | |
|--|--|
| Minor Refurb | |
| General | |
| Decorations only Refurb | |
| External Works | |
| Hard Landscaping - allowance | |
| Soft landscaping - allowance | |
| Existing Drainage Works (outside boundary) | |
| Alterations to Surface water drainage | |
| Alterations to Foul water drainage | |
| Existing Services (outside boundary) | |
| Mechanical upgrade | |
| Electrical upgrade | |
| Data upgrade | |
| Other Abnormals | |
| BREEAM | |
| Carbon Reduction (L2A compliance) | |

4 TOTAL

Notes: See Cost Plan Summary and Basis & Assumptions

APPENDICES

COST ANALYSIS

B

| | | | | |
|------------------|-------------|-------------|---------------------|----------------------|
| Base | | 327 | | |
| Quantity | Unit | Rate | Sub-Total | TOTAL |
| - | m2 | 500.00 | - | |
| Sub Total | | | - | 3,070,604.00 |
| Sub Total | | | - | 3,070,604.00 |
| 300.00 | m2 | 197.00 | 59,100.00 | |
| 765 | m2 | 50.00 | 38,250.00 | |
| | | | - | |
| 1 | item | 15,500.00 | 15,500.00 | |
| 1 | item | 15,000.00 | 15,000.00 | |
| | | | - | |
| 1 | item | 15,000.00 | 15,000.00 | |
| 1 | item | 15,000.00 | 15,000.00 | |
| 2 | item | 5,000.00 | 10,000.00 | |
| Sub Total | | | 167,850.00 | 3,238,454.00 |
| 1,713 | item | 20.00 | 34,260.00 | |
| 1 | item | 50,000.00 | 50,000.00 | |
| Sub Total | | | 84,260.00 | £3,322,714.00 |
| | | | | |
| | | | 3,322,714.00 | £3,322,700.00 |

Rounded £ '000

B

APPENDICES COST ANALYSIS

5.1 | PROFESSIONAL FEES SUMMARY

| | | |
|---|------------------------------|----------------|
| 9th December 2020 | £ | |
| (i) Professional Fees : | 312,612 | 312,612 |
| Design Team and Project Management Fees: ⁽¹⁾ | | |
| * Full multidisciplinary design team (Architect, QS, SE, M&E & Principal Designer) based on design & build procurement, stages 2 to 6 @ 0% of construction costs ⁽²⁾ | 270,342 | |
| Civil Engineer @ 0.35% ⁽³⁾ | 15,770 | |
| Energy Consultant ⁽⁴⁾ | 12,000 | |
| BREEAM Assessor ⁽⁵⁾ | 9,500 | |
| Acoustic Consultant ⁽⁶⁾ | 5,000 | |
| Technical Project Manager Fees | | |
| Clerk of Works Fees: ⁽⁷⁾ | | |
| * Clients representative to monitor quality of works on site. | | |
| (ii) Disbursements: | 31,300 | |
| * Planning application fee ⁽⁸⁾ | 9,000 | |
| * Building Control plan fee ⁽⁹⁾ | 2,200 | |
| * Building Control inspection fee ⁽¹⁰⁾ | 4,400 | |
| * Drain survey ⁽¹¹⁾ Use as built drawings. | 0 | |
| * Soil and contamination survey ⁽¹²⁾ | 9,000 | |
| * Land survey and services search ⁽¹³⁾ | 1,500 | |
| * Asbestos survey and re-installment ⁽¹⁴⁾ | 0 | |
| * Structural investigations ⁽¹⁵⁾ | 0 | |
| * Condition survey ⁽¹⁶⁾ | 0 | |
| * Fire assessment survey ⁽¹⁷⁾ | 0 | |
| * Noise / vibration survey ⁽¹⁸⁾ | 2,000 | |
| * Party Wall Surveyor ⁽¹⁹⁾ | 0 | |
| * Environmental survey ⁽²⁰⁾ | 0 | |
| * Archaeological Assessment & Listed Building Report ⁽²¹⁾ | 0 | |
| * Air quality survey ⁽²²⁾ . May be able to use survey from the main development. | 0 | |
| * Arboricultural Survey ⁽²³⁾ | 0 | |
| * Phase 1 Habitat & Invasive Species Survey | 1,200 | |
| * Transport Assessment ⁽²⁴⁾ | 2,000 | |
| (iii) FFandE & ICT Works: ⁽²⁵⁾ | 150,000 | |
| (iv) Client Set-up Costs : ⁽²⁶⁾ No allowance included. | 0 | |
| (v) Client Contingency : ⁽²⁷⁾ 5% of total project cost | see cost plan summary | |
| (vi) Client Site waste Management Plan Production : ⁽²⁸⁾ | 0 | |
| * Fee allowance for clients responsibilities under The Site Waste Management Plans Regulations 2008 | | |
| (viii) BREEAM : ⁽²⁹⁾ | 2,500 | |
| * Fee allowance for certification to required standard. | | |

Notes :

- (1) : Overall fee % allowance for Architect, Quantity Surveyor, Structural Engineer, Mechanical and Electrical and Engineer and Principal Designer.
- (2) : Allowance for CDM service relating to clients obligation on Health and Safety matters required between scheme inception to
- (3) : Clerk of Works service to be agreed with client for a pre-agreed period per day, to ensure daily presence on site and to monitor quality
- (4) : Assumed survey/reinstatement costs only, removal works if required need separate funding.
- (5) : Allowances only at this stage
- (6) : Potential investigation of existing foundations / structure.
- (7) : To inform adequacy of condition related works allowance within costings. Using client supplied document.
- (8) : To inform of any issues with existing schools procedures/management.
- (9) : No works in proximity to boundaries.
- (10) : Value of works is outside standard fee scale range, therefore cost assumed subject to formal quote.
- (11) : Planning - internal remodel only no external changes, therefore application not required.
- (12) : Local to proposed WC installation only.
- (13) : Works only to existing building predominantly interior therefore not required.
- (14) : Allowance to be confirmed with Client.
- (15) : Not applicable to remodel / refurbishment works.
- (16) : Figures based on QS estimate.
- (17) : Assumed works undertaken under 1 contract with separate phases.
- (18) : Works proposed do not include teaching spaces therefore no requirement
- (19) : Not used
- (20) : VAT not included in figures

APPENDICES

COST ANALYSIS

B

6.1 | SUMMARY OF AREAS

| 2FE Expansion | Area |
|---|----------|
| A - Site Area - (Compound) | 1,800 m2 |
| B - Foot Print of New Build | 735 m2 |
| C - New Build - GIA | 1,229 m2 |
| D - New Build - NIA | 1,161 m2 |
| E - Remodelling Works - Existing Building GIA | 484 m2 |
| F - Existing Building - NIA | 464 m2 |
| G - Hard Landscaping | 300 m2 |
| H - Soft Landscaping | 765 m2 |
| Total NIA | 1,625 |

C

APPENDICES STRUCTURAL REPORT

Introduction

Engenuiti has been appointed by NPS Group to provide structural engineering design services for the proposed new classroom block at Catmose College, Oakham, Rutland, LE15 6RP. The site is a greenfield location adjacent to the existing Catmose College School

The purpose of this Structural Engineering RIBA Stage 2 Report is to present the conceptual structural engineering design proposals as they stand. The topics covered are:

1. Structural Framing Options

- Concrete Solution
- Cross Laminated Timber (CLT) Solution
- Summary

2. Structural Framing Carbon Calculation

3. Foundation Options

The proposed new building footprint is approximately 32m long x 20m wide at ground floor, and is approximately 32m long x 16m wide at first floor with a 4m balcony. There is a staircase and lift core on one side of the proposed new block that is to have access to all floors including the roof.

Structural framing options are described based on the architectural stage 2 design and foundations and substructure solutions are suggested from limited desktop study data. For a full understanding of the foundation options (including depths) a full site investigation is to be completed at a later stage.

This report has been produced for the exclusive use of NPS Group and Catmose College, and should not be used in whole or in part by any third parties without the express permission of Engenuiti in writing.

This report should not be relied upon exclusively for decision making purposes and should be read in conjunction with other documents and drawings produced by the design team.

The information being communicated as part of this RIBA Stage 2 report is intended to provide the basis for a preliminary and initial cost plan and for the client to understand their options structurally. The RIBA Stage 2 design information does not constitute a complete and fully detailed technical design, and suitable cost allowances should still be made in respect of risk and design development.

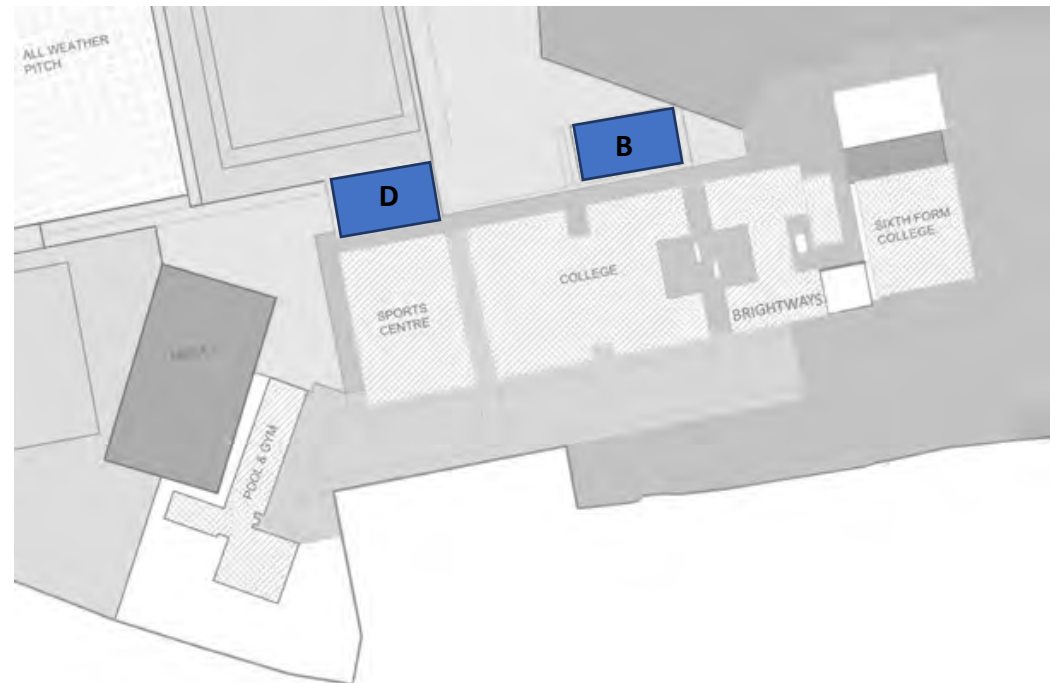


Figure 1 - Site plan showing two potential site locations

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Structural Framing Options

Two possible superstructure options are proposed:

Concrete Frame

A concrete frame is the baseline scheme as it is a tried and tested approach that offers the benefits of exposed thermal mass and robust acoustic performance. It is proposed to have exposed soffits on the scheme. A concrete frame with flat slabs can achieve the 8m grid that fits to the proposed architectural layout. Flat slabs offer the additional advantage of facilitating horizontal services distribution. That said, it should be noted that reasonably thick slabs will be required at these spans. To make the structure more efficient, it would be necessary either to reduce the grid spans or potentially to adopt downstand beams on columns lines.



Figure 2 Concrete Frame

Cross Laminated Timber Frame

An alternative to the concrete frame solution is a cross laminated timber structure (CLT). CLT again offers good acoustic performance and excellent airtightness. CLT structures have the added advantage of being extremely quick to erect with minimal site waste or mess. As with the concrete frame option, 8m spans can be achieved, and become more efficient if there are at least two adjacent spans so as to achieve continuity. That said, 8m is beyond the most efficient span length for pure CLT, and there may be some material efficiencies in introducing some primary steel or glulam beams in the primary spanning direction at closer (say 3-6m) centres with the CLT then spanning the secondary direction between primary beams.

The additional benefits to a CLT frame are its sustainability. As typically 50% of a building's lifetime carbon output is in the building itself (the other 50% is in operational carbon), timber is considered a carbon sink or carbon negative structure and can offset the carbon emissions in areas that will require carbon to produce (e.g the concrete foundations). This is covered in more detail in the Structural Framing Carbon Calculation.

Downstand beams have been proposed to reduce the slab depth and reduce the 8m bays into 4m bays. This results in a 3-bay 4m span totalling 12m that is within the practical limit of 13.5m to transport a CLT. Alternatively, 16m double spans could be reviewed at a later stage with flat soffits and a deeper 280mm slab.

Another arguable benefit is the appearance of CLT. As a natural wood



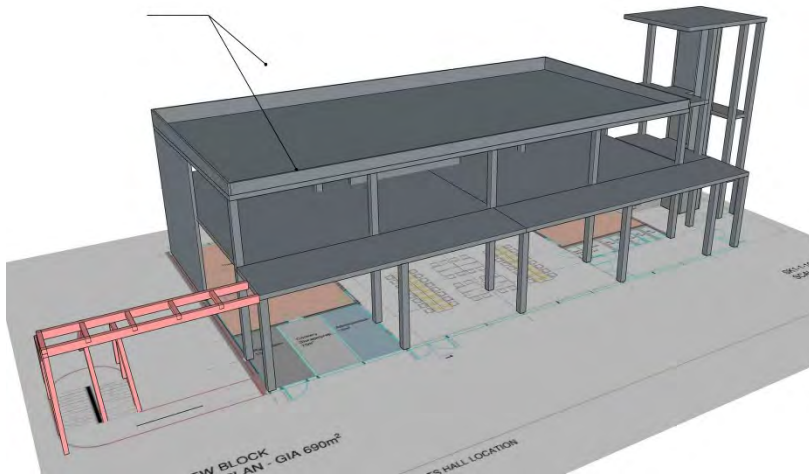
Figure 3 CLT Frame

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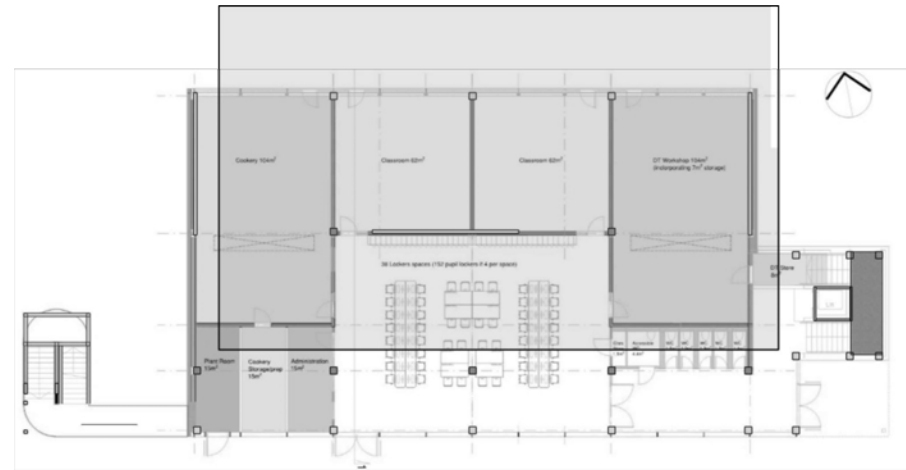
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Structural Framing Options - Concrete

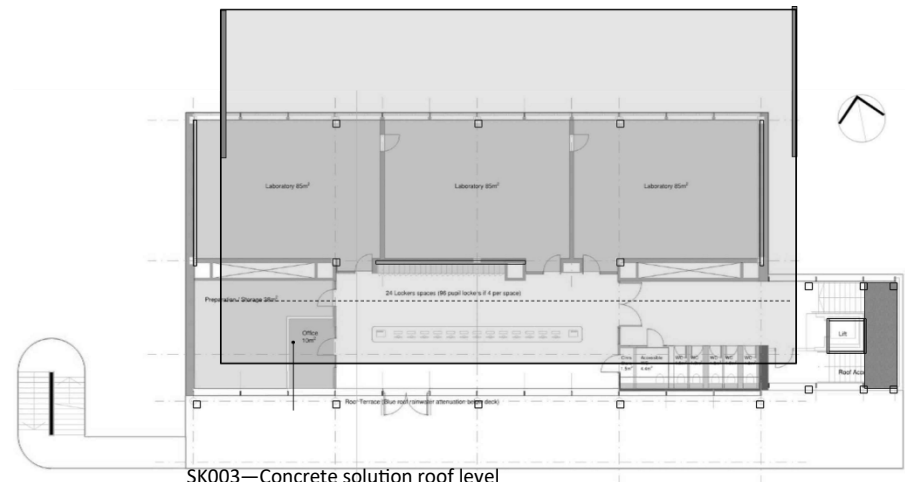
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SK001—Concrete Solution 3D



SK002—Concrete solution first floor



SK003—Concrete solution roof level

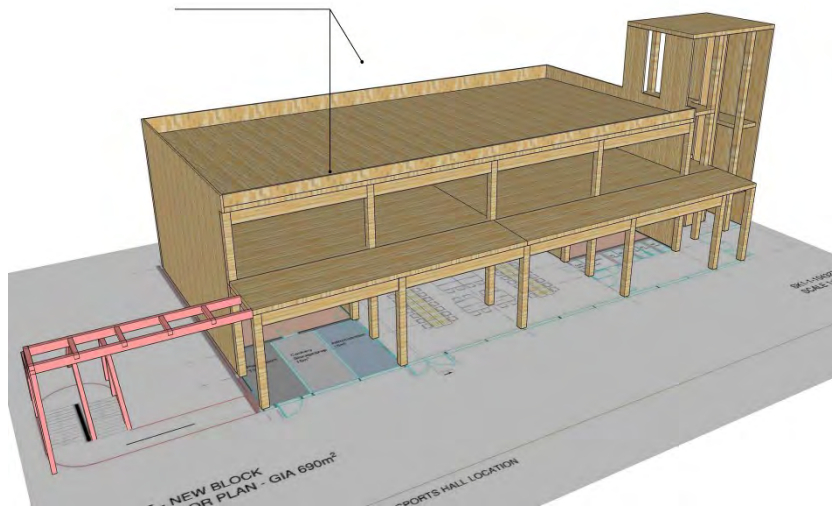
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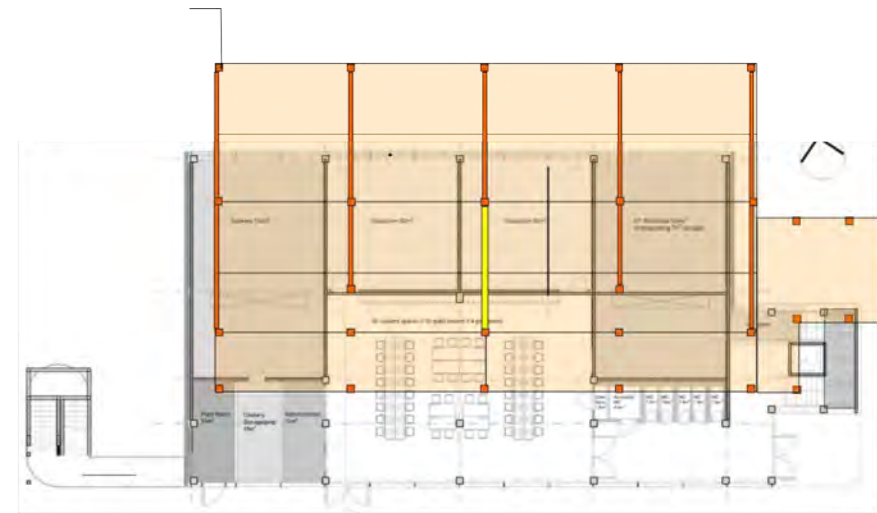
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Structural Framing Options – Cross Laminated Timber (CLT)

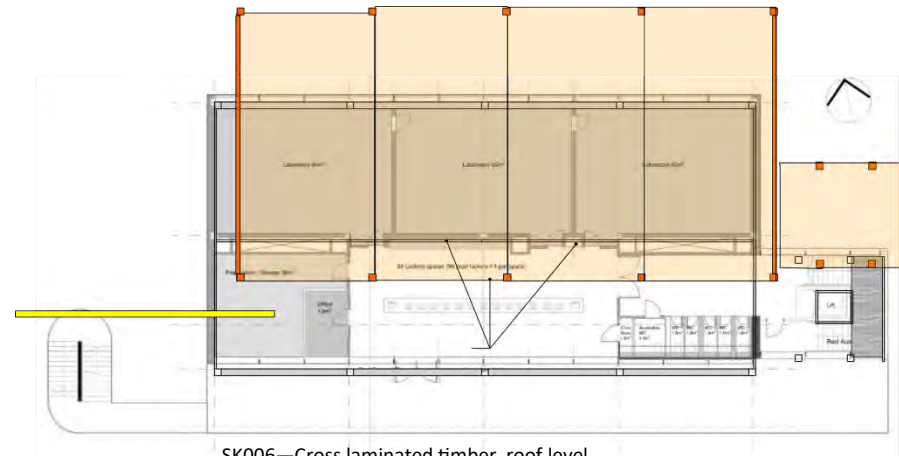
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SK004—Cross laminated timber 3D



SK005—Cross laminated timber first floor



SK006—Cross laminated timber roof level

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Structural Framing Options – Summary

Concrete Pros

- Robust
- Thermal Mass ((thereby reducing/eliminating need for mechanical cooling)
- Flat soffits possible, facilitating horizontal services distribution
- Minimal structural walls so maximal flexibility/adaptability of spaces
- Good acoustic performance

CLT Pros

- Robust assuming properly specified and applied waterproof membranes
- Notably reduced carbon emissions when compared to the concrete option.
- Very quick to build. Also construction is clean (as minimal wet trades and low wastage)
- Lighter weight structure so foundation sizes reduced

Durability Considerations

Both the concrete and timber solutions will be visually flat roofs. However, a nominal 1:40 fall to achieve a minimum 1:80 fall once deflections are taken into account must be allowed for at roof level and at the balcony level for the CLT option.

