

# GREATER **LONDON** AUTHORITY

## REQUEST FOR DIRECTOR DECISION – DD2327

**Title: City Operations Unit – accommodation adaptations and IT equipment**

### **Executive Summary:**

As set out in the Mayor's consultation budget for 2019-20 a new team will be established within the City Operations Unit to provide a situational awareness capability. To accommodate the new team there is one-off expenditure required to make some changes to office space and to purchase IT equipment. This cost is anticipated at up to £80,000 and will be incurred in 2018-19.

### **Decision:**

That the Executive Director of Communities and Intelligence approves expenditure in relation to the City Operations Unit of up to:

1. £30,000 for office accommodation adaptations;
2. £10,000 for the purchase of standard office furniture including desks and chairs; and
3. £40,000 for information technology equipment.

### **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:** Emma Strain

**Position:** Executive Director  
Communities and Intelligence

**Signature:**



**Date:**

26. 2. 19

## PART 1 - NON-CONFIDENTIAL FACTS AND ADVICE

### Decision required – supporting report

#### 1. Introduction and background

- 1.1 The Mayor has an important, strategic role in leading and communicating on events that affect the life of Londoners in all respects – transport, social, health, business, security etc. This responsibility has been especially important when a major disruptive incident has occurred. In such circumstances Londoners expect to hear from the leader of the city and it is critical that the Mayor has at his disposal the most accurate and current information to enable him to speak with authority and lead London in a crisis situation.
- 1.2 As set out in the Mayor's consultation budget for 2019-20 a new team within the City Operations Unit will be established to provide a situational awareness capability with the ability to identify, process, analyse and comprehend the critical elements of information about what is happening and turn this information into actionable intelligence.
- 1.3 As part of the permanent establishment of the team, there is a need to carry out some accommodation adaptations, purchase standard office furniture and IT equipment. It was always envisaged there would be some one-off set-up costs in establishing the new team.

#### 2. Objectives and expected outcomes

- 2.1 Once these accommodation works are complete and the necessary furniture and equipment has been purchased, the unit will be operational and in a position to deliver the outcomes set out in paragraphs 1.1 and 1.2.

#### 3. Equality comments

- 3.1. The potential effects of the proposed accommodation changes and equipment purchases have been considered. Accommodation adaptations made will take into account accessibility needs and no other adverse impact is expected on equalities issues or any people with relevant protected characteristics under section 149 of the Equality Act 2010.

#### 4. Other considerations

- 4.1. No risks or issues have been identified, and the equipment can be procured and adaptations made by the end of the 2018/19 financial year.

#### 5. Financial comments

- 5.1. Approval is being sought for up to £80,000 to provide resources and accommodation adaptations for a new team within the City Operations Unit. The role of the team is to provide a situational awareness capability with the ability to identify, process, analyse and comprehend the critical elements of information when a major disruptive incident has occurred.
- 5.2. The cost during the 2018-19 year will be as follows:

Item	Cost
Room adaptations	30,000
Furniture	10,000
IT equipment	40,000
<b>Total</b>	<b>80,000</b>

5.3. The costs for this project will be funded from the corporate contingency budget for 2018-19.

## **6. Legal comments**

- 6.1. Under section 30 of the Greater London Authority Act 1999 (GLA Act), the Greater London Authority (GLA) has power to do anything which it considers will further any of its principal purposes, which include promoting social development in Greater London.
- 6.2. Further, in 2010, the Mayor of London and the London Assembly agreed that the duties of the London Resilience Team, including emergency planning arrangements, should be taken on by the Greater London Authority. The GLA was added to the list of Category 1 responders in Part 1 of Schedule 1 of the Civil Contingencies Act 2004, by the Civil Contingencies Act 2004 (Amendment of List of Responders) Order 2011 (following the closure of the Government Office for London). As a Category 1 responder, the GLA is an organisation responsible for local emergency preparedness and response.
- 6.3. Under section 34 of the Greater London Authority Act 1999 (GLA Act), the GLA may do anything, including the acquisition of any property, which is calculated to facilitate, or is conducive or incidental to, the exercise of any functions of the GLA.
- 6.4. Under section 35(2) of the GLA Act, any function conferred or imposed on the GLA under any Act, the exercise of which is not specifically assigned, is exercisable by the Mayor on behalf of the GLA.
- 6.5. Under section 38 of the GLA Act, the Mayor may delegate functions to bodies or persons including any member of staff of the GLA.
- 6.6. The proposed expenditure appears to fall within the above powers.
- 6.7. The Mayor and the GLA are in the exercise of their functions required to have due regard to the public sector equality duty under section 149 of the Equality Act 2010. This is addressed at section 3 above.

## **7. Planned delivery approach and next steps**

- 7.1. Works will be commissioned as set out below.

<b>Activity</b>	<b>Timeline</b>
Identify and agree suitable workspace location	February 2019
Requisition space	February 2019
Works start to make location suitable as an office	February 2019
Completion of works	March 2019
Accommodation ready for use	March 2019

## **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 – YES**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer to  
confirm the  
following (✓)

**Drafting officer:**

Jon-Paul Graham has drafted this report in accordance with GLA procedures and confirms the following:

✓

**Assistant Director/Head of Service:**

Emma Strain 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**

This decision was agreed by the Corporate Investment Board on 18 February 2019

**EXECUTIVE DIRECTOR, RESOURCES:**

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

Signature

*M. J. Allen*

Date

*26.2.19*