

**Different Types of Capital Project**

**Overview**

This is a guide to the process of undertaking and completing capital projects at VA schools in Bath & Wells Diocese. Please note that Devolved Formula Capital Grant (DFCG) and Locally Coordinated Voluntary Aided Programme (LCVAP) funding cannot be used on projects with a value of less than £2,000. Smaller projects can be put together to meet this de minimus level.

Points to consider before embarking on any capital project:

1. The project must be identified as an asset management priority and should be in the school’s development plan.

2. Schools should have a rolling programme of maintenance for such items as interior and exterior decorating and windows.

3. Schools should always retain sufficient DFCG to be able to maintain and upgrade their IT.

4. Schools must obtain the permission of the Diocese as trustee of the school site, prior to embarking on any major capital project.

5. The governing body should ensure that it has sufficient funds to meet its 10% liability. Where larger projects are taking place, the Diocese is able to support governing bodies by offering a 1, 2 or 3 year loan for this liability, currently at 1% above base rate.

**DFCG Projects:**

For schools who bank their DFCG with the Diocese, the process for carrying out a DFCG project is as follows:

a) Contact Elaine Davis at The Hookway Partnership to check that the project is on your asset management plan.

b) Check with Elaine Davis that you have sufficient DFCG to cover the likely cost of the project.

c) Check that the governing body has sufficient funds to meet its 10% liability.

d) Get 3 quotes for the work. If unsure as to how to do this, Elaine Davis can advise or get the quotes for you. The Hookway Partnership have a list of recommended contractors. Elaine will need to see these quotes as we must be able to evidence best value.

e) If there is any structural alteration or change of use of any area of the building, this must be notified to the LA so that they can update their data and assess whether there will be any change to the school’s net capacity. (In Somerset, this notification is via a CIP form).

f) **ASBESTOS:** it is critical that a level 3 asbestos intrusive survey is carried out by appropriately qualified personnel before any project is undertaken. Please seek advice from the Hookway Partnership before undertaking any work.

You must ensure that your asbestos register is up-to-date and available for viewing by any contractor. Please note for Somerset schools – N/A in your asbestos register means NOT ACCESSIBLE, not, non applicable!

g) Engage the contractor to undertake the work.

h) Send the invoice/s to Elaine at The Hookway Partnership who will keep an accurate record of every project at each school. She will process invoices through the Diocese who will recoup 90% of the money from the school’s DFCG account and invoice the governing body for their 10% liability.

**Larger Projects**

Schools must obtain the permission of the Diocese as Trustee of the school site, prior to embarking on any capital project. In today’s financial climate, most larger capital projects are funded from a number of different funding streams including:

* DFCG (governors’ 10% contribution required)
* LCVAP (governors’ 10% contribution required)
* Basic need funding
* Section 106 contributions (from developers in new housing areas)
* Grants from other bodies or local businesses
* Fundraising

Once funding for the project is arranged, work can proceed. The Diocese recommends that schools engage a project manager to oversee the work. The Hookway Partnership can do this or governing bodies may engage their own project manager. If engaging another project manager do ensure they have adequate levels of professional insurance indemnity, experience within a school environment and financial probity.

Where The Hookway Partnership is engaged as Project Manager they will:

* Discuss and agree the scope of the project with the school
* Produce initial drawings and a cost guide
* Develop the specification and arrange to go out to tender
* Undertake any planning applications or liaison with conservation officers, listed building officers and English Heritage
* Receive tenders and prepare a report and recommendation to the governing body
* Engage the contractor and manage all aspects of the project on behalf of the governing body
* Ensure all health and safety requirements are met including in relation to asbestos
* Arrange, chair and minute all site meetings
* Act as employer’s agent for the governing body in all matters relating to the project to ensure that the specification is met and that the project is delivered on time and on budget
* Ensure that successful handover of the new build is completed, all operation manuals are complete and that the school are fully informed on matters relating to the operation of the new building.

**This is intended as a guide to the process. Schools undertaking a project will receive full support and clarification at all stages.**