

GREATER **LONDON** AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD339

Title: Isle of Dogs OAPF specialist graphics & desktop publishing consultancy work

Executive Summary:

The Isle of Dogs Opportunity Area Planning Framework (OAPF) is a joint project being undertaken with the London Borough of Tower Hamlets. The area is anticipated to have significant development growth over the next 15-20 years linked to potential transport improvements.

This decision requests approval of expenditure on the employment of a consultant to provide technical support for the Development Capacity Study, and produce specialist graphics and desktop publishing for the production of the Isle of Dogs Opportunity Area Planning Framework document.

Decision:

That the Assistant Director approves Expenditure of up to £25,000 on specialist graphics, desktop publishing and printing costs for the Isle of Dogs Opportunity Area Planning Framework project.

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: Stewart Murray

Position: Assistant Director

Signature:



Date:

26 August 2015

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The GLA Planning unit is working with the London Borough of Tower Hamlets to prepare an Opportunity Area Planning Framework (OAPF) for the Isle of Dogs. This will cover the opportunity area identified in the London Plan. The area faces significant immediate development pressures and therefore it is important that the OAPF is in place as soon as possible.
- 1.2 It is essential that an assessment of development capacity, and specialist graphics and desktop publishing work is undertaken on this project to enable its delivery to a high quality standard. It is proposed that specialist consultancy services are sought for this purpose to enable the production of the document. The consultant will be required to have experience in urban planning and previous knowledge of OAPF document requirements in this context.
- 1.3 A member of the GLA Planning Unit is leading in the production of this OAPF. They do not have the specialist skills required for this specific area of work, and the planning unit officer with relevant skills is working on another key OAPF. Tower Hamlets do not have the specialist staff, and are unable to contribute resources to this piece of work as they have committed to a review of the Local Plan.
- 1.4 It is estimated that up to £23,500 may be required for this aspect of the project to cover its various design phases, with an additional £1,500 for printing costs. However, the time spent and money accrued on the project will be reviewed weekly.
- 1.5 The project is highly important as it contributes to the Mayor's jobs and growth agenda. It is estimated that the Isle of Dogs can provide at least 110,000 jobs and 10,000 homes.

2. Objectives and expected outcomes

- 2.1 The objective of this project is to produce the Isle of Dogs OAPF consultation draft document in conjunction with Tower Hamlets Council by the autumn of 2015. The graphics and desktop publishing services are needed to commence immediately and will be funded by the GLA.

3. Equality comments

- 3.1 In arriving at the recommended decision to approve this proposed budget, equalities issues have been considered in line with the GLA's duties under the Equalities Act 2010. It is unlikely that this project will have negative equalities impacts but identified equalities issues (both positive and negative) will be covered in the Equality Assessment that will accompany the project. This will ensure that at each point of the drafting and consultation process for the proposed document, equalities impacts are considered and actions decided upon to address any emerging issues. The project will also be subject to a review and this will also address equalities impacts.
- 3.2 Given the regeneration focus of the proposed project, identification of relevant equalities groups and potentially vulnerable locally affected populations will be undertaken at the outset of the project. Population data is available for this purpose such as indices of deprivation used to identify regeneration areas in the London Plan. A detailed public consultation strategy will also need to be

drawn up in consultation with Tower Hamlets Council to ensure that any local hard to reach groups are engaged in the process to ensure that resulting document is appropriate and accessible to all and meets the needs of different Londoners.

4. Other considerations

a) key risks and issues

If financial support is not provided to this OAPF, there is a risk that it will not be completed or will not be completed within the required timeframes. This would undermine the Mayor's growth agenda set out in the London Plan 2015 (consolidated with alterations since 2011)

b) links to Mayoral strategies and priorities

- 4.1 The specialist development capacity, graphics and design consultant will assist in the production of the OAPF. OAPFs are supplementary to the London Plan and bring together the Mayoral priorities for housing, economic development, development, transport and the environment. Realising the development potential of Opportunity Areas is a Mayoral Priority, and OAPFs bring together strategic and local stakeholders to deliver an area-wide spatial planning framework in accordance with Government policy, as set out in the National Planning Policy Framework (NPPF)

c) impact assessments and consultations.

OAPFs are subject to public consultation, and equality and environmental assessments.

- 4.2 The need for this service is immediate to meet the project deadlines.
- 4.3 Value for money will be sought by seeking three competitive quotes from suitable specialist suppliers, ensuring that the successful consultant will be procured in accordance with the GLA Contracts and Funding Code.
- 4.4 This project seeks to develop a consultation draft of the document. Should further support be required to produce a final draft, a further ADD may be required in future.

5. Financial comments

- 5.1 Assistant Director's approval is being sought to spend up to £25,000 on specialist graphics, desktop publishing and printing costs for the Isle of Dogs OAPF project. This is to be funded from Planning's 2015-16 OAPF budget approved under Directors Decision (DD) 1359. All the work will be delivered in 2015-16.
- 5.2 As this work relates to a contract, officers have to ensure that the requirements of the Authority's Contracts & Funding Code are adhered to.
- 5.3 Any changes to this proposal including budgetary implications will be subject to further approval via the Authority's Decision Making Process. If at any stage of this programme there is a need for any consultancy work officers have to ensure that the requirements relating to consultancy services within the Authority's Financial Regulations and Expenses & Benefits Framework are adhered to.
- 5.4 All appropriate budget adjustments will be made. The Planning Unit within the Development, Environment and Enterprise will be responsible for managing this contract and work.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	August 2015
Announcement [if applicable]	N/A
Delivery Start Date [for project proposals]	Sept 2015
Final evaluation start and finish (self/external)	Ongoing
Delivery End Date [for project proposals]	March 2016
Project Closure: [for project proposals]	May 2016

Appendices and supporting papers:

Draft project specification attached.

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:

Darren Richardshas 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:

26-08-15

Specification of Work – Isle of Dogs and South Poplar OAPF Urban Design Support

The Isle of Dogs OAPF project team requires the services of an urban design officer in preparing the consultation draft document for public consultation and subsequent revision of the document for adoption by the Mayor and Tower Hamlets Council. Required skills include desktop publishing/graphic design using Adobe Creative Suite, a basic understanding of GIS and MapInfo to produce contextual mapping, designing simple master plans, and assessment of development capacity.

Key tasks and estimated completion dates are:

1. Sept/Oct 2015 – Assist in the development capacity work, DTP of the document (currently in word format) and translation of initial diagrams to graphics that appropriately reference and illustrate the key policies and ambitions; this will also require collecting data and mapping existing and future development proposals. The consultant will be expected to gain a rapid familiarity with the document and where appropriate suggest changes which would improve overall document structure and clarity.
2. Nov/Dec 2015 – Preparation of the document and supporting materials for initial consultation (Jan/Feb 2016), including a series of presentations for the OAPF Project Board, the Mayor and Tower Hamlets Council, local stakeholders and landowners; any supporting materials required for consultation events;
3. March 2016 – Review of initial consultation responses, where appropriate supporting GLA/LBTH officers in drafting suitable responses. Recommended changes to the document will need to be summarised and presented to the Project Board.
4. April 2016 – DTP of the document, including making the necessary changes arising from consultation and agreed by the GLA or Project Board. This will likely require modifications to the key figures and text, and may require the production of new figures based either on technical studies concluded during the consultation period or emerging landowner proposals.

The Isle of Dogs OAPF has a small project team, therefore the consultant may be asked to contribute to other related areas within their general skill set if necessary to assist officers to finish the project on schedule.

