



Mayor and Cabinet

Report title: Schools Minor Works Programme 2021 – 2025: approval to procure and budget allocation

Date: 13 January 2021

Key decision: Yes

Class: Part 1

Ward(s) affected: Perry Vale, Blackheath, Grove Park, Whitefoot, Telegraph Hill, Forest Hill, Catford South, Brockley, Downham, Evelyn and Rushey Green

Contributors: Acting Group Finance Manager, Director of Law, HR and Governance (Steph Fleck (SZP), Procurement and Commercial Services Manager, and SGM Capital Programme Delivery

Outline and recommendations

This report seeks:

- Approval to finalise and procure the final programme of works for SMWP 2021,
- Delegated authority to the Executive Director for Children and Young People to award works contracts to deliver the School Minor Works Programme (SMWP) 2021,
- Approval to procure the consultant services contract for the SMWP 2022 to 2025, and
- Approval to procure a new set of school condition surveys to inform the SMWP from 2022 to 2025.

Timeline of engagement and decision-making

Letter emailed to headteachers commencing development of School Minor Works Programme 2021 on 16 October 2020 (see section 5.1)

Outline proposal agreed at Children & Young People Strategic Asset Board (SAB) meeting on 01 December 2020

1. Summary

1.1. This report seeks:

- Approval to finalise and procure the final programme of works for SMWP 2021,
- Delegated authority to the Executive Director for Children and Young People to procure and award contracts to deliver the SMWP 2021,
- Approval to procure the consultant services contract for the SMWP 2022 to 2025, and
- Approval to procure a new set of school condition surveys to inform the SMWP from 2022 to 2025.

2. It is recommended that the Mayor:

- 2.1. Approve the procurement of contractors to deliver the SMWP 2021/2022 as set out in section 5.
- 2.2. Approve the extension of the current School Minor Works Programme consultant contract to include the construction phase of this year's scheme, as set out at 6.3.
- 2.3. Approve the procurement of a new set of school condition surveys to inform the Schools Minor Works Programmes from 2022 to 2025, as set out in section 8;
- 2.4. Approve the procurement of consultant services for the School Minor Works Programmes from 2022 to 2025, as set out in section 7.
- 2.5. Delegate authority to the Executive Director for Children & Young People, on the advice of the Executive Director for Corporate Resources and Executive Director for Housing, Regeneration & Environment, to finalise the list of works and commence the procurement for the School Minor Capital Works Programme for 2021 (noted at 5.3).
- 2.6. Delegate authority to the Executive Director for Children & Young People, on the advice of the Executive Director for Corporate Resources and Executive Director for Housing, Regeneration & Environment to award and enter into contracts to deliver the Schools Minor Capital Works Programme 2021.

3. Policy Context

- 3.1. The Local Authority has a duty to ensure the provision of sufficient places for pupils of

statutory age and, within financial constraints, accommodation that is both suitable and in good condition.

- 3.2. The proposal within this report is consistent with the Corporate Strategy 2018-2022, in particular the Corporate Priority of *'Giving children and young people the best start in life: Every child has access to an outstanding and inspiring education and is given the support they need to keep them safe, well and able to achieve their full potential'*.
- 3.3. As owner of the school buildings and the employer, the Council has a statutory duty under the Health & Safety at Work Act 1974 and associated approved codes of practice, to ensure that schools are fit for purpose and used by pupils and staff. Whilst schools are responsible for day to day maintenance of their buildings, any significant expenditure on capital schemes has to be funded by the Council.

