

# GREATER LONDON AUTHORITY

## REQUEST FOR DIRECTOR DECISION – DD2120

**Title: Statutory Debates 2017/2018**

### Executive Summary:

#### State of London Debate 2017

The Greater London Authority Act 1999 states that the Mayor should once every financial year hold and attend an annual State of London Debate, which shall be open to all members of the public.

The next event will take place at Indigo at the O2, which has a capacity audience of circa 1,500 on Thursday 29 June 2017. The timings for the event are 7pm – 9pm.

#### People's Question Time 2017

People's Question Time is one of the statutory requirements under the GLA Act 1999. It is a joint event between the Mayor and the Assembly. The next event will be held in Barking and Dagenham on November 2<sup>nd</sup> 2017 and the one after in Hounslow in March 2018.

### Decision:

The Executive Director of Resources approves:

1. Expenditure of up to £55,000 to develop and deliver the State of London Debate in June 2017; and
2. Expenditure of up to £55,000 to deliver two People's Question Times; one in November 2017 and one in March 2018.

### AUTHORISING DIRECTOR


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:** Martin Clarke

**Position:** Executive Director, Resources

**Signature:**



**Date:**

15.5.17

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

##### ***State of London***

The Greater London Authority Act 1999 (as amended) (the GLA Act) states that the Mayor should once every financial year hold and attend an annual State of London (SOLD) debate, which shall be open to all members of the public. It must take place during April, May or June and at least seven days after the publication of the Annual Report relating to the financial year last ended.

The budget is spent on venue hire, a marketing campaign and staging including lighting and sound equipment hire.

##### ***People's Question Time***

The Greater London Authority Act 1999 (as amended) (the GLA Act) states that twice in every financial year, the Mayor and the Assembly must hold and attend a meeting that will be open to all members of the public, called "the People's Question Time" ("PQT").

The budget is spent on venue hire, a marketing campaign and staging including lighting and sound equipment hire.

#### **2. Objectives and expected outcomes**

The purpose of State of London Debate is to drive awareness of the Mayor's work and to encourage Londoners to engage and have their say by attending the events or submitting their question online and post event by taking part in the consultations.

The purpose of PQT is to afford an opportunity to members of the public to put questions to the Mayor and Assembly members, and to enable them to respond.

#### **3. Equality comments**

The marketing campaign around these events will target:

- All Londoners
- Specific efforts will be made to raise awareness with our disengaged/low awareness audience groups

We will use multiple advertising assets to ensure as wide an audience as possible is in attendance including

- Posters for TfL inventory
- Using social media tools, including Twitter and Facebook to engage with Londoners to have their say
- Opportunities for Londoners who are unable to attend in person to view/access the event online via Facebook live and post event having the transcript and highlight video available.
- Post event round-up clips, videos of key questions
- Online survey

On site Access

The venues chosen are fully accessible and provision is made for all access needs including BSL, speech to text, large print and hearing loop as well as accessible viewing areas.

#### 4. Other considerations

##### a) Key risks

	Risk description	Mitigation / Risk response
1	Late amendments to the events due to external factors could have an impact on budget and cause overspend	Tight project management and budgetary control, with readjustment to budget lines to manage increases in particular areas (with other cuts/reductions made in other budget lines where possible)
2	Reputational risk to the Mayor of the events failing.	There is a robust planning process for the event, so early indications of potential event failure can be identified.

##### b) Links to Mayoral strategies and priorities

The events have a direct link to the GLA corporate plan section II – Listening to Londoners encouraging the fullest participation and engagement by all London’s communities in developing the policies and strategies to improve London. It also links to the statutory requirement to deliver a State of London Debate by 30 June each year

##### c) Impact assessments and consultation

- The State of London Debate was taken to GLA Oversight Committee in February 2017 for approval
- Peoples Question Time November 2017 will go to the GLA Oversight Committee in June 2017 and Peoples Question Time March 2018 will go to GLA Oversight Committee in October 2017.

#### 5. Financial comments

5.1 The proposed GLA expenditure on the statutory debates of up to £110,000 will be funded from the Events for London Programme budget for 2017-18.

#### Legal comments

6.1 Section 47 of the Greater London Authority Act 1999 (as amended) (the Act) requires the Mayor to hold a State of London debate annually, which has to be open to all members of the public to attend and speak at. The form of, and procedure for the debate shall be determined by the Mayor after consultation with the Assembly. Section 47(6) of the Act states that the Mayor may determine the date of the debate provided that it is held in April, May or June, and at least 7 days after the

publication of the Mayor's annual report. At least one month prior to the debate the Mayor shall determine the place of the debate and give adequate notice (in his opinion) of the date and place of the meeting.

- 6.2 Section 48 of the Act sets out that twice in every financial year, the Mayor and the Assembly must hold and attend a meeting that will be open to all members of the public, called "the People's Question Time" ("PQT"). The purpose is to afford an opportunity to members of the public to put questions to the Mayor and Assembly members and for them to respond. The PQT shall be held on a date determined by the Mayor, after consultation with the Assembly which is not less than one month before or one month after the State of London debate. At least one month prior to the date, the Mayor, shall determine the place at which the meeting is to be held and give adequate notice (in the opinion of the Mayor) of the date and place of the meeting to the public.
- 6.3 Any works/services or supplies required must be procured by Transport for London Procurement who will determine the detail of the procurement strategy to be adopted in accordance with the GLA's Contracts and Funding Code.
- 6.4 Officers must ensure that appropriate contract documentation is put in place and executed by the successful bidder(s) and the GLA before the commencement of the works/services or supplies

## **7. Planned delivery approach and next steps**

### **State of London Debate**

<b>Activity</b>	<b>Timeline</b>
Procurement of contract [for externally delivered projects]	April 2017
Contract issue	April 2017
Delivery Start Date - event planning	April 2017
Delivery	June 2017

### **Peoples Question Time**

<b>Activity</b>	<b>Timeline</b>
Procurement of contract [for externally delivered projects]	May 2017
Contract issue	May 2017
Delivery Start Date - event planning	July 2017
Delivery	November 2017

### **Appendices and supporting papers:**

None

**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? YES**

If YES, for what reason: The DD is requested to be deferred as the disclosure of the estimated project budget would prejudice the GLA's ability to solicit genuinely competitive bids for related event organisation services, as well as sub-contractor costs of the appointed event producer.

Until what date: 3 July 2017

**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:**

Rozina Ahmed has drafted this report in accordance with GLA procedures and confirms that:

✓

**Assistant Director/Head of Service:**

Emma Strain has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

**Financial and Legal advice:**

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

**Corporate Investment Board:**

The Corporate Investment Board reviewed this proposal on 15 May 2017.

**EXECUTIVE DIRECTOR, RESOURCES:**

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

Signature

*M. D. Ellis*

Date

*15.5.17*

