

# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	TBC	<b>[1b] Departmental Reference Number</b>	TBC
<b>[2] Core Project Name</b>	Decent Homes Call-backs 2020-22		
<b>[3] Programme Affiliation</b> <i>(if applicable)</i>	N/A		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Andrew Carter
<b>[5] Senior Responsible Officer</b>	Paul Murtagh
<b>[6] Project Manager</b>	David Downing

Description and purpose
<b>[7] Project Description</b>
<p>Appoint a contractor on a fixed budget, 3 year term contract, comprised of an agreed schedule of rates, to supply and install replacement kitchen, bathroom and central heating facilities on an ad hoc basis to City of London tenanted properties to bring them up to the Decent Homes standard.</p> <p>This approach has worked well in the recent past; the 3-year contract proposed at this time would be the third such iteration of this contract.</p>
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>
<p>Programmes of works to bring the majority of properties of the City of London's housing stock up to the Decent Homes standard have now been completed, however with each programme a number of properties are necessarily omitted. The reasons for these omissions may include the property meeting the standard at the time programmed works were being done to that estate, unsuitable timing of the works for an individual resident, works being refused out right, or insufficient budget to extend existing programmes to cover additional properties. Over time, as previously acceptable components fail or when properties where works were refused fall vacant, the City is required to carry out works to bring these properties back to the Decent Homes standard between large scale programmes of work. This is known as a 'call-back'.</p> <p>The City has a statutory obligation to ensure its housing stock meets the national 'Decent Homes Standard'. For a property to achieve the standard it must have no outstanding health and safety related repairs, be weatherproof and have 'reasonably modern' kitchen, bathroom and heating facilities. The current contract for delivering Decent Homes Call-backs will expire in the latter part of 2019 as the maximum contract value is reached. To ensure a seamless provision of service, the process for authorising the procurement of a replacement contract should now be initiated.</p>
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>
<p>[4] Communities are cohesive and have suitable housing and facilities.</p> <p>[9] Our spaces are secure, resilient and well-maintained.</p>

<b>[10] What is the link to the departmental business plan objectives?</b>					
Tenants and leaseholders live in well maintained and managed homes and estates.					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N
<b>Mandatory:</b> Compliance with legislation, policy and audit	N	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	N

<b>Project Benchmarking:</b>	
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b>	
1) Completion of all required works to meet statutory and City standards.	
2) Achievement of expected lifespan of 20-25 years for new installations.	
3) Cost surety achieved via economies of bulk purchasing (as realised via a competitively tendered schedule of rates) opposed to the price volatility of a series of one-off purchases.	
<b>[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)</b>	
N/A	
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>	
Lower Range estimate: £520,000 Upper Range estimate: £550,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
N/A	
<b>[16] What are the expected sources of funding for this project?</b>	
The project will be funded via the Housing Revenue Account. As the proposed works will take place in City tenanted properties only, there is no scope for recovery of costs through leaseholder service charges.	
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>	
Lower Range estimate: 01/01/2020 – 31/12/2022 Upper Range estimate: 01/01/2020 – 31/12/2022	

<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
No.	

<b>[19] Who has been actively consulted to develop this project to this stage?</b>	
Project Board:	Housing Programme Board
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: Michael Harrington
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
DCCS Property Services	Officer Name: Jason Hayes, Mike Saunders
Estate Management	Officer Name: Liam Gillespie
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b>	
Client	Department: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: N/A