

APPENDIX 1

Project Coversheet

[1] Ownership

Unique Project Identifier: 12015 **Report Date:** 5 March 2019
Core Project Name: Drinking Fountains – Delivering Additional Water Refill Points in the City’s Public Realm
Programme Affiliation (if applicable): Plastic Free City initiative
Project Manager: Emmanuel Ojugo
Next Gateway to be passed: 6

[2] Project Brief

Project Mission statement: Delivery of eight publicly-accessible drinking water bottle refill points as part of the Plastic Free City (PFC) initiative.

Definition of need: Reduce the use of single use plastic by providing free publicly accessible drinking water points

Key measures of success:

- 1) Install the first new drinking fountain at Cheapside (Bow Churchyard) by March 2019.
- 2) Eight new drinking fountains are installed across the Square Mile by 31st August 2019.
- 3) Funding is secured to deliver both the installation of the fountains, and their ongoing maintenance.
- 4) Encourage an increase in the use of water bottle refill points in the City.

[3] Highlights

Finance:

Total anticipated cost to deliver [£]: 80,000

Total potential project liability (cost) [£]: N/A

Total anticipated on-going commitment post-delivery [£]: 20,000

Programme Affiliation [£]: Plastic Free City initiative

[A] Budget Approved to Date*	[B] New Financial Requests	[C] New Budget Total (Post approval)
£100,000	N/A	£100,000
[D] Previous Total Estimated Cost of Project	[E] New Total Estimated Cost of Project	[F] Variance in Total Estimated Cost of Project (since last report)
£100,000	£100,000	£0
[G] Spend to Date	[H] Anticipated future budget requests	
£15,000 (CBIS)	It is anticipated that any future budget requests will involve the pursuit of external funding sources to fund additional Water Refill Points as required.	

Headline Financial changes:

Since ‘Project Proposal’ (G2) report:

- ▶ £15,000 – pre-evaluation stage.

Since ‘Options Appraisal and Design’ (G3-4) report:

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▶ N/A
Since 'Authority to start Work' (G5) report:
▶ £85,000 – total approved funding to implement the project
Project Status:
Overall RAG rating: Green
Previous RAG rating: Green

[4] Member Decisions and Delegated Authority
GW1-2 Corporate Projects Board (21 Aug 2018), Projects Sub (12 Sept 2018) GW3-4 – Streets & Walkways (), Projects Sub () GW5 10 December 2018 (Delegated)

[5] Narrative and change
Date and type of last report: GW5 (Delegated)
Key headline updates and change since last report. See main report.
Headline Scope/Design changes, reasons why, impact of change:
Since 'Project Proposal' (G2) report: N/A
Since 'Options Appraisal and Design' (G3-4 report): N/A
Since 'Authority to Start Work' (G5) report: N/A

Timetable and Milestones:
Expected timeframe for the project delivery: March – August 2019
Milestones:
1) Excavation of footway to facilitate connections to the new Water Bottle Refill Point
2) Installation of Cheapside Bid Drinking Fountain (Bow Churchyard) by March 2019
3) Agree Thames Water programme for sign-off of the installation programme

Are we on track for this stage of the project against the plan/major milestones? Yes

Are we on track for completing the project against the expected timeframe for project delivery? Yes

Risks and Issues	
Top 3 risks:	
<i>Risk description</i>	<i>Sites are not viable to accommodate new fountains</i>
<i>Risk description</i>	<i>Existing funding is not sufficient to deliver the fountains</i>
<i>Risk description</i>	<i>Insufficient funds available for maintenance</i>

See 'risk register template' for full explanation.

Top 3 issues realised		
<i>Issue Description</i>	<i>Impact and action taken</i>	<i>Realised Cost</i>
Escalation of implementation programme	Officers have engaged with Thames Water at an early stage to establish a delivery programme that is achievable.	N/A

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

The project has generated a small amount of media coverage, mostly tying in with the Mayor of London's campaign to install new refill points across Greater London.