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Agency

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[www.education.gov.uk/efa-enquiry-form](http://www.education.gov.uk/efa-enquiry-form)

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Dear Colleague,

### Introduction to the Condition Data Collection Programme

The Education Funding Agency (EFA) is about to start a national data collection programme which will collect information on the physical condition of schools in England. We are writing to all Responsible Bodies now to announce the start of the programme. The Programme is called the Condition Data Collection (CDC), and is the successor to the earlier Property Data Survey Programme (PDSP).

In some cases, schools' existing PDS data is up to five years old, and may now be out of date. New data collected during the CDC will help the EFA to target future capital investment to where it is most needed, and will provide schools and responsible bodies (such as local authorities, dioceses, multi and single academy trusts) with useful condition data for their sites.

This letter explains what the CDC means in practice for your school or schools, and provides information about why we are doing this now and how the data gathered will be used. Specifically, this letter;

- Provides some further background to the CDC and how it will work
- Confirms the name of the surveying organisations contracted by the EFA
- Explains the role of responsible bodies during the CDC programme
- Signposts you to further information held on gov.uk

I would be grateful if you could forward this letter to the appropriate teams or people in your organisation. This will usually be those responsible for prioritising spend of your own capital funding for building condition.

### Background to the CDC

The CDC is the successor to the Property Data Survey Programme (PDSP), which was completed in 2014. The department was able to use this data to assess the need for capital funding to improve school condition and to inform allocations, including identifying schools for inclusion in the second phase of the Priority School Building Programme (PSBP2).

There were important lessons learnt from the PDS and we have worked with stakeholders to improve the way condition data is collected.

The CDC will collect three main categories of data:

Data	Description	Why we are collecting the data
Condition data	Data on the physical condition of school buildings.	To help target future capital investment to where it is most needed
Contextual data	Information about each school's site and its buildings (including details of shared 3 <sup>rd</sup> party usage, listed status, number of classrooms, for example)	To help the EFA understand more about the usage of buildings by schools.
Management & compliance data	Data on whether or not key building management and compliance documentation exist for a school's site, such as an asbestos register and fire risk assessment.	To help the EFA understand the extent to which building management documentation exists across the national school estate.

### Use of CDC data

The EFA will use CDC data for a number of purposes. These include;

- Supporting future conversations with HM Treasury about schools' capital funding.
- Facilitating future condition allocations to responsible bodies and groups of schools
- Providing a complete picture of the nature of the school estate over time
- Supporting building asset management planning
- Identifying school buildings for inclusion in potential future rebuilding programmes.

In terms of your use of this data, please note that the CDC will not collect detailed information on cost, nor will it identify remedial actions needed to resolve condition issues that are identified by CDC surveyors. It is therefore not intended to replace any existing condition survey data held locally by schools and responsible bodies, which will be more detailed, more suitable for developing locally delivered maintenance programmes, and will need to be updated locally when needed.

### How the CDC is delivered

The CDC programme will run from 2017 to 2019, and once complete will have collected data for around 22,000 schools. The EFA are contracting with four Surveying Organisations (SOs) to collect the data about schools, plus an additional surveying organisation to provide quality assurance and technical administration for the duration of the programme.

The Surveying Organisations are:

- Faithful + Gould
- Aecom
- Capita
- Rider Levett Bucknall
- Arcadis (Technical administration and quality assurance only)

The CDC Programme will be delivered in phases, and each phase is expected to take between four and six months to complete. The Surveying Organisations will be responsible for contacting schools and arranging visits within each phase, and will be provided with list of roughly 900 schools each (3600 in total) by the EFA at the beginning of each phase of the programme. The list of schools that will be visited in a phase will be made available on gov.uk before that phase begins.

Schools will be notified at least 35 days before the date of the intended site visit, and will then need to complete a short online CDC School Questionnaire at least two weeks before the site visit takes place. This questionnaire seeks contextual information about the school site and buildings, and to confirm that certain key building management and compliance documents (an Asbestos Register, for example) are in place. The contextual information is also essential pre-visit information for the surveyors.

Most schools will be visited by two surveyors. They will meet the relevant school representative when they arrive (referred to as the 'pre-data collection meeting' in the online guidance) to discuss the School Questionnaire response and to discuss any building issues the school may have, and will then undertake an assessment of the physical condition of each building.

Please note that we are aiming for every school to host a single site visit under the CDC to try and minimise disruption where possible. However, in some cases it may be necessary for the surveyors to visit a site more than once to complete the data collection. This will likely be the case for very large or complex school sites. The surveying organisation will let schools know whether an additional site visit is required.

### **The role of Responsible Bodies**

The CDC does not require direct involvement from responsible bodies. We are, however, aware that some schools may need to contact their responsible body to check the answer to some questions in the Contextual School Questionnaire, and we ask that you provide information/support to the schools where this is the case. A full list of the questions is contained in **Annex A** of this letter, and further details can be found in the *CDC Guide to completing the School Questionnaire*, available on gov.uk (see link below).

## **Accessing CDC data**

Relevant CDC data will be made available to schools and responsible bodies via the online CDC Portal. We will soon be providing you with further details on how to access the portal, and when data will be available following the survey.

## **Further information and guidance**

We will provide CDC guidance and information online here:

<https://www.gov.uk/guidance/condition-data-collection-programme-information-and-guidance>.

This currently includes:

- The *CDC Guide for Schools* document, which contains a list of FAQ's.

The School Guide to Completing the School Questionnaire and the Technical Reference Manual Part 1 and 2 will be published shortly.

