

STAGE 2: PROJECT PROPOSAL

Project name	Bridgewater Primary School		
Project description	A capital project to remodel and extend the existing Bridgewater Primary School		
Project type	<input checked="" type="checkbox"/> Capital	<input type="checkbox"/> Procurement	
	<input type="checkbox"/> Development of policy or strategy	<input type="checkbox"/> Public Private Partnership	
	<input type="checkbox"/> Development of action plan	<input type="checkbox"/> Scrutiny review	
	<input type="checkbox"/> Efficiency / invest-to-save / income generation	<input type="checkbox"/> (new) Service development	
	<input type="checkbox"/> Funding bid	<input type="checkbox"/> Service improvement or or efficiency initiative	
	<input type="checkbox"/> Feasibility study	<input type="checkbox"/> Service review	
	<input type="checkbox"/> Private Finance Initiative (PFI)	<input type="checkbox"/> Training product or package	
	<input type="checkbox"/> Other (please specify)		
Project manager	Sean Trott (Corporate Project Manager)	Project sponsor	John Collings (Executive Director, Children's Services)
Project Manager Contact Tel		Ext: 25847	
Project Manager Email		sean.trott@newcastle.gov.uk	
Completed by*	Jessett, Clifford	Date*	16 Apr 2013
Email		cliff.jessett@newcastle.gov.uk	

Strategic Fit

Lead programme

The programme which approved the project mandate

* CS Capital Programme Board

Linked programmes

Other programmes that the project will contribute to (specify)

Planning Housing and Transportation – Fairer Housing Unit (FHU) Programme Board, Scotswood Project Board

Project activities / outputs

Define what the project will actually deliver

Design & Build Lump sum contract. New teaching spaces. Increased School Capacity, Improved Learning Environment, Improved accessibility

Contribution to programme

Explain how this contributes to the programme outcomes and objectives

Increased School Capacity, Improved Learning Environment, Improved accessibility

Other project options

What other ways are there to meet the programme objectives? Why is this project the best option?

1. The remodel option is £4m less than the new build option in terms of capital expenditure
2. Although the new build option would result in a reduced floor area and lower annual operating costs for the school, the difference is not sufficient to justify a new build option

[Link to Council Priorities](#)

*

Decent neighbourhoods

[Link to Corporate Strategic Outcomes](#)

The Newcastle Way

- Leadership
- Performance
- Focus
- Working Together

Related ward(s)

- Not relevant (project has no spatial implications)
- All Wards

Or select any that apply:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Benwell & Scotswood | <input type="checkbox"/> Blakelaw |
| <input type="checkbox"/> Byker | <input type="checkbox"/> Castle |
| <input type="checkbox"/> Dene | <input type="checkbox"/> Denton |
| <input type="checkbox"/> East Gosforth | <input type="checkbox"/> Elswick |
| <input type="checkbox"/> Fawdon | <input type="checkbox"/> Fenham |
| <input type="checkbox"/> Kenton | <input type="checkbox"/> Lemington |
| <input type="checkbox"/> Newburn | <input type="checkbox"/> North Heaton |
| <input type="checkbox"/> North Jesmond | <input type="checkbox"/> Ouseburn |
| <input type="checkbox"/> Parklands | <input type="checkbox"/> South Heaton |
| <input type="checkbox"/> South Jesmond | <input type="checkbox"/> Walker |
| <input type="checkbox"/> Walkergate | <input type="checkbox"/> Westerhope |
| <input type="checkbox"/> West Gosforth | <input type="checkbox"/> Westgate |
| <input type="checkbox"/> Wingrove | <input type="checkbox"/> Woolsington |

Related portfolio(s)*

- | | |
|--|--|
| <input type="checkbox"/> Leader of the Council | <input type="checkbox"/> Deputy Leader of Council |
| <input checked="" type="checkbox"/> Children Services | <input type="checkbox"/> Adult Services |
| <input type="checkbox"/> Customer and Corporate Services | <input type="checkbox"/> Quality of Life |
| <input type="checkbox"/> Performance and Resources | <input type="checkbox"/> Adult Care Services |
| <input type="checkbox"/> Customer Services | <input type="checkbox"/> Environment and Transport |
| <input type="checkbox"/> Culture and Leisure | <input checked="" type="checkbox"/> Housing |
| <input type="checkbox"/> Community Safety and Regulation | <input type="checkbox"/> Early Intervention and Prevention |
| <input type="checkbox"/> Skills, Business and Enterprise | |

