



OPEN

Officer Decision Record – Key Decision

CLOSED APPENDIX

NOT FOR PUBLICATION

Exempt information within paragraphs 3 of Schedule 12A to the Local Government Act 1972 (as amended)

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

Cabinet on the 9th of March 2022

That authority be delegated to the Executive Director for People, Health and Care in consultation with the Portfolio Holder for Children and Education to:

1. Approve the continuing rolling programme of identified highest priority SEND high needs capital funding schemes within the Schools Capital Programme.
2. Approve the programme of additional SEND provision/places schemes to ensure that the Local Authority has sufficient and suitable school places to meet its statutory responsibility in accordance with the Education Act.
3. Approve the program of works within the High Need Capital Grant Programme.
4. Commence procurement exercises where necessary in connection with the above to include award, mobilization and implementation at the appropriate time.
5. To carry out all ancillary activity reasonably arising from the above.

6. That the Assistant Director Law, Governance and Assets be authorised to execute any documentation arising from the above recommendations.

2. Subject and details of the matter (to include reasons for the decision)

Approval is sought to award a contract for the following works at Bursar Primary Academy to Topcon Building Ltd.

Refurbishment of two classrooms, creation of pupil WC's, Sensory space, group rooms and associated storage this will enable the school to provide SEND places to pupils with specific learning disability and Autism (SLD/ASD) and to meet the growing demand for specialist provision within the borough.

An indicated sum was allocated for creating a SEND RSP unit for pupils with high needs at Bursar Primar Academy from the LA's High Needs capital funding programme.

The tender has come back within budget, further detail as laid out in the accompanying tender document which is a CLOSED appendix.

3. Decision being taken

That the Director of Children's Services, in consultation with the Portfolio Holder for Children and Education, awards the contract for the creation of a SEND RSP Unit at Bursar Primary Academy to Topcon Building Ltd.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No

5. Anticipated outcome(s)/benefits

This is an identified school project as captured within the Schools Capital Programme, which will increase the ability of the school to provide for SEND provision for up to 20 pupils.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

There are no alternative options to present for consideration.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

No additional documents provided other than the cabinet decision outlined above.

A tender report has been produced for this project and presented to the Schools Asset Team and Deputy Service Director SEND, the programme and allocated sums are captured within the Education and Inclusion Board.

The procurement of this scheme has gone to all the relevant framework contractors for pricing.

Tender evaluation document submitted as a closed appendix.

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

no

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will and expectation of Cabinet and falls within the delegations as laid out. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Procurement Act 2023 and supported by relevant officers.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The contract value will be fully met from the Council's High Needs Capital Grant allocation. Any variation to this position would need careful monitoring to ensure no impact on Council budgets.

12. Human Resource Comments (Head of People and Culture or nominee)

No HR implications

13. Risk Assessment (in accordance with the Report Writing Guide)

Risk assessment is identified as a part of the council's risk process under the SEND programme. Further risk assessments will be picked up by Professional Services and the contractor for the works.

14. Has the Cabinet Tracker been updated with details of this decision?

The Cabinet tracker has been updated.

Name: Ann-Marie Matson

15. Decision Maker(s):

Title : Director of Children's Services

Signed: REDACTED

Dated: 22nd June 2026

16. Consultation carried out with Portfolio Holder(s):

Name: Cllr Samuel Grice

Title: Portfolio Holder for Children and Education

Signed: REDACTED

Dated : 22nd June 2026

Name:

Title:

Signed:

Dated:

**17. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Key Decisions are defined in the Constitution as:

A decision (whether taken collectively or individually by members) which is likely:

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.

A decision will be considered financially significant if:

- (i) in the case of revenue expenditure, it results in the incurring of expenditure or making savings of £350,000 or greater;
- (ii) in the case of capital expenditure, the capital expenditure/savings are in excess of £350,000 or 20% of the total project cost, whichever is the greater

In determining whether a decision is significant in terms of its effect on an area comprising two or more wards, consideration shall be given to:

- (i) the number of residents/service users that will be affected in the wards concerned;
- (ii) the likely views of those affected (i.e. is the decision likely to result in substantial public interest)
- (iii) whether the decision may incur a significant social, economic or environmental risk.