

Project Briefing

Project identifier			
[1a] Unique Project Identifier	12015	[1b] Departmental Reference Number	EE051
[2] Core Project Name	Drinking Fountains – Delivering Additional Water Refill Points in the City's Public Realm		
[3] Programme Affiliation <i>(if applicable)</i>	TBC		

Ownership	
[4] Chief Officer has signed off on this document	Yes. This project is one of the deliverables under the City's Plastic-Free City Initiative launched on 9 th July 2018.
[5] Senior Responsible Officer	Simon Glynn
[6] Project Manager	Emmanuel Ojugo

Description and purpose					
[7] Project Mission statement / Elevator pitch					
Installation of up to 8 new drinking fountains across the Square Mile, to help reduce unnecessary plastic waste and provide a valuable public amenity.					
[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)?					
The City of London is aiming to reduce the amount of single-use plastic bottles being used, in order to ease the burden on recycling facilities and promote a re-use culture amongst City workers, residents and visitors. Providing water refill points in the public realm will increase opportunities for people to use their own, reusable water bottles.					
[9] What is the link to the City of London Corporate plan outcomes?					
[2] People enjoy good health and wellbeing. [5] Businesses are trusted and socially and environmentally responsible. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment. [11] Our spaces are digitally and physically well-connected and responsive.					
[10] What is the link to the departmental business plan objectives?					
[1] Advancing a flexible infrastructure that adapts to increasing capacity and changing demands. [8] Improving quality of life for workers, residents and visitors. The project will introduce water refill points across the Square Mile, meeting the growing demand for sustainable alternatives to single-use plastic bottles, reducing waste and saving money for the City community.					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	Y	Corporate:	Y

				Project developed as a large scale Corporate initiative	
Mandatory: Compliance with legislation, policy and audit	N	Sustainability: Essential for business continuity	N	Improvement: New opportunity/ idea that leads to improvement	Y

Project Benchmarking:					
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?					
1) Up to 8 new drinking fountains are installed across the Square Mile within 12 months of project initiation.					
2) Funding is obtained to deliver both the installation of the fountains and their ongoing maintenance.					
3) Encourage an increase in the use of water refill points in the City.					
[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.)					
Over time, the project should lead to a reduction in the number of plastic bottles that the City recycles, saving costs and promoting more sustainable practices.					
[14] What is the expected delivery cost of this project (range values)[£]?					
Lower Range estimate: £50,000 Upper Range estimate: £100,000					
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:					
Drinking fountains require on-going maintenance to ensure they are fully functioning and the water is safe for public consumption. The maintenance requirements, including costs and responsibilities, will be detailed further in future Gateway reports.					
[16] What are the expected sources of funding for this project?					
A Priority Investment Pot (PIP) bid has been submitted, and the Resource Allocation Sub Committee agreed the bid met the criteria and approved the funding on 5 th July 2018. The Cheapside Business Alliance has also provided a sum towards the installation of a drinking fountain in the Cheapside area. Opportunities will also be taken to fund and install new drinking fountains as part of new developments in the City.					
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?					
Lower Range estimate: August 2018 – August 2019 (Expected project timeframe) Upper Range estimate: August 2018 – January 2020 (This Upper Range is subject to further funding opportunities to facilitate the installation of additional future drinking fountains) Critical deadline(s): none					

Project Impact:					
[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?					

There is a growing international movement to reduce the amount of plastic in the environment, particularly single-use plastics such as water bottles. This project may therefore attract some media attention, which will need to be managed.

[19] Who has been actively consulted to develop this project to this stage?

Chamberlains: Finance	Officer Name: Julie Smith
Chamberlains: Procurement	Officer Name: Natalie Evans
IT	Officer Name: not applicable
HR	Officer Name: not applicable
Communications	Officer Name: Carl Locsin
Corporate Property	Officer Name: Janet Woodvine
External	Thames Estuary Partnership, Thames Water