



## Plymouth Catholic Schools Trust Multi Academy Trust Notice 1706

### **TITLE: Capital and Works Process**

Sponsor: COO

### **Introduction**

This MAT Notice provides information, advice and guidance on how the funding, allocation and commitment of capital and works expenditure is managed in Plymouth CAST. It applies to all Academies.

### **Income**

Plymouth CAST receives income from the Department for Education through the Education Funding Agency (EFA) for Capital and Works expenditure under the conditions of our Master Funding Agreement. This income is 'ringfenced' and there are strict rules governing what it must be spent on. This income is derived from two 'sources': Devolved Formula Capital (DFC) and Schools Condition Allocation (SCA). For Plymouth CAST the SCA replaces the Condition Improvement Fund (CIF). The SCA is an allocation from the CIF for MAT's with >5 schools or >3000 pupils on roll. For Plymouth CAST the DFC is valued at approximately £230k and the SCA approximately £900k. Funds are paid in equal 9 instalments between May and December each year and should be spent in year. Carry forward is only permitted by written request.

### **Types of Capital and Works Activity**

In very general terms there are three 'categories' of activity comprising Capital and Works:

**'Compliance'**. This includes electrical, mechanical and environmental monitoring, inspection and testing covering installed equipment such as heating and water systems, electrical circuits and appliances, fire alarm systems, asbestos monitoring, lifts, access control, tree inspections etc. Generally speaking this is mandatory activity in order to comply with legislation and insurance requirements to keep our premises safe. This activity is normally delivered under a 'Service Level Agreement' and coordinated by a contractor or management company who can offer better value for money than organising the work individually.

**'Repairs and Maintenance'**. Work required as a result of usage, wear and tear, equipment failure and redecoration is covered by Repair and Maintenance. If the offending item is subject to a compliance inspection under a service level agreement it is always worth checking if a warranty might apply to prevent unnecessary expenditure. Likewise, during inspection an engineer may advise that repair or replacement is appropriate.

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**‘Enhancements and Improvements’.** This category is for a completely new capability, building or equipment, or significant upgrade to current equipment if the old item is still fit for purpose.

Regardless of category, if there is a risk to life or risk of further deterioration or damage then a head teacher is authorised to act as they see fit.

## **CAST Processes**

A detailed process flow is at Appendix I to this document.

## **Compliance Work**

All ‘Compliance’ work on Plymouth CAST school sites is now under the supervision of the Torbay Economic Development Company Ltd (formerly known as the Torbay Development Agency). Individual schools will be contacted by them to arrange compliance inspections. If this does not happen or a short notice issue arises then schools should contact [propertyserviceshelpdesk@tedcltd.com](mailto:propertyserviceshelpdesk@tedcltd.com)

(this email address used to be [propertyserviceshelpdesk@torbay.gov.uk](mailto:propertyserviceshelpdesk@torbay.gov.uk) which is still monitored but should not be used)

Schools will not be billed for compliance work conducted under this arrangement, CAST will settle the bill directly using DFC/SCA income. Schools should not conduct or arrange their own compliance inspections as by doing so the Head Teacher automatically becomes liable under Health and Safety legislation for any associated actions and as an employer CAST would not wish to expose their staff to this risk. If a geographically distant school has a good local relationship with qualified providers then they should inform the Torbay Economic Development Company who may decide to check that supplier and adopt their services.

We believe that about 75% of Plymouth CASTs annual allocation of DFC/SCA income will be spent on compliance as most of our estate is either old or in poor repair.

## **Repair and Maintenance**

In the first instance any repair and maintenance work should also be referred to [propertyserviceshelpdesk@tedcltd.com](mailto:propertyserviceshelpdesk@tedcltd.com). Torbay will assess the work and if necessary obtain 3 quotes for the work before referring the matter to the Plymouth CAST buildings committee. If urgent then it can be dealt with out of committee. It is important to note that if the job is of a general nature, for example decoration, then schools should be prepared to meet the first £2000. However, the buildings committee may waive this and meet the full costs from DFC/SCA money. This £2000 ‘excess’ is an attempt to maintain financial realism and preserve money for schools and projects that really need them. Schools have always been expected to meet ‘de minimis’ sites and premises work from the General Annual Grant.

