

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2280

Title: A 12 month contract for a government and parliamentary monitoring service.

Executive Summary:

This decision requests the approval of awarding a twelve-month contract to supply a government and parliamentary monitoring service to the 'GLA group Government Relations team' (for the purposes of this ADD) to include the:

- Greater London Authority
- Transport for London
- Mayor's Office for Policing and Crime
- London Legacy Development Corporation
- Metropolitan Police Service
- London Fire Commissioner
- London Ambulance Service

The previous contract was approved under ADD315.

Decision:

That the Head of Government and EU Relations approves:

Expenditure of up to a total of £35,000, split between the Group to enter into a 12 month contract (following the outcome of a tender process) with a government and parliamentary monitoring service.

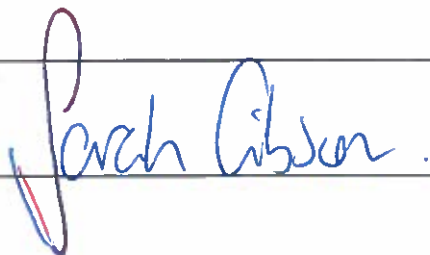
AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT

I have reviewed the request and am satisfied it is correct. It has my approval.

Name: Sarah Gibson

Position: Head of Government Relations

Signature:



Date:

16.10.18

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

1. Introduction and background

- 1.1 A central element of the work of the GLA Government Relations team (as defined in the Executive summary) is monitoring the activities of government and parliament and ensuring that staff in the respective organisations are kept updated regarding announcements and developments. The effectiveness of this work depends to a great extent on the timeliness and comprehensiveness of the information that we receive, and for this we rely on the information sent to us by a parliamentary monitoring company.
- 1.2 Dods has provided this service for the past 3 years and the contract ends on 31 October. We are therefore seeing to appoint a service provider by this date, following a tender process. The company that will win the contract will provide

a) Comprehensive monitoring, covering:

- Bills
- Debates and PQs
- Government, party political and other relevant and specified organisations' press notices
- Elections
- Budget / Spending Reviews
- The Queen's Speech

b) Forward planning information, including ministerial diaries and forthcoming business.

c) A dedicated, accessible and searchable website for clients.

d) General and tailored email alerts on key information.

e) Contact / biographical information for MPs, Peers, and Government departments.

f) A single contact point.

2. Objectives and expected outcomes

- 2.1 A parliamentary monitoring service underpins much of the work of the GLA Group Government Relations team.

3. Equality comments

- 3.1 There are no direct equalities, health or sustainable development implications of this decision and as such consultation with external stakeholders is not required.

4. Other considerations

- 4.1 None

5. Financial comments

- 5.1 Approval is being sought to award a 12-month contract to provide members of the GLA Group and related organisations (namely the GLA, TfL, MOPAC, LLDC, MPS, LFC and London Ambulance Service) with a government and parliamentary monitoring service for the amount of up to £35,000.
- 5.2 The GLA will receive a total of approx. £30,000 worth of external income, as contributions towards the monitoring service. The GLA net cost of approx. £5,000 will be met from the existing 2018/19 GLA Government Relations Budget.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	20.8.18
Delivery Start Date	15.11.18
Delivery End Date	14.11.19

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:

Leigh Greenhalgh has drafted this report in accordance with GLA procedures and confirms the following:

✓


Corporate Investment Board

This decision was agreed by the Corporate Investment Board on 15 October 2018.

HEAD OF FINANCE AND GOVERNANCE:

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

Signature



Date

16.10.18