CLT is made from untreated softwood. It is recommended that that CLT should have a two-layer direct applied waterproof membrane, and minimum 300mm concrete upstands around the perimeter timber. Careful consideration of drainage points and detailing for waterproofing will be required, particularly if green or blue roofs are to be incorporated.

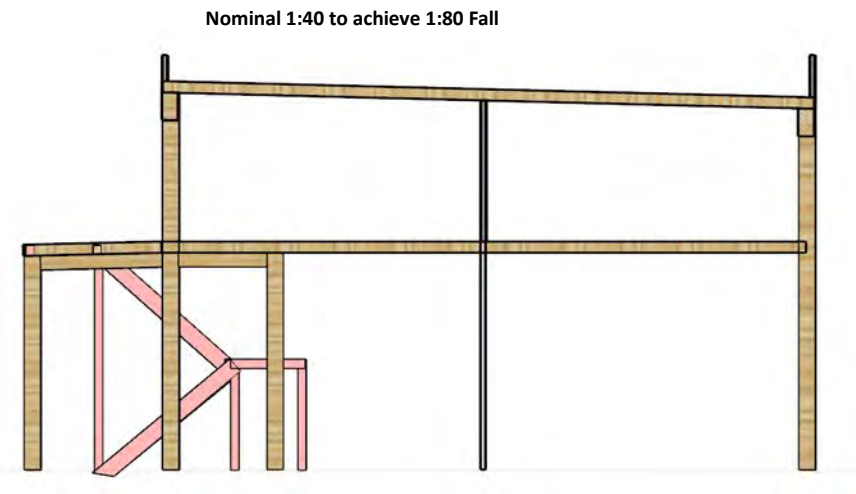


Figure 4 - Nominal Falls Required

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Structural Framing Carbon Calculation

Rutland Council has agreed draft new targets to tackle climate change. A Climate Change Action Motion was presented by Councillor Gordon Brown, Cabinet Member for the Environment, at Rutland's Full Council Meeting on Monday 14 October 2019.

"It's clear that the impacts of climate change are causing serious damage around the world and that we need to do all we can to try and keep global temperature rises below 1.5°C. Local councils have a duty to act and cannot simply wait for national government to change its policies. We fully accept this important responsibility and will soon be putting forward proposals for a wide range of measures aimed at making our operations more sustainable and environmentally friendly. This is something that all local authorities must do if we are to help limit the effects of climate change on a global scale."

From this the council have set the following commitments

- Make sure the Council's activities achieve a net-zero carbon footprint before 2050
- Achieve 100% clean energy across all council functions by 2050 or earlier
- Provide a climate change impact assessment on all relevant council decisions
- Request that scrutiny panels consider the impact of climate change and the environment when reviewing council policies and strategies
- Review council activities to take account of production and consumption emissions

- Set up a Climate Change Partnership Group involving councillors, residents, young people, climate experts, businesses, and other relevant groups
- Encourage the UK government to provide the powers, resources and funding needed to help tackle climate change

With typically over 50% of a building's carbon output coming from the construction itself, it is important to consider the structural options in respect to their carbon output in production and manufacturing.

A simple carbon calculation has been carried out to compare concrete and CLT options. The carbon calculation takes into account the following elements

Substructure

- Concrete Strip Foundations
- Concrete Slab at GF

Superstructure – Concrete Option

- Concrete slabs at first and roof level
- Concrete Columns
- Concrete Walls

Superstructure – Timber Option

- Timber slabs at first and roof level
- Timber Columns
- Timber Walls
- Glulam Beams

The carbon calculator does not include the following at this stage

- Facades and finishes
- The lift core structure
- The stair structure

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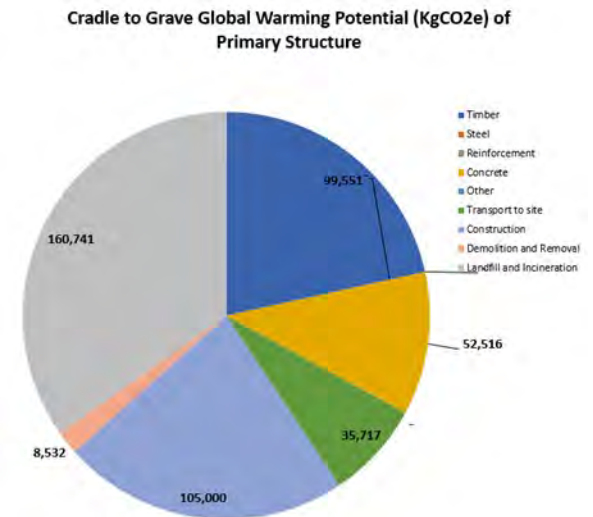
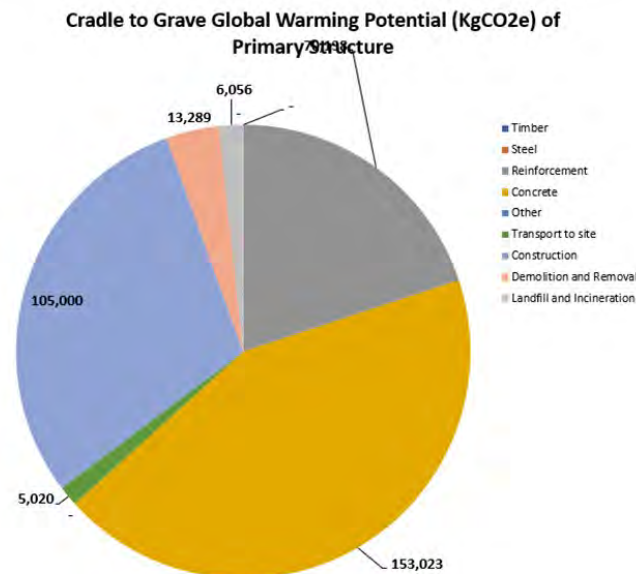
Structural Framing Carbon Calculation

The following shows the embodied carbon for both the concrete and timber options. The embodied carbon of the CLT option is approximately 1/3rd of the concrete option. The RIBA have set a target for 2030 for embodied carbon to be <300kg/CO₂ m². However it is worth noting that the calculations below do not include fit out or façades.

Concrete – 305kg/CO₂ m²

CLT – 85kg/CO₂ m² (*)

*Accounts for sequestration



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Foundation Options

A full site investigation is required to determine the foundation options.

A desktop study has been undertaken to look at boreholes records in the area and adjacent similar precedent foundations.

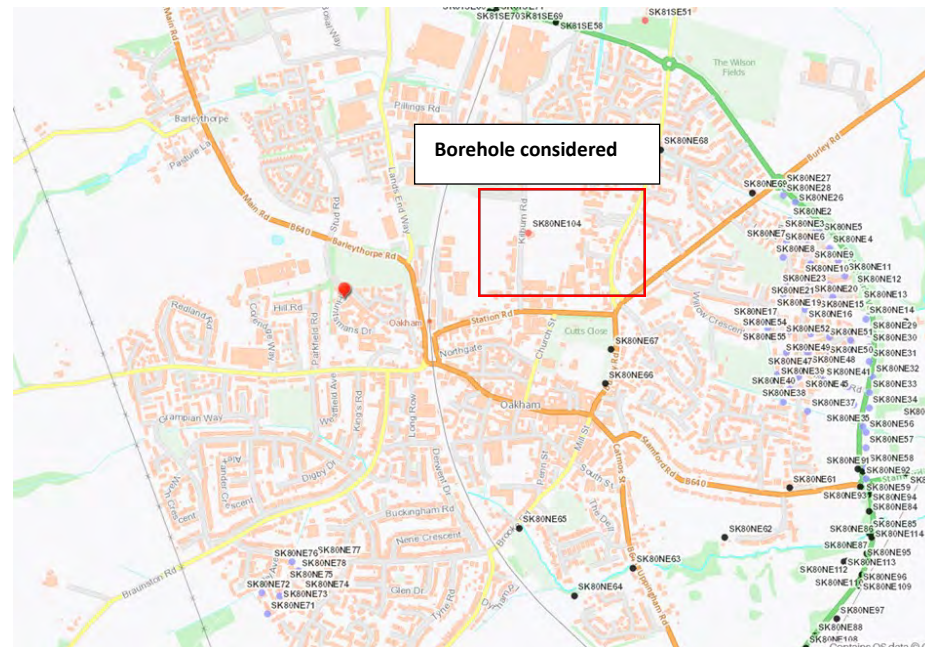
British Geological Survey Map

There are no boreholes from BGS records within 1km of the site.

The nearest borehole record (see figure 5) indicates underlying clay to a maximum measured depth of 50m.

It should be noted that the clay described in this borehole record is likely to be a suitable bearing material for shallow foundations. However these will need to be at least 1m deep to allow for expansion and shrinkage of the clays and may need to be significantly deeper than this in the proximity of trees.

| Strata Description | From ↑ | To ↓ | Total ↓ | Sample Info |
|---|--------|-------|---------|-------------|
| Topsil | G/L | 0.20 | 0.20 | |
| Stiff brown clay with sandstone and ironstone bands | 0.20 | 2.40 | 2.20 | |
| Stiff grey clay | 2.40 | 5.00 | 2.60 | |
| Stiff grey clay with shaly bands | 5.00 | 10.00 | 5.00 | |
| Stiff grey clay with mudstone bands | 10.00 | 45.00 | 35.00 | |
| Stiff grey clay | 45.00 | 50.00 | 5.00 | |



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Foundation Options

Precedent Foundations

The adjacent school building was founded on strip and pad foundations onto bedrock with a capacity of 300kN/m2.

**MAIN BUILDING M.C./R.C PAD FOUNDATIONS
BELOW COLUMNS:**
- FOUNDED ON UNWEATHERED BEDROCK (ALLOWABLE
BEARING CAPACITY 300kN/M²).

The underside of the foundations appears to vary between 115.750m to 116.500m

Foundation Option Summary

From the borehole information and information regarding the adjacent building foundations, it is expected that strip and pad foundations are likely to be adequate, located under column and wall locations.

In the best case scenario, good bedrock is located at reasonably shallow depth and new foundations can bear directly onto this rock, taking the benefit of reasonably high bearing capacities.

Failing this, if there is found to be an intermediate layer of clay, the foundations could bear onto the clay, providing they go deep enough to avoid any negative impacts from shrinkage or expansion of the clays (particularly where close to trees).

In the worst case, if a significant depth of Made Ground was found to be present, a piled foundation solution (potentially mini-piles or screw-piles) might need to be considered.

The level of any groundwater will also need to be verified by means of a full Site Investigation.

If clay is present, a suspended ground slab solution may need to be considered to mitigate the effects of shrinkage and heave. If the underlying natural ground is rock or granular material (and any shallow Made Ground can be replaced with granular fill) then a ground-bearing slab solution can be employed.

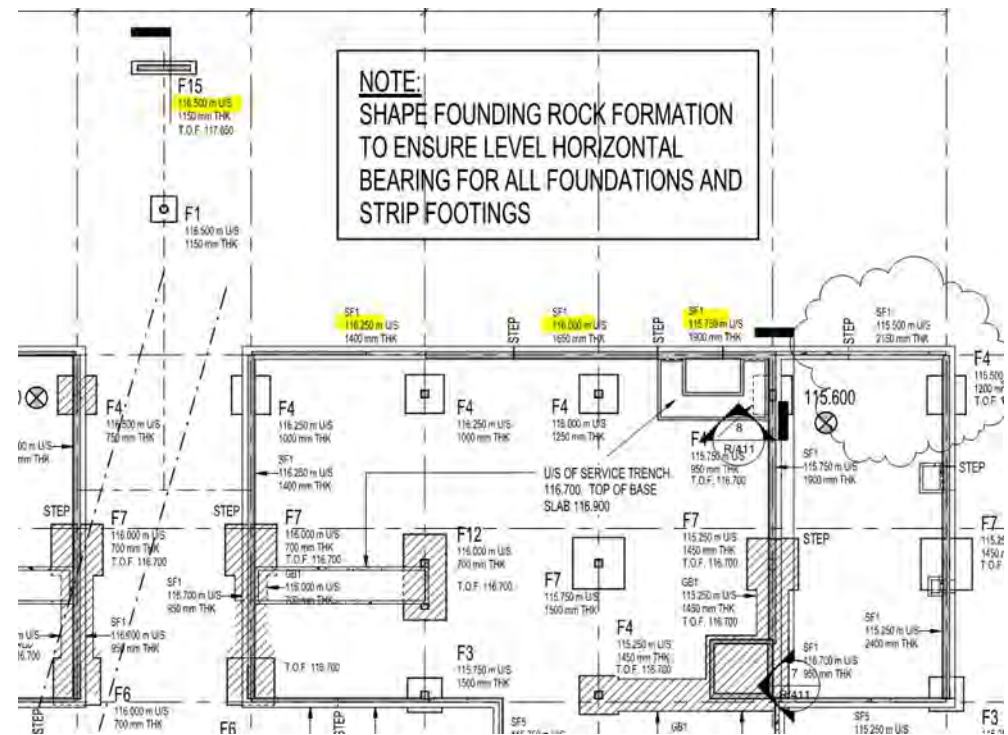


Figure 6 - Adjacent Building Foundation Sample Drawing

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Background

Catmose College is an over-subscribed 7 Form of Entry (FE) secondary academy and is part of the Rutland and District Schools' Federation.

There are plans to extend the school and the Client Group wanted to establish the condition of the existing building prior to plans being set for the expansion.

There is a good set of Operating and Maintenance Manuals with Record Drawings provided.

Executive Summary

The current building was built in 2010 and handed over in February 2011, the school is generally in a good condition, regularly serviced and largely trouble-free.

Whilst the existing T5 / Compact Fluorescent lights are in good repair, it would be self-financing over a 7-year period to replace these lights with LED equivalents. This has not been allowed for in the main school except where the lighting is being remodelled.

The Biomass boiler is available to operate but has fallen into disuse due to the high cost of the wood-pellets compared to the alternative gas-fired systems. This affects the decision whether to extend the existing main school system to the extension.

It appeared that there would be spare capacity in the existing mechanical and electrical systems to accommodate a new extension if required although the incoming services are located in the boiler room at the far end of the building from the new extension location so generally local connections to the incoming water and gas services have been allowed. The electrical supply is being taken from the intake room.

It is anticipated that the new extension will incorporate LED Lighting and Part M Compliant switches and socket outlets. The new lift would be fully accessible.

Electrical systems i.e. access control, intruder alarms, fire alarms, CCTV ICT Data etc. would be extensions of the existing main building systems to ensure compatibility and full integration with the main school systems.

Mechanically the systems are recommended as gas fired heating and hot water with underfloor heating and a central mains-fed water system.

Ventilation is recommended as a room-by-room based mechanical ventilation with heat recovery (MVHR) strategy. Ground-floor through the perimeter wall and first floor through the roof.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing M&E system as required by the remodelling of the partitioned layout.

M&E Services Review

Electrical Services

There is a new sub-station on site and the main building is provided with a 2000 Amp, 3-Phase panel board in the electrical intake cupboard adjacent to the main boiler plant room. On the day of the visit with the classrooms full of pupils and the kitchens preparing for lunch, the building was drawing approximately 500 Amps per phase indicating that there would be spare capacity for the new extension. We recommend that a new sub-mains cable be run from a spare way in the electrical intake room to the new extension, run through the building.

Incoming / Small Power

The main power distribution boards were all compliant, operational and in good condition as would be expected for a building of this age.

A new electrical service cupboard is recommended in the new extension to house a new sub-metered, split distribution board to ensure that the usage is sub-metered by use as required to achieve the BREEAM Very Good sub-metering credits. Final circuits to be protected from RCBOs (Residual Current Circuit Breakers) on the sub distribution boards as recommended by wiring regulations.

New distribution boards and small power would be installed to meet the requirements of the new premises, including mechanical plant requirement and other special services requirement. All the wiring will be in compliance with the current wiring regulation and BS7671.

Light switches and power outlets in the rooms and circulation areas will be plastic and in plant room it would be metal clad. Installation heights and colour appearance of the front covers of the outlets will comply with Building Regulation Part M which is for full accessibility and use of the buildings.

The current approximately 400 sq.m. Brightways Adult Education Centre occupies the South West corner of the ground floor and is to be remodelled to form classrooms with relocated partitions and toilets, the electrical installation and lighting to this area will need to be removed and remodelled / re-wired from the local distribution board.

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General Lighting

The new extension and the remodelled Brightways Adult Education Centre would be provided with LED luminaires designed to SLL Code for Lighting 2012, CIBSE Lighting Guide 7 sections 2.4, 2.13 to 2.15, 2.20, and 6.10 to 6.20 as required to achieve the BREEAM Very Good visual comfort credits. Lighting controls shall be as the main building for consistency with manual 'On' and absence 'Off' automatic switching with separate switching / dimming of the Whiteboard row and window row of luminaires.

Emergency Lighting

New emergency lighting to be integrated into the new main lighting and provided in accordance with BS5266, following the new fire evacuation planned route covering high risk areas and escape routes out to the street.

Intruder Alarm

There is an Intruder Alarm system installed comprising PIR sensors, window and exit door contacts to the main school generally. The new extension would have new intruder alarms to ground-floor accessible doors and windows with internal PIRs and sounders. The new intruder alarm system would be an extension of the existing main school system to ensure compatibility and full integration but with local control panels and keypads.

The new intruder alarm services to be compliance with BS EN 50131 2017.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing Intruder Alarm sys-

tem as required by the remodelling of the partitioned layout.

CCTV System

There is CCTV cover to internal and external areas of the building. The new extension would have new CCTV as agreed with the local Crime Prevention Officer to cover ground-floor approaches to doors and windows with internal CCTV as considered appropriate with the School. The new CCTV system would be an extension of the existing main school system to ensure compatibility and full integration.

New CCTV services would be provided with 30 day recording facility in accordance with BS EN 50132.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing CCTV system as required by the remodelling of the partitioned layout.

Fire Alarm

There is Fire Alarm cover to the main building, the system was operational and without faults. The new extension would have new fire alarms throughout to BS5839-1 with internal smoke/heat detectors, break-glass-units on exits and sounders / visual alarms. The new fire alarm system would be an extension of the existing main school system to ensure compatibility and full integration but with local repeater alarm panel.

Wiring will be LSF sheathed FP200 Gold fire resistant cables routed within service voids where available, otherwise surface mounted.

The Fire alarm system will initiate automatic release of access control door maglocks and door hold-open devices to meet the requirements of BS 7273 part 4: 2015.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing Fire Alarm system as required by the remodelling of the partitioned layout.

Refuge Alarm

There will be 2 No. refuge alarm calling points in secure lobbies by the staircases on the 1st floor and alarm indicator will be by the main fire alarm panel. Refuge alarm system will need to be connected to the main fire alarm system.

ICT

There will be required to be a new local data network with ICT server cabinet for the facility support staff. This system would be provided and extended from the main school ICT System to suit the new requirements, All new data cabling would be CAT6 standard and outlets would be RJ45. There would be additional data outlets at high level on walls in selected areas to provide WiFi facility.

Data outlets will be provided in the new rooms as required and to be fed from the local relevant new ICT patch panels.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing ICT Data

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system as required by the remodelling of the partitioned layout.

Access Control

New access control units will be provided to suit the client's requirement and British Standards. Fob access will be required at each door with programme and data review facility.

The new Access Control system would be an extension of the existing main school system to ensure compatibility and full integration.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing Access Control system as required by the remodelling of the partitioned layout.

New Extension Lift

To ensure that the new extension is fully accessible, the new extension would be provided with a new 2-floor 8-person Accessible lift designed for use by wheelchair users to BS81.

New Extension Rooftop PV

To achieve the required sustainability criteria necessary to achieve BREEAM Very Good, we anticipate that a large proportion of the new extension roof would need to be covered by PV Panels. The final amount will be subject to detailed design and the associated Thermal Modelling.

Mechanical Services

Gas Service

A 125mm gas supply runs close to the rear wall of the main school and enters the premises via gas meter located in a meter

cupboard adjacent to the main boiler house. As this live unmetered main supply runs between the new extension and the Sports Hall, we recommend that the local Gas Utility Co. is employed to cut into this live main and provide a new metered supply to the new extension to serve the gas-fired central boiler plant, the cookery classes and the science benches.

Gas-fired plantrooms would be provided with gas safety detection, manual and automatic alarm devices and automatic gas shut-off valves.

Classrooms with gas-fired equipment would be provided with gas safety systems comprising manual emergency knock-off/go-home buttons and automatic alarm devices and automatic gas shut-off valves per classroom.

Heating Plant

The main school is provided with a Hoval STU 425kW Biomass Wood-Pellet boiler supported by 2 No. Hoval UltraGas 300 high efficiency gas boilers each rated at 273kW operating at 80/60 Deg.C. Whilst the Biomass boiler is designed to take the lead on the heating with the gas-boilers in support, the Biomass boiler has not been used for several years due to the cost of the wood pellet fuel being significantly more expensive than gas. There is a large buffer vessel to help smooth the load. We were advised that the gas boilers operate sufficiently to hold the load and well within their capacity as they usually only need one boiler to hold the load, there is therefore likely to be spare capacity on the heating system for the proposed new extension, if required.

The main school boiler house is approximately 100m from the new extension location and as the low-carbon Biomass boiler is

not in use, there is little cost or efficiency benefit in connecting the new extension to the main boiler plant. As we already need to have gas in the new extension for the classrooms, it would be most cost effective to serve the new extension heating and hot water from new self-contained gas-fired plant.

Whilst heat pumps are more carbon efficient, they are more expensive to install and more expensive to operate due to a shorter economic life and higher maintenance costs. Additional PV if required to achieve the same carbon efficiency would be a more cost-effective option.

Heating Systems

The main school heating strategy is generally for perimeter convectors under the external classroom windows, radiant heating panels for Labs and Cookery areas with underfloor heating to central core areas, all served from local VT/CT manifolds around the building. The mechanical services are all controlled and monitored via a Trend 963 control and monitoring system.

To ensure that the perimeter walls in the cookery classrooms and science labs remains clear for benches and cupboards etc. we would discount the use of radiators and perimeter convectors and recommend either over-head radiant heating panels or underfloor heating. Radiant heating needs full temperature heating water to be effective whilst underfloor heating can operate at low temperatures ensuring better boiler operating efficiencies.

For pricing, we would recommend underfloor heating throughout.

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Domestic Cold Water

Whilst there is some confusion on the record drawings, it appears that there is a 65mm underground water main run from the main boiler house tanks to serve the Sports Hall.

As this metered main supply runs near the gap between the new extension and the Sports Hall, we recommend that the route is excavated at the closest point to the new extension to cut into this live main and provide a new sub-metered supply to the new extension to serve the gas-fired water heater, the cookery classes, science benches and the new toilets.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing Cold Water system as required by the remodelling of the toilet partitioned layout.

Domestic Hot Water

Domestic hot water heating for the Main School is via a hot water calorifier fed from the main gas boiler plant.

The Sports Hall has its own boiler plant and gas-fired water heaters as it is routinely operated into the evening for use by the local community after the school has closed for the day.

The dispersed requirement for hot water in the new extension cookery classrooms, science labs and toilets etc. lends itself to a new central system with flow and return distribution as required.

Whilst there is likely to be spare capacity in the Sports Hall hot water system for the new extension, it would be more cost effective to provide a local gas-fired water heater in the new extension instead of a long run of flow and return pipework run the length of the Sport Hall and across the intervening walkway.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing Hot Water system as required by the remodelling of the toilet partitioned layout.

Water System and Sprinklers

A 100mm cold water metered supply enters the main building via the boiler room and feeds the cold-water storage tanks and booster set serving the building as a whole and an unmetered supply that serves the sprinkler tank in the rear car park.

Whilst the size and the arrangement of the new extension may not be enough on its own to require a stand-alone sprinkler system, given that the main school is sprinkler protected and runs underground to the Sports Hall relatively close to the new extension, we would recommend that the existing sprinkler system be extended into the new extension.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing Sprinkler system as required by the remodelling of the toilet partitioned layout.

Ventilation

The main school classrooms generally have natural ventilation via openable windows although rooms without external openable windows have mechanical extract and automatic openable windows from the internal communal areas and atria. These internal communal areas have automatic air intakes via automatic actuated windows over the exit doors.

The remodelled Brightways Adult Education Centre would be provided with modifications to the existing automated ventilation system as required by the remodelling of the partitioned

layout as ventilation is currently built into the partitions that are being removed.

The lowest first cost option for the new extension would be to replicate the main school openable windows strategy but this is not energy efficient as the incoming cold air needs to be heated by the gas-fired heating system.

The more energy efficient option and to comply with BB101, would be to provide heat recovery ventilation units that pre-heat the incoming fresh air with exhausted room air which recovers approximately 80% of the waste heat. Subject to detailed design, to achieve BREEAM Very Good it may be necessary to adopt a Mechanical Ventilation with Heat Recovery (MVHR) ventilation strategy and this is recommended at this stage. These systems can also be used to control over-heating in summer.

Toilets and tea-points would need dedicated extract ventilation in compliance with Building Regulations Part F. Chemical stores and COSSH Cupboards would also need dedicated extract to outside to prevent fume build-up.

Cookery classrooms, especially with gas-fired cooking equipment will require heat and fume extract from the cooking with dedicated make up air to balance the cooker hood extract.

Fume cupboards in the Science Labs also need dedicated chemical resistant fume extract systems discharging to outside with dedicated make up air to balance the fume cupboard extract.

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Subject to detailed design once the Workshop uses are fully established, there may need to be specialist Local Extract Ventilation from sawing / sanding machines, soldering bays etc.

Air-source Heat Pumps / Cooling

As a low carbon alternative to the gas-fired boilers, especially where low temperature underfloor heating is adopted, electric air-source heat pumps could be utilised in place of the gas-fired boilers. The increased installation and operating costs would only be justified where this was necessary to achieve Building Regulations Part L Compliance and/or BREEAM Very Good

Above Ground Drainage

The above ground soil and waste system will be extended in compliance with BS EN 12056 Part 2: 2000 Gravity Drainage Systems Inside Buildings. Sanitary Pipework, Layout and Calculation and Building Regs Part H..

A primary ventilated gravity stack foul drainage system will be designed to collect discharge from all toilets, sanitary ware and kitchen appliances along with mechanical plant requiring safety and/or condensate discharge. The above ground drainage system will connect directly to the underground drainage system at ground floor level and be adequately vented to ensure trap seals are maintained at all times.

Inspection, Testing, Certification and Documentation

All test certificates with operation and maintenance manuals and record drawings for the installed mechanical and electrical services will be provided at end of the project as part of the handover process with familiarisation and training for the operations and maintenance staff.

To help achieve BREEAM Very Good, there shall be a requirement for Seasonal Commissioning with the Contractor returning 3 times during the post-handover season to fine tune the system controls and for the Contractor to provide post-handover Customer Support.

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Overview

The proposed project consists of the development of a new block located immediately next to the sports hall at Catmose College, Oakham to provide a new high-quality education space and the refurbishment of the south east ground floor area of the main school building that is used for adult education. The two storey block will incorporate classrooms, laboratories, cookery, break out space, office and administration space as well as sanitary facilities with a total floor area of 1,288m². The adult education area is a total of 484m².

This Sustainability Statement will be provided to the client as a sustainability brief outlining the potential to demonstrate the development's holistic approach to sustainable design and construction. It summarises the contribution that the design will make to create a more sustainable development, drawing on information provided by specialist consultants involved at Stage 2 of the proposed scheme, and identifying key features intrinsic to achieving low carbon developments.

The following key sustainability features within the development have been considered:

- The project could optimise the use of renewable energy sources such as PV panels or Air Source Heat Pumps reduce total carbon emissions;
- The project could adopt water efficiency measures in order to meet a recommended water consumption target of 110 litres/person/day (including external use);

- The project could utilise sustainable transport measures in order to improve its accessibility;
- The project could adopt a sustainable materials procurement policy and an efficient waste strategy on site to reduce embedded carbon emissions;
- The project could implement design and operational indoor air quality and thermal comfort to ensure health and wellbeing of the occupants; and
- The project could implement measures throughout construction to protect the ecology on site and provide biodiversity enhancement for the long-term.

Key Sustainability Measures

In summary, the key measures to incorporate within the design in order to address sustainability include the following key areas of sustainable design and construction:

- Energy and CO₂
- Adaptation to climate change
- Flood risk mitigation and SuDS
- Waste
- Water efficiency
- Transport and connectivity
- Materials
- Health and wellbeing
- Land use and ecology
- Sustainability Assessment

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SUSTAINABILITY STATEMENT—INTRODUCTION

E

Sustainability Introduction

The design team has significant experience in delivering schemes that are considered highly sustainable, either through application of formal green building rating systems, such as BREEAM, Home Quality Mark as well as applying benchmarks from standards such as Passivhaus Design and adopting precedents from industry exemplary sustainable developments.

The scheme is intended to reflect the holistic nature of sustainable development at Catmose College, Oakham. The development offers opportunities to provide high-quality, new build area of need and seek to use local labour to boost employment. Health and wellbeing could be incorporated in the design by maximising daylighting, utilising healthy materials and contributing to the alleviation of fuel poverty in the region. The site is currently a mixture of level porous paving, a grass bank and grass playing field and is assumed to be of low ecological value. Enhancement measures, such as a green roof native planting and potentially bird and bat boxes could be implemented to support the local ecosystem.

Description of Development

The proposed development is to be located at Huntsmans Drive, Oakham, Rutland, LE15 6RP. The site is an area occupied by Catmose College and the proposed scheme will form a new building next to the sports hall and a refurbishment of an existing ground floor area part of the main school building.

The proposed project consists of a new block with ground floor area of approximately 690m² and first floor area of 538m². The proposed ground floor consists of two classrooms, one workshop area, a cookery, break out space with lockers and sanitary areas. The proposed first floor consists of further locker space, three laboratory rooms, preparation and office space and sanitary areas.

The refurbishment at the south east ground floor adult education area will include alterations of the layout. The space will consist of four classrooms, tutorial room, administration, break out space and sanitary facilities.

The aspiration for the scheme is to provide additional space by providing an efficient and inclusive development, which meets the client's requirements and any policy recommendations listed in the Rutland County Council Core Strategy

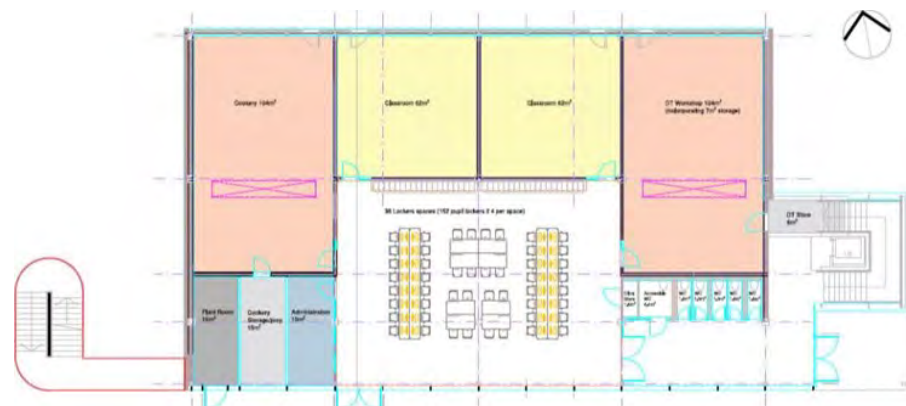


Figure 1: Proposed Ground Floor of the new block

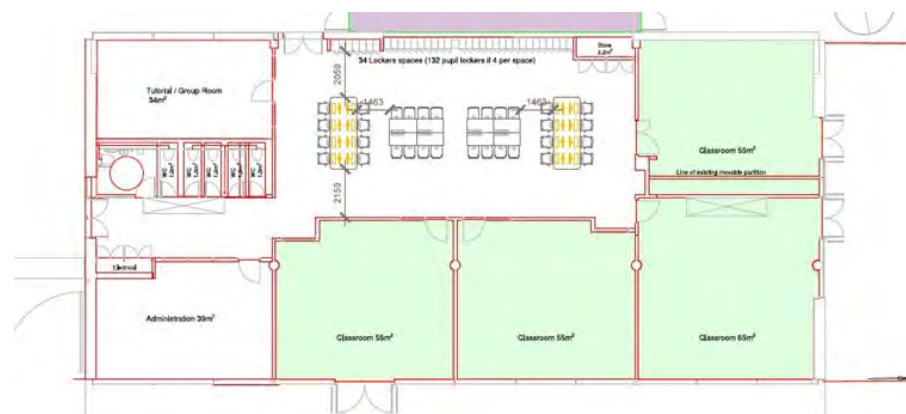


Figure 2: Proposed main school Ground Floor refurbishment

National Context: The 2008 Climate Change Act

The UK Government is committed to reducing the UK's carbon emissions by 100% over 1990 levels through the Climate Change Act 2008. Achieving truly sustainable design and construction and forwarding the green agenda within the construction industry across the UK is inherent to meeting these emission targets. This development would aim to do both of these.

To help monitor carbon reductions and to plot progress being made for future plans and investments in the UK's low-carbon economy, intermediary targets have been established to ensure that the UK remains on course for meeting the 100% reduction by 2050.

Concurrent with reducing CO₂ emissions by 100% by 2050 is the European Climate Change Policy targets. It sets the objective of ensuring 20% of energy consumption is generated from renewable sources by 2020 whilst also reducing Europe's carbon footprint by 20%. Ensuring a fabric first approach with consideration to renewable energy production fits both the climate change act and the European Commission's 2020 targets for reducing greenhouse gas (GHG) emissions.

National Context: National Planning Policy Framework 2019

The National Planning Policy Framework (NPPF) published in 2019 sets out the UK Government's planning policies for England. Planning law requires that applications for planning permission must be determined in accordance with the local

development plan unless material considerations indicate otherwise. The National Planning Policy Framework must be taken into account in preparing the development plan and is a material consideration in planning decisions. Planning policies and decisions must also reflect relevant international obligations and statutory requirements.

The NPPF is supported by a series of Planning Practice Guidance (PPG) documents. The guidance in relation to air quality provides guiding principles on how planning could take account of the impact of new development on air quality. The following policies are relevant to the Sustainability Statement:

- Achieving sustainable development
- Promoting healthy and safe communities
- Promoting sustainable transport
- Achieving well-designed places
- Meeting the challenge of climate change, flooding and coastal change
- Conserving and enhancing the natural environment

Regional Context: East Midlands Regional Plan 2008

The East Midlands Regional Plan 2008 is the overall strategic plan for East Midlands area and as such includes Rutland. This document, therefore, plays an overarching role in the planning process for the area.

The East Midlands Regional Plan sets out an integrated economic, environmental, transport and social framework for the development of East Midlands, including targets on the following key aspects:

- Environment;
- Economy;
- Housing;
- Minerals, Aggregates and Waste;
- Transport

Within the East Midlands Regional Plan there are a number of key targets indirectly related to new developments:

- Policies 26-31 on protecting and enhancing the regional natural and historic heritage.
- Policy 32 on increasing the number of sites with Sustainable Drainage systems and developing new targets for domestic water efficiency.
- Policy 38 on enhancing energy reduction and efficiency through targeting 1.5% reduction in energy consumption per year over plan period.
- Policy 39 on low carbon energy generation through targeting the renewables energy generation of 511 MWe by 2010 and 1120 MWe by 2020.
- Policy 37 on waste management and targeting zero growth in controlled waste by 2016 at the Regional level and decrease in waste disposed of in landfill in line with national targets
- Policy 44 on the yearly increase in the use of travel plans in the public domain as well as increase in journeys made by cycle.

SUSTAINABILITY STATEMENT—POLICY CONTEXT

Local Context: Rutland County Council's Local Plan

Rutland's local development framework consists of Core Strategy Policies, alongside the above mentioned Policies from the East Midlands Regional Plan. Of particular relevance to this report is the Sustainability Appraisal Development Plan Document, which provides detailed guidance on these policies. Together these documents provide a clear guidance on how to sustainably develop the county. At a minimum, ways of compliance with the following policy requirements will be demonstrated in this Sustainability Statement:

Core Strategy Policies (2001-2026)

- Policy CS1: Sustainable Development Principles: New developments are expected to mitigate impact on current and future climate change, enhance environmental assets, ensure wider transport accessibility on site, maximise resource use efficiency in relation to energy, water, materials and waste, and avoid using development land at risk of flooding.
- Policy CS7: Delivering socially inclusive communities: New developments are encouraged to provide spaces that meet and enhance the provision for diverse needs of the surrounding community and do not contribute to the deprivation of services and facilities.
- Policy CS18: Sustainable transport and accessibility: New developments are expected to work with the council to address accessibility to amenities and employment facilities, improve the availability of sustainable transport alternatives such as cycling and walking and provide travel plans
- Policy CS19: Promoting good design: New developments are expected to address security needs, minimise energy consumption and maximise renewable energy generation, minimise water use and risk of flooding through Sustainable Drainage Systems and ensure and allow for adequate construction and operational waste management.
- Policy CS20: Energy efficiency and low carbon energy generation: New developments are encouraged to utilise renewable, low carbon and de-centralised energy sources. All new domestic developments are encouraged to meet Code for Sustainable Homes (now Home Quality Mark) energy efficiency standards beyond compliance with Building Regulations. All non-domestic buildings are encouraged to meet BREEAM design standards for energy efficiency.
- Policy CS21: The natural environment: New developments will be expected to protect endangered sites and species, minimise negative impact on ecology and maintain and enhance the natural environment.
- Policy CS23: Green infrastructure, open space, sport and recreation: New developments are expected to safeguard, improve and enhance existing green infrastructure network such as green spaces, paths, cycleways, open spaces, sport and recreation facilities.
- Policy CS24: Rutland Water: New developments should be carefully designed and located in relation to Rutland Water and its uses.

Energy Strategy

The current energy strategy for compliance with Part L of the building Regulations for the new build is yet to be developed. The block could be connected to the existing heating network on site which consists of a biomass boiler plant utilising wood chip fuel. In addition, the development could incorporate a number of other renewable energy technologies. Below are some of the most common of these renewable strategies considered suitable for the scheme.

Renewable energy technologies

Biomass

Biomass is normally considered a carbon 'neutral' fuel, as the carbon dioxide emitted on burning has been recently absorbed from the atmosphere by photosynthesis. Although some form of fossil fuel derived inputs are required in the production and transportation of the fuel.

Wood is seen as a by-product of other industries and the small quantity of energy for drying, sawing, pelleting and delivery are typically discounted. Biomass from coppicing is likely to have external energy inputs from fertiliser, cutting, drying etc. and these may need to be considered. In this toolkit, all biomass fuels are considered to have zero net carbon emissions.

Biomass could be burnt directly to provide heat in buildings. Wood from forests, urban tree pruning, farmed coppices or farm and factory waste, is the most common fuel and is used commercially in the form of wood chips or pellets. Biomass boilers could also be designed to burn smokeless to comply with the Clean Air Acts.

A major factor influencing the suitability of a biomass boiler is the availability of the biomass fuel. A local and reliable fuel source would be essential for the biomass boiler to be an efficient replacement for a conventional boiler system. The original school incorporated such systems, however, the above mentioned fuel availability is likely to be an issue if the new block is connected to the service.

PV

Photovoltaic systems convert energy from the sun into electricity through semiconductor cells. Systems consist of semiconductor cells connected together and mounted into modules. Modules are connected to an inverter to turn the direct current (DC) output into alternating current (AC) electricity for use in buildings.

Photovoltaic systems could be discreet through being designed as an integral part of the roof. An 'invisible' design using slates or shingles as opposed to an architectural statement could be preferable in a sensitive area.

Photovoltaics supply electricity to the building and are attached to electricity grid or to any other electrical load. Excess electricity could be sold to the National Grid when the generated power exceeds the local need. PV systems require only daylight, not sunlight to generate electricity (although more electricity is produced with more sunlight), so energy could still be produced in overcast or cloudy conditions.

The cost of PV cells is heavily dependent on the size of the array. There are significant cost reductions available for larger installations.

Solar PV

Solar water heating systems use the energy from the sun to heat water for domestic hot water needs. The systems use a heat collector, generally mounted on the roof in which a fluid is heated by the sun. This fluid is used to heat up water that is stored in either a separate hot water cylinder or a twin coil hot water cylinder inside the building. The systems work very successfully in all parts of the UK, as they can work in diffuse light conditions.

Like photovoltaic panels the most suitable location for mounting solar hot water panels is on roofs as they usually have the greatest exposure to the sun.

The school's operational pattern and the extensive shut down period during the summer, however, will likely decrease the overall efficiency of the system. The design team has considered point of use electric heating with small storage capacity to minimise heat losses and reduce legionella risk.

