

Full Business Case

Project Name	St Machar Academy Grounds Improvements		
Author	Colin Kemp	Date	27/03/2025
Sponsoring Cluster	Corporate Landlord	Version	1

Contents

(Press F9 function key to update table of contents after completion of Business Case – [guidance here](#))

1.	Introduction and Project Overview	2
2.	Executive Summary	3
3.	Strategic Fit.....	4
4.	Business Aims, Needs & Constraints	4
5.	Objectives	6
6.	Scope	7
6.1	Out of Scope	8
7.	Options Appraisal	8
7.1	Option 1 – Do Nothing.....	8
7.2	Option 2 – Remove temporary units only.....	8
7.3	Option 3 - Grounds improvements without covered dining area.....	9
7.4	Option 4 – Grounds improvements with covered dining.....	11
7.5	Scoring of Options Against Objectives	13
7.6	Recommendation.....	15
8.	Benefits	15
8.1	Customer Benefits	15
9.	Costs.....	17
9.1	Project Capital Expenditure & Income.....	17
9.2	Project Revenue Expenditure & Income	18
9.3	Post- Project Capital Expenditure & Income	18
9.4	Post- Project Revenue Expenditure & Income.....	18
10.	Key Risks.....	20
11.	Procurement Approach	20
12.	Time	20
12.1	Time Constraints & Aspirations	20
12.2	Key Milestones	20
13.	Governance	21
14.	Resources	21
15.	Environmental Management	21
16.	Preserving Our Heritage	22
17.	Stakeholders	22
18.	Assumptions	22
19.	Dependencies	22
20.	Constraints.....	22
21.	ICT Hardware, Software or Network infrastructure	23
22.	Change Controls Issued by the Project	23
23.	Support Services Consulted	23
24.	Document Revision History	25
25.	Decision by Capital Board	25

1. Introduction and Project Overview

The Council's School Estate Plan was approved in September 2022 by the Education Operational Delivery Committee when officers were instructed to take forward a detailed action plan to develop and improve the school estate. This included an instruction to carry out a feasibility study to identify options for improving the outdoor space at St Machar Academy.

The size of the pupil roll at St Machar Academy is placing pressure on the school and its ability to use space flexibly.

The outdoor facilities at the school are severely limited, partly due to the space being taken up by a number of modular classroom buildings which are no longer in use and fenced off as they are in a dangerous condition. The outdoor space at the school generally is in need of improvement with the playground in varying conditions with some areas very poor, broken up and patched. This proposal is to remove the units and redevelop the ground that they occupy as usable outdoor learning and teaching space.

The dining facilities are insufficient to accommodate a rising school roll and both the school and Facilities Management would like to create an outdoor dining area and food pod. The Locality Inclusion team are providing funding for the purchase of a food pod but it does not cover the costs of installation and connection to services. This project would include the installation and incorporate it into a covered outdoor dining area.

Pupils currently have to leave site during a fire evacuation as there is no direct access to the school playing field muster points. This project would create an access to the field from the playground to create a direct route for evacuation and improve access to sports facilities.

The perimeter of the school grounds cannot be secured due to gaps in fencing and fencing that is in poor condition. This means that the public can walk through the school playground and there have been incidents as a result including violence, drinking and drug taking during the school day. This project would replace the existing fence with secure green 1.8m weld mesh fence around the perimeter to allow the site to be secured. It will not however, be possible to secure the perimeter without creating direct access to the sports field as currently there is a gate which is designated as a fire exit that cannot be locked.

There is currently no direct access to the sports field and the all weather pitch from the school and pupils have to leave site to get there. This project would create direct access that would incorporate a large stepped seating arena for spectating that could also be used for learning and teaching and as a pupil social area.

Use of the outdoor sports facilities are restricted due to poor drainage in the sports field. The ground around the all weather pitch is often waterlogged causing the pitch to flood, making it unusable. This project would improve the drainage around the pitch and increase the facilities available by providing a multi use games area (MUGA) adjacent to the existing all weather pitch.

