



## ***Delegated Decisions by Cabinet Member for Finance, Property and Transformation***

***Friday, 10 October 2025 at 9.30 am  
Online***

If you wish to view proceedings, please click on this [Live Stream Link](#).  
However, that will not allow you to participate in the meeting.

### ***Items for Decision***

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on \_\_\_\_\_ unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

**These proceedings are open to the public**

A handwritten signature in blue ink that reads "Reeves".

Martin Reeves  
Chief Executive

October 2025

Committee Officer:

**Email:**

***committeesdemocraticservices@oxfordshire.gov.uk***

*Note: Date of next meeting: 7 November 2025*

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

## **Items for Decision**

### **1. Declarations of Interest**

See guidance below.

### **2. Questions from County Councillors**

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

### **3. Petitions and Public Address**

Members of the public who wish to speak on an item on the agenda at this meeting, or present a petition, can attend the meeting in person or 'virtually' through an online connection.

Requests to present a petition must be submitted no later than 9am ten working days before the meeting.

Requests to speak must be submitted no later than 9am three working days before the meeting.

Requests should be submitted to [committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@oxfordshire.gov.uk)

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am on the day of the meeting. Written submissions should be no longer than 1 A4 sheet.

### **4. Minutes of the Previous Meeting (Pages 1 - 4)**

To confirm and sign the minutes of the meeting held on 12 September 2025 as an accurate record of proceedings

## **5. Expansion of Heyford Park School** (Pages 5 - 18)

*Cabinet Member:* Finance, Property and Transformation

*Forward Plan Ref:* 2025/186

*Contact:* Deborah Wyatt, Strategic Liaison Manager

[deborah.wyatt@oxfordshire.gov.uk](mailto:deborah.wyatt@oxfordshire.gov.uk)

Report by Director of Property and Assets

**The Cabinet Member is RECOMMENDED to approve the sealing of a funding agreement between the Council and Eynsham Partnership Academy (EPA) for the release of funding greater than £1m to enable the expansion of Heyford Park School, from 2FE to 3FE**

## **Councillors declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

### **Members Code – Other registrable interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships
- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.

- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

### **Members Code – Non-registrable interests**

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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# Agenda Item 4

## **DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE, PROPERTY AND TRANSFORMATION**

**MINUTES** of the meeting held on Friday, 12 September 2025 commencing at 2.00 pm and finishing at 2.15pm.

**Present:**

**Voting Members:** Councillor Dan Levy – in the Chair

**Officers:**

Whole of meeting Jack Nicholson, Democratic Services Officer  
Vic Kurzeja, Director of Property and Assets

Part of meeting

<b>Agenda Item</b>	<b>Officer Attending</b>
5	Michael Smedley, Head of Estates
6	Anthony Hulsman, Head of Property Operations

*The Cabinet Member considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and agreed as set out below. Copies of the agenda and reports are attached to the signed Minutes.*

**6/25 DECLARATIONS OF INTEREST**  
(Agenda No. 1)

There were no declarations of interest.

**7/25 QUESTIONS FROM COUNTY COUNCILLORS**  
(Agenda No. 2)

There were no questions from County Councillors.

**8/25 PETITIONS AND PUBLIC ADDRESS**  
(Agenda No. 3)

There were none.

**9/25 MINUTES OF THE PREVIOUS MEETING**  
(Agenda No. 4)

The minutes of the meeting held on 11 July 2025 were approved as an accurate record of proceedings.

**10/25 CLEANING AND CATERING**  
(Agenda No. 6)

The Head of Property Operations presented the report and referred to the proposed outsourcing of residual cleaning for County Council properties. The Chair stated that a portion of the Council's contracts had been outsourced to a third-party provider, which was subsequently reviewed by the Scrutiny Committee. The Committee expressed concerns regarding staff transitions between contracts. In response, the officer assured the Chair that all current employees would maintain their positions under this recommendation. Furthermore, the Council would require the provider to uphold the existing contractual terms and conditions, including the preservation of pension benefits. The Chair expressed support for a cleaning service that was more efficient and lower in cost, provided that staff welfare was maintained, and approved the recommendation.