4. Background

- 4.1. As owner of the community school buildings and employer of school staff, Lewisham Council has a statutory duty to ensure that its schools are fit for purpose while in use by pupils and staff. While schools are responsible for the day-to-day maintenance of their buildings, any substantial capital expenditure has to be funded through the Council's annual School Minor Works Programme (SMWP).
- 4.2. This programme is funded by the Education and Skills Funding Agency (ESFA) through the School Conditions Allocation (SCA). The SCA supports essential capital works in schools to prevent disruption to the day-to-day running of schools, and ensure they are safe for the pupils, staff and visitors.
- 4.3. Prior to the SMWP2018/19, schools had to undertake their own surveys then submit applications to the Council to be considered for the programme. This approach meant that the Council was reliant on schools providing information on the condition of school infrastructure in order to make decisions about how it spent its SCA allocation. This method of developing a programme of works for the SMWP was not the most effective at ensuring funding was being used where it was most needed across the school estate. This is because schools had different ways of collecting information on the condition of their buildings, and were not always able to report on all the issues they were experiencing. In order to address this issue, the Council made the decision to conduct its own surveys so it could collect more consistent and comprehensive information on the condition of its schools.
- 4.4. In October 2017, the Council appointed Carter Jonas, procured through a framework agreement in accordance with the Council's Contract Procedural Rules, to survey the condition of buildings and mechanical/electrical systems in 40 community schools in Lewisham's school estate. The purpose of these surveys was to identify and prioritise capital repair and replacement works, and assist schools with Plan Preventative Maintenance (PPM).
- 4.5. Between November 2017 and January 2018, Carter Jonas assessed the condition of 40 community schools in the borough. The 40 schools were selected on the advice of officers in the Estates Management team. Their decisions were based on the age, and their knowledge, of buildings in the school estate. The findings of the surveys were turned into individual reports for each school, which provided details on: the condition of each building element and mechanical/electrical system component that was inspected; timeframes for when repairs and replacements would be required with cost estimates; and recommendations on further investigations that may be required with costings.
- 4.6. The table below lists the 40 community schools surveyed:

1 Athelney Primary School	21 Abbey Manor College
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2 Brindishe Green Primary School	22 Adamsrill Primary School
3 Brindishe Manor Primary School	23 Baring Primary School
4 Chelwood Nursery School	24 Brindishe Lee Primary School
5 Clyde Early Childhood Centre	25 Deptford Park Primary School
6 Coopers Lane Primary School	26 Downderry Primary School
7 Dalmain Primary School	27 Forest Hill Sports & Art Blocks
8 Drumbeat 6th Form Outreach	28 Forster Park Primary School
9 Edmund Waller Primary School	29 Grinling Gibbons Primary School
10 Elfrida Primary School	30 Haseltine Primary School
11 Eliot Bank Primary School	31 Holbeach Primary School
12 Fairlawn Primary School	32 John Ball Primary School
13 Kelvin Grove Primary School	33 Kender Primary School
14 Kilmorie Primary School	34 Lucas Vale Primary School
15 Launcelot Primary School	35 Marvels Lane Primary School
16 New Woodlands School	36 Myatt Garden Primary School
17 Perrymount Primary School	37 Prendergast Ladywell Boiler Room
18 Rathfern Primary School	38 Rangefield Primary School
19 Stillness Primary School	39 Sandhurst Primary School
20 Torridon Infant Primary School	40 Horniman Primary School

- 4.7. The condition of building parts, and mechanical and electrical components were graded on a scale ranging from 'A' to 'D'. The best condition grade was 'A', which meant, "good – performing as intended", and the worst grade was, 'D', which meant "bad – Life expired and/or serious risk of imminent failure". In addition to the condition grading, the urgency of the remedial works required was also measured, using a scale ranging from '1' to '4'. The most urgent rating was '1', which meant, "immediate remedial action or replacement required", and the least urgent was '4', which meant, "more than 5 years before remedial action required". Please see table below

summarising the different grades.

4.8. Condition and Prioritisation table:

	Condition Grade		Priority Grade
A	Good – Performing as intended.	4	More than 5 years before remedial action required (default priority for Condition Grade A).
B	Satisfactory – Performing as intended, but exhibiting minor deterioration.	3	Remedial action required within 3-5 years .
C	Poor – Exhibiting major defects and/or not operating as intended.	2	Remedial action required within 1-2 years .
D	Bad – Life expired and/or serious risk of imminent failure.	1	Immediate remedial action or replacement required (default priority for Condition Grade D)

4.9. In the 2018/19, 2019/20 and 2020/21 School Minor Capital Works Programme (SMCWP), works that were graded D1 and were having, or could have, a significant material impact on the operation of a school were prioritised for the scheme. Additionally, the Council had made a commitment to address on-going drainage issues and under provision of toilets at Lucas Vale Primary School, so these works were also included. In total there have been 32 projects undertaken over the last three years, which consisted of:

