

GREATER LONDON AUTHORITY

REQUEST FOR MAYORAL DECISION – MD2033

TEAM GB AND PARALYMPICS GB HOMECOMING CELEBRATION

Executive Summary:

Approval is being sought to stage a welcome home celebration for Team GB And Paralympics GB on Trafalgar Square on Tuesday 18 October 2016. This is part of a national homecoming celebration which will commence in Manchester on Monday 17 October.

Decision:

The Mayor to approve:

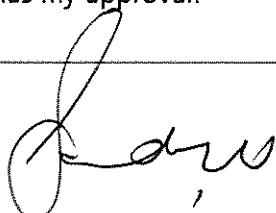
1. Expenditure of up to £500,000 to stage a national homecoming celebration on Trafalgar Square for Team GB and Paralympics GB, to be funded from the GLA's contingency budget; and
2. Receipt of external funding as a contribution to the homecoming celebration from the following organisations and entry into agreements as appropriate with the same in respect of respective roles and responsibilities for the event, including commercial model and financial commitments: Department of Culture, Media and Sport; UK Sport; National Lottery (Camelot); and British Olympic Association and British Paralympic Association.

Mayor of London

I confirm that I do not have any disclosable pecuniary interests in the proposed decision, and take the decision in compliance with the Code of Conduct for elected Members of the Authority.

The above request has my approval.

Signature:



Date:

3/10/16

PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE MAYOR

Decision required – supporting report

1. Introduction and background

- 1.1. Following the huge success of the Team GB and Paralympic GB team in Rio, we plan to stage a welcome home celebration on Trafalgar Square on Tuesday 18 October between 12:30 and 14:30. This will form part of the national celebrations, which will commence with a homecoming parade in Manchester on Monday 17 October 2016. It is supported by the Mayor of London who voiced his backing for such an Olympic and Paralympic event in August 2016.
- 1.2. Although final numbers of athletes in attendance will not be confirmed until nearer the time, the maximum numbers are likely to be circa 600, with up to 350 Team GB athletes and 250 Paralympics GB athletes, of whom 100 are likely to be wheelchair users.
- 1.3. The event will be co-ordinated to meet the requirements of the GLA, the respective delivery partners – the Department for Culture, Media and Sport (DCMS), the British Olympics Association (BOA) and British Paralympic Association (BPA), media partners BBC and Channel 4, as well as other key agencies, such as Westminster City Council (WCC), the Metropolitan Police Service (MPS) and Transport for London (TfL).
- 1.4. The GLA has made clear that, given this is part of a national event and celebration announced by the Prime Minister, a funding contribution is expected from HM Government (DCMS or No. 10), the National Lottery (Camelot) and/or sporting bodies (UK Sport).
- 1.5. The scale of external contributions is under discussion. Total expenditure is estimated to be up to £500,000 fully underwritten by the GLA. This cost estimate is based on a market sounding exercise and previous experience of delivering such events in 2008 and 2012. As and when external contributions are confirmed and received, the use of the GLA contingency budget will decrease. However, given the short deadline to deliver the event, the GLA needs to underwrite the full amount at this current stage.
- 1.6. The GLA will minimise costs as far as possible by maximising value in kind contributions from partners – for example we are in discussions with Network Rail, Virgin and TfL regarding transport provision.
- 1.7. A tender has been issued by Transport for London procurement on behalf of the GLA via framework PN421 (Events for London) to obtain an Events Production Company to supply a range of creative and management services to deliver the event. In accordance with this framework, tender returns will be evaluated and the most economically advantageous tender will be accepted. The successful Event Production Company will deliver all specified elements of the event including (but not limited to) staging, sound, dressing, barriers and stewarding.
- 1.8. The GLA also intends to enter into discussions with the BBC and Channel 4 in respect of live broadcast of the homecoming celebration. The details of this are still to be determined. News broadcast of the event by other broadcasters will be permitted under the terms of this agreement.

2. Objectives and expected outcomes

- 2.1. To stage an appropriate and celebratory event marking the achievements of the Team GB and Paralympics GB in Rio 2016 and allowing all Londoners to celebrate and acknowledge those achievements as a City.

3. Equality comments

- 3.1. The homecoming celebrations, which celebrate our champions in both the Olympics and the Paralympics in Rio, will both be programmed specifically to reflect and celebrate the cultural diversity of London and the event will be accessible both to athletes and to Londoners.
- 3.2. The event production company will ensure that equalities and diversity are fully taken into account as set out in the GLA's policies on equality, diversity and sustainable events. The chosen event production company will also be committed to maximising accessibility at the event.