The Head of Property Operations also presented the section on proposed changes to the school catering service. The Chair said that he had three options, which were, to do nothing, to transfer to all schools the responsibility of delivering their own catering, or to recommend that the Council finds its own catering partner. He said that to do nothing was not feasible as the existing service was operating at a loss and that the second option was impractical because some schools did not have the capacity to interact with a third party. In relation to finding a catering partner to take on the existing service, he said that the proposals had been considered by the Schools' Forum and the Scrutiny Committee, who had concerns around food quality and, again, current staff. The officer informed the Chair that the Council would require all partners to provide food meeting Department for Education guidelines and would comply with appropriate staff welfare measures. The Chair acknowledged that the decision was challenging; however, he ultimately endorsed the recommendation.

**RESOLVED to:**

- a) proceed with a procurement exercise to identify a suitable commercial provider to deliver catering services via a direct service contract with each school to replace the existing service level agreements with the school meals service; and**
- b) commence a tender exercise in line with OCC Contract Procedure Rules and the relevant procurement legislation to outsource the remaining in-house cleaning of corporate sites.**

**11/25 GUYDENS FARM, NORTHFIELD, OXFORD**

(Agenda No. 5)

**RESOLVED that the public be excluded for the duration of Item 5 since it was likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and since it was considered that, in all the circumstances of the case, the public interest in Page 4 maintaining the exemption outweighed the public interest in disclosing the information.**

The Head of Estates introduced the report. The Chair said that he had concerns about relinquishing control over Guydens Farm, Northfield, Oxford in light of its controversy and his preference was for finalisation of, and entry into, the Promotion Agreement to be subject to delegated decision. As such, he approved the first recommendation only.



**RESOLVED to:**

- a) approve a Direct Award to enter into a site Promotion Agreement for the development of Guydens Farm, Northfield, Oxford, with existing Promoter of Brasenose College's land, Catesby Estates Limited; but**
- b) defer the decision to delegate authority to the Director of Property and Assets to finalise, and enter into, the Promotion Agreement in consultation with the Section 151 Officer and the Head of Legal and Governance.**

..... in the Chair

Date of signing ..... 2025

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## **Delegated Decision by the Cabinet Member for Finance, Property & Transformation**

**6 October 2025**

### **Expansion of Heyford Park School**

#### **Report by Director of Property & Assets**

#### **RECOMMENDATION**

1. **The Cabinet Member is RECOMMENDED to approve the sealing of a funding agreement between the Council and Eynsham Partnership Academy (EPA) for the release of funding greater than £1m to enable the expansion of Heyford Park School, from 2FE to 3FE.**

#### **Executive Summary**

2. Heyford Park School is an all through 4-18 academy split over two sites, the Officers Mess and Specialist Campus, managed by EPA.
3. Due to local housing growth there is pressure for additional secondary school places in Heyford Park. The council agreed with EPA that they would increase the school's admission number at Heyford Park School from 60 to 90 (2 forms of entry to 3 forms of entry) using funding provided by the council.
4. EPA are self-delivering the expansion project using funding provided by the council through a funding agreement. The planned completion date is summer 2027.

5. The expansion will be achieved in two consecutive phases:

Phase 1 - the construction of a 4-class teaching block and support spaces at the Specialist Campus site and internal reconfiguration to the existing accommodation to create a dedicated 2FE primary school site.

Phase 2 - reconfiguration of the Officers Mess accommodation for the secondary school expansion by 1FE providing general teaching and specialist subject classrooms, including dedicated Art and DT classrooms, an ICT suite, and a specialist food technology suite.