As part of the Excelerate Programme (Wood, Ford etc) the school is working with SRUC and other agencies to diversify the curriculum into skills and learning around farming, agriculture, horticulture, business and bioscience as well as many other curriculum area links to enhance qualifications in areas particular to the local climate. The school are currently in year 2 of a five year plan to develop an area of the field that is currently little used with the support of local community volunteer groups out to develop projects and other revenue lines such as selling flowers, fruit and veg, potential community café. The development will have

biodiversity at the heart of its design to connect children with nature and raise awareness of the twin crises of biodiversity loss and climate change and promote health and wellbeing. This project would provide an outdoor classroom, access paths and some native planting to support this development.

If the project is not undertaken:

- the health and safety risks associated with the disused units will increase as they continue to deteriorate;
- the school would continue to face challenges in delivering quality outdoor learning ;
- there would continue to be insufficient dining space for the school roll;
- the school would continue to face the security challenges from the public accessing the school grounds during the school day;
- pupils would continue to have to leave site to access the sports field; and
- the fire evacuation strategy would mean users having to leave site to access the sports field in the event of a fire evacuation.

2. Executive Summary

The project aims to improve the outdoor learning environment of St Machar Academy by creating new outdoor learning and teaching areas, increasing dining capacity, increasing and improving access to the Sports facilities, and improving the security of the site.

Various options for improvements were suggested during consultation with pupils and staff to shape a masterplan for the site and these were costed up as part of the feasibility study.

In deciding on the scope of work it was important that the work could be carried out within the time constraints imposed by the school year and the need to undertake major disruptive work during a holiday period. It is anticipated that the majority of the work can be carried out in the summer holidays of 2024 and 2025. The playground redevelopment will only be possible once the temporary units on site have been demolished and this dependency will impact on the start date for the playground works.

The project sponsor is Corporate Landlord and the contract will be managed by the Design Team.

The benefits to the school will be an improved external environment through the removal of the redundant unsafe units and resurfacing of the playground where they are located to make useable space for a range of activities including:

- a new covered outside dining facility with food pod servery that can be used as an outdoor classroom and pupil social space;
- new sports facilities with a multiuse games area (MUGA) adjacent to the existing all weather sports pitch and improved field drainage;
- new direct access to the sports field that will incorporate a spectator seating area which can also be used as an outdoor classroom and pupil social space;

- a new outdoor classroom;
- improved site security with new perimeter fencing to enable the site to be secured during the school day and prevent members of the public from accessing the playground; and
- improved fire evacuation with direct safe access to the muster points in the field without the need to leave site.

Disbenefits include some possible disruption to the school whilst works are undertaken and the need to suspend external lets on the pitches for the duration of the works.

The preferred option selected to be taken forward has been costed at £1.997M including fees.

A capital budget of £1.8m has been identified for the improvements. £75,000 is being provided through the Community Inclusion team and £195,000 from funding generated by the school taking the available budget to £2.07M.

Creating the new access to the sports field will involve removing an old and disused staircase and the assumption is that the retaining wall between the playground and the field is sound but there is a risk that the wall may require additional work.

3. Strategic Fit

The project will support the following strategic objectives:

Prosperous People (Children and Young People)

- Stretch Outcome 8 in the LOIP – *Child friendly city where all decisions which impact children and young people will be informed by them by 2026*

4. Business Aims, Needs & Constraints

Aberdeen City Council is the local authority responsible for delivery of the project.

The project supports the following policies and strategies:

- Scottish Government/COSLA – Scotland's Learning Estate Strategy – Connecting People, Places and Learning
- Aberdeen City Council - School Estate Plan 2022
- Community Planning Aberdeen – Local Outcome Improvement Plan 2016 – 2026
- Regional and City Strategies - The proposals within this OBC supports the draft Council Property and Estates Strategy strategic outcomes, in particular 'Assets will be fit for purpose, in appropriate condition and with appropriate utilisation' and 'Assets will be environmentally and economically sustainable'.