Corporate Considerations

Select **input needed** option for all Corporate Considerations relevant to the project. Complete the remainder of the form and select the **save** button. At this point an email will be generated to all Lead Officers identified asking that they consider the implications of the project on those corporate considerations. It is your responsibility to ensure responses are received and all feedback is incorporate into this form. **This form should not be submitted until all relevant sections have been completed.**

Adult Health / Health Inequality

[Click here](#) for guidance on issues to consider
Lead Officer: [Helen Wilding](#) ext 26461

- n/a
 input needed or issues to consider (specify)

Children & Young People

Lead Officer: [Janette Brown](#) ext 26308

- n/a
 input needed or issues to consider (specify)

Need to include this project on CS programme -
Bridgewater Primary School is a project instigated by
Children's Services (Education). ST and colleagues
(P&MP team) are delivering the project on our behalf.
Detailed briefing and progress meetings have been
established and will continue throughout the project

CORPORATE SERVICES

Legal

Lead Officer: [John Softly](#) ext 27047

n/a

input needed or issues to consider (specify)

Comment will be required for the future DD - Initial briefing discussions have taken place with colleagues in P&MP. An appropriate resource will be made available to assist with DD and advise on any legal issues that arise during the project

IT

Lead Officer: [Jim Lowden](#) ext 27282

n/a

input needed or issues to consider (specify)

Need to be aware that some IT resource could be required once construction begins - Project noted, will maintain contact with MP team

Organisational / Employee Implications

Lead Officer: [Pam Perry](#) ext 25246

n/a

input needed or issues to consider (specify)

Training Implications

Lead Officer: [Jan Kincaid](#) ext 27689

n/a

input needed or issues to consider (specify)

Health & Safety

Lead Officer: [Katherine Chapman](#) ext 25211

n/a

input needed or issues to consider (specify)

CDM Client role falls to Aura (Concessionaire), refer
Construction Design Regulations below

FINANCE & RESOURCES

Capital Finance

Lead Officer: [Peter Wood](#) ext 26064

n/a

input needed or issues to consider (specify)

Need to ensure project features on capital programme and confirm business case - preliminary capital costings have been discussed with ST (P&MP). These will require to be developed in detail to enable an appropriate review in the projects Business case (Gateway 3). The project is included in the capital programme

Revenue Finance

Tick next to the appropriate revenue accountant to send an email for comments

Adult & Culture – [Anna Snowdon](#) ext 26918

Email recipient

Children's Services – [Anthony Francis](#) ext 26919

Email recipient

Central Divisions – [Julia Vince](#) ext 27514

Email recipient

Environment & Regeneration – [Karen Brown](#) ext 27520

Email recipient

n/a

input needed or issues to consider (specify)

Need to confirm business case - we have worked with members of the Major Projects team and the existing school finance team to understand the potential impact of the proposal on revenue. This will need to be developed in greater detail in the next stage of the project and be presented in the Business Case (Gate 3)

Procurement

Lead Officer: [Christine Herriot](#) ext 27665

n/a

input needed or issues to consider (specify)

Will need to authorise a procurement request form - Initial discussions have taken place with the Major projects team on behalf of Children's Services. A Procurement Request Form (PRF) has been submitted, an appropriate procurement officer will be assigned to support the project team in the near future

Property / Asset Management

Lead Officer: [Mark Lloyd](#) ext 25516

- n/a
- input needed or issues to consider (specify)

Information only – to note increased building footprint

Insurance

Lead Officer: [Jacqueline Carabine](#) ext 27530

- n/a
- input needed or issues to consider (specify)

Information only – to note increased building footprint

Consultants

Lead Officer: [Alison Fellows](#) ext 27040

Is the project likely to involve external consultants? no

Information governance / data security

Lead Officer: [Gareth Rodgers](#) ext 27666

- n/a
- input needed or issues to consider (specify)

POLICY, STRATEGY & COMMUNICATIONS

Policy Implications

Lead Officer: [Phil Hunter](#) ext 27802

n/a

input needed or issues to consider (specify)

Member Involvement & Scrutiny

Lead Officer: [June Hunter](#) ext 26677

n/a

input needed or issues to consider (specify)

For information only

Community Engagement

Lead Officer: [Jan Cromarty](#) ext 27020

n/a

input needed or issues to consider (specify)

For information only

Partnerships

Will the project involve partner organisations?

