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Project Briefing

Project identifier			
[1a] Unique Project Identifier	<A unique project number will travel with the project, and will incorporate a Department lead, within. Will be generated via Project Vision by CPO after CPB>	[1b] Departmental Reference Number	<An internal department reference (if applicable)>
[2] Core Project Name	Central Criminal Court – External and Internal Fabric Repairs		
[3] Programme Affiliation (if applicable)	This project covers two items included in the schedule of schemes in the Additional Resources for City Fund Properties: <ul style="list-style-type: none"> • CCC External stonework cleaning and internal refurbishment • CCC Roof Replacement 		

Ownership	
[4] Chief Officer has signed off on this document	Paul Wilkinson – City Surveyor
[5] Senior Responsible Officer	Alison Bunn – Assistant Director, Head of Facilities Management
[6] Project Manager	<i>Gateway 1& 2 – Liam Boyle, Property Facilities Manager</i> <i>Gateway 3 – Minor Works Project Manager</i>

Description and purpose	
[7] Project Description	
<ul style="list-style-type: none"> • External stone cleaning, repair and redecoration to include the installation of essential working at height (safe access) equipment. • Roof repairs including roof lights and glass domes where appropriate with additional working at height equipment. • Internal refurbishment to key operational areas. • The regilt of the Lady of Justice and reinstatement of external lighting are to be considered within the scope of the project. 	
[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)?	
<p>Leaks across all wings have been an ongoing issue in recent years. Patch repairs have been carried out as an interim measure and a more permanent solution is now required.</p> <p>It is felt by those that visit and occupy the Central Criminal Court that the building is beginning to look aged and worn in many areas. CCC Operational management and City Surveyors have identified priority areas to help focus the scope, direction and cost of the project.</p> <p>The project has been identified as an essential scheme to catch up on the 'backlog' maintenance programme and is to be progressed outside of the fundamental review.</p>	
[9] What is the link to the City of London Corporate plan outcomes?	
<p>[1] People are safe and feel safe.</p> <p>[2] People enjoy good health and wellbeing.</p> <p>[9] Our spaces are secure, resilient and well-maintained.</p>	

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[12] Our spaces inspire excellence, enterprise, creativity and collaboration.					
[10] What is the link to the departmental business plan objectives?					
Property assets and facilities management – to ensure that the Central Criminal Court is fit for purpose and meeting service needs Fund management and income generation – to underpin the delivery of our corporate priorities, i.e. providing world class facilities.					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	Y	Corporate: Project developed as a large scale Corporate initiative	Y
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	N

Project Benchmarking:					
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims? <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>					
1) Increase levels of customer satisfaction for public and building users					
2) Minimal interruption to fundamental services. The project schedule should allow for continued running of the courts. Once works are complete services will be less prone to disruption due to water ingress.					
3) Decrease in costs relating to external fabric failures					
[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.)					
Feedback can be recorded at advocates drop in sessions conducted by HMCTS and client meetings with HMCTS and senior Judges. Increase levels of staff feedback in surveys can be measured using annual staff surveys. Decrease in reactive calls can be measured using the computer aided facilities management portal. The decrease in associated costs can be ascertained from financial reports and by using the forward maintenance plan. An increase in the reliability of the space will result in increased use of space for core business and events.					
[14] What is the expected delivery cost of this project (range values)[£]?					
Lower Range estimate: £2,57m Upper Range estimate: £2,96m					
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:					
Forward maintenance to be confirmed following condition survey					
[16] What are the expected sources of funding for this project?					
Additional Resources for City Fund Properties – 2019/20					
[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: start – November 2019 to September 2022					

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Upper Range estimate: start – To be confirmed following condition survey
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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?	
Could generate some media content as works will be significant and visible at street level.	
[19] Who has been actively consulted to develop this project to this stage?	
<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: John James, Dianne Merrifield
Chamberlains: Procurement	Officer Name: Michael Harrington
IT	Officer Name: Not applicable
HR	Officer Name: Not applicable
Communications	Officer Name: Not applicable
Corporate Property	Officer Name: Paul Friend/Alison Bunn/Jonathan Cooper/Mark Eyre
Client	Officer Name: Adam Rout/ Wayne Garrigan
External	
[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?	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>