

# Project Initiation Document

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Project Details	
<b>Project Name</b>	BHH Public Art Vision Project (including the BHH History and Heritage Wayfinding project)
<b>Programme Board</b>	Community Projects
<b>Project Manager</b>	Aliis Kodis
<b>Project Sponsor</b>	Ross McClean
<b>Date Approved</b>	tbc

Document Details			
Version	Status (draft or approved)	Date	Details of change
1.2	Approved	24/8/20	Added Procurement, Communications and IT scoring sections
1.3	Approved	5/11/20	Added sign off front page

**Essential Consultees (must have read and feedback on the PID before submission)**

Name	Title	Date Reviewed	Approved (Y/N)
Tom Andrews	Senior Accountant	02/03/2021	N
Liz Suatt	Lead Asset Manager		
Diccon Bright	Strategic Planning Manager		
Angela Taylor	Senior Project Manager	2/3/21	
Ian Austin	Lead Solicitor		
James Battle	Lead IT Manager		
Jade Mizen	Head of Communications		
Damian Biles	PMO Manager		

# Eastleigh Borough Council Project Initiation Document

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## Table of Contents

1.	Introduction.....	4
1.1.	Background.....	4
2.	Project Definition .....	4
2.1.	Purpose.....	4
2.2.	Project Objectives .....	4
2.3.	Project Scope.....	5
2.4.	Project deliverables (Products).....	6
2.5.	Exclusions.....	6
2.6.	Post Implementation.....	6
2.7.	Constraints.....	7
2.7.1.	Priority .....	7
2.7.2.	Timescale .....	7
2.7.3.	Dependencies .....	8
2.7.4.	Interfaces to other projects .....	8
2.7.5.	Planning Considerations ( <i>delete if not applicable</i> ) .....	8
2.8.	Assumptions .....	8
3.	Business Case.....	9
3.1.	Initial Business Case .....	9
3.2.	Benefits.....	10
3.3.	Budget.....	11
3.4.	Council Priorities .....	12
4.	IT Prioritisation .....	13
5.	Project Organisation.....	14
5.1.	Project Organisation Structure .....	14
5.2.	Role Profiles.....	14
6.	Project Plan.....	15
6.1.	Project Plan.....	15
6.2.	Communications Plan.....	16
6.3.	Procurement.....	17
6.4.	Branding Plan.....	17
7.	Project Controls.....	17

# Eastleigh Borough Council Project Initiation Document

---

7.1.	Tolerances.....	17
7.2.	Method of approach .....	17
7.3.	Exception Process.....	17
7.4.	Initial Risk Log and Mitigations .....	18
8.	IT and Data Security .....	18
9.	Training.....	18
10.	Equality / Diversity.....	18
11.	Data Protection (applies to all projects).....	18
	If yes, please send completed full DPIA to DPO at <a href="mailto:dp@eastleigh.gov.uk">dp@eastleigh.gov.uk</a> .....	19
12.	Construction Information (delete if n/a, only applies to projects involving construction) .....	19
12.1.	CDM 2015 .....	19
12.2.	Health and Safety File (delete if n/a, only applies to projects involving construction) .....	19
13.	Incorporating Lessons Learned .....	19

# Eastleigh Borough Council Project Initiation Document

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## 1. Introduction

### 1.1. Background

The *BHH Public Art Vision* project came about following the award of £65,000 from the South Western Railway Customer and Communities Improvement Fund (CCIF) in February 2020 for improvements to wayfinding related to the three rail stations in the BHH Local Area. Match funding of £20,000 from S106 contributions was allocated to the CCIF project by BHH LAC in September 2020.

Meanwhile, Bursledon parish had separately considered public art investment, also with a focus on trails, wayfinding and similar active travel interventions. Because the two projects share many of the same objectives, discussion between officers and parish clerks of the three parishes concluded that the *Vision* would develop into an “umbrella” project that would set out a clear strategy for public art within BHH. This would broadly adopt the ethos already developed by Bursledon. Following agreement of the vision, resulting projects such as the *History and Heritage* project be developed and delivered.

