

# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	12441	<b>[1b] Departmental Reference Number</b>	TBC
<b>[2] Core Project Name</b>	George Elliston and Eric Wilkins Houses – Refurbishment Project		
<b>[3] Programme Affiliation</b> <i>(if applicable)</i>	No		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	<Confirmation of having read and agreed with the content of this document>
<b>[5] Senior Responsible Officer</b>	Paul Murtagh, Assistant Director, Barbican Estate and Housing Services
<b>[6] Project Manager</b>	Lochlan MacDonald, Asset Programme Manager.

Description and purpose					
<b>[7] Project Description</b>					
To refurbish all aspects of the above blocks including window and roof replacement/repairs, new and improved insulation and energy efficiency works, necessary internal repairs including lifts, redecoration of communal areas and brickwork/concrete repairs, etc.					
<b>[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)?</b>					
The works will help the properties achieve the decent homes standard, will improve the energy efficiency of the block and help the City's sustainability strategies.					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[1] People are safe and feel safe. [2] People enjoy good health and wellbeing. [4] Communities are cohesive and have suitable housing and facilities. [[8] We attract and nurture relevant skills and talent. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
<b>Safety</b> - <i>People of all ages live in safe communities, our homes are safe and well maintained and our estates are protected from harm.</i> These works will improve the living standards of our residents by making them more secure and more comfortable. <b>Health and wellbeing</b> - <i>People of all ages enjoy good health and wellbeing.</i> The improvements in living conditions will help our residents enjoy better health, improve energy efficiency by reducing fuel consumption and costs and improve the environment.					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y

<b>Project Benchmarking:</b>
<p><b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b> &lt;These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'&gt;&gt;</p>
1) Modernisation of 65 properties
2) Improvements in the energy efficiency of the blocks, including reducing fuel costs and carbon emissions
3) Extended the life of our assets
<p><b>[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.)</b></p>
<p>The works will improve the thermal performance of our buildings, and will reduce the amount of response repairs that are required. This will be verifiable by comparing repairs before and after the works</p> <p>The amount of carbon emissions from the buildings will be reduced, and can be measured by undertaking energy performance inspections once works are completed and comparing with those done prior to the works.</p> <p>External funding for energy improvements will be sought to help offset the costs of works. This will be measured by calculating the savings made in the Housing Revenue Account against any external funding that is received.</p>
<p><b>[14] What is the expected delivery cost of this project (range values)[£]?</b></p>
<p>Lower Range estimate: £2,000,000 Upper Range estimate: £5,000,000</p>
<p><b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b></p>
<p>This is unquantifiable but the amount of response repairs will be reduced. Future maintenance will be through cyclical works and service contracts, that achieve economies of scale.</p>
<p><b>[16] What are the expected sources of funding for this project?</b></p>
<p>Housing Revenue Account, Green Homes Grants, Social Housing Decarbonisation fund, other possible future central government funding.</p>
<p><b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b></p>
<p>Lower Range estimate: January 2021 – September 2021 Upper Range estimate: March 2021 – June 2022</p> <p>The current phase of Green Homes Grants funding mentioned in [16] above is time limited and works will have to be completed by September 2021. A further phase may be introduced later depending on central government funding and the success of earlier phases.</p> <p>Full details of the Social Housing Decarbonisation Funding are yet to be released but are likely to be time limited as well.</p>

<b>Project Impact:</b>
<p><b>[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?</b></p>
<p>This should only generate good publicity for the City given the positive effects of the works in terms of sustainability and improvement.</p>
<p><b>[19] Who has been actively consulted to develop this project to this stage?</b></p>

<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name:
Chamberlains: Procurement	Officer Name:
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name:
Corporate Property	Officer Name:
Corporate Energy	Officer Name: Graeme Low, Energy and Carbon Manager
External	
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b> <b>Please note the Client supplier departments.</b> <b>Who will be the Officer responsible for the designing of the project?</b> <b>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b>	
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>