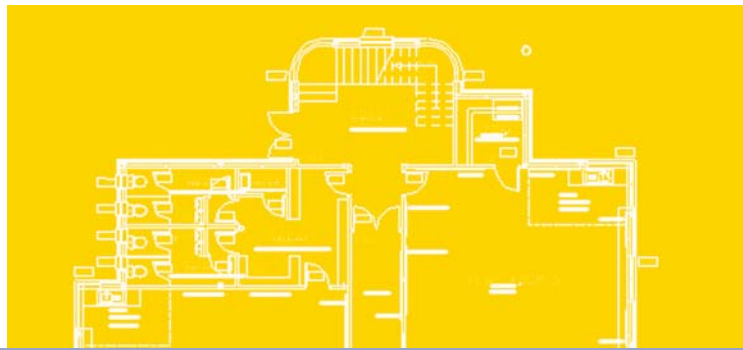




**SOUTH EASTERN EDUCATION  
AND LIBRARY BOARD**



**Strategic Capital Development Plan  
2004 - 2009**

**March 2004**

**SOUTH EASTERN EDUCATION AND LIBRARY BOARD**  
**STRATEGIC CAPITAL DEVELOPMENT PLAN 2004-2009**

**March 2004**

CONTENTS	PAGE
1. Strategic Context	2
2. Legislation and Government Targets	4
3. Issues Impacting on Board Services	6
4. General Recommendations	11
5. Project Specific Recommendations	13

APPENDICES

- A. Population Change 1991-2001 Ages 0-18
- B. Enrolment Trends and Surplus Capacity by School Type
- C. Programme for Government Targets
- D. Library and Information Service:  
Area Development Plans 2004-2006
- E. Premises not included in Specific Recommendations Tables
- F. Glossary of Terms
- G. Categorisation of School Capital Priorities by Department of  
Education

**SOUTH EASTERN EDUCATION AND LIBRARY BOARD**  
**STRATEGIC CAPITAL DEVELOPMENT PLAN 2004-2009**

**March 2004**

**1. STRATEGIC CONTEXT**

**1.1 REVIEW OF EXISTING PLAN**

- 1.1.1** The Board's current capital plan, The Area Strategic Development Plan 1999-2005, was published in April 2000. The Plan provided a strategic framework for the preparation for and progress of capital schemes to develop the Board's estate.
- 1.1.2** Swifter progress has been made in implementing the Plan than had initially been anticipated, especially in relation to school projects. Of the 61 items originally listed in section 4(a), 36 projects have been completed, 13 have been granted financial approval and are at various stages of the design or construction process and 7 are at economic appraisal stage. Preliminary work has commenced in relation to the remaining projects.
- 1.1.3** A process of review has commenced within the SEELB in order to produce an updated plan for the period 2004-2009. The review so far has involved consideration of the condition of the Board's estate and of strategic issues impacting on the Board's services, such as demographic and legislative changes. Further explanation of these issues is given below. The Board is responsible for the provision of schools in the controlled sector only. Within the maintained school sector the Board provides school meals accommodation and maintenance of the school premises. For completeness data on schools across all sectors was considered. Arising from the review, recommendations were made in relation to provision of all the Board's services in each district council area, as well as general recommendations on overall development policy, particularly for the controlled school sector.
- 1.1.4** Major capital development projects, i.e. schemes costing over £300,000, are funded directly by the Department of Education (or for Library schemes by the Department of Culture Arts and Leisure). Earmarked funding is also provided for specific initiatives such as Classroom 2000 and Reinvestment and Reform Initiative (RRI). Minor capital schemes, i.e. costing less than £300,000 are funded from the Board's Minor Works budget.

## 1.2 POPULATION CHANGE

1.2.1 The results of the Census 2001 have demonstrated an overall growth of 6.8% in the population of Northern Ireland since 1991, as shown in the table below. However this growth is not consistent across all age groups and the majority of the increase is in the over 65 age group. Within the school-age bands and pre-school age there are incidents of decreasing population.

1.2.2 Similarly the overall population in the SEELB area has grown by 9.5% since 1991, but mostly within the adult age groups. The age distribution varies slightly across the Board's area, but generally there is a peak within the lower end of the post-primary aged population and the primary and pre-school age groups are decreasing year by year. The graph shown in Appendix A illustrates clearly the sharp decline in year groups as counted in the 2001 census, from a peak of 5926 children aged 9 to 4960 aged 1 year. This is reflected in a general decline in enrolments in the primary sector but more significantly points to further reductions both in primary and post-primary sectors.

**Table 1. Census Data – Total Population**

Area	1991	2001	% change
NI	1,577,836	1,685,267	+6.8
SEELB	354,861	388,577	+9.5

## 1.3 POTENTIAL EXPANSION

1.3.1 The Regional Development Strategy (RDS) set targets for the number of new dwellings to be provided across the Province. Within that framework, the Planning Service of the Department of the Environment is currently establishing Area Plans which will, amongst other things, indicate the potential for expansion of housing development over the next 15 years.

1.3.2 The five council areas within the SEELB are covered by two area plans: The Ards and Down Area Plan (ADAP) and the Belfast Metropolitan Area Plan (BMAP), which includes Castlereagh, Lisburn and North Down.

1.3.3 The major areas for housing expansion are Lisburn, Newtownards, and Comber. In other towns only limited development is expected and in many settlements the development boundary has been tightened. The Board will keep housing developments under review to assess the impact on educational provision. It is recognised that some rural towns and villages in the Board's area have been growing in recent years and further growth is expected, for example Maghaberry and Ballyhalbert, resulting in increasing demand for places at the local schools.

## **2. LEGISLATION AND GOVERNMENT TARGETS**

### **2.1 PROGRAMME FOR GOVERNMENT**

**2.1.1** The following targets relating to the NI schools estate were set out by the NI Assembly in its "Programme for Government".

- (a) Reduce the backlog of high priority maintenance work by 30%
- (b) Reduce the backlog of high priority major works by 45%
- (c) Reduce the number of temporary classrooms by 15%

**2.1.2** The Board's position on these targets at the start of 2003 is shown in Appendix C. It should be noted that while the Board has met the target reduction of mobile accommodation, this Board started with the highest number of temporary classrooms by far. There is still a strong need to reduce the use of mobile accommodation in schools.

### **2.2 SURPLUS ACCOMMODATION**

**2.2.1** A recent NI Audit Office report recommended that steps be taken to reduce surplus places in schools. The Department of Education is currently examining the full extent of surplus places, the methodologies used to calculate them and ways of removing them.

**2.2.2** Across the Board's area, in the controlled sector alone, the total "surplus places" are 6713 primary places and 1363 post-primary places. That is, within controlled primary schools 22.4% of places available were unfilled in 2002/03, while in the controlled post-primary sector 9.3% of places were unfilled. Excluding controlled grammar and controlled integrated schools, 14.4% of post-primary places were unfilled.

**2.2.3** If this issue is considered in tandem with the population reduction outlined in section 1, it becomes clear that the surplus capacity will increase in the coming years. In particular the present excess capacity in post-primary, non-grammar schools is expected to increase significantly over the next 5-10 years time.

**2.2.4** Given the general decline in school aged population, this issue impacts across all school sectors, not just controlled schools. Details of enrolment trends and surplus places in each school type are given in Appendix B.

### **2.3 DISABILITY DISCRIMINATION ACT (DDA)**

**2.3.1** Improved access must be provided to schools and other public establishments. A five-Board working group has been established and is preparing a bid to the Department of Education for resources to undertake a survey of the whole estate. Meanwhile a pilot survey has commenced covering 10% of the estate in each Board's area.

## **2.4 PUBLIC PRIVATE PARTNERSHIPS / PRIVATE FUNDING INITIATIVE (PPP/PFI)**

**2.4.1** A Strategic Investment Board has been established by the Government to ensure delivery of the investment programme across all public services in Northern Ireland. Each year a larger proportion of capital projects have been funded through PFI and it is expected that this trend will continue.

**2.4.2** A PPP Support Unit has been established to assist the five Boards and other education providers in progressing PPP procurement of capital schemes.

## **2.5 ENVIRONMENTAL ISSUES**

### **2.5.1 Asbestos Management**

New legislation requires the establishment and maintenance of Asbestos Registers for all public properties. A five-Board working group has been established to review procedures and bid for resources. Meanwhile the Board has commenced surveys in order to establish an asbestos register for all its properties. An Environmental Hazards Unit has been established and new procedures have been developed and adopted regarding asbestos management.

### **2.5.2 Improved energy efficiency**

While the use of electricity in schools is ever increasing, improvements in efficiency of energy use are ongoing. In the last five years there has been a reduction in energy use of about 22%. CO<sup>2</sup> emissions have also been reduced greatly – by about 24% in the last two years. Alternative energy sources are also under investigation.

## **2.6 QUALITY AND EFFICIENCY**

**2.6.1** In addition to financial considerations, greater emphasis is due to the quality of design, materials and construction of educational facilities. The Board is required only to use contractors registered with Constructionline. Pilot schemes have been undertaken in relation to partnership procurement.

## **2.7 EQUALITY AND NEW TARGETING SOCIAL NEED (NTSN)**

**2.7.1** The principles of equality legislation and New Targeting Social Need must continue to be applied when identifying and progressing schemes for capital development.

## **2.8 INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

**2.8.1** Under the Classroom 2000 initiative, work has been undertaken at all schools to provide the power and data infrastructure. Active equipment is to be supplied and installed by the service provider.

### **3. ISSUES IMPACTING ON BOARD SERVICES**

#### **3.1 PROPERTY SERVICES**

**3.1.1** The Board's estate includes controlled schools, libraries, a music centre, youth facilities and outdoor education centres, school meals kitchens, headquarters accommodation and regional offices and resource centres.

**3.1.2** In managing this varied estate, the Board aims to provide appropriate facilities for all its services, to meet the needs of the local population in accommodation which is up to modern standards. This involves a constant balancing act between meeting the requests of services managers/Boards of Governors and the prioritisation of essential work within severely restricted financial circumstances.

**3.1.3** Changing legislation outlined in the previous section impacts on all areas of the Board's estate.

#### **3.2 CONTROLLED SCHOOLS**

##### **3.2.1 Enrolment trends**

Many schools are experiencing declining enrolments, leading to significant management issues, including the cost of maintaining surplus accommodation.

##### **3.2.2 Access for disabled people**

The design of new buildings incorporates provision of suitable access and circulation for pupils and visitors with limited mobility. However, many existing schools are far from accessible for wheelchair users. There is also scope for schemes which will improve the classroom environment for those with hearing or sight impairment.

##### **3.2.3 Pre-school provision**

The Pre-school Education Advisory Group (PEAG) identifies shortfall in provision and proposals for development are included in its Annual Review document. Significantly there is no further capital funding from the Department of Education for nursery units, except where they are part of a primary school project, and nursery provision has a low priority for funding from the Board's limited Minor Works budget. It is recognised that in some areas there appears to be more places than required, resulting in increasing numbers of under-aged children enrolling in nursery units/schools. The Department of Education has commenced a wide-ranging review of pre-school policy and provision throughout Northern Ireland.

##### **3.2.4 Curriculum Review**

A more varied curriculum for all ages will require flexibility in design and layout of school accommodation. Notably, within the enriched

curriculum/Foundation Stage proposals greater emphasis will be placed on informal learning and flexibility.

### **3.2.5 Review of Post-Primary Education**

There is still uncertainty about the impact of the Burns and Costello Reports on the scale and nature of post-primary provision in the medium and long term.

### **3.2.6 Involvement of parents/community**

Spare accommodation may present opportunities to increase the involvement of parents in their children's schools and/or community use of school property.

### **3.2.7 Collaboration**

Opportunities for collaboration amongst schools and partnerships with other providers/agencies need to be identified and piloted. Joint schemes could bring benefits to schools and the wider community.

### **3.2.8 LMS Commonality**

The revised funding formula under LMS Commonality will decrease the LMS budgets in the post-primary sector.

### **3.2.9 Statements of Special Educational Need**

There are increasing numbers of children under statements of special educational need, both within mainstream education and enrolled at special schools. In particular there is a shortage of provision in the greater Belfast area and discussions have been instigated with Belfast Education and Library Board regarding a new Special 'S' School.

### **3.2.10 Disabled Discrimination Act (DDA) and Special Educational Needs and Disability Bill (SENDA)**

This body of legislation requires action to be taken to ensure that schools and other public buildings are fully accessible, and promotes greater integration of children with special educational needs into mainstream schools.

### **3.2.11 Emotional and Behavioural Difficulties**

The current location of Ardmore House leads to long travelling times for post-primary aged pupils, which is not beneficial to their condition. Future plans of other agencies will also impact on Lakewood Special School and The Lyndsay School. New provision is required to meet the needs of pupils at these schools.

### **3.2.12 Alternative Education Provision**

There are increasing numbers of children of primary school age requiring this service and more localised provision might be appropriate.

### **3.2.13 Special Units**

There is increasing demand for speech and language support in the North Down and Ards area, for primary aged moderate learning support in the controlled sector in the Ards peninsula area and post-primary aged moderate learning support in the greater Lisburn area.

## **3.3 LIBRARY AND INFORMATION SERVICE**

### **3.3.1 Development Plans**

Details of the Library and Information Service Area Development Plans 2004-2006 are given in Appendix D.

### **3.3.2 Department of Culture Arts and Leisure (DCAL)**

The Service is funded by DCAL, which is a small ministry with limited funding. DCAL has undertaken a review of the Library Service in NI – “Tomorrow’s Libraries” and has commissioned a feasibility study on options for future provision of the library estate in the Province.

### **3.3.3 Private Finance Initiative (PFI)**

The Lisburn Library project is a pathfinder project for library PFI in NI.

### **3.3.4 International Federation of Library Associations (IFLA) Guidelines**

These provide benchmark guidance for planning and reviewing library provision. New library building is based on resident projected population data.

### **3.3.5 Backlog of maintenance**

As in the education sector, the Library Service was seriously under funded in the past leading to a significant backlog in building and vehicle maintenance. DCAL has funded the replacement of most of the library fleet.

### **3.3.6 Disability Discrimination Act (DDA)**

DCAL has provided funding to improve access to public service points in line with DDA. Some work has been carried out and more is planned during 2004/05.

### **3.3.7 Health and Safety**

Fire Risk Assessments have been carried out in all public service points and Library Headquarters and recommendations are currently being actioned. Asbestos surveys have also been carried out.

## **3.4 YOUTH SERVICE**

### **3.4.1 Inadequate funding**

Funding for the Youth Service is ring-fenced and capital funding is extremely limited. There is a backlog of maintenance of youth facilities.

### **3.4.2 Review of Outdoor Education**

The Review of Outdoor Education previously undertaken by the Board made several recommendations which remain to be implemented.

### **3.4.3 Multi purpose facilities**

Under-utilised youth facilities may present the opportunity for the development of multi purpose Board centres.

## **3.5 SCHOOL MEALS SERVICE**

### **3.5.1 Surplus accommodation**

Some surplus accommodation currently exists and this is expected to increase as school enrolments and meals uptake decline in the future.

### **3.5.2 Service Review**

Owing to recent job evaluations the wages bill of the service has been dramatically increased. Price increases were held until September but are likely to impact on uptake of meals. A strategic review of the school meals service is required, with the potential for rationalisation and changed service format.

### **3.5.3 Best Value – Fundamental Review**

A five-Board fundamental review of the service has been undertaken as part of the Government's Best Value initiative.

### **3.5.4 Nutritional Standards**

The Department of Education has instigated a pilot in ten meals kitchens in each Board area, where current catering provision is being measured against new nutritional standards established by the Health Promotion Agency.

## **3.6 TRANSPORT SERVICE**

### **3.6.1 Cyclical replacement of vehicles**

The Board has a fleet of 85 vehicles and uses 540 privately operated taxis and minibuses. The Board vehicles are replaced on a cyclical basis – every 5 years for minibuses, 8 years for special care vehicles and 10 years for 33 seater buses.

### **3.6.2 Wages increase**

Owing to recent job evaluation and reduction of standard working hours the wages bill of the Transport Service has been increased.

### **3.6.3 Value for money**

When making new provision, the cost of providing additional Board vehicles has to be considered against the cost of hiring private operators.

#### **3.6.4 Rationalisation of schools**

When small schools are amalgamated and provision centralised, additional home-to-school transport is often required, particularly in rural areas.

### **3.7 OTHER BOARD SERVICES**

#### **3.7.1 SEELB Music Centre**

The Board's Music Service is based in Ballynahinch in premises owned by East Down Institute of Further and Higher Education. The Institute is planning a rebuild programme under PFI and a new location may be required for the Music Centre.

#### **3.7.2 Resource centres and regional services**

The Board operates teacher resource centres in Lisburn and Downpatrick and various localised administrative and support services such as Education Welfare and Special Education throughout its area. Some of these are based in outdated accommodation, which is in poor condition. Centralised, standalone centres are expensive to maintain and a review should be undertaken of their use. Opportunities may exist for the development of specialist or multi-function Board centres.

## **4. GENERAL RECOMMENDATIONS**

**4.1** The review process has resulted in recommendations ranging from specific projects to broad policy for capital development. This section will outline the general recommendations relating to policy and practice within the Board. Project specific recommendations are detailed in section 5.

**4.2** It is current practice in SEELB:

- to monitor surplus capacity within each sector and, where feasible, to utilise such capacity in preference to making additional provision;
- where spare capacity has been identified within a sector in a particular area, to review the provision and determine if there is scope for re-organisation or rationalisation of current school provision;
- to examine the feasibility of alternative use by the Library Service, Youth Service or other function of the Board, of any Board owned premises which have been identified as surplus to requirements, and, if no alternative use is feasible, to expedite their disposal;
- to monitor the requirements for temporary accommodation, identify surplus units and arrange for their relocation or disposal;
- to improve the standard of accommodation in schools, through a prioritised programme of minor works for replacing temporary classrooms with permanent accommodation;
- to examine the long term enrolment and accommodation requirements of schools which are subject to the following circumstances:
  - downward enrolment trends falling below Department of Education guidance, i.e.
    - 200 pupils in urban primary schools
    - 100 pupils in rural primary schools
    - 600 pupils in urban secondary schools
    - 300 pupils in rural secondary schools
    - 500 pupils in grammar schools
  - sudden significant damage to premises (e.g. by fire)
  - accommodation presenting serious structural problems
  - serious staffing, management or other resource difficulties;
- to use information gathered from condition surveys of school, library and other Board premises to prioritise the programmes of

planned maintenance, minor works and prospective capital projects;

- to provide and maintain school meals facilities in the maintained schools sector;
- to prioritise a programme, through the Pre-school Education Advisory Group, for the provision of pre-school education throughout the SEELB area and secure capital funding to realise annual schemes.