Improvements to the St Machar Academy site will provide:

- An improved learning environment for pupils, which in turn will contribute to the outcomes for Children and Young People within the Local Outcome Improvement Plan.
- Seamless connections between indoors and outdoors
- Inclusive & nurturing spaces and an environment suitable for all types of users

The layout of the St Machar Academy site and general lack of outdoor space presents significant challenges for curriculum delivery and officers consider that action requires to be taken to bring about improvements to the outdoor facilities to ensure that pupils at the school continue to have access to high quality learning environments and appropriate social spaces.

There are three old, disused modular units in the playground which are surrounded by hedges fencing as they are in poor condition, are unsafe and compromise the use of the space. The units are becoming increasingly fragile and pose a health and safety risk from decay and damage from vandalism. The removal of these units will remove the risks associated with them, increase the size of the useable outdoor space and create opportunity to provide new facilities.

The playground is on a slope and is in poor condition in places with areas not accessible because of fenced off areas around the temporary units. Creating tiered level areas across the site will provide opportunities to develop a range of different spaces including learning zones, outside dining and social areas.

The Locality Inclusion Team is providing funding for an outdoor food pod (*Food Insecurity paper CUS/21/199 to ODC on 16/9/21*), however, there are currently no outside dining facilities or seating in the playground. By creating a large level platform where one of the temporary units is currently located it will be possible to build a sheltered outdoor dining area which could also be used as an outdoor classroom and pupil social space which would increase the dining and teaching capacity of the school.

Scottish Futures Trust guidance for new school buildings recommends the inclusion of an outdoor covered area of 0.8m per pupil. There are currently no outside sheltered spaces in the school playground. This project would move the school towards the SFT aspiration for new builds by creating a sheltered outdoor dining, teaching and social space.

The school and playground is not connected to the sports field and pupils must go off site to get to it for sports activities and to access the muster points located there in a fire evacuation. Due to the slope of the site the sports field is on a lower level to the playground. Creating direct access to it provides the opportunity to develop a wide stepped access incorporating spectator seating for the all weather pitch which could also be used for outdoor learning and teaching and as a social gathering space.

The site is not secure and cannot be secured due to a lack of fencing in some areas and a gate which cannot be locked as it is currently designated as a fire escape route. Creating direct access to the sports field and the fire evacuation muster points from the playground would enable this fire escape gate to be locked during the school day because the new direct access would become the fire escape route and replacing or upgrading and infilling the gaps in the perimeter fence will enable the site to be secured.

The playing field has access and drainage issues which often make it unusable and the all weather pitch becomes flooded making it unsafe to use. Improving the drainage to the area around the all weather pitch and reducing the flood risk to the pitch would increase its

useability and combined with the provision of a new multiuse games area (MUGA) and outside classroom will increase the sports facilities available to the school and curricular capacity for delivering PE and other learning.

It is anticipated that the majority of the work can be undertaken during the summer holiday periods and therefore will not affect service delivery. The redevelopment of the playground is dependent on the removal of the temporary units and some work around the installation of the outside dining will not be complete during the holiday period due to having to remove the temporary units first but this area can be safely secured whilst the school is operational as the area will be securely fenced off.

The school have raised funding towards installing a Multi Use Games Area (MUGA) on the sports field next to the all weather pitch. The MUGA is not dependent on this proposal but is complementary to it and the funding, procurement installation will be incorporated into this project. The cost for installing the MUGA has therefore been included in the overall project cost provided in this document.

The school is being provided with a food pod through the Locality Inclusion Team (Food Insecurity paper CUS/21/199 to ODC on 16/9/21}. The location of the installation of the food pod will be aligned with the planned external improvements to avoid any complications that might arise relating to installation of services therefore the funding for this will be incorporated into this project, and the cost for the food pod has been included in the overall project cost.

The school have secured funding towards the purchase of an outdoor classroom and the funding for its procurement and installation will be incorporated into this project to ensure it fits with the proposed development of the school field and the drainage works. The cost of the outdoor classroom has also been included in the overall project cost.

