

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2193

Title: Plastic bottle reduction and water refill project resources

Executive Summary:

ADD2191 previously approved expenditure of up to £33,000 for additional resources to support the development and management of a project to reduce the number of single use plastic bottles in London and improving public access to tap water. However, having started the procurement process, it has become clear that contract costs will be higher than previously estimated. As a result, approval is being sought for expenditure up to £42,000.

The resources required will be sourced from a consultancy service for up to three months whilst a full time, fixed term post is established and recruited to. The resource will be located in City Hall and will undertake a variety of tasks including analysing and evaluating delivery options, project managing pilots, identifying delivery partners, and undertaking other preparatory work to roll out a pan-London refill scheme.

Procured and managed by the GLA, the resources will be funded by Environment Team programme budget.

Decision:

That the Assistant Director approves expenditure of up to £42,000 for the procurement and appointment of consultants to provide the resource required to develop and implement the Plastic bottle reduction and water refill 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: Patrick Feehily

Position: Assistant Director - Environment

Signature:



Date:

23/01/2018

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. The draft London Environment Strategy identifies cutting food waste and single use plastic drink bottles in London is a priority. The GLA are developing a bespoke programme to help cut single use plastic drink bottle waste with the following objectives:
 - To reduce the environmental impact, including resource use and pollution, of single use plastic bottles in London, particularly single use plastic water bottles
 - To increase access to tap (potable) water available to Londoners when 'on the go', particularly as an alternative to unhealthier sugary drinks
- 1.2. The GLA have undertaken initial work to scope out a programme to reduce single use plastic bottles in London, namely:
 - The economic and environmental impacts of single use plastic bottles
 - single use plastic drink bottle consumption and recycling levels nationally and in London
 - polling on public attitudes to water bottle consumption and drivers/motivations for moving to a reusable bottle culture
 - review of existing schemes for cutting single use plastic bottles, and further options for more detailed analysis
- 1.3. Resources are now required to start delivery of the project, including working with GLA staff to establish, project manage, and start work on the wider roll-out of a scheme.
- 1.4. This resource is required for up to 3 months whilst a full time fixed term post is being established. This post is likely to be established and recruited to next financial year.
- 1.5. Quotes for the provision of resources will be sought from a minimum of three consultancy companies with a view to procuring a resource that has knowledge of environment and plastics, has strong analytical skills, excellent project management skills, strong communications and campaign skills, experience of developing delivery partnerships and experience of developing business cases.

2. Objectives and expected outcomes

- 2.1. The objective is to develop a full project plan, establish partnerships, gather and analyse on-the-ground delivery data and provide project management of a single-use plastic water bottles project to inform and ensure that sufficient progress is made to launch a pan-London water refill scheme in 2018.
- 2.2. This work will ensure that from the beginning of 2018/19 a full delivery programme commences.

3. Equality comments

- 3.1. The evaluation process will be conducted to ensure that submissions are evaluated fairly to select a resource that provides the relevant experience and offers value for money.
- 3.2. Impact of policies on equality considerations will be explicitly taken into account as part of the pilot project.

4. Other considerations

a) High level risks

Risk description	Mitigation actions
The tasks and outputs set out in the GLA specification are not clear and resources allocated to the work programme are inadequate.	GLA specification and outputs agreed with Mayors Office prior to seeking quotes.
Resources are not available for the three months required.	GLA Officers will soft market test prior to seeking quotations
Evaluation of delivery does not conclude that a London wide programme is deliverable	A number of options are being evaluated with different funding and delivery models to provide a number of potential delivery routes.

b) This research links to the Mayor's draft London Environment Strategy

5. Financial comments

- 5.1 The estimated cost of up to £42,000 for this project will be funded from the 2017-18 Environment Programme budget, specifically the 'Waste' element of the budget. It should be noted that this approval will now supersede ADD2191, that previously approved expenditure of £33,000 for this project.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	January 2018
Contract awarded	January 2018
Delivery End Date	20 April 2018

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

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:**

Andrew Richmond 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.

Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on 22 January 2018

HEAD OF FINANCE AND GOVERNANCE:

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

Signature:



Date:

22.01.18