



Notice of a public meeting of

Decision Session - Executive Member for Children, Young People and Education

To: Councillor Webb

Date: Thursday, 23 May 2024

Time: 9.00 am

Venue: West Offices, Station Rise, York, YO1 6GA

AGENDA

1. Declarations of Interest (Pages 1 - 2)

At this point in the meeting, Members and co-opted members are asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

[Please see attached sheet for further guidance for Members].

2. Minutes (Pages 3 - 4)

To approve and sign the minutes of the Decision Session held on **Tuesday, 5 March 2024.**

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at meetings. The deadline for registering at this meeting is **5:00pm on Tuesday, 21 May 2024.**

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

Webcasting of Public Meetings

Please note that, subject to available resources, this meeting will be webcast, including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

4. Early Years Capital Grant Tender For Lowfield Green (Pages 5 - 10)

This report seeks approval for the awarding of the tender for the creation of early years and childcare places at Lowfield Green.

5. Urgent Business

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democratic Services Officer

Reece Williams

Contact Details:

- Telephone – (01904) 55 4447
- Email – reece.williams@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

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Declarations of Interest – guidance for Members

- (1) Members must consider their interests, and act according to the following:

| Type of Interest | You must |
|---|--|
| Disclosable Pecuniary Interests | Disclose the interest, not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation. |
| Other Registrable Interests (Directly Related) OR Non-Registrable Interests (Directly Related) | Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak, but otherwise not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation. |
| Other Registrable Interests (Affects) OR Non-Registrable Interests (Affects) | Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being: (a) to a greater extent than it affects the financial interest or well-being of a majority of inhabitants of the affected ward; and (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest. In which case, speak on the item <u>only if</u> the public are also allowed to speak, but otherwise do not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation. |

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.
- (3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.

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City of York Council

Committee Minutes

| | |
|---------------|--|
| Meeting | Decision Session - Executive Member for Children, Young People and Education |
| Date | 5 March 2024 |
| Present | Councillor Webb |
| In attendance | Martin Kelly – Corporate Director, Childrens and Education Maxine Squire – Assistant Director, Education and Skills Rachelle White – School Admissions Manager |

13. Declarations of Interest (10:00am)

The Executive Member was asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda. The Executive Member declared that he was a teacher at an academy in York. Prior to the meeting, he had taken advice from the Monitoring Officer and as items on this agenda did not affect him more than any other person, he had been advised that it was not a declarable interest.

14. Minutes (10:01am)

Resolved: That the minutes of the decision session held on 6 February 2024 be approved and signed by the Executive Member as a correct record.

15. Public Participation (10:02am)

It was reported that there had been no registrations to speak at the session under the Council's Public Participation Scheme.

16. Term dates for the 2025/26 School Year (10:02am)

The School Admissions Manager presented the report and noted that although some Local Authorities' (LAs) term dates differed due to fixed Easter breaks, the proposed dates in

Annex C of the report had been considered in consultation with bordering LAs' term dates, such as North Yorkshire Council's and East Riding of Yorkshire Council's, of which were also subject to their own consultation and determination process.

Resolved:

That the Executive Member approved the term dates provided in Annex C of the report and continued to follow the guiding principles of setting term dates regionally and where possible align the term dates with our bordering Local Authorities.

Reason: To have met the statutory requirements of legislation including the Education Act 2002, (Section 32), and other related legislation.

Cllr Webb, Chair

[The meeting started at 10.00 am and finished at 10.09 am].



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|----------------------|--|
| Meeting: | Decision Session – Executive Member for Children, Young People and Education |
| Meeting date: | 23 May 2024 |
| Report of: | Martin Kelly, Corporate Director of Children and Education |
| Portfolio of: | Councillor Webb - Executive Member for Children, Young People and Education |

Decision Report: EARLY YEARS CAPITAL GRANT TENDER FOR LOWFIELD GREEN

Subject of Report

1. The Executive Member for Children and Young People is asked to approve the awarding of the tender for the creation of early years and childcare places at Lowfield Green.

Benefits and Challenges

2. The benefits of awarding the tender are that sufficient good quality places will be created to meet demand from parents living at Lowfield Green and giving local children access to forest school provision.

Policy Basis for Decision

3. Education and Skills: High Quality Skills and Learning for All. All ages will have access to learning throughout their lives to equip them with the skills to succeed commercially, socially, locally and nationally.

Financial Strategy Implications

4. The scheme of £104k will be added to the Children & Education Capital Programme, fully funded from a developer contribution. This amount has already been received and is available to spend immediately to fund the creation of new early years and childcare places.

Recommendation and Reasons

5. The Executive Member is asked to approve the tender and £104k capital to the provider for the creation of early years and childcare places at Lowfield Green.

Background

6. Where the Education Support Service can evidence insufficient early years and childcare places to support forecasted increase in demand from a new housing development, a request is made to the housing developer for a contribution for capital funding to support the education infrastructure.
7. Earlier in 2022, the service successfully secured £104K capital funding to support the expansion of 16 early years and childcare places to meet forecasted parental demand that will arise from the new sustainable development in the Lowfield Green area of the city.
8. A paper was taken to Decision Session – Executive Member for Children, Young People and Education in September 2021 (<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=739&MId=12666&Ver=4>) to seek approval for the setting up of a review panel to oversee the commissioning of new early years and childcare places. It was agreed that a review panel be set up and on completion of the tender process, a further report be submitted to consider the panel's recommendations and give formal approval to the successful bids for Lowfield Green.
9. During the autumn term 2022, a capital tender procurement was launched to existing early years childcare providers across the city, including schools, to provide 16 new full time equivalent early years and childcare places within a 1 mile radius of the Lowfield Green housing development.