Air Source Heat Pumps (ASHP)

Air source heat pump systems work on the same principle as a ground source heat pump although they use the outside air as the heat source. The coefficients of performance given by air source heat pump systems are inferior to that of ground source systems due to varying air temperatures. In the depth of winter the energy efficiency of an air source system will be lower than that of a ground source system, and it is likely that more back-up heat will be required if an air source unit is fitted. This back-up heat often comes from a direct electric heater. They operate over a varying temperatures range of -15°C to +25°C, however, the performance will reduce to below the required 3 to 1 carbon saving ratio in winter, and they also require a defrosting mechanism to melt ice that forms on the air heat exchanger.

ASHPs are cheaper to install than ground source heat pumps but are only

available on a relatively small scale. If applied across a larger site a number of plant zones would be required for generation of heat, leading to increased plant space requirements. Typical costs for an installation this are in the region of £10,000 for a smaller commercial or domestic size installation.

Carbon dioxide emissions savings will typically be less than that of the ground source heat pump. Air source heat pumps may be more suitable as an HVAC solution.

Ground Source Heat Pumps (GSHP)

Geo-thermal energy is essentially heat collected from the ground. Heat obtained from the ground may be considered it as a source of heating and cooling within the UK by the use of a geo-thermal heat pump or ground source heat pumps.

A ground source heat pump is a device for converting energy in the form of low level heat to heat at a usable temperature. The heat pump consists of five main parts; ground collector loop/or bores, heat exchanger, compressor, condenser heat exchanger and expansion valve.

At approximately 1.2-1.5 metres down below ground level the temperature is a constant 10 to 12°C. Any bores would need to be sunk to an effective depth of 50 – 120m and a ground feasibility report would be required to ascertain if this method of heat source was viable.

From the bores pre-insulated pipework is laid in the ground to the heat exchanger device. The system is filled with water and anti-freeze. The cooled water is pumped around the loop / bore gathering energy as it circulates. The water that has been heated to 10-12°C is returned to the ground source heat exchanger where the energy is transferred to the refrigerant gas. For every 1kW of energy used to compress the refrigerant, the process 'gives up' 4

SUSTAINABILITY STATEMENT—ENERGY AND CO₂

kW of energy for use in the system being used to heat the building.

Typical costs for an installation this are in the region of £16,000-20,000 for a smaller commercial or domestic size installation, with general installation costs at £1200 /kW of energy produced.

Energy Efficiency Strategies

Energy efficiency measures that could be deemed more suitable for the new development at Catmose College include:

- High insulation standards to reduce transfer of heat through the building fabric.
- Use of photovoltaic panel (PV) systems or Solar PV. These would need to be located on the flat roof at an appropriate tilt angle and orientation to maximise performance.
- Use of an air source heat pump system to provide heating and hot water for the whole development.
- Envelope air tightness to reduce unnecessary air infiltration
- Use of Mechanical Ventilation Heat Return (MVHR) system to further contribute to energy demand reduction.
- Daylighting and well-planned floor layouts to reduce the need for artificial lighting; and

- High efficacy LED lighting with automatic controls

Thermal Comfort and Overheating Risk

To minimise energy loss, the building fabric performance could be designed to achieve a balance between retaining heat during winter and allowing the building to dissipate heat during the summer months. Further measures to reduce overheating and the need for cooling include:

- Energy efficient design to minimise internal heat generation. In order to do this energy efficient appliances and lighting could be specified.
- Exposed concrete slab soffits could be incorporated.
- Direct solar gains could be controlled through specifying appropriate location, size and type of windows. Windows with specific properties designed to let a low percentage of solar heat in are to be specified. The current design of the proposed new development includes an option for triple glazing and low g-values on the south elevation.
- Reduced air permeability rate and maximised insulation levels
- Passive ventilation systems with MVHR as well as openable windows.

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Construction Environmental Management

Environmental impacts of the construction works could be mitigated as far as possible through the incorporation of the following:

- Contractor following environmental management system processes (under ISO14001), including the development of a construction environmental management plan (CEMP) specific to the sites;
- Training and site induction of all site operatives;
- Monitoring of energy, water and transport to and from site during construction;
- Management of waste on site;
- Following best practice pollution guidance from the Environment Agency;
- Ensuring all site timber is responsibly sourced in line with the UK Government's Timber Procurement Policy;
- Vehicle emissions would be minimised through the use of catalytic converters and the regular maintenance of vehicle engines;
- Damping down of brick walls etc. during any building demolition;
- Regularly inspecting and wet suppressing materials/soil stockpiles where necessary (including wind shielding or completely enclosing, storing away from site boundaries, and restricted height of stockpiles);
- Appropriate orientating of material stockpiles;
- Providing wheel washing and wet suppressing during the loading of wagons vehicles;
- Covering vehicles carrying dry soil and other wastes;
- Shielding of dust-generating construction activities;
- Providing suitable site hoarding;
- Restricting vehicle speeds on haul roads and other unsurfaced areas of the site; and,
- Inspecting unsurfaced haulage routes, and wet suppressing should this be necessary (in times of prolonged dry periods).

Considerate Constructors

The project could also seek to register and certify the site to Considerate Constructors Scheme (CCS) or adopt the scheme's principles. The CCS scheme aims to recognise and encourage construction sites that are managed in an environmentally and socially considerate, responsible and accountable manner.

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SUSTAINABILITY STATEMENT—WATER EFFICIENCY

E

Water Management Introduction

The development proposal recognises the need to create a scheme that is efficient and adaptable to future climatic scenarios.

Water Conservation

The design team should consider targeting a significant reduction in internal water use for the development over typical performance, equating to a water consumption target of 110 litres per person per day (including 5l/p/day for external use). This is a 12% improvement over the standard UK Building Regulations Part G requirement.

Water consumption could be reduced through the use of water efficient components for all specified domestic water-consuming components (including low-flow showerheads and taps, dual flush toilets and low water consuming washing machines and dishwashers), water meters linked to a Building Management System on site, water recycling systems where appropriate and flow control devices that regulate the supply of water to each facility according to demand.

A permanent automated water leak detection system could also be installed to alert the building occupants to a major water leak on the mains water supply within the building and between the building and the utilities water meter.

Public Transport

The development is located North West of Oakham town centre. The network of public transport routes accessible from the site is extensive. There are at least 3 bus stops within less than 500m of the site. The nearest bus stop, Huntsman Drive which is about 350m away, serves bus routes 184, R47, RF1 and RF2. The Rail Station bus stop, about 400m away, serves the same bus routes as well as 146. The Town's Bus station is located 750m walking distance from the proposed site and offers additional two bus services. Oakham train station is located 650m walking distance from the proposed new block and refurbishment and offers Cross Country and EMR services to Stansted Airport, Birmingham, Norwich as well as connections to North England.

Cycling Provision

The provision of cycle parking should be considered as part of the new building in order to address Policy CS18 of the local plan. There are no minimum requirements on the number of cycle spaces required by the policy. The site could incorporate BREEAM New Construction 2018 principles where educational buildings are required to provide 1 parking space per 10 members of staff and students combined.

There are not many cycle lanes available in the surrounding area of the project, however most roads have wide lanes which allow for on-road cycling. In addition, the school is located in a largely residential area and therefore quiet routes are available.

Rutland has a network of cycle routes across the county which begin from Oakham including Oakham to Collyweston / Ketton and Oakham to Fotheringhay Castle.

Car Parking Provision

No new on-site parking will be provided as part of the proposals. The existing car parking facilities which include disabled car parking spaces are located immediately south east to the refurbishment and south of the new build part of the project.

Accessibility and Security

Creating a secure but fully accessible development is a key part of the proposed development, in line with Policy CS7. To ensure this is achieved, the design team could adopt, where feasible, the key principles of "Secured by Design" within all elements of the scheme. In addition, Architectural Liaison Officer (ALO) or a Crime Prevention Design Advisor (CPDA) could be consulted at an early stage to provide recommendations of how the CPDA will be implemented within the development's design and layout.

It is likely that the school already incorporates some of the above mentioned strategies and therefore features such as Accessible toilets and potential accommodation for disability access features of the lift provision should suffice in ensuring inclusive design of the new build and refurbishment.

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SUSTAINABILITY STATEMENT- MATERIALS

E

Materials and Waste Introduction

Sustainable material sourcing and waste management should be considered throughout the life of the building to ensure the scheme's environmental footprint is minimised as far as possible. The scheme could also ensure low embodied carbon is employed throughout the procurement, transport and construction of building materials, together with end of life emissions.

Materials Selection and Sourcing

It is the design team and contractor's responsibility to ensure that efforts are made to reuse materials where feasible and that where required, new materials will be responsibly sourced. New construction materials could be selected, where feasible, with a low environmental impact.

An option the design team are considering for the superstructure is using reinforced concrete with a low cement ratio and possibly the use of post tensioning to keep slab thickness to a minimum. Alongside this strategy, it is recommended that new materials come from a recycled or reused source.

A potential option also considered by the team are using cross laminated timber (CLT) for the superstructure. The use of Cross Laminated Timber (CLT) could offer the double benefit of sequestering CO2 from the atmosphere during the timber lifespan as well as requiring less energy to produce. Minimum standards should apply to all new timber, which must be sourced in accordance with the UK Government's Timber Procurement Policy.

In addition, all timber could be FSC/ PEFC certified, all concrete will be BES 6001 certified and any other material could be ISO 14001 certified for both key processes and supply chain/ extraction processes where feasible to do so.

The Green Guide for Specification is a reference tool, providing guidance on the relative environmental impacts for a range of different building elemental specifications, based on Life Cycle Assessment and the Environmental Profile Methodology. The design team could reference the Green Guide to Specification to help specify materials with a low environmental impact, where feasible. The design could aim for incorporating at least 5 build-up elements that are be A-C rated on the Green Guide.

The design team could also aim for insulation specifications that eliminates hydrochlorofluorocarbons (HCFCs) and ozone depleting materials, wherever possible. All insulation specified could also have a Global Warming Potential (GWP) of less than 5 and be responsibly sourced to have a low embodied impact.

Embodied Carbon Analysis

The development could utilise a number of opportunities to cut embodied carbon, as follows:

- A materials efficiency strategy could be developed and followed throughout the design, procurement and construction stages of the development, to ensure the scheme produces less waste on site. For

example, adjustment of some sizes will be made to minimise offcuts of materials, and some bespoke materials will be developed off-site;

- Materials could be procured from the local area where possible, to reduce carbon through transportation;
- Materials and products with a higher recycled content could be preferentially procured where feasible, as these have a low embodied carbon;
- Consideration could be made to use timber as a low embodied carbon alternative to concrete where possible and particularly for the fit-out elements since the fabric build up needs to align with the school's existing fabric; and,
- The design team could seek to commit to the Waste and Resources Action Programme (WRAP) guidance 'cutting embodied carbon in construction projects, where feasible.

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SUSTAINABILITY STATEMENT—HEALTH & WELLBEING

Occupant Wellbeing

The development should be designed to ensure the wellbeing of occupants in terms of levels of fresh air, thermal comfort and reduction of overheating, access to natural light, good lighting levels internally and externally and acoustic performance.

Internal Air Quality

The design team should specify only low volatile organic compounds (VOC) finishing products, including sealants and paints in accordance with standards such as the EU Directive 2004/42/CE. Avoiding the use of composite wood products that contain added urea formaldehyde is also recommended.

Daylight

At this stage the design appears to be developed to allow the use of daylight within the new build and the refurbishment to be maximised as far as practical through the North façade curtain walling particularly useful for the class rooms and laboratory areas of the new building.

Inclusive Design

The guidance in the Approved Document M (March 2016) should be incorporated to achieve an inclusive built environment that enables users to maximise their individual abilities and enjoy a safe and independent participation. Where feasible, both the new build and refurbishment should demonstrate compliance to Part M1 Access to and use of buildings other than dwelling as well as the specific Part M requirements for educational establishments. All of this already appears to be considered through the proposed disabled access toilets of the new build and refurbishment. The potential for the lift to be used by individual with disabilities should be explored.

Cleanliness and maintenance

The design team have suggested the use of sensor toilet flush devices in order to reduce exposure to pathogens through frequently touched surface areas. In addition, antimicrobial door push plates and handles could be considered in high traffic pedestrian areas within the building.

Site Amenities

In addition to the existing site amenities, the design team is considering the incorporation of blue roof and green roof features with allowed access for students via a stairway access to the roof and parapet of 1.1m height. Should this form part of the final design, disabled access should be considered.

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SUSTAINABILITY STATEMENT—LAND USE & ECOLOGY

E

Protection of Biodiversity

The proposed site location for the new block consist of a mixture of level porous paving, a grass bank and grass playing field with a presumed low ecological value. The proposed development should promote the protection of all the existing trees and soft landscaping surrounding the development from damage during site demolition and the completion of the construction works.

The design team is committed to protecting biodiversity on site and should therefore implement the following measures:

- Confirm that all relevant UK and EU legislation relating to protection and enhancement of ecology has been complied with during the design and construction process;
- Ensure that any affected trees and shrubs are cleared out of bird breeding season (March-August). Alternatively, a suitably qualified ecologist should check for the presence of active nests prior to the commencement of works;
- Implement working methods in line with best practice to manage dust and water runoff; and,
- During the construction phase a Biodiversity Champion should be appointed to monitor and limit environmentally detrimental activities. They should also train the workforce on

the project to raise their awareness of environmental impacts during construction.

Ecological Enhancements

The design team is also committed to enhance biodiversity on site.

The proposed development should aim to incur no negative change in ecological value and a suitably qualified ecologist should be appointed to provide early design stage advice on:

- How to improve the ecological value of the site;
- Confirm that all relevant UK and EU legislation relating to protection and enhancement of ecology has been complied with during the design and construction process; and,
- Produce a landscape and habitat management plan to cover at least the first five years after project completion, if applicable.

The design team is considering the use of green roof for the new build part of the project The green roof being considered could incorporate a 50mm deep water reservoir and substrate depth varying between 20-150mm and use of a native species grass and flowering plant seed mix. If appropri-

ate, a roof level pond could be formed, with log piles. Batt and bird boxes are also being considered as part of the ecological enhancements.

Sustainability Assessment

The new build and refurbishment parts of the project could both target the relevant BREEAM Assessment schemes (New Construction 2018 and Refurbishment and Fit-out 2014 respectively) in order to demonstrate initiative for holistic integration of sustainability within the design. Alternatively, primarily the principles of BREEAM for energy efficiency could be applied to the site in line with Policy CS20 of the local plan.

The scheme offers guidelines based on leading engineering, acoustical, energy efficiency and ecological standards in the UK and could be particularly relevant to the project for enhancements in the following aspects:

- Reduction of material embedded CO₂ emissions through Life Cycle Assessment.
- Enhanced targets for energy efficiency.
- Compliance with Formaldehyde and VOC limits.
- Responsible sourcing of materials.
- Specification of efficient sanitary ware.
- Efficient material selection and responsible waste management.
- Impact of refrigerants and NO_x emissions on site.
- Long term impact on ecology and biodiversity.

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SUSTAINABILITY STATEMENT—NEXT STEPS & CONCLUSION

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Next Steps

Following an extensive review of the proposed new building and refurbishment at Catmose College, Oakham the following steps should be undertaken in determining the most suitable and practically feasible sustainability features of the design:

- Determine the targeted sustainability outcomes required by the scheme and agree on achievable targets in line with all relevant Building Regulations, Rutland County Council's Core Strategy and any relevant environmental assessment schemes.
- Complete energy calculations and thermal comfort modelling for the proposed new building.
- Complete an air quality assessment to inform the indoor air quality and ventilation design.
- Complete a daylighting Assessment to determine the provision of daylight in line with building regulation guidance and BRE recommendations.
- Complete an ecological appraisal to determine the ecological value of the site, any negative impacts and required mitigation strategies as well as biodiversity enhancement strategies.

Conclusions

This Sustainability Statement has been developed as a sustainability brief for the erection of a two storey new building and a refurbishment of a Ground Floor at Catmose College, Oakham

In summary the scheme would be expected to adopt the following sustainable features in order to respond to Rutland County Council Core Strategy and integrate sustainability within its design:

- The project could optimise the use of renewable energy sources such as PV panels or Air Source Heat Pumps to reduce total carbon emissions;
- The project could adopt water efficiency measures in order to meet a recommended water consumption target of 110 litres/person/day (including external use);
- The project could utilise sustainable transport measures in order to improve its accessibility;
- The project could adopt a sustainable materials procurement policy and an efficient waste management strategy on site to reduce embedded carbon emissions;
- The project could implement design and

operational procedures, including daylight, optimum indoor air quality and thermal comfort to ensure health and wellbeing of the occupants; and

- The project could implement measures throughout construction to protect the ecology on site and provide biodiversity enhancement for the long-term.

Climate Change Mitigation

The proposed development will likely utilise the existing heating network on site, some form of additional renewable energy source and passive ventilation with a potential for heat recovery integration. Passive design measures, including openable windows and night-time purge ventilation will also be part of the design.

Flood Risk and Sustainable Drainage

Catmose College is located within Flood Zone 1 of the Environment Agency's Flood Map for Planning, as shown in [Figure 3: Flood map showing the approximate location of the development within Flood Zone 1](#). This is defined as an area with little or no risk to flooding where the annual probability of river, tidal and coastal flooding (with defences where they exist) is <0.1% i.e. less than 1 in 1,000 years.

The drainage strategy for the new build has not yet been fully developed. It is likely that the development already incorporates sustainable drainage strategies, including attenuation measures to manage the risk of surface water runoff and therefore the new development and refurbishment will be able to benefit from this in addition to any standalone measures. The design team is considering implementation of a potential blue roof on the second storey of the new build and blue roof with tile deck for the single storey element of the same building.

The option of incorporating a green roof on the second storey of the new block could contribute to minimising the discharge of water from rainfall on site, also seen as a more sustainable measure compared to conventional water attenuation systems.

Flood Map

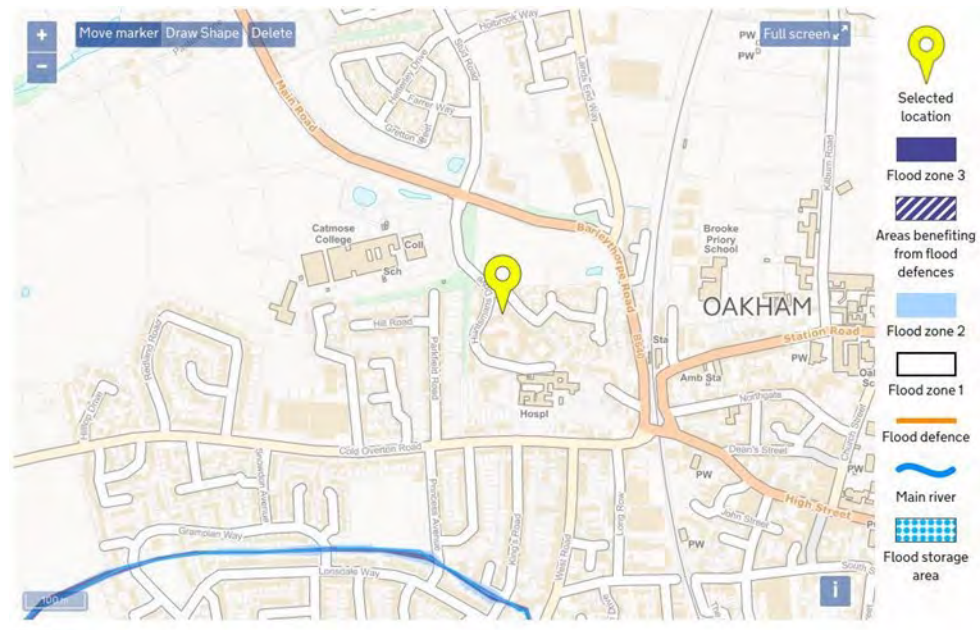


Figure 3: Flood map showing the approximate location of the development within Flood Zone 1.

Construction Waste Management

Resource efficiency on site could be promoted through effective and appropriate management of demolition and construction site waste.

In line with the waste hierarchy, during the construction phase, it is recommended that the following approach is applied:

- Use reclaimed materials;
- Use materials with higher levels of recycled content; and,
- Use new materials.

Since the new build part of the project is required to match the existing build up which is largely formed of reinforced concrete, the use of reclaimed and recycled content is recommended.

For any demolition, the following approach could be adopted:

- Prioritise the on-site reuse of demolition materials;
- Adopt on site recycling and, where required, use off site recycling; and,
- The least preferred option – disposal to landfill.

It is recommended that a site waste management plan is developed which adopts best practice benchmarks for resource efficiency, details procedures and commitments to minimise non-hazardous and hazardous waste at the design stage and monitors/measures waste production on site.

The site waste management plan could include procedures and commitments to sort and divert waste from landfill through the following:

- Re-use on site;
- Salvage/ reclaim for re-use off-site;
- Return to supplier via a 'take-back' scheme;
- Recovery and recycling using an approved waste management contractor; and
- Compost

Operational Waste

The operational waste on site will likely be managed through the main school facilities and the recycling yard area. The inclusion of segregation bins that are clearly labelled, accessible and of appropriate size waste primarily for the use of the new build occupants needs to be considered alongside with the expected amounts and type of waste generation. It is also recommended that there is provision for the management of laboratory waste as part of the new build.