Due to the timescales imposed by the CCIF funding, the “Phase 1” project – *BHH History and Heritage Wayfinding Trail* – would need to proceed ahead of the *Public Art Vision* and act as the catalyst for future public art interventions within the Local Area. Nevertheless, it still retains strong links to the *Strategy* and therefore shares a Business Case and PIM with this more strategic project. Research and work on the *Vision* will, however, be developed where possible in parallel with the *BHH History and Heritage Wayfinding Trail* to ensure mutual benefits and compatibility.

## 2. Project Definition

### 2.1. Purpose

To produce a BHH public art vision as an ‘umbrella’ and objective and context setting exercise.

To deliver an Artist-led wayfinding trail following receipt of funding from the CCIF.

To work in partnership with the local community to identify and support the delivery of further public art projects which will further enhance legibility and connectivity of the BHH area and support the Council’s to achieve its Corporate Objectives

### 2.2. Project Objectives

The project seeks to deliver a series of Artist-led wayfinding interventions throughout the Local Area of BHH informed through community engagement. Works could include free-standing “sculptural” pieces, embedded artworks within the urban fabric, play spaces and play structures, street furniture, lighting or any other medium considered appropriate following community engagement.

The project will be measured through the successful development of a public art vision and the delivery and installation of artworks as defined in the relevant Artist’s Brief and Contract.

The artworks will support all three Corporate Themes:

#### **Green Borough**

Improving the environment for active travel and access to public transport will tackle local traffic congestion and associated air pollution by reducing car usage. This project will also significantly improve the quality and functionality of this local area by making it more attractive to use by a wider range of people, particularly for pedestrians. It will deliver an attractive environment that better provides for people’s recreational and social requirements whether they are residents, workers, visitors or investors.

# Eastleigh Borough Council Project Initiation Document

## Healthy Communities

Encouraging active travel and greater physical activity will benefit people's physical and mental health and well-being. There is also the potential for this project to go some way towards reducing health inequalities.

## Prosperous Place

The project will support the aim of ensuring the Borough is seen as a desirable place to set up a new business or relocate an existing one by demonstrating investment in and, creating an environment that is attractive and easy to find your way around. Further, extension of the project into local centres and other key destinations will support the creation of vibrant and distinctive places that people want to explore and spend time in.

The project will help address all the local issues in the BHH area as identified in the Corporate Plan 2015 – 2025:

- Tackle local congestion and pollution on Hamble Lane
- Address health inequalities in Pilands Wood and Netley Abbey
- Support local businesses with improvements at Coronation Parade and Station Road
- Improving open spaces and neighbourhoods

## 2.3. Project Scope

To produce a BHH public art vision as an 'umbrella' and future context setting exercise.

To conceive a number of individual, but connected, public art projects that will deliver a series of wayfinding trails within the BHH Local Area to promote *Healthy Living*. These will complement trails already in existence such as the Strawberry Trail. The proposed trails will link open spaces within BHH as well as the rail stations, local centres, open spaces, other key destinations and places of interest within BHH. The trails will not only improve legibility in the area for residents and visitors, but also deliver added local distinctiveness visual enhancement to the public realm and support delivery of the objectives set out in the Corporate Plan. Whilst the project is focused on the delivery of public art there is an opportunity to also identify accessibility improvements that will help to make routes more accessible. However, accessibility improvements in themselves are beyond the scope of this project and would therefore have to be addressed and funded outside of this work.

A *Public Art Vision* will be produced to develop the idea in more detail. This will set out the aspirations and objectives for the new wayfinding trails that will come forward independently as s106 funding is made available and allocated to new projects. Importantly, it will support projects that seek to address the local issues identified in the Corporate Plan – see above. It will seek to establish routes in a strategic and, where practical, a cohesive and connected network.