6. The Outline Business Case, with a total capital budget of £5.995m was approved on 7<sup>th</sup> December 2023.

7. The Full Business Case was approved approval in September 2025 with a total capital budget of £6.383m. A VE exercise has been undertaken to minimise the increase in costs with any uplift in funding required being met from S106 contributions. Once approved it will enable Eynsham Partnership Academy to commence construction.

## **Corporate Policies and Priorities**

8. This proposed course of action supports the council's statutory duty to provide pupil places in response to population growth.

## **Financial Implications**

9. This expansion project has obtained Capital Governance approval as below:
  - Initial Business Case, approved 2<sup>nd</sup> November 2022 with a budget of £5.078m
  - Outline Business Case, approved December 2023 with a budget of £5.995m
  - Full Business Case submitted for approval at Property Capital Board in September 2025 with a budget of £6.383m.
10. The project is fully funded by S106 contributions secured by the council and additional basic need funding.
11. There are no revenue implications to the council as all revenue costs for the larger school is the responsibility of EPA.
12. Should the recommended course of action not be followed, there will be a delay to the completion of the Funding Agreement which could result in EPA being unable to award the construction contract.

Comments checked by:

Drew Hodgson  
Strategic Finance Business Partner  
Email: [drew.hodgson@oxfordshire.gov.uk](mailto:drew.hodgson@oxfordshire.gov.uk)

## **Legal Implications**

13. The Council has a statutory duty including under section 14(1) of the Education Act 1996 to secure additional school places for children within the County. This funding arrangement to Eynsham Partnership Academy will enable the Council to fulfil its statutory function.

14. Eynsham Partnership Academy is an academy engaged in the provision of education to children pursuant to funding from central government. The benefit EPA will receive from the building works will enable it to fulfil this function. As such it is not engaged in an economic activity and so the funding arrangement does not constitute a subsidy under the Subsidy Control Act 2022.
15. Under the terms of the funding agreement, in selecting contractors and consultants for the building works, Eynsham Partnership Academy is required to go through a procurement process which would be compliant with the public procurement legislation. This ensures that the works contracts represent value and comply with the Council's obligations under procurement legislation, under the Subsidy Control Act 2022 and under the Council's Contract Procedure Rules. Eynsham Partnership Academy will also be required to comply with all applicable legislation in carrying out the building project.

Comments checked by:

Busola Akande

Solicitor

Email: [Busola.akande@oxfordshire.gov.uk](mailto:Busola.akande@oxfordshire.gov.uk)

## **Staff Implications**

16. The project budget includes an allowance for OCC staff costs (Legal and Property) which will be recharged against the project budget, as previous staff costs have been.

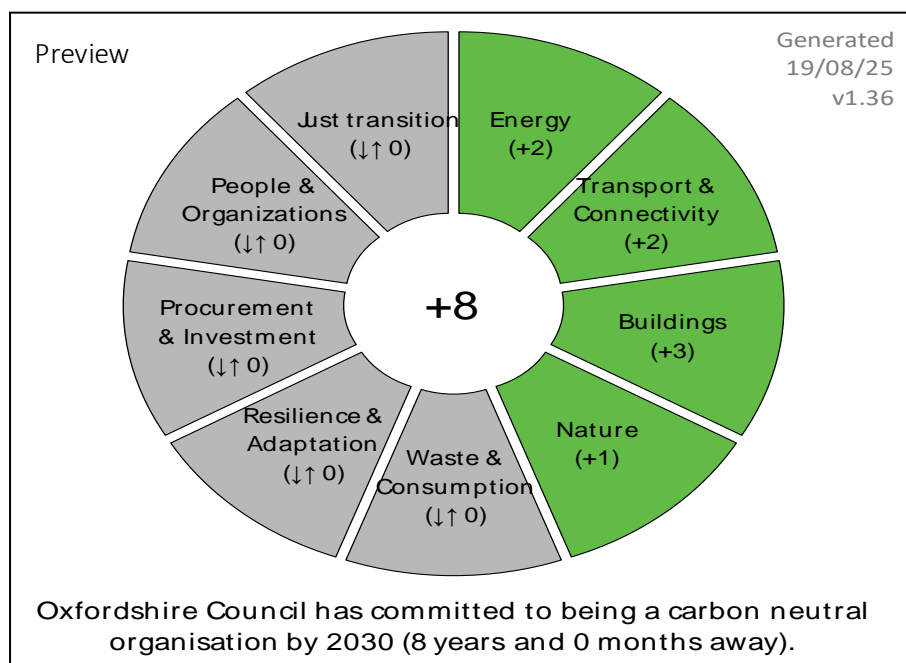
## **Equality & Inclusion Implications**

