

# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	TBC	<b>[1b] Departmental Reference Number</b>	TBC
<b>[2] Core Project Name</b>	Barbican Estate Window Repairs Programme		
<b>[3] Programme Affiliation</b> <i>(if applicable)</i>	N/A		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Dan Sanders
<b>[5] Senior Responsible Officer</b>	David Downing
<b>[6] Project Manager</b>	Graham Sheret

Description and purpose					
<b>[7] Project Mission statement / Elevator pitch</b>					
This project will address window repairs and associated internal making good where water penetration has occurred. Works will be specified and monitored and by chartered surveyors / architects. The works will combat the increasing number of complaints received from leaseholders concerning the state of repairs and time taken to undertake these. The repairs will come with a 10-year guarantee and will be clearly documented in order for the guarantee to be activated if required.					
<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 City has legal responsibilities as freeholder of the Barbican Estate to undertake maintenance to protect the assets from deterioration. Given the age of the of the Estate many of the windows are now in need of maintenance due to the natural ageing process. This is particularly prevalent in top floor properties which are more exposed to weather, especially in Ben Jonson House, Bunyan Court and John Trundle Court.					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[4] Communities are cohesive and have suitable housing and facilities. [9] Our spaces are secure, resilient and well-maintained.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
Tenants and leaseholders live in well maintained and managed homes and estates.					
<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	N	<b>Sustainability:</b> Essential for business continuity	N	<b>Improvement:</b> New opportunity/ idea that leads to improvement	N

<b>Project Benchmarking:</b>	
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b>	
1) Barbican Estate maintained to the high standards required.	
2) Works are managed to minimise disruption to residents and impact on the general public and wider public realm.	
3) Resident satisfaction above City's corporate targets.	
<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>	
N/A	
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>	
Lower Range estimate: £580,000 Upper Range estimate: £1,500,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
N/A	
<b>[16] What are the expected sources of funding for this project?</b>	
The project is funded by the City Fund, the majority of the cost (circa 95%) is recoverable by way of service charges from long leaseholders.	
<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>	
Lower Range estimate: July 2024 – July 2025 Upper Range estimate: July 2024 – July 2025 The consultant contract needs to be in place by August 2024 to allow the full quantum of repairs to be established and the works tendered to allow the works to commence in April 2025 to take advantage of better weather.	

<b>Project Impact:</b>	
<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>	
No	
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >	
Project Board	Housing Programme Board
Chamberlains: Finance	Officer Name:
Chamberlains: Procurement	Officer Name:
IT	Officer Name: N/A
HR	Officer Name: N/A

Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
Estate Management	Officer Name: Helen Davinson
Property Services	Officer Name: David Downing
<p><b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b></p> <p><b>Please note the Client supplier departments.</b></p> <p><b>Who will be the Officer responsible for the designing of the project?</b></p> <p><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></p>	
Client	Department: N/A
Supplier	Department: N/A
Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: N/A