

Appendix 1 LMA Ventilation PSDS Project Coversheet

[1] Ownership & Status

UPI: 14100021

Core Project Name: LMA Ventilation PSDS Project

Programme Affiliation (if applicable): PSDS Project

Project Manager: Mark Donaldson

Definition of need: this project part of the 'PSDS Project' which was instigated following the award of government grant funding through the PSDS (Public Sector Decarbonisation Scheme). The aim of the project is to reduce carbon emissions and energy consumption and costs for the City of London to address our Climate Action Strategy goal to be net zero by 2027 within the corporate operational buildings.

Key measures of success:

- Carbon emissions savings of 14.6 tCO₂e/yr.
- Lifetime carbon savings of £1,238/tCO₂e in accordance with the PSDS grant funding methodology
- Energy costs savings of £6,300/yr.
- Meet the performance requirements for the ventilated spaces.

Expected timeframe for the project delivery: Commence works on site Sep-21 and completion in Mar-22.

Key Milestones:

Jul-21: GW3-5 approval

Jul-21: Finalise budget costs

Aug-21: Instruct works and raise supply order

Sep-21: Commence works on site

Nov-21: Complete main works on site

Mar-22: Complete additional works on site

May-22: GW6

Are we on track for completing the project against the expected timeframe for project delivery? Y

Has this project generated public or media impact and response which the City of London has needed to manage or is managing?

No.

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

'Project Briefing' G1 report

A GW1 paper was not produced as this project was instigated through an application for external grant funding.

'Project Proposal' G2 report (as approved by P&R 11/03/2021):

The GW2 paper covered the whole of the PSDS Project, of which the Guildhall Ventilation Project is one of a number. Appendix 2 of the GW2 paper included the scope of the project which at the time was presented as: 'LMA EC Fans'.

- Total Estimated Cost (excluding risk): £97,257 (only for the LMA Ventilation Project, rather than the whole PSDS Project)
- Resources to reach next Gateway (excluding risk): £500,000 for the whole PSDS project.
- Costed Risk Against the Project: The awarded PSDS funding included for contingency funding of £11,532 specifically for the Guildhall Ventilation Project measures.
- CRP Requested: £95,000 for the whole PSDS project in relation to consultancy resource services.
- CRP Drawn Down: £0
- Estimated Programme Dates: Completion by 30th September 2021 unless an extension, up to Mar-22, is agreed with the grant funding administrator, Salix.

Scope/Design Change and Impact: following the G2 report an extension to the PSDS Project has been approved for works completion by 18th March 2022.

'Options Appraisal and Design and Authority to Start Work' G3-5 report (as approved under delegated authority from P&R committee by Chief Officer 19/07/2021):

- Total Estimated Cost (excluding risk): £91,297
- Resources to reach next Gateway (excluding risk): £80,400
- Spend to date: £1,171
- Costed Risk Against the Project: £166,642
- CRP Requested: £9,790. To be funded: £9,540 from the awarded PSDS funds allocated to this project and £250 from the PSDS Consultancy budget approved at GW2.
- CRP Drawn Down: £0
- Estimated Programme Dates:
 - Jul-21: GW3-5 approval
 - Jul-21: Finalise budget costs
 - Aug-21: Instruct works and raise supply order
 - Sep-21: Commence works on site
 - Nov-21: Complete works on site
 - May-22: GW6

Scope/Design Change and Impact: following the G2 report an extension to the PSDS Project has been approved for works completion by 18th March 2022.

Issue Report (this report under consideration for approval):

- Total Estimated Cost (excluding risk): £112,694
- Resources to reach next Gateway (excluding risk): £17,445
- Spend to date: £91,381
- Costed Risk Against the Project: £82,000
- CRP Requested: £0
- CRP Drawn Down: £3,952
- Estimated Programme Dates:

Dec-21: Approval of issue report

Mar-22: Complete additional works on site

May-22: GW6

Scope/Design Change and Impact: additional essential and optional works identified during the installation, as set out in the issue report.

Total anticipated on-going commitment post-delivery [£]: The new plant will require maintenance, but as it is replacing existing plant and as it is anticipated to have a lower maintenance requirement, there should be no on-going maintenance costs higher than the existing.

Programme Affiliation [£]: £9.45mil PSDS Project