17. The project does not have any equality and inclusion implications with no change to current operations.

## **Sustainability Implications**

18. The new building element has been designed to meet the LETI Climate Emergency Design Guide achieving greater than 25% improvement in carbon emission over the building regulations and a 25% improvement over the target energy use.
19. Design features in the new building include: an energy efficient building form, enhanced air tightness, air source heat pump for heating and water, LED lighting, and photovoltaic panels for on-site renewable electrical energy.

20. Re-use and refurbishment of the existing Officers Mess school building has been used to reduce embodied carbon in the proposal.
21. A Climate Impact Assessment has been carried out, with the results below:



## Consultations

22. The proposal received full planning permission on 24<sup>th</sup> March 2025. Which included a full consultation period.
23. The accommodation requirements and proposed design solutions have been shared with EPA, the Headteacher and senior staff of Heyford Park School and is fully supported.
24. The expansion of Heyford Park School is awaiting approval by the Regional Schools Director (RSD).

**Lorna Baxter,**  
**Executive Director of Resources and Section 151 Officer**  
[Lorna.baxter@oxfordshire.gov.uk](mailto:Lorna.baxter@oxfordshire.gov.uk)

**Annex:** Annex 1 – Outline Business Case [OBC](#)  
**Contact Officer:** Deborah Wyatt, Strategic Liaison Manager  
[Deborah.wyatt@oxfordshire.gov.uk](mailto:Deborah.wyatt@oxfordshire.gov.uk)

**29 September 2025**



08/11/2023

**G1-OBC**

Outline Business Case / Commit to Invest

Project / Programme Name:	Heyford Park School (Academy) – Expansion of the secondary School by 1 form-of-entry (1fe)  Direct Delivery by Eynsham Partnership Academy Trust
Total Capital Budget:	£5.995m
Sponsoring Director:	Anne Coyle
Strategic Professional Lead:	Nick Tomkins
Delivery Project Lead:	Nick Tomkins (working with the Academy Trust)
Divisions Affected:	Ploughley
Financial No:	ED987 C.AE10092.01

### Threshold Change Request (OOT)

Threshold(s) Exceeded:	Requires Approval from:
1. Cost	PCPB and SCB
2. Time	PCPB and SCB
3. Scope / Benefits	Within Threshold
4. Reputational / Political Risk	Within Threshold

### Decision(s) required:

- 1.1 Approve a budget increase of £0.917m, from £5.078m to £5.995m. The funding gap can be met, in the main, from additional S106 contributions. However, £0.277m will be required from the Basic Need contingency.
- 1.2 To release a development budget of £0.424m to enable Eynsham Partnership Academy Trust to progress the planning application, detailed design, and procurement stages.

