OFFICER DELEGATION SCHEME
RECORD OF DECISION

Date: 26th October 2026	**Ref No:** CYP25-172
Responsible Officer: Sam Horrocks-Asset Manager	
Title/Subject matter: Purchase of existing SEND Modular Classrooms at the Elms Bank Main School site	

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 3rd party spend?	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	No If yes, please contact IT via servdesk@bury.gov.uk

Item for Decision:

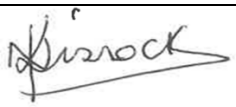
We are now seeking approval to switch the previously approved rental of the additional modular classrooms to a permanent option to buy. This is due to the requirement of the additional space on a long-term basis instead of the previously agreed 3-year hire.

- Having a long-term solution for the school will support with ongoing capacity issues.
- In February 2025 the SEN team highlighted potential capacity issues at the school. We were made aware that an additional 10 pupils from Millwood Primary school had been named as being placed at Elms Bank from September 2025. They couldn't be catered for on the existing Elms Bank site that was required to be in place for September 2025.
- Given the tight timescales to provide a solution before September 2025 different options were considered. The repurpose/redesign of some existing classroom areas was considered. But given the number of recent incidents at the school, Elms Bank have had to reduce pupil numbers in classrooms. Therefore, this option was discounted at an early stage. A permanent building extension was considered but this would be unachievable for September 2025 as likely to not be in place until Spring 2026 at the earliest.
- The council along with the support of Elms Bank School approached several modular classroom suppliers.
- Three companies were approached for estimated costs to hire the 2 classroom modulars for a 3-year term starting September 2025.
- A contract was entered into with Portacabin Ltd as they provided the lowest quotes to supply and rent the additional modular classrooms.
- The modular classrooms were installed during summer 2025 ready for the September intake of pupils.
- Due to ongoing capacity issues at the school, a decision was recently taken to try to secure the 2 classroom modular units on a permanent basis.
- Reviewing the cost of renting over the 3-year period, it was found to be more financially beneficial to purchase the modulars.
- The cost of renting the modulars for that period would have been circa £262,636. Therefore, we have obtained a purchase cost of £150,000. A saving over the 3 years of £112,636 for the Council.
- The purchase costs will be funded from Children's Services capital programme.

Decision Required

- To approve a budget of £150,000 to purchase the existing 2 modular classrooms at Elms Bank main school site.

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		02.11.2026
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		02/11/2026
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