



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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APPROVED	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
APPROVED	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



Service Manager - CEF	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
£5.995m	Total

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
£0.500m	Total Funding for Stages 1 and 2
<u>£0.076m</u>	Less released at Gate 1
£0.424m	Requested for Release

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



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 & Contingency</i>	847	623				-224
TOTAL	5,078	5,995				917

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
Total	247,535	4,475,158	5,470,705	5,718,240

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

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	 APPROVED Heyford Park School - Expansion Link to Folder																																													
2	EPA Cost Plan	 RE HPS Expansion - Final Costings.msg Link to Folder																																													
3	Current Budget per IBC	<table><tr><th>Project**</th><th>Cost Element a</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 a	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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