

GREATER LONDON AUTHORITY

REQUEST FOR DIRECTOR DECISION – DD2172

Title: Support for the Economic Development Strategy

Executive Summary:

This DD asks for approval of expenditure of up to £90,000 to commission external support to:

- undertake the written consultation processes (documenting responses and feedback) for the Economic Development Strategy (including the Integrated Impact Assessment) and the London Skills and Adult Education Strategy; and
- hold ten engagement events to help shape the London Skills and Adult Education Strategy.

Decision:

That the Executive Director for Development, Enterprise and Environment approves expenditure of up to £90,000 on consultants to support the written consultations for the Economic Development Strategy and the London Skills and Adult Education Strategy; and also to facilitate ten engagement events to help shape the development of the London Skills and Adult Education Strategy.

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: Fiona Fletcher-Smith

Position: Director of Development, Enterprise and Environment

Signature:



Date:

5-10-2017

PART I – NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

1.1 Events Support

1.1.1 Consultancy support is required to plan agendas and consultation questions, facilitate, analyse and write-up eight consultation events for the London skills and adult education strategy. Reports of the events should be provided within three working days of each event and responses formally recorded. Partner organisations listed below will arrange venues and invitations:

- Four sub-regional consultation events with local authorities, employers, providers and community groups in conjunction with the Sub-Regional Partnerships (estimated 80-120 attendees).
- One voluntary and community sector event with London Voluntary Service Council (LVSC) (estimated 60 attendees).
- One event with Employment Related Services Association (ERSA) (estimated 80 attendees)
- Two business engagement events in conjunction with Federation of Small Businesses and London First (estimated 60 and 20 attendees respectively)

1.1.2 Support is also required to organise (date, contact attendees and make venue arrangements at a central London location) and facilitate and write up two further events. Reports of the events should be provided within three working days of each event and responses formally recorded:

- A roundtable with around 15 employers (a list will be provided by the GLA) to consult on the London skills and adult education strategy and its links to the Mayor's Good Work Standard.
- A consultation event with around 30 attendees from the SfL Taskforce Stakeholder Advisory Group towards the start of public consultation.

1.1.3 Engagement events are not required for the Economic Development Strategy (EDS) as two large events were held in early Summer 2017 and LEAP is organising a further two events in the new year. The EDS is also developed in more detail than the London skills and adult education strategy.

1.2 Written Consultation and Reporting

1.2.1 A written version of both strategies will be made publicly available and published on the GLA's website for comment in the autumn. Responses are expected from a variety of stakeholder groups, using a coding framework, and will be submitted to a distinct GLA email address.

1.2.2 Support is required to undertake the written consultation process (documenting responses and feedback) and report on this and the events to the Skills for Londoners Taskforce and London Skills Strategy Task & Finish Group, for the London skills and adult education strategy.

1.2.3 Support is also required to undertake the written consultation process for the EDS, including the IIA, (documenting responses and feedback) and report on this to the London Economic Action Partnership (LEAP).

1.2.4 Insights and opinion research with Londoners will be undertaken by the GLA's Intelligence team on both the EDS and skills strategy (each separately). This insights research, including responses from the public gained through the GLA's Talk London engagement platform, YouGov polling, additional qualitative research and wider social media activity will be coded and logged by GLA staff during the

consultation periods (3 months for the EDS and 1 month for the London skills and adult education strategy) ready for the consultants to analyse in the round alongside the written submissions.

1.2.5 The output will be a single consultation report for each strategy (the EDS and London skills and adult education strategy) comprising max 20 pages, with additional annexes, that presents a summary of the high-level responses from all consultation activity. This includes outcomes of the insights research, roundtables and events, and written stakeholder responses, together with the response ('you said, we did' format). This task will involve:

- Managing and formally recording comments from written consultation submissions for both the EDS (including the IIA) and the London skills and adult education strategy. The public responses will be received in a variety of formats from responses submitted online, to letters and emails. A common coding framework will be provided by the GLA, but responses will need to be logged and a tailored coding system applied.
- Incorporating findings from the consultation events, insights research and social media responses with Londoners into the reports (this data will be already coded by the GLA team internally, with a summary report and key points can be transposed).
- Face-to-face meetings with respective policy leads to propose appropriate responses to all comments and agree amendments to the strategies to be incorporated into the report.

