

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2626

Title: City Hall – Engagement of Post Occupancy Travel Plan Consultant

Executive Summary:

Authorisation is sought to engage Buro Happold Ltd as a travel plan consultant, at a cost of £12,320, to provide technical assistance required to discharge the post-occupancy requirements of Planning Condition 7 of the City Hall Development Approval (Travel Plan submission, implementation and monitoring). Buro Happold would be providing technical expertise required to support the wider work undertaken by the GLA's internal Travel Plan Coordination working group, established for Travel Plan implementation and monitoring at City Hall.

Decision:

That the Assistant Director of Strategic Projects and Property approves:

- Expenditure of £12,320 to engage Buro Happold Ltd as consultants to provide the following services related to the discharge of post-occupancy Travel Plan conditions attached to the City Hall Development Approval:
 - Input on Travel Information Pack (£2,750)
 - Baseline Surveys -iTRACE Travel Survey (£4,950)
 - Monitoring Report (£4,620)

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: Simon Powell

Position: Assistant Director of Strategic Projects & Property

Signature:



Date:

30/01/2023

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. Under previous authorisation provided by MD 2705 (Relocation of City Hall to the Royal Docks) a Workplace Travel Plan (prepared by Buro Happold) was submitted to the London Borough of Newham (LBN) in October 2020, as part of the planning application for the refurbishment and repurposing of the Crystal into the new City Hall. The application was approved in December of 2020, subject to various planning conditions and s106 obligations. Condition 7 attached to the permission sets out the obligation to submit an updated version of the Travel Plan submitted for planning, as follows:

“Prior to the occupation of the development, an updated Travel Plan shall be submitted to and approved in writing by the Local Planning Authority. The submitted Travel Plan shall include the appointment of a Travel Plan Co-ordinator with responsibility for implementing the Travel Plan, set targets on the use of sustainable travel and reducing the reliance on private cars, provide appropriate management strategies and measures to support these targets and shall include monitoring and review arrangements.”

- 1.2. The Travel Plan was updated by Buro Happold in May 2021 and approved by LBN on 1 July of that year, thereby discharging the pre-occupation requirements of Condition 7. The post-occupancy requirements of the approved Travel Plan included the provision of a post-occupancy travel survey and monitoring reporting at periods of six months and one year post-occupation of the City Hall building.
- 1.3. The GLA's internal Travel Plan Coordination Working Group is currently fulfilling the role of Travel Plan Coordinator, as detailed in the approved Travel Plan, and working to complete the 6-month post-occupancy travel survey and monitoring report as required by planning conditions. Although this work was due earlier it was agreed that a later start would be more optimal. In order to complete the required 6-month monitoring report, the Travel Planning Coordination (TPC) Working Group requires technical assistance of a travel consultant. Buro Happold were approached directly for a quotation on the works required, having prepared the initial Travel Plan for City Hall, and have provided the attached fee proposal.
- 1.4. A total cost of £12,320 is requested in the fee submission by Buro Happold. It is proposed that unspent funds of £3,050 remaining from the original agreed scope of works undertaken by Buro Happold on previous Travel Plan stages, superseded by this proposal, are netted off from the total scope of works. Therefore, if authorised, net expenditure for this appointment would be £9,270. Previous expenditure was approved under the £17.5m project budget for the Relocation of City Hall to the Royal Docks authorised in MD2705.

2. Objectives and expected outcomes

- 2.1. The scope of works undertaken by Buro Happold will be limited to technical support of the GLA's internal travel plan coordination working group, and include the following specific works:
- assistance in preparation of a suitable 'Travel Information Pack'
 - baseline travel plan surveys - iTrace Travel Survey Data
 - preparation of a post-occupancy monitoring report.

