

Addressed to:
Local Authority

13 January 2012

Dear [INSERT NAME]

Property Data Survey Programme (PDSP) - Data Transfer

As part of the Government's response to the Review of Education Capital ("James Review") in July 2011, the Department for Education (DfE) agreed that work should start without delay to collect up-to-date information on the building condition of the education estate. The Property Data Survey Programme (PDSP) has been established to enable the collection of this condition data.

Partnerships for Schools (PfS) has been asked by the DfE to lead on the delivery of the PDSP to survey schools and other educational establishments throughout England - around 23,000 maintained schools - in order to ensure future capital maintenance funding is targeted to meet the most urgent condition needs of the education estate.

This national programme includes Property Data Surveys (PDS) across the educational estate of England, and the procurement of an Asset Management Software (AMS) system to capture and analyse the information obtained as part of the surveys.

Progress Update

We have made significant progress since launching the procurement in October 2011. Tribal were successfully awarded the Asset Management Software System on 23 December. The procurement for the Property Data Survey element is currently at tender stage and the regional surveying organisations contracts will be awarded in March 2012.

Next Steps

It is recognised that many local authorities and other Responsible Bodies continue to maintain up-to-date and accurate building condition data. Therefore, in order to avoid additional burdens on local authorities, schools and other educational establishments, and unnecessary cost and duplication, PfS is now inviting local authorities to submit existing building condition data for validation and potential incorporation into the new national AMS system. This will allow Priority 1, Priority 2, Priority 3 and total maintenance costs for educational establishments within your portfolios to be identified. This information will be used in conjunction with the survey programme costs to establish the overall maintenance need across England. Gathering existing local condition data nationally will meet one of the recommendations of the Review of Education Capital.

Submission of Data

For those local authorities able to submit existing condition survey data, you will need to follow the data transfer guidance that has been issued with this letter. The data transfer will be a two-stage process; stage 1 is the transfer of condition data and this will be completed by 17 February 2012. Stage 2 is the online transfer of data using the AMS system and will

include providing, block plans, floor plans and selected photographs for a pre-determined sample of schools and other education establishments. Stage 2 is scheduled to occur between 19 March 2012 and 13 April 2012

Following receipt of the existing condition survey data, PfS will ask the appointed surveying organisations to select five per cent of the schools and other educational establishments within your property portfolio as a sample. This sample must include the full range of categories, i.e. nursery, primary, secondary etc. and age bands.

PfS will be providing additional details of the survey programme in February 2012, including setting out the protocol for surveying organisations' contact with local authorities, schools and other educational establishments regarding access and agreeing dates and times to carry out the surveys – a minimum of 20 days notice will be given prior to any survey, the dates will be agreed with schools in advance.

Once selections have been finalised, the appointed surveying organisations will undertake a Property Data Survey of each educational establishment within the sample selection. When the surveys are complete, the entire data set for each Responsible Body will be confirmed as satisfactory or a further sample will be surveyed, in consultation with the relevant Responsible Body and no further surveys will be undertaken at this time.

If you do not hold existing building condition data for your educational establishments, if you do not believe your current data is sufficiently robust for inclusion into the new AMS system, or if you do not wish to volunteer your data for consideration please could you confirm this to PfS by the 9 February 2012 by emailing PDSP@partnershipsforschools.org.uk.

Where PfS is unable to obtain and/or validate existing building condition data for a school or other education establishment, we will carry out a Property Data Survey. The surveys are due to commence in April 2012 and be complete by October 2013.

Discussions have been held with the Education Building Officers' Development Group (EBDOG), which has representation from local authorities and dioceses in its membership, to determine the most efficient and effective method of data collection; a copy of this letter has also been sent to each local authority's EBDOG representative. We would like to thank them for their invaluable and on-going support regarding the PDSP.

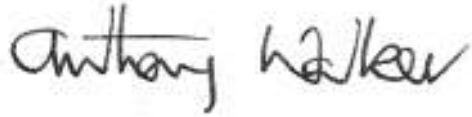
We have set out the Data transfer process in the attached guidance (Appendix A). It is supported with some 'Frequently Asked Questions (Appendix B) and the compliance criteria for enabling Responsible Bodies to decide whether or not to submit existing condition data (Appendix C). These documents are for those local authorities and Responsible Bodies that intend to submit their existing data.

Summary:

- Additional details will be provided by PfS in February 2012.
- Please confirm if you are not able/do not wish to provide data by 9 February 2012.
- Those who are submitting data must do so by 17 February 2012.
- Property Data Surveys are due to commence in April 2012.

For further details or assistance relating to the submission of your education estate condition data please visit: <http://www.partnershipsfor schools.org.uk/programmes/pdsp-responsible-bodies.html> or contact us with any queries by email at PDSP@partnershipsfor schools.org.uk

Yours sincerely

A handwritten signature in black ink that reads "Anthony Walker". The signature is written in a cursive style with a large initial 'A'.

Anthony Walker
Programme Director