### Record of Decision / Final Approval [as per Financial Procedure Rules]

Decision	Approved by
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<b>APPROVED</b>	Approved by Property Capital Programme Board 21/11/2023 noting the £917k increase to be met by S106 (£700k) Escalated to SCB for 07/12/2023 to request £200k from Basic Need Contingency
<b>APPROVED</b>	Approved by SCB on 07/12/2023

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## Sign-off

Sign-offs	Name	Date
Director	Vic Kurzeja	14.11.23
Head of Major Projects	Liz Clutterbrook	10/11/23
Strategy / Delivery Lead (Author)	Nick Tomkins	08/11/23
Capital Finance	Bick Nguyen McBride	08.11.2023
Senior Cost Manager	David Scrimgeour	06.11.23
Planning Obligations Manager	Christine Stevenson	02/11/2023





<b>Service Manager - CEF</b>	Kevin Griffin	06.11.23
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APPROVED

## **2. Executive Summary**

- 2.1 Heyford Park School (HPS) is an 'all-through' academy, teaching pupils aged 3 – 18yrs on 2 separate sites in the village of Upper Heyford. The school is managed by the Eynsham Partnership Academy Trust (EPA).
- 2.2 The secondary school part of HPS (ages 11-16) needs to expand by 1 form-of-entry (1fe), from 2fe to 3fe, to meet the demand for additional pupil places created from the local housing development in Upper Heyford. EPA have agreed to self-deliver this expansion project using funding provided by the council through Funding Agreements.
- 2.3 The Initial Business Case was approved with a budget of £5.078m by the Strategic Capital Programme Board on 27 October 2022 and by Cabinet on 16 November 2022. This report requests approval for a budget increase of £0.917m, to £5.995m. See Section 4 for further details.
- 2.4 The funding sources required to meet the £5.995m budget are made up from £5.718m S106 contributions and £0.277m from the Basic Need contingency.
- 2.5 In addition to the £0.076m released at Gate 0; this report requests the release of a further £0.424m to enable EPA to carry out the planning, design, and procurement stages. See Section 4 for the breakdown.
- 2.6 The cost plan provided by EPA has been reviewed and accepted by OCC's Senior Cost Manager.
- 2.7 The preferred option to be progressed (which is also the most cost-effective solution) will expand the secondary school to 3fe and at the same time, will consolidate all of the secondary accommodation onto one site, and all of the primary accommodation onto another site. See Section 3 for details.
- 2.8 CEF have advised that the expansion is required for the 2027/28 academic year and therefore the expansion delivery programme is based on meeting this requirement.

## **3. Description & Objectives of the Desired Outcomes & Business Benefits**

- 3.1 There have been no changes to this section since the Initial Business Case (IBC). The approved IBC is appended in Section 9.

#### **4. Results of Options Appraisal & Project Scope**

- 4.1 A Gap Analysis was carried out on the existing HPS secondary accommodation, to define shortfalls and surplus accommodation against what a 3fe school should have.
- 4.2 Alongside the options tabled for how the secondary expansion could be achieved; the design team demonstrated how at the same time; the solution could address some of the key operational issues that HPS have in operating both primary and secondary teaching from separate sites. However, addressing existing issues was not the driver but were assessed if they formed part of the expansion solution.
- 4.3 The 2 sites are known as the Officer's Mess and the Specialist Campus. The agreed solution will relocate the primary school to the Specialist Campus through new build and internal remodelling, and then convert the accommodation vacated by the existing primary school at the Officer's Mess site into the required secondary school accommodation for a 3fe school. The works at the Officer's Mess site will be internal remodelling only; no new build is required.
- 4.4 The agreed solution is the most cost-effective solution compared with the other options that would require new build on both sites, and would have resulted in 2 construction sites, with associated additional costs.
- 4.5 To relocate the primary school onto the Specialist Campus, the works required are:
- a new block consisting of 8-classrooms, toilets, staff/admin area.
  - Refurbish and remodel existing accommodation to create the other 6 classrooms and associated accommodation.
  - External works, fencing and landscaping.
- 4.6 Utilising the vacated primary school accommodation and other surplus areas, the Officer's Mess site will then be remodelled and refurbished to provide:
- 11 new general teaching classrooms
  - New Art, D&T and ICT classrooms with storage and a Kiln Room
  - All primary size toilets to be upgraded for use by secondary age pupils.

Plus, external works to the car park, access and play areas.

