

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2048

Title: GLA Business System support and development

Executive Summary:

The GLA has a number of technology systems, used by various teams at City Hall, that need to be supported and further developed. This document seeks approval for contracting with an experienced supplier to provide this support and development service.

Decision:

That the Assistant Director of Technology Group approves the expenditure of £37,500 in the next 12 months for the support of development work on the systems in question

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: David Munn

Position: Head of Technology Group

Signature:



Date:

9/11/16

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

The GLA uses a number of technology systems to support the work of teams at City Hall. These systems require regular support and development work to ensure that they continue to function correctly and are changed in line with the requirements of the GLA teams using them.

Previous arrangements for the support and development of these system have been procured on an ad-hoc basis as needs dictate but teams are planning some significant changes so the need has arisen for a contract to provide the services required in a timely manner.

The systems in question and the GLA team using them are as follows:

- Mayor's Questions System (MQT) – Secretariat and Committee Services
- Mayor's Questions timer – Committee Services
- London Development Database – Planning Team
- SHLAA system – Planning Team
- London Land Commission Map – Planning Team and Housing and Land Directorate
- Election Management System – Secretariat
- CONNECT – all GLA staff directory

All of the above systems are bespoke to the GLA, use common technology and thus lend themselves to be supported and developed by a single company.

Procurement

In discussion with TfL Procurement team, it was agreed that TfL's Reseller framework would be an appropriate route to procure a supplier. In response to a request for proposal, Insight Ltd's proposal was considered to be viable.

2. Objectives and expected outcomes

The objectives are:

- To procure a suitably qualified and experienced supplier to provide technical services to the systems listed above.
- To agree a schedule with the GLA business leads for technical support and "business as usual"* development work on the above systems
- Commission work in a planned and co-ordinated manner

**these are changes of a relatively minor nature, taking no more than 2-5 days per change. Please note that major projects on any of the above systems will be subject to new approvals and possible new procurements.*

The expected outcomes are:

- The continued development and improvement of key business system in constant use by the GLA
- Better control and monitoring of the expenditure on the support and maintenance of the systems in question

3. Equality comments

There are no implications or impact arising from this on groups with protected characteristics.

4. Other considerations

All the systems coming under this contract are integral parts of the Mayoral strategies and the core work of the Assembly:

- The London Development Database, the SHLAA system and the London Land Commission Map are all integral to the London Plan and the Mayor's Housing Strategy.
- The Mayor's Questions system and Timer is the core system for managing the process of the Assembly putting forward questions to the Mayor.
- The Election Management system is used by the GLA for carrying out a number of key tasks related to the election of the Mayor of London and the London Assembly.

There are no perceived risks or issues associated with this procurement. All the team heads have been consulted on this proposed procurement and have agreed with it.

5. Financial comments

- 5.1 The estimated cost of this work is £37,500 and will span up to 12 months; thus meaning a proportion of costs will fall into the 2017-18 financial-year. The profiling of the expenditure is still being scoped out but it is estimated that approximately £10,000 to £12,000 will be attributable to the 2017-18 financial-year.
- 5.2 For costs that fall in 2016-17, these will be funded from the approved TG Programme Delivery budget for 2016-17 and costs that fall in 2017-18 will be funded from the same budget subject to the Authority's Budget Setting process for 2017-18 currently underway.
- 5.3 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.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	November 2016
Announcement [if applicable]	N/A
Delivery Start Date [for project proposals]	November 2016
Main milestones	N/A
Main milestones	N/A
Final evaluation starts and finish (self/external) [delete as applicable]:	N/A
Delivery End Date [for project proposals]	October 2017
Project Closure: [for project proposals]	October 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? 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:

Duminda Baddevithana has drafted this report in accordance with GLA procedures and confirms that the Finance and –if relevant- Legal teams have commented on this proposal as required, and this decision reflects their comments.

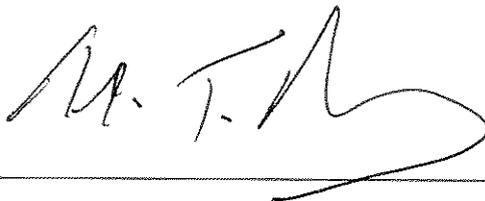
Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on 7 November 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:

08.11.16