

# GREATER LONDON AUTHORITY

## REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2221

### Title: Coding support for the London Food Strategy Consultation

#### Executive Summary:

The draft London Food Strategy public consultation will close in July 2018. This ADD asks for approval of expenditure of up to £15,000 on the commissioning of consultation response analysis expertise. The analysis will inform a Consultation Response Report and the content of the final London Food Strategy (LFS). The intended outputs of the work are: a spreadsheet containing the consultation response analysis and an interim and final report on the main findings.

Due to the timeframe for the production of the final LFS in Autumn 2018, the capacity of officers supporting the development of the LFS and managing the Mayor's Food Programme and the level of commitment needed, this analysis cannot be undertaken in-house. The successful supplier will work closely with the Food team to ensure that the analysis is appropriate and the outfits are fit for purpose.

#### Decision:

That the Assistant Director of Skills and Employment approves expenditure of up to £15,000 to procure external support to analyse the London Food Strategy consultation responses.

#### 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:** Michelle Cuomo-Boorer

**Position:** Assistant Director of Skills and Employment

**Signature:**



**Date:**

27<sup>th</sup> March 2018

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

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

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

##### **1.1 Written Consultation and Reporting**

- 1.1.1 A written version of the London Food Strategy (LFS) will be made publicly available and published on the GLA's website for comment in the spring. Responses are expected from a variety of stakeholder groups and will be submitted to a distinct GLA email address.
- 1.1.2 To ensure the LFS is fit for purpose, and sets out ambitions that are achievable, the consultation responses from stakeholder organisations and the public must be analysed and, where appropriate, incorporated into the final document.
- 1.1.3 Insights and opinion research with Londoners will be undertaken by the GLA's Intelligence team on the London Food Strategy. This insights research, including responses from the public gained through the GLA's Talk London engagement platform, YouGov polling, additional qualitative research and wider social media activity will be coded and logged by GLA staff during the consultation period (8 weeks).
- 1.1.4 We want to procure the services of a specialist organisation that will analyse stakeholder organisation responses to the draft LFS consultation. We are seeking an experienced supplier who is familiar with the technical terms, processes involved and the complex intricacies and cross-cutting nature of food policy with other Mayoral policy areas, such as health, planning and environment.
- 1.1.5 Due to the timeframe of the production of the LFS, the capacity of officers supporting the development of the LFS and managing the Mayor's Food Programme and the level of commitment needed, this cannot be undertaken in-house by the Food Team. External resource is therefore a critical requirement for the production of the final LFS.
- 1.1.6 The successful supplier will work closely with the Food Team to ensure that the analysis is appropriate and the outputs are fit for purpose.
- 1.1.7 This will be funded from the Food programme Budget 2018/19.

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

- 2.1 The outputs will be:
  - A spreadsheet containing the consultation responses analysis – this will allow for accurate filtering, searching and data analysis
  - An interim report on the main findings to date
  - A final report on the main findings and an analysis of the respondents
- 2.2 Together, these outputs will help inform the final LFS (e.g. in terms of policy amendments) and the final Consultation Response Report.

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

- 3.1 Likely impact of the decision on people with protected characteristics (age, disability, gender, reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation) are that the needs of these people are captured and considered in a more coherent way through consultation on the draft London Food Strategy. Representative and specialist organisations that understand the needs of these groups and the barriers they face in securing positive economic and social outcomes are likely to respond to written consultation.
- 3.2 Support to increase our capacity to capture key issues and suggestions is key to ensuring we can respond to these needs. Some individuals will also respond to written consultation and will provide insights into their direct experience of strategy-related issues. It is worth noting that the process is being supplemented by in-house research with Londoners.
- 3.3 Additionally, consultation will focus on integration objectives that support the public-sector equality duty to foster good relations between people who share a protected characteristic and those who do not.

#### **4. Other considerations**

- 4.1 A key consideration is timing to ensure engagement and consultation support is available to facilitate activities in line with strategy development timeframes.

#### **5. Financial comments**

- 5.1 The estimated cost of up to £15,000 for this project will be funded from the Food Programme budget for 2018-19.

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

<b>Activity</b>	<b>Timeline</b>
Procurement of contract (ITT to inception meeting)	April 2018
Delivery Start Date	May 2018 (inception meeting)
Trial analysis of responses received to date and coding framework	May 2018
Weekly provision of latest coded dataset (each Friday)	May-July 2018
Interim coded dataset and interim report	June 2018
Final coded dataset and report	July 2018

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

Consultation Specification

**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:**

Liam Weeks 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 26 March 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:**

26-03-18