# GREATER LONDON AUTHORITY

(By email)

Our Ref: MGLA070420-8138

30 April 2020

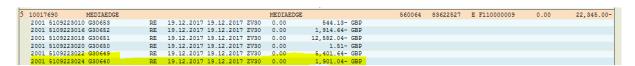
Dear

Thank you for your further email in response to our earlier reply dated 6 April 2020 (MGLA300320-7267)

Our response to your questions is as follows:

1. Please can you provide the requested evidence that the attached invoice and information from the GLA's financial system in relation to Purchase Document/ Client Reference number: 3100969108 refer to an advertisement posted in the Evening Standard about a public consultation for the Habitats Regulations Assessment of the London Plan? The Posting Date for this Purchase Document is listed as 2 January 2018 whereas you have told me the advertisement for the HRA public consultation was published on 1st December 2017.

The advertisement in the paper was the 1 December 2017 to coincide with the start of the public consultation. We then received an invoice on 19 December 2017. The BACs report that shows this invoice on is screen captured below:



2 January 2018 is the GRN date on the management accounts. We have a commitment to pay invoices within 30 days of receipt of invoice, but this can only happen once the PO has been GRNED and invoice received and matched to it. Below is the screen shot from SAP showing the invoice number G30640 and the clearing date of 16 January 2018:



2. Please can you provide evidence of the subject matter of Purchase Document 3100969108 as referred to on the GLA's financial system?

Please also find attached the Delegated Authority Record (DAR) linked to the quoted Purchase Order.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this letter.

Yours sincerely

# **Information Governance Officer**

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

 $\frac{https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information}{}$ 

# GREATER LONDON AUTHORITY

# **DELEGATED AUTHORITY RECORD (DAR)**

- Should be used to record decisions by Managers (someone who reports to an AD or Head of) for expenditure of up to £10,000.
- Cannot be used for the approval of novel, contentious or repercussive proposals.
- Cannot be used if the total cost of this and inter-related decisions (previous or forthcoming) exceeds £10,000. Approval must then be sought at the appropriate overall level (ADD, DD or MD).
- Information in this form is subject to the FOI Act and other legislation.
- If you are seeking a decision to procure consultants / professional services (e.g. project managers, event managers), you must seek additional approval from Finance, by completing Section 2, to ensure you are compliant with new Intermediaries Legislation (IR35).

#### Section 1.

# Title: Public consultation statutory notices for the new London Plan

This is a record of: Placing of Statutory notices for public consultation on the new London Plan

#### 1. Decision

To approve expenditure to place the statutory notices advertising the consultation period for the new London Plan starting week beginning 27 November 2017

## 2. Equality comments

The public sector equality duty requires the identification and evaluation of the likely potential impacts, both positive and negative, of the decision on those with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation) and set out how you are addressing the duties). Please refer to http://intranet.london.gov.uk/pages/glas-equality-duty for further guidance.

### 3. Cost and financial implications

£8000 to be funded from the London Plan Planning budget 17/18

#### 4. Timescale for implementation, completion and expected outcome

Notices need to be placed by week beginning 27 November 2017 so that formal public consultation can start

ORIGINATING OFFICER DECLARATION:  _has drafted this report in accordance with GLA procedures.	Tick indicates approval (🗸)

AUTHORISING MANAGER: I am satisfied that this decision is:			Tick indicates approval (✔)
1.	consistent with the Mayor's pla	✓	
2.	lawful; and not novel, contentious or repercussive		✓
3.	within an identified and existing budget		
	ofirm that the above statements are 10,000 under the Scheme of Deleg		
		Position and Directs	
Nam		London Plan Manager	orate (Type in Job Title) DEE

# **GREATER LONDON AUTHORITY**

If section 2 not required, please send this form to your Business Accountant.

Section 2: Employment Status Check Complete only if you procuring professional services, e.g. consultants, project managers, event co-ordinators etc.

#### Contractor's name and email address:

# Ensure you:

- Advise the contractor that the GLA may ask them to undertake an employment status assessment
- Send completed DAR to the Chief Accountant for sign off below

### **AUTHORISING FINANCE MANAGER:**

Tick indicates approval (✓)

# The services provided under this engagement

- are not subject to tax and NI deductions
- are subject to tax and NI deductions

	Name	(Type in name)	Position and Directorate (Chief Accountant)	
Signature			Date	