A Steering Group comprising representatives from each BHH Parish, the LAM and the relevant EBC Officers will review the wayfinding work as funding is made available and make recommendations to the LAC on a range of issues. The *Public Art Vision* will be a living document that will be updated from time to time as projects are delivered and additional funding becomes available. Each wayfinding trail will be required to conform to the broader Vision, and the project briefs for these will be worded accordingly.

The *Phase 1* project, which already has funding of £85,000 secured (see 3.1), will support the anticipated vision and will act as the exemplar scheme. The Business Case and associated PIM and PID for the *Public Art Vision* will therefore apply to Phase 1 and any other future projects that may come forward. New project proposals will be presented to the LAC for approval.

# Eastleigh Borough Council Project Initiation Document

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## 2.4. Project deliverables (Products)

### For the *BHH Public Art Vision*:

- The production of a Vision to provide the context, direction and background information for the work on forthcoming wayfinding routes.
- Undertake robust stakeholder and community engagement on the proposed Vision

### For *History and Heritage Wayfinding* and each future wayfinding trail:

- An Artist's Brief written in accordance with the Public Art Strategy, to support the Artist commissioning process and set out the objectives for an individual wayfinding route. (A brief is already in production for Phase 1 to support delivery of the *BHH History and Heritage Wayfinding Trail*)
- The subsequent commissioning of a suitable Lead Artist
- The production of a Concept by the Artist that fulfils the objectives of the Brief, and is informed by robust stakeholder and community engagement
- Engagement with Hampshire County Council regarding Highways Licences required
- The production of detailed drawings to inform the fabrication of the artworks
- The fabrication of the artworks
- The installation of the artworks
- A launch event to celebrate closure of the project
- A clear plan and agreement with any landowners/stakeholders/Highway Authority for ongoing maintenance

The process normally takes 18-24 months from project approval, depending on the complexity of the objectives in the brief.

## 2.5. Exclusions

- Carrying out additional decluttering works to remove defunct highways signs, lines, guardrail or other paraphernalia over and above that directly required to deliver a particular wayfinding route
- Carrying out maintenance of soft landscape (strimming, clearing overhanging vegetation etc.) over and above that directly required to deliver a particular wayfinding route
- Introduce traffic calming or other measures in the carriageway that may be requested by the community over and above those that may be proposed as part of a wayfinding route

## 2.6. Post Implementation

### **BHH Public Art Vision**

On completion of the document, it will be used to inform and select new suitable public art projects for delivery within the BHH Local Area. The Vision will be administered by specialists from the Urban and Landscape Design Team in liaison with the Steering Group and the three parishes. This group will make recommendations to the Local Area

# Eastleigh Borough Council Project Initiation Document

Committee on the allocation of funding towards new projects and aspects of design, delivery and maintenance.

## History and Heritage Wayfinding Trail

Following completion and installation of the artworks, there will be a one-year defects liability period. Should an artwork fail for any reason due to the construction method or materials used by the artist or their suppliers, the Artist will be required to rectify the problem. A portion of the Artist's Commission is held back for this purpose and this money is used to fund repair/replacement. Should an issue arise, the Artist will need to liaise with the Urban and Landscape Design Team. Notwithstanding the defects liability period, the artworks will come into the ownership of the LAC once in place. The Steering group will make recommendations to the LAC on allocating funds from the project budget for ongoing maintenance and decommissioning. In the past a figure of 10% of the physical commission's costs has typically been reserved for this purpose.

## 2.7. Constraints

### 2.7.1. Priority

The **BHH Public Art Vision** should be taken forward in parallel with the History and Heritage Wayfinding Trail.

The **History and Heritage Wayfinding Trail** must be taken forward now due to the timescales set out in the terms and conditions of the CCIF bid (see 3.1) that has made this project possible and, sufficient resources need to be allocated to enable this to happen.