It is anticipated that the majority of the work can be carried out during the school holiday period and will therefore not impact service delivery. The redevelopment of the playground is dependent on the removal of the temporary units and therefore some of the work to create the sheltered outside dining will take longer but will be contained within the area that is currently not accessible to pupils and will be safely fenced off therefore no disruption is anticipated.

5. Objectives

To remove the disused units and the H&S risks associated with them and improve the outdoor environment.

To create new outdoor facilities including multi use games area (MUGA).

To provide a covered outside dining and outdoor learning facility.

To create a connection between the school grounds and the sports field and improve access and drainage.

To improve security to enable the perimeter of the school grounds to be secured during the school day.

To create an outside classroom/ learning zone in the sports field.

To improve fire evacuation routes.

Is affordable within available budget.

6. Scope

The project aims to improve the external environment by making it secure and creating;

- new outdoor learning and teaching facilities,
- a sheltered outside dining area; and
- access from the playground to the sports field.

Direct access to the sports field will improve the fire evacuation procedures as pupils and staff will no longer need to leave the site to reach muster points in the field as is the current practice.

The improved fire evacuation procedure will enable an existing route to be reconfigured to allow a fire exit gate to be reconfigured as a lockable pupil access gate. This and the new fencing will allow the perimeter to be secured.

The bin stores located on the main playground will be relocated to remove the need for the bin lorry to access the playground.

The staff carpark will be relocated to enable the construction of the wide stair access from the playground to the playing fields.

The majority of the work will be carried out during the summer holiday periods and will not affect service delivery.

The success criteria for the project will be the

- increased outdoor learning and teaching opportunities,
- increased dining facilities,
- improved external environment,
- improved access to sports facilities,
- improved security of the site, and
- improved fire evacuation procedure.

6.1 Out of Scope

There are no out of scope dependencies.

7. Options Appraisal

7.1 Option 1 – Do Nothing

Description	The disused huts would not be removed and they would continue to degrade health and safety risks would increase.
Expected Costs	£0
Expected Benefits	<p>Benefit</p> <ul style="list-style-type: none">- Avoids any disruption to school operation <p>Disbenefit</p> <ul style="list-style-type: none">- The huts would remain in place, continue to deteriorate, pose a H&S risk and there would be no opportunity to use available funding to make other improvements to the outdoor space.
Risks Specific to this Option	None identified
Advantages & Disadvantages	<p>Advantage</p> <ul style="list-style-type: none">- No cost- <p>Disadvantage – no opportunity to provide improved facilities</p>
	Viable but would not meet project objectives
Other Points	No other points identified.

7.2 Option 2 – Remove temporary units only

Description	The disused huts would be removed and the ground they are sitting on would be made good but the result would be a patchwork of surfaces in various conditions ranging from good to very poor.
Expected Costs	£170,000
Expected Benefits	<p>Benefit</p> <ul style="list-style-type: none">- The removal of a potential H&S issue.- Increased playground area. <p>Disbenefit</p> <ul style="list-style-type: none">- The opportunity to use the funds needed to make good the ground where the huts are located to contribute to improvement of the outdoor space, in line with the wider programme of improvements that the school are working to deliver, would be lost.

Risks Specific to this Option	None identified
Advantages & Disadvantages	<p>Advantage</p> <ul style="list-style-type: none"> - Low cost - Can be delivered within the time constraints of working around school holiday periods <p>Disadvantage – no opportunity to provide improved facilities.</p>
Viability	Viable but would not meet project objectives.
Other Points	No other points identified.