#### **4.3** The Board will:

- continue to improve facilities to provide equality of access for all;
- consider the inclusion of youth facilities in future capital projects in the schools sector;
- consider the inclusion of nursery facilities in future capital projects in the primary schools sector;
- support the retention of playing fields and promote community use of school facilities ;
- consider potential alternative uses of spare school capacity for the benefit of pupils, parents and others in the community;
- develop relationships with other agencies, such as district councils and health trusts, to identify opportunities and progress schemes of mutual interest to benefit the wider community;
- undertake reviews of provision, particularly in urban areas, where school aged population is declining;
- consider the potential for revised management and/or staffing arrangements within clusters of schools;
- liaise with the PPP Support unit to progress capital schemes through PPP procurement;
- work with the Department of Education, other education authorities, schools and other providers to implement the changes in post-primary education outlined in the Costello Report.

## **5. PROJECT SPECIFIC RECOMMENDATIONS**

**5.1** It must be noted that all recommendations listed are subject to the normal planning processes outlined in legislation and guidance from the relevant Departments. Those processes will include:

- consultation with interested parties;
- examination of feasible options through economic appraisals;
- publication of development proposals;
- obtaining Department approvals;
- ongoing review of enrolments/usage of library or other facilities;  
and
- consideration of changing circumstances.

Subsequently the end result of each project may not be as stated at this time.

**5.2** It should also be noted that the time scale for most of the projects is dependent on the allocation of capital funds by the relevant Minister. Capital projects for schools are prioritised according to the criteria set out by the Department of Education, which are detailed in Appendix G.

**5.3** There will be an ongoing process of review of the Board's Strategic Capital Development Plan and the projects detailed therein. In the course of such review, adjustments will be made to proposals as appropriate to reflect changing circumstances.

**5.4** The following tables list specific capital development projects, which will be progressed as far as is possible within the Board's control, during the next five years. The tables include major works costing £300,000 or more and capital nursery provision, of any cost, which has been recommended by PEAG. Various geographical areas have been identified where there is a need to review provision, which may result in a capital project or a significant change to the status of one or more existing schools. Such reviews have also been included as capital development issues.

**5.5** The tables are organised primarily by the targeted time scale of the projects and then by council area. Within those groupings the projects have been listed alphabetically. The order of the projects is not intended to reflect a prioritised ranking.

**5.6** The council areas are identified in the first column as follows:

- A Ards Borough Council
- C Castlereagh Borough Council
- D Down District Council
- L Lisburn City Council
- ND North Down Borough Council

Area	(a) School Provision	Recommendations	Status	Targeted Time scale
A	Comber HS	Provision of new school on existing site, including youth facilities.	Putative preferred bidder nominated. Full Business Case to DE March 2004. Completion due Jan 2006	New Start 2001/02 approved – PFI procurement
D	All Children's Integrated PS	Provision of first permanent school building to replace existing temporary accommodation.	On site. Completion due spring 2004	New Start 2001/02 approved
ND	Clifton Special	Provision of replacement school, for pupils with severe learning difficulties, at Ballykillare Road, Bangor.	On site. Completion due spring 2004	New Start 2001/02 approved
ND	Bangor Academy	Provision of new school to replace buildings currently on two sites.	Putative preferred bidder nominated. Full Business Case to DE March 2004. Completion due March 2006	New Start 2001/02 approved – PFI procurement
A	Regent House GS	Provision of phase II extension and refurbishment	On site. Completion due Sept 2005	New Start 2002/03 approved
C	Dundonald PS	Provision of new enlarged school on existing site.	Tenders due March 2004. On site June 2004. Completion due Sept 2006	New Start 2002/03 approved
C	Tor Bank Special	Provision of new enlarged school for pupils with severe learning difficulties on Board owned land at Dundonald HS.	Outline Business Case approved. Bidders pre-qualified.	New Start approval 2002/03 – PFI procurement
D	Clough and Downshire PSs	Amalgamation and provision of new school in Clough.	On site Feb 2004. Completion due Spring 2005	New Start 2002/03 approved
L	Hillsborough and Newport PSs	Amalgamation and provision of new school in Hillsborough, to include development of community recreational facilities with LCC.	On site Oct 2003. Completion due Feb 2005	New Start 2002/03 approved
A	Newtownards Model PS	Major refurbishment and extension of listed building.	Detailed design complete. On site summer 2004	New Start 2003/04 approved
D	Saintfield HS	Replace temporary accommodation with two storey extension.	Detailed design complete. On site summer 2004	New Start 2003/04 approved
L	Charley Memorial, Drumbo, Hillhall and Lambeg PSs	Amalgamation and provision of new rural school – East Lisburn New PS.	Site to be agreed and acquired	New Start 2003/04 approved

Area	(a) School Provision	Recommendations	Status	Targeted Time scale
ND	Ballyholme PS	Refurbishment and replacement of temporary accommodation with extension.	Detailed design complete. On site summer 2004	New Start 2003/04 approved
ND	Kilmaine PS	Provide new school on existing site.	Tender documents issued. On site summer 2004	New Start 2003/04 approved – Design and Build procurement
A	Glastry College	Provide new school on existing site. Opportunity to develop community recreational facilities with ABC. Board's 4 <sup>th</sup> priority capital project.	EA approved in principle. Additional land required.	Capital priorities are DE decision (category 3)
C	Dundonald HS	Provision of new school on existing site. Board's 3 <sup>rd</sup> priority capital project.	EA approved in principle.	Capital priorities are DE decision (category 3)
C	New Special "S" School	Joint provision with BELB of additional school for pupils with severe learning difficulties. Site required, possibly at Knockbracken.	Discussed with BELB. Site investigations underway.	On DE list by 2004
D/C/L	Ballynahinch, Newtownbreda and Tonagh PS	Provision of Nursery Units to replace existing reception classes. Board's 5 <sup>th</sup> priority capital project.	EA submitted. DP published. On hold pending DE review of pre-school provision.	On DE list by 2004
D	Down High Grammar and Down Academy	New school for Down High on green field site and relocation of Down Academy	Major revision of EA required. Potential site under investigation	Capital priorities are DE decision (category 3)
L	Ballinderry PS	Provision of new school, with nursery unit, on extended existing site or greenfield site. Board's 2 <sup>nd</sup> priority capital project.	EA approved. New site to be acquired.	Capital priorities are DE decision (category 3)
L	Brookfield Special	Replacement school, on extended Broomhedge site, for pupils with moderate learning difficulties. Board's 1 <sup>st</sup> priority capital project.	EA approved in principle. Additional land to be acquired	Capital priorities are DE decision (category 3)
L	Dunmurry PS	Provision of Nursery Unit	EA approved. DP approved.	<i>DE to confirm funding from PEEP</i>
L	Moirá PS	Provision of Nursery Unit. Board's 6 <sup>th</sup> priority capital project.	EA submitted. DP published. On hold pending DE review of pre-school provision.	On DE List by 2004
L	Pond Park PS	Refurbishment and extension to replace large number of temporary classrooms.	EA submitted to DE	Capital priorities are DE decision (category 3)

Area	(a) School Provision	Recommendations	Status	Targeted Time scale
ND	Glencraig PS	Transformation to Controlled Integrated status under consideration.	DP approved	Effective from Sept 2004
ND	Groomsport PS	Transformation to Controlled Integrated status under consideration.	DP approved	Effective from Sept 2004
ND	Hollywood and Redburn PSs	Amalgamate and provide new replacement primary school, at Redburn Playing Fields or Priory College site. Board's 7 <sup>th</sup> priority project.	EA submitted on controlled provision in Hollywood town. DP consultation underway.	Capital priorities are DE decision (category 2)
ND	Hollywood NS	Primary amalgamation presents opportunity for provision of new accommodation. Board's 7 <sup>th</sup> priority project.	EA submitted on controlled provision in Hollywood town.	On DE list by 2004
ND	Priory College	Provision of replacement school at Redburn Playing Fields site. Board's 7 <sup>th</sup> priority project.	EA submitted on controlled provision in Hollywood town.	Capital priorities are DE decision (category 3)
ND	Towerview PS	Provision of new enlarged school on new site. Potential PPP with local developer.	EA submitted	Capital priorities are DE decision (category 3)
A	Ballyvester, Donaghadee and Millisle PSs	Review primary provision in north east Ards area.		Review by end 2005
A	Ballywalter PS	Review LTE and accommodation needs. Investigate potential for community facilities in partnership with ABC.		Review by end 2005
A	Donaghadee and Movilla HS	Review post-primary provision in Newtownards/Donaghadee.		Review by end 2005
A	Killard House	Review LTE and accommodation needs		Review by end 2005
A	Killinchy PS	Review LTE and accommodation needs		Review by end 2005
A	Victoria PS, Ballyhalbert	Provide extension to replace temporary accommodation and cater for increasing enrolments.	Additional land required.	EA approved by 2005
C	Castlereagh and Knockbreda NSs	Review of nursery provision in Castlereagh dual carriageway area.		Review by end 2005
C	Belvoir Park, Braniel, Cairnshill, Cregagh, Gilnahirk, Knockbreda, Leadhill, Lisnasharragh and Newtownbreda PSs	Review of primary provision in Castlereagh dual carriageway area.		Review by end 2005
C	Carryduff PS	Review of LTE and accommodation needs		Review by end 2005
C	Lisnasharragh, Knockbreda and Newtownbreda HSs	Review of post-primary provision in Castlereagh dual carriageway area	EA for rebuild at Knockbreda HS approved in principle	Review by end 2005