### 2.7.2. Timescale

*Insert here the timescales in which the project stages will be completed.*

<b>BHH Public Art Vision Stage</b>	<b>Target Date</b>
<i>Start Up</i>	Winter '20/'21
<i>Initiation</i>	Winter '20/'21
<i>Management Stages</i>	Spring '21 –Autumn'21
<i>Closure</i>	Winter '21/'22

<b>History and Heritage Wayfinding Trail Stage</b>	<b>Target Date</b>
<i>Start Up</i>	Winter '20/'21
<i>Initiation</i>	Winter '20/'21
<i>Management Stages</i>	Spring '21 – Spring '22
<i>Closure</i>	Spring '22

<b>BHH Public Art further public features flowing from the Vision. Delivery to be phased.</b>	<b>Target Date</b>
<i>Start Up</i>	April '22
<i>Initiation</i>	Summer- Autumn '22
<i>Management Stages</i>	Spring '22 –'25
<i>Closure</i>	Winter '25

# Eastleigh Borough Council Project Initiation Document

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## 2.7.3. Dependencies

### Inbound

- Due to time pressures on funding the development of the Public Art Vision will need to run in tandem with phase 1, which will need to take account of the emerging vision.
- Ability to successfully commission an Artist
- Subsequent ability of the Artist to ensure the Concepts, Detailed Drawings, Fabrication and Installation are of an acceptable standard
- The appointed Artist may hire a sub-contractor and if so the project will be dependent on such persons undertaking their responsibilities to a suitable standard
- Timescales may slip or be missed by the Artist and / or be delayed by unforeseen events such as Covid-19
- Political support from the relevant Parish Councils
- Receipt of suitable tender responses from artists.
- Timely collection of s106 contributions
- Stakeholder support for the scheme

### Outbound

- All delivery will rely on collaborative working between internal and external stakeholders.
- Failure to adhere to the budget particularly if there are problems with fabrication or installation
- Availability of Steering Group members and LAC
- Contracts to be agreed with new suppliers, to design, fabricate and deliver the artworks

## 2.7.4. Interfaces to other projects

The projects may link in the future to similar public art aspirations for Boorley Park and Boorley Gardens and, the current *Hedge End Green Routes* public art project (Project ID 10027).

## 2.7.5. Planning Considerations *(delete if not applicable)*

It is unlikely that planning permission would be required for the works as they will generally take place in the highway and are likely to be classed as works the Council may undertake as permitted development. Nevertheless, each wayfinding trail will be assessed to confirm that planning permission is not required.

It is anticipated that Highways licences and agreements with third party land owners such as network rail and the Parish Councils may also be required to site works within the public highway and on privately owned land.

## 2.8. Assumptions

It is assumed that:

# Eastleigh Borough Council Project Initiation Document

- The LAC will support the project and provide the necessary resources
- Lead Artists will be successfully commissioned and successfully fulfil the requirements of their contract within the specified timescales
- Officer resource will remain sufficient to deliver the project
- Covid-19 or other unforeseen events (not identified through the risk assessment process) will not have a significant impact on project timescales and delivery

## 3. Business Case

### 3.1. Initial Business Case

The Council has a duty to spend its Public Art s106 developer contributions, failure to do so may result in clawback from the developer. In addition, should the project not go ahead, the following opportunities will be missed:

- Improvements to wayfinding for residents, workers and visitors
- Delivery of public realm enhancements and evidence of investment in streets and spaces
- Knock-on benefits to the wider local economy flowing from the above
- Opportunities to support delivery of the aims of the Corporate Plan

The BHH Public Art Vision will have a significant benefit for the BHH local area, and is considered to be essential to support delivery of projects in the area, and ensure that public art is delivered cohesively across the peninsula.

£200,000 - £240,000 of public art S106 is available within the BHH area which will fund the delivery of the public art vision and further projects in later phases. With a clear vision in place, it will be possible to commission the delivery of works and establish maintenance funds.

#### **Phase 1 – BHH History and Heritage Wayfinding Trail**

This phase is already fully funded and has a total budget of £85,000. An award of £65,000 was secured on 19 February 2020 from the South Western Railway Customer and Communities Improvement Fund, this funding expires in March 2022. In addition, £20,000, of match funding was allocated by BHH LAC in September 2020 from S106 contributions.