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EXISTING FLOOR PLANS - GROUND FLOOR & MEZZANINE

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KEY

| | | |
|--|--|---|
| ■ GENERAL TEACHING | ■ LEARNING RESOURCES | ■ STORAGE |
| ■ SCIENCE | ■ SEN | ■ TOILETS & CHANGING |
| ■ MUSIC & DRAMA | ■ HALLS / DINING | ■ CIRCULATION |
| ■ DESIGN & TECHNOLOGY | ■ ADMINISTRATION | ■ PLANT |
| ■ ART | ■ STAFFROOM | ■ COUNCIL'S OFFICES |
| ■ ICT / BUSINESS / MEDIA | ■ KITCHEN | |

G

APPENDICES SURVEY SCHEDULE

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| SURVEY SCHEDULE | |
|---|-----------------|
| Air Quality Assessment/requirement to be confirmed during Planning application | TBC |
| Electrical logger or Information re: MPAN numbers for loadings | N/A |
| Utilities quotations | Stage 3 |
| Aboricultural Surveys to BS 5837:2012 | Stage 2 |
| Archaeological Desktop Survey | Stage 2 |
| Asbestos Survey | N/A |
| Topographical /Elevational Survey/Measured Survey inc. underground services scan/Utilities searches | Stage 2 |
| Daylight modelling | Stage 2 |
| Drainage (underground CCTV) Survey | Use Record Drgs |
| Ecological Survey Phase 1 survey in the first instance. Others to follow if necessary | Stage 2 |
| Fire Consultant to assess against Building Regulations and RRO 2005 | Stage 2 |
| Flood Risk Assessment/requirement to be confirmed during planning application | Stage 2 |
| Geotechnical & Contamination Ground Investigation - Survey incl. UXO risk assessment | Stage 2 |
| Noise Survey and Acoustic Consultancy | Stage 2 |
| Party Wall/Boundary Survey and Agreements | Stage 3 |
| Rights of Light Survey - requirement to be confirmed by the Planners | N/A |
| Thermal modelling | Stage 2 |
| Visual Structural Condition Survey | N/A |
| Transport Assessment (e.g. Parking/Access Statement) | Stage 2 |

Survey schedule based on known requirements at this stage. To be reviewed during Stage 2.

APPENDICES

STRATEGIC RISKS

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Strategic Risks based on known requirements at this stage. To be reviewed during Stage 2.

| | ITEM | NARRATIVE |
|---|---|--|
| 1 | SITE: Part of the site is within the Rutland County 'limits of development' zone | Locate new block within limits of development zone. Discussions required with planning. |
| 2 | Provision of sufficient Science & DT accommodation by September 2022. | Whilst phased development will provide sufficient classrooms for September 2022 by conversion of Brightways the new block containing additional Science and DT classrooms is unlikely to be ready until the Summer term 2023. This issue needs to be analysed and discussed between the parties. |
| 3 | Disruption to school during construction. Proposed works will be directly adjacent to teaching areas. | Locating the new block behind the sports hall would minimise disruption. There is more flexibility for the conversion of Brightways. Works could be programmed for the Summer Holidays. |
| 4 | Cost Control | College's preferred option may not be affordable. VE proposals to be discussed and agreed. |

APPENDICES

CONDITION REPORT

1.0 Background

Catmose College is an over-subscribed 7 Form of Entry (FE) secondary academy and is part of the Rutland and District Schools' Federation.

There are plans to extend the school and the Client Group wanted to establish the condition of the existing building prior to plans being set for the expansion.

There is a good set of Operating and Maintenance Manuals with Record Drawings provided.

1.1 Executive Summary

The current building was built in 2010 and handed over in February 2011, the school is generally in a good condition, regularly serviced and appears largely trouble-free of major maintenance issues.

Decorations are in good condition with only minor scuffs evident to low areas, floor coverings were in good condition for their age.

The single ply roofing had a few minor issues with a build-up of moss and detritus resulting in blocked gullies causing some ponding. Some displaced cable support feet had become detached, the fixing to which were in danger of penetrating the waterproof membrane. Some anti bird wires were broken and ineffective.

Some minor paving repairs are required to the first-floor escape landings.

There are 3 areas of multi-actuator automatic windows which are non-operational, similar previous faults had been traced to faulty area control panels that cost £2.5k each to repair/replace so a budget of £7.5k is recommended.

Whilst the existing T5 / Compact Fluorescent lights are in good repair, it would be self-financing over a 7-year period to replace these lights with LED equivalents.

The Biomass boilers are again available to operate but have fallen into dis-use due to the high cost of the wood-pellets compared to the alternative gas-fired systems. The existing system was tailored to use the high-temperature biomass boilers as the lead and the system control and operation should be reviewed to identify opportunities for lower temperature / higher efficiency operation.

It appeared that there would be spare capacity in the existing mechanical and electrical systems to accommodate a new extension if required although the incoming services are located in the boiler room at the far end of the building from the new extension location.

Approximate repair cost to the building fabric totals £12,400 and M&E repairs total £7,500.

1.1.0 Survey Method & Restrictions

The internal and external fabric of the building was examined within the bounds that site conditions and access allowed. On the day of the survey (19/11/2020) the weather was cold, windy with occasional heavy showers.

- The survey was visual only and non-intrusive. The building was fully occupied at the time of inspection.
- Photographs were taken for general reference or where necessary to illustrate a defect or general condition.
- All hands referred to are taken as though looking from the front of the property viewed externally.
- The survey carried out did not include the following:
 1. An intrusive survey of the structural components such as the structural frame; sub floors, foundations and reinforcement etc.
 2. A survey of the underground drainage system or testing of services
 3. Access matters in accordance with the Equalities Act 2010.

2.0 BUILDING FABRIC REVIEW

2.1 General Description of Building

The buildings surveyed comprise a two storey, concrete and steel framed secondary academy, and a stand-alone steel framed and metal deck roofed gymnasium block. There is a standalone pumping station, with stack bonded block walls and flat roof to match the main building.

External areas comprise tarmac surfaced car parking, planted dividing areas, concreted paved walkways, grassed playing fields and artificial surfaced pitches/courts.

2.2 Internal Description

2.2.0 Ceilings.

Most ceiling finishes comprise exposed soffits to the concrete deck and flooring undersides above, with acoustic baffles suspended in circulation areas. There are some lightweight suspended ceilings with an exposed grid and lay-in mineral fibre tiles. Plant-room ceilings are lined with fire rated plasterboard.

All appeared in good condition.

2.2.1 Walls/Partitions

Walls/partitions generally Decorated self-finish block-work to the majority of areas. Whiterock hygienic cladding is present in some areas, in good condition.

Internal walls to the gymnasium are part height lined with a ply board – in a sound condition.

Folding partitions are present to divide some teaching spaces.

There are some part glazed and plasterboard partitions with aluminium powder coated framing.

All appeared in good condition.

2.2.3 Floors

Solid concrete floors are covered with a variety of sheet vinyl, anti-slip vinyl and carpet tiles, with quarry tiles to ground floor circulation areas, and entrance mat systems at entrance door lobbies.

The majority of floor coverings are in good condition, particularly considering their age. Some minor discoloration is present to the surface finish of some sheet vinyl exposed to sunlight, but its effectiveness has not been compromised.

The forum/stepped theatre area has polished timber strip flooring.

Wooden strips to the gymnasium flooring are wearing in some places, and either isolated sanding and re-sealing or a programme of full sand and seal with associated re-marking of courts should be considered.

Dance/gym floors appeared in good condition.

2.2.4 Doors

Internal doors generally have a pre-decorated finish are a mixture of solid, and part glazed with vision panels. All appeared to be robust and functioning well, some door handle furniture was slightly loose, but functionality was not affected.

Glazed and powder coated aluminium doors are fitted to the entrances, and those opening to outside courtyards and spaces, all in good condition.

2.2.5 Decorations

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Generally the building is in good decorative order. Some minor scuff marks to low level areas were visible and these could be 'touched in' to improve the overall appearance. Consideration should be given programming cyclical re-decorations throughout, after a further five years.

2.2.6 Sanitaryware

Vitreous glazed sanitaryware, appeared in good condition.

Stainless steel surfaces are in good condition.

APPENDICES

CONDITION REPORT

2.3.0 External Description

External finishes

2.3.1 Walls

The stack bond blockwork is in good condition although there is some water staining evident below window cill joints from rainwater run off which over time will affect the pointing below. The application of a silicone or mastic seal to the cill joints will help to prevent this.

2.3.2 Cladding

There a variety of different cladding types present:

Profiled sinusoidal cladding finished with a galvanised coating, in good condition.

Anodised aluminium rainscreen cladding, in good condition.

Multiwall translucent polycarbonate to the gym appears sound but there is a small section of trim that is missing at high level on the West elevation, which requires re-fixing/repair.

Exposed Steelwork and Stairways are all finished with a galvanised coating which is giving good low maintenance protection.

Cedar strip cladding to the soffits along the front elevation overhang have minor signs of water staining from rainwater run off tracking from the edges of the rainscreen cladding above.

2.3.3 Windows/Window Walling/Curtain walling

The powder coated aluminium windows and window walling are all in good condition.

There has been a recent addition of a window-walled structure which encloses a formerly external area and provides additional dining space

2.3.4 Rooflights

The powder coated aluminium rooflights are all in good condition.

2.3.5 Doors

External powder coated aluminium doors are in good condition.

2.3.6

The main roofs are flat and covered with a single ply membrane. There is a man safe system on each roof, and a fair amount of mechanical plant. Access to the roofs was available via internal ladders.

There are a mainly internal rainwater outlets and the roofs appear to have a cut to falls insulation system which drains rainwater towards the outlets.

The roof coverings appeared sound, some repair patches were visible, these were likely placed during the original installation.

There was a fair amount of 'ponding' which appeared to be due to blocked rainwater gully outlets rather than insufficient 'fall' on the roofs. A fair amount of general detritus such as moss

and bird guano was evident particularly around roof mounted plant. This needs to be cleared and the roofs regularly cleared to ensure water drains to the outlets as designed.

Service supplies to/from the roof plant is supported on cable trays with support feet, some feet had become dislodged and the trays and their screw fixings were in direct contact with the membrane, this needs urgent attention to prevent penetration of the single ply.

There is an air inflated ETFE roof above the central stepped gallery and general open plan resource area.

The roof appeared sound and water tight, but what appeared to be anti-bird wires in the valleys were disconnected and broken. If roosting birds are a problem, then these wires should be replaced by a specialist.

There is a tensile fabric roof which encloses the student entrance and some general external circulation areas, no issues were evident, and the roof appeared sound.

2.3.7 Hard Pavings

There are concrete paving slabs to general external circulation areas. It was noted that some of the slabs to the first floor escape walkways had a slight amount of movement when walked on. The slabs are on support pedestals to protect the waterproof membrane below, and it was noted that a section at the top of the escape stairs facing the playing fields is uneven and may present a trip hazard. This section including the tactile paving should be lifted and

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re- set level.

Generally some concrete surfaces would benefit from gentle power washing in order to remove build up of moss and lichen and to improve the overall appearance. This is evident to the rear escape stair risers, and some raised concrete and glass block vent enclosure sited on a roof terrace, would also benefit from cleaning.

Car parking areas are tar paved and edged with pre-cast kerbs, marked bays are present, generally in all appeared good condition.

Some areas of gravel paving has sunken slightly most likely due to foot traffic, and these would benefit from re-dressing and rolling to avoid ponding.

Pathways leading to the playing fields and some external seating areas are formed in a concrete 'Grasscrete' type block with seeded grass in-fil, which appear in fair condition.

2.3.8 Soft Landscaping

Grass, shrubs, and planted areas are generally well maintained.

2.3.9 Site boundaries/ fencing

Fencing and enclosures generally comprises anti climb powder coated steel mesh and posts., with some galvanised framed and mesh gates to pupil entrances and exits. The site boundaries are in good condition.

2.4 Schedule of Condition

Condition Definition

| CONDITION | DEFINITION |
|-----------|---|
| GOOD | Performing as intended and operating efficiently [LONG TERM] |
| FAIR | Performing as intended but exhibiting minor deterioration. [18-36 MONTHS] |
| POOR | Exhibiting major defects and/or not operating as intended [URGENT] |

APPENDICES

CONDITION REPORT

| ELEMENT | DESCRIPTION | CONDITION | APPROX REPAIR COST (£) |
|------------------------|--|---|--------------------------------------|
| <i>Catmose College</i> | | | |
| INTERNAL | | | |
| Ceilings | Concrete exposed soffits Plasterboard Mineral Fibre Suspended tile | Good Good Good Good | Nil |
| Walls | Plastered Fair faced block Hygienic cladding Ply facing Folding partitions | Good Good Good Good Good | Nil |
| Floors | Carpet tiles Anti-slip Vinyl Sheet Vinyl Quarry tiles Wood strips | Good Good Good - minor discolouration Good Fair – Minor sanding and plan for cyclical sand/seal | Nil 1,000 |
| Doors/Joinery | Pre-decorated solid core glaze/unglazed Powder coated aluminium and glazed | Good, Minor repairs to tighten loose handles etc Good | 500 |
| Decoration | Painted surfaces | Good Touch in minor scuffs. Programme for cyclical redecs from year 5 | 500 |
| Sanitaryware | Vitreous glazed sanitaryware | Good | |
| | | | INTERNAL SUB TOTAL.....£2,000 |

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| ELEMENT | DESCRIPTION | CONDITION | APPROX. REPAIR COST (£) |
|-------------------------|---|--|-------------------------|
| Externally | | | |
| Walls | Dark grey stack bond blocks. | Good/Fair –Minor treatment to prevent water run off from window cills. | 500 |
| Cladding | Sinusoidal galvanised | Good. | 1,000 |
| | Aluminium rainscreen | Good | |
| | Multiwall Polycarbonate | Fair – replace missing trim at roof junction | |
| | Cedar strip soffit lining | Minor sanding and treatment | 500 |
| Windows/curtain walling | Powder coated aluminium framing and glazing | Good (see electrical section regarding control modules) | |
| Rooflights | Powder coated aluminium framing and glazing | Good | |
| Doors | Powder coated aluminium framing and glazing | Good | |
| Miscellaneous | Exposed galvanised steel structure stairways and walkways handrails etc | Good | |
| Roof | Flat with singly ply membrane. | Fair/Poor – Clear debris and ensure gullies are unblocked. Re-seat and repair all support feet to services cable trays | 3,000.00 |

| ELEMENT | DESCRIPTION | CONDITION | APPROX. REPAIR COST (£) |
|---|---|--|-------------------------|
| Roof | ETFE | Good - Consider replacing anti- bird wires | 2,000.00 |
| Roofs | Tensile fabric canopy. | Good | |
| Hard Pavings | Tarmacadam car parking | Good | 1,000 |
| | Pre-cast concrete slabs | Fair -Re-level slabs and tactile tiles on approaches to rear escape stairs | |
| Hard Pavings | Gravel paved areas to front approaches | Re- dress roll and level | 1,200 |
| Generally | Concrete surfaces, external stair risers | Fair – Consider power washing to improve appearance | 1,200 |
| Soft Landscaping | Grass and painted areas | Good | |
| Boundaries/fences | Fences and gates, powder coated and galvanised gates posts and fences | Good | |
| EXTERNAL SUB TOTAL | | | £10,400 |
| APPROXIMATE TOTAL REPAIR COSTS (Building Elements) £12,400 | | | |

APPENDICES

CONDITION REPORT

3.0. M&E Services Review

3.0.0 Electrical Services

There is a new sub-station on site and the main building is provided with a 2000 Amp, 3-Phase panel board in the electrical intake cupboard adjacent to the main boiler plant room. On the day of the visit with the classrooms full of pupils and the kitchens preparing for lunch, the building was drawing approximately 500 Amps per phase indicating that there would be spare capacity for the new extension if required.

3.0.1 Incoming Power

The main power distribution boards were all compliant, operational and in good condition as would be expected for a building of this age.

There are various local electrical distribution boards in cupboards throughout the building and spot-checks were made which confirmed that the general distribution is also in good condition.

3.0.2 General Lighting

Lighting is generally T5 fluorescent fittings supported by compact fluorescent lights in smaller areas. The lamps were generally in good condition although a few needed replacing above the central stepped seating area where access to high level is very difficult.

Whilst not a Condition-based issue, it would be recommended to replace these older T5 lights with modern LED Lights which due to their lower energy consumption, reduced maintenance requirements and longer life, would pay for itself in approximately 7 years. This would also help by reducing the maintenance access needs in these high-bay areas.

3.0.3 Emergency Lighting

Emergency lighting is provided as an integrated part of the main lighting systems. Whilst untested during the visit as the school was in full occupation, we were advised that the system was tested regularly and there were no issues. No immediate works required.

3.0.4 Intruder Alarm

There is an Intruder Alarm system installed comprising PIR sensors, window and exit door contacts, the system was operational, apparently without faults. No immediate works required.

3.0.5 CCTV System

There is CCTV cover to internal and external areas of the building, the system was operational, apparently without faults. No immediate works required.

3.0.6 Fire Alarm

There is Fire Alarm cover to the building, the system was operational, apparently without faults. No immediate works required.

We would comment that whilst there are no obvious faults, fire alarm components have a predicted operational life of 10-15 years so a programme of fire alarm components replacements should be planned over the next 3-5 years rather than wait for faults to start occurring.

3.1.0 Mechanical Services

3.1.1 Gas Service

A 125mm gas supply enters the premises via gas meter located in a meter cupboard adjacent to the main boiler house and serves the gas-fired central boiler plant, the kitchen, science benches and the Sports Hall boilers.

3.1.2 Heating Plant

There are 2 No. Hoval UltraGas 300 high efficiency gas boilers each rated at 273kW operating at 80/60 Deg.C. These boilers are supported by a Hoval 425kW Biomass Wood-Pellet boiler. Whilst the Biomass boiler is designed to take the lead on the heating with the gas-boilers in support, the Biomass boiler has not been used for several years due to the cost of the wood pellet fuel being significantly more expensive than gas. There is a large buffer vessel to help smooth the load. We were advised that the gas boilers operate sufficiently to hold the load and well within their capacity as they usually only need one boiler to hold the load, there is therefore likely to be spare capacity on the heating system for the proposed new extension, if required.

3.1.3 Heating Systems

The heating strategy generally is for perimeter convectors under the external classroom windows with under-floor heating to central core areas, all served from local VT/CT manifolds around the building. The mechanical services are all controlled and monitored via a Trend 963 control and monitoring system. The day of the visit was cold/rainy, and the buildings were warm, it was reported that the heating and control systems were working satisfactorily.

3.1.4 Domestic Hot Water

Domestic hot water heating for the Main School is via a hot water calorifier fed from the main gas boiler plant.

The Sports Hall has its own boiler plant and gas-fired water heaters as it is routinely operated into the evening for use by the local community after the school has closed for the day.

The hot water systems were both operational and delivered the required hot water throughout the school and sports facility. No immediate works required.

3.1.5 Water System and Sprinklers

A 100mm cold water metered supply enters the building via the boiler room and feeds the cold-water storage tanks and booster set serving the building as a whole and an un-metered supply that serves the sprinkler tank in the rear car park. The sprinklers have a main mains-powered pump and a diesel-powered back-up pump. The water systems were reported to be working OK and the sprinkler system is serviced and operational. No immediate works required.

3.1.6 Ventilation

The classrooms generally have natural ventilation via openable windows although rooms without external openable windows have mechanical extract and automatic openable windows from the internal communal areas and atria. These internal communal areas have automatic air intakes via automatic actuated windows over the exit doors. These automated window controls have been troublesome and three sets were non-operational on the day, previous similar area-faults had been traced the local control panels hidden above false ceilings and had cost £2,500 each area to remedy. A provision of £7,500 should be allowed to remedy these

3 non-operational areas.

The local air handling units were reported to be routinely serviced and all operational on the day.

3.1.7 Air-source Heat Pumps / Cooling

There are approximately 16 No. Mitsubishi split systems and one larger multi-split heat pump system serving high heat-load areas with condenser units on the roof. All looked in good condition and were reported to be regularly serviced, operational and trouble-free as would be expected for a 10 year-old system. These units have a nominal operational life of 15 years so should be OK for a further 5 years but plans put in place to replace these systems after a further 5 years.