7.3 Option 3 - Grounds improvements without covered dining area	
Description	<p>Deliver improvements to meet the objectives of the project through the following.</p> <ul style="list-style-type: none"> - Remove the disused temporary units and make good and resurface the areas of the playground affected. - Install the food pod and a platform for a covered dining area. - Create an access from the playground to the playing field that incorporates spectator seating for the all weather pitch. - Replace all the damaged fencing around the site and install/replace gates to create a secure site. - Install new MUGA. - Improvements to the field including drainage around the all weather pitch and the installation of an outdoor classroom.
Expected Costs	£1,370,000

Expected Benefits	<p>Benefits</p> <ul style="list-style-type: none"> - Outdoor learning and teaching opportunities would be increased with the provision of new facilities including an outdoor classroom a multiuse games area and an outdoor dining/ teaching facility. - Existing facilities would be made more useable by improving the drainage to the sports field reducing or eliminating how often they are unable to be used due to flooding. - Dining capacity would be increased with the provision of an outdoor dining with a food pod servery. - Fire evacuation would no longer involve users having to leave site to reach muster points. - The playground would be able to be secured, - Helps to be prepared for the incoming Protect Duty (Martyns Law). <p>Disbenefits</p> <ul style="list-style-type: none"> - Some possible disruption to the school whilst works are undertaken and the need to suspend external lets on the pitches for the duration of the works.
Risks Specific to this Option	<p>Risk</p> <p>The existing retaining wall is assumed to be sound but it will not be possible to ascertain this until the existing stairwell is removed.</p>
Advantages & Disadvantages	<p>Advantages</p> <ul style="list-style-type: none"> - Can be delivered within the time constraints of working around school holiday periods. <p>Disadvantages</p> <ul style="list-style-type: none"> - Involves capital expenditure. - Does not meet the objective of providing covered outdoor area
Viability	<p>This option is viable and within the allocated indicative budget.</p>
Other Points	<p>Timeline</p> <ul style="list-style-type: none"> - The project would be delivered during the school summer holiday periods. <p>Constraints/ Dependencies</p> <ul style="list-style-type: none"> - The start date will be dependent on the existing temporary units being removed.

7.4 Option 4 – Grounds improvements with covered dining

Description	<p>Deliver improvements to meet the objectives of the project through the following.</p> <ul style="list-style-type: none"> - Remove the disused temporary units and make good and resurface the areas of the playground affected. - Install the food pod and a covered dining area. - Create an access from the playground to the playing field that incorporates spectator seating for the all weather pitch. - Replace all the damaged fencing around the site and install/replace gates to create a secure site. - Install new MUGA. - Improvements to the field including drainage around the all weather pitch and the installation of an outdoor classroom, paths and growing area.
Expected Costs	<p>£1,997,000</p>
Expected Benefits	<p>Benefits</p> <ul style="list-style-type: none"> - Outdoor learning and teaching opportunities would be increased with the provision of new facilities including an outdoor classroom a multiuse games area and a covered outdoor dining/ teaching facility. - Existing facilities would be made more useable by improving the drainage to the sports field reducing or eliminating how often they are unable to be used due to flooding. - Dining capacity would be increased with the provision of covered outdoor dining with a food pod servery. - Fire evacuation would no longer involve users having to leave site to reach muster points. - The playground would be able to be secured. - Helps to be prepared for the incoming Protect Duty - (Martyns Law). <p>Disbenefits</p> <ul style="list-style-type: none"> - Some possible disruption to the school whilst works are undertaken and the need to suspend external lets on the pitches for the duration of the works. - Involves capital expenditure.
Risks Specific to this Option	<p>Risk</p> <p>The existing retaining wall is assumed to be sound but it will not be possible to ascertain this until the existing stairwell is removed.</p>

Advantages & Disadvantages	<p>Advantages</p> <ul style="list-style-type: none"> - Can be delivered within the time constraints of working around school holiday periods. <p>Disadvantages</p> <ul style="list-style-type: none"> - None
Viability	This option is viable and within the allocated indicative budget.
Other Points	<p>Timeline</p> <ul style="list-style-type: none"> - The project would be delivered during the school summer holiday periods. <p>Constraints/ Dependencies</p> <ul style="list-style-type: none"> - The start date will be dependent on the existing temporary units being removed.

