

# GREATER LONDON AUTHORITY

## REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2607

### Robot Office – Performance Reporting System – Skills and Employment

#### Executive summary:

This request seeks approval for £31,600 revenue expenditure – which will be drawn from the Skills for Londoners Fund, as set out in MD2142 (£15,800) and residual London Economic Action Partnership (LEAP) Core Funds (£15,800) – for the ongoing development and maintenance of the Project Reporting Platform. (Previously the Robot Office-Performance Report System) This will provide a monitoring performance system for programmes and related projects that are not managed within the Open Project System (OPS) environment. The expenditure will result in a seamless online 'platform' for external partners and GLA staff to report on and monitor performance, and other related measures, over the next three years.

#### Decision:

That the Assistant Director for Skills and Employment approves a redeployment of a revenue commitment of £15,800 from the Skills for Londoners budget; and the Assistant Director, Economic Development and European Programmes, approves expenditure of £15,800 from the LEAP core budget for the Robot Office Performance Reporting System.

#### 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 Head of Skills and Employment

**Signature:**



**Date:**

25/10/22

**Name:** Alex Conway

**Position:** Assistant Director, Economic Development and European Programmes

**Signature:**



**Date:**

25/10/22

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

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

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

- 1.1. The Project Reporting Platform has been successfully applied to several LEAP-funded programmes, which has created an effective and efficient solution to the monitoring of project delivery. The initial funding of £30,000 was secured from Skills for Londoners Fund as part of the ongoing internal and external reporting requirements of this programme. The platform – which was built to monitor project and programme performance outside of OPS, and to replace the need for manual data entry – was procured via contract via Contract ICT 13788 on 26 March 2021. This has automated the process, reduced repetitive work and improved accuracy; helped improve performance-monitoring; and replaced the need for separate systems for monthly and quarterly monitoring across several ongoing reporting requirements Department for Levelling Up, Housing and Communities/Cities and Local Growth; internal Budget; and performance-reporting).
- 1.2. The investment required will support further development enhancement and ongoing maintenance into the application over a three-year contract (reporting period remaining for existing programmes) for the GLA, as outlined below.
- 1.3. The Project Reporting Platform costs £600 per month over an additional 2 years (£14,400), plus £17,200 for further enhancements to the existing platform to improve functionality and increase capacity for future programmes. The total request is therefore for £31,600 over the duration of the three-year contract.

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

- 2.1. The investment will:
  - enable a more seamless transfer of data between delivery partners and the GLA
  - reduce errors and improve quality in data capture
  - contribute to the quality-assurance needs of government-funded programmes
  - enable better data management across all programmes
  - minimise repetitive data entry for GLA staff
  - potentially provide data that can be linked to OPS data to centralise a single reporting process on programme performance.

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

- 3.1. Under section 149 of the Equality Act 2010, the Mayor and the GLA are subject to the public sector equality duty and must have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and foster good relations between people who share a relevant protected characteristic and those who do not.

- 3.2. The developers (Robot Exchange Company) will consider those with protected characteristics when developing the application. As a minimum, we will require the system to meet WCAG 2.0 level A accessibility, and any future development will comply with this requirement.

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

- 4.1. The Project Reporting Platform solution was vetted by the Technology Technical Design Board and the Change Advisory Board in September 2020. Approval was given to proceed in January 2021, as this application meets the GLA's technical criteria and the LEAP Programme Board criteria. The request for further investment to enhance functionality and capacity is submitted under the same approval.
- 4.2. The Project Reporting Platform application is a bespoke tool designed for a very specific task developed and supported by the Robot Office Company. Should this company cease to operate, the service and support will not be available. To mitigate this risk, we will enter into the contract on a monthly service cost to reduce our initial upfront investment. The proposed business change will require adjustment and training for staff members and our partners. This will be provided to all users by the Programme Management Office unit, based in the Good Growth Directorate's Co-ordination team. Any feedback on lessons learnt will be used to improve the experience.

##### Link to Mayoral Strategies and priorities

- 4.3. This investment will contribute to work of the Skills and Employment, and Good Growth Directorates. These are responsible for regeneration, enterprise, growth, capital projects and the implementation of the Mayor's Economic Development strategy.

##### Conflicts of interest

- 4.4. No conflicts of interest have been identified for any officers involved in the development of this proposal, or the drafting or clearance of this decision form.

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

- 5.1. Approval is being sought for expenditure of £31,600 towards the ongoing development and maintenance of the Project Reporting Platform.
- 5.2. The expenditure will be funded 50% from the Spatial development within skills for Londoner's budget and 50% residual London Economic Action Partnership (LEAP) budget Core Funds. Which is in line with budget allocations for 22/23.

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

Activity	Timeline
Consultants to develop and update enhancements to the existing application	October 2022
Roll out across all programmes	October 2022

**Appendices and supporting papers:** None

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FoIA) 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 it has been approved or on the defer date.

**Part 1 – Deferral**

**Is the publication of Part 1 of this approval to be deferred? NO**

**Part 2 – Sensitive information**

Only the facts or advice that would be exempt from disclosure under the FoIA should be included 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:**

Laurence Tricker has drafted this report in accordance with GLA procedures and confirms the following:

✓

**Corporate Investment Board**

This decision was agreed by the Corporate Investment Board meeting on 24 October 2022.

✓

**ASSISTANT DIRECTOR OF FINANCE AND GOVERNANCE:**

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

**Signature**



**Date**

**24/10/22**