

WORCESTERSHIRE COUNTY COUNCIL

RECORD OF OFFICER EXECUTIVE DECISION

Item	Outcome
Date Of Decision	31 March 2023
Decision Maker	Andrew Spice, Director of COACH and Tina Russell, Director of Children's Services
Brief Description Of Decision	<p>This decision relates to the transfer of Education and Children Centre Accommodation services and functions from WCF Education Sufficiency and Place Planning team to the WCC Corporate Landlord Team (Property & Estates). (3 member of staff and Budget of £118k 2023/24 Prices)</p> <p>It is not considered a Key Decision. Relevant Cabinet Members have been consulted.</p> <p><u>WCF Education and Children Centre Accommodation functions</u></p> <p>The functions and services for transfer include:</p> <ul style="list-style-type: none"> • Responsibility for the detailed project brief to meet the identified need in the Education capital programme • Responsibility for ensuring the outcomes agreed in the capital education programme are delivered to time, cost and quality • Assist in the preparation of education and children's centre property and accommodation service specifications, working with consultants and agents • Prepare quarterly and annual capital reports for Senior Leadership Team, Cabinet and DfE • Assist in the preparation of bids for capital resources from government departments or other agencies • Contribute to the collection of asset management data for education and children's centres • The first point of contact for schools regarding education capital and funding available for condition management • Administer and manage the education capital programme including, Basic Need capital, Condition funding, Accessibility capital, Specialist / High Needs capital, Early Years capital and any other education or children's centre related grants. • Project manage Academy Conversions • Manage revenue budgets for Void education properties and Children's Centres

	<ul style="list-style-type: none"> • Manage the use of temporary accommodation on LA maintained school sites • Delivery of Capital Schemes in one team building on the strategy of insourcing services from PPL, this will avoid fragmentation and provide consistency and more transparency. • Provide information to support the delivery and updates required for leases and licences on education sites. • Manage the development of the brief and delivery of projects to improve the Accessibility of Schools for children with SEND • Administration function to process all financial transactions and processes to fund LA agreed capital funding to education establishments as per Education capital programme. • To complete routine financial reports, enquiries and processes for Education capital schemes. <p>The only function that will remain with WCF is the Stage 1 Transport Appeals assessment and decisions.</p>
<p>Reason(s) For Decision</p>	<p>The Council’s strategic direction in terms of property assets and the project management of corporate and education accommodation related schemes has been reviewed and there is a need to align these teams to improve the efficiency and consistency of processes and decision making.</p> <p>The WCF Education Sufficiency and Place Planning Team determine the strategic direction and need for reviews and ultimately demand for education (0 – 25yrs) provision. The Education Capital programme is determined by the need for additional or improved provision.</p> <p>Corporately, the management of delivery of additional or improved (including capital maintenance) provision is managed by the WCC Corporate Property and Asset / Landlord teams. By incorporating Education and Children’s Centres delivery and administration of financial functions, this provides opportunities to realise future efficiencies and provide improved services to education providers.</p>
<p>Alternative Options Considered And Rejected</p>	<p><i>Do nothing, make no changes – the roles and responsibilities between WCF Accommodation and WCC Corporate Landlord Team (Property & Estates) are not clearly defined, and processes and paperwork between the two teams reduces efficiencies that could be found.</i></p>
<p>Joint Equality, Public Health, Data Protection and Sustainability Impact Assessments carried out</p>	<p>The JIA screening has been carried out in respect of these recommendations. It identified that further impact analysis will be required in respect of: Equality and Public Health. Full assessments have been completed and approved by Equality and Public Health teams (attached).</p>

Any Conflict of Interest declared by a consulted Cabinet Member/ any dispensation granted	
Reference	03/2023

October 2020

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