

# Project Briefing

Project identifier			
[1a] Unique Project Identifier	TBC	[1b] Departmental Reference Number	Not applicable.
[2] Core Project Name	Rookery Wood Reservoir Remedial Works		
[3] Programme Affiliation (if applicable)	No affiliation with any other programme of works.		

Ownership	
[4] Chief Officer has signed off on this document	Gordon Roy (on behalf of the CO)
[5] Senior Responsible Officer	Paul Monaghan
[6] Project Manager	Jagdeep Bilkhu

Description and purpose	
[7] Project Description	Primarily culvert remedial works and potential scope increase to include improvements to the dam to satisfy the design flood conditions.
[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 asset is currently in a state of dis-repair, particularly the two culverts and these should be remediated as they have been identified as cause for concern on the grounds of matters relating to health and safety.</p> <p>However, if this reservoir continues to be treated as a LRR, then other remedial works are also required to satisfy the design flood conditions.</p>
[9] What is the link to the City of London Corporate plan outcomes?	<p>[1] People are safe and feel safe.</p> <p><del>[2] People enjoy good health and wellbeing.</del></p> <p><del>[3] People have equal opportunities to enrich their lives and those of others and reach their full potential.</del></p> <p><del>[4] Communities are cohesive and have suitable housing and facilities.</del></p> <p><del>[5] Businesses are trusted and socially and environmentally responsible.</del></p> <p><del>[6] We have the world's best regulatory framework and access to global markets.</del></p> <p><del>[7] We are a global hub for innovation and enterprise.</del></p> <p><del>[8] We attract and nurture relevant skills and talent.</del></p> <p>[9] Our spaces are secure, resilient and well-maintained.</p> <p>[10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.</p> <p><del>[11] Our spaces are digitally and physically well connected and responsive.</del></p> <p><del>[12] Our spaces inspire excellence, enterprise, creativity and collaboration.</del></p> <p><del>[13 COLP] To make the City of London the safest city area in the world.</del></p> <p><del>[14 COLP] To deliver a policing service that is valued.</del></p> <p><del>[15 COLP] To be a police force with global influence and impact.</del></p> <p><del>[16 COLP] To build new ethical economic partnerships.</del></p> <p><del>[17 COLP] To have an innovative, skilled and agile workforce in a culture that supports and empowers our people.</del></p>
[10] What is the link to the departmental business plan objectives?	

<Objectives this project is linked to, and a short narrative (max 4 lines) on how will it help us achieve them. >

- Improving quality and safety of the environment for workers, residents and visitors.
- Open spaces, heritage and cultural assets are protected, conserved and enhanced.
- Nature, heritage and place are valued and understood.
- London's natural capital and heritage assets are enhanced through leadership, influence, investment, collaboration and innovation.

<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	N	<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	N

**Project Benchmarking:**

**[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?**  
 <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>

- 1) Improvement in the interests of safety of both the culverts after remedial works.
- 2) Removal of Corporate liabilities associated with being a Stakeholder per the Act.
- 3) Meeting the objectives of the asset owning department and recommendations of the Conservation Statement, which is to preserve the historic landscape in its existing form as far as reasonably practical.

**[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.)**

Not applicable.

**[14] What is the expected delivery cost of this project (range values)[£]?**

Lower Range estimate: £100,000  
 Upper Range estimate: £400,000  
  
 Both above figures exclude any risk monies.

**[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:**

- Annual twice yearly inspections of asset. This does not need to be funded separately as this duty is undertaken as part of an existing term contract, therefore no additional cost as a result of this project.
- All other ongoing commitments are staff costs, e.g. attendance at inspections, clearance of vegetation on and around the dam by forest staff.

**[16] What are the expected sources of funding for this project?**

Likely to be from City Cash Reserves. However, this funding source is not confirmed. **PLEASE COMPLETE CENTRAL FUNDING APPENDIX attached.**

**[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?**

The critical deadline is completing the work before October 2020. Therefore, commencement of the project should be as soon as practically possible to allow construction works to be completed by the aforementioned date.

**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.

**[19] Who has been actively consulted to develop this project to this stage?**

<(Add additional internal or external stakeholders where required) >

Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: TBC
IT	Officer Name: Not Applicable
HR	Officer Name: Not Applicable
Communications	Officer Name: Not Applicable
Corporate Property	Officer Name: Not Applicable
External	Andy Hughes – Appointed Supervising Engineer on behalf of CoLC.

**[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: Open Spaces
Supplier	Department: Built Environment
Supplier	Department:
Project Design Manager	Department: Built Environment
Design/Delivery handover to Supplier	Gateway stage: <b>Post Authority to Start Work.</b>