

# Education Client Services Capital Workshop - Key Messages

## AIMS OF THE WORKSHOP

- Understand & control building projects
- Walk through the construction process
- Understand the need for project planning
- Understand school's obligations
- Help to avoid taking unnecessary risks
- Help to avoid making costly mistakes
- Sign posting to the right experts

## FUNDING AND PROCUREMENT

- Consider Capital, Revenue and Grants
- Funding Sources include; Basic need, CIP, DFC, DSG, LCVAP, External
- Procurement Standing Orders/EU Regs used to obtain Contractors and Consultants
- Frameworks e.g. Yortender and SCAPE are quality checked
- Capital Budgets include Construction Cost, Professional Fees, Direct Costs, Contingency, Retentions

## PROJECT PLANNING

- Consider Professionals/Consultants needed
- Plans and Documents required
- Tools and Checklists
- Investigations to flush out Unknowns/Abnormals
- Permissions and Decisions needed

## DESIGN DEVELOPMENT

- Allow sufficient time in the early stages for clear briefing
- Establish your budget early
- Formally appoint a competent design team
- Ensure all Statutory Approvals and notifications are obtained
- Ensure you sign off/agree designs at set stages
- Fully document the project before issuing for tender
- Have a formal building contract drawn up
- Have the Contract administered correctly
- Understand responsibilities defined within the contract
- Avoid design or scope changes during construction
- Understand the arrangements during the defects period

## CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS

- CDM Regs apply to ALL construction projects
- Legal Standing and ACoP
- Client Duties: Appoint Competent Team, Allow Sufficient Time, Adequately Resource, Share Info, Cooperate, Coordinate
- Notifiable: Require CDM Coordinator, HSE Notice, Competent Designer, Principle Contractor Safety Plans, H&S Plan

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- Designers Duties: You could be the designer and take on legal responsibility for the construction and maintenance of the design
- Consequences: You can be personally liable, fined and face custodial sentences

## **BUILDING REGS AND PLANNING**

- **Building Regs** and technical and inarguable:
  - Apply to new building, change of use, material alterations, fuel, power and access to buildings
  - Consequences include fines, re-do work, even custodial sentences
- **Planning** is subjective, open to public debate and approved by Councillors
  - Applies to new building, external extensions, change of use
  - Consequences include prison sentence, criminal record, DBS, OFSTED
  - Get early advice from Building Control and Planners to avoid the enforcers

## **FAILURE TO COMPLY (BUILDING QUALITY)**

- Need to control, manage and check on works carried out
- Procurement of competent, certified, qualified, accredited, quality assured specialists is essential
- Ensure compliance with H&S, certification of work done
- Consider employing a Clerk of Works to check on quality and sign off completed work

## **PROJECT DELIVERY**

- ECS ensure educational outcomes are delivered
- ECS Appoint the Architect and Design Team who procure the Construction Contractor
- ECS deliver to time, cost and quality
- ECS lead schools through the detailed design process
- ECS monitors progress, reports to and engages with the school
- ECS manages completion and handover

## **SUMMARY**

- Be engaged
- Seek the right advice
- Appoint experienced and professionally qualified experts
- Procure safe, qualified and experienced builders to deliver your scheme
- Understand your obligations: Legal, H&S, Planning, Building Regs, Safeguarding
- Avoid taking unnecessary risks and making costly mistakes
- Always begin with the end in Mind
- Consider the educational benefits of any building work you plan
- Consider the staff resources/time you need to plan and develop a building project
- Manage inevitable changes...even well planned projects can still come unstuck
- Don't Forget: ICT, Furniture, Equipment, Facility Management contracts