2. Objectives and expected outcomes

2.1 To provide reports of the engagement events for the London skills and adult education strategy (24 November 2017 – 22 December 2017) within three working days.

2.2 To hold the formal record of written responses for the London skills and adult education strategy public consultation (planned for one month from 24 November 2017) and for the EDS (planned for three months, from 13 November 2017).

2.3 To provide a draft report on the London skills and adult education strategy consultation to the GLA in mid-January 2017.

2.4 To summarise key points raised through written and events-based consultation on the London skills and adult education strategy, incorporate relevant points raised to date through the EDS consultation, and present to the London Skills Strategy Task & Finish Group on 29 January 2017 and to the Skills for Londoners taskforce on 30 January 2018.

2.5 To provide a final consultation and engagement report, to summarise all responses and findings from the public consultation and engagement on the London skills and adult education strategy by 28 February 2018.

2.6 To provide a final consultation and engagement report, to summarise all responses and findings from the public consultation of the EDS and the Integrated Impact Assessment as a whole [full notes from the two LEAP run consultation roundtable events will be provided, no event support here is required] by end March 2018 (first draft).

2.7 Report to LEAP on the EDS and London skills and adult education strategy consultation processes and outcomes date tbc

3. Equality comments

- 3.1 Likely impacts of the decision on people with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation) are that the needs of these people are captured and considered in a more coherent way through consultation on the draft strategies. Representative and specialist organisations that understand the needs of these groups and barriers they face in securing positive economic and social outcomes are likely to respond to written consultation. They are also likely to attend the sub-regional events and London Voluntary Service Council events.
- 3.2 Support to increase our capacity to capture key issues and suggestions is key to ensuring we can respond to these needs. Some individuals will also respond to written consultation and will provide insights into their direct experience of strategy-related issues. It is worth noting that the process is being supplemented by in-house opinion research with Londoners.
- 3.3 Additionally, consultation will focus on integration objectives that support the public sector equality duty to foster good relations between people who share a protected characteristic and those who do not. Events will include representatives from different communities, coming together to discuss how to deliver provision that supports community integration.

4. Other considerations

- 4.1 A key issue is timing to ensure engagement and consultation support is available to facilitate activities in line with strategy development timeframes.

5. Financial comments

- 5.1 The estimated cost of this proposal is £90,000 and will be funded from the Skills Strategy (£50,000) and the LEAP Strategies budget for 2017-18 (£40,000).

6. Legal comments

- 6.1 Power to undertake the requested decision
- i. Section 30 of the Greater London Authority Act 1999 (“**the Act**”) entitles the GLA, after appropriate consultation, to do anything which will further the promotion within Greater London of economic development and wealth creation, social development and the improvement of the environment.
 - ii. Section 34 of the Act allows the GLA, to do anything which will facilitate, or is conducive or incidental to, the exercise of any functions of the GLA.
- 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;

- 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.

6.3 General requirements

- 6.3.1 The procurement should be undertaken in accordance with the GLA's Contracts and Funding Code and in consultation with Transport for London Procurement, who will determine the procurement strategy.
- 6.3.2 Officers must ensure that appropriate contract documentation be put in place and executed by the successful bidders(s) and the GLA before the commencement of the services.

7. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	Sept-Oct 2017
Announcement	n/a
Delivery Start Date	Oct/ Nov 2017
Main milestones	Report to Sfl Taskforce 30/01/18
	Draft Final reports: <ul style="list-style-type: none"> • 28/02/18 (Skills Strategy) • 31/03/18 (EDS)
Final evaluation start and finish (self/external):	n/a
Delivery End Date	Consultation Report sign-off 30/04/2018

Appendices and supporting papers:

Consultant Specification

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: To undertake the procurement process

Until what date: 10 November 2017

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:

Nadine Collins has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

Mark Kleinman 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.

✓

Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on 2 October 2017.

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature

M. D. Bell

Date

2. 10. 17