Area	(a) School Provision	Recommendations	Status	Targeted Time scale
D	Academy and Ballycloughan PSs	Review primary provision in Saintfield area.	Additional land required at Academy PS	Review by end 2005
D/C/ND	Ardmore House, Lakewood and The Lyndsay School	Review provision for children with emotional and behavioural difficulties	Discussions commenced with S&EBT	Review by end 2005
D	Ballynahinch PS	Review LTE and accommodation needs		Review by end 2005
D	Ballynahinch HS	Review LTE and accommodation needs		Review by end 2005
D	Clough/Downshire New PS	Provision of Nursery Unit		On DE list by 2005
D	Knockevin Special	Review LTE and accommodation needs		Review by end 2005
L	Ballymacash, Brownlee, Fort Hill, Harmony Hill, Hilden Integrated, Killowen, Knockmore, Largymore, Lisburn Central, Old Warren, Pond Park and Tonagh PSs	Review primary provision in Lisburn urban area.		Review by end 2005
L	Bunscoil Thaoilinn, Poleglass	Transformation of grant aided Irish medium primary school to controlled status	Development Proposals required	Controlled status by Sept 2005
L	Derriaghy, Dunmurry and Seymour Hill PSs	Review of primary provision in the area		Review by end 2005
L	Dunmurry HS, Fort Hill Integrated College, Laurelhill and Lisnagarvey HSs	Review post-primary provision in Lisburn area		Review by end 2005
L	Meadow Bridge PS	Provision of Nursery Unit		On DE list by 2005
L	Moira PS	Review LTE and accommodation needs		Review by end 2005
L	Spa PS	Review LTE and accommodation needs, including pre-school provision		Review by end 2005
ND	Ballyholme, Ballymagee, Bangor Central Integrated, Bloomfield Road, Clondeboye, Conlig, Crawfordsburn, Grange Park, Groomsport, Kilcooley, Kilmaine, Rathmore and Towerview PSs	Review primary provision in Bangor area		Review by end 2005
A	Alexander Dickson, Ballykeigle and Carrickmannon PSs	Review primary provision in Ballygowan area		Review by end 2007

<b>Area</b>	<b>(a) School Provision</b>	<b>Recommendations</b>	<b>Status</b>	<b>Targeted Time scale</b>
A	Andrews Memorial and Comber PSs	Review primary provision in Comber		Review by end 2007
A	Kirkistown and Portavogie PS	Review primary provision in the area		Review by end 2007
A	West Winds PS	Review LTE and accommodation needs		Review by end 2007
C	Tullycarnet PS	Review LTE and accommodation needs		Review by end 2007
D	Crossgar PS	Review LTE and accommodation needs		Review by end 2007
D	Downpatrick PS and Downpatrick NS	Review LTE and accommodation needs		Review by end 2007
D	Tyrella PS	Review LTE and accommodation needs		Review by end 2007
L	Maghaberry PS	Monitor yearly increase of children from local housing – may require extension.		2007-2009
ND	Glencraig PS	Review LTE and accommodation needs		Review by end 2007
A	Kircubbin Integrated PS	Review LTE and accommodation needs		Review by 2009
A	Portaferry Integrated PS	Review LTE and accommodation needs		Review by 2009
L	Beechlawn Special	Review LTE and accommodation needs		Review by end 2009
L	Parkview Special	Review LTE and accommodation needs		Review by 2009

Area	(b) Library Provision	Recommendations	Status	Targeted Time scale
L	Lisburn Library	Provision of new library through PFI.	At preferred bidder stage	On site 2004
A	Newtownards Library	Provision of new library at Portaferry Road, Newtownards LIS 2 <sup>nd</sup> priority capital programme.	Legal constraints on use of site removed. Revised EA submitted to DCAL	EA approved in 2004
ND	Bangor Library	Acquisition, extension and refurbishment of existing building. LIS 1 <sup>st</sup> priority capital programme.	Acquisition agreed in principle with North Down Borough Council. Revised EA submitted to DCAL	EA approved in 2004
A	Ballygowan area	Review of population and provision required.		Review by end 2004
C	Castlereagh Group: Belvoir Park, Braniel, Carryduff, Cregagh, Dundonald, Gilnahirk, Newtownbreda and Tullycarnet Libraries	Review of population and provision required.		Review by end 2004
C	Braniel Library	Extension of library facilities by acquisition of Health Clinic – subject to review of Castlereagh Group.	EA required	EA approved in 2005
D	Killyleagh Library	Internal and external refurbishment and improvements required to comply with DDA	EA required	EA approved in 2005
L	Dunmurry Library	Provision of new library to replace sub-standard accommodation – subject to review of provision within Lisburn Group.	EA required	EA approved in 2005
L	Lisburn Group: Colin Glen, Dunmurry, Laurelhill, Lisburn, Moira and Poleglass Libraries	Review of population and provision required.		Review by end 2004
L	Moira Library	Provision of new library to replace temporary accommodation. Site required.	EA required	EA approved in 2005
L	Hillsborough area	Review of population and provision required.		Review by end 2004
All	All premises	Prioritised programme of range of external and/or internal refurbishments where required		2004-2009

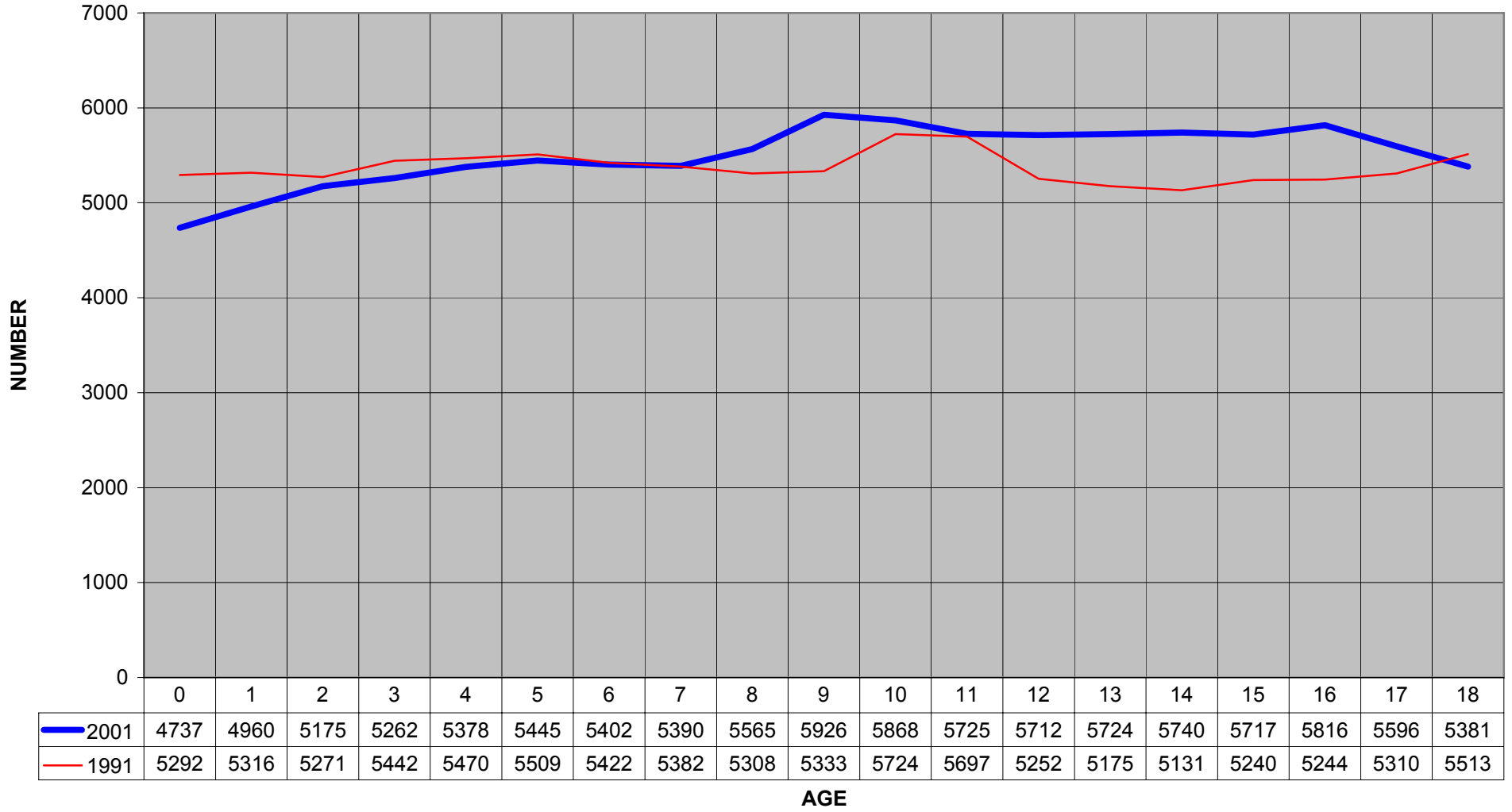
Area	(c) Youth Provision	Recommendations	Status	Targeted Time scale
A	Comber HS	Provision of youth facility in new school. Integral part of high school project.	Putative preferred bidder nominated. Full Business Case to DE March 2004. Completion due Jan 2006	New Start 2001/02 approved – PFI procurement
A	Glastry College	Provision of youth facility in new school. Integral part of high school project.	EA approved in principle	Capital priorities are DE decision (category 3)
ND	Priory College Youth Wing	Provision of youth facility in new school. Integral part of high school project.	EA submitted to DE	Capital priorities are DE decision (category 3)
D	Killyleagh OEC and former HS	Development as centre of excellence for Watersports and Creativity. Potential for increased use for staff training and community activities.	EA required	EA approved in 2005
ND	North Down Youth Office	Youth Office to be relocated from Ards Arena to Bangor. May be potential for joint youth/community scheme with NDBC	Alternative location to be identified	Examine by end 2005
A	Donaghadee and Movilla Youth Wings	Include in review of post-primary provision in Newtownards/Donaghadee		Review by 2006
D	Ardnabannon OEC	Development as centre of excellence for Outdoor Education and Field Studies (post-primary)	EA required	EA approved in 2006
D	Cabra Towers OEC	Monitor use and availability of CASS funding for Field Studies (primary)		Review by end 2006
A	Ards Arena	Examine development as multi purpose Board centre		Examine by end 2007
L	Lisburn Youth Office and Bridge Youth Centre	Youth Office based at Rathvarna Resource Centre and Bridge Youth Centre in LCC premises. Review of services and accommodation needs		Review by end 2007

