

Education, Children and Families Committee

10.00, Tuesday, 8 October 2019

Primary and Special School Lets Update: Impact of the Asset Management Works Programme on Summer Holiday bookings

1.1.4
Executive/routine
All Wards
Council Commitments

1. Recommendations

- 1.1 The Education, Children and Families Committee is asked to:
- 1.1.1 note the unprecedented access pressures on the Primary and Special School estate where 51 schools were part of the Asset Management Works Programme (AMW)
 - 1.1.2 note the work done by Facilities Management, AMW and the School Lets Team to support each other to minimise the impact on the let holders
 - 1.1.3 request an impact report of the AMW Programme on Term Time bookings, academic year 2019/20, for the next Committee meeting

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Primary and Special School Lets Update

2. Executive Summary

- 2.1 The Primary and Special School Lets Team continues to support access to over 100 buildings. This is done whilst also supporting the Asset Management Works Programme (AMW) and the Facilities Management (FM) improvement programmes.

3. Background

- 3.1 As phase 1 and phase 2 of the AMW overlapped in the summer the number of buildings unavailable for Primary and Special School Lets Team was 51. Let holders were advised of the available schools, for summer, 3 months in advance.
- 3.2 The School Lets Team is a Business Support Services function with a clerical team comprising of 1.7FTE plus a sessional 0.6FTE. Business Support Services line management supports the School Lets Team. Lifelong Learning provide policy and strategic guidance to the service.

4. Main report

- 4.1 This report focuses on the 2019 summer holiday period and the impact of the AMW programme on booking requests.
- 4.2 Let holders were given three months' notice of the available schools.
- 4.3 If a school was in the AMW programme, no bookings were allowed to go ahead to enable the refurbishment works to be more effective than is possible during term time.
- 4.4 Facilities Management also required access to a number of schools to carry out routine maintenance, asbestos removal, heating upgrades, ceiling upgrades etc. These works often had an impact on let requests and regular meetings and some site visits were required to manage this impact.
- 4.5 Within the Public Private Partnership (PPP) estate, there are also requirements to carry out maintenance which affects the availability of the buildings for public use

during the holidays. Regular meetings with School Lets and PPP colleagues were held in order to support let requests whenever possible.

- 4.6 The table below summarises the let requests in summer 2018 and summer 2019. Out of the 40 let requests supported in 2019, 37 were for under 18's activities including holiday care, additional support needs care and sporting activities.

Primary & Special Schools	Summer 2018	Summer 2019
Schools in AMW	30	51
Schools with regular maintenance / repairs	25*	63*
Requests granted - no issues	33	29
Requests granted - special arrangements	2	3
Relocated by School Lets Team	3	8
Total let requests supported	38	40
Relocated by the customers themselves	1	3
Cancelled requests (by the customer)	2	1
*Improved 2019 communication is likely to account for the difference between 2018 and 2019 figures		

5. Next Steps

- 5.1 Term 1 bookings for the 2019/20 academic year are almost complete and once finished, will allow analysis to take place and inform the next committee paper.
- 5.2 The October Break bookings are well under way and may be ready to summarise in the next Committee Paper.

6. Financial impact

Not applicable.

7. Stakeholder/Community Impact

Not applicable.

8. Background reading/external references

Not applicable

9. Appendices

None.