

# GREATER LONDON AUTHORITY

## REQUEST FOR DIRECTOR DECISION – DD2072

### **Title: Integrated Impact Assessments – Mayor’s Economic Development Strategy**

#### **Executive Summary:**

The Mayor has indicated that he would like a new Economic Development Strategy to be adopted as soon as possible. The strategy is a statutory requirement, and as part of its preparation, under both European and National Legislation, the Mayor is required to undertake a number of assessments, namely an Integrated Impact Assessment.

The Economic Development Strategy needs to be screened to determine whether a Habitats Regulation Assessment is required. Approval is sought (one bid) to procure consultant(s) to undertake Integrated Impact Assessments to support the preparation of the new Economic Development Strategy.

#### **Decision:**

The Executive Director Development Enterprise and Environment approves expenditure of up to £100,000 in 2016-17 to procure consultant(s) to prepare an Integrated Impact Assessment, to support the Mayor’s Economic Development Strategy. Provision is also made to undertake a Habitats Regulations Assessment screening if it is required.

#### **AUTHORISING DIRECTOR**

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:** Fiona Fletcher-Smith

**Position:** Executive Director Development Enterprise and Environment

**Signature:**



**Date:**

30.1.2017

## PART I - NON-CONFIDENTIAL FACTS AND ADVICE

### Decision required – supporting report

#### 1. Introduction and background

1.1 The Greater London Authority Act 1999 (the “Act”) requires the Mayor to produce and review an Economic Development Strategy.

1.2 The Mayor has indicated that he would like a revised Economic Development Strategy to be drafted and adopted as soon as possible. As part of the preparation of this strategy, under both European and National Legislation, the Mayor is required to undertake a number of Impact Assessments to review policy options and assess the impact of proposed strategies. Previously these assessments were independent of one another, which led to duplication of efforts and a lack of ‘coherent thinking’ around the mayoral strategies. More recently an Integrated Impact Assessment process has been proposed that combines these assessments and enables all of the mayoral strategies to work from the same baseline information.

1.3 The Mayor has legal duties to consider the following:

- Economic development and wealth creation (GLA Act 1999, as amended);
- Social development (GLA Act 1999, as amended);
- Protection and Improvement of the environment (European Directive 201/42/EC on SEA, The Environmental Assessment of Plans and Programmes Regulations 2004, GLA Act 1999, as amended);
- Health inequality and promoting Londoners’ health (GLA Act 1999, as amended);
- Community safety (Crime and Disorder Act 1998, Police and Justice Act 2006); and
- Equality of opportunity, elimination of discrimination and the promotion of good community relations (GLA Act 1999, as amended, Equality Act 2010).

1.4 This document relates to the Economic Development Strategy (EDS). Therefore, in addition, an Integrated Impact Assessment (IIA) is required to cover assessment of:

- Equalities Impact Assessment (EqIA) in line with GLA guidance ensuring that due regard is given to equality considerations in accordance with the requirements of the Equality Act (2010) and to promote race disability and gender equality are met;
- Health Impact Assessment (HIA) incorporated into the IIA will ensure that the Mayor’s duty pursuant to section 30 of the Act to promote the reduction of health inequalities and have regard to the effects of his strategies on reducing health inequalities is met;
- Community Safety Impact Assessment (CSIA) in line with the Mayor’s duty pursuant to Section 17 of the Crime and Disorder Act 1998 to do all that reasonably can be done to prevent crime and disorder and for all his strategies to have due regard to the likely effect on crime; and

1.5 Broadly the IIA process follows the following structure:

<b>IIA section</b>	<b>Associated tasks</b>
1) Drafting and scoping stage	1.1) Draft IIA scoping report 1.2) Scoping report to policy leads for input/review 1.3) Procurement of consultants for IIA 1.4) Review IIA scoping report 1.5) IIA scoping report consultation (5 weeks) 1.6) First draft of policies, objectives and strategy 1.7) Internal assessment of strategy against IIA objectives

2) Development and assessment stage	2.1) Engage with consultants on policy options considered 2.2) Testing draft policies against IIA objectives 2.3) Providing feedback to team on policies against IIA objectives 2.4) Incorporating feedback into strategy 2.5) Produce IIA report 2.6) Prepare strategy for consultation
3) Strategy consultation	3.1) Consultation 3.2) Review responses 3.3) Update strategy to reflect responses 3.4) Final draft of strategy policies
4) Publication stage	4.1) If required update IIA report 4.2) Finalise strategy 4.3) Prepare strategy consultation report 4.4) Publish strategy 4.5) Publish IIA Statement

1.6 Approval is sought to seek tenders through the GLA Economics, Research and Evaluation Framework to appoint specialist consultant(s) to contribute to the preparation of the IIA for the Economic Development Strategy. Transport for London (TfL) commercial team are providing assistance on this procurement and have advised the above Framework is suitable to use in this instance. Andrew Quinn is the main point of contact for the procurement process.

1.7 Approval is also sought to appoint specialist consultant(s), through the TfL commercial team, to:

- Screen the Economic Development Strategy to determine whether a Habitats Regulation Assessment (HRA) is required in line with European Directive 92/43/EC regulations and the advice of Natural England;
- Assist with stages 1.1 --> 2.6 for the Economic Development Strategy.

1.8 The notional cost breakdown for the work, is:

- Full IIA Assessment - £60,000
- IIA Scoping - £30,000
- Scoping the need for a HRA - £10,000 [Provisional allocation, and will be used if there is a need to undertake a Habitats regulation Assessment Screening].

This work has been costed on the basis of similar reports and an exploratory IIA quote, following discussions with GLA Economics.

