

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD404

Title: Development of a web based grants application system

Executive Summary:

The GLA makes a number of grants annually to different organisations, groups and individuals for various purposes in relation to making London a better place to live, visit and work. The proposed system seeks to harmonise the way that an applicant can make a grant application to the GLA.

Decision:

That the Assistant Director approves expenditure of up to £30,000 for the development of a working prototype grants application system and the variation of contract with Sirius Ltd to carry out the analysis and development work.

AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:

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: David Munn

Position: Head of Technology

Signature:



Date: 3/3/16

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

The GLA provides grant funding to a number of individuals, organisations and groups for a variety of purposes relating to improving London. In general, the GLA creates a Programme (and team) around an area of work which grants will be given e.g. recycling, local regeneration initiative, improvement of high streets etc.

At present, the application process for a grant varies from one Programme to another, requiring officers in additional work, not only to create an application process per Programme but to provide retrospective financial information to the GLA Finance Department.

A single portal that provides general and specific grant application information will not only save officer time but will provide GLA Finance and Governance with more timely information about grant applications and their status.

2. Objectives and expected outcomes

The expected outcome from this approval is the development of a working prototype of a web based portal which an applicant can use to apply for a grant from the GLA for a specific Programme of work.

Once the working prototype has been developed, tested and signed off, a live pilot will commence with one of the Programmes and, taking feedback from the pilot, the system will be further developed and made available to a wider range of Programmes (the eventual aim is that all GLA Programmes will use this system for grant applications).

The deliverables for this project will be produced by Sirius Ltd. Sirius was procured in 2014 to supply the GLA with a number of development and support services, using the G-Cloud framework. The current contract allows for variations, including for the development of additional digital products.

Note: developments beyond the pilot phase will require additional funding and further approvals will be submitted.

3. Equality comments

Given the (planned) wide usage of this system, it will be developed using web accessible standards, to meet AA compliance on the World Wide Web Consortium's (W3C) web accessibility initiative.

4. Other considerations

Risk Profile

The main risks having an impact on this project are:

1. Time: There is a very limited time to complete a working prototype. The mitigation proposed is to arrive at a minimum viable product (MVP) at the outset and ensure that the MVP is delivered as the first stage, to enable a pilot to be conducted.

2. Stakeholders: There are a wide range of stakeholders with different (programme specific) requirements. This may lead to a wide expansion in scope. The proposed mitigations are to a) agree minimum viable product functionality b) use one particular team as the pilot group.

Consultations

There has been wide consultation on the need for this system as well as its practical use and application. In particular, discussions have taken place with GLA Finance, Governance and Regeneration teams.

5. Financial comments

Approval is requested for the expenditure of up to £25k for the development of a prototype Grants Application System and a further £5k for one year of support.

The expenditure will be financed from the Technology Group 2015/16 Programme Delivery budget and the 2016/17 indicative budget.

It is expected that once the pilot stage is completed further development work will be required, any additional funding will be subject to the Authority's budget setting and decision making process.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	Early March 2016.
Delivery Start Date [for project proposals]	Early March 2016
Delivery End Date [for project proposals]	Early April 2016
Project Closure: [for project proposals]	April 2016

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? NO

If YES, for what reason:

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

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:

Duminda Baddevithana 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.

✓

HEAD OF GOVERNANCE AND RESILIENCE:

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

Signature:



Date:

03.03.16