## **Feedback and how to contact the EFA**

Please use the EFA enquiry form (which is accessible via the link in the letterhead) for any questions or queries. Several feedback workshops for responsible bodies will be run throughout the programme. We will advise you when these workshops are scheduled.

Thank you in advance for supporting your schools in delivering this important programme.

Yours sincerely,



**Lindsay Harris** – Deputy Director, Capital Strategy and Intelligence

Education Funding Agency.

## Annex A – List of questions contained within the CDC School Questionnaire

We ask each school to complete a short online CDC School Questionnaire at least two weeks before the date of the site visit. The information we ask schools to provide is shown below, for your information. The *CDC Guide to Completing the School Questionnaire* document contains detailed guidance for schools regarding completion of the questionnaire and will be made available on gov.uk.

### Section A – School and contact details

Question Reference	Information Requested	Comments
A1	School or establishment name	The full name of the school or establishment.
A2	DfE establishment number	4 digits
A3	Establishment URN number	6 digits
A4	Establishment 'type'	Academy, Community school, Free school etc.
A5	Name of main site	The name of the main administrative site. For schools with more than one site, this will usually be the address which appears on Edubase.
A6 – A10	Full address and postcode of main site	
A11-A15	Main CDC contact	Name, contact details and job title of the main contact at the school for the purposes of the CDC. Future communications about the CDC will be directed to this person.
A16-A20	Second CDC contact	A secondary contact at the school or establishment
A21	Responsible body name	Name of responsible trust, local authority, diocese etc
A22	Local Authority	Local Authority name
A23	Local Authority number	3 digits

## Section B – Site context and planning related information

The school are asked to state if any of the following are true for their site(s), to the best of their knowledge:

Question reference	Question
B1	Do any parts of any of the school's sites fall within a Conservation Area?
B2	Are there any Tree Preservation Orders (TPOs) in place on any of the school's sites?
B3	Do any of the school's sites fall in an Area of Outstanding Natural Beauty (AONB)?
B4	Do any of the school's sites fall within an area of Special Scientific Interest (SSSI)?
B5	Are there any species of animal present on any of the school's sites which are protected by law ("protected species")?
B6	Are there any known ground contamination issues on any of the school's sites?
B7	Have any parts of any of the school's sites been used as landfill in the past?
B8	Do any of the school's sites have recurring issues with flooding?
B9	Do DECs (Display Energy Certificates) exist for all school sites?

## Section C – Capacity and teaching accommodation.

Question Reference	Information requested	Comments
C1	Maximum forms of entry	The maximum forms of entry that the school considers it can accommodate
C2	Number of general classrooms, across all sites and buildings	The number of spaces used to teach whole classes in a non-specialised subject (e.g. maths, modern foreign languages, humanities etc.)
C3	Number of Technology Workshops or other specialist spaces, across all sites and buildings	The number of spaces used to teach whole classes in a specialised subject such as food technology, design and technology, drama studios.
C4	Number of Science laboratories, across all sites and buildings	The number of specialist spaces used to teach whole classes in a science based subject.

## Section D – Existence of building compliance and management documentation

Schools are asked to confirm the existence of the following building management and compliance documents, and provide the date for each:

D1-D18	<ul style="list-style-type: none"> <li>• Electrical Test Certificate</li> <li>• Emergency Lighting Inspection Certificate</li> <li>• Fire Alarm Inspection Certificate</li> <li>• Fire Risk Assessment(s)</li> <li>• Water Safety, Hygiene &amp; Legionella documentation</li> <li>• Gas Safety Test Report</li> <li>• Asbestos Register</li> <li>• Asbestos Management Plan</li> <li>• Non passenger lift &amp; hoist certificates (if applicable)</li> <li>• Passenger Lift Insurance and Inspection Certificates (if applicable)</li> </ul>
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## Section E – Shared usage of sites

Question Reference	Information requested	Comments
E1	Number of sites owned and maintained by the school	Voluntary controlled and community school sites should be included, even if the responsible body retains some responsibility for building maintenance across the site.
E2	Number of sites, owned and maintained by the school, which are shared with other users	
E3	'Type' for each organisation that shares school owned and maintained sites	Drop down list: Non-school nursery/Community use/non profit use, etc
E4	The number of sites used by the school which are owned and maintained by a third-party.	The answer to this question should not include: <ul style="list-style-type: none"> <li>• ex- local authority academy and free school sites, even where the site is on a long term lease from the local authority or diocese.</li> <li>• PFI sites.</li> </ul>
E5	The 'category' of the site owners	Drop down list: Non-school nursery/Community use/non profit use, etc

E6	Details of the usage of the other areas of the site(s) that are not used by the school	Drop down list: Education/Sports/Non-Education
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### Section F - Shared usage of buildings

Question Reference	Information requested	Comments
F1	Number of non school users in buildings that are also occupied, owned and maintained by the school	Answer reflects the <b>number of other users</b> who are sharing buildings on the school's site, not the number of buildings which are shared.
F2	'Type' for each user specified in F1	Drop down list: Non-school nursery/Community use/non profit use, etc
F3	Number of buildings used by the school that are owned and maintained by third parties	
F4	Details of the 'category' of building owner for buildings specified in F3	Drop down list: Non-school nursery/Community use/non profit use, etc
F5	Details of the usage of the other areas of the building(s) that are not used by the school	Drop down list: Education/Sports/Non-Education

### Section G – Details of other sites

G1-G8	The names each additional site, if applicable
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