The Phase 1 work will act as the catalyst for a number of further public art interventions within the local area. Collectively, these will deliver significant and prominent public realm interventions and have a major positive impact for all those living in or visiting the area.

#### **How the Project contributes to the Council's *Strategic Priorities*:**

See Section 2.2 above.

# Eastleigh Borough Council Project Initiation Document

## 3.2. Benefits

Benefits the project intends to achieve	Benefit Owner	How will the Benefit be measured	Baseline: Where are we now	Target	Benefit Delivery Date
Comprehensive, overarching approach to public art in BHH giving certainty to the community and developers	BHH LAC, Parish Councils and community	Delivery of BHH Public Art Vision	Idea for the Vision raised with LAC and PIM approved. Corporate Plan, 4 themed strategies, Public Art Strategy, CCIF bid documentation, sources of knowledge of local history and heritage	Publication of Vision	Winter 2021/22
Improved public realm	BHH LAC, Parish Councils and wider community	Audit of before and after conditions. Public consultation and evaluation. Healthy Streets assessment.	Poor legibility and poor quality public realm art, from and to rail stations from key destinations	Public Art wayfinding interventions installed	From Spring 2022
Contribution to delivery of the three main Corporate Objectives – Green Borough, Healthy Communities and Prosperous Place	EBC, BHH LAC, Parish Councils and wider community	Audit of before and after conditions. Public consultation and evaluation. Healthy Streets assessment.	Poor legibility and poor-quality public realm art, from and to rail stations from key destinations	Public Art wayfinding interventions installed	From Spring 2022
Delivery of interventions to address the specific BHH issues identified in the Corporate Strategy such as tackling local congestion, addressing health inequalities and improving open spaces and neighbourhoods	EBC, BHH LAC Parish Councils, and wider community	Audit of before and after conditions	Poor legibility and poor-quality public realm art, from and to rail stations from key destinations	Public Art wayfinding interventions installed	From Spring 2022

# Eastleigh Borough Council Project Initiation Document

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### 3.3. Budget

BHH Public Art Vision Budget Items	Cost Estimate	Funding Source	Notes
Total Budget	£200,000 to £240,000	S106 – Allocation of this funding is subject to LAC decision in March 2021	Funding for phase 1 History and Heritage Wayfinding Trail has been funded separately.
From which:			
Production of the <i>Vision</i> document from draft to completion.	£10,000-£20,000	S106 – Subject to LAC decision	-
BHH Public Art projects identified from the Vision	£190,000-£220,000	S106 – Subject to LAC decision	
Each project will be allocated a budget that will be commensurate with its particular scope of works and project deliverables. This budget will be allocated (approx.) as follows:			
<b>Project Management (U&amp;LDT)</b>	<b>10%</b>	s106	
<b>Project Contingency</b>	<b>10%</b>	“	
<b>Artist’s Commission</b>	<b>70%</b>	“	
Comms budget	Tbc	“	
Ongoing Maintenance	10% of each works budget.	“	
<b>Total Project Spend</b>	<b>£tbc</b>		

#### → NOTES:

- A Comms budget may not be required for all projects. Where deemed necessary an appropriate budget will be agreed with Comms at the project outset.
- The overall Budget (£200,000-£240,000) will continue to be “topped up” by future Developer Contributions at the discretion of the LAC. Should it run out, the LAC can continue to plan future projects to feed into workstreams.