Area	(d) Other Board Services	Recommendations	Status	Targeted Time scale
D	Music Centre	Provision of new accommodation at Ballynahinch HS. Include in review of accommodation needs of school.		Review by end 2005
D/L	Downpatrick and Rathvarna Resource Centres	Review of services and accommodation needs		Review by end 2007

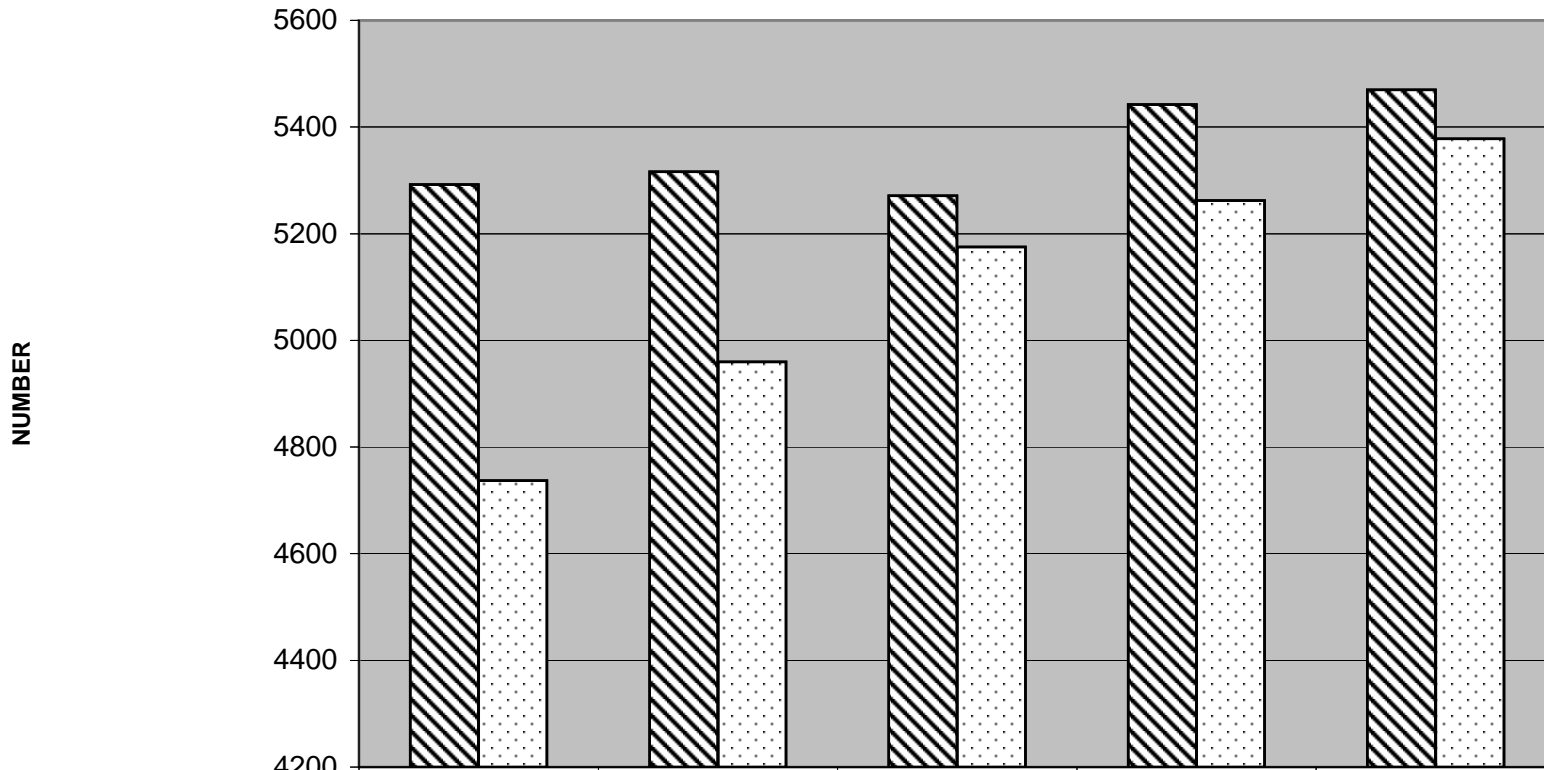
## **APPENDIX A**

**Population Change 1991-2001  
Ages 0-18 years**

### SEELB AGE TRENDS

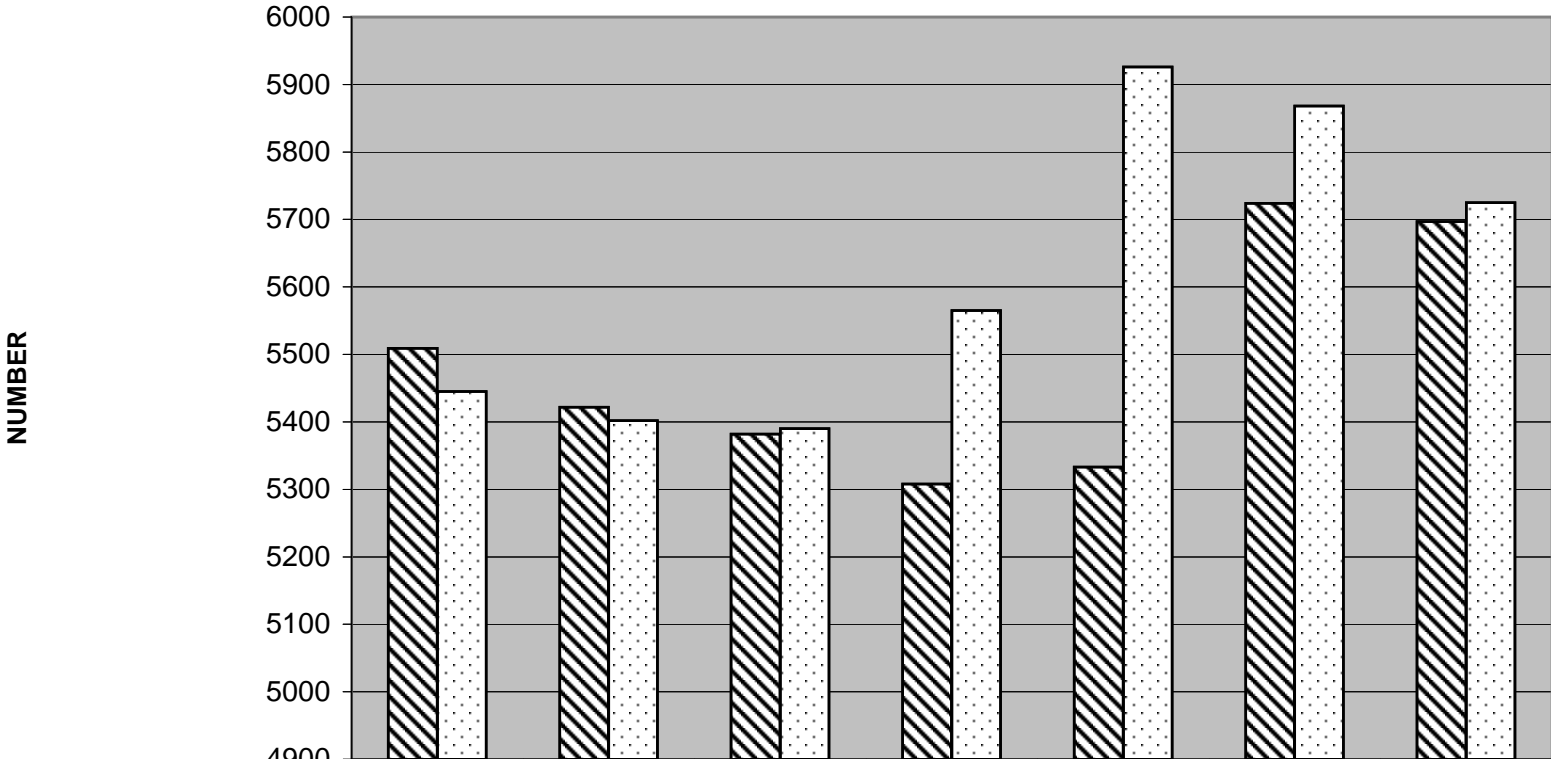


### SEELB PRE SCHOOL



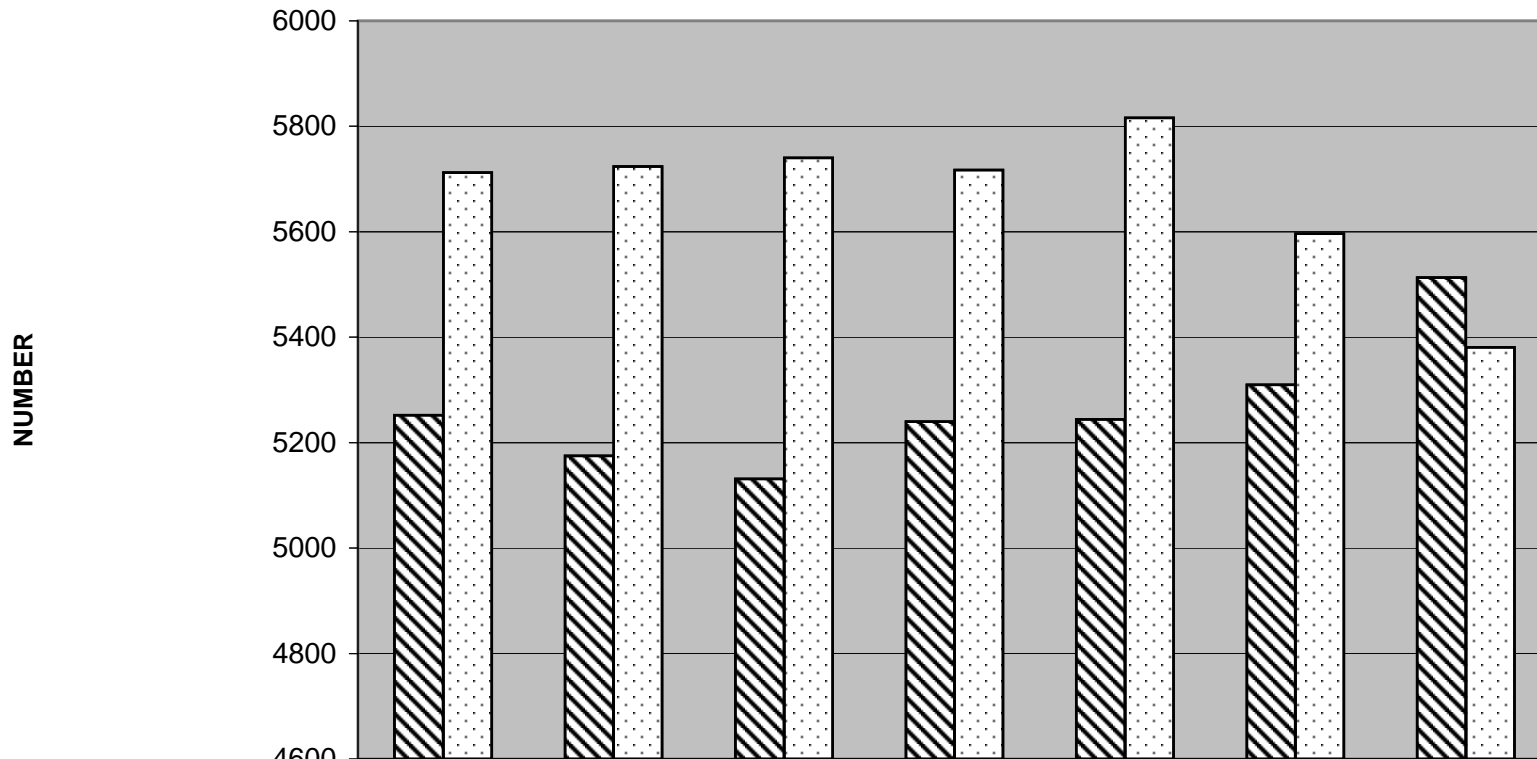
SEELB Area 1991 total	5292	5316	5271	5442	5470
SEELB Area 2001 total	4737	4960	5175	5262	5378

### SEELB AREA PRIMARY



	Age 5	Age 6	Age 7	Age 8	Age 9	Age 10	Age 11
SEELB Area 1991 total	5509	5422	5382	5308	5333	5724	5697
SEELB Area 2001 total	5445	5402	5390	5565	5926	5868	5725

### SEELB AREA POST PRIMARY



	Age 12	Age 13	Age 14	Age 15	Age 16	Age 17	Age 18
SEELB Area 1991 total	5252	5175	5131	5240	5244	5310	5513
SEELB Area 2001 total	5712	5724	5740	5717	5816	5596	5381

## **APPENDIX B**

### **Enrolment Trends and Surplus Capacity by school type**

SCHOOL TYPE	TOTAL ENROLMENTS		
	2002	1997	1992
CNS	774	825	756
CNU	1186	342	275
MNS	419	378	419
MNU	485	51	0
<b>Total nursery</b>	<b>2864</b>	<b>1596</b>	<b>1450</b>
CIP	1059	893	136
CP	22238	23851	23599
GMIP	687	258	0
IM	143	57	0
MP	9201	11710	11860
VG (prep)	642	703	723
<b>Total primary</b>	<b>33970</b>	<b>37472</b>	<b>36318</b>
CG	3412	3263	2917
CIS	1624	1315	0
CS	8204	8483	10233
GMI	1961	1247	811
