

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD376

Title: Smart London Community Engagement

Executive Summary:

The most challenging gap in the delivery of the Smart London Plan is citizen engagement, in terms of:

- Identifying those challenges for which Londoners would like to see solutions.
- Involving citizens in the on-going design and application of these solutions.

Our overarching ambition is to showcase the relevance of smart technology to Londoners, engage Londoners in shaping technology applications to better meet their needs and promote the co-design benefits to London's innovative business community.

We will commission an expert provider to:

- Deliver a programme to enable citizens to be involved in the development and application of 'smart solutions'.
- Integrate and feed into the wider review of Talk London.

Decision:

That the Assistant Director approves expenditure of up to £35,000 to procure, through competitive tender, a delivery partner to produce and launch a Smart London Citizen Co-design programme.


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: Mark Kleinman

Position: Assistant Director – Economic and Business Policy

Signature: 

Date: 21/12/15

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The most challenging gap in the delivery of the Smart London Plan is citizen engagement in terms of:
- Identifying those challenges for which Londoners would like to see solutions.
 - Involving citizens in the on-going design and application of these solutions.
- 1.2 A Smart London engagement strategy has been produced in collaboration with the GLA's consultation team, which outlines:
- Identifying those challenges for which Londoners would like to see solutions.
 - Engaging with a wide spectrum of stakeholders, including the business, investor, policy and civic community.
 - Engaging Londoners in developing 'smart solutions' through the delivery of a co-design programme.
- 1.3 In order to enable opportunities for co-design, we will commission an expert provider. As part of the methodology, the delivery partner will:
1. Deliver a programme which enables citizens to be involved in the development and application of smart solutions.
 2. Identify a diverse citizen testing group for the developers to access.
 3. Identify and support developers with 'smart prototypes' to engage with a citizen testing group.
 4. Offer 'lessons learnt' for the wider review of Talk London.

2. Objectives and Expected outcomes

Objective

- 2.1 To enable citizens to contribute to the design and application of 'smart solutions' in order to better meet the needs of Londoners.

Outputs

1. A co-design programme which engages London citizens and entrepreneurs on the testing of 'smart solutions'.
2. A Smart London engagement programme which utilises GLA's current resources such as 'Talk London'.
3. A way of capturing key 'lessons learnt', either by delivering a findings report or a feedback event.

3. Equality comments

- 3.1 In order to ensure that the conclusions that are drawn by the provider are representative of all of London, including identified groups such as women, Black, Asian and Minority Ethnic communities, we will seek to ensure representation within both the engagement process and at the co-design event.
- 3.2 The GLA will work with the selected provider to ensure that efforts are made to secure representation from these identified groups by, for example, working with interest groups representing women or BAME in tech, to make sure they are invited in a way appropriate to them, and ensure as much representation as possible.

4. Other considerations

| Risk description | Mitigation / Risk response | Current probability (1-4) | Current impact (1-4) | RAG rating | GLA risk owner |
|--|--|---------------------------|----------------------|------------|-----------------------------------|
| The selected provider fails to meet planned delivery timescales | A delivery plan has already been produced with key milestones, and this will be communicated to providers who are approached for quotes. | 2 | 2 | A | Economic and Business Policy Unit |
| The selected provider fails to work effectively with GLA resources | We will ask providers to identify how they intend to work with GLA resources when obtaining quotes. Teams involved such as Talk London and the Digital Inclusion team have been consulted on this proposal | 2 | 2 | A | Economic and Business Policy Unit |
| The provider fails to deliver a successful co-design programme. | When approaching providers, we will only select those who provide examples of similar work that is to a standard we would expect. | 2 | 1 | A | Economic and Business Policy Unit |
| The provider fails to identify smart solution prototypes which align with policy challenges or are suitable for co-design. | Potential providers will be required to outline a strategy to identify and recruit developers to participate in the programme. | 2 | 1 | A | Economic and Business Policy Unit |
| Developers do not have the capacity to participate in the co-design programme. | Potential providers will be required to outline a strategy which meets the time constrained needs of developers | 2 | 1 | A | Economic and Business Policy Unit |

Links to Mayoral Strategies

- **The Mayor's Smart London Plan**

Within the Smart London plan the Mayor committed to 'Ask Londoners, businesses and other stakeholders what 'Smart London' should look like and deliver, and mobilise them to be a part of the solution'. Undertaking this project will enable us to move towards meeting this ambition, and help to develop policy going forward that reflects the findings.

Impact Assessments and Consultations

No impact assessment or consultation is required for the project.

5. Financial comments

- 5.1 Approval is requested for expenditure of up to £35k on the production and launch of a Smart London Citizen Co-design programme. The expenditure will be funded from the SMART London programme budget which totals £150k for 2015/16.
- 5.2 Any changes to this proposal, including budgetary implications and carry forwards will be subject to further approval via the decision making process. All appropriate budget adjustments will be made.

6. Planned delivery approach and next steps

| Task Name | Duration | Start | Finish |
|--|----------|--------------|--------------|
| Procurement of Contract | 21 days | Mon 14/12/15 | Tue 08/01/16 |
| Provider begins delivery | 76 days | Mon 18/01/16 | Fri 25/03/16 |
| Provider launches co-design programme (citizen groups may be staggered) | 1 day | Mon 07/03/16 | Mon 07/03/16 |
| Provider delivers a report outlining initial findings and lessons learnt | 1 day | Fri 01/04/16 | Fri 01/04/16 |

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:

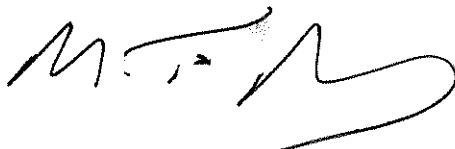
Christine Wood has drafted this report in accordance with GLA procedures and confirms that the Finance teams have commented on this proposal as required, and this decision reflects their comments.

✓

HEAD OF GOVERNANCE AND RESILIENCE:

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

Signature:



Date:

21.12.15