#### Ongoing (revenue) costs

Budget Item	Cost Estimate	Funding Source	Notes
Ongoing Maintenance will be budgeted within each project, see above.			
<b>Total Ongoing Costs</b>	<b>TBC</b>		

Phase 1 - BHH History and Heritage Budget Items	Cost Estimate	Funding Source	Notes
Total Budget	£85,000	£20,000 S106 contribution & £65,000 CCIF grant	
From which:			

# Eastleigh Borough Council Project Initiation Document

Project Management (U&LDT)	£8,500	“	-
Project Contingency	£8,500	“	-
Artist’s Commission	£59,500 TBC	“	-
Ongoing Maintenance	10% of Artist’s commission	“	-
Comms budget	Tbc		
<b>Total Project Spend</b>	<b>£85,000</b>		

➔ **NOTE:** The *Ongoing Maintenance* budget is a ringfenced sum that will be set aside for maintenance and decommissioning purposes.

## Ongoing (revenue) costs .

Budget Item	Cost Estimate	Funding Source	Notes
Ongoing Maintenance will be budgeted within the project, see above.	TBC	S106	
<b>Total Ongoing Costs</b>	<b>TBC</b>		

### 3.4. Council Priorities

This project will build towards achievement of the following Council Strategic priorities.

[\(Click here for an explanation of our Strategic Priorities\)](#)

See Section 2.2 above.
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# Eastleigh Borough Council Project Initiation Document

## 5. Project Organisation

### 5.1. Project Organisation Structure

	Officer Name & Service Unit	Estimated no. hours required (per month)	Confirmed
<b>Project Board Roles</b>			
<i>Project Sponsor</i>	Ross McClean: LAM	7.5	
<i>Senior Supplier(s)</i>	Lead Artist tbc		
<i>Senior User (who will own the end product once project has been delivered)</i>	BHH local area committee	1	
<i>Specialists (Legal, Finance, Planning, Asset etc.)</i>	Tbc	15 (collectively)	
<i>Project Manager</i>	Aliis Kodis: Housing & Development	5-37 (varies by project phase)	
<i>Project oversight and support</i>	Mark Ellison; Housing & Development	5	
<i>Liaison with SW Trains stakeholder</i>	Cali Sparks: Environment	0.5	
<i>Member</i>	Cllr David Airey	7	
<b>Project Team Roles</b>			
<i>Sustainable transport advice</i>	Cali Sparks: Environment	4	
<i>Planning</i>	Unlikely to be required		
<i>Finance</i>	tbc	1	
<i>Comms</i>	tbc	1-3	
<i>IT</i>	tbc	1	
<i>Audit</i>	-		

### 5.2. Role Profiles

Role	Role Profile
<b>Project Sponsor</b>	<ul style="list-style-type: none"> <li>Is accountable for the project</li> <li>Makes the business decisions for the project</li> <li>Makes user resources available</li> <li>Approves work products</li> </ul>
<b>Project Board Project Sponsor Senior User Senior Supplier</b>	<ul style="list-style-type: none"> <li>Approves and signs off the PID to enable the project to start</li> <li>Provides guidance on issue / change requests</li> <li>Effective decision making</li> <li>Commits project resources</li> <li>Provides overall direction on the project</li> </ul>

# Eastleigh Borough Council Project Initiation Document

	<ul style="list-style-type: none"> <li>Approves the Project End Report</li> </ul>
<b>Project Manager / Client role (CDM Regs 2015)</b>	<ul style="list-style-type: none"> <li>Receives or creates the Project Initiation Matrix with information from the Sponsor</li> <li>Creates the PID</li> <li>Reports progress to the Project Board</li> <li>Directs the Project Team</li> <li>Plans and monitors the project plan</li> <li>Plans and monitors project budget</li> <li>Maintains the Risk, Issue and Change Registers (using the Project Workbook)</li> <li>Prepares Highlight Reports</li> <li>Prepares Issue / Change Reports as necessary</li> <li>Prepares the Project End Report</li> <li>Confirms project completion</li> </ul> <p>Delete if n/a: Further responsibilities for the Project Manager when acting as the 'Client' can be found on the <a href="#">HSE Website</a>.</p>
<b>Project Team</b>	<ul style="list-style-type: none"> <li>Reports to the Project Manager</li> <li>Has responsibility for delivering the project and creating or delivery of the products</li> </ul>

## 6. Project Plan

### 6.1. Project Plan

The plan in the project workbook shows how and when activities of the project will occur, what resources they require and the dependencies between activities. The Project Manager will regularly review and update the Project Plan to check progress and ensure that the activities are on target.