4. Other considerations

Key risks and issues

- 4.1. A risk assessment will be completed for this event, with risk impact and mitigating actions put in place. In accordance with the framework, the event production company will provide indemnities in relation to the event and any agreements entered into with contractors will also include indemnity clauses and a requirement to provide adequate insurance policies.
- 4.2. The event production company is also required to ensure that all elements of the events are planned and implemented in accordance with best practice set out in the Health and Safety Executive (HSE) Event Safety Guide (the 'Purple Guide'), and to provide an event specific detailed risk assessment of all Health and Safety issues associated with the provision of a screen and the showing of sporting content on that screen.

Links to Mayoral strategies and priorities

- 4.3. The Mayor has publicly stated his commitment to celebrating the success of Team GB and Paralympic GB athletes in Rio.
- 4.4. The Mayor's manifesto states that 'London is a sporting city, and [the Mayor will] ensure that while retaining our global status as a venue for professional sporting competition, we do all we can as a city to enable and encourage more people to participate and compete [in sport] at every level.'

Impact assessments and consultations

- 4.5. As mentioned earlier, consultation is underway with DCMS, the BPA and BOA with regard to the event. The formal operational multi-agency event consultation will be managed through the Licensing, Operation and Safety Planning Group which includes representatives from MPS, TfL, the London Fire Brigade, Westminster City Council, the Royal Parks, and the London Ambulance Service. The neighbours of Trafalgar Square will also be consulted.

5. Financial comments

- 5.1 Total expenditure of the event is estimated to be up to £500,000.
- 5.2 The Prime Minister announced the events on 19 August 2016 and these are taking place 17-18 October 2016. Government have not yet confirmed the scale of their financial contribution for this national event. Given the deadline and the need to procure, the London section of the event must be fully underwritten by the GLA in advance of this confirmation.

- 5.3 The GLA's contribution will be funded from the GLA contingency budget. The final budget will be dependent agreed scope and scale of production.
- 5.4 As and when external contributions are confirmed and received, the use of the GLA contingency budget will decrease. It is therefore estimated that the net cost to the GLA could be between £200k and up to £500k.
- 5.5 Expenditure is estimated as follows:

Item	£
Core contract with event producer	£400,000
GLA misc, including waste management, volunteer costs	£50,000
Additional costs, including marketing, optional extras, contingency costs, as agreed by all 3 parties	£50,000
Total	£500,000

6. Legal comments

- 6.1 Under section 30 of the Greater London Authority Act 1999 (the 'Act') the Mayor, acting on behalf of the GLA, is entitled to do anything that he considers will further the promotion, within Greater London, of economic development and wealth creation, and social development.
- 6.2 In formulating the proposals in respect of which a decision is sought officers have complied with the GLA's related statutory duties to:
- pay due regard to the principle that there should be equality of opportunity for all people further details on equalities are set out in section 3 above) and to the duty under section 149 of the 2010 Act to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not¹;
 - 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
 - consult with appropriate bodies.
- 6.4 The services required must be procured by Transport for London Procurement who will determine the detail of the procurement strategy to be adopted in accordance with the GLA's Contracts and Funding Code.
- Officers must ensure that appropriate contract documentation is put in place and executed by the successful bidder(s) and the GLA before the commencement of the services.
- 6.5 As regards the receipt of external funding and the involvement of delivery partners, officers must ensure that appropriate agreements are entered into governing these arrangements.

¹ The protected characteristics and groups are: age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation and marriage/ civil partnership status.

7. Planned delivery approach and next steps

Activity	Timeline
Commence procurement	14 Sept
Sign contracts	Tbc
Announcement	20 Sept
Delivery Start Date	Immediately following contract signature
Event date	18 October
Delivery End Date	18 October
Project Closure:	30 October

Appendices and supporting papers:

None

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? YES

If YES, for what reason: Commercial confidentiality

Until what date: 19 October 2016

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:

Daire Basra has drafted this report in accordance with GLA procedures and confirms the following have been consulted on the final decision.

✓

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.

✓

Sponsoring Director:

Martin Clarke has reviewed the request and is satisfied it is correct and consistent with the Mayor's plans and priorities.

✓

Mayoral Adviser:

Leah Kreitzman has been consulted about the proposal and agrees the recommendations.

✓

Advice:

The Finance and Legal teams have commented on this proposal.

✓

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature M. D. Alce

Date 3.10.16

CHIEF OF STAFF:

I am satisfied that this is an appropriate request to be submitted to the Mayor

Signature D. Bellamy

Date 3/10/2016