3.2.0 M&E Budget Summary

| | | |
|--|--------------------------------------|---------------|
| Condition Items | Replace 3 No. Window Control Modules | £7,500 |
| | | |
| | | |
| APPOXIMATE M&E REPAIR COSTS TOTAL | | £7,500 |

APPENDICES

CONDITION REPORT, INTERNAL PHOTOGRAPHS

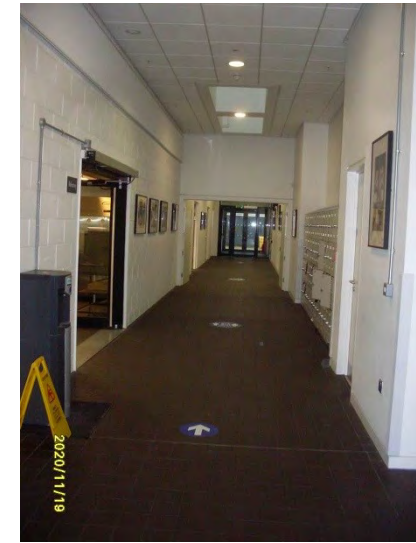
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General view of ETFE roof and gallery



General view first floor vinyl



Typical corridor view -ground floor



Wear to gym floor



Typical classroom view



Automated doors

APPENDICES

CONDITION REPORT, EXTERNAL PHOTOGRAPHS

H



Loose tactile paving at landing



Water run-off and staining to blockwork



Concrete enclosures due for cleaning



Stair risers requiring cleaning



Compacted gravel paving



Missing trim to gym cladding

APPENDICES

CONDITION REPORT, EXTERNAL PHOTOGRAPHS

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Slow draining roof gully



Build-up of detritus



Displaced cable tray support



Screw from tray touching the membrane



Ponding water and detritus

APPENDICES

CONDITION REPORT, EXTERNAL PHOTOGRAPHS

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Blocked outlet and ponding



General view—water laying on roof



Broken anti-bird wires

THANK YOU



Project Name: Schools Capital Programme - Catmose College

Risk & Issues

Last Reviewed by the Board: 13th Jan 2021

Risk refers to the combined likelihood the event will occur and the impact on the project if it does occur

| Ref | Date Raised | Type of risk or issue | Risk or Issue Description | Risk or Issue | Likelihood | Impact | Severity | Mitigation or Action Plan | Owner | Status | Date Closed |
|------------|-------------|-----------------------|---|---------------|------------|--------|----------|---|--------------|--------|-------------|
| SCP-RI-001 | 22/10/20 | CC | Catmose College decide not to proceed | Risk | 1 | 3 | 3 | Catmose keen to proceed and now awaiting legal agreements to be finalised. Current actions and timelines include approval at Cabinet, Full Council and Catmose Board. These are due to be completed by the 25th March 2021. | Robert Shore | Open | |
| SCP-RI-002 | 22/10/20 | RCC | Cabinet or Council do not approve project | Risk | 2 | 3 | 6 | This is an item on the agenda for Cabinet for February and Council in March. It should be noted that we need to carry out these works to meet statutory obligations and funding is in place. | Robert Shore | Open | |
| SCP-RI-003 | 22/10/20 | Both | Phase 2 feasibility determine costs higher than grant | Risk | 2 | 3 | 6 | Phase 2 feasibility has been received with predicted costs at £5.5m. We have agreed with Catmose to value engineer the project down to £5.25m. All parties believe this is realistic. NPS were aware of the total of the funding pot. | Robert Shore | Open | |
| SCP-RI-004 | 22/10/20 | Both | Legal agreements are delayed | Risk | 1 | 3 | 3 | Legal agreements have commenced preparation ahead of schedule | Robert Shore | Open | |
| SCP-RI-005 | 22/10/20 | RCC | Brightways do not move | Risk | 1 | 3 | 3 | Decision to move Brightways has been approved by Director and portfolio holder with new premises agreed. | Robert Shore | Open | |
| SCP-RI-006 | 22/10/20 | RCC | Brightways staff consultation raises issues with staff work terms and conditions | Risk | 1 | 3 | 3 | Communications plans are in place. Consultations with service users carried out. Consultation with staff ongoing as this will involve a change in contracts from a five day service to a seven day service. HR involved throughout the process. | Robert Shore | Open | |
| SCP-RI-007 | 22/10/20 | RCC | Funding for Brightways move | Risk | 1 | 3 | 3 | Funding has been allocated for this however it is finite and RCC team to ensure no overspend. Allocation is awaiting Council approvals. | Robert Shore | Open | |
| SCP-RI-008 | 22/10/20 | Both | Planning / building regulations permission not approved for Brightways. | Risk | 1 | 3 | 3 | Planning permissions to commence as soon as final drawings and refurbishment plans are agreed. NB we are waiting for approval from Council however we anticipate being at tender stage awaiting orders by mid-March. If there was an issue with Planning then this could have an adverse effect on timescales. | Robert Shore | Open | |
| SCP-RI-009 | 22/10/20 | CC | There is a risk that the site chosen to progress applies to RCC for additional funding (over that Granted) to manage any overspend | Risk | 2 | 5 | 10 | The legal agreement will set out the limits of the funding. This will not fully mitigate the risk of the situation arising but will clearly set out that no additional funds are available. Legal agreement to cover this and value engineering to be applied prior to construction. Grant of covenant if accepted in the legal agreement with mitigate this. | Robert Shore | Open | |
| SCP-RI-010 | 22/10/20 | CC | The school site has to be capable of delivering additional numbers within the agreed budget | Risk | 1 | 5 | 5 | Provision specification is in development and commitment to use the space to be built to deliver the provision to form part of the legal governance agreement. | Robert Shore | Open | |
| SCP-RI-011 | 22/10/20 | CC | The Academy Trust Governing Body needs to continue to support the development of the provision | Risk | 1 | 3 | 3 | Intention to Progress letter received, work closely with the Governing body to ensure any risks are understood and issues resolved. Legal agreement will help to mitigate this. Project board for Catmose is scheduled for just after full council in March. | Robert Shore | Open | |
| SCP-RI-012 | 22/10/20 | CC | The School Head teacher /Principal needs to work with RCC to Progress the project. | Risk | 1 | 3 | 3 | Intention to Progress letter received and regular meetings in place to drive progress. Legal agreement will help to mitigate this. SPOC for Catmose to be provided. Currently N Ray. | Robert Shore | Open | |
| SCP-RI-013 | 22/10/20 | CC | There is a risk that the Capital build is completed but the school do not sustain places | Risk | 1 | 3 | 3 | Legal Governance documents to be approved at Board . Final draft legal agreement should be signed by both parties. | Robert Shore | Open | |
| SCP-RI-014 | 22/10/20 | RCC | There is a risk that RCC is unable to claw back funding if the school do not sustain places | Risk | 1 | 3 | 3 | Legal Governance documents to be include caveat. | Robert Shore | Open | |
| SCP-RI-015 | 22/10/20 | Both | There is a risk that the programme is either delayed or negatively impacted. | Risk | 2 | 5 | 10 | Legal Governance documents to be approved will cover this risk. Temporary accommodation to be used if required. | Robert Shore | Open | |
| SCP-RI-016 | 22/10/20 | CC | There is a risk of low or inconsistent numbers of children predicted in some years, and assumptions made in the model for financing | Risk | 1 | 3 | 3 | Unlikely at this stage in line with SCAP reports. | Robert Shore | Open | |
| SCP-RI-017 | 22/10/20 | CC | There is a risk that Catmose will request start up revenue costs that cannot be funded within the funding envelope | Risk | 2 | 5 | 10 | The legal agreement needs to ensure that all aspects of funding for this project are determined and outlined | Robert Shore | Open | |
| SCP-RI-018 | 22/10/20 | Both | Adverse publicity for the project | Risk | 1 | 5 | 5 | A communications outline plan to be agreed with this action overseen by the Head of Communications for RCC from January 2021 for the life of the project. If there was a change in Ofsted grading, it may have an impact on pupil numbers. | Robert Shore | Open | |
| SCP-RI-019 | 22/10/20 | Both | Project delivery to timescales and budget | Risk | 2 | 5 | 10 | Project board to be established to ensure that expectations are clearly defined and delivered. Stage 2 report includes a Gantt chart which clearly shows completion of internal works in time to allow for 2022 intake and external works in time for 2023. This will allow us to have full 8FE as planned. | Robert Shore | Open | |
| SCP-RI-020 | 22/10/20 | RCC | Project lead requirement as opposed to competing with other responsibilities | Risk | 1 | 3 | 3 | Project requires a programme lead for two days per week whose sole task is dedicated to managing the project. R Shore appointed as Project Lead for the period covered by Catmose Expansion Project. | Robert Shore | Open | |
| SCP-RI-021 | 22/10/20 | Both | There is a risk that arrangements for exiting the European Union, negatively affect the building programme costs of timeline (Supply of goods and labour is impacted) | Risk | 1 | 5 | 5 | Legal agreement to cover this. | Robert Shore | Open | |

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Rutland
County Council

Rutland County Council

Project Initiation Document (PID)

Document Owner: Dawn Godfrey
Interim Director Childrens Services
Rutland County Council

Author: Robert Shore
Programme Manager
Rutland County Council

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Date: 16th November 2020

Classification NOT PROTECTIVELY MARKED

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Document Control, Approval and Distribution

Version Control

This document should be updated with any amendments:

| Version | Date | Notes |
|---------|--------------------------------|--------------------------------|
| 0.1 | 27 th October 2020 | Initial draft prepared |
| 0.2 | 16 th November 2020 | 2 nd Draft prepared |
| | | |

Document Approval

This document requires the following approvals:

| Sponsor Approval | Name | Date |
|------------------|--------------|------|
| | Dawn Godfrey | |

Document Distribution

This document will be distributed to:

| Name | Method | Date |
|-----------------|--|------|
| Programme Board | E Mail V1 to be sent prior to programme board | |

Introduction

The purpose of this document is to set out the proposals for meeting the authority’s statutory obligation to provide sufficient secondary schools places and to determine the viability of the proposed expansion of Catmose College.

Rutland County Council will establish a Programme Board with associated and sufficient governance structures, to oversee the use of basic needs capital funding within a maximum limit of £5,500,000 to provide an eight form entry (8FE) at Catmose College increasing the overall sufficiency by an additional 30 places per academic year from September 2022.

| | |
|---------------------------|---|
| Project | Catmose Expansion Project (CEP)o |
| Background | <p>Cabinet approved the undertaking of a two stage feasibility study for school expansion across all of the secondary provision in Rutland in February 2020. On 31 July 2020, Cabinet further approved to undertake Stage Two of the feasibility study for school expansion at the preferred site of Catmose College, Oakham to deliver 30 additional places through the development of an 8 Form Entry secondary school as identified through Stage One of the study.</p> <p>Funding to deliver the programme is held by Rutland County Council having been provided by Central Government via basic needs funding.</p> <p>DfE have not provided revenue funding.</p> |
| Project Objectives | <p>Utilise the funding available from basic needs and schools capital maintenance funds to provide an eight form entry at Catmose College to meet sufficiency of secondary school places in line with the Schools Capacity Assessment (SCAP).</p> <p>This will enable</p> <ul style="list-style-type: none"> • Increase of local provision by 30 additional secondary school places for each academic year giving a total of 150 places between years seven and eleven. • RCC meeting duty to provide sufficient high quality educational places in Rutland • Children receiving educational placements in-county. • Management of the flow of young people into secondary education and ensure they experience a supportive mainstream curriculum. <p>In order to meet these objectives, a key dependency also forms part of the objectives for the programme</p> <ul style="list-style-type: none"> • Relocation of Brightways facility to another site to free onsite capacity and to aid transformation of Adult day provision service model |

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| <p>Activities / Scope</p> | <p>RCC commissioned NPS to prepare an initial Feasibility Study for Secondary School Expansion in Rutland. The work comprised two stages:</p> <ul style="list-style-type: none"> • Stage 1 study examining possibilities for expansion at the three Rutland Secondary school sites • Stage 2 study scoping options for the preferred Secondary site <p>Cabinet on 31 July 2020 approved the recommendation to undertake Stage Two of the feasibility study for school expansion at the preferred site of Catmose College, Oakham to deliver 30 additional places through the development of an 8 Form Entry secondary school as identified through Stage One of the study.</p> <p>The Stage 2 feasibility study brief is due to be completed by the end of November 2020 and will build on the Stage 1 feasibility work. It will:</p> <p>Include:</p> <ol style="list-style-type: none"> a. A review of available information b. Developing architectural sketch proposals for the expansion options c. Provision of a wider understanding of the overall condition of the asset. d. Developing strategies for mechanical & electrical, structural and sustainability approaches e. Analysis of site constraints and opportunities f. Cost estimates for the expansion options g. Identification of key risks including planning risk and potential implications for project performance h. Analysis of external areas in accordance with current guidelines i. Developing procurement strategy and programme <p>RCC intend relocating Brightways Day Centre to an alternative location. The preferred new property will be within RCC’s existing portfolio. RCC will manage the relocation and all other matters, to enable the planned extension of Catmose College within the school expansion scales. It is anticipated that work to complete the move of Brightways will be completed by July 2021.</p> <p>RCC will keep Catmose College and NPS updated about activity and progress for Brightways, along with any impact arising from issues that may impact on the planned extension of Catmose College. The Brightways premises are therefore expected to be available to support the expansion of Catmose College.</p> <p>It is proposed to commence Phase 1 of the Project, which includes procurement and project start up, in March 2021; with a completion of the building works and refurbishment of Catmose College to be by July 2022.</p> |
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| <p>Deliverables</p> | <p>The programme will deliver an increased number of local secondary educational placements within county to meet statutory requirements and provide transformation opportunities for Brightways to deliver a community based seven days per week service.</p> <p>RCC will meet its statutory obligations for schools places through delivery of a Capital project underpinned by a legal agreement with Catmose College to provide:</p> <ul style="list-style-type: none"> • An agreed square meterage of new build at Catmose as highlighted in Phase 2 of the feasibility study. • An agreed square meterage of refurbished / remodeled accommodation as indicate in Phase 2 of the feasibility process. • Eight form entry providing an extra 30 places for each academic year giving a total of 150 places between years seven and eleven. <p>There will be an associated project providing the opportunity to aid transformation of services at Brightways.</p> |
| <p>Timing</p> | <p>The Stage 2 feasibility options report to be completed by December 1st 2020 assuming all parties co-operate with tight timelines.</p> <p>Cabinet approval for project initiation to be sought January 12thth 2021 followed by full Council approval on the 22nd February 2021</p> <p>Procurement and project start up to commence March 2021.</p> <p>Brightways relocation to commence May 2021 and be completed by July 2021.</p> <p>Completion of building works including refurbished areas to be by July 2022.</p> <p>New intake start in September 2022.</p> |
| <p>Exclusions</p> | <p>The DfE Funding criteria stipulates that it cannot be used for:</p> <ul style="list-style-type: none"> - Age 18 and over - Higher education - Revenue expenditure |
| <p>Dependencies & Assumptions</p> | <p>The Programme will utilise Capital spend to move Brightways to other suitable accommodation to allow for the spaces vacated to be refurbished for Catmose College needs.</p> <p>There will be dependencies across many areas of the council including (but not exclusive to):</p> <p>IT, Property Services, Planning, Finance, Learning and Skills, School Admissions, Governance Services, including Legal Services.</p> |

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| <p>Resources</p> | <p>The Schools Capital Programme Board will manage spend, oversee the work of the project board and provide leadership in delivering the project.</p> <p>The board will fulfil their leadership role by:</p> <ul style="list-style-type: none"> • Taking strategic decisions at the Schools Capital Programme to manage and mitigate risk and help determine how it will impact on the Council. • Effectively allocating and managing resources for the Programme • Monitoring the budget position and taking responsibility for the Programme spend. However, once the budget is delegated to Catmose Trust, The Trust will assume responsibility for the programme spend, monitor the budget position and provide financial updates at each meeting. • Communicating the purpose of the board to staff and other stakeholders • Monitoring the programme implementation and improving its effectiveness as required <p>The following people will be involved in the Programme Board:</p> <ul style="list-style-type: none"> - Dawn Godfrey, Interim Director for Childrens Services (DG) (Senior Responsible Officer) - Mona Walsh, Head of Property Services (MW) - Gill Curtis (Head of Learning and Skills) (GC) - Andrew Merry (Finance Manager) (AM) - Robert Shore (Schools Capital Programme Manager) (RS) - Dee Rajput (Programme Manager) (DR) - Cllr David Wilby (Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion, and Safeguarding – Children & Young People) (DW) - Cllr Oliver Helmsley (Leader of the Council, and with responsibility for the Property Portfolio) (OH) <p>Other professionals with specific expertise as required by the Board will be invited to contribute.</p> <p>There will also be a Project Team established to drive actions as required; this will be led by Catmose College with a clear communication line to the Programme Board. This will be a function of the existing Catmose Campus Board which already includes RCC representatives and elected members .</p> <p style="text-align: center;">-</p> <p>The Campus Board fulfils its role by:</p> <ul style="list-style-type: none"> • Reporting to the Rutland County Council CEP Capital Programme Board as required (through updates and exception reporting and presentation of risk and issues logs and management of the change control process) • Effectively allocating and managing resources for the Project including determining how to contract alongside the design and build. |
|-------------------------|--|

| | |
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| | <ul style="list-style-type: none"> • Monitoring the budget position and taking responsibility for ensuring the Project remains in scope, on time and in budget • Communicating the purpose of the board to staff and other stakeholders • Monitoring the project implementation and improving its effectiveness as required • Fulfilling the terms of the governance and legal agreement put in place between RCC and Catmose College <p>Notes for each part of the meeting will be taken as follows;</p> <ol style="list-style-type: none"> 1. Design Team Building project aims will be taken by the Architect and fed into the Catmose Project Board meetings and decision making process. 2. Catmose College will provide oversight of construction and provide project management expertise, operational business planning and reporting to the Programme Board. |
| <p>Estimated Cost</p> | <p>The overall funding cost of the project will operate within the funding envelope of £5,500,000 provided by a combination of basic needs funding and schools capital maintenance monies. At this stage it is likely to fall under the following heads of account:</p> <ul style="list-style-type: none"> - £100,000 to allow Brightways to move to alternative premises and amends to buildings to replace like for like to meet future needs - £5,212,000 to meet costs of the new facility and refurbishment at Catmose College (Options paper estimates) - The remainder to be made available as a resourcing for the project. |

Next Steps

Programme Board to be mandated by Cabinet/SMT and established in December 2020

PID to be approved by both cabinet and full Council in February 2021.

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Rutland
County Council

Rutland County Council

Schools Capital Programme Board

Terms of Reference

Document Owner: Dawn Godfrey
Interim Director for Childrens Services
Rutland County Council

Author: Robert Shore
Service Manager

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Date: 01 December 2020
Classification: NOT PROTECTIVELY MARKED

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Version Control

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Document Approval

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| Sponsor Approval | Name | Date |
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| Project Sponsor | Dawn Godfrey | 01 December 2020 |

Document Distribution

This document will be distributed to:

| Name | Method | Date |
|---------------|--------|------------------|
| Project Board | Email | 01 December 2020 |

Introduction

The purpose of this terms of reference document is to state the responsibilities of the Schools Capital Programme Board and to provide leadership in delivering the project required within the Council.

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Membership & Chairing

The Board will be chaired by the Interim Director for Childrens Services. In the absence of the Chair, the meeting membership may elect any other member to act as Chair for that meeting.

Membership of the Board has been agreed by the Chair. The composition of this Board and team members who are required to attend, will be done so by invitation. This is:

- Dawn Godfrey, Interim Director for Childrens Services (DG)
- Mona Walsh, Head of Property Services
- Gill Curtis (Head of Learning and Skills) (GC)
- Andrew Merry (Finance Manager) (AM)
- Robert Shore (Schools Capital Programme Manager) (RS)
- Dee Rajput (Programme Manager) (DR)
- Cllr David Wilby (Portfolio Holder for Lifelong Learning, Early Years, Special Educational Needs & Disabilities, Inclusion, and Safeguarding – Children & Young People) (DW)
- Cllr Oliver Helmsley (Leader of the Council) (OH)

Members may send deputies by exception only. The Programme t Manager (RS) will support the provision and running of this Board. Other professionals with specific expertise as required by the Board will be invited to contribute.

There will also be a Project Team established to drive actions as required, this will be led by Catmose College with clear communication line to the Programme Board. Membership is likely to include:

- Catmose College (Chair)
- Robert Shore (CEP Capital Programme Manager)
- Dee Rajput (Programme Manager)
- Lewis Hopcroft (Surveyor)
- Laura Daughtry (Finance Accountant)

Frequency of the Board

Meetings will be held as per the Governance arrangements. Ad-hoc meetings may be held by agreement of the Chair as and when required. Meetings may, exceptionally, be cancelled by the Chair.

Responsibilities of the Board

The board fulfils their leadership role by:

- Taking strategic decisions on the Schools Capital Programme and how it will impact on the Council
- Effectively allocating and managing resources for the Programme
- Monitoring the budget position and taking responsibility for the Programme spend
- Communicating the purpose of the board to staff and other stakeholders
- Monitoring the programme implementation and improving its effectiveness as required

Reporting

The board members shall draw to the attention of this Board, any issues that require further action or disclosure to the relevant management structures. In exceptional cases any members of the Board may escalate issues to the Senior Management Team.

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The meeting records of these meetings will be formally recorded and available to Board members. When approved by the Board the minutes will be published to all.

Papers for the Board

Agenda items may be raised by any member of the Board and should be communicated to the Programme Manager at least 7 working days in advance of any meeting.