#### BHH Public Art Vision

Stage / High Level Tasks/ Milestones	Start	Finish	Duration
Project PIM approved by BHH LAC	Nov 2020	Nov 2020	Dependent on committee
Funding allocated by BHH LAC	March 2021	March 2021	1 month- Decision pending
Commission Lead Artist	Apr 2021	May 2021	2 months
Produce Draft Public Art Vision, to include Stakeholder Engagement	Jun 2021	Sept 2021	4 months
Discuss with Steering Group and revise accordingly	Oct 2021	Nov 2021	2 months
Agree Final Version at BHH LAC	Dec 2021	Dec 2021	2 months
<b>Predicted project timescale</b>			<b>Up to 10 months</b>

# Eastleigh Borough Council Project Initiation Document

## BHH History and Heritage Wayfinding Trail

Stage / High Level Tasks/ Milestones	Start	Finish	Duration
Project and funding approved by BHH LAC	Dec 2020	Dec 2020	Completed
Commission Lead Artist	Apr 2021	May 2021	2 months
MS1: Commencement Stage	June 2021	June 2021	1 month
MS2: Concept Stage	July 2021	Nov 2021	5 months
MS3: Technical Design Stage	Dec 2021	Feb 2021	2 months
MS4: Fabrication Stage	Mar 2021	May 2021	3 months
MS5: Installation	Jun 2022	Jun 2022	1 month
MS6: Project Closure	Jun 2022	Jun 2022	1 month
<b>Predicted project timescale</b>			<b>Up to 15 months</b>

### 6.2. Communications Plan

The Communications Plan identifies all the parties with an interest in the project and the means and frequency of communication between them and the project. This plan should specifically set out how the Council's involvement in and support for the project will be promoted and specifically state what signage and branding will be placed on project facilities and literature. This should be discussed and agreed with the Corporate Communications team, and costs / budget agreed.

Who	What / How	When
<b>Internal</b>		
Community Programme Board	Update on project status – Highlight Report	Monthly
Steering Group	Updates, decision making	Monthly / as required
BHH LAC	Decision making / progress reporting	Quarterly
Urban & Landscape Design Team	Team Meeting	Fortnightly
<b>External</b>		
Lead Artist	Updates, feedback and requests for revisions etc., via email	Every 2-3 weeks
The Public	Articles in Our News, Tweets etc.	As milestones are achieved and to promote community engagement

Include information on ensuring all persons involved cooperate and coordinate with each other including adjacent sites.

Please note, if a communications campaign is required, then an appropriate budget should be allocated to fund it. Engagement with Comms to understand cost and requirements should happen at an early stage

# Eastleigh Borough Council Project Initiation Document

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## 6.3. Procurement

In this section, the procurement approach should be detailed, including any information about the tender process, types of contract, and how the Contract Standard Orders are being complied with.

The Commissioning process has yet to be agreed.

An Agreement will need to be signed by the Lead Artist and, on behalf of EBC. There is a standard Agreement for this.

## 6.4. Branding Plan

All projects, facilities or services which are owned, operated or supported by the council should have clearly branded signage, in accordance with the council's Corporate Design Guidelines. The cost of this should be included within the project costs. Include details of the signage that will be provided, together with an example of the design. The Strategy Communications and Marketing Team will be happy to help and advise on signage and cost.

Note – signage *may* require separate planning permissions – check on this and plan accordingly.

The Vision document will have suitable branding. It will probably not be appropriate for the public art interventions to have council branding, but this will be reviewed at detailed design stage.