- 17 heating and/or electrical system replacements,
- 13 roof replacements,
- 1 window and cladding replacements
- 1 toilet block expansion

5. School Minor Works Programme 2021

5.1. The primary source of information used to develop the School Minor Works Programme (SMWP) is the Carter Jonas school condition surveys conducted in 2017. These surveys reported on the condition of community school buildings, and their mechanical and electrical services, highlighting works that were required over a 4-year period. However, as the condition of a school's building and infrastructure can deteriorate at a different rate than was anticipated, schools are invited each year to inform the Council of issues that worsened quicker than expected or were not captured within the report. This approach allows the Council to gain a comprehensive and up to date understanding of the community school estate.

5.2. This work has already been completed for the SMWP 2021, and the shortlist of works being considered for next year can be seen below.

5.3. SMWP 2021 shortlist:

1	Forest Hill School (Art Block) – roof replacment	7	Holbeach Primary School – secondary heating replacement
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2	John Ball Primary School – boundary wall	8	Clyde Nursery – secondary heating replacement
3	Coopers Lane Primary School – primary and secondary heating	9	Launcelot Primary School – tanking of boiler room
4	Forster Park Primary School – roof replacement	10	Sandhurst Primary School – electrical rewire
5	Drumbeat School – window, door and cladding replacement	11	Myatt Garden Primary School – primary heating replacement
6	Fairlawn Primary School – windows and curtaing wall replacement	12	Rushey Green Primary School – toilet block expansion for early years wing

- 5.4. The next step in developing the programme of works will involve instructing Pinnacle ESP (see section 6) to undertake more detailed surveys of the schools listed in the shortlist above, and provide their professional opinion on the condition, urgency and cost of remediating each issue that has been identified. Officers will then use this information to prioritise and finalise the programme of works for the SMWP 2021.
- 5.5. It is therefore recommended that Mayor & Cabinet delegate authority to the Executive Director for Children & Young People to finalise the programme of works to be procured for the SMWP 2021, in line with the budget set out in 10.3.
- 5.6. **Procurement method for contractors to deliver the SMWP 2021**
- 5.6.1. The construction works for SMWP 2021 will be procured externally because the Council has neither the skills nor capacity to deliver such building works. Setting up the required infrastructure to enable this function does not represent good commercial or practical sense, given the nature and scale of works.
- 5.6.2. The Council will in-source other elements required to successfully undertake and maintain the works, including: project management, clienting, stakeholder management, and ongoing asset and latent defect management.
- 5.6.3. Officers will draw on the industry experience and knowledge of PinnacleESP (see section 6) to determine the most cost effective way of packaging works for procurement. In past years, this has been done by packaging works of a similar nature together, up to a certain size, to achieve economies of scale, and reduce the risk of failure by ensuring they can be delivered by one contractor during the school summer holiday.
- 5.6.4. All works will be procured through an open tender exercise via the London Tenders Portal. Frameworks, such as the London Construction Programme (LCP), have been considered but will not be used because of the uncompetitive prices and low number of responses that have been received in the past.
- 5.6.5. Tenders will be evaluated on a 50/50 basis (price/quality). The quality weighting will include either 5% or 10% in line with the Council's procurement policies. The exact evaluation method will be developed with the advice of officers in the Council's Procurement team.
- 5.6.6. A separate contract award report will be prepared seeking authority from the Executive Director for Children and Young People to appoint the winning bidder, in line with the Council's procurement rules and procedures. PinnacleESP will administer the contracts

that are awarded and will be responsible for ensuring the works are carried out as required.

5.6.7. It is therefore recommended that Mayor and Cabinet delegate authority to Executive Director for Children & Young People to procure, award and enter into contract for these works on the advice of the Executive Director for Corporate Resources and Executive Director for Housing, Regeneration & Environment.