Draft meeting record of each meeting will be circulated within 7 working days to Board Members for comment and will provide a clear record of decisions reached and actions agreed.

The meeting record will be formally approved by the Board at the subsequent meeting. The Programme Manager will maintain a Risk and Action Log, which will be reviewed at each meeting.

Decision making between Board meetings

It may sometimes be necessary for decisions to be taken between meetings due to the pressing timescales associated with the grant conditions, in cases where this is necessary, papers will be distributed by the Programme Manager according to the protocols agreed by members of the Board. Deadlines for responses will be set and decisions progressed by the Chair taking into consideration comments by Board members.

Final decisions in these circumstances will be ratified and recorded at the next Programme Board meeting.



Rutland
County Council

Rutland County Council
Catmose Expansion Project (CEP)
Capital Project Board
Terms of Reference

Document Owner: Robert Shore
Rutland County Council

Version: V1

Date: 01 December 2020

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| V1.1 | 22 February 2021 | To be Adopted by Rutland County Council following agreement and amends |

Document Approval

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| Sponsor Approval | Name | Date |
|--------------------------|--------------|------------------|
| Project Sponsor | Dawn Godfrey | 01 December 2020 |
| Sign off by Campus Board | | |

Document Distribution

This document will be distributed to:

| Name | Method | Date |
|--------------|--------|------|
| Campus Board | TBA | |

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|--|
| <i>Voting members in Blue</i> |
| Portfolio holder for Children's Services |
| Principal of Catmose College |
| One member of the Board of Trustees of Rutland & District Schools' Federation |
| Two further representatives of the Council |
| Two further representatives of representatives of Rutland and District Schools' Federation |
| Two representatives of the Contractor |
| A maximum of four representatives from users and other groups |
| |

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Introduction

The purpose of this terms of reference document is to state the responsibilities of the Campus Board which acts as a Project Board for delivery of the Building programme associated with CEP Capital development and to provide leadership in delivering the project required.

Membership & Chairing

The Board will be chaired by the Principal of Catmose College. In the absence of the Chair, the meeting membership may elect any other Catmose Campus Board member to act as Chair for that meeting.

The Board business will be grouped to suit the two key purposes of the project to deliver;

1. Design Team Building project aims
2. Provide operational business planning oversight.

Core membership of the Board has been agreed by the Chair. The composition of this Board is as shown previously

Members may send deputies by exception only. Catmose College will support the running of this Board with assistance from RCC.

There may also be time limited task and finish groups established to drive actions as required, membership will be agreed by the Campus board .

Frequency of the Board

Meetings will be held as per the published schedule. Ad-hoc meetings may be held by agreement of the Chair as and when required. Meetings may, exceptionally, be cancelled by the Chair.

Responsibilities of the Board

The board fulfils its role by:

- Reporting to the Rutland County Council CEP Capital Programme Board as required (through updates and exception reporting and presentation of risk and issues logs)
- Effectively allocating and managing resources for the Project
- Monitoring the budget position and taking responsibility for ensuring the Project remains in budget
- Communicating the purpose of the board to staff and other stakeholders
- Monitoring the project implementation and improving its effectiveness as required
- Fulfilling the terms of the governance agreement put in place by RCC/Catmose College

Notes for each part of the meeting will be taken as follows;

1. Design Team Building project aims (notes for which will be taken by the Architect)
2. Provide operational business planning oversight (notes for which will be taken by Catmose College)

Reporting

The Board reports to the RCC CEP Capital Programme Board.

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The board members shall draw to the attention of this Project Board, any issues that require further action or disclosure to the relevant management structures. In exceptional cases any members of the Board may escalate issues to their Senior Management Team.

The minutes of these meetings will be formally recorded and available to Board members and Programme Board members. When approved by the Chair the minutes will be published to all.

Papers for the Board

Agenda items may be raised by any member of the Board and should be communicated to Catmose College designated lead at least 7 working days in advance of any meeting. The agenda will be agreed with the Chair.

Draft minutes of each meeting will be circulated within 7 working days to Board Members for comment and will provide a clear record of decisions reached and actions agreed.

Minutes will be formally approved by the Board at the subsequent meeting. Designated Lead from Catmose College will maintain an Action Log, which will be reviewed at each meeting.

Decision making between Board meetings

It may sometimes be necessary for decisions to be taken between meetings due to the pressing timescales associated with the grant conditions, in cases where this is necessary, papers will be distributed by the Designated Lead from Catmose College according to the protocols agreed by members of the Board. Deadlines for responses will be set and decisions progressed by the Chair taking into consideration comments by Board members.

Final decisions in these circumstances will be ratified and recorded at the next Programme Board meeting.

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COUNCIL

8th March 2021

AMENDMENT TO THE VIRTUAL MEETING PROCEDURES

Report of the Strategic Director for Resources

| | | |
|--------------------------------|---|---|
| Strategic Aim: | All | |
| Exempt Information | No | |
| Cabinet Member(s) Responsible: | Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Property, Communications and Resources (other than Finance) | |
| Contact Officer(s): | Phil Horsfield, Deputy Director Corporate Governance | 01572 758154 phorsfield@rutland.gov.uk |
| | Emma Powley, Governance Manager | 01572 720991 epowley@rutland.gov.uk |
| Ward Councillors | | |

DECISION RECOMMENDATIONS

That Council:

1. Approves the amendment to the Procedure Rules for Virtual Meetings to remove the requirement for Recorded Votes.

1 PURPOSE OF THE REPORT

- 1.1 To ask Council to agree to an amendment to the Procedure Rules for Virtual Meetings, as agreed at Council meeting on the 20th May 2020.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 At the Council meeting on the 20th May 2020, Council approved the virtual meetings procedure rules following the introduction of revised legislation in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
- 2.2 In order for all meetings of the Council to be accessible and inclusive, specifically for those who were using telephone conferencing to listen to the meetings, it was considered a necessity for all votes to be recorded and minuted as such.

- 2.3 Previously, a recorded vote could only be demanded if five Members made the request before a vote was taken under the proposition. The names for and against each motion or amendment or abstention from a vote would be taken down in writing and entered into the minutes.
- 2.4 There is legal requirement for recorded votes to take place at Council meetings when setting the County Council's budget and determining the level of council tax to be levied for each financial year. (Unless that member is disqualified from voting)
- 2.5 Council is therefore being asked to amend the current procedure rules to remove the requirement for a recorded vote. A recorded vote will still be had where one is called for in accordance with the Constitution.

3 CONSULTATION

- 3.1 The amendments bring the Constitution back into line with the Procedure Rules as approved by CRWG.

4 ALTERNATIVE OPTIONS

- 4.1 Members could choose not to revert back to Procedure Rule 10 (4) in the Constitution.

5 FINANCIAL

- 5.1 There are no financial implications relating to this report.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 There is a legal requirement to keep the RCC up to date in order for it to continue to be relevant and fit for purpose.

7 DATA PROTECTION IMPLICATIONS

- 7.1 It is not necessary to undertake a Data Protection Impact Assessment (DPIA)

8 EQUALITY IMPACT ASSESSMENT

- 8.1 It is not necessary for an Equality Impact Assessment (EqIA) to be completed.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no community safety implications relating to this report.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no health and wellbeing implications relating to this report.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 Council are being asked to approve an amendment to the Procedure Rule to remove the requirement for all votes to be recorded. All other procedure rules remain unchanged.

12 BACKGROUND PAPERS

12.1 There are no background papers associated with the report.

13 APPENDICES

13.1 There are none.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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COUNCIL

8th March 2021

CHANGES TO CABINET AND COMMITTEE PLACES

Report of the Monitoring Officer

| | | |
|--------------------------------|---|---|
| Strategic Aim: | Customer-focussed services | |
| Exempt Information | No | |
| Cabinet Member(s) Responsible: | Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Property, Communications and Resources (other than Finance) | |
| Contact Officer(s): | Phil Horsfield, Monitoring Officer | 01572 758154 phorsfield@rutland.gov.uk |
| | Emma Powley, Governance Manager | 01572 720991 epowley@rutland.gov.uk |
| Ward Councillors | | |

DECISION RECOMMENDATIONS

That Council:

1. Notes the changes to the Cabinet
2. Notes the subsequent amendments to Committee Places;
3. Appoints Councillor Powell to Chair the Audit and Risk Committee.

1 PURPOSE OF THE REPORT

- 1.1 Council is being asked to note the changes made to the composition on the Cabinet following the resignation from Cabinet of the Deputy Leader of the Council, Councillor G Brown on the 27th January 2021.
- 1.2 As a result of Councillor G Brown's resignation from his position on Cabinet, the Leader announced that Councillor Payne would be joining Cabinet from the 24th February 2021. Consequentially, Councillor Payne would therefore no longer be able to hold a seat on the Growth Infrastructure and Resources Committee and will step down from the position of Chair of the Audit and Risk Committee. Council are being asked to note the changes to Committee Places and confirm who will

Chair the Audit and Risk Committee.

2 BACKGROUND AND MAIN CONSIDERATIONS

2.1 Councillor G Brown joined Cabinet in 2017 and has most recently held the role of Portfolio Holder for Planning and Finance as well as being the Deputy Leader of the Council.

2.2 Following Councillor G Brown's resignation, the Leader announced that he would be taking over the responsibility for the Council's Planning Portfolio.

2.3 At the Council meeting held on the 22nd February 2021, the Leader updated Council and the following was noted:

Councillor G Brown would be stepping down from his current position on Cabinet from the 23rd March 2021

The Leader would expand his current portfolio to include Planning (excluding the Local Plan and HIF) which would remain under Councillor G Brown's remit until the 23rd March 2021.

Councillor Payne would be joining Cabinet from the 24th February 2021 and would be the Portfolio Holder for Finance

Councillor Stephenson would be appointed Deputy Leader of the Council from 1st March 2021. She would remain Portfolio Holder for Culture and Leisure, Environment, Highways, Transportation and Road Safety.

2.4 As a result of the above changes, the appointments to Committee Places has been amended.

2.5 As there has been a like for like swap, there is no need for a revision to the Committee proportionality. Group Leaders are able to nominate Councillors to each Committee as per the number of seats apportioned to their group based on the proportionality calculation.

2.6 It should be noted that the nomination for GIR Scrutiny will not be effective until the 24th March as Councillor G Brown will retain a role on the Executive until the 23rd March as noted above

3 CONSULTATION

3.1 It is for the Leaders of each Group to nominate Councillors.

4 ALTERNATIVE OPTIONS

4.1 As the report is for noting, there are no alternative options.

5 FINANCIAL IMPLICATIONS

5.1 Should the Leader wish to increase the number of Councillors appointed to Cabinet, there would be financial implications as additional special responsibility allowances would be necessary for those appointed to Cabinet. The Leader is able to appoint and up to nine councillors to Cabinet whom would be entitled to receive an additional allowance in accordance with the Members' Allowances Scheme set

out in Part 6 of the Councils Constitution.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 It is necessary for the Leader to appoint a new Deputy Leader who is authorised to act in the place of the Leader when he is unable to act (the Local Government (Committees and Political Groups) Regulations 1990)).
- 6.2 Procedure Rule 22 requires that the Council will appoint a Councillor to take the Chair of its Committees.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no risks/issues to the rights and freedoms of natural persons.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Questionnaire is not required for this report

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no community safety implications.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no health and wellbeing implications.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 Council are being asked to note the changes to Cabinet and subsequent Committee places following the resignation of Councillor G Brown

12 BACKGROUND PAPERS

- 12.1 There are no additional background papers

13 APPENDICES

- 13.1 Appendix 1 - Proposed nominations to Committee places,

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Committee Places

| | AUDIT & RISK COMMITTEE | |
|---|-----------------------------------|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr G Brown</i> | <i>Con</i> |
| 2 | <i>Cllr Razzell</i> | <i>Con</i> |
| 3 | <i>Cllr Woodley</i> | <i>Con</i> |
| 4 | <i>Cllr Baines</i> | <i>Con</i> |
| 5 | <i>Cllr Powell</i> | <i>Independent</i> |
| 6 | <i>Cllr A Brown</i> | <i>Independent</i> |
| 7 | <i>Cllr Waller</i> | <i>Lib Dem</i> |

| | EMPLOYMENT & APPEALS COMMITTEE | |
|---|---|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr Bool - Chair</i> | <i>Con</i> |
| 2 | <i>Cllr G Brown</i> | <i>Con</i> |
| 3 | <i>Cllr Harvey</i> | <i>Con</i> |
| 4 | <i>Cllr Woodley</i> | <i>Con</i> |
| 5 | <i>Cllr Jones</i> | <i>Independent</i> |
| 6 | <i>Cllr Powell</i> | <i>Independent</i> |
| 7 | <i>Cllr Waller</i> | <i>Lib Dem</i> |

| | PLANNING & LICENSING COMMITTEE | |
|----|---|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr Razzell - Chair</i> | <i>Cons</i> |
| 2 | <i>Cllr Ainsley</i> | <i>Cons</i> |
| 3 | <i>Cllr Cross</i> | <i>Cons</i> |
| 4 | <i>Cllr Baines</i> | <i>Cons</i> |
| 5 | <i>Cllr Harvey</i> | <i>Cons</i> |
| 6 | <i>Cllr G Brown</i> | <i>Cons</i> |
| 7 | <i>Cllr Begy</i> | <i>Cons</i> |
| 8 | <i>Cllr Woodley</i> | <i>Cons</i> |
| 9 | <i>Cllr Oxley</i> | <i>Independent</i> |
| 10 | <i>Cllr Jones</i> | <i>Independent</i> |
| 11 | <i>Cllr A Brown</i> | <i>Independent</i> |
| 12 | <i>Cllr MacCartney</i> | <i>Lib Dem</i> |

| | CONDUCT COMMITTEE | |
|---|----------------------------|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr Hemsley- Chair</i> | <i>Cons</i> |
| 2 | <i>Cllr Razzell</i> | <i>Cons</i> |
| 3 | <i>Cllr Woodley</i> | <i>Cons</i> |
| 4 | <i>Cllr Waller</i> | <i>Lib Dem</i> |
| 5 | <i>Cllr Webb</i> | <i>Independent</i> |
| 6 | <i>Cllr A Brown</i> | <i>Independent</i> |

| | | |
|---|--|---|
| | Scrutiny Commission Cllr P Ainsley | |
| Chair of Adults & Health <i>Cllr Harvey</i> | Chair of Children & Young People <i>Cllr Ainsley</i> | Chair of Growth, Infrastructure & Resources <i>Cllr Fox</i> |

| | GIR SCRUTINY COMMITTEE | |
|---|-------------------------------|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr Fox - Chair</i> | <i>Cons</i> |
| 2 | <i>Cllr Begy</i> | <i>Cons</i> |
| 3 | <i>Cllr G Brown</i> | <i>Cons</i> |
| 4 | <i>Cllr Razzell</i> | <i>Cons</i> |
| 5 | <i>Cllr Oxley</i> | <i>Independent</i> |
| 6 | <i>Cllr Jones</i> | <i>Independent</i> |
| 7 | <i>Cllr MacCartney</i> | <i>Lib Dem</i> |

| | ADULTS & HEALTH SCRUTINY COMMITTEE | |
|---|---|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr Harvey - Chair</i> | <i>Cons</i> |
| 2 | <i>Cllr Ainsley</i> | <i>Cons</i> |
| 3 | <i>Cllr ross</i> | <i>Cons</i> |
| 4 | <i>Cllr Fox</i> | <i>Cons</i> |
| 5 | <i>Cllr Baines</i> | <i>Con</i> |
| 6 | <i>Cllr Powell</i> | <i>Independent</i> |
| 7 | <i>Cllr Waller</i> | <i>Lib Dem</i> |

| | CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE | |
|---|---|--------------------|
| | Councillor | Allocation |
| 1 | <i>Cllr Ainsley - Chair</i> | <i>Cons</i> |
| 2 | <i>Cllr Harvey</i> | <i>Cons</i> |
| 3 | <i>Cllr Begy</i> | <i>Cons</i> |
| 4 | <i>Cllr Razzell</i> | <i>Cons</i> |
| 5 | <i>Cllr Bool</i> | <i>Cons</i> |
| 6 | <i>Cllr Webb</i> | <i>Independent</i> |
| 7 | <i>Cllr Burrows</i> | <i>Lib Dem</i> |

COUNCIL

8th March 2021

PAY POLICY 2021-22

Report of the Strategic Director for Resources

| | | |
|--------------------------------|---|--|
| Strategic Aim: | All | |
| Exempt Information | No | |
| Cabinet Member(s) Responsible: | Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate and Growth, Tourism and Economic Development, Communications, Resources (other than Finance) and Property | |
| Contact Officer(s): | Saverio Della Rocca, Strategic Director Resources | 01572 758159 sdrocca@rutland.gov.uk |
| | Carol Snell, Head of Human Resources | 01572 720969 csnell@rutland.gov.uk |
| Ward Councillors | NA | |

DECISION RECOMMENDATIONS

That Council:

1. Approves the updated Pay Policy for 2021-22
2. Notes the latest update regarding the Local Government National Pay Award for 2021.

1 PURPOSE OF THE REPORT

- 1.1 The Council is required to review and publish its Pay Policy Statement on an annual basis– this is a requirement of the Localism Act 2011. In particular, this needs to include:
- The remuneration of the most senior employees;
 - The remuneration of the lowest paid employees; and
 - The relationship between the remuneration of the most senior employees and that of other employees.
- 1.2 Members are also advised via this paper of the latest position regarding any potential pay award for local government staff with effect from April 2021.

1.3 The Council separately publishes data on its website that it is required to do under the Local Government Transparency Code 2015.

2 PAY POLICY FOR 2021-22

2.1 The Pay Policy for 2021 is shown in Appendix A. At the time of submitting our Pay Policy for 2020 the annual pay award was not known. We are in a similar position this year in that any pay award for April 2021 is also not known at the time of writing. The Pay Policy document therefore endorses and reflects:

- Pay values as of 1 April 2020; and
- Our existing and ongoing policies regarding employee pay.

2.2 The Council remains part of the national pay bargaining framework for the majority of its staff (National Joint Council) and the associated terms and conditions of service. Our local variations, which have been negotiated and agreed with the recognised Trade Unions, are shown in Appendix 5 of the Pay Policy.

2.3 There are no recommendations or proposals to change the Council's Pay Policy and therefore existing provisions remain in place. Employment issues arising through supporting the pandemic have not put pressure on our overarching Pay Policy and we have been able to continue operating within the framework of our existing Human Resources policies and practices.

2.4 Should there be any proposals to create new, amend or delete existing provisions or policies – either in response to emerging employment practices or budget pressures, these will be fully negotiated with the recognised Trade Unions and submitted to Employment and Appeals Committee for consideration and approval. Such developments will be considered in the full understanding of consequences to Rutland Council as an employer e.g. recruitment and retention, either as a risk or as a positive incentive.

3 NATIONAL PAY AWARD 2021

3.1 Following extended discussions, agreement was reached in August 2020 between National Employers and the recognised trade Unions (Unison and GMB; Unite voted to reject) to an uplift of 2.75% across all pay points. On a local basis Rutland Council extends this to pay points 44 to 48 for our P05 grade. In addition, the same percentage was applied to employees on Chief Officer Terms and Conditions.

3.2 The Chancellor's statement of 25 November 2020 announced a pay freeze for the Public Sector for 2021/22. However, pay awards for local government staff are agreed in negotiations between employers and the trade unions through the National Joint Council for Local Government Services.

3.3 At the time of writing, we are still waiting for the Trade unions to submit their claim. Following this, the Local Government Association will conduct their regional consultation to discuss the claim and any offer. It is anticipated that the negotiations will not be conducted early and clearly will be impacted and driven by financial pressures and affordability.

3.1 Given the freeze across much of the public sector, the known financial pressures

across local government and our own challenges heading into 2021-22, we have been prudent in our assessment of any likely agreement and made only a small contingency allowance. For every 1% pay increase, this comes at a cost of £120,000 for 2021-22.

- 3.2 Should an increase be agreed, the Council will backdate any payments to the 1 April 2021

4 CONSULTATION

- 4.1 There are no further consultation issues arising from this paper.

5 ALTERNATIVE OPTIONS

- 5.1 The Council is required to publish a Pay Policy in accordance with the Localism Act.
- 5.2 We are contractually required to implement national pay agreements as we remain aligned to national pay bargaining through the National Employers and recognised Trade Unions.

6 FINANCIAL IMPLICATIONS

- 6.1 For every 1% agreed would cost the Council £120,000. For 2021-22 this would create an additional pressure of at least £20,000 beyond the £100,000 provision currently within the budget.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The information in the Pay Policy statement requires approval by Council in order that it can be published. This is a requirement under the Localism Act.

8 DATA PROTECTION IMPLICATIONS

- 8.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no changes to existing pay policy.

9 EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment (EqIA) has not been completed as there are no changes to existing pay policy. The Council separately reports on its Gender Pay Gap to the Employment and Appeals Committee.