## 7. Project Controls

This section will detail how the project will be managed and controlled (example below)

- The Project Team and Steering Group will meet every 4-6 weeks to discuss project progress
- A monthly Highlight Report will be completed for the Community Projects Board and PMO
- The project workbook will be completed and monitored throughout the project (this includes the project plan, risk, issues and dependencies.)
- Project tolerances will be followed as documented in section 7.1
- Budget actuals and forecasts produced for each financial period
- Exceptions to be escalated to steering group

### 7.1. Tolerances

A two month time tolerance will apply to take account of unforeseen events. There will be financial flexibility between different work streams, but not for the overall project.

### 7.2. Method of approach

- Project Management in accordance with EBC protocols
- Commission Lead Artist
- Steering Group to have an advisory role. The BHH LAC will retain decision making authority

### 7.3. Exception Process

# Eastleigh Borough Council Project Initiation Document

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The Project Manager will frequently review and report on project progress. If the Project Manager feels that any of the tolerances agreed for the project are likely to be exceeded they will report the matter to the Programme Board / Project Board / Sponsor by means of a Project Exception Report. This will provide analysis, options and a recommendation for the way forward for discussion by the Programme Board / Project Board / Sponsor.

## 7.4. Initial Risk Log and Mitigations

A risk log template is held within the Project Workbook. It contains a risk analysis for all known risks associated with the project and any of its dependencies. It includes mitigations and / or contingency plans. The Project Manager will actively manage the risks by regularly reviewing and updating the Risk Log. Reviewing the risk log should be a regular part of the Board agenda, to ensure the Board are aware of the steps being taken and/or the risk level being tolerated.

➔ *A Project Workbook has not yet been prepared. Once this is done, the PID can be updated accordingly.*

## 8. IT and Data Security

Data will be collected electronically and via online or paper forms. It will be used to:

- Take a picture or video of an individual and/or their children attending a public engagement event
- Confirm an individual's consent for a still photograph or video to be taken of themselves and/or their children with the understanding this image may be used on the Council's website or for other publicity of the project.
- Collate an individual's opinions on the project either answering set questions or providing general feedback

Completed consent forms and feedback questionnaires will be held securely on the EBC server / at Eastleigh House as appropriate.

All the personal information collected will be kept until the project or projects in which the individual is interested is completed, at which point it will be destroyed. In addition, an individual may request that they/their children are no longer contacted about the project/s and/or that their image is no longer used (opt-out) at which point their details will be destroyed.

## 9. Training

Some further PM / Finance training may be necessary, this will be internally generated.

## 10. Equality / Diversity

See associated Equality Impact Assessment.

## 11. Data Protection ([applies to all projects](#))

# Eastleigh Borough Council Project Initiation Document

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Confirm Data Protection Impact Assessment (DPIA) Stage 1 has been completed and sent to the data protection officer at [dp@eastleigh.gov.uk](mailto:dp@eastleigh.gov.uk)

Full DPIA required? Yes

No

If yes, please send completed full DPIA to DPO at [dp@eastleigh.gov.uk](mailto:dp@eastleigh.gov.uk)

## 12. Construction Information (delete if n/a, only applies to projects involving construction)

n/a

### 12.1. CDM 2015

Note: Delete if n/a. Only applies to projects involving construction

Is the Project Notifiable? **Highly Unlikely**

A project is notifiable if the construction work on a construction site is scheduled to:

- a) Last longer than 30 days AND have more than 20 workers working simultaneously at any point in the project

OR

- b) Exceeds 500 person days

Notify to the Health and Safety Executive? Yes  No

Complete a F10 Notification found one the [HSE website](#)

### 12.2. Health and Safety File (delete if n/a, only applies to projects involving construction)

Confirm Health and Safety File has been prepared and retained by the Client at the completion of the project

## 13. Incorporating Lessons Learned

- Projects that include commemorative artworks need to be approached with care, with full background checks undertaken on the proposed subjects to ensure there are no links to slavery, colonialism or extremist groups. This issue has arisen with the West End Heritage Markers project (Project ID: 10026) and is now causing significant delay to the delivery of that project.
- Ongoing maintenance costs and communication?