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## **Enhancement and Improvement**

Provisioning Enhancement and Improvement work will follow almost exactly the same process as Repair and Maintenance, except in most cases some consultation with the CAST COO or Buildings committee is recommended prior to consulting Torbay. This consultation will cover timings, available funds etc.

### **Further Information:**

There is a very useful Government Guide at [Essential School Maintenance](#)

Any questions on this MAT notice to the COO on [marcus.taylor@plymouthcast.org.uk](mailto:marcus.taylor@plymouthcast.org.uk)

## **Appendix I**

Capital and Works Process

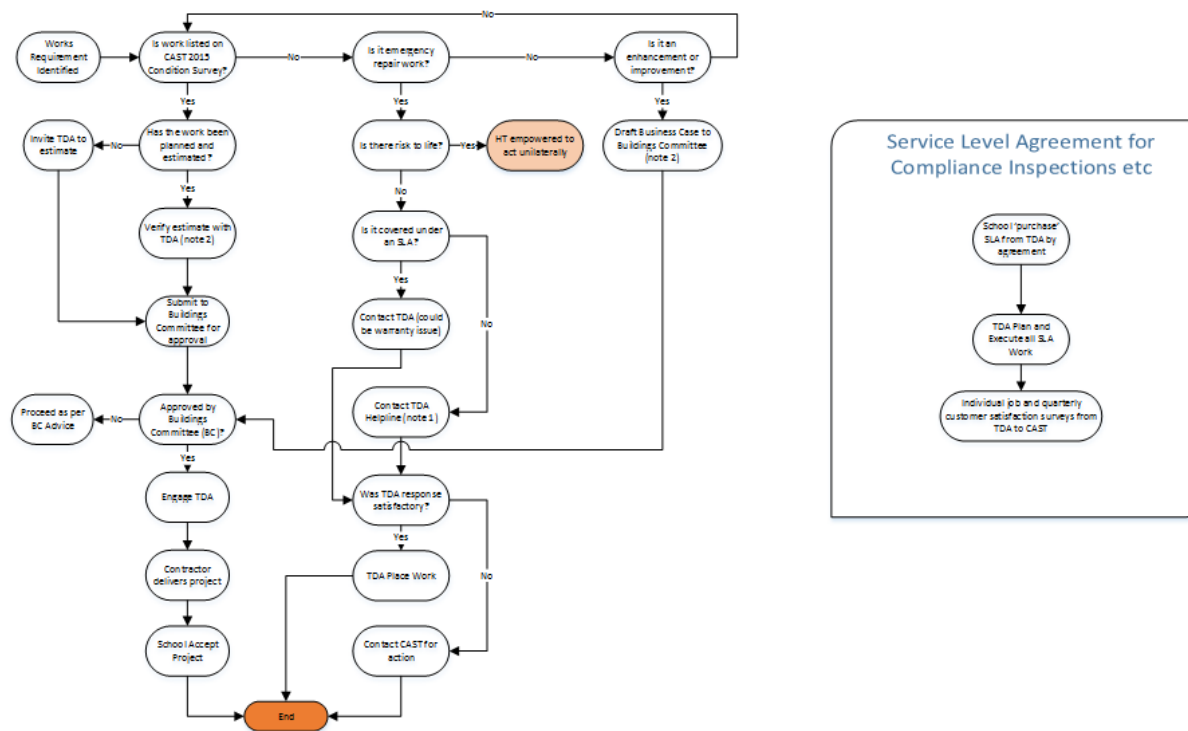
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## APPENDIX I – CAPITAL AND WORKS PROCESS

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### Plymouth CAST Capital Expenditure (CAPEX) and Building Works Process

Version 0.3 Dated 6 April 17



1. TDA Helpline: [property-services-helpdesk@tedc.td.com](mailto:property-services-helpdesk@tedc.td.com)
2. Schools should assume the first £2000 of any enhancement will require a school contribution. Buildings committee decision.
3. Work under SLA's completed by TDA will normally be met out of the Devolved Formula Capital and Schools Condition allocation funding. Schools arranging their own SLA will be liable for the full cost and associated responsibility.

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