

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2251

Title: Additional coding support for the Draft London Food Strategy consultation

Executive Summary:

The draft London Food Strategy consultation closed on 5 July 2018. ADD2221 previously approved expenditure of up to £15,000 to commission consultation response analysis expertise to code all the consultation responses and support the consultation analysis. After a competitive procurement process Pye Tait Consulting were commissioned in May 2018 to carry out this work.

The original budget allowed for an estimated total of 90 responses of six pages. However, over 150 responses have been received, many of which are over ten pages long. This ADD asks for approval of further expenditure of up to £7,000 for Pye Tait Consulting to complete the codebook and final report, which will contribute to the final Consultation Report produced by the GLA. This will be funded from the Food Programme budget for 2018-19, approved by MD2309.

Decision:

That the Assistant Director of Regeneration and Economic Development approves additional expenditure of up to £7,000 (taking total expenditure to £22,000) to increase the contract value for the consultation response analysis of the Draft London Food Strategy.

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: Debbie Jackson

Position: Assistant Director of Regeneration and Economic Development

Signature:



Date: 17/07/18.

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 ADD2221 approved expenditure of up to £15,000 to procure external support to analyse the Draft London Food Strategy consultation responses. After a competitive procurement process Pye Tait Consulting were commissioned in May 2018 to undertake this work, including coding all consultation responses from stakeholder organisations and producing a report outlining the consultation process and the main themes emerging from the consultation.
- 1.2 The original budget was based on an estimate of receiving 90 responses of six pages. However, over 150 responses have been received from stakeholder organisations, many of which are over 10 pages long. The consultants gave a range of prices in their original tender, based on an assumption that the majority of responses would align to the consultation questions rather than be freeform. However, in addition to the number of responses being much higher than originally anticipated, the majority of emailed responses are freeform which has taken longer to code and analyse.
- 1.3 This ADD asks for approval of further expenditure of up to £7,000 for Pye Tait Consulting to complete the codebook and final report which will contribute to the final Consultation Report produced by the GLA.
- 1.4 The additional costs for this work will be funded from the emerging priorities budget within the Food programme 2018-19 budget, approved by MD2309.

2. Objectives and expected outcomes

- 2.1 The outputs will be:
 - A codebook containing an analysis of all consultation responses received – this will allow for accurate filtering, searching and data analysis.
 - A draft report including analysis of respondents and the main findings of the consultation.
 - A final report including analysis of respondents and the main findings of the consultation.
- 2.2 These outputs will help inform the final London Food Strategy and the final Consultation Report.

3. Equality comments

- 3.1 The likely impact on those with protected characteristics is that the needs of these people are captured and fully considered in a more coherent way through the draft London Food Strategy. Representative and specialist organisations who understand the needs of these groups and the barriers they face in securing positive economic and social outcomes have responded to the consultation on the draft London Food Strategy.
- 3.2 The additional budget for the consultation response analysis will help to ensure these responses are fully considered and key issues captured.

4. Other considerations

- 4.1 If the budget is not approved the contractors will not be able to include all consultation responses in the codebook and subsequent analysis. This is a key risk as the Food Policy Team do not have the capacity to undertake this work.

- 4.2 The additional work will be carried out by the current contractors and there are no contractual or procurement issues. This has been confirmed by TfL procurement.

5. Financial comments

- 5.1 ADD2221 approved expenditure of up to £15,000 for coding support on the Draft London Food Strategy. As detailed within the main body of this report, the contract costs with Pye Tait Consulting have increased by £7,000, and will be funded from the Food Programme budget for 2018-19 (as approved by MD2309).

7. Planned delivery approach and next steps

Activity	Timeline
Codebook completed	16 July 2018
Draft report received by the GLA	23 July 2018
Final report received by the GLA	30 July 2018
Project closure	3 August 2018

Appendices and supporting papers:

ADD221
MD2309

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

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:**

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

Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on xxx

HEAD OF FINANCE AND GOVERNANCE:

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

Signature:



Date:

17-07-18