5.6.8. Proposed procurement timetable:

Activity	Date
Tender Issue	March 2021
Tender Returns	April 2020
Evaluation	April 2020
Internal approvals	May 2020
Award	May 2020

6. Existing consultant contract extension

- 6.1. The current consultant contract for the SMWP is held by Pinnacle ESP. They were appointed in 2016 to provide professional services for SMWP 2017 and their contract ends in 2021.
- 6.2. The services provided by this contract are vital to the successful delivery of the programme, and include: surveying schools to understand the works required; advising on solutions to resolve identified issues; fulfilling Principal Designer responsibilities (see Glossary); designing and preparing specifications and other technical documents for the agreed solutions; preparing documents for tendering works; assisting with evaluating tender returns; managing contracts once contractors are appointed; overseeing works on site; and signing-off works on completion.
- 6.3. The current contract with Pinnacle ESP runs until July 2021 and fully covers the design phase of SMWP 2021, but only partially covers the construction phase, which commences on site in May 2021 (and is expected to last for 8 months). For this reason, it is recommended that the Council extends the current contract to include all works relating to SMWP 2021. This will ensure there are no issues with continuity or Principal Designer responsibilities that would put the projects at risk, which may well happen if there were a handover between the current and new SMWP consultants during the middle of the programme. Having continuity would also keep costs down to a reasonable level.
- 6.4. Please refer to the Part 2 report.

7. New consultant contract procurement

- 7.1. The new professional services contract that is tendered will cover SMWP 2022 to 2025. The contract will include an optional break clause after each year at the sole discretion of the Council. This will enable the Council to break the contract if the consultant is deemed to be underperforming or for budgetary reasons.
- 7.2. Structuring the contract in this way allows for the programme of works to be developed, procured and delivered in a time efficient manner, which is necessary given the short annual turnaround period.
- 7.3. **Procurement method**
 - 7.3.1. The services will be procured externally because of their technical nature, which the Council is neither qualified nor has the capacity to deliver. Recruiting the required expertise internally solely for the School Minor Works Programme would not represent

good value for money. The cost to employ a building surveyor, MEP engineer, quantity surveyor, and Principal Designer, which would be the minimum needed to deliver the required services, would exceed the anticipated annual contract value. Furthermore, the minimum required in-sourced team would not necessarily have the same breadth or depth of resources as an external consultant that specialises in providing the required services, and so there would be a risk that the quality of the service provided would be lower than what is currently provided.

- 7.3.2. The Council will in-source other elements required to successfully undertake and maintain the works that are delivered, including: project management, clienting, stakeholder management, and ongoing asset and latent defect management.
- 7.3.3. Government frameworks have been considered, however, the lessons learned from past experience is they have not always delivered value for money and the number of responses have tended to be low. For example, when the Schools Building Condition Surveys contract was tendered in 2017 using the HCA Property Professional Services Framework, only one tender was received. In 2018, however, officers tendered a similar contract, the Corporate Estate Survey, using an open tender exercise and received more tenders, and the cost per survey was significantly lower the Schools Building Condition Surveys.
- 7.3.4. The full term of the professional services contract will be 4 years in total (including the option to extend for a further 12 months). The contract will build in the flexibility to terminate after each year. This option is required because the School Minor Works Programme is reliant on the annual SCA grant. If the funding stops, the Council needs the ability to be able to end the contract without penalty.
- 7.3.5. For the estimated cumulative value of the contract (including the option to extend for a further 12 months) please see the Part 2 report. It is therefore a Category A contract. As such, it will be procured through an OJEU open tender process on the London Tenders Portal. Tenders will be evaluated on a 50:50 basis (price:quality). The exact evaluation method will be developed with the advice of officers in the Council's Procurement team.
- 7.3.6. A separate contract award report will be prepared seeking authority from Mayor and Cabinet to appoint the winning bidder in line with the Council's procurement rules and procedures.
- 7.3.7. Proposed procurement timetable:

Activity	Date
Tender Issue	May 2021
Tender Returns	June 2021
Evaluation	July 2021
Internal approvals	August 2021
Award	August 2021

8. School condition surveys to inform the SMWP from 2022 to 2025

- 8.1. Please refer to paragraphs 4.3 to 4.5 for details on the previous approach taken to develop a programme of repair and replacement works for the SMWP (i.e. prior to 2017, schools had carried out their own building surveys in a inconsistent manner, and from 2017, Carter Jonas had carried out surveys to inform the SMWPs from 2018 to 2021).
- 8.2. The next set of surveys, for which approval to procure is being sought, will cover the SMWP from 2022 to 2025. The surveys will provide an update on the condition of the same 40 community school buildings, and the mechanical and electrical services within them. As well as providing a suggested programme of works across the school estate over the next 4 years (given an assumed budget, and based on condition and urgency)

the reports will also be shared with schools to assist with their Planned Preventative Maintenance (PPM).

