

GREATER **LONDON** AUTHORITY

REQUEST FOR DIRECTOR DECISION – DD1380

Title: Transcription Services

Executive Summary: Approval is sought for the procurement of a transcription service for the London Assembly for a three year period beginning on 1 April 2016.

Decision:

That the Executive Director of Secretariat approves the procurement of a transcription service for the London Assembly for a three year period beginning on 1 April 2016 up to a maximum value of £105,000.

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:

25/09/15

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The existing contract for the provision of transcription services for meetings of the London Assembly and its committees is to come to an end on 31 March 2016.
- 1.2 The provision of (edited) verbatim transcripts of London Assembly and/or Assembly committee meetings is a key service, allowing the London Assembly Members, GLA staff, external stakeholders, the public and press to have a full accurate record of proceedings at Assembly meetings. Transcripts form the public statutory record of Mayor's Question Time meetings and are vital part of the evidence base for each scrutiny review project undertaken by the London Assembly. Approval is therefore sought to procure a contract for these services for the three year period beginning on 1 April 2016, with the option to extend the contract for a further one year period following the expiry of that three year period. Letting the contract for a three year period is considered the most cost-effective option. The contract would include termination clauses which could be invoked in the event of unsatisfactory performance on the part of the Service Provider
- 1.3 It is proposed that the Transcription Service be procured as part of a competitive procurement exercise (Light Touch regime under OJEU) for the GLA Group and that the contract be based on the TfL standard Contract for Services..
- 1.4 In accordance with the GLA's Contracts and Funding Code, the transcription service contract will be awarded following an evaluation on the basis of the most economically advantageous tender received.

2. Objectives and expected outcomes

- 2.1 The procurement of a single Service Provider will enable the GLA Group to achieve enhanced service provision across the GLA Group and potentially to achieve further efficiencies and competitive prices resulting in overall value for money.

3. Equality comments

- 3.1 This proposed procurement would not have any foreseen impacts on any groups with protected characteristics.

4. Other considerations

a) Key risks and issues

The Head of Committee and Member Services is the lead officer for the GLA in terms of ensuring efficient and effective services for the Authority under the terms of the contract and managing any associated risks.

b) Links to Mayoral strategies and priorities

The provision of transcripts ensures that the full records of relevant meetings of the London Assembly and its committees are able to be placed in the public domain via the Authority's website

and through being included in published agenda for meetings, This process assists the Authority in terms of meeting its commitments to transparency and accessibility with regard to the transaction of its business.

c) Impact assessments and consultations.

No impact assessment or consultation is deemed necessary. The views of the Chair and Deputy Chair of the London Assembly will be sought, on an informal basis, prior to the award of the contract.

5. Financial comments

- 5.1 This is a demand-led contractual arrangement and therefore the cost of the service provision will depend on the actual usage by the London Assembly's Secretariat Directorate. The estimated value of the contract to the GLA is £105,000 over the three year period.
- 5.2 The Directorate's spend on transcription services has increased somewhat over recent years due to the additional cost of requiring transcripts to be returned within 24 hours and an increase in the overall number of committee meetings. However, it is expected that all costs will be contained within the existing Committee Services budget provision subject to approval via the Authority's budget setting process.

6. Legal comments

- 6.1. The foregoing sections of this report indicate that:
 - 6.1.1. Under Section 56 of the Greater London Authority Act 1999 (the "Act") the Assembly is under a duty to keep proper minutes of its meetings, which includes the answers given to questions asked at Mayor Question Time meetings.
 - 6.1.2. Under s34 of the Act the GLA has the power, acting by the Mayor, to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any functions of the GLA exercisable by the Mayor. In this case, the preparation of transcripts of its meetings, especially oral responses, may be seen as being facilitative of, conducive or incidental to the GLA fulfilling its various duties.
 - 6.1.3. 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 health of persons, health inequalities between persons and to contribute towards achievement of sustainable development in the United Kingdom; and
 - (c) consult with the appropriate bodies.
- 6.2. Appropriate agreements for the required services should put in place between GLA and the successful bidder before commencement of such services. (There will be a Pan GLA contract in place covering all the Functional Bodies within the GLA Group and not separate contracts for each FB)

- 6.3. 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.

7. Planned delivery approach and next steps

Proposed date for consideration by TfL Local Commercial Board – 2 October 2015

Proposed date for TfL Procurement to issue OJEU Notice & Tendering documents – 23 October 2015

Proposed closing date for return of PQQ responses to TfL Procurement - 23 November 2015

Proposed closing date for return of ITT responses to TfL Procurement – 2 February 2016

Contract award start date – 29 March 2016

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:

In order to obtain best value for the GLA in the procurement process

Until what date: (a date is required if deferring) 1 April 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:

Rebecca Arnold 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. D. Ellis

Date

24. 9. 15