## 5. Financials: Estimated Final Costs & Proposed Funding Plan

5.1 The budget has increased by £0.917m, from (the IBC budget) £5.078m to £5.995m.

5.2 The IBC budget was based on the amount of S106 funding available for this project, and this OBC budget is an estimate provided by the EPA's Cost Consultants and which has been reviewed by OCC's Senior Cost Manager. The budget is broken down as:

£4.683m	Construction
£0.430m	Fees
£0.060m	Feasibility Study (Stage 1 fees and surveys)
£0.060m	Stage 2 Surveys, Stats and misc costs
£0.152m	Costed Risks
£0.085m	F&E
£0.054m	OCC Property & Legal Recharge
<u>£0.471m</u>	Client Contingency
<b>£5.995m</b>	<b>Total</b>

5.3 The funding requested for release at this stage, to enable EPA to progress the project through the planning, design and procurement stages is £0.424m, broken down as:

£0.060m	Feasibility Study (fees and surveys)
£0.334m	Consultants Fees to progress planning, design & procurement
£0.060m	Surveys, Stats and misc costs
£0.020m	Legal and Property Recharge
<u>£0.026m</u>	Client Contingency
<b>£0.500m</b>	<b>Total Funding for Stages 1 and 2</b>
<u>£0.076m</u>	Less released at Gate 1
<b>£0.424m</b>	<b>Requested for Release</b>

BUDGET (£000's)	G0 (IBC)	G1 (OBC) (baseline)	G2 (FBC)	G3 (PC) Project Close	G4 (FC) Final Close	MOVEMENT
<b>Stage 1</b> Concept Design	76	76				-
<b>Stage 2</b> Design & Procurement	49	424				375
<b>Stage 3</b> Delivery / Construction	4,106	4,872				766
<b>Stage 4</b> Close Out	-	-				-
<i>Risk &amp; Contingency</i>	847	623				-224
<b>TOTAL</b>	<b>5,078</b>	<b>5,995</b>				<b>917</b>

EXPENDITURE (£000's)	G0 – IBC budget	G1 – OBC baseline	G2 - FBC	G3 - PC	G4 - FC	MOVEMENT
2022/23	61	46				-15
2023/24	55	86				31
2024/25	215	300				85
2025/26	2,874	400				-2,474
2026/27	1,026	3,000				1,974
2027/28	-	1,540				1,540
<i>Risk &amp; Contingency</i>	847	623				-224
<b>TOTAL</b>	<b>5,078</b>	<b>5,995</b>				<b>917</b>

### Funding Sources

#### 5.4 Funding sources summary

S106 Contribution £5.718m

Basic Need Contingency £0.277m

**Total £5.995m**

5.5 The S106 funding available for this project is currently anticipated to be £5.718m with indexation. This figure is broken down below against the development contributions as below:

Agreement Ref	£ Held	£ Secured	£ Secured with uplift	£ Total
UH17	191,168	0	0	191,168
UH19	0	957,190	1,173,330	1,173,330
UH20	0	3,136,628	3,844,899	3,844,899
UH22	0	281,860	334,439	334,439
UH23	0	99,480	118,037	118,037
UH08	56,367	0	0	56,367
<b>Total</b>	<b>247,535</b>	<b>4,475,158</b>	<b>5,470,705</b>	<b>5,718,240</b>

5.6 The balance of £0.277m will be met from the Basic Need Contingency. The allocation for developer contributions secured under S106 agreements in relation to secondary education may be increased as and when further developer contributions are secured and/or received towards the cost of delivering this project.

## 6. Project Delivery Timetable & Procurement Plan

- 6.1 The target date for the expansion has not changed since the IBC was submitted – completion in time for the 2027/28 academic year.
- 6.2 The submission of this OBC has been delayed whilst the EPA decide on their strategy for procuring consultancy services and the contractor.
- 6.3 The table below shows the indicative start dates for each of the stages, reported on at each of the gateways, with target Approval Dates for each of the Gates.