## 2. Objectives and expected outcomes from the consultants

There are three distinct phases of work that we are intending to procure from the consultant(s). These are explained briefly below.

### *Economic Development Strategy (phase 1 – drafting and scoping)*

- 2.1 Objectives: draft a Scoping Report, which will outline the key components of the Economic Development Strategy. The Report will be complemented by an existing overview of how the EDS might be comprised.
- 2.2 Outcome: We expect the Consultant to produce a written IIA Scoping Report informed in part by the Scoping Report for the IIA of the London Plan, and facilitate a workshop on the draft IIA scoping report that will feed into the draft IIA report, incorporating any comments received from the statutory consultees and stakeholder workshop into the draft IIA report.

*Economic Development Strategy (phase 2 – development and assessment and produce an IIA report and statement)*

- 2.3 Objectives: For this phase the Consultant will be required to:
- test the proposed strategy and policy options against the IIA objectives that have already been identified;
  - undertake a detailed appraisal of the draft policies and produce an IIA report and statement; and
  - Screen the EDS against the Habitats Regulation Assessment.
- 2.4 Outcome: We expect the consultants to produce a written review of the policy appraisal that will confirm a preferred approach and ensure that the strategy appropriately and robustly meets or contributes to the objectives of the IIA. Full details of the requirement for this phase are provided in Appendix 1.
- 2.5 Full details of the requirements for phase two are provided in Appendix 1.

Habitats Regulations Assessment (phase 3 – evaluation on the necessity of a Habitats Regulations Assessment)

- 2.6 Subject to the need for an HRA screening for the EDS being required; as set out in Appendix 2 the Consultant's key project tasks for the HRA screening for the EDS should cover the following:
- Description of the role and purpose of HRA and the EU Habitats Directive; and
  - Review of baseline information on all Natura 2000 and Ramsar sites within and adjoining the Region, including qualifying features, conservation objectives, summary of factors that maintain site integrity, existing trends and pressures
  - Assessment of potential impacts resulting from the policies in the new Economic Development Strategy.
- 2.7 If required, the full HRA process will be commissioned separately.

### **3 Equality comments**

- 3.1 The proposal is in accordance with the Greater London Authority's Equalities Framework in relation to this procurement. Consultants will be asked to demonstrate how they comply with the Mayor's Equality and Diversity Policy Statement and related documents.
- 3.2 The Integrated Impact Assessment includes an Equalities Impact Assessment which includes requirements that the evaluation of the likely potential impacts, both positive and negative, of the Environment Strategy and the Economic Development Strategy on those with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation).

### **4 Other considerations**

a) key risks

- 4.1 If during the public consultation on the Economic Development Strategy, the draft strategy policies are amended to such an extent that it is deemed necessary that the policies require a further assessment then this will result in
- (i) the need for a further period of public consultation which, in turn, may delay the strategy development programme by up to two months and (ii) lead to undertaking a new IIA in light of the new or additional information.
- 4.2 If the screening report shows that the draft policies in the strategy have the potential to have significant adverse impacts on the integrity of European site(s), (locations in the European Union where the HRA applies), then a full HRA will be needed. This would take one year and could delay the public consultation of the Economic Development Strategy by a further twelve months

*b) links to Mayoral strategies and priorities*

- 4.3 The IIA is a legal requirement for the preparation of the Mayor's Economic Development Strategy.
- 4.4 The Scoping Report for the IIA for the London Plan will be used to form the basis of the Scoping Report for the Economic Development Strategy. An internal GLA steering group was set up with the purpose of developing a framework which is to be applied to the IIAs for the Economic Development Strategy. The framework includes a common set of IIA objectives to be used for the assessment stage of the IIA. The guide questions which sit underneath each of the IIA objectives will be relevant and specific for the individual strategies. The Mayor's Transport Strategy (MTS) has already been tested against the IIA objectives and the outcomes of this testing will be used to inform the process for the other strategies.

*c) impact assessments and consultations*

- 4.5 The IIA incorporates all the relevant impact assessments and will be consulted on alongside the strategy. An HRA screening exercise will be carried out on the EDS.

## **5 Financial comments**

- 5.1 Approval is being sought for the expenditure of up to £100,000 and the award of the consultancy contract for the undertaking of the Integrated Impact Assessments of the Mayor's Economic Development Strategy, as outlined in the body of this report.
- 5.2 The costs for the Integrated Impact Assessments (IIA) will be met from the Statutory Strategies GM.0109.003 budget within the Governance Directorate. All appropriate budget adjustments will be made.
- 5.3 Any changes to this proposal, including budgetary implications will be subject to the Authority's decision-making process.
- 5.4 The Statutory Strategies Unit within the Governance Directorate will be responsible for managing the proposed consultancy based contract/project and ensuring that all expenditure complies with the Authority's Financial Regulations and Contracts & Funding Code.

## **6 Legal comments**

- 6.1 The Mayor is required under the Act to have an Economic Development Strategy. In preparing or reviewing the strategy, the Mayor shall have regard to;

- the principal purpose of the GLA;
- the effect on the proposed strategy on the health of persons in Greater London;
- health inequalities between persons living in Greater London;
- achievement of sustainable development in the UK,
- climate change and its consequences;
- ensuring the policy is consistent with national policy and other GLA strategies;
- resources available to implement the strategy; and
- desirability of promoting and encouraging the use of the River Thames in the provision of passenger transport services.

6.2 The decisions requested of the Director falls within the GLA’s statutory powers to do such things considered to further or which are facilitative of, conducive or incidental to the promotion of economic development and wealth creation and social development in Greater London; and in formulating the proposals in respect of which a decision is sought officers have complied with the Authority’s related statutory duties to;

- Pay due regard to the principle that there should be equality