9.2 COMMUNITY SAFETY IMPLICATIONS

- 9.3 There are no community safety implications arising from this report.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 There are no health and wellbeing implications arising from this report.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 11.1 A Pay Policy statement ensures the Council is compliant with the Localism Act and

provides a clear framework and structure that describes how we pay our staff and the mechanisms we use – this ensures transparency and fairness.

12 BACKGROUND PAPERS

12.1 There are no additional background papers to this report.

13 APPENDICES

13.1 Appendix A – Pay Policy Statement 2021/22.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.



1. Scope of this policy

- 1.1 The Pay Policy Statement sets out the Council's approach to pay and remuneration in accordance with the requirements of Section 38 to 43 of the Localism Act and takes account of The Local Government Transparency Code. It does not extend to Schools.
- 1.2 The Pay Policy must be formally approved by Full Council by the end of March each year and can be amended in year. Once approved by Full Council, this policy statement will come into immediate effect and will be subject to further review on an annual basis.
- 1.3 The scope of this policy covers:
- Information on the Council's pay and conditions of service for its Chief Officers and wider workforce.
 - Other specific aspects of Chief Officer Remuneration such as fees, charges and other discretionary payments.
- 1.4 A key requirement of the Localism Act is to set senior pay in the context of pay of the wider workforce and specifically the lowest paid staff. The pay of most staff covered by this Policy is determined by the National Joint Council for Local Government officers (Green Book) as the Council remains part of the nationally agreed framework.
- 1.5 The definition of Chief Officers for the purpose of this pay policy includes the Head of Paid Service, Directors, Deputy Directors and Heads of Service.

2. Chief Executive and Chief Officer pay

- 2.1 The Chief Executive in Rutland discharges the accountability of Head of Paid Service – a statutory role defined by the Local Government and Housing Act. The conditions of service for the Chief Executive is determined by the Joint Negotiating Committee for Chief Executives.
- 2.2 The Chief Executive of Rutland County Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council.
- 2.3 The fees in respect of Returning Officer duties at Local Government elections are included in the Chief Executive's salary. A separate fee is received for elections such as the Police and Crime Commissioner, European and Parliamentary elections, and Referendum.

- 2.4 The grading structure of the Chief Executive and Chief Officer posts is determined by a job evaluation process (supported by the Local Government Association). The Chief Executive post is assigned as Grade CX – this is the only post within this grade. Chief Officer posts are Strategic Director, Director and Deputy Director (Grades C01, C02 and C03), Heads of Service across all Directorates (Grades HOS1 and HOS2).
- 2.5 The pay range is determined locally and reviewed periodically against salary comparisons against similar posts in other local authorities. Due to Rutland's scale, direct comparators to a similar authority is more complex and the Council therefore reviews a range of salary models across Shires, Unitaries, Counties, District and Boroughs. All other conditions of service are determined by the respective Joint Negotiating Committee. Pay points are uplifted in accordance with the respective Joint National Council pay awards on an affordability basis, ie. the Council retains the provision to not apply the full JNC pay award if it is considered cost prohibitive.
- 2.6 Progression within the pay band takes place on 1 April each year up to the top of the grade. However, annual progression will be withheld if the post holder is subject to formal capability or disciplinary.
- 2.7 The Chief Officer pay scale received an increase of 2.75% on 1 April 2020. Currently the pay award for 1 April 2021 is not known pending the outcome of national negotiations.
- 2.8 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior managers as they are expected to undertake duties outside their contractual hours and working patterns without additional payment. Senior managers at Rutland County Council do have the benefit of time off in lieu (TOIL) according to the authority's policy.
- 2.9 In addition to basic salary, senior managers are entitled to:
- Reimbursement of membership fees incurred in relation to membership of professional bodies (essential to the role)
 - Business mileage undertaken – based on HMRC mileage rates
 - Reimbursement of expenses which may be claimed as applicable to all other employees of the Council
 - Payments for election duties.
- 2.10 A copy of the grade and pay structure is shown in Appendix 2. Appendix 3 shows posts identified as members of Directorate Management teams.

3. The wider workforce

- 3.1 The Council remains aligned to national pay negotiations led by the National Employers in consultation with national trade unions (Unison, Unite and GMB). The pay award for April 2021 is currently pending negotiations between the National Employers and Trade Unions.

- 3.2 A copy of the current grade and pay structure is at Appendix 4. All posts on this pay structure are assessed for job size and rank order through a job evaluation scheme to ensure transparency and equity and satisfy equal pay requirements. The Council has extended the national pay spine to include pts 44 and 48 on a local agreement basis. This provides a pay range for P05 grade.
- 3.3 The Council adopts the provision in the NJC Green Book and Statement of Written Particulars that enables the withholding of April increments for 'unsatisfactory service'.
- 3.4 Terms and Conditions of employment are in the most aligned to the National Joint Council for Local Government Officers (Green Book) accept where locally agreed terms have been agreed (see Appendix 5).
- 3.5 Common with other local authorities, the Council employs staff on other terms and conditions of employment as relevant to their professional group, as follows:
- FENJC (Further Education National Joint Council) – applicable to Adult Learning Tutors
 - Youth and Community Workers (Pink Book).
- 3.6 On appointment, employees are normally appointed to the minimum point of the grade. However, for market and attraction reasons, they may be appointed above the minimum point.

4. Allowances and payments

- 4.1 Employees who are required to work overtime receive rates outlined in accordance with the National provisions (Green Book). Overtime is not payable to employees paid above scp 22. Appendix 5 outlines where there are supplementary local arrangements.
- 4.2 The Council recognises that at times it may be difficult to recruit new employees or retain existing staff in key posts. To ensure the Council attracts and maintains a skilled and experienced workforce, market supplements, recruitment and retention payments may be paid in addition to the post grade subject to a strategic review with substantial evidence and data. These will be agreed by the Chief Executive. Due regard will be given to the Financial Procedure Rules.
- 4.3 Relocation expenses may be paid to employees to cover additional costs they may incur as a result of relocating. These are in accordance with the Relocation Policy.
- 4.4 Employees temporarily acting up or covering additional responsibilities for a role which is graded higher than their substantive grade may be paid an appropriate level for the duties they are asked to perform. Such arrangements are provided for in the Council's Acting Up and Additional Responsibility Allowance Policy.
- 4.5 The Council will pay professional subscription fees on behalf of employees where the subscription or membership is an essential requirement to the duties of the post.

- 4.6 The Council reimburses subsistence expenditure necessarily incurred by the employees on Council business in line with the Council's Travel and Expenses Policy.
- 4.7 Employees will be in receipt of salary protection resulting from a change of role, grade and salary as part of a service review or restructure, in accordance with the Council's Restructure Policy.
- 4.8 The Council provides provision for employees who as part of their role are required to undertake standby duties.

5. Local Government Pension Scheme

- 5.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Contribution rates for 2021-22 range from 5.5% to 12.5%.
- 5.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The rate for 2021 -22 is unchanged from 2020-21 at 19.5%.
- 5.3 The Council reviews and publishes its Early Retirement and Pension Discretions on an annual basis.

6. Relationship of Senior Pay to the Pay of the Wider Workforce

- 6.1 For the purposes of this policy, the Council defines its lowest paid employees as those in the lowest salary grade (Grade 1) on the nationally agreed scales (NJC Green Book). For 1 April 2020 this was £17,482 (£9.25 per hour) to £18,562 (£9.62 per hour). Currently the value for 1 April 2021 is not known and will be dependent on the National Pay Award.
- 6.2 It has been recommended by Will Hutton's 2011 Review of Fair Pay in the Public Sector that local authorities publish their "pay multiple" - the ratio between the highest paid salary and the median salary of the whole of the authority's workforce. This is in order to support the principles of fair pay and transparency.

For 1 April 2020

| | |
|----------------------|----------|
| Chief Exec's Salary | £136,312 |
| Median salary | £24,491 |
| "pay multiple" ratio | 5.56 : 1 |

Ratio for 1 April 2019 was 5.57. The calculation and ratio for 1 April 2021 will be calculated when the April 2021 pay award is known. (Excludes Apprentices)

6.3 Lowest paid staff comparison table:

There are 5 staff who are categorised as the Council's lowest paid staff as per the definition in paragraph 6.1. As at 1 April 2020:

| | |
|---------------------|----------|
| Chief Exec's salary | £136,312 |
|---------------------|----------|

| | |
|--|----------|
| Lowest salary from lowest paid staff group | £18,562 |
| “pay multiple” ratio (lowest salary) | 7.34 : 1 |
| Average salary of lowest paid staff group | £18,562 |
| “pay multiple” ratio (average salary) | 7.34 : 1 |

(Note: - no change to 1 April 2019)

7. Termination payments

7.1 In relation to the termination of employment, the Council will have due regard to the making of any appropriate payments where it is in the Council’s best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the Council, including any legal costs, disruption to services, impact on employee relations and management time. The Council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the Section 151 Officer (Strategic Director Resources) and the Monitoring Officer (Deputy Director Resources).

7.2 Redundancy payments made by the Council are in line with regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This provides an overall lump sum of the statutory redundancy payment multiplier based on actual weeks’ pay. This is payable to employees made redundant with two or more years local government service.

7.3 Discretions that are provided by the LGPS are contained within a separate policy.

8. Re-engagement of employees

8.1 Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence within 4 weeks of leaving, are not eligible to receive a redundancy payment.

8.2 Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council’s employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustment to pension would be made in accordance with the scheme regulations.

8.3 The Council will not re-engage an ex-employee (who has been made redundant) in the capacity of a consultant, interim or agency worker within 2 years of leaving the Council. A shorter period may be considered in exceptional circumstances only (eg. significant skills shortage) and by approval of the Chief Executive.

9. Gender Pay Gap Reporting

9.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017, employers with at

least 250 employees are required to publish annual information as at 31 March each year. This information is published on the Council’s website and on the Government’s Gender Pay Gap website. It is also reported to Employment and Appeals Committee on an annual basis.

10. Appendices

- 1 Glossary of terms
- 2 Chief Officer Pay Scale
3. Senior Managers Pay
4. Rutland Pay Structure (NJC Green Book)
- 5 Allowances and Benefits – local terms

| | |
|-------------------------|-----------------|
| Version & Policy Number | Version 9 |
| Guardian | Human Resources |
| Date Produced | February 2021 |
| Next Review Date | February 2022 |

| | |
|--------------------------|---------------|
| Approved by SMT | February 2021 |
| Approved by Full Council | |

Pay Policy 2021-2022 – Glossary of Terms

| | |
|--------------------------|--|
| NJC Green Book | NJC stands for National Joint Council. The Green book is the document that contains the national agreement on pay and conditions of service for 1.4 million local government services. This applies to most staff in Rutland (<i>excludes for example Youth Workers, and Tutors, and senior officer posts on JNC Conditions - see below</i>). It is also known as the Single Status Agreement as it comprises the harmonised terms and conditions which were previously in place for Manual workers and other staff which were termed as 'Administrative, Professional and Technical'. |
| NJC Pay Spine | This relates to the salary levels that are negotiated through the Local Government Association (as the 'National Employer') and the trade unions (eg. Unison, GMB). Rutland's salary scales for posts on grades 1 through to P05 are determined by this pay scale and we are therefore subject to national pay bargaining which is led by the Local Government Association and negotiated with the trade unions. |
| Spinal Column points scp | The pay spine is made up of a number of Spinal Column Points (SCPs) and each has an associated salary value. These national spinal column points are then used to shape pay grades – therefore each grade has a number of spinal column points. SCPs are also sometimes known as incremental steps. |
| Annual progression | This is linked to the SCPs and provides for progression to the next SCP within the job holders grade. This takes place on 1 April each year until the employee reaches the top of their grade – there is then no further SCP/ incremental progression and any pay increase is associated with any annual pay award that is negotiated nationally. Part of the national pay conditions means that an employee joining between October and March receive their first SCP progression/increment, 6 months after joining. |
| JNC for Chief Executives | This is the Joint Negotiating Committee (JNC) for Chief Executives and is the national negotiating body for the pay and conditions of service of Chief Executives in England and Wales. It is made up of representatives from the Local Government Association as the national |

| | |
|------------------------|--|
| | employer and also representatives of Chief Executives and the registered independent trade union (ALACE). |
| JNC for Chief Officers | Similar to the JNC for Chief Executives but this relates to the terms and conditions of posts that are attached to a Chief Officer position. In Rutland this includes Directors, Deputy Director, Assistant Director and the two Heads of Service grades. |
| Market Supplements | Market supplements are payable where the 'going rate' for a specific job or specialism is higher than that offered by the Council. The enhancement brings the base salary to a comparable market rate that enables the Council to recruit and retain key skills. |

Pay Policy 2021-2022 – Grade and Pay Structure for Chief Officers

During 2020, the Council appointed internally to the Chief Executive post on an interim basis. The original (substantive) post of Strategic Director People was not back filled but we put in place 2 x Director posts (as below) on an interim basis. For completeness, all posts are shown but there is no increase in headcount.

(Any pay award wef 1.4.21 is currently not known – these salaries therefore reflect the ranges wef. 1.4.20)

| Job Title | Grade | Pay Points |
|---|-------|--|
| Chief Executive – currently held on an Interim basis | CX | £130,859 £132,769 £134,676 £136,312 |
| Strategic Director People – (substantive post) | C01 | £103,598 £105,506 £107,415 £109,050 |
| Strategic Director Resources (s.151 Officer) Strategic Director Places Plus interim posts of Director Children Services Director Adults and Health | C02 | £87,240 £89,149 £91,057 £92,693 |
| Deputy Director Resources (Monitoring Officer) Plus substantive posts of: Deputy Director People – Adult Services Deputy Director People – Children’s Services | C03 | £78,244 £80,152 £81,788 |
| Head of School Improvement Head of Childrens Social Care Head of Early Help, SEND and Inclusion Head of Adult Social Care | HOS1 | £68,700 £70,305 £71,809 £73,294 £74,776 £76,335 |
| Head of Commissioning, Health and Wellbeing Head of Culture and Registration Head of IT and Customer Services Head of HR Head of Finance Head of Property Services Head of Communications Head of Community Care Services Transformation and Assurance Lead | HOS2 | £61,210 £62,677 £64,177 £65,665 £67,143 £68,652 |

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Rutland County Council Senior Managers Salaries 2021-22

(Members of Directorate Management teams)

During 2020, the Council appointed internally to the Chief Executive post on an interim basis. The original (substantive) post of Strategic Director People was not back filled but we put in place 2 x Director posts (as below) on an interim basis. For completeness, all posts are shown but there is no increase in headcount.

(Any pay award wef 1.4.21 is currently not known – these salaries therefore reflect the ranges wef. 1.4.20)

| | Salary range |
|--|---------------------|
| Chief Executive | £130,859 - £136,312 |
| Strategic Director People | £103,598 - £109,050 |
| Strategic Director Resources (s.151 Officer) | £87,240 - £92,693 |
| Strategic Director Places | £87,240 - £92,693 |
| Director Childrens (currently interim) | £87,240 - £92,693 |
| Director Adults and Health (currently interim) | £87,240 - £92,693 |
| Deputy Director People – Adult Services | £78,244 - £81,788 |
| Deputy Director People – Childrens Services | £78,244 - £81,788 |
| Deputy Director Resources (Monitoring Officer) | £78,244 - £81,788 |
| Head of School Improvement | £68,700 - £76,335 |
| Head of Early Help, SEND and Inclusion | £68,700 - £76,335 |
| Head of Childrens Social Care | £68,700 - £76,335 |
| Head of Adults Social Care | £68,700 - £76,335 |
| Head of Commissioning, Health and Wellbeing | £61,210 - £68,652 |
| Head of Communications | £61,210 - £68,652 |
| Head of Human Resources | £61,210 - £68,652 |
| Head of IT and Customer Services | £61,210 - £68,652 |
| Head of Property Services | £61,210 - £68,652 |
| Head of Culture and Registration | £61,210 - £68,652 |
| Head of Community Care Services | £61,210 - £68,652 |
| Head of Finance | £61,210 - £68,652 |
| Transformation and Assurance Lead | £61,210 - £68,652 |
| Corporate Projects Programme Manager | £48,851 - £52,544 |
| Senior Environmental Services Manager | £48,851 - £52,544 |
| Business Intelligence Manager | £48,851 - £52,544 |
| Development Manager Planning | £48,851 - £52,544 |
| Principal Highways Manager | £48,851 - £52,544 |
| Senior Transport Manager | £43,857 - £46,845 |
| Planning Policy and Housing Manager | £43,857 - £46,845 |

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PAY STRUCTURE - 1 April 2020

Appendix 4

NJC Green Book

Notes

Pay points 10,13,15,18 and 21 are excluded from Rutland pay structure.

Grade P05 is a Rutland local grade - pay points are uplifted in line with the National Pay Award.

| Pay Grade | | SCP | £ per annum | £ per hour |
|----------------------|--|-----|-------------|------------|
| Grade 1 1 - 3 | | 1 | 17842 | 9.25 |
| | | 2 | 18198 | 9.43 |
| | | 3 | 18562 | 9.62 |
| Grade 2 3 - 4 | | 4 | 18933 | 9.81 |
| | | 5 | 19312 | 10.01 |
| Grade 3 5 - 6 | | 6 | 19698 | 10.21 |
| | | 7 | 20092 | 10.41 |
| Grade 4 7 - 11 | | 8 | 20493 | 10.62 |
| | | 9 | 20903 | 10.83 |
| | | 10 | 21322 | 11.05 |
| | | 11 | 21748 | 11.27 |
| Grade 5 12 - 17 | | 12 | 22183 | 11.5 |
| | | 13 | 22627 | 11.73 |
| | | 14 | 23080 | 11.96 |
| | | 15 | 23541 | 12.2 |
| | | 16 | 24012 | 12.45 |
| Grade 6 19 - 22 | | 17 | 24491 | 12.69 |
| | | 18 | 24982 | 12.95 |
| | | 19 | 25481 | 13.21 |
| | | 20 | 25991 | 13.47 |
| | | 21 | 26511 | 13.74 |
| | | 22 | 27041 | 14.02 |
| Grade S01 23 - 25 | | 23 | 27741 | 14.38 |
| | | 24 | 28672 | 14.86 |
| | | 25 | 29577 | 15.33 |
| Grade S02 26 - 28 | | 26 | 30451 | 15.78 |
| | | 27 | 31346 | 16.25 |
| | | 28 | 32234 | 16.71 |
| Grade P01 29 - 32 | | 29 | 32910 | 17.06 |
| | | 30 | 33782 | 17.51 |
| | | 31 | 34728 | 18 |
| | | 32 | 35745 | 18.53 |

| | | | |
|------------------------------------|----|-------|-------|
| Grade P02 33 - 36 | 33 | 36922 | 19.14 |
| | 34 | 37890 | 19.64 |
| | 35 | 38890 | 20.16 |
| | 36 | 39880 | 20.67 |
| Grade P03 37 - 39 | 37 | 40876 | 21.19 |
| | 38 | 41881 | 21.71 |
| | 39 | 42821 | 22.20 |
| Grade P04 40 - 43 | 40 | 43857 | 22.73 |
| | 41 | 44863 | 23.25 |
| | 42 | 45859 | 23.77 |
| | 43 | 46845 | 24.28 |
| Grade P05 44 - 48 | 44 | 48851 | 25.32 |
| | 45 | 49785 | 25.8 |
| | 46 | 50701 | 26.28 |
| | 47 | 51627 | 26.76 |
| | 48 | 52544 | 27.24 |

Rutland County Council Allowances and Benefits

Monetary Benefits

| | |
|---|--|
| Mileage rates | Paid in line with current HMRC rates |
| Acting up/Additional Responsibility Allowance | At levels appropriate to the post acted up to |
| Expenses | Paid at NJC rates |
| Market Supplements | Where the need for a supplement has been demonstrated through recruitment practices and benchmarking |
| Professional fees/ Training subscriptions | Where appropriate to the post |
| Standby | In accordance with Corporate Policy |
| Relocation | Where applicable and in accordance with the Relocation Policy |
| Sleeping In | Paid at NJC rates |

Local agreement regarding weekend enhancements:

For work on a Saturday or Sunday as part of the normal working week, payment will be made at time and a half for all hours worked. For employees paid at SCP 4 or below, work on a Sunday will be at double time. Work on a Saturday or Sunday outside the normal working week will be regarded as overtime.

Local agreement – enhancements for weekend working for Registrars

Registrars will be paid enhancements for weekend working - work on a Saturday or Sunday as part of the normal working week, payment will be made at time and a half

Consolidated salaries

Where roles are defined as providing a service over 7 days, such contracts will be considered as all-inclusive with no differentiation of pay rates between Monday to Friday and weekends (unless and accept that such rates are necessary for recruitment and retention purposes).

Shift Allowance

The Council working patterns do not include shift patterns and therefore there are no supplementary payments or allowances other than those provided by overtime or weekend enhancements.

Other benefits – where appropriate to the post

Flexi time

Time off in lieu (TOIL)

Other flexible working arrangements where appropriate for the post

Training – professional training and/or internally arranged where appropriate.

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