MS	4739	4869	4511
VG	6967	7009	6642
<b>Total post primary</b>	<b>26907</b>	<b>26186</b>	<b>25114</b>
SPECIAL	1287	1240	1093

SCHOOL TYPE	CAPACITY	YEAR 2002 ENROLMENT				SURPLUS PLACES
		NURSERY SCHOOL		NURSERY UNIT		
		P/T	F/T	P/T	F/T	
OVERALL CNS	780	514	260			6
OVERALL CNU	1222			1028	158	36
OVERALL MNS	416	102	317			-3
OVERALL MNU	494			407	78	9

SCHOOL TYPE	CAPACITY		YEAR 2002 ENROLMENT		SURPLUS PLACES	
	ADMISSION	ENROLMENT	YEAR 1	TOTAL	YEAR 1 SURPLUS	SCHOOL SURPLUS
OVERALL CIP	158	1127	150	1059	8	68
OVERALL CP	4050	28883	3186	22238	864	6645
OVERALL GMIP	126	768	116	687	10	81
OVERALL IM	21	147	22	143	-1	4
OVERALL MP	2061	14311	1368	9201	693	5110

SCHOOL TYPE	CAPACITY		YEAR 2002 ENROLMENT		SURPLUS PLACES	
	ADMISSION	ENROLMENT	YEAR 8	TOTAL	YEAR 8 SURPLUS	SCHOOL SURPLUS
OVERALL CG	495	3420	504	3412	-9	8
OVERALL CIS	310	1600	325	1624	-15	-24
OVERALL CS	1848	9583	1579	8204	269	1379
OVERALL GMI	330	1940	338	1961	-8	-21
OVERALL MS	992	5210	877	4739	115	471
OVERALL VG	1021	7090	1035	6967	-14	123

Acronym List

CNS	Controlled Nursery School	MP	Maintained Primary School
CNU	Controlled Nursery Unit	CG	Controlled Grammar School
MNS	Maintained Nursery School	CIS	Controlled Integrated Secondary School
MNU	Maintained Nursery Unit	CS	Controlled Secondary School
CIP	Controlled Integrated Primary School	GMI	Grant Maintained Integrated Secondary School
CP	Controlled Primary School	MS	Maintained Secondary School
GMIP	Grant Maintained Integrated Primary School	VG	Voluntary Grammar School
IM	Irish Medium Primary School		

