

Request for Greater London Returning Officer (GLRO) Decision – GLRO 20-12

Provision of on-line training for polling station staff for the 2020 Mayor of London and London Assembly elections

Executive Summary:

The Greater London Returning Officer (GLRO) is asked to approve the provision of on-line training for polling station staff for the 2020 Mayor of London and London Assembly elections, at an estimated cost of up to £99,000.

Decision:

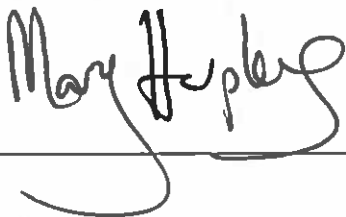
That the GLRO approves:

1. The commissioning of the on-line training package provided by the IDOX group for all London borough polling station staff working on the Mayor of London and London Assembly election on 7 May 2020;
2. The initial cost to the GLA of £6,000 to design, launch and host the training; and
3. Boroughs being charged £8.50 per head for accessing the training at an estimated cost of £93,000 in total based on up to 11,000 learners. Each borough will reclaim this cost of the on-line training via the 'maximum recoverable amount' (MRA) process post-election.

Greater London Returning Officer

The above request has my approval.

Signature



Date

21/11/19

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The GLA will play a leading role in ensuring that all polling station staff across the 32 London Boroughs and the City of London are trained to a high standard and that staff take a consistent approach to key messages on the voting systems and the roles and responsibilities of the polling station team. In 2012 and 2016, the approach adopted was to develop training materials centrally which were then distributed to London boroughs to tailor and cascade face to face.
- 1.2 For 2020, the agreed approach is to centrally develop an e-learning solution for polling station staff to access and complete. This approach will facilitate consistency in learning content, learning approach and in the delivery of key messages. It will also allow greater reporting accuracy in quantifying who and how many people have completed the training across individual boroughs.
- 1.3 The training audience will vary between boroughs but will be in the region of 400-500 staff per borough. Around 11,000 polling station staff are expected to take part in the on-line training.
- 1.4 Boroughs will be free to create and complete any additional training they feel is appropriate.
- 1.5 Boroughs can recover all training costs for the Mayor of London and London Assembly elections from the GLA as part of their 'maximum recoverable amount' (MRA) return.
- 1.6 Following standard procurement processes in accordance with the GLA Contracts and Funding Code, electoral management suppliers IDOX were chosen as the preferred supplier for the on-line training system.

2. Objectives and expected outcomes

- 2.1 To provide an on-line training system for all borough polling station staff that will ensure a consistent high level of training.
- 2.2 To allow for the face to face experience for the elector to be the same regardless of where they are voting in London.
- 2.3 To ensure that the key message to voters on the voting systems, the number of ballot papers and the number of votes each elector has is clearly communicated.

3. Other considerations

Key risks and issues

- 3.1 This will be the first time a small number of London Boroughs have undertaken on-line training. The GLA will therefore monitor the usage of the on-line training by each London Borough, ensure the on-line training system is compatible with each local authority's IT provision and to ensure compliance with expected outcomes.
- 3.2 With the general election being held in December this has truncated the involvement of the boroughs in assisting with the content of the on-line training package until the new year. While this will not delay the release of the on-line training module; it will put pressure on available development time.

- 3.3 There needs to early agreement of the images to be used and any video content will require considerable development time, currently expected to be six weeks.
- 3.4 All training materials need to be compatible with Electoral Commission guidance, especially the Electoral Commission polling station handbook.

4. Impact assessments and consultations

- 4.1 The approach has been discussed with Borough representatives and the GLA Electoral Working Group.

5. Equality comments

- 5.1 There are no specific impacts to the equality of those with protected characteristics as per the public sector equality duty.

6. Financial comments

- 6.1 The cost is estimated at up to £99,000, and can be met from the elections 2019-20 (£6,000) and 2020-21 (£93,000) budget.

7. Legal comments

- 7.1 The decisions requested of the GLRO fall within the statutory powers.

8. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	October 2019
Delivery Start Date	November 2019
Delivery End Date	March 2020
Project Closure	June 2020

Appendices and supporting papers:

None

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

If YES, for what reason:

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 (✓)
<u>Drafting officer:</u> Lea Goddard 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. D. Allen Date 19.11.19