

GREATER LONDON AUTHORITY

Request for Greater London Returning Officer (GLRO) Decision – GLRO16-26

Title: Catering provision meeting with Constituency and Borough Returning Officers – 13th April 2016

Executive Summary:

An all-day meeting will be held on Wednesday 13th April 2016 in London's Living Room for the Constituency Returning Officers, Borough Returning officers, members of their staff and Election staff to discuss the co-ordinated approach that will be taken on polling day – 5th May and count day – 6th May 2016.

Decision:

That the GLRO approves Expenditure of £1,141.70 to provide catering for the meeting on 13th April 2016.

Greater London Returning Officer

The above request has my approval.

Signature



Date

11/04/2016

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

The elections for the Mayor of London and the London Assembly will take place in May 2016.

A meeting of the Constituency, Borough Returning Officers and Election staff on the 13th April 2016 will provide a platform for the GLRO/Deputy GLRO to discuss the approach that CROs will take on 5th and 6th May 2016.

The outcome is to finalise an approach that is co-ordinated and consistent in all polling stations and count venues. Presentations will be made by IntElect, the ecounting contractor and GLA staff. The meeting will run from 10am-4pm and will be attended by between 80-90 people.

We will use City Hall's in-house catering team - OCS to provide this service. Therefore additional quotes from other suppliers have not been sought.

Expenditure covers coffees throughout the day as well as sandwich lunch for 90 attendees.

2. Objectives and expected outcomes

To provide refreshments and lunch to all attending the meeting on 13th April 2016.

3. Other considerations

Key risks and issues

n/a

Impact assessments and consultations

n/a

4. Equality comments

London's Living Room is fully accessible to all visitors.

A mixture of vegetarian and non-vegetarian food will be provided as standard. Other dietary requirements will be catered for with suitable notice.

5. Financial comments

The expenditure of £1,141.70 will be contained in the 2016/17 Elections General Budget.

6. Legal comments

By section 29 Greater London Authority Act 1999 the Greater London Returning Officer ("GLRO") is the person appointed as the proper officer for the purposes of section 35(2C) Representation of the People Act 1983 ("RotPA") (returning officer at elections of Mayor and London members). The Mayor

and Assembly have appointed the Head of Paid Service the GLRO as part of his terms and conditions of employment.

The GLRO is the returning officer for the Mayoral and London Member elections, and constituency returning officers are the returning officers for the election of a Constituency Member of the Assembly. The Authority must, under section 36(4B) of RotPA, pay for all expenditure properly incurred by a returning officer in relation to the holding of an Authority election, in so far as it does not, in cases where there is a scale fixed by the Authority, exceed that scale.

The Authority's Scheme of Delegation enables the GLRO to incur expenditure for the purposes of the preparation or conduct of any anticipated election as he considers necessary or expedient for that purpose. He is also able to authorise entry into contracts, licences or other instruments, in connection with an anticipated election in accordance with the Authority's Contracts and Funding Code and Financial Regulations.

Officers should ensure that appropriate documentation is put in place and executed by the Authority and the supplier before the commencement of the services.

7. Planned delivery approach and next steps

Activity	Timeline
Delivery Start Date [if applicable]	13 April 2016
Delivery End Date [if applicable]	13 April 2016
Project Closure: [if applicable]	13 April 2016

Appendices and supporting papers:

Catering quote provided by OCS.

Public access to information

Although the GLRO is not subject to the Freedom of Information Act 2000 (FOI Act), the information in this form will be published 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 will be deferred until a specific date. Deferral periods will 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

Until what date: (a date is required if deferring)

Part 2 Confidentiality: Only the facts or advice whose publication may be prejudicial or commercially sensitive 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: Bharti Keshur 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.	✓
The Deputy GLRO has reviewed the request and is satisfied that it is correct and can be referred to the GLRO for approval	✓

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

8.4.16



Title of Meeting: TBC		Delivery Point: LLR				
Cost Code & Project Number (where applicable):		Time room to be Cleared:				
Date & Time of Meeting: 13.04.2016 10am-4pm		Requester Name/Telephone Extension: Bharti Keshur 4207				
Name of Host: Bharti Keshur		Number of Covers: 90				
Prod Code	Description	Units	Time required	Number	Current Price	Amount
A0101	COFFEES/TEAS	per cup	2pm	90	£1.25	£112.50
A0102	COFFEES/TEAS/BISCUITS	per cup	10am	90	£1.65	£148.50
A0103	ORANGE JUICE	per litre (5 glasses)	12pm	5	£2.60	£13.00
A0103	APPLE JUICE	per litre (5 glasses)	12pm	5	£2.60	£13.00
A0207	SANDWICH LUNCH	per person	12pm	90	£3.75	£337.50
	Please 1 Portion sandwich NO BUTTER					
A0209	CUT FRESH FRUIT PLATTER	per person	12pm	90	£2.00	£180.00
A0907	WAITING STAFF	per hour min 4 hours	2staff	8	£13.40	£107.20
A0908	CLOAKROOM	per hour min 4 hours	1staff	8	£13.40	£107.20
A0909	KITCHEN PORTER	per hour min 4 hours	1staff	4	£10.85	£43.40
A0910	CHEF	per hour min 4 hours	1staff	4	£19.60	£78.40
A9999	MINIMUM CHARGE ADJUSTMENT					£0.00
Notes:						
SUB TOTAL						#####
VAT						£228.14
TOTAL AMOUNT TO BE INVOICED						#####

Requested by:.....
Date:..... Time:.....

Linda Modica
Hospitality, Event & Deputy Manager
OCS Catering
OCS Group UK Limited
GREATER LONDON AUTHORITY
City Hall, The Queen's Walk, SE1 2AA

