

GREATER **LONDON** AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2781

Title: Press support services for the London Sustainable Development Commission (LSDC)

Executive Summary:

The London Sustainable Development Commission (LSDC) requires consultancy support to deliver their communications strategy, including press support to raise awareness of their activities.

The LSDC advises the Mayor on how to make London a world-leading sustainable city. It is supported by a secretariat within the Greater London Authority's (GLA) Environment Team.

Approval is sought to spend up to £60,000 between January 2026 – November 2028. Expenditure will be contained within the Environment Team programme budget. The contract will be subject to an annual break clause.

As a commission providing independent advice, the LSDC is not supported by the GLA's internal press or communications teams on its proactive marketing and communications.

Decision:

That the Assistant Director of Environment and Energy approves the expenditure of £60,000 between January 2026 and November 2028 for the provision of press support services for the London Sustainability Development Commission.

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: Megan Life

Position: Assistant Director,
Environment and Energy

Signature:



Date: 7 October 2025

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. The London Sustainable Development Commission (LSDC) is responsible for advising the Mayor on making London an exemplary sustainable world city. Established by the Mayor of London in 2002, the LSDC comprises key representatives from London's economic, social, environmental and governance sectors, who give their time voluntarily. The LSDC is supported in its work by a small secretariat, provided by the Sustainability and Strategy Team, within the Greater London Authority (GLA) and funded by Environment Team programme budget.
- 1.2. As a Mayoral commission providing independent advice to the Mayor, the LSDC does not receive communications support from the GLA. For the last 15 years, the GLA has ensured that the LSDC procured external communications support using their programme budget, via competitive tender. It is now time to re-tender this contract.
- 1.3. The LSDC's current communications contract was approved in June 2022 and will end in November 2025. This Decision seeks approval to procure a new three-year contract.
- 1.4. The contract will be competitively procured in accordance with the GLA Contracts and Funding Code.

2. Objectives and expected outcomes

- 2.1. The successful consultants will:
 - support the development and delivery of the LSDC's communications strategy
 - provide press engagement services to help raise the profile of key LSDC activities - in the context of its role advising the Mayor of London
 - exist as a trusted, objective, and authoritative voice on priority sustainability issues for the capital.
- 2.2. Expected deliverables:
 - A communications plan for LSDC activities.
 - Support the LSDC to promote their work to stakeholders and Londoners to boost their impact and profile. This includes writing and editing press releases and media articles and promoting them for publication in relevant media outlets through their network.
 - Support for events (from set up to post-event communications).
 - Content creation for social media accounts.
 - Publication of Commissioner blogs – assisting Commissioners in writing blogs, liaising with and finding suitable press to publish with.
 - Find speaking opportunities for Commissioners, relevant to LSDC workstreams.

3. Equality comments

- 3.1. Under section 149 of the *Equality Act 2010*, as a public authority, the GLA must have 'due regard' of the need to eliminate unlawful discrimination, harassment, and victimisation as well as to advance

equality of opportunity and foster good relations between people who have a protected characteristic and those who do not.

- 3.2. The services awarded under this contract will support the work of the LSDC, whose [Terms of Reference](#) outline a clear commitment to equality, diversity, and inclusivity in its core principles.
- 3.3. The successful consultant would be expected to make themselves familiar with these core principles, and to apply the principles of the Equality Act as they apply to public bodies such as the GLA.
- 3.4. The LSDC is committed to equality, diversity, and inclusivity. For example, the LSDC's work on the Just Transition strives to ensure an equitable transition to a net-zero economy for all Londoners, reflecting the diversity of the city.
- 3.5. In procuring and managing the consultant, the GLA will look to encourage equality and diversity, in line with the GLA Group Responsible Procurement Policy. Specific efforts will be made to ensure that the procurement process is open to the whole of the communications support sector (including Small and Medium Enterprises operating in this space), and applicants will be asked to demonstrate how they promote equality and diversity in their own organisations and through their work.

4. Other considerations

Key risks and issues

	Risk description (cause, 'risk event', potential impacts)	Mitigation / risk response	Probability (1-4)	Impact (1-4)	RAG
1	Low stakeholder or media engagement with LSDC communication outputs, resulting in low awareness of LSDC work and negative impact on LSDC reputation.	Throughout the previous contract, the LSDC's positive reputation has meant we have always had good uptake of LSDC articles by press, and good engagement online with stakeholders. Going forward, extensive stakeholder mapping should be undertaken with new supplier. Multiple communications channels should continue to be used to access different stakeholders, e.g. trade press, social media, events etc. Stakeholder engagement should be evaluated after every major communications piece.	1	3	
2	Misalignment of Mayoral messaging.	As independent advisors of the Mayor, the LSDC has always sought approval from the Deputy Mayor and relevant GLA press colleagues, when necessary, to ensure messaging is aligned between LSDC communications and Mayoral messaging. This should continue to happen to ensure there is no misalignment. The new supplier will also be made aware of Mayoral priorities and we will ensure they are familiar with City Hall press releases and Mayoral messaging.	1	3	

Links to Mayoral strategies and priorities

- 4.1. The LSDC supports the delivery of the Mayor's statutory duty on sustainable development, and his commitment to achieve net zero by 2030.
- 4.2. The work of the LSDC also supports the objectives of the Greener, More Climate-Resilient London Delivery Plan, the Mayor's EDI Strategy and London Growth Plan.
- 4.3. The LSDC engages the relevant GLA teams and Mayor's Office to ensure alignment with these while avoiding duplication of work.

Consultations and impact assessments, including data protection (as per the GLA's requirements under GDPR), health and safeguarding where relevant

- 4.4. Any management of mailing lists and stakeholder details will be GDPR compliant.

Conflicts of interest.

- 4.5. No conflicts of interest have been identified from any officer involved in the drafting or clearance of this decision form.

5. Financial comments

- 5.1. Approval is sought for expenditure of £60,000 to award a contract for the provision of press support services for the LSDC. The expenditure will be funded from the GLA's Sustainable Development budget approved as part of the Authority's 2025-26 budget setting process with the budget held and managed by the Environment unit.
- 5.2. The contract will be in place over three years, estimated January 2026 – November 2028. The contract will include a break clause after each year following an annual review. The planned expenditure is as below:

Financial Year	Planned Expenditure
2025/26	£5,500
2026/27	£20,500
2027/28	£20,500
2028/29	£13,500

- 5.3. As this expenditure relates to future financial years it will be subject to the annual budget setting process. The contract break clause can facilitate early termination should the GLA's budget prioritisation process not allow for future funding. All appropriate budget adjustments will be made.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	January 2026
Delivery Start Date	April 2026
Ongoing delivery throughout contract-period relating to agreed deliverables and objectives.	Ongoing
Annual monitoring meeting	January 2027 January 2028
Contract End Date	November 2028

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 either be published 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 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:

Megan Dalgarno has drafted this report in accordance with GLA procedures and confirms the following:

✓

Mayoral Delivery Board

A summary of this decision was reviewed by the Mayoral Delivery Board on 22 September 2025.

ASSISTANT DIRECTOR, FINANCIAL SERVICES:

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

Date: 9 October 2025

Signature:

Peter Sebastian