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## Project Briefing

Project identifier			
[1a] Unique Project Identifier	To be advised	[1b] Departmental Reference Number	N/A
[2] Core Project Name	Avondale Square Estate -Emergency and Communal Lighting Replacement		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[5] Senior Responsible Officer	Paul Murtagh, Assistant Director, Barbican Estate & Property Services
[6] Project Manager	Lochlan MacDonald

Description and purpose					
<b>[7] Project Description</b>					
To replace the communal and emergency lighting to improve safety, meet compliance and reduce costs.					
<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>					
The emergency lighting is not working and as such, this causes safety concerns for residents. The communal lighting is inconsistent and wasteful and replacing this with more energy efficient fittings would reduce costs, save energy and reduce emissions. Furthermore, the savings in running costs and maintenance are such that the works will effectively pay for themselves.					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [4] Communities are cohesive and have suitable housing and facilities. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
<b>Safe</b> -The works will improve the safety and security of residents <b>Health and wellbeing</b> – The improved facilities will help people of all ages enjoy good health and wellbeing by reducing stress about safety and security <b>Community</b> – The works will mean that there are uniform facilities within blocks, so engendering equality and community.					
<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>	Y	<b>Sustainability:</b> Essential for business continuity	Y	<b>Improvement:</b>	Y

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Compliance with legislation, policy and audit				New opportunity/ idea that leads to improvement	
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<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)	Improvement in lighting facilities across the estate.
2)	Reduction in maintenance and running costs by approximately 60%.
3)	Decrease in CO2 emissions
<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>	
It is expected that the works will result in approximately £150,000 worth of saving over 5 years. Annual electricity usage may be compared to determine if this has been achieved.	
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>	
Lower Range estimate: Up to £700,000 including risk provision of £200,000 Upper Range estimate: Up to £1,200,000 including risk provision of £200,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
The new fittings will be guaranteed for 5 years so no ongoing maintenance costs should be incurred.	
<b>[16] What are the expected sources of funding for this project?</b>	
Housing Revenue Account	
<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: start December 2020 – end August 2020 Upper Range estimate: start April 2020 – end April 2021	

<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>	
N/A	
<b>[19] Who has been actively consulted to develop this project to this stage?</b>	
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
External	Contractor – to be appointed
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b>	
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?	

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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

