

Project Briefing

| Project identifier | |
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| [1a] Unique Project Identifier | [1b] Departmental Reference Number |
| [2] Core Project Name | Installation of Public Address & Voice Alarm (PAVA) and lockdown system at the Guildhall |
| [3] Programme Affiliation (if applicable) | NA- Standalone project |

| Ownership | |
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| [4] Chief Officer has signed off on this document | Paul Wilkinson |
| [5] Senior Responsible Officer | Alison Bunn |
| [6] Project Manager | To be Confirmed but at this stage Simon Causer |

| Description and purpose | |
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| [7] Project Mission statement / Elevator pitch | |
| <p>In the unlikely but critically impactful event of a marauding terrorist attack at the Guildhall complex, effective and decisive action is required to save lives. Guidance issued by the Intelligence Services recommends the use of a PAVA to issue clear directions to personnel so that they can make the right decisions to survive in conjunction with an ability to lock down all or part of the estate immediately and remotely.</p> | |
| [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)? | |
| <ul style="list-style-type: none"> The installation of a PAVA and lock down system is an essential in that they are required to deliver a duty of care to personnel in the event of an MTA The threat posed by an MTA is contained within CR24; one of 4 corporate red risks. The installation of a PAVA and lock down system is an essential part of the mitigation of that risk Having identified the threat, documented the risk and identified the mitigation required, failure to move forward with installation would be reputationally damaging in the extreme. | |
| [9] What is the link to the City of London Corporate plan outcomes? | |
| <p>[1] People are safe and feel safe. [9] Our spaces are secure, resilient and well-maintained.</p> | |
| [10] What is the link to the departmental business plan objectives? | |
| <p>The City Surveyor’s High Level Business Plan for 2019/24 contains the following objectives:</p> <p>Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure.</p> <p>Support and promote the City as a business location: We will champion the City as the best place in the world to do business</p> <p>The installation of the PAVA and lock down system is directly aligned to both objectives. The Guildhall is a premier event space, attracting some of the world’s highest profile individuals. It is essential that the CoLC is equipped to meet the threat that comes with such a reputation.</p> | |

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| [11] Note all which apply: | | | | | |
| Officer: Project developed from Officer initiation | Y | Member: Project developed from Member initiation | | Corporate: Project developed as a large scale Corporate initiative | |
| Mandatory: Compliance with legislation, policy and audit | Y | Sustainability: Essential for business continuity | Y | Improvement: New opportunity/ idea that leads to improvement | |

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| 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) Upgrade the basic infrastructure to meet current CPNI security advice in line with industry standards. | |
| 2) Reduction of CR24 from red to amber (linked to other ongoing projects) | |
| 3) | |
| [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.) | |
| <i>The PAVA will modernise the current fire alarm and will reduce the lost business opportunity cost each time an evacuation is required. It will separate the Guildhall, the North Wing and the Art Gallery into separate zones. An activation in one zone will not automatically require evacuation of the entire estate as is the current situation.</i> | |
| [14] What is the expected delivery cost of this project (range values)[£]? | |
| Low band value £750k Upper band value £1.5m | |
| [15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]: | |
| <i>Maintenance costs will be covered by specific provision in departmental budget</i> | |
| [16] What are the expected sources of funding for this project? | |
| <i>City Finance</i> | |
| [17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)? | |
| The initial stage of the project would be a full site survey. Only once this is complete can the project timeframe be calculated | |

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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? | |
| <i>There will be no public or media impact from this project. We will need to inform other building users of the nature of works as noise could be generated which may be disturbing.</i> | |
| [19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) > | |
| Chamberlains: Finance | <i>John James Dianne Merrifield</i> |
| Chamberlains: Procurement | <i>James Carter</i> |
| IT | <i>Matt Gosden</i> |
| HR | <i>N/A</i> |

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| Communications | <i>Sheldon Hinds:</i> |
| Corporate Property | <i>Dorian Price</i> |
| External | N/A |
| <p>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</p> <p>Please note the Client supplier departments.</p> <p>Who will be the Officer responsible for the designing of the project?</p> <p>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</p> | |
| Client | <i>Department:</i> |
| Supplier | <i>Department: Surveyors,</i> |
| Supplier | <i>Department: NA</i> |
| Project Design Manager | <i>Department: Surveyors</i> |
| Design/Delivery handover to Supplier | Gateway stage: <Post Project Proposal> |