

OFFICER DELEGATION SCHEME RECORD OF DECISION

Date: 18/06/2026	Ref No: CYP25-152
Responsible Officer: Sean O'Hagan	
Title/Subject matter: Additional SEND Classroom space Post 16 College Hub	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes/No
Is there any implications with 3 rd party spend?	Yes/No If yes, please contact procurement via CorporateProcurement@bury.gov.uk
Is there any IT implications i.e. Additional hardware, new software, changes to systems	Yes/No If yes, please contact IT via servdesk@bury.gov.uk

Item for Decision:

We are seeking a £470,000 + VAT budget approval to progress the next steps in terms of providing additional space for the existing Elmsbank SEMH post 16 college with the appointment of a company to provide a modular building and a personal care room internal within the college. An additional budget will be required in July 2028 to remove and make good the modular buildings as well as make good the internals of the college on moving.

- As well as a long-term solution for a full school replacement, there is a short term need to provide an additional circa 15 student places, that cannot be catered for on the existing Elmsbank site that would be required for by September 2026.
- Until recently, the requirement was for one year, but a late extension to the lease agreement of another year, the requirements have had to be reviewed in order to get a revised cost.
- Three companies approached for predicted costs although the intention is to appoint direct through a framework.

The late decision and change has also meant that we have had to increase the size to 3 classrooms, as we no longer have the time to tender the internal change to move the Hairdressers to the first floor to create ground floor teaching space.

- To provide a modular building on the existing site at St Monica's High, which will now contain 3 classrooms and welfare facilities
- This would be on hire for two years until the permanent facility becomes available.
- Immediate approval is required to place an order before the end of May to meet the September deadline.

Recommendation

- To approve a budget of £470,000 + VAT to appoint PM McVey's to provide 3 modular classrooms at St Monica's High. Appointment to be a direct award made through the ESPO Framework.
- Using the EB20000 CS Unoccupied Buildings as the revenue code for the rental, i.e. the £222k, and XH00699 Elms Bank-Post 16 schemes for the capital costs PO i.e. the £247,819.25. The revenue costs will need splitting across financial years and a separate PO raised for the amount expected to be needed each financial year.

Approval to recruit to newly created vacancies

NB: Chief Officer graded roles require AD HR and AD Finance approval

Not Applicable

Decision made by:

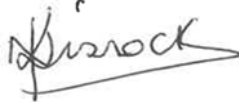
Chief Executive Officer,
Lynne Ridsdale:

Signature:



Date:

02/07/26

Executive Director: Jeanette Richards		18/06/2026
Head of Service (Education Operations): Rachael Stirk		24/06/26
Advised by HR Business Partner		
Advised by Finance Business Partner		
Chief Officer graded roles: Assistant Director of HR	Not required	Not required
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant: Neil Kissock		30/06/26
Member Consulted (only if applicable) [see note 4 below]		

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)
Over £500,000	Cabinet.
Over£250,000 to £500,000	Chief Executive
Over£100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director
Over £10,000 to £50,000	Head of Service
Up to £10,000	Service Lead

For Chief Officer Graded Roles:

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval