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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: 07710 716649 Email: rafael.cardenas@cityoflondon.gov.uk Major Works Team, Housing Property Services, Dept of Community & Children's Service, Barbican Estate Office. 3, Lauderdale Place, Barbican. EC2Y 8EN

Description and purpose	
[7] Project Description	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).
[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)?	
	<ul style="list-style-type: none">Address resident concerns in relation to aesthetics and upkeep on the estate.Address landlord obligations in respect of planned maintenance.Improve thermal efficiency of buildings.
[9] What is the link to the City of London Corporate plan outcomes?	
	<ul style="list-style-type: none">Providing Excellent Services.Our spaces are secure, resilient, and well-maintained.
[10] What is the link to the departmental business plan objectives?	
	<ul style="list-style-type: none">Residents live in well maintained and managed homes and estates.

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[11] Note all which apply:					
Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	Y	Corporate: Project developed as a large scale Corporate initiative	N
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: 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'>	
<ol style="list-style-type: none"> 1. Enhanced perception of investment by the Corporation. 2. Residents will feel valued within their homes and on the estate. 	
[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.)	
<ol style="list-style-type: none"> 1. Residents can be reassured that the Corporation is committed to ensuring provision of safe, secure and comfortable homes. 2. Satisfaction with the scheme can be measured through resident survey and engagement with representative groups. 	
[14] What is the expected delivery cost of this project (range values)[£]	
Lower Range estimate: £6,000,000	
Upper Range estimate: £7,000,000	
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:	
The life cycle is a minimum 20 years with periodic cyclical maintenance.	
[16] What are the expected sources of funding for this project?	
Housing Revenue Account. Leaseholder recovery in respect of concrete repairs.	
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?	
Lower Range estimate: start spring 2028 – end date spring 2030	
Upper Range estimate: start autumn 2028 – end date autumn 2030	
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?	
None anticipated.	
[19] Who has been actively consulted to develop this project to this stage? <(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

[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	N/A
Supplier	N/A
Supplier	N/A
Project Design Manager	N/A
Design/Delivery handover to Supplier	N/A