



POLICY FOR BUILDING WORKS IN DIOCESAN SCHOOLS AND ACADEMIES

It is important to remember that each Governing Body and Headteacher act as stewards for the Trustees of the Diocese who own the school buildings. No new work should be begun without approval of the Trustees as represented by the Diocesan Education Service's Buildings Officer.

Procedure prior to committing expenditure

1. Notify the Diocesan Education Service (NRCDES) of the nature of project to obtain approval to commence work. (See attached Project Proposal Form)
2. Establish that sufficient funds, either Devolved Formula Capital (DFC) are in place to fund project or request Locally Co-ordinated Voluntary Aided Projects (LCVAP) funding consideration through DES for larger projects.
3. Appoint a suitably qualified Consultant, or in the case of very minor work a contractor, to design and co-ordinate project. (See B7 or C below). **Governing Bodies should be prepared to part pay a consultant for any work done on an unsuccessful bid.**
4. Check the advice given on the Diocesan Education Service website and in the document *Managing a Capital Project*.

Considerations in appointing Consultant

1. Proven record of working within schools with knowledge of all current DfE Building Bulletin regulations and related bodies regulations where appropriate.
2. Relevant and suitable qualifications and experience
3. Professional Indemnity Insurance in place for at least £1,000,000.
4. Third Party Liability Insurance in place.
5. CRB accreditation in place.
6. Independent Planning Supervisor in place or agreement with Consultant to provide service as part of their role.
7. Clarity on Consultant's role; check that Consultant will cover the following: planning supervision, architectural, quantity surveying, structural engineering, mechanical engineering, electrical engineering, building control, grant claiming, insurance, etc, as required for project.
8. Consultant(s) should have either local authority approval or Diocesan recommendation.
9. Agree fee level including disbursements.
10. A formal contract/letter of appointment will be required between the Governing Body and the Consultant(s) or, if consultants are not used in the case of very minor work, between the Governing Body and the contractors.

Considerations in appointing Contractors

1. Proven record of working within schools.
2. Public liability insurance of at least £5,000,000.
3. Third party insurance.
4. Satisfactory health and safety policy.
5. Either on the Diocesan recommended or Local Authority/Consultants approved list of contractors.



Agreement with the Consultant(s)/Contractor should include

1. Nominated project manager.
2. Nominated planning supervisor.
3. Evidence of professional indemnity insurance.
4. Evidence of third party liability insurance.
5. Level of fees including disbursements.
6. Timing of payments of Consultant(s).
7. Clarity of tendering procedure agreed – selection of contractors, tender returns and openings, tender reports.
8. Clarity of estimates and cost control. Reports required prior to committing Governing Body to design costs; prior to committing Governing Body to contractors starting on site; contingency plans for shortfalls in funding, etc.
9. Clarity in pre-contract meeting and progress meetings including snagging procedure and hand-over procedure.
10. Frequency of site inspections.
11. Appropriate form of contract with Contractor(s) including programming.
12. Timing of payments to contractor and method of co-ordination with funding routes.
13. Defects liability period, Final Certification and retention issues.
14. Provision of appropriate paper work i.e. planning permissions, building control, F10, insurance, health and safety files and CDM documentation, drawings, specifications, etc.

