

# GREATER LONDON AUTHORITY

## REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2044

### Title: Renewal of Retail Database from The Local Data Company

#### Executive Summary:

The GIS & Infrastructure team (within the Intelligence Unit) purchase a number of datasets on behalf of the GLA each year. The Retail Database provides information down to shop unit level including sector, location and openings/closings. It has been used by teams across the GLA to inform a number of projects, including Town Centre Health and also the growth of fast food outlets.

Two alternative suppliers were considered, but the Local Data Company had the most consistent data across the boroughs and the finest level of classification.

The decision seeks approval for up to £14,000 for the purchase of 2015 Retail Database from the Local Data Company.

#### Decision:

That the Assistant Director approves the purchase of 2015 Retail Database from the Local Data Company for up to £14,000 to be met by the existing GIS&I budget for 2016-17.

#### 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: Andrew Collinge

Position: Assistant Director of Intelligence

Signature:



Date:

1. 11. 2016

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

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

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

- 1.1 The GIS & infrastructure team (within the Intelligence Unit) purchase and maintain a number of geographic data sets on behalf of the organisation, providing much better value for money than individual directorates buying their own data independently.
- 1.2 The GLA has had access to a database of retail uses and vacancies for the past 4 years and in that time, several pieces of analysis have been carried out that would not be possible without it (including in 2016 the Town Centre Health Check).
- 1.3 The national database of Addresses, supplied by Ordnance Survey, Royal Mail and the local authorities, provides a basic classification (Residential v Commercial) with commercial being split into broad categories. However, projects looking at vacancy rates or the spread of particular types of shop would not be possible with this dataset.
- 1.4 The main alternative dataset by another supplier has less geographic coverage and in fact draws from the Local Data Company.
- 1.5 The most economically advantageous quote was obtained from the Local Data Company by customising the supply to the GLA's requirements.

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

- 2.1 Provide an update on the current database. The latest information is required to accurately inform report production, mapping and policy development. An annual update (including all openings and closures of retail outlets during the past 12 months) ensures that this need is met.

The Database consists of 114,000 individual records, covering all shopping areas across London at a business by business level. Each record includes name of company, map location, 3 levels of business category (for instance 'Fast Food takeaway', within 'Food & Drink', within 'Leisure', allowing sector or location based analysis to be carried out)

- 2.2 The data will be used in Geographical Information System (GIS), desktop publishing (such as Adobe Illustrator) and extracts used in presentations / reports
- 2.3 The GLA has several policy and project areas that requires this data including support for High Streets and Business Improvement Districts. By having a consistent series of snapshots dating back to 2010, officers can carry out accurate analysis for areas that have changed. This might include reductions in vacancies and changes in the type of shops.

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

The data will be available to help the GLA to understand equalities issues related to the retail sector. Examples might include the growth and concentration of betting and money lending shops in certain areas or access to physical banking services.

#### 4. Other considerations

- 4.1 Possible risk – Data not delivered.  
Mitigation – data will be supplied as a single package, payment made after supply
- 4.2 Possible risk – Missing tiles or tiles out of order.  
Mitigation – The supplier has their own Quality Assurance processes
- 4.3 Links to Mayoral strategies and priorities – The data will support work in Town Centres, around transport hubs, major developments and outer London.
- 4.4 Impact assessments and consultations – The impact of not making this purchase is that decisions will not be able to be made or will be made based on out-of-date information. There is no financial impact of making the decision as it has already been profiled in the 2015/16 budget.

Consultation took place with the key user groups including representatives from the main teams (Intelligence, Planning and Housing).

#### 5. Financial comments

- 5.1 The total cost of this proposal is up to £14,000 and will be contained within the existing Intelligence Unit budget for 2016-17, specifically the GIS element. Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.
- 5.2 The Intelligence Unit within the Communities & Intelligence Directorate will be responsible for managing this project and ensuring that the procurement and associated expenditure adheres to the Authority's Financial Regulations, Contracts & Funding Code and Expenses & Benefits Framework.

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

Activity	Timeline
Procurement of contract [for externally delivered projects]	Oct 2016
Announcement [if applicable]	
Delivery Start Date [Data supplied]	1 day after PO raised
Final evaluation start and finish (self/external) [delete as applicable]:	
Delivery End Date [for project proposals]	
Project Closure: [Data checking completed]	7 days after PO

**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:**

Paul Hodgson 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.

✓

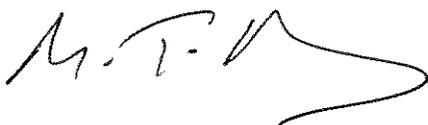
**Corporate Investment Board:**

The Corporate Investment Board reviewed this proposal on 24 October 2016.

**HEAD OF FINANCE AND GOVERNANCE:**

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

**Signature:**



**Date:**

01.11.16