3. Equality comments

- 3.1. Under section 149 of the Equality Act 2010, as a public authority, the Mayor of London must have 'due regard' of the need to eliminate unlawful discrimination, harassment and victimisation; as well as

to advance equality of opportunity, and foster good relations, between people who have a protected characteristic and those who do not. This involves having due regard to the need to remove or minimise any disadvantage suffered by those who share a relevant protected characteristic; taking steps to meet the different needs of such people; and encouraging them to participate in public life or in any other activity where their participation is disproportionately low.

- 3.2. There are no direct implications relating to the GLA's public sector equality duty anticipated from a decision to appoint of Buro Happold as Travel Plan Consultants for the scope of works proposed.
- 3.3. On a wider level, implementation and monitoring of the Travel Plan at City Hall is expected to provide data which supports the continuous improvement of transport accessibility at City Hall. In this respect, the scope of works being engaged may highlight existing issues and inform future improvements related to the physical accessibility of City Hall by various user groups, including those with protected characteristics.

4. Other considerations

- 4.1. The key risks and issues are set out in Table 1.0 below:

Risk	Likelihood	Impact	Mitigation	RAG Rating
<u>Legal</u> – Failure to undertake the post-occupation monitoring would constitute a breach of the conditions of planning approval for City Hall, and therefore expose the Mayor and GLA to planning enforcement action by Newham Council.	Low	Medium	- GLA Travel Plan Coordination Group to continue working to discharge and comply with the planning conditions for City Hall. - Engagement of Transport consultants (as proposed) where technical expertise is required to meet the Travel Plan Monitoring and implementation requirements of the City Hall Planning Application.	Amber
<u>Reputational</u> – The reputation of the Mayor of London as a Statutory Planning Authority would be substantially harmed in the event that the Mayor and GLA are seen to be failing to adhere to planning conditions attached to City Hall. This is especially the case given the significant focus placed by the Mayor on sustainable transport policy in the London Plan 2021.	Low	Medium	- GLA Travel Plan Coordination Group to continue working to discharge and comply with the planning conditions for City Hall. - Engagement of Transport consultants (as proposed) where technical expertise is required to meet the Travel Plan Monitoring and implementation requirements of the	Green

			City Hall Planning Application.	
Reputational – As an employer, the GLA has an obligation to provide suitably safe and accessible work environments. Failure to comply with obligations to implement and continually monitor the approved travel plan for City Hall would represent a missed opportunity to understand and improve the accessibility of City Hall, and this could harm the reputation of the Mayor and GLA as an employer of good standing.	Low	Medium	- GLA Travel Plan Coordination Group to continue working to discharge and comply with the planning conditions for City Hall. - Engagement of Transport consultants (as proposed) where technical expertise is required to meet the Travel Plan Monitoring and implementation requirements of the City Hall Planning Application.	Green

- 4.2. Ongoing monitoring of the Travel Plan for City Hall supports a range of Mayoral policies and strategies including; Good Growth objectives, The Mayor's Transport Strategy, The London Plan 2021, the Royal Docks Enterprise Zone Delivery Plan, and the Royal Docks and Beckton Riverside Opportunity Area Planning Framework.
- 4.3. GLA Officers involved in the drafting or clearance of this form do not have any conflicts of interest with regard to the appointment of Buro Happold for the scope of works proposed.

5. Financial comments

- 5.1. The net costs of £9,270 will be funded from the 2023-24 GLA contingency.

6. Planned delivery approach and next steps

Activity	Timeline
Delivery Start Date [commencement of staff travel survey]	19/01/2023
iTrace Compliant Travel Survey Results	03/03/2023
Monitoring Report presented to GLA	24/03/2023
Project Closure	14/04/2023

Appendices and supporting papers:

Buro Happold – Fee Submission letter, dated 16 January 2023.

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 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:

Ashley Russell has drafted this report in accordance with GLA procedures and confirms the following:

✓

Corporate Investment Board

✓

A summary of this decision was reviewed by the Corporate Investment Board on 30 January 2023.

ASSISTANT DIRECTOR OF FINANCIAL SERVICES:

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

Signature:



Date:

07/02/2023