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## Project Briefing

Project identifier		
[1a] Unique Project Identifier	TBC by Corporate Programme Office once passed Gateway 1	[1b] Departmental Reference Number
[2] Core Project Name	Avondale Square Estate – External Works	
[3] Programme Affiliation (if applicable)	Yes	

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	Rafael Cardenas Tel: <b>07710 716649</b> Email: <a href="mailto:rafael.cardenas@cityoflondon.gov.uk">rafael.cardenas@cityoflondon.gov.uk</a> Major Works Team, Housing Property Services, Dept of Community & Children's Service, Barbican Estate Office. 3, Lauderdale Place, Barbican. EC2Y 8EN

Description and purpose	
<b>[7] Project Description</b>	
The delivery of a package of external works including roof covering replacement, window replacement, external masonry repairs, rainwater goods and external decorations. Works to be split into two phases: Phase 1 (West Point, Centre Point, East Point Blocks) and Phase 2 (Longland Court, Procter House, Tovy House, Brettinghurst, Colechurch House, Tevatree House, Harman Close and Avondale House).	
<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>	
<ul style="list-style-type: none"> <li>• Address resident concerns in relation to aesthetics and upkeep on the estate.</li> <li>• Address landlord obligations in respect of planned maintenance.</li> <li>• Improve thermal efficiency of buildings.</li> </ul>	
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>	
<ul style="list-style-type: none"> <li>• Providing Excellent Services.</li> <li>• Our spaces are secure, resilient, and well-maintained.</li> </ul>	
<b>[10] What is the link to the departmental business plan objectives?</b>	
<ul style="list-style-type: none"> <li>• Residents live in well maintained and managed homes and estates.</li> </ul>	

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<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	Y	<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	Y	<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> <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>	
<ol style="list-style-type: none"> <li>Enhanced perception of investment by the Corporation.</li> <li>Residents will feel valued within their homes and on the estate.</li> </ol>	
<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>	
<ol style="list-style-type: none"> <li>Residents can be reassured that the Corporation is committed to ensuring provision of safe, secure and comfortable homes.</li> <li>Satisfaction with the scheme can be measured through resident survey and engagement with representative groups.</li> </ol>	
<b>[14] What is the expected delivery cost of this project (range values)[£]</b>	
Lower Range estimate: £6,000,000	
Upper Range estimate: £7,000,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
The life cycle is a minimum 20 years with periodic cyclical maintenance.	
<b>[16] What are the expected sources of funding for this project?</b>	
Housing Revenue Account. Leaseholder recovery in respect of concrete repairs.	
<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: start spring 2028 – end date spring 2030	
Upper Range estimate: start autumn 2028 – end date autumn 2030	
<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>	
None anticipated.	
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >	
Housing Programme Board	Officer Name: Peta Caine, Assistant Director of Housing

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Chamberlains: Finance	Officer Name: Mark Jarvis, Head of Finance
Housing programme Board	Officer Name: Greg Wade
Chamberlains: Procurement	Officer Name: N/A
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: N/A
Corporate Property	Officer Name: N/A
External	N/A
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b> <b>Please note the Client supplier departments.</b> <b>Who will be the Officer responsible for the designing of the project?</b> <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>	
Client	N/A
Supplier	N/A
Supplier	N/A
Project Design Manager	N/A
Design/Delivery handover to Supplier	N/A