- 8.3. Please refer to paragraphs 7.3.1 and 7.3.2 as to why these services are to be outsourced and what will remain in-sourced.

8.4. Procurement method

- 8.4.1. The school condition surveys will be procured through an open tendering exercise. For the estimated contract value please see the Part 2 report. Please see paragraph 7.3.3 as to why framework agreements have not been found to be suitable. The evaluation methodology will be developed with the advice of officers in the Council's Procurement team.
- 8.4.2. A separate contract award report will be prepared seeking authority from the Executive Director for Children and Young People to appoint the winning bidder, in line with the Council's procurement rules and procedures.
- 8.4.3. Proposed procurement timetable:

Activity	Date
Tender Issue	April 2021
Tender Returns	May 2021
Evaluation	June 2021
Internal approvals	July 2021
Award	July 2021

9. Small Works Fund and Emergency Works Fund

- 9.1. The Carter Jonas surveys identified many other 'D1s' that fall short of the criteria required to be considered for the School Minor Capital Works Programme (SMCWP). This is because either the estimated cost of the remedial action was below £50,000, or the issue that was identified was considered not to have a significant impact on the operation of a school. The Council has shared these reports with schools to encourage them to address the issues and assist with their Planned Preventative Maintenance.
- 9.2. To further support schools in undertaking the works that are required, officers recommend that £200,000 of the anticipated SCA funding is allocated to the Small Works Fund for 2021/22. This will enable schools to bid for up to £50,000 to carry out further works that they will procure and manage themselves with oversight from Council officers.
- 9.3. Applications will be prioritised in order of risk to health and safety of school staff and pupils.
- 9.4. In addition to the Small Works Fund, officers recommend that the Council allocates £200,000 towards an Emergency Works Fund. This will be used for any unforeseen urgent works that arise in the school estate.

10. Budget allocation

- 10.1. Based on previous years, it is expected that the Council will receive circa £3m from Education and Skills Funding Agency (ESFA). The exact amount is expected to be announced in March 2021.
- 10.2. The proposed programme of works set out in this report is as large and diverse as previous years. Therefore it is recommended that the Mayor and Cabinet delegate authority to the Executive Director for Children and Young People to approve use of an additional contingency of £250,000 from the CYP Asset Management Fund if required. This additional funding will be used in the event that the proposed programme of works set out in this report exceeds the anticipated School Condition Allocations budget of £3m.

10.3. The table below provides on the expected funding:

Proposed cost	Amount	Comments
2021/22 SCA	~£3,000,000	Noted at 10.1
CYP Asset Management Fund	£250,000	Noted at 10.2
Total	~£3,250,000	

10.4. The table below provides a breakdown of the budgets that will be funded by the Council's 2021/22 SCA:

Description	Budget	Comments
SMWP 2021 works	See Part 2 report	See section 5
SMWP 2021 fees	See part 2 report	See section 6
School Condition Surveys	See Part 2 report	See section 8
Small Works Fund	£100,000	See section 9
Emergency Works Fund	£200,000	Noted at 9.4
Project management	£150,000	Cost of internal project management resource
Total	£3,000,000	

11. Financial implications

11.1. The School Minor Capital Works Programme is funded inclusive of professional fees through the annual School Condition Allocation (SCA) provided by the Education Funding Agency (EFA). Lewisham's School Condition Allocation for 2021/22 is expected to be approximately £3m.

11.2. In addition, delegated authority is being sought to permit the executive Director of Children & Young People to agree the use of £250,000 as a contingency funded through unapplied resources within the CYP Asset Management Fund.

