

# GREATER LONDON AUTHORITY

## REQUEST FOR DIRECTOR DECISION – DD1066

**Title:** Modern.gov agenda management system

### Executive Summary:

The GLA Committee Services team procured the Modern.gov agenda management system in 2010 for the production and publication of London Assembly meeting-related papers. The system has since been expanded for use also in respect of Mayoral boards, the London Fire and Emergency Planning Authority (LFEPA) and the London Legacy Development Corporation (LLDC).

Approval is requested to re-procure, develop and maintain this system up to the value of £65,450. The Director is also being asked to note previous payments made to the current supplier of the services, Modern Mindset Ltd, in the sum of £22,510 which were not included in the previous DD281.

### Decision:

That the Director approves the:

1. Award, entry into and execution of a contract for services utilising the Government Procurement Service – Commoditised IT single supplier Hardware and Software Framework;
2. Expenditure in relation to the planned re-procurement, development and maintenance of the Modern.gov agenda management system for the 2013-17 period, for a total of £65,450;

That the Director notes the following related, previously-paid expenditure to Modern Mindset Ltd as described in paragraph in 3.5.

### 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:** Mark Roberts

**Position:** Executive Director of Secretariat

**Signature:**



**Date:**

14/5/2013

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1 Modern.gov is a database and web publishing tool which is used by the GLA's Committee Team to:
- Manage the preparation and publication of statutory and relevant non-statutory agendas, reports and minutes in consistent formats for meetings supported by the Team;
  - Manage and publish details of committees, committee memberships and substitute memberships;
  - Automatically generate meetings and agenda web pages, thereby providing for the most efficient process possible at the present time in relation to the preparation and publication of all relevant meeting-related papers for the Mayor, London Assembly Members, Board and Authority Members, the public, media, officers and other interested parties;
  - Instantly produce labelled, collated and numbered electronic papers;
  - Produce a calendar of meetings for the public, media and interested external and internal users; and
  - Generate e-mail alerts which inform all interested parties as to the dates/times of relevant meetings and the business to be transacted at those meetings.
- 1.2 The system has been used by the Committee Services Team in relation to support for meetings of the London Assembly since 2010 and, further to the establishment of shared services arrangements with other parts of the GLA family, has been used by the Team in relation to support for: meetings of the London Fire and Emergency Planning Authority since May 2012; meetings of a number of mayoral bodies (including the London Enterprise Partnership, Homes for London, the Investment and Performance Board and the Housing Investment Group) from July 2011 onwards; and meetings of the London Legacy Development Corporation's Planning Decisions Committee since October 2012. Use of Modern.gov is due to be rolled out to Transport for London's Committee Team in summer 2013.
- 1.3 The amounts detailed in recommendation 2 (above, £64,450 in total) are, following detailed negotiations led by the Procurement team, the payments to be made to allow all of the services detailed at paragraph 1.1 (above) to be provided to the GLA (Mayor and Assembly), LFEPA, TfL and LLDC over the four years from 2013 (inclusive).
- 1.4 The payments detailed in recommendation 3 (above, £22,510) are proposed for noting. Each individual payment was properly approved at the time by the Head of Committee and Member Services in relation to the services specified in the recommendation. However, in order to ensure proper transparency regarding the payment arrangements for this particular supplier, it was agreed (at the point that these individual payments were made) that these payments would be presented as part of this overall, 5-year contractual arrangement.
- 1.5 All services covered by this authorisation have been procured under the Government Procurement Service – Commoditised IT single supplier Hardware and Software Framework. A mini-completion exercise will be completed following approval of these proposals.

#### **2. Issues for Consideration**

- a. Links to strategies and Mayoral and corporate priorities

The GLA Committee Services team carries out key functions relating to the discharge of statutory duties by the London Assembly, the Mayor, the London Fire and Emergency Planning Authority

(LFEPA), the London Legacy Development Corporation (LLDC) and, it is planned, Transport for London (TfL). The continuation of use of this product will automate most of these functions and thus contribute directly to those elements of the GLA Corporate Plan that relates to Committee Services.

b. Impact assessments and Consultation

The requirement and use of the Modern.gov agenda management systems has been discussed with senior stakeholders including LFEPA, LLDC and TfL. These discussions have been led by Ed Williams, Head of Committee and Member Services.

c. Risk

The risks that were identified in DD281 have been managed using the GLA's Risk Management Framework. We will continue to use this Framework to assess risks related to this project.