7.5 Scoring of Options Against Objectives

Objectives	Options Scoring Against Objectives							
	1	2	3	4				
To remove the disused units and the H&S risks associated with them and improve the outdoor environment.	0	3	3	3				
To create new outdoor facilities including multi use games area (MUGA).	0	0	3	3				
To provide a covered outside dining and outdoor learning facility.	0	0	0	3				
To create a connection between the school grounds and the sports field and improve access and drainage for the installation of a MUGA.	0	0	3	3				
To enable the perimeter of the school grounds to be secured during the school day.	0	0	3	3				
To create an outside classroom/ learning zone.	0	0	3	3				
To improve fire evacuation routes.	0	0	3	3				
Is affordable within available budget.	3	3	3	3				
	0	0	0	0				
	0	0	0	0				
Total	3	6	21	24				
(use F9 function key on each total to add the numbers in the column <highlight 0 in Total column before pressing to update>)								
Ranking	4	3	2	1				

Scoring

Fully Delivers = 3
Mostly Delivers = 2
Delivers to a Limited Extent = 1
Does not Deliver = 0
Will have a negative impact on objective = -1

7.6 Recommendation

Using evidence based on the options appraisal and the objectives scoring, clearly articulate the recommended option, showing the best fit against the project's stated objectives, and balancing cost, benefits and risk. Note, if an option fails to deliver any essential objective then it must be discounted as unsuitable. The recommendation should not be made on objectives scoring alone but the table can be used to eliminate those options that score poorly as a first stage, with the second stage being a more detailed analysis of the remaining options. Bear in mind:

- Investment Appraisal
- Assumptions
- Constraints
- Dependencies

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Option 4 is within the indicative budget allocated to the project and delivers all of the project objectives.

Making these improvements to the grounds of the school would improve the outdoor environment for pupils and increase the range of outdoor facilities available by providing:

- a covered outside dining area that can be used for teaching and as a pupil social space;
- an outside classroom; and
- additional and improved sports facilities.

The H&S risks associated with the disused units would be removed.

The security issues faced by the school in keeping pupils safe during the school day would be addressed.

Fire evacuation procedures would be simplified with direct access to the muster points without having to leave the school grounds.

Helps to be prepared for the incoming Protect Duty - (Martyns Law).

8. Benefits

8.1 Customer Benefits

Benefit	Measures	Source	Baseline	Expected Benefit	Expected Date	Measure Frequency
Improved playground environment	Pupil feedback	School	General lack of facilities	Increased facilities	Aug 25	Once on completion of project
Increased dining facilities and new outdoor teaching and social space	Additional capacity	School	Current facilities	Additional capacity for 80 + pupils	Aug 25	Once on completion of project
New and improved sports facilities	Additional capacity	School	Current facilities	Increased facilities	Aug 25	Once on completion of project
Improved access to sports field	New stair access direct from the playground	School	No access	Access	Aug 25	Once on completion of project
New outdoor classroom/ learning facility	Dedicated facility created	School	Current facilities	Able to be secured	Aug 25	Once on completion of project
Improved playground/ school site security	Able to lock down the perimeter to prevent unauthorised access to the site during the school day	School	Not fully secure	Able to be secured	Aug 25	Once on completion of project

Improved fire evacuation procedure with no need to leave the site to reach muster points	Revised evacuation plan	School	Involves leaving site	No need to leave site	Aug 25	Once on completion of project
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9. Costs

Use the tables below to provide cost information. Costs must include capital investment and where relevant any ongoing revenue costs incurred by the project or as a result of the project.

The source/basis of any estimates should be clearly identified.

Refer to the Government Green Book and the Supplementary Guidance on Optimism Bias for information on determining costs. Outline any assumptions in estimating costs in Section 17, **and** confirm in the Checklist that you have followed this guidance.

[Green Book Supplementary Guidance Optimism Bias](#)

[The Green Book 2022 \(HM Treasury Guidance\)](#)

To improve the design development process for capital projects there is a need to consider full life cycle costs, including maintenance. Therefore, costs should be considered at least over a 5-year period. It is an estimate of the resources and capabilities (people, physical resources, and funding) needed to deliver the project and sustain the benefits. The estimates need to cover both the direct project costs and the ongoing (business as usual) costs for the lifetime over which the benefits are to be considered.

Include information on where the budget will come from.

Full costs breakdown to be included.

Any impact on business as usual or service delivery.

9.1 Project Capital Expenditure & Income

(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Construction Costs (including corporate fees)	800	1270	70	0	0	0	0	0	0	0	2070

Sub-Total	800	1270	0	0	0	0	0	0	0	0	2070
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9.2 Project Revenue Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Staffing Resources	0	0	0	0	0	0	0	0	0	0	0
None											
Non-Staffing Resources	0	0	0	0	0	0	0	0	0	0	0
None											
Revenue Receipts and Grants	0	0	0	0	0	0	0	0	0	0	0
None											
Sub-Total	0	0	0	0	0	0	0	0	0	0	0

9.3 Post- Project Capital Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Staffing Resources	0	0	0	0	0	0	0	0	0	0	0
None											
Construction Costs	0	0	0	0	0	0	0	0	0	0	0
None											
Sub-Total	0	0	0	0	0	0	0	0	0	0	0

9.4 Post- Project Revenue Expenditure & Income											
(£'000)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Non-Staffing Resources											
Grounds maintenance – new MUGA pitch	0	0	3	3	3	3	3.5	3.5	3.5	4	25.5

Lets income from new MUGA pitch / improved all weather pitch	0	-8	-8	-8.5	-9	-9.5	-10	-10.5	-11	-11.5	-86
Sub-Total	0	-8	-5	-5.5	-6	-6.5	-6.5	-7	-7.5	-7.5	-60.5

10. Key Risks	
Description	Mitigation
Not getting a tender within budget or a tender at all	Feasibility study undertaken including topographical survey to identify any ground level issues and inform prospective contractors from submitting a tender.
The retaining wall between the playground and the sports field is assumed to be sound but this will only be confirmed when the existing disused stair is removed.	Contingency budget included in cost estimate.
Project takes longer than Summer holiday period.	The affected area will be made secure with herras fencing whilst works are completed. The school will be involved in all discussions around scheduling to avoid impact on service delivery.

11. Procurement Approach
These will be investigated further at full business case stage when a procurement strategy will be prepared.

12. Time
12.1 Time Constraints & Aspirations
The window of the school holidays is a time constraint.

12.2 Key Milestones	
Description	Target Date
Scope of work ready to for tender	May 2024
Contractor appointed	January 2025
Work started	January 2025
Contract completion	August 2025

13. Governance		
Role	Name	Service
Project Sponsor	Stephen Booth	Corporate Landlord
Project Manager	Colin Kemp	Design Team/ Capital
Asset and Estate Manager	Sharon McNutt	Corporate Landlord

14. Resources			
Task	Responsible Service/Team	Start Date	End Date
Asset and Estate Manager	Corporate Landlord	June 23	Sept 25
Project Manager	Design Team/ Capital	April 24	Sept 25

15. Environmental Management		
<p>The introduction of planted areas will enhance the visual appeal of the playground space and add biodiversity to the site.</p> <p>The loss of green space from installing the MUGA will be mitigated by the landscaped areas being incorporated into the design.</p> <p>The project with SRUC will improve the biodiversity of the field with native planting and growing areas for food cultivation.</p> <p>The disposal of contaminated waste from the huts on site which contain asbestos.</p>		
Is a Buildings Checklist being completed for this project?	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If No, what is the reason for this?		
Not required		

16. Preserving Our Heritage

No impact identified

17. Stakeholders

Pupils, staff, parents and carers, local residents and elected members.

18. Assumptions

None

19. Dependencies

The existing temporary units will need to be removed before the playground works can begin.
Planning permission may be required for any new structures.
Building warrant will be required.

20. Constraints

Time constraints around the implementation of works to the school playground having to be undertaken during the summer holiday period.
The removal of the temporary units will have to happen before the playground works can begin.