Lead Officer: : [Rachel Archbold](#) ext 27528

yes (specify)

Works will be undertaken by the Local Education Partnership, Aura.

If the project involves the Newcastle Partnership, please also contact the relevant Delivery Partnership Coordinator:
Safe Newcastle: [Robyn Thomas](#) ext 27835; Economy, Work, Skills & Learning: [Lorraine O'Dea](#) ext 25012; Children's Trust: [Ruth Rogan](#) ext 27418; Wellbeing, Health and Independence: [Helen Wilding](#) ext 26461; Environment & Housing: [Russ Nelson](#) ext 28930

Communications

Is press office or other specialist communications support likely to be needed?

Lead Officer: [Steve Park](#) ext 25071

no

Community Safety

Lead Officer: [Gillian Tullock](#) ext 27849

n/a

input needed or issues to consider (specify)

Consider Secured by Design implications - As with all school projects early engagement with staff, pupils and parents would be helpful. We will support the project team (Major Projects and Children's Services), builder and the school at the appropriate time(s) in the project

ENVIRONMENT & REGENERATION

Construction Design Regulations

Lead Officer: [Stuart Turnbull](#) ext 23277

Does the project involve any sort of construction whether by the Council, 3rd party or partner? ([Click here](#) for a definition of construction)

yes (specify)

Note: Refer Local Education Partnership agreement - this is not an NCC liability, Aura (Concessionaire) is Client for the Works under CDM Regulations. NCC liability limited to providing prior information and any relevant site details known

If yes, you **must** contact Stuart Turnbull

Planning

Lead Officer: [Kath Lawless](#) ext 25629

n/a

input needed or issues to consider (specify)

Pre application advice to Aura will be required - Early discussions have taken place with ST (P&MP) to make the Planning team aware of the project and its time scale. A planning officer will be assigned to work with the Contractor (Aura) once an approach has been received.

Highways & Transportation

Lead Officer: [Clare Wiseman](#) ext 27369

n/a

input needed or issues to consider (specify)

Pre application advice to Aura will be required - An initial briefing meeting has taken place with ST (Major Projects). H&T implications of the project are relatively minor and will be addressed with Aura (Contractor)

Energy & Utilities

[Click here](#) for guidance notes

Lead Officer: [Simon Johnson](#) ext 23449

n/a

input needed or issues to consider (specify)

For information & awareness of likely increased utilities consumption

Events

Lead Officer: [Linda Appleby](#) ext 27130

n/a

input needed or issues to consider (specify)

Community Cohesion

Lead Officer: [Mark Ellis](#) ext 25023

n/a

input needed or issues to consider (specify)

Please consider the following questions from the Council's Community Cohesion Framework to help you think about how your project could affect community cohesion. If you answer "yes, or not sure" to any of the questions there may be a risk to community cohesion which you need to consider in more detail using the Cohesion Framework. This will be available on the intranet shortly. In the meantime, please contact Mark Ellis, Communities Service with any queries

1. Could the project benefit some sections of the community more than others? Could it be seen as unfair by any communities (whether this perception is accurate or not)?

no

2. Could the project lead to any different sections of the community having more contact with each other than they do at the moment?

no

3. Could conflict or tensions between groups be increased by any aspect of the project?

no

4. Will you be communicating with a range of different groups or communities about the project and its benefits?

no

Equalities & Diversity

Lead Officer: [Rachel Archbold](#) ext 27528

n/a

input needed or issues to consider (specify)

Please complete the following, which addresses section 1 of the [Equality Impact Needs Assessment \(EINA\)](#). [Click here](#) for guidance or contact your Directorate Equality Representative.

