

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2514

Robot Office- Performance Reporting System – Regeneration and Economic Development

Executive Summary:

This request seeks approval for £30,000 expenditure from the revenue funds of the Skills for London Fund which had previously been budgeted for in 2020/21 for the Open Project System (OPS) but not deployed due to the impact of Covid on a number of capital programmes. The Robot Office will provide a monitoring performance system for approximately 85 'legacy' projects that are not managed within the OPS environment providing a seamless online 'platform' for external partners and GLA staff to report on and monitor performance and other related measures over the next three years.

Decision:

That the Head for Regeneration approves:

A redeployment of a revenue commitment of £30,000 from the Skills for London budget for the Robot Office- Performance Reporting System

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: Patrick Dubeck

Position: Head of Regeneration

Signature:



Date:

5 May 2021

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. The GLA OPS system has been successfully applied to several recently launched Regeneration & Economic Development (RED) programmes which has created an effective and efficient solution to the management of GLA project grant applications, contract management and project delivery. However, a number of older programmes and related projects are not held within the OPS environment and require ongoing performance management reporting for both external and internal audiences. The option of adding these legacy projects to OPS has been explored and considered too costly, estimated at £50,000 for development work by external consultants and additional officer time in transferring/formatting historical data from legacy projects into the OPS environment.
- 1.2. These legacy programmes/projects are currently reporting through a Single Monitoring Report Form (SMRF) which requires repeated manual collation of data for reporting requirements (LEAP, MHCLG/CLOG, Unit Plan, Budget and Performance reporting). Robot Office will replace the need for manual entry and automate the process reducing repetitive work and improving accuracy and help improve performance monitoring and replace the need for separate systems for monthly and quarterly monitoring. The Robot Office will complement the functions of OPS and create an end to end performance monitoring solution.
- 1.3. The investment into the application over the 3-year contract (reporting period remaining for existing programmes) to the GLA as outlined below;
- 1.4. Robot Office costs £550 per month over three years, and initial development costs of £5,025= £24,825. The request for £30,000 will provide capacity for ongoing improvements and enhancements over the duration of the 3-year contract.

2. Objectives and expected outcomes

- 2.1. The investment will enable:
 - a more seamless transfer of data between delivery partners and the GLA;
 - reduce errors and improved quality in data capture;
 - contribute to the quality assurance needs of LEAP programmes;
 - better data management across all LEAP programmes;
 - minimise repetitive data entry for GLA staff; and
 - potentially provide data that can be linked to OPS data to centralise a single reporting process on LEAP programme performance

3. Equality comments

- 3.1. Under section 149 of the Equality Act 2010, the Mayor and 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; and foster good relations between people who share a relevant protected characteristic and those who do not.
- 3.2. The Robot Office Team will consider those with protected characteristics when developing the application and as a minimum we will require the system to meet WCAG 2.0 level A accessibility and any future development will comply with this requirement.

4. Other considerations

- 4.1. The Robot Office solution was vetted by the Technology Technical Design Board and Change Advisory Board in September 2020 and approval given to proceed as this application meets the GLA's technical criteria and the LEAP programme Board in January 2021 and approved to proceed.
- 4.2. The Robot Office application is a bespoke tool designed for a very specific task developed and supported by the Robot Office Company, should this company cease to operate the service and support will not be available. To mitigate this risk, we will enter into the contract on a monthly service cost to reduce our initial upfront investment. The proposed business change will require adjustment and training for members of staff or our partners. This will be provided by the PMO to all users. Any feedback on lessons learnt will be used to mitigate this to improve the experience.

Link to Mayoral Strategies and priorities

- 4.3. This investment will contribute to work of the Good Growth Directorate which is responsible for regeneration, enterprise, growth, capital projects and the implementation of the Mayor's Economic Development strategy

Conflict of Interest

- 4.4. No conflicts of interest have been identified for any officers involved in the development of this proposal or drafting or clearance of this decision form.

5. Financial comments

- 5.1. Approval is being sought for the endorsement of expenditure of £30,000 towards the Robot Office solution. Funding for this application will come from the available budget contained within the Skills for Londoners programme revenue budget to span three financial years as detailed in the table below.
- 5.2. The expenditure covers development cost of £5,025 with £3,500 payable upfront. There will also be monthly support costs of £550 over the 3-year period with the remaining £5,175 available to deploy for refinements, improvements and miscellaneous expenditure should they be incurred. To reduce financial risk and secure value for money, a clause will be included in the contract to ensure milestones are met before payment is released.

Programme Costs	2021-22	2022-23	2023-24	Total
Development costs	£5,025	-	-	£5,025
Support costs	£6,600	£6,600	£6,600	£19,800
Contingency	£1,725	£1,725	£1,725	£5,175
Total	£13,350	£8,325	£8,325	£30,000

6. Planned delivery approach and next steps

Activity	Timeline
Appoint consultants to develop application	May 2021
Trial and test application on Q3 data	May 2021
Roll out live application for Q4	May/June 2021

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

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 –NO

ORIGINATING OFFICER DECLARATION:

Drafting officer to confirm the following (✓)

Drafting officer:

Laurence Tricker 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 4 May 2021.

ASSISTANT DIRECTOR OF FINANCIAL SERVICES:

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

Signature

Anna Lustolt

Date

5 May 2021