

GREATER LONDON AUTHORITY

REQUEST FOR DIRECTOR DECISION – DD2787

Contracts and Funding Code – 2026 Revision

Executive Summary:

The Contracts and Funding Code (the Code) is one of the GLA's key governance documents. It sets out the rules and processes for procurement; and entry into contracts and other formal arrangements, including grant funding.

It was last approved in April 2025. It now requires review – principally to reflect the fact that the route to market is being aligned with TfL's own code, with at least one written quote (not three) required for procurements under £25,000. The opportunity has been taken to make other factual changes and updates.

This Decision is being taken under the Executive Director's authority, under section 2.4 of the Code, to make amendments – providing the GLA policy it sets out is not significantly or materially altered. These amendments include updates to reflect changes in the law and other external guidance that directly impact on the GLA's contracts and funding approach.

Decision:

That the Executive Director of Corporate Resources and Business Improvement approves the revised GLA Contracts and Funding Code, attached at Appendix A.

AUTHORISING DIRECTOR

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: Dianne Tranmer

Position: Executive Director of Corporate Resources and Business Improvement

Signature: 

Date: 16 March 2026

PART I – NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. The Contracts and Funding Code (the Code) is one of the GLA's key governance documents. It sets out the rules and processes for procurement; and entering into contracts and other formal arrangements, including grant funding.
- 1.2. It was last approved in April 2025, under cover of Director Decision (DD) 2744. It has since been agreed, with Transport for London (TfL) Procurement and Commercial (who provide a shared service to the GLA), that the GLA's arrangements should mirror those used within TfL. Specifically, it is proposed that for procurement under £25,000, there is a minimum requirement for at least one request for quotation (RfQ) (or to use a framework), rather than three (as has previously been the case for the GLA for procurements between £10,000 and £25,000).
- 1.3. Allowing the GLA to procure low-value goods and services via one RfQ will potentially reduce the number of low-value single-source requests. This will better allow TfL colleagues to focus on other commercial support. It is also often the case that GLA officers cannot seek the required three quotes (typically because they are not aware of enough potential suppliers from the market). This means they go on to seek a Direct Award (i.e. a 'single source'). This requires the direct input and involvement of a TfL procurement lead. This process extends the timeframe required; adds additional governance tasks; and requires the allocation of procurement resources.
- 1.4. Other revisions to the document include updating:
 - the threshold above which a procurement strategy is required, again to bring it in line with TfL arrangements
 - the details of how grant-transparency requirements are met.

Factual changes have also been made to reflect:

- updates to job/team titles and the latest procurement terminology
 - current detailed processes and timescales, and other recent updates to governance documents.
- 1.5. This Decision is being taken, under the Executive Director's authority under section 2.4 of the Code to make amendments – providing GLA policy is not significantly or materially altered. These amendments include updating the document to reflect changes in the law and other external guidance that directly impact on the GLA's contracts and funding approach.

2. Objectives and expected outcomes

- 2.1. The purpose of the revision is to ensure that clear and up-to-date policies and guidance are set out in respect of contracts and funding matters; and that these reflect latest legislation and best practice.

3. Equality comments

- 3.1. Under section 149 of the Equality Act 2010, the Mayor and the GLA are subject to the public-sector equality duty, and must have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation

- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
 - foster good relations between people who share a relevant protected characteristic and those who do not.
- 3.2. The Code ensures that the GLA takes decisions and manages its resources with probity and value for money; and therefore assists the GLA in delivering for all Londoners. No specific adverse impacts for any groups sharing a protected characteristic have been identified.
- 3.3. The Code includes provisions relating to responsible procurement; and ensuring that, through our contracting arrangements, we support social value.

4. Other considerations

Key risks and issues

- 4.1. The key risks, and mitigations, are outlined in the table below:

Risk	Mitigation	Residual RAG rating
Document becomes out of date, or not fit for purpose.	Built-in review dates and tracking of these by senior officers.	Green
Processes are not understood or adhered to.	Supporting guidance on both procurement and grants will be issued on the intranet, and kept updated. There will be ongoing liaison between GLA officers and the TfL Procurement and Commercial Business Partner team, to review service and ensure messages are cascaded.	Green

Links to Mayoral strategies and priorities

- 4.2. Effective commissioning and procurement supports all of the delivery plans that set out the Mayor's priorities for Londoners, as well as the pursuit of effective value for public money.
- 4.3. There are no conflicts of interest from those involved in the drafting or clearance of this Decision Form. Section 5 of the Code sets out provisions for handling conflicts of interest on specific procurements. Staff involved in grant-making activity are subject to the rules and guidance around handling interests in the Code of Ethics and Standards, and in supporting guidance.

5. Financial comments

- 5.1. A large proportion of the GLA's business is conducted through contracted activity. Hence, it is important that clear guidelines are set and observed. The update of the code ensures that appropriate arrangements are in place to safeguard the GLA's assets; and ensure value for money is obtained. There are no direct financial implications arising from the Decision.

6. Legal comments

- 6.1 In line with a range of applicable statutory requirements and good practice, the GLA's governance arrangements are designed to ensure it:

- conducts business in line with the law and proper standards
- safeguards and properly accounts for public money; and spends it economically, efficiently and effectively
- sets clear expectations for the Mayor, Assembly Members and GLA staff – in particular, that their conduct upholds the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

6.2 Officers have confirmed that the proposed changes to the Code do not significantly or materially alter the GLA policy it sets out. Accordingly, the amended Code (Appendix A) may be approved by the Executive Director of Corporate Resources and Business Improvement, pursuant to the current Code (as approved by the said Director under cover of DD2744).

7. Planned delivery approach and next steps

7.1. This work will be delivered according to the following schedule:

Activity	Timeline
New Code published and shared with officers	March 2026
The Code is reviewed	March 2028

Appendices and supporting papers:

Appendix A: proposed revised Contracts and Funding Code

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.

Strategic Programmes

Does this decision seek approval for activity falling within the remit of a programme delivery plan? NO

If YES, which programme/s does this fall within:

Part 1 - Deferral

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

If YES, for what reason:

Until what date: (a date is required if deferring)

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 – YES/NO

ORIGINATING OFFICER DECLARATION:

Drafting officer to confirm the following (✓)

Drafting officer:

Andrew Nathan has drafted this report in accordance with GLA procedures and confirms the following:

✓

Assistant Director/Head of Service:

Gareth Young has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

Financial and Legal advice:

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

Mayoral Delivery Board

A summary of this decision was reviewed by the Mayoral Delivery Board on 16 March 2026.

CHIEF FINANCE OFFICER:

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

Date 16 March 2026

Signature



pp on behalf of Fay Hammond