1. Who is the project intended to help / benefit?

Local Community, staff and current and future pupils

2. Who are the main stakeholders / customers / communities of interest who may be affected by it?

Head Teacher and Governors

3. Does the project have any aims in relation to equality or social inclusion?

None specific

4. Please complete the following table to indicate:

if the project could have a negative impact / unmet need on any of the equality target groups (i.e. it could disadvantage them) or social inclusion issues; or
if the project could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or social inclusion

Age (older & young people)

Positive Impact

Reason

Negative Impact

Reason

Disability

Positive Impact

Reason

Negative Impact

Reason

Gender (men & women)

Positive Impact

Reason

Negative Impact

Reason

Lesbian, gay & bisexual people

Positive Impact

Reason

Negative Impact

Reason

Race

Positive Impact

Reason

Negative Impact

Reason

Religion & Belief

Positive Impact

Reason

Negative Impact

Reason

Transgender People

Positive Impact

Reason

Negative Impact

Reason

Social Inclusion

Positive Impact

Reason

Negative Impact

Reason

5. If you have identified there could be a negative impact you must complete [section 2](#) of the EINA form unless: (a) your concern is about negative reactions to a positive step you have taken to promote equality for another group. Please provide further details

or (b) you have a similar assessment which covers all areas dealt with in an EINA. Please check with your Directorate Equality Representative who will contact the Social Inclusion & Equality Team for guidance.

6. If there is no negative impact could you make changes that would enable you to promote equality and/or social inclusion? Please provide details of these changes.

Environmental Sustainability

Lead Officer: [Adrian McLoughlin](#) ext 24985

n/a

input needed or issues to consider (specify)

Please provide an assessment of the project against the Council's Environment Policy Indicate if the project will contribute to any of the following:

1. Reducing the impact of climate change and our contribution to the causes

Limit risks and impacts of flooding and changing weather patterns

Improve air quality and reduce pollution

Promote sustainable design and construction

Promote use of locally produced energy from low carbon and renewable resources

Other (specify)

2. Living within environmental limits, both locally and globally

Minimise use of non-renewable natural resources, including fossil fuels and greenfield sites

Reduce waste production and increase reuse and recycling

Protect and improve the quality of our groundwater and rivers

Other (specify)

3. Protecting and enhancing the City's environmental assets and infrastructure

Protect and enhance the quality and diversity of the the City's rural and urban landscapes

Protect and enhance the City's geodiversity and biodiversity

Promote the development of an integrated green infrastructure for the City

Other (specify)

Risk and Impact Assessment

Estimated resource requirement

Please give an indication of the level of resources needed for the project (capital and/or revenue), include the costs of managing the project as well as the delivery of the project activities and outputs

Specify amount if known £4000000.00

or tick one of the boxes below

Nothing selected

Proposed funding source(s)

Please detail the funding source(s) for the project, including the amount, and status of any applications

Directorate

Corporate

External

Timescale

Specify timescale if known

months

or tick one of the boxes below

1-2 years

Key stakeholders

Internal

Head Teacher

External

Chair of Governors

Devco Board (Scotswood/Benwell area)

Aura (LEP Concessionnaire)

Links

Note any significant contributions that this project will make **to** other projects or activities (links)

Regeneration of Scotswood and Benwell

Dependencies

Note any significant contributions that this project will need **from** other activities or that need to be in place before it can start (dependencies)

The project itself is largely independent of other activities, however the long term success of the remodelled/ extended school will depend upon the timing and success of the wider Scotswood/Benwell regeneration

High level risk review

Please summarise the top three risks to the project if it goes ahead and indicate how these will be managed

Risk	Response
Design and building not complete in time	Use of existing LEP contract with known partner (Aura)
	Liquidated damages in contract
	Existing accommodation retained in use – teaching

Cost exceeds budget

unaffected
Lump sum guarantee – any
increased cost is with Aura
(LEP Concessionaire)

Avoid late client (school)
changes and late decision
making by careful
management and early
sign-off of affordable
design

Submit to*

Janette Brown