## **APPENDIX C**

### **Programme for Government Targets**

## APPENDIX C

### South Eastern Education and Library Board Strategic Capital Development Plan 2004-2009

#### PROGRAMME FOR GOVERNMENT

#### PSA TARGETS FOR PERIOD 2001-04

##### High priority maintenance work

- By March 2004, to reduce the 2001 backlog of high priority maintenance work by 30%

Board	Backlog at March 2001	Estimated % reduction achieved to 31/3/03	Further reduction required in 2003/04
BELB	£17m	23%	7%
WELB	£17m	33%	-
NEELB	£26m	14%	16%
SEELB	£30m	18%	12%
SELB	£24m	23%	7%

##### Removal of temporary classrooms

- By March 2004, reduce by 15% the number of temporary classrooms in schools existing in 2001

Board	Number of mobiles as at 31 March 2001 <sup>(1)</sup> (base figure)	% reduction achieved by 31/3/03 <sup>(2)</sup>	Further % reduction required in 2003/04 <sup>(2)</sup> to meet target of 15%
BELB	71	10%	5%(ie 4 mobiles)
WELB	172	6%	9% (ie 16 mobiles)
NEELB	309	3%	12% (ie 38 mobiles)
SEELB	450	16%	Nil
SELB	266	6%	9% (ie 24 mobiles)

#### Notes

- (1) It is assumed that numbers exclude temporary accommodation not used for teaching purposes, e.g. storage, staff room, toilets.
- (2) Reductions are based on the base figures as at March 2001. They do not take account of additional mobiles placed on site since that date to provide for increased enrolments and other purposes.

Source: Department of Education, 10 February 2003

## **APPENDIX D**

### **Library and Information Service Area Development Plans 2004-2006**

**South Eastern Education and Library Board  
Strategic Capital Development Plan 2004-2009**

**LIBRARY AND INFORMATION SERVICE  
AREA DEVELOPMENT PLANS 2004-2006**

**Capital development greater than £300,000**

**1. STRATEGIC CONTEXT**

In September 1999, the Board adopted a Policy on Future Static Library Provision and in February 2001 the Board ratified amendments to the Criteria for Future Static Library Provision. (See Appendix LIS 1).

The three main Capital Priorities, as agreed by the Library Committee in 1993 and confirmed by the agreed capital priority criteria, were also ratified and published in the Board's Area Development Plan 1999-2005.

In May 2003 the capital prioritisation was considered again. It was noted that as Lisburn Library had been granted new start approval, as a PPP project, it could be removed from the prioritised listing. The prioritisation was then confirmed as Bangor 1 and Newtownards 2.

**2. DEPARTMENT OF CULTURE ARTS AND LEISURE (DCAL)**

The SEELB Library Service has been funded by DCAL since 1999. DCAL is a small department with a low capital baseline.

DCAL has carried out a review of the Library Services in NI entitled "Tomorrow's Libraries".

DCAL has commissioned a feasibility study into the options for future provision of the Library Estate in Northern Ireland.

The Lisburn PFI Project is a pathfinder for Library PFI projects in NI.

**3. INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS (IFLA) GUIDELINES**

International Federation of Library Association (IFLA) Guidelines continue to be the benchmarks which most authorities use in either planning new provision or reviewing current provision. In Northern Ireland the Education and Library Boards draw on most elements of IFLA to guide their development of Library and Information Services.

The current population together with a projection for population growth over the next 25 years are the basis of determining the size of a new library building.

**4. BACKGROUND**

The SEELB Library Service delivers a library service through a network of public service points – 26 static and 5 mobile. The mobile library vehicles operate throughout the Board's area.

All five Library Services in NI now share a common Library Management System and offer free Internet/software access through a network of public access terminals - the People's Network - in all branch libraries.

In 1997 a new Library Senior Management Team faced a backlog of library building and vehicle maintenance problems – inferior infrastructure, poor building fabric, old fashioned and uncomfortable internal environments, poor health and safety environment and restricted access for people with disabilities. Work to improve the provision has been hampered by lack of funding but a Disability Access Audit has been carried out.

Sufficient funding must be made available to address expeditiously the many years of under-investment in library estate.

**Health and Safety**

The Board is committed to ensure that all public service points within the Board area should meet acceptable Health and Safety standards and comply with fire authority regulations for public buildings. A Health and Safety manual will be issued in the Spring of 2004. Fire Risk Assessments have been carried out in all libraries and recommendations are currently underway.

**Access**

In 1998 several static and mobile libraries had poor or restricted access. In 2000 consultants were commissioned to carry out Disability Access Audits and to summarise recommendations and prioritise action/work that had to be carried out in line with the legislation, i.e. the Disability Discrimination Act (DDA). The audits

## APPENDIX D

looked at both the external and internal environment including horizontal and vertical circulation. The approximate cost to carry out the relevant necessary works, to improve accessibility and address health and safety issues in public service points and Library HQ, would be in the region of £360,000.

### **Library Planned Maintenance**

The Library Service has a finite recurrent budget which must cover salaries and fixed operating costs and fundamental to the service, the provision of books, information and other materials before a maintenance budget, both planned and response, can be allocated.

The budget for response maintenance is based on historical information/figures. However, the response maintenance budget often has to be increased for various reasons including civil unrest and emergencies which means the planned programme has to be curtailed to ensure funding is available to cover unexpected costs.

In the last five years there have been improvements to the Public Library Estate:

- 4 new public service mobile library vehicles – accessible for people with disabilities
- internal/external refurbishment of Tullycarnet and Cregagh
- external refurbishment of Downpatrick Library completed and internal refurbishment commenced
- partial internal refurbishment of Bangor Library and establishment of the icon (ICT Centre of Excellence)
- internal improvements to Library HQ
- automatic entrance doors to 8 libraries
- new counter systems in 19 libraries (complying with DDA) and replacement shelving in 6 libraries.

The following libraries require modernisation/refurbishment:

- Ballynahinch – some internal/external/new roof
- Saintfield – internal and external
- Newcastle – internal
- Colin Glen – internal refurbishment and external improvements (in partnership with the centre managers)
- Belvoir Park – internal and external
- Carryduff – internal and external
- Dundonald – some external improvements
- Donaghadee – internal/external
- Portaferry – internal/external

In addition to the above there are requirements for DDA associated improvements.

## APPENDIX D

### **Asbestos**

Asbestos surveys have been carried out in all buildings within the Library Service. DCAL has allocated £13,000 for the initial survey and monitoring of asbestos containing materials over the next two years. The information from the surveys will be entered onto the Board register. Should asbestos be found then this will present a further pressure on the planned maintenance budget.

### **Energy Efficiency**

The Library Service requires funding to implement energy saving systems.

### **Condition Surveys**

Full condition surveys have still to be undertaken for the Library Service.

## **5. CAPITAL PRIORITIES (greater than £300K) – 2004-2006**

### **Lisburn (PPP project approved)**

Lisburn Library has been the number one priority for capital development in the Board's Library Service since April 1993. Many proposals, reports and presentations have been made to progress the project. In September 1999 the Board and the Department of Education (DENI) agreed to progress the project as a potential Public Private Partnership/Private Finance Initiative (see Board Minute BD 09.99, item 60 and Appendix 01-09-99). Lisburn PFI Project is a pathfinder for Library PFI projects in NI. The PFI process to procure a new replacement library for Lisburn is at Preferred Bidder Stage.

### **Bangor and Newtownards**

The Board is working with DCAL to provide new replacement libraries for Bangor and Newtownards through traditional procurement or PPP.

### **Bangor (First Priority)**

An Economic Appraisal was submitted to DCAL in September 2002 and returned to the Board for further clarification. Discussions have taken place with DCAL to clarify issues and a revised economic appraisal is with DCAL. North Down Borough Council has been given permission to transfer the Carnegie Building to the Board but there will be a restrictive covenant to ensure that the building is used for library purposes.

The current facility in Bangor is in quite poor condition. Because of major health and safety issues the first floor has been closed since 1999 thereby reducing the public access area. Necessary work to modernise the service and provide Public Access PCs resulted in realignment of the ground floor space and further reduced the staff area.

## **APPENDIX D**

### **Newtownards (Second Priority)**

An Economic Appraisal was submitted to DCAL in September 2002 and returned to the Board for further clarification. Discussions have taken place with DCAL to clarify issues and a revised economic appraisal is with DCAL. A suitable Board owned site (the former Castle Gardens Primary School) has been identified and legal issues constraining its use have recently been resolved.

The Newtownards facility was totally refurbished in 1993 following bomb damage in the town. Although much too small for the population size, the fabric, condition, environment, fixtures and fittings are modern and welcoming.

### **Existing provision benchmarked against IFLA standards**

Applying the Board's Policy on Static Library provision to existing provision (Census 1991 figures) indicates there is not over provision within the North Down and Ards area and the Down area. No rationalisation of library provision in these areas has been considered. However, in the Lisburn and Castlereagh areas the current position suggests there could be over provision.

### **Shared Premises**

The Board also has a number of libraries operating out of shared premises. A standard lease has been agreed for all properties jointly occupied by Health Trusts and the Library Service and service level agreements will be drawn up for each individual property. Within the standard lease the option for either partner to purchase the other part of the building has been agreed. To date most work has been done on the South and East Belfast Trust properties.

