OFFICER DELEGATION SCHEME
RECORD OF DECISION

Date: 27/08/2026	**Ref No:** CYP25-163
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 (combination of revenue budget RCCO offset and corporate property and estates block in the capital programme)
(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 3rd 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:

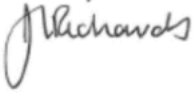
We are now seeking approval to switch the previously approved rental of the additional modular classrooms to a permanent option to buy due to the new agreement in principle to extend the lease agreement with SToC Trust for 8 years instead of the previously agreed 2 years..

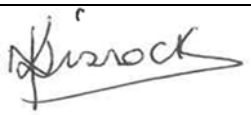
- As well as a long-term solution for a full school replacement, there is a short term need to provide an additional circa 15 student places, that cannot be catered for on the existing Elmsbank site that would be required for by September 2026.
- There was then a one year extension of the lease agreement with SToC.
- Three companies approached for predicted costs although the intension is to appoint direct through a framework.
- An order was placed to supply and then rent the additional modular classrooms from P McVey Building Systems Ltd and work has started on site to have the modular classrooms ready for the start of the term in September 2026.
- A very recent intervention has seen the 2 year extension of the lease, to a new 8 year lease agreement, with break options.
- Reviewing the cost of renting over the 8 year period, it was found to be more financially beneficial to actually purchases the modular.
- Given that the additional modular classrooms would now be needed to match that new lease agreement, the cost of renting the modular for that period would have been circa £915,000 + VAT. Therefore, we have obtained a purchase cost of £416,500 + VAT. A saving over the 8 years of £498,500 + VAT for the Council.
- A previous revenue budget of £222,000 + VAT was approved to cover the rental of the modular classrooms. If we move swiftly, this could be used to help fund the purchase.

Decision Required

- To approve a budget of £416,500 + VAT to appoint PM McVey's to purchase 3 modular classrooms at St Monica's High.

Approval to recruit to newly created vacancies NB: Chief Officer graded roles require AD HR and AD Finance approval	Not Applicable

Decision made by:	**Signature:**	**Date:**
Executive Director: Jeanette Richards		27/08/26
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		14/10/2026
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