

## Project Initiation Document

<b>Title:</b>	<b>Bitterne Park School Sixth Form</b>
<b>Executive Sponsor:</b>	<b>Clive Webster</b> <a href="mailto:clive.webster@southampton.gov.uk">clive.webster@southampton.gov.uk</a>
<b>Senior Responsible Owner:</b>	<b>Andrew Hind</b> <a href="mailto:Andrew.hind@southampton.gov.uk">Andrew.hind@southampton.gov.uk</a>
<b>Project Manager and Author:</b>	<b>Dave Kitson</b> <a href="mailto:Dave.kitson@southampton.gov.uk">Dave.kitson@southampton.gov.uk</a>
<b>Version Number:</b>	<b>1</b>
<b>Date:</b>	<b>13 November 2009</b>

### 1. Introduction/Background

- 1.1 The project is for the development of a Sixth Form at Bitterne Park School (BPS). It will comprise of a post-16 skill centre with a performing arts specialism and will accommodate up to 180 students.
- 1.2 The project is to be wholly funded by the Learning & Skills Council (LSC).
- 1.3 The project will be managed by Southampton City Council (SCC).
- 1.4 A Memorandum of Understanding (MOU) defining the responsibilities for project risks between SCC and BPS is in place (see Appendix 1).
- 1.5 Capita Symonds have been commissioned to design, procure and manage the construction of the project to completion.

### 1. Project Definition

#### 2.1 Objectives

- 2.1.1 To provide sufficient additional accommodation to increase the capacity of the school by 180 pupils to enable the age range of the school to be altered from 11-16 to 11-18 from 1 September 2011.
- 2.1.2 To fulfil the Government intention of enabling high performing specialist schools to open a sixth form.
- 2.1.3 Offer pupils and parents the choice of continuing their education in a school based Sixth Form provision at their local community school.

- 2.1.4 Work with other school and college providers within the Southampton area to contribute to flexible and diverse pathways.
- 2.1.5 Secure a 'state of the art' resource for pupils in the Southampton area which will support the developments for collaborative working across a range of study programmes.

## **2.2 Defined Method of Approach**

- 2.2.1 Capita Symonds were appointed in July 2009 to design the project based on the Royal Institute of British Architects (RIBA) design stages. RIBA Stages A to D have been completed based on a strategic brief provided by the school and approved by LSC. This has enabled a full planning application to be submitted. Stages E to L have been approved in principle.
- 2.2.2 Cabinet Approval will be sought on 21 Dec 2009 to commit expenditure on the scheme.
- 2.2.3 Funding will be drawn down from LSC in line with the Funding Agreement (see also para 6 Project Controls).
- 2.2.4 The procurement route is to be agreed. Use of the SCC General Building Framework Lot 3 is recommended. This is a single stage tender process using the JCT 2005 standard form of contract.

## **2.3 Scope**

- 2.3.1 The construction of a 180 place Sixth Form block with a Gross Internal Floor Area (GIFA) of 2106m<sup>2</sup>. The block is arranged over three floors comprising:-
- Lower ground floor: double height theatre, dance studio, cafe and study area. Plant room.
  - Upper ground floor: main entrance and reception, general and specialist teaching accommodation.
  - First Floor: General and specialist teaching accommodation.
- 2.3.2 The provision of furniture and equipment.
- 2.3.3 The project is being designed to achieve a BREEAM very good rating.

## **2.4 Project Deliverables**

- 2.4.1 To deliver the project on time and to budget.
- 2.4.2 To provide sufficiently high quality accommodation to enable the age range of the school to be altered from 11-16 to 11-18.
- 2.4.3 To support 14-19 Strategy objectives.
- 2.4.4 To enable BPS to achieve outstanding status with sixth form provision.

## **2.5 Exclusions**

2.5.1 The Authority will not be liable for or contribute to any capital or revenue costs directly arising from the proposed sixth form facilities, otherwise than as provided for under the delegated budget to the School and within the Scheme for Financing Schools (see MOU Appendix 1)

## **2.6 Constraints**

2.6.1 The project must be completed within the approved LSC budget of £6.38m and within the terms of the Funding Agreement as set out in the letter to BPS dated 20 May 2009.

2.6.2 A contract must be entered into by 20 May 2010.

2.6.3 The new building must be set.

2.6.4 Planning conditions must be adhered to.

## **2.7 Interfaces**

2.7.1 The main interfaces for this project are between:

- The Authority and BPS
- The Authority and LSC
- The Authority and Capita Symonds
- Capita Symonds and the Contractor
- Capita Symonds and other statutory bodies and undertakings

## **2.8 Assumptions**

2.8.1 LSC funding will not be withdrawn or scaled back.

2.8.2 The Funding Agreement will be honoured by the LSC's successor body.

2.8.3 The project will be procured in accordance with SCC rules and OJEU regulations.

2.8.4 The project will be delivered in accordance with the MOU and Funding Agreement.

## **3. Project Organisation Structure (see diagram at Appendix 2)**

### **Project Board (see also Terms of Reference at Appendix 3)**

3.1.1 **Executive Sponsor** – Clive Webster, Executive Director Children's Services & Learning. Has overall responsibility for delivery of project but does not sit on the Project Board. Chairs the CS&L Capital Board to which the BPS Project Board reports.