	G0	G1	G2	G3	G4	MOVEMENT
<b>IBC Approval</b>	<b>Oct 22</b>					
Stage 1 Feasibility Study	Nov 22					
<b>OBC Approval</b>	<b>Jun 23</b>	<b>Nov 23</b>				
Stage 2 Design & Procurement	Nov 24	Dec 23				
<b>FBC Approval</b>	<b>Sep 25</b>	<b>Nov 25</b>				
Stage 3 Delivery / Construction	Jan 26	Jan 26				
Completion / Handover / Fit-Out & Occupation	Apr 27	Aug 27				
<b>Project Close</b>	<b>Oct 27</b>	<b>Nov 27</b>				
Stage 4 Close Out	Nov 27	Dec 27				
<b>Final Close</b>	<b>Dec 28</b>	<b>Feb29</b>				

## 7. Risks, Constraints, Dependencies & Exclusions

Outside of the standard design and construction risks; the key project risks are:

Description of areas or sources of risk and impact on project	Mitigation	Owner
Approval for HPS to expand from the Regional Schools Director (RSD) – if not received prior to construction, the start date could be delayed	EPA to approach the RSD to obtain a view prior to a planning application being submitted	EPA

## 8. Communication & Consultation (Internal & External)

- 8.1 Significant changes at an academy need to be approved by the Regional Schools Director (RSD) and may require a full business case, or in some cases can follow a fast track route. In both cases, consultations should be undertaken with all those who could



be affected and should include public and stakeholder meetings. For changes to admission arrangements, a six-week consultation period is required.

- 8.2 CEF will support the EPA with the necessary consultation and school organisation requirements. The outline programme for this process indicates that the trust will submit a business case for expansion to the RSD in 2023, this will be supported by the feasibility study and school performance data.

## 9. Project Governance

The project is included in the Capital Programme and will follow the necessary governance process for funding approvals and technical reviews, where necessary.

## 10. Appendices

1	Approved Initial Business Case	 <b>APPROVED Heyford Park School - Expansion</b> <a href="#">Link to Folder</a>																																													
2	EPA Cost Plan	 <b>RE HPS Expansion - Final Costings.msg</b> <a href="#">Link to Folder</a>																																													
3	Current Budget per IBC	<table><tr><th>Project**</th><th>Cost Element</th><th>Previous Years Budget**</th><th>2022 Budget**</th><th>2023 Budget**</th><th>2024 Budget**</th><th>2025 Budget**</th><th>Future Years Budget**</th><th>Total Budget**</th></tr><tr><th></th><th></th><th></th><th>£</th><th>£</th><th>£</th><th>£</th><th>£</th><th>£</th></tr><tr><td>C.AE10092 Heyford Park 1FE Secondary Expansion</td><td>8750 Misc Income</td><td></td><td>46,000</td><td>50,000</td><td>200,000</td><td>2,900,000</td><td>1,882,000</td><td>5,078,000</td></tr><tr><td></td><td>Result</td><td></td><td>46,000</td><td>50,000</td><td>200,000</td><td>2,900,000</td><td>1,882,000</td><td>5,078,000</td></tr><tr><td>Overall Result</td><td></td><td></td><td>46,000</td><td>50,000</td><td>200,000</td><td>2,900,000</td><td>1,882,000</td><td>5,078,000</td></tr></table>	Project**	Cost Element	Previous Years Budget**	2022 Budget**	2023 Budget**	2024 Budget**	2025 Budget**	Future Years Budget**	Total Budget**				£	£	£	£	£	£	C.AE10092 Heyford Park 1FE Secondary Expansion	8750 Misc Income		46,000	50,000	200,000	2,900,000	1,882,000	5,078,000		Result		46,000	50,000	200,000	2,900,000	1,882,000	5,078,000	Overall Result			46,000	50,000	200,000	2,900,000	1,882,000	5,078,000
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