

GREATER LONDON AUTHORITY

REQUEST FOR DIRECTOR DECISION – DD2246

Title: Plastic bottle reduction and water refill project resources

Executive Summary:

ADD2193 previously approved expenditure of up to £42,000 for the plastic bottle reduction and water refill project. Consultancy service for up to three months were procured whilst a full time fixed-term post was being established and recruited to. The consultancy resource is located in City Hall and is undertaking a variety of tasks including analysing and evaluating delivery options, project managing pilots, identifying delivery partners, and undertaking other preparatory work to roll out a pan-London refill scheme.

A fixed-term appointment to manage the project has now been identified. However, due to a slight delay in appointment, we now need to extend the existing consultancy services by 15 days to ensure consistency of programme delivery. As a result, the GLA is now seeking to increase the value of this project up to £55,000.

Procured and managed by the GLA, the resources will be funded by Environment Team programme budget.

Decision:

That the Executive Director of DE&E approves additional expenditure of up to £13,000 on consultancy services required to resource the development and implementation of the plastic bottle reduction and water refill project. This will take total expenditure to £55,000.

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: Fiona Fletcher-Smith

Position: Executive Director DE&E

Signature:



Date: 10/5/18

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The draft London Environment Strategy identifies cutting food waste and single use plastic drink bottles in London as a priority. The GLA are developing a bespoke programme to help cut single use plastic drink bottle waste with the following objectives:
- To reduce the environmental impact, including resource use and pollution, of single use plastic bottles in London, particularly single use plastic water bottles
 - To increase access to tap (potable) water available to Londoners when on the go, particularly as an alternative to healthier sugary drinks
- 1.2 The GLA have appointed a consultant to undertake initial work to scope out a programme to reduce single use plastic bottles in London, namely:
- The economic and environmental impacts of single use plastic bottles
 - Single use plastic drink bottle consumption and recycling levels nationally and in London
 - Polling on public attitudes to water bottle consumption and drivers/motivators for moving to a reusable bottle culture
 - Review of existing schemes for cutting single use plastic bottles, and further options for detailed analysis
- 1.3 The existing consultant was selected and appointed following the seeking and evaluation of five competitive quotes from consultancy providers.
- 1.4 The Assistant Director – Environment previously approved expenditure of up to £33,000 on the services under cover of ADD2191 and a further £9,000 under cover of ADD2193.
- 1.5 An extension of up to 15 days is now required for the existing consultant to ensure project continuity until the fixed term resource has taken post and completed a detailed handover. The handover has not been able to take place within the previous financial allocation due to a combination of a delay in the recruitment process and the project becoming larger than previously anticipated. This form seeks therefore, approval for additional expenditure of £13,000 taking the total spend on the consultancy services to £55,000.

2. Objectives and expected outcomes

- 2.1 To develop a full project plan, establish partnerships, gather and analyse on the ground data and provide project management of a single use plastic water bottles project to ensure that sufficient progress is made to launch a pan-London water refill scheme in 2018
- 2.2 This work will ensure that a full delivery programme commences in 2018/19.

3. Equality comments

- 3.1 The evaluation process was conducted to ensure that submissions were evaluated fairly to select a resource that provides the relevant experience and offers value for money.
- 3.2 Impact of policies on equality consideration will be explicitly taken into account as part of the pilot project

4. Other considerations

- 4.1 A London wide roll out of the programme is a primary consideration for this project. A number of options are being evaluated with different funding and delivery models to provide a number of potential delivery routes.
- 4.2 Continuity is essential if the delivery of this project is successful. For continuity to be ensured a period of overlap of the existing resource and the new fixed term resource is required.

5. Financial comments

- 5.1 Executive Director's approval is sought to for a further expenditure of up to £13,000 for the procurement, appointment and subsequent retention of consultants to provide the resource required to develop and implement the Plastic bottle reduction and water refill project. This is in addition to the expenditure approved under ADD 2193 for £42,000 therefore taking the total spend for this consultancy to £55,000.
- 5.2 The cost of this consultancy will be funded from Environment team's 2018-19 programme budget for Plastic bottle and the work is to be delivered within financial year 2018-19.

6. Legal comments

- 6.1 The foregoing sections of this report indicate that:
 - 6.1.1 the decisions requested of the Director concern the exercise of the GLA's general powers, falling within the statutory powers of the GLA to do such things as may be considered to further, and or be facilitative of or conducive or incidental to the furthering of, the promotion of the improvement of the environment in Greater London; and
 - 6.1.2 in formulating the proposals in respect of which a decision is sought officers have complied with the GLA's related statutory duties to:
 - (a) pay due regard to the principle that there should be equality of opportunity for all people;
 - (b) consider how the proposals will promote the improvement of health of persons, health inequalities between persons and to contribute towards the achievement of sustainable development in the United Kingdom; and
 - (c) consult with appropriate bodies.
- 6.2 In taking the decisions requested, the Director must have due regard to the Public Sector Equality Duty; namely the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010 and to advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic (race, disability, gender, age, sexual orientation, religion or belief, pregnancy and maternity and gender reassignment) and persons who do not share it (section 149 of the Equality Act 2010). To this end, the director should have particular regard to section 3 (above) of this report.
- 6.3 Officers must ensure that the contract is varied (to record the proposed extension of service provision) in accordance with the provisions of that contract.

7. Planned delivery approach and next steps

Activity	Timeline
Delivery Start Date [for project proposals]	8 May 2018
Final evaluation start and finish (self/external) [delete as applicable]:	25 May 2018
Delivery End Date [for project proposals]	31 May 2018

Appendices and supporting papers:

ADD2193

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:

Andrew Richmond has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

Patrick Feehily 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.

✓

Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on 8 May 2018.

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature

Date

09.03.18

TOM MIDDLETON ON BEHALF OF MARTIN CLARKE

