

Project Briefing

Project identifier			
[1a] Unique Project Identifier	TBC	[1b] Departmental Reference Number	TBC
[2] Core Project Name	York Way Estate Lift, Lift Lobby and Staircase Refurbishment		
[3] Programme Affiliation (if applicable)	N/A		

Ownership	
[4] Chief Officer has signed off on this document	Judith Finlay, Executive Director of Community and Children's Services Signed-off via an email: XXXXXX
[5] Senior Responsible Officer	Peta Caine: Assistant Director for Housing
[6] Project Manager	Neil Clutterbuck, Project Manager, Major Works, DCCS

Description and purpose					
[7] Project Mission statement / Elevator pitch					
This project proposes a programme of works to refurbish all lifts, lift lobbies and communal staircases in Kinefold, Penfields and Lambfold Houses on the York Way Estate. There are six lifts in total, two serving each block. It is intended to procure a contractor that will deliver the project to the high standards required and ensure resident satisfaction.					
[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)?					
All lifts require extensive refurbishment, with the replacement of all major components and extensive builders works to replace the entrances, to comply with the latest fire regulations. Each block has a designated firefighting lift which complied with the regulations at the time of installation. These firefighting features should be fully updated in compliance with the latest regulations and standards. Additionally, a new facility will be required for the provision of a secondary supply for the firefighting lifts located in each block. This would be swiftly followed by the refurbishment of the lift lobbies and communal staircases as part of a holistic package of works undertaken by a single principal contractor.					
(9) What is the link to the City of London Corporate plan outcomes?					
[4] Communities are cohesive and have suitable housing and facilities. [9] Our spaces are secure, resilient and well-maintained.					
[10] What is the link to the departmental business plan objectives?					
Tenants and leaseholders live in well maintained and managed homes and estates.					
[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory:	Y	Sustainability: Essential for business continuity	N	Improvement:	N

Compliance with legislation, policy and audit				New opportunity/ idea that leads to improvement	
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Project Benchmarking:
[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?
1) York Way Estate block lifts, lift lobbies and communal staircases are refurbished 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.
[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.)
N/A
[14] What is the expected delivery cost of this project (range values) [£]?
Lower Range estimate: £2,500,000 Upper Range estimate: £3,000,000
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs) [£]:
N/A
[16] What are the expected sources of funding for this project?
Housing Revenue Account, plus Leaseholder recovery in terms of apportioned rechargeable costs.
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?

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) >	
Project Board	Housing Programme Board
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A

APPENDIX 1

Corporate Property	Officer Name: N/A
Estate Management	Officer Name:
Property Services	Officer Name:
[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: 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