21. ICT Hardware, Software or Network infrastructure		
Description of change to Hardware, Software or Network Infrastructure	Approval Required?	Date Approval Received
N/A		

22. Change Controls Issued by the Project			
Date	Change Ref ID	Approval Route	Change Description

23. Support Services Consulted
<p>The minimum consultation period for Outline/Full Business Cases is 10 working days unless the Programme Board Chair agrees there are exceptional circumstances that require a shorter turnaround time.</p> <p>Note:</p> <ul style="list-style-type: none"> It is mandatory for Capital projects to consult with the full list below. If any services are not consulted, this should be indicated in the Comments section, along with the reason why. All comments received should also be noted, or reasons given for discounting them. It is a legal requirement for the Council to carry out an Equality and Human Rights Impact Assessment (EHRIA) to evaluate the impact our decisions have on our customers.

Note: There is a copy and paste version of the consultation list below which you can use for circulating your Business Case – [Support Services Consulted Circulation List](#)

Service	Consultee	Comments	Date
Corporate Landlord	Andrew Jones, Service Manager alareid@aberdeencity.gov.uk		
Communications	David Ewen, Communication & Marketing Manager DaEwen@aberdeencity.gov.uk		
Design – Public Buildings	Ian Flett, Senior Architect laFlett@aberdeencity.gov.uk		
Education	Shona Milne smilne@aberdeencity.gov.uk		

Service	Consultee	Comments	Date
Emergency Planning Officer	Fiona Mann FioMann@aberdeencity.gov.uk		
Finance	Scott Paterson, Finance Partner spaterson@aberdeencity.gov.uk		
Governance	Chief Officer, Governance jelawson@aberdeencity.gov.uk		
Grounds Maintenance	Steven Shaw, Environmental Manager stevens@aberdeencity.gov.uk		
HR	Linsey Blackhurst, People & OD lblackhurst@aberdeencity.gov.uk		
ICT – Digital & Technology	Steve Robertson, Digital & Transformation Manager sterobertson@aberdeencity.gov.uk		
Legal	Elena Plews EPlews@aberdeencity.gov.uk		
Legal	Fiona Closs FCloss@aberdeencity.gov.uk		
Legal (Commercial & Procurement)	Michele Pittendreigh, Team Leader MPittendreigh@aberdeencity.gov.uk		
Legal (Property)	Ross Campbell roscampbell@aberdeencity.gov.uk		
Operations	Chief Officer, Operations and Protective Services mareilly@aberdeencity.gov.uk		
Operations (Facilities)	Andy Campbell, Facilities Manager AnCampbell@aberdeencity.gov.uk		
Place	Chief Officer, Strategic Place Planning DDunne@aberdeencity.gov.uk		
Place	Chief Officer, City Growth		
PMO	PMO Programme Manager RMacTaggart@aberdeencity.gov.uk		
Procurement	Gillian Ross giross@aberdeencity.gov.uk		
Resources	Chief Officer, Finance jbelford@aberdeencity.gov.uk		
Resources	Chief Officer, Corporate Landlord stbooth@aberdeencity.gov.uk		
Roads Management	Stuart Allan, Team Leader Technical StuAllan@aberdeencity.gov.uk Vycki Ritson, Team Leader Engineering vritson@aberdeencity.gov.uk		
Roads Projects	Alan McKay, Team Leader AlanMcKay@aberdeencity.gov.uk		

You can attach a link to your document to the list above but will need to attach **a copy of your document** to the consultees below as the link function doesn't work for generic addresses:

Service	Consultee	Comments	Date
Climate & Environment Policy	EPConsultations@aberdeencity.gov.uk		
Equalities	Baldeep McGarry/ Faiza Nacef equality_and_diversity@aberdeencity.gov.uk		
Estates	Property Estates Manager Estates@aberdeencity.gov.uk		
Planning	Local Development Plan Team LDP@aberdeencity.gov.uk Development Management PI@aberdeencity.gov.uk		
Transportation Strategy and Programmes	transportstrategy@aberdeencity.gov.uk		

24. Document Revision History			
Version	Reason	By	Date
1	Version 1 – Draft	CK	March 25

25. Decision by Capital Board	Date
* Approved/Not Approved to:	

* Insert approval decision from Capital Board.