- 3.1.2 **Senior Responsible Owner** – Andrew Hind, Head of Infrastructure & Capital, CS&L. *Check title* Chairs Project Board taking responsibility for successful delivery of project.
- 3.1.3 **Project Manager** – Dave Kitson, Assets & Capital Strategy Manager, CS&L. Responsibility for day to day management of project.
- 3.1.4 **Senior User** – Susan Trigger, Headteacher Bitterne Park School, and/or other senior members of the school's management team as required. To safeguard the interests and objectives of the end user.
- 3.1.5 **Senior Supplier (Design and Construction)** – Paul Stansfield, Project Architect, Capita Symonds and/or other officers from Capita Symonds as required. Responsible for design, procurement and construction.
- 3.1.6 **Senior Supplier (Cost Control)** – Paul Capocci, Quantity Surveyor, Capita Symonds. Responsible for cost control.
- 3.1.7 **Senior Supplier (Funding)** – Mike Stoneman, LSC, and/or other LSC officers. To safeguard the aims and objectives of the funding body.
- 3.1.8 **Legal Consultant** – Sarita Riley. To provide legal advice and safeguard the legal interests of SCC
- 3.1.9 **Property Consultant** – Nigel Mullan. To provide property advice and safeguard the property interests of SCC.
- 3.1.10 **Financial Consultant** – Lynn Franklin. To provide financial advice and safeguard the financial interests of SCC.
- 3.1.11 **14-19 Consultant** – Julie Batory-Walsh. To provide advice on 14-19 Strategy and developments.
- 3.1.12 **Configuration Librarian** – Kathy Spiers (to Dec 09), Senior Business Support, CS&L. To administer the project, taking responsibility for all documents produced during the life of the project.

#### **4. Communications Plan**

- 4.1. The Authority (SCC) and the school undertake to consult and regularly liaise with each other in relation to all matters relating to the performance of the contract.
- 4.2. Capita Symonds will provide an update on progress with the project every month to the Project Board.
- 4.3. Outside of the Project Board meetings the Project Manager will keep all parties informed of any matters affecting the delivery of the project.
- 4.4. Any proposed change to the project will be agreed with and communicated via the Project Manger.

#### **5. Project Quality Plan**

- 5.1. The project must achieve a BREEAM very good rating of 55 credits.
- 5.2. Specialist consultants will be engaged to ensure compliance with building and planning regulations.

- 5.3. The building will be designed in accordance with Building Bulletin 98 area space standards for secondary schools.
- 5.4. Design Quality Assessments will be made at agreed stages by another Capita office to ensure high design standards are maintained.

## **6. Project Controls**

### **6.1. Reporting and Monitoring**

- 6.1.1 The Project Manager has the authority to manage the project on a day to day basis within the agreed funding and timescale.
- 6.1.2 Capita Symonds will agree with the Project Manager a monthly progress report confirming the construction works, site works and ancillary activities completed to the report date and confirmation of the funds expended to that date by the Authority in execution of the project. This report will be presented to the Project Board and agreed with the LSC's Property Adviser (RPA) monthly. It will be circulated to Board members in advance of the meeting.
- 6.1.3 If the Project Board considers it necessary then it will escalate issues to the Secondary Capital Board and CS&L Capital Project Board by way of an Exception Report written by the Project Manager.

### **6.2. Change Management**

- 6.2.1 The Project Manager may approve any changes to the project provided that they:
  - Would not result in an overspend;
  - Do not contravene the Funding Agreement or Cabinet scheme approval;
  - BPS and LSC are consulted on the proposed change.
- 6.2.2 Any request for change to the agreed project products must be agreed with the Project Manager who will escalate the request as necessary.
- 6.2.3 Any material changes (more than 5%) the overall budgeted costs of the scheme, or in the cost of key elements of the scheme, require prior written confirmation from LSC. If the costs vary significantly (more than 10%) the capital application must be re-submitted to the LSC with a full justification for any proposed changes.

### **6.3. Issue Management**

- 6.3.1 Any issues arising during the duration of the project will be resolved by the Project Manager in the first instance.
- 6.3.2 Thereafter issues will be determined with the Senior Responsible Owner.
- 6.3.3 Should an issue arise which cannot be resolved by the Project Manager or Senior Responsible Owner the PM will escalate the issue to the Project Board.
- 6.3.4 The Project Board may escalate an issue to the Secondary Board or if necessary straight to the CS&L Capital Board.
- 6.3.5 Issues requiring an urgent decision may be escalated to the Executive Sponsor and Cabinet Member, following consultation with BPS and LSC representatives.

### **7. Project Plan**

- 7.1. See Appendix 4.

### **8. Risk Register**

- 8.1 See Appendix 5