### 3. Financial Comments

3.1 The total cost of this project is estimated at £65,450 and will span four financial years (2013-2017) as follows:

	2013- 14 £	2014- 15 £	2015- 16 £	2016- 17 £	Total £
<b>Expenditure profile</b>					
GLA - Maintenance, Support & Upgrade fee	6,800	6,800	6,800	6,800	<b>27,200</b>
GLA - Ongoing development and consultancy services	1,000	1,000	1,000	1,000	<b>4,000</b>
LFEPA - Maintenance, Support & Upgrade fee	3,400	3,400	3,400	3,400	<b>13,600</b>
LFEPA - Alignment with the GLA system	850				<b>850</b>
LFEPA - Ongoing development and consultancy services	500	500	500	500	<b>2,000</b>
TfL - Maintenance, Support & Upgrade fee	5,100	3,400	3,400	3,400	<b>15,300</b>
TfL - Test system	500				<b>500</b>
TfL - Ongoing development/consultancy services	500	500	500	500	<b>2,000</b>
<b>Total Gross Budget</b>	<b>18,650</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>65,450</b>
<b>Funded from</b>					
GLA Secretariat budget	7,800	7,800	7,800	7,800	<b>31,200</b>
Income from LFEPA	4,750	3,900	3,900	3,900	<b>16,450</b>
Income from TfL	6,100	3,900	3,900	3,900	<b>17,800</b>
<b>Total</b>	<b>18,650</b>	<b>15,600</b>	<b>15,600</b>	<b>15,600</b>	<b>65,450</b>

- 3.2 The 2013-14 cost of £18,650 will be funded from the Meetings element of the 2013-14 Committee Services and Meetings budget in the Assembly and Secretariat Directorate. LFEPA and TfL will be recharged for their respective share of the total cost as detailed above. Funding for future years' costs will need to be contained within the Assembly and Secretariat budget, which is subject to future budget processes.
- 3.3 The Assembly and Secretariat team will be responsible for managing this project and the related expenditure.
- 3.4 All appropriate budget adjustments will be made.
- 3.5 This decision also seeks to formally note payments made to the current supplier of the services, Modern Mindset Ltd, in the sum of £22,510 as analysed below. These costs have been met from the Committee Services and Meetings budgets.
- GLA support payment of £6,540;
  - LFEPA installation and support payment of £13,270;
  - £1,200 for transferring the Modern.gov system to LFEPA's IT environment;
  - £500 for GLA website rebranding;
  - £500 for webpages in relation to the LLDC Planning Decisions Committee.
  - £500 for the testing of the app for the GLA

#### **4. Legal Comments**

##### **Power to Make the Requested Decision**

- 4.1 Sections 1-3 of this report indicate that:
- 4.1.1 The decisions requested of the Director fall within the GLA's statutory powers to do such things as maybe considered facilitative of or conducive to the GLA's general powers.
- 4.1.2 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.
- 4.1.3 Approval for some expenditure is sought retrospectively, the reasons for which are set out at paragraph 1.4 above. Accordingly, the Director should take account of those reasons in considering whether to approve the recommendations of this report. Officers should be reminded of the importance of seeking approvals in advance.

4.1.4 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.

4.1.5 Officers must ensure that appropriate contract documentation is put in place and executed by the supplier and the GLA before the commencement of the services.

## **5. Investment & Performance Board**

The proposals relate to expenditure to come from Assembly Secretariat budgets and to Assembly Secretariat services; as such, the proposals do not fall within the remit of IPB.

## **6. Background/supporting papers**

DD281

**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 this approval to be deferred? NO**

If YES, for what reason:

Until what date:

**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:**

Bharti Keshur has drafted this report in accordance with GLA procedures and confirms that:

✓

**Assistant Director/Head of Service:**

Ed Williams 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.

✓

**EXECUTIVE DIRECTOR, RESOURCES:**

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

**Signature**

*m. j. all*

**Date**

*13.5.13*