

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD301

Title: Team London Volunteer Uniforms 2015

Executive Summary:

This ADD seeks approval for expenditure of up to a maximum of £33,000 to provide uniforms for Team London's volunteer programmes for 2015. For the Summer of 2015, the Visitor Welcome Programme will deploy c650 Team London Ambassadors to 9 key tourist locations to enhance the visitor experience in London, and will recruit both new and existing ambassadors. Uniforms are also required for the Borough Ambassadors, who support the Young Ambassadors programme.

Decision:

That the Assistant Director approves expenditure of up to £33,000 to provide uniforms for volunteers that will assist in the delivery of the Team London Visitor Welcome and Young Ambassadors Programmes for 2015.

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: Natalie Cramp

Position: Programme Director

Signature:

Date:

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 In the summer of 2012, the GLA delivered a successful Team London Ambassadors programme in support of the 2012 Olympic and Paralympic Games. 7,000 highly trained and motivated volunteers were deployed in pods across 43 locations in the summer of 2012. The role of the programme was to enhance the visitor welcome to the capital and ensure that London maximised the potential benefits from the 2012 Games.
- 1.2 In 2013 and 2014 ambassador volunteers were again deployed at locations in London, providing a visitor welcome to London's tourists. The response from tourists to the ambassadors was overwhelmingly supportive, with 97% of visitors asked commenting positively on the helpfulness of volunteers. An improved uniform was provided to all ambassadors in 2014, and this will need to be provided to both new recruits to the programme, and those returning from 2012 and 2013, to ensure a consistent look
- 1.3 The Young Ambassadors programme was launched in 2013, and Team London requires uniforms for the Borough Ambassadors, who are volunteers recruited to support local schools.

2. Objectives and expected outcomes

- 2.1 To appoint Arco as Team London's uniform supplier, who will be responsible for sourcing and delivering all uniforms direct to the volunteer.
- 2.2 Arco have been selected as the most economically advantageous supplier after completing a 3 quote tender process.

3. Equality comments

- 3.1 The Visitor Welcome programme is open to all people who apply. By providing uniforms we ensure that people from all backgrounds can take part and everyone will look the same regardless of age, gender, religion or ethnicity. If an individual needs to wear particular items of religious or ethnic significance, then will be supported by the programme. Sizes will include S, M, L, XL, XXL and XXXL to account for all body shapes.

4. Other considerations

- 4.1 The Team London programme directly supports the Mayor's priorities to drive volunteering in the capital. Visitor Welcome links to key Mayoral priorities – specifically to improve quality of life, and through training of unemployed volunteers, supports jobs and skills and promotes youth opportunities.
- 4.2 The programme has been informed by consultation with Team London Ambassador Managers and local stakeholders across London.

	Risk Description	Mitigation/ risk response	Current Prob (1-4)	Current Impact (1-4)	RAG	GLA risk owner

1	Contracted organisation does not meet the agreed upon programme outcomes	The risk is low and will be mitigated through close contact. The risk is considered low because the supplier has been working with Team London for 3 years.	1	1	A	DN
2	Financial Mismanagement	The likelihood of over-spend or other financial misconduct is low, and will be mitigated by close budgetary management on the behalf of the GLA project manager, and payment will be dependent on results.	1	1	A	DN

5. Financial comments

- 5.1 The estimated cost of the proposed contract with 'Arco' to provide uniforms for the Team London Volunteers is £33,000 and will be funded from the 2015-16 Team London Programme budget, specifically the Visitor Welcome element of the budget. Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.
- 5.2 The Team London Unit within the Communities & Intelligence Directorate will be responsible for managing the proposed contract and ensuring that all expenditure complies with the Authority's Financial Regulations and Contracts & Funding Code.

6. Planned delivery approach and next steps

Activity	Timeline
Uniforms Ordered	Upon ADD Approval
Delivery Date	June 2015

Appendices and supporting papers:

A detailed breakdown of the selection of items required and their quantity is detailed on the page below

GLA Ambassadors Uniform Quotation - 25th March 2015				
Description	Quantity	Price ex VAT	GLA Discount	Line Value ex VAT
GLA Polo 160gsm Eyeley Knit Wicking 100% Polyester Magenta	683	£10.99	-£1.00	£6,823.17
GLA Polo 160gsm Eyeley Knit Wicking 100% Polyester Cyan	80	£12.49	-£2.50	£799.20
GLA Waterproof Jacket Cyan Blue	332	£25.99	-£2.50	£7,798.68
GLA Tabbard 100% Knitted Polyester non EN471 pink	320	£6.10	-£1.11	£1,596.80
Unilever Heatseal Badge (2 colour) and Application	148	£1.81		£267.88
Spirit of London Heatseal Badge (8 colour) and Application	148	£2.57		£380.36
GLA Bespoke Backpack Black/Cyan (including air freight)	1000	£10.51	-£1.00	£9,510.00
Backpack Airfreight	1	£2,000.00	-£1,000.00	£1,000.00
GLA Bespoke Waterbottle Cyan	700	£1.75	-£0.16	£1,113.00
Ambassador's Uniform Man Pack	700	£1.50	-£1.50	£0.00
Distribution to Ambassadors Home Addresses	700	£4.95		£3,465.00
TOTAL ex VAT				£32,754.09
VAT @ 20%				£6,550.82
GRAND TOTAL inc VAT				£39,304.91

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) 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 approval 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 Confidentiality: Only the facts or advice considered to be exempt from disclosure under the FOI Act should be 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:

Daniel Nixon has drafted this report in accordance with GLA procedures and confirms that the Finance and Legal teams have commented on this proposal as required, and this decision reflects their comments.

✓

HEAD OF GOVERNANCE AND RESILIENCE:

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

Signature:

Date: