

# GREATER LONDON AUTHORITY

## REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2675

### Title: Government and Parliamentary Monitoring Service

#### Executive summary:

This Assistant Director's Decision (ADD) requests approval for the exercise of a contractual option for a further 12 months of service (31 October 2023 to 31 October 2024) from DeHavilland Information Services Ltd. The contract is to provide a parliamentary monitoring service to the GLA Group Government Relations team (throughout the consortia) at a net cost to the GLA of £4428.57, taking total cumulative expenditure to £26,572 over the course of the contract to 2024.

For the purposes of this ADD, this service covers the following organisations:

- the GLA, including the London Assembly
- Transport for London
- the Mayor's Office of Policing and Crime
- the London Legacy Development Corporation
- the Metropolitan Police Service
- the London Fire Commissioner
- the London Ambulance Service.

#### Decision:

That the Interim Assistant Director, Public Affairs and Partnerships, approves the exercise of a contractual option for a further 12 months of service to the contract with DeHavilland Information Services Ltd, to provide a parliamentary monitoring service to the Public Affairs and Strategic Partnerships team for 2023-24, at a net cost to the GLA of £4428.57.

#### AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Luke Bruce

**Position:** Interim Assistant Director, Public Affairs and Partnerships

**Signature:**



**Date:**

23/10/2023

## **PART I – NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1. A central element of the work of the GLA Public Affairs and Strategic Partnerships team, the London Assembly scrutiny team, and corresponding teams within the GLA Group and related organisations (together, the GLA Group Government Relations team) is monitoring the activities of government and parliament. As part of this, the team must ensure that staff across the group are kept updated regarding announcements and developments related to their areas of responsibility. The effectiveness of this work greatly depends on the timeliness and comprehensiveness of the information we receive. For this we rely on the information sent to us by a parliamentary monitoring company.
- 1.2. DeHavilland has provided this service for the past five years. The service includes:
  - comprehensive monitoring on:
    - legislations
    - debates and parliamentary questions, committee inquiries
    - government, party political and other relevant and specified organisations' press notices
    - government consultations
    - elections
    - budget/spending reviews
    - the King's Speech
  - forward-planning information, including ministerial diaries and forthcoming business
  - a dedicated, accessible and searchable website for clients
  - general and tailored email alerts on key information
  - contact/biographical information for MPs, peers and government departments
  - a single contact point.
- 1.3. The provision for this option for further service is set out under section 1 of the contract signed between the GLA and DeHavilland Information Services Ltd. A similar option for further service, under the provisions of the contract, was agreed for 2022-23 through an Assistant Director (ADD) decision.

#### **2. Objectives and expected outcomes**

- 2.1. The monitoring service underpins the work of the GLA Group Public Affairs and Strategic partnerships team; the London Assembly scrutiny function; and the respective teams of the contributing organisations. These teams provide support to their respective organisations in the delivery of a public affairs function; and engagement with central and local government, and Parliament.

#### **3. Equality comments**

3.1. Section 12 of the contract between DeHavilland Information Services Ltd and the GLA states:

*“The Authority is under a duty under section 149 of the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination on the grounds of sex, marital or civil partnership status, race, sexual orientation, religion or belief, age, pregnancy or maternity, gender reassignment or disability (a ‘Relevant Protected Characteristic’) (as the case may be) and to promote equality of opportunity between persons who share a Relevant Protected Characteristic and persons who do not share it. In providing the Services, the Service Provider shall assist and cooperate with Authority where possible in satisfying this duty; and where possible shall provide the Services in such a manner as to:*

- promote equality of opportunity for all persons irrespective of their race, sex, disability, age, sexual orientation or religion;*
- eliminate unlawful discrimination; and*
- promote good relations between persons of different racial groups, religious beliefs and sexual orientation.”*

#### 4. Other considerations

##### Risks and issues

- 4.1. The efficiency savings achieved through a group contract ensure value for money. The information provided will ensure the relevant teams are made aware of any government/parliamentary business that could impact on their respective organisations. Without exercising the option for further service, the current contract will end on 31 October 2023. As such, there is a risk that all of the organisations would be without a monitoring service, where this option (as set out in the contract) is not taken. In this case a tender exercise would need to be undertaken, which could lead to a considerable gap in service.
- 4.2. There are no conflicts of interest to note from those involved in the drafting or clearance of this decision form.

##### Link to Mayoral strategies and priorities

- 4.3. It is vital that the relevant public affairs and scrutiny teams are kept informed of significant parliamentary business, given engagement in government legislation that could impact on the Mayor/London. These teams must also be made aware of significant government announcements that could have an impact.

#### 5. Financial comments

- 5.1. This ADD requests approval for GLA spend of £4,428.57 for a further 12 month service option to the DeHavilland parliamentary monitoring service contract. The total contract cost is £31,000, with other function bodies contributing to the overall cost. There is sufficient budget within the this and next financial year to fund this request.

#### 6. Planned delivery approach and next steps

Activity	Timeline
Delivery start date	1 November 2023
Delivery end date	31 October 2024

**Appendices and supporting papers:**

None

### Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FoIA) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary. **Note:** This form (Part 1) will be published either within one working day after it has been approved or on the defer date.

### Part 1 – Deferral

**Is the publication of Part 1 of this approval to be deferred? NO**

### Part 2 – Sensitive information

Only the facts or advice that would be exempt from disclosure under the FoIA should be included in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form? NO**

### ORIGINATING OFFICER DECLARATION:

Drafting officer to  
confirm the  
following (✓)

#### Drafting officer:

Mary-Clare Walsh has drafted this report in accordance with GLA procedures and confirms the following:

✓

#### Corporate Investment Board

A summary of this decision was reviewed by the Corporate Investment Board on 23 October 2023.

✓

### ASSISTANT DIRECTOR FINANCIAL SERVICES:

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature:**

*Anna Gustolt*

**Date:**

23/10/2023