



CCMS Circular 2008 / 22

Date 28 October 2008

**TO: Trustees, Chairs of Boards of Governors
and Principals of Catholic Maintained
Schools**

RE: MINOR WORKS APPLICATIONS

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

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Dear Colleague

At our last Educational Provisional Committee meeting, Council members were advised of the difficulties currently being experienced in the Minor Works process.

CCMS has been holding discussions with the Department of Education's Building Branch regarding this matter. It has been recognised by both DE and CCMS that there are delays in the system which are impacting on the service delivery of our Minor Works programme.

In an attempt to manage these delays whilst equally ensuring that urgent projects receive the required attention, it has been agreed with the DE that the following categories of projects can only be progressed at this time:

- Child Protection
- Special Educational Needs
- Urgent Health and Safety
- Additional / Replacement Teaching Accommodation.

This will be effective from **31st October 2008** and reviewed again in March 2009 for the new financial year.

CCMS Building and Development section will continue to assess individual applications but you should be aware that only those falling within the above categories will be progressed to DE. You will be notified if your application is unsuccessful.

As part of our discussions with DE and in an attempt to allow Building Branch to concentrate on the progression of existing schemes, we have agreed **that any queries to the DE should be directed through the Trustee's consultants only**. Alternatively, you may continue to contact Building and Development section at Hollywood who will be liaising with DE Building Branch on a regular basis and can update you.

May I also remind you that once you receive applications for September 2009 intake and are aware of any child requiring special needs adaptations, you should apply as soon as possible to ensure their needs can be met in a planned and timely fashion.

CCMS appreciates that these new procedures may cause some delay for new minor works projects which are outside of the four categories above but, with your cooperation, it is hoped that we can work to clear the existing backlogs and deliver for the children in our schools.

Yours faithfully

Gerry Lundy
Head of School Planning and Development