Local Process

10. All early years and childcare providers in York, including schools, were invited to express an interest and complete a detailed application form by the deadline of Friday 9th December 2022. An application form and scoring criteria were developed and advice and guidance from the Procurement Service has been followed as appropriate.

11. A Scoring Panel was set up with representation from the Education Support Service, Early Years and Childcare Quality Improvement, Finance and Housing Delivery.

Award Criteria

12. The award is for 16 high quality early years and childcare full day care places to include a focus on prioritising and encouraging places for children with Special Educational Needs and Disabilities (SEND) and other vulnerable children aged 0-5.
13. A price: quality ratio of 40:60 is to select the most economically advantageous bid.
14. Quality questions are scored on a scale of 0 to 5 using the following scoring criteria:

| Score | Criteria |
|-------|---|
| 0 | Complete failure to grasp / reflect the issue or does not provide a proposal |
| 1 | Serious weaknesses, or doesn't address the question in any meaningful way |
| 2 | Proposal falls short of expected standard and reflects limited understanding missing some aspects. Significant weaknesses or risks associated with answer |
| 3 | Proposal meets the required standard in most material respects, but is lacking or inconsistent in others |
| 4 | Good understanding and interpretation of requirements |
| 5 | Excellent understanding and interpretation. Innovative and proactive with sound strategy. |

15. The price submission is assessed based on three elements; the total cost of the bid, the number of new places to be delivered and the range of places to be offered (age range, funded/ non-funded places, places for SEND/vulnerable children, weeks per year places to be delivered), with a percentage allocated to each. The three elements are scored with the best value in each instance scoring the maximum percentage available, with all other bids scored pro rata of this. The three percentage scores for each supplier are added together to calculate their price submission score. The maximum score available is 40%.

16. Best Value is defined as;
 - Total cost as a percentage of number of new places to be delivered – highest percentage.
 - Number of new places to be delivered – highest number of places.
 - Range of places to be delivered – greatest range of places.
17. The score from the quality and price evaluations are combined to produce a total final score.

Tender Outcome

18. Initially, two bids were received however, due to incomplete applications, the tender was republished, and the two bidders invited to re-submit an application with the required further details.
19. Following republication of the tender, only one application was submitted.
20. The application received is for the development of a forest/nature school on the site of the applicants existing nursery in the Poppleton area of the city. A dedicated 18-seater minibus will provide transportation from the Acomb nursery to allow 16 children to visit the forest school each day releasing 16 extra places within the current nursery. The forest school will form part of the settings inclusive provision, offered to all children, including vulnerable children, children with SEND and those only accessing a funded place, at no additional charge. The forest/nature school will use Tentipi tents, which are waterproof, windproof and will have full timber flooring, ventilation, heating and cooling hence for all year-round provision. Outdoor learning areas will support a range of activities such as Bushcraft, Nature & Ecology, Arts & Crafts and Literacy and Numeracy. Staff will receive training Level 3 Forest School Training to ensure adequate staffing qualifications and skills. The applicant is also looking to offer wider community use of the facility via Family Learning Days and utilising the space for wider staff training for other professionals in the city. Planning permission has been sought by the preferred provider and has been agreed.

Consultation Analysis

21. A rigorous procurement process was undertaken inviting all early years providers in York to express and interest in creating the places and this was promoted via YorTender and the Family Information Service.

Options Analysis and Evidential Basis

22. The options are:
- a) To award the grant to the applicant so that local parents have access to good quality early years and childcare including forest school provision.
 - b) To go back out to tender with the risk of a lack of places in the Lowfield Green to meet demand from local parents.

Organisational Impact and Implications

- 23.
- ***Financial, contact: Chief Finance Officer.***
The proposed scheme of £104k will need to be added to the Children & Education Capital Programme, fully funded from the S106 developer contribution. This amount has already been received and is available to spend immediately to fund this scheme.

Risks and Mitigations

24. The key risks identified are:
- No LA contingency will be available for project cost overruns. Any project cost overruns must be met by the applicant.
 - The provider becoming financially unviable and no longer able to complete the project or continue to operate once complete.
25. To mitigate, the LA scoring process was robust and included an assessment of key areas including price, project plan, quality of provision, financial risk and inclusive provision to meet the needs of children with additional needs.

Wards Impacted

26. The wards affected are Acomb, Holgate and Westfield.

Contact details

For further information please contact the authors of this Decision Report.

Author: Barbara Mands, Head of Education Support Service
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|-------------------------|--|
| Name: | Martin Kelly |
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| Telephone: | 01904 55 5612 |
| Report approved: | Yes |
| Date: | 15 May 2024 |

Co-author

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|-------------------------|--|
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| Report approved: | Yes |
| Date: | 15 May 2024 |

Background papers

Decision Report – Executive Member for Children, Young People and Education, 14 September 2021 – Early Years Capital Grant Tender for Lowfield Green.

Annexes

None.