11.3. Therefore a sum of £3,250,000 is allocated for planned capital maintenance works in schools for 2021/22.

The proposed programme works should result in reduced premises running costs for the schools within the programme while reducing Council risk and resources required maintaining its estate. No additional revenue costs will fall upon the General Fund of the Council.

12. Legal implications

12.1. The Council has a statutory duty to provide primary and secondary education as well as a duty to ensure that all educational premises are in a good and safe state of repair.

12.2. Approval is sought to tender works under the Schools Minor Capital Works Programme 2021/2022. Given the value of an individual works contract may exceed £1,000,000 it is for Mayor & Cabinet to give pre-tender authorisation under section 3 of the Council's Contract Procedural Rules (CPR).

12.3. Approval is also sought from Mayor & Cabinet to tender for the SMWP consultant given the value of the services contract as the value of the contract would be above £500,000.

- 12.4. For convenience, approval is also sought from Mayor & Cabinet to approve the procurement of the School Conditions Survey Consultant, though the value of the contract would be well before £500,000.
- 12.5. The procurement routes for the works contracts, SMWP Consultant and School Conditions Survey Consultant are set out in report above and are in compliance with the Council's Contract Procedure Rules. It is anticipated that the individual works contracts will fall below the OJEU threshold of £4,551,413.
- 12.6. The award of the Contract must be made in accordance with the Council's Scheme of Delegation. The proposed value of individual works contracts under the School Minor Capital Works Programme 2021/2022 and the School Conditions Survey Consultancy contract are likely to be Category B contracts. Therefore the Executive Director for Children and Young People can award those contracts and it is recommended that this done on the advice of the Executive Director for Corporate Resources and the Executive Director for Housing, Regeneration and Environment.
- 12.7. The SMWP Consultant contract would be a Category A contract therefore it would be for Mayor & Cabinet to approve the award of that contract,
- 12.8. This is a key decision and is therefore required to be included in the publication of key decisions.
- 12.9. The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 12.10. In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- 12.11. The duty continues to "have regard duty", and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 12.12. The Equality and Human Rights Commission has issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled "Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice". The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at: <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>
- 12.13. The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:

1. The essential guide to the public sector equality duty
2. Meeting the equality duty in policy and decision-making
3. Engagement and the equality duty
4. Equality objectives and the equality duty
5. Equality information and the equality duty

The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

13. Equalities implications

- 13.1. The services provided will benefit all pupils and staff in the schools. No individual person or group will be disadvantaged.

14. Climate change and environmental implications

- 14.1. The School Minor Works Programme will improve the energy efficiency of school buildings by upgrading boiler systems to more eco-friendly models, improving insulation and installing LED lighting. With advice from the Council's Sustainability Manager, officers will explore further options to support efforts to make Lewisham carbon neutral by 2030.

15. Crime and disorder implications

- 15.1. The proposed windows and doors replacement works at Drumbeat School may have security implications. Officers will work to ensure the building is no less secure as a result of the works, and, where possible, improve the current security on site. There are no other implications arising from this report.

16. Health and wellbeing implications

- 16.1. The School Minor Works Programme will help to improve the health and wellbeing of staff and children by creating a safer environment and better functioning facilities within school buildings.

17. Background papers

- 17.1. None.

18. Glossary

- 18.1. Terms used in report:

Term	Definition
SCA	School Condition Allocation – a grant funded by the Education and Skills Funding Agency (ESFA)
SMWP	School Minor Works Programme

MEP	Mechanical, Electrical and Plumbing
Principal Designer	An organisation or individual who is appointed by the client to take the lead in planning, managing, monitoring and coordinating health and safety during the pre-construction phase (design and planning stage) of a project, as set out in the Construction Design and Management Regulations 2015
HCA	The Homes and Communities Agency (HCA) was an executive non-departmental public body, sponsored by the Department for Communities and Local Government. It was replaced by in January 2018 by Homes England and the Regulator of Social Housing

19. Report author and contact

19.1. Lemuel Dickie-Johnson, Project Manager - Lemuel.Dickie-Johnson@lewisham.gov.uk, 07990 796219

20. Comments for and on behalf of the Executive Director for Corporate Resources

N/A

21. NAComments for and on behalf of the Director of Law, Governance and HR

N/A