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Project Briefing

Project identifier			
[1a] Unique Project Identifier	12223	[1b] Departmental Reference Number	Not applicable
[2] Core Project Name	Traffic Enforcement by CCTV		
[3] Programme Affiliation (if applicable)	Not applicable		

Ownership	
[4] Chief Officer has signed off on this document	Pending
[5] Senior Responsible Officer	Ian Hughes, Deputy Director Transportation & Public Realm
[6] Project Manager	Stuart McGregor, Parking Ticket Office Manager

Description and purpose					
[7] Project Description					
<p>Purchase and implement CCTV Automated Number Plate Recognition (ANPR) Cameras to enforce existing traffic restrictions such as Banned turns and Yellow Box Junctions.</p> <p>This proposal was approved by Resource Allocation Sub Committee in Oct 19 and is well placed to support the recently approved Transport Response to COVID-19.</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)?					
<p>The Parking Ticket Office, on behalf of the City, enforces moving traffic contraventions included banned turns, box junctions and one-way streets, using CCTV cameras, thereby helping to reduce road danger and minimise congestion in support of improving air quality. In order to further support the Transport Strategy, it is now appropriate to use a small number of fixed and re-deployable cameras at key locations across the City.</p> <p>The proposal is well placed to support the recently approved Transport Response to COVID-19 which involves fewer roads being open and we can expect a high degree of traffic post lockdown. The relocatable cameras can be moved to encourage compliance with restrictions where most needed.</p>					
[9] What is the link to the City of London Corporate plan outcomes?					
<p>[1] People are safe and feel safe. [2] People enjoy good health and wellbeing.</p>					
[10] What is the link to the departmental business plan objectives?					
<p>The proposal supports the City's Transport Strategy and several of its objectives including reducing road danger and congestion, thereby enabling improvements in air quality. The Transport Strategy is a key element of DBE's business plans which specifically include: Improving the quality and safety of the environment for businesses, workers, residents and visitors</p>					
[11] Note all which apply:					
Officer:	Y	Member:	N	Corporate:	N

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Project developed from Officer initiation		Project developed from Member initiation		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	N

Project Benchmarking:
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?
1) Cameras operate in accordance with BAU and existing contract KPIs to ensure they are functioning to specification (operational)
2) Monitor trends in contraventions at existing and potential camera locations and site cameras to best support the Transport Strategy. We expect PCNs in a location to reduce over time as compliance increases. (near term)
3) Monitor impact on road danger, congestion and air quality through existing tracking methods used by the Transport Strategy and Network Management (medium/long term)
[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.)
Monitoring trends in contraventions at existing and potential camera locations and camera re-location will be part of Business As Usual
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range estimate: £370k (self-financing) Upper Range estimate: £370k
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Ongoing Revenue implications: £46k pa (self-financing)
[16] What are the expected sources of funding for this project?
Confirmed self-financing funding from On-Street Parking Account
[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 – end date 1Aug20 – 31Mar21 Upper Range estimate: start – end date 1Oct20 – 31May21

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?
Traffic and parking enforcement can raise reputational risk including the potential for associated complaints, FOI's and media coverage. However, reputational risk is low for this proposal, as volumes of PCNs will be proportionate and can be clearly linked to supporting the City's COVID response and address road safety, in particular for pedestrians
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >

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Chamberlains: Finance	Officer Name: Dipti Patel, Olumayowa Obisesan
Chamberlains: Procurement	Not Applicable (existing procurement contract)
IT	Not Applicable
HR	Not Applicable
Communications	Not Applicable
Corporate Property	Not Applicable
External	Not Applicable
[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>