

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD315

A 12 month contract for a government and parliamentary monitoring service.

Executive Summary:

This decision requests the approval of a twelve month contract for a government and parliamentary monitoring service (the previous contract was approved under DD1078).

Decision:

The Head of Unit approves;

- Expenditure of up to a total of £35,000, split between the Group as per the contract details, to enter into a 12 month contract (following the outcome of the tender process) to provide the GLA Group (the GLA, TfL, LLDC, LFEPA and Crossrail) with a government and parliamentary monitoring service.
- Receipt of up to £10,000 by the GLA from each of the organisations making up the GLA group Government Relations Team as defined in this contract, being their share of the total value of the contract.

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: Sarah Gibson

Position: Head of Government and EU Relations

Signature:

Date:

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 A central element of the work of the GLA Government Relations team and corresponding teams within the GLA Group and related organisation (together called the 'GLA group Government Relations Team') is monitoring the activities of Government and Parliament and ensuring that staff across the group are kept updated regarding announcements and developments. The effectiveness of this work depends to a great extent on the timeliness and comprehensiveness of the information that we receive, and for this we rely on the information sent to us by a Parliamentary monitoring company.
- 1.2 DeHavilland has provided this service for the past 5 years and the GLA group Government Relations Team has now put out the contract for tender. The company that will win the contract will provide:
 - a) Comprehensive monitoring, covering:
 - Bills
 - Debates and PQs
 - Government, party political and other relevant and specified organisations' press notices
 - Elections
 - Budget / Spending Reviews
 - The Queen's Speech
 - b) Forward planning information, including ministerial diaries and forthcoming business.
 - c) A dedicated, accessible and searchable website for clients.
 - d) General and tailored email alerts on key information.
 - e) Contact / biographical information for MPs, Peers, and Government departments.
 - f) A single contact point.
- 1.3 In line with the Mayor's commitment to find efficiency savings across the GLA Group, the Government Relations team agreed (via DD324) to a contract for a 12 month government and parliamentary monitoring service with equivalent teams at the (then) London Development Agency (LDA), Transport for London (TfL), the London Fire and Emergency Planning Authority (LFEPA), the Metropolitan Police Service (MPS) and Crossrail (the "GLA group Government Relations Team") in 2010 which was subsequently extended twice.
- 1.4 We then put out the contract for tender in 2013 under DD1078, awarded the contract to DeHavilland, and extended this through variation in 2014, integrating the London Legacy Development Corporation (LLDC) into the contract in 2013 to ensure further savings.
- 1.5 Through this decision we are now seeking a new contract following a tendering process. The GLA group Government Relations Team now consists of TfL, LFEPA, the LLDC and Crossrail as the MPS has chosen to pursue its own contract for monitoring services separately from the rest of the Team.

2. Objectives and expected outcomes

- 2.1 Although this decision does not relate to a specific deliverable as set out in the 2015/16 – 2016/17 Business Plan, the monitoring service underpins much of the work of the GLA group Government Relations teams and thus relates to a number of general themes of the Business Plan such as delivering the Mayor's 2020 Vision and his priorities.

3. Equality comments

- 3.1 There are no direct equalities, health or sustainable development implications of this decision and as such consultation with external stakeholders is not required.

4. Other considerations

- 4.1 The efficiency savings that will be achieved through a group contract are in line with the Business Plan's focus on ensuring that every penny from the taxpayer delivers value for money.

5. Financial comments

- 5.1 Approval is being sought to award a 12 month contract to provide members of the GLA Group and related organisations (namely the GLA, TfL, LLDC, LFEPA and Crossrail) with a government and parliamentary monitoring service for the amount of up to £35,000.

- 5.2 Each member of the GLA Group will pay the GLA for their element of the service. The GLA net cost will be met from the existing 2015/16 Government Relations Budget.

5.3 Old Oak and Park Royal Development Corporation (OPDC) will also be able to receive government and parliamentary monitoring service under the Shared services agreement between OPDC and the GLA.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	26/6/15
Announcement [if applicable]	
Delivery Start Date [for project proposals]	
Final evaluation start and finish (self/external) [delete as applicable]:	
Delivery End Date [for project proposals]	
Project Closure: [for project proposals]	

Appendices and supporting papers:

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:

Greg Taylor 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: