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Project Briefing

APPENDIX 4

Project identifier			
[1a] Unique Project Identifier	12248	[1b] Departmental Reference Number	TBC
[2] Core Project Name	CoL Freeman's School Revenue Works Programme 2021/2022		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[4] Chief Officer has signed off on this document	Roland Martin (Governors Approval Confirmed)
[5] Senior Responsible Officer	Joanne Moore
[6] Project Manager	Sunil Singh

Description and purpose	
[7] Project Description	CoL Freeman's School's annual maintenance and improvements works programme
[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)?	1 In line with the School's 20-year Repair and Maintenance plan a series of works have been identified between the School and City Surveyors to maintain the School in good order. Additional works have been identified to conform with regulatory and security requirements, and the school's developing needs such as increasing the possible capacity of students able to attend and reside from junior school level.
[9] What is the link to the City of London Corporate plan outcomes?	People are safe and feel safe. Businesses are trusted and socially and environmentally responsible. We have the world's best regulatory framework and access to global markets. We attract and nurture relevant skills and talent. Our spaces are secure, resilient and well-maintained. Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment. Our spaces are digitally and physically well-connected and responsive. Our spaces inspire excellence, enterprise, creativity and collaboration.
[10] What is the link to the departmental business plan objectives?	<u>Strategic asset management:</u> By continuing to invest in the school and develop the site this enables us to unlock the full potential of this asset. For this particular asset; this does not stop at a high performing physical asset but also benefits and unlocks the potential of the students and wider community. <u>Property assets and facilities management:</u> Through the improvements programme ensure the continuation of having fit for purpose building which are sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies
[11] Note all which apply:	
Officer:	Y
Member:	
Corporate:	

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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	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	Y

Project Benchmarking:	
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?	
Continued investment in the School's infrastructure via planned repairs and maintenance, to maintain the school premises in a fit state. Developing modern solutions for the benefit of the asset, e.g. – replacing the sports pitch	
Continue to develop the Schools for now and the future, enabling the School to lead in its field and remain a leader in the global market, hence ensuring profit is increased and student recruitment numbers rise	
For all elements of the project to be delivered on time and without impacting the day to day operation of the schools teaching programmes or disturbing any resident student or personal on site.	
[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.)	
As part of the programme there will be measurable benefits in elements such as; in increasing the capacity from the junior level with the delivery of increased classroom space and revenue created from the sports facilities improvement and therefore marketability.	
[14] What is the expected delivery cost of this project (range values)[£]?	
£12,000 for enabling works. £829,000 for the programme of revenue and improvement works and, £10,000 for associated staff costs.	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
No further than which is already covered by the planned maintenance budget. Where savings have been made on certain elements, this will enable further investment in the maintenance of other elements. In the long run this will enable more robust assets across the site with each element having the required attention and available budget for a comprehensive programme to support its lifespan.	
[16] What are the expected sources of funding for this project?	
City of London Freemen's School as agreed at the Governors Board.	
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?	
Delivery is to fit with the Schools term time and operational needs. All disruptive works will have to be complete during July 2021 - August 2022. A break down off this can be seen in appendix 1 – programme of work.	

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?	
No, this would be very unlikely.	
[19] Who has been actively consulted to develop this project to this stage?	
Chamberlains: Finance	Officer Name: Nicholas Basye

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Corporate Property	Officer Name: Joanne Horne, Sunil Singh, Robert Course, Carmel McGowan.
External	City of London Freeman's School Joanne Moore – Bursar, Edward Kennedy – Operation Manager.
[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>