### **Braniel**

It has been indicated that the Trust may want to sell the clinic attached to Braniel Library. The current facility is sited in close proximity to areas of social deprivation. The Library is sited on the edge of the Braniel Estate and is currently too small for the population in the area. The children's area is very small preventing library staff providing a full range of children's activities, events etc. Space for ICT is also very limited. An economic appraisal will be required.

### **Dunmurry**

An economic appraisal will need to be carried out for Dunmurry Library. The current facility is too small for the population it serves and the fabric of the facility is poor.

### **Killyleagh**

The library requires a complete refurbishment and access is particularly poor. Improvements are required to comply with DDA.

**New Provision benchmarked against IFLA standards**

**Moira**

An economic appraisal is required for Moira Library. Currently services are provided from a Portacabin but the Board owns a site in Moira. The site, although well positioned is small and narrow. There may be a possibility of negotiation with a local land owner to expand the site.

**Ballygowan**

Currently there is no static provision, however, the population may now meet the criteria for static provision. An economic appraisal will be required.

**Hillsborough**

Currently there is no static provision however the population may now meet the criteria for static provision. An economic appraisal will be required.

**CRITERIA FOR CONSIDERATION FOR FUTURE STATIC LIBRARY PROVISION**

**Urban Provision**

**1(a) *Population – Static Provision***

Provide libraries commensurate to the size of the population (IFLA)

- (a) for communities over 3000 and
- (b) at no less than 2 miles from the nearest static library

**1(b) *Location – Static Provision***

In accessible sites related to focal points within the community bearing in mind local considerations, political, religious, community dimension although

- (a) libraries must remain neutral venues and
- (b) be situated no less than 2 miles from the nearest library (radius)

**Rural Provision**

**2(a) *Population – Static Provision***

Provide libraries commensurate to the size of the population (IFLA)

- (a) for towns and villages over 3000 (with boundaries as determined by the Census Office) and
- (b) at no less than 3 miles from the nearest library

**2(b) *Location – Static Provision***

In accessible sites related to focal points within the community bearing in mind local considerations, political, religious, community, dimension although

- (a) libraries must remain neutral venues and
- (b) be situated no less than 3 miles from the nearest library (radius)

**3. Any future library provision will be dependent on the availability of resources both capital and recurrent to develop and sustain the facility.**

## **APPENDIX E**

### **Premises not included in Specific Recommendations Tables**

**South Eastern Education and Library Board  
Strategic Capital Development Plan 2004-2009**

**Premises not included in Specific Recommendations Tables**

At this time there are no plans for major capital projects at the following controlled schools and other establishments, during the plan period 2004-2009.

Bangor Nursery School	Derryboy PS
Barbour Nursery School	Dromara PS
Glenbrook Nursery School	Greyabbey PS
King's Road Nursery School	Killyleagh PS
Newtownards Nursery School	Londonderry PS
Pond Park Nursery School	Loughries PS
Trinity Nursery School	McKinney PS *
Abbey Primary School	Moneyrea PS
Anahilt PS	Newcastle PS
Annsborough PS	Riverdale PS
Ballycarrickmaddy PS	Victoria PS, Newtownards
Brooklands PS	Glenlola Collegiate
Carr PS *	Longstone Special School *
Carrowdore PS	Castlewellan Library
Castle Gardens PS	Hollywood Library
Castlewellan PS *	Comber Library

\* These schools have been identified for potential mobile replacement schemes, subject to stable enrolments and available funds within the minor works budget.

## **APPENDIX F**

### **Glossary of Terms**

**South Eastern Education and Library Board  
Strategic Capital Development Plan 2004-2009**

**Glossary of Terms**

Advance Contract	Advance work may have to be undertaken before major works commence, e.g. decanting into temporary accommodation or piling foundation contracts.
Development Proposal	Formal statement of intention regarding a significant development relating to a grant-aided school.
Economic Appraisal (EA)	An analysis of the relative costs and benefits of a range of options, in order to identify the optimum course of action to meet stated objectives.
Enrolment Survey	A survey of households to ascertain the pre-school population and the intentions of parents regarding future applications for admission to primary school.
Feasibility Study	This would follow on from, or be carried out in parallel with, an economic appraisal. The architect would look at options for the proposal and produce initial drawings plus costings to give some idea of viability.
Local Management of Schools (LMS)	The management and deployment of human, financial and material resources by Boards of Governors. This is underpinned by the key principle that a budget share is made to each school and is the delegated responsibility of the Board of Governors of that school.
Long Term Enrolment (LTE)	Estimate of likely enrolment of a school over the next 5-10 years, calculated from its enrolment trends, recent patterns of intake from feeder schools and the potential intake from the identifiable pre-school population and imminent new housing developments in the area.
Major Works / Capital Projects	Any scheme over £300,000. Such projects are funded directly by DENI. These projects may include a new school or an extension to an existing school.

## APPENDIX F

Minor Works	Any scheme for new works or alterations costing under £300,000. Such projects are normally funded directly by SEELB.
New Start	DENI gives financial approval for commencement of building work to specific projects during the coming financial year.
Pre-school Education Advisory Group (PEAG)	Multi agency group established by Department of Education within each Education and Library Board area, to assess need and propose provision for pre-school education in the voluntary and statutory sectors.
PFI	Private Finance Initiative
Planned Maintenance	Programmed work of replacement of existing fabric, eg window replacement, re-roofing, new boiler plant, electrical rewire.
Post Project Evaluation (PPE)	A Post Project Evaluation is carried out one to two years after the completion of capital schemes. This examines how successfully the objectives of the economic appraisal were achieved and the performance of the parties involved.
Pre-appraisal Form	A proforma summary of the existing accommodation, compared to requirements for the agreed LTE, indicating proposed provision to meet the shortfall. This form is required in order to have a project placed on the DENI List of School Capital Priorities.
Pre-tender Stage	Upon approval of Stage D, the scheme is worked up to pre-tender stage. When this is complete, approval is sought to go to tender and proceed with works on site.
PPP	Public Private Partnership
Scoping Report	Forms the basis of a PPP/PFI scheme. The report compares traditional procurement with what PPP/PFI may offer.

- Sketch Scheme/Stage C A Sketch Scheme is carried out upon approval of the economic appraisal and feasibility study. In relation to capital schemes, this is submitted to DE for approval, along with estimated costs.
- Sketch Scheme/Stage D Upon approval of Stage C, the architect proceeds to Stage D. The scheme is looked at in more detail, refining cost estimates. This is again submitted to DE for approval.
- Surplus Capacity The difference between the pupil capacity of a school, as approved by the Department of Education, and its actual enrolment, where the latter is the lesser.

## **APPENDIX G**

### **Categorisation of School Capital Priorities by Department of Education**

**South Eastern Education and Library Board  
Strategic Capital Development Plan 2004-2009**

**Categorisation of School Capital Priorities by Department of Education**

**Category 1 UNMET DEMAND**

Additional schools on identified sites or extensions to existing schools where there is clear evidence that there is a substantial unmet demand created by insufficient places to accommodate pupils at suitable schools within a defined area.

**Category 2 ESSENTIAL WORKS TO EFFECT RATIONALISATION**

Rationalisation proposals which replace sub-standard accommodation and are essential to effect the rationalisation (other elements of such projects may be considered for inclusion in Category 3 if appropriate).

**Category 3 SERIOUS SUB-STANDARD ACCOMMODATION**

Schools which suffer significantly as a result of several serious accommodation inadequacies such as:

- old, poorly maintained and/or undersized classrooms creating, in some instances, health and safety risks and/or serious curriculum deficiencies;
- serious overcrowding caused by increased enrolments;
- large proportion of accommodation in poorly maintained temporary classrooms;
- seriously unsatisfactory ancillary accommodation; and
- a serious shortfall in indoor PE facilities.

Inadequacies in primary and special schools could also include:

- poor site and/or play facilities again creating health and safety risks; and
- absence of dining/assembly hall.

Schools meeting this criterion usually require a major extension, major refurbishment or complete replacement.

## APPENDIX G

### **Category 4 SUB-STANDARD ACCOMMODATION IN SCHOOLS**

- (i) Schools which have general sub-standard accommodation inhibiting delivery of the curriculum in non-specialist accommodation; and
- (ii) Secondary schools that have sub-standard accommodation associated with a shortfall or deficiency in PE facilities.

### **Category 5 OVERCROWDING AND UNDUE RELIANCE ON TEMPORARY ACCOMMODATION (INCORPORATING SPECIAL SCHOOLS)**

Schools qualifying under this criterion will have an excessive number of temporary classrooms resulting from enrolments substantially in excess of permanent capacity. However, such temporary accommodation would be reasonable well maintained, ie it would not be considered sub-standard.

#### **Note:**

Categories 1-3 of the list reflect the high priority schemes that have been selected for economic appraisal analysis. On completion of an economic appraisal, projects in categories 1-3 may form part of the Public Private Partnership programme or, subject to reaching a sufficient stage of formal planning, be considered for inclusion in future School Building New Starts announcements.

Schemes in Categories 4 and 5 do not have as high a priority and cannot be funded for the foreseeable future. No action can be taken to progress these schemes at present and consequently, no further schemes are being added to these categories.