

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:

	MEDIAEDGE		MEDIAEDGE		560064	83622527	E F110000009	0.00	22,345.00-
5	10017690								
	2001 5109223010	G30653	RE	19.12.2017	19.12.2017	ZV30	0.00	544.13-	GSP
	2001 5109223016	G30652	RE	19.12.2017	19.12.2017	ZV30	0.00	1,914.64-	GSP
	2001 5109223018	G30651	RE	19.12.2017	19.12.2017	ZV30	0.00	12,592.04-	GSP
	2001 5109223020	G30650	RE	19.12.2017	19.12.2017	ZV30	0.00	1.51-	GSP
	2001 5109223022	G30649	RE	19.12.2017	19.12.2017	ZV30	0.00	5,401.64-	GSP
	2001 5109223024	G30640	RE	19.12.2017	19.12.2017	ZV30	0.00	1,901.04-	GSP

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:

	2001	10017690	Wavemaker Ltd		20000089260	19.12.2017	19.12.2017	19.12.2017	19.12.2017	GBP	19.12.2017	
✓	2001	10017690	Wavemaker Ltd	G30640	RE 5109223024	20000089260	19.12.2017	27.12.2017	18.01.2018	1,901.04	GBP	16.01.2018

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:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

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:

Tick indicates approval (✓)

██████████ has drafted this report in accordance with GLA procedures.

✓

AUTHORISING MANAGER:

I am satisfied that this decision is:

Tick indicates approval (✓)

1. consistent with the Mayor's plans and priorities
2. lawful; and not novel, contentious or repercussive
3. within an identified and existing budget

✓

✓

✓

I confirm that the above statements are correct and that this is within my financial delegation limit of £10,000 under the Scheme of Delegation for this matter. It has my approval.

Name ██████████

Position and Directorate (Type in Job Title)
London Plan Manager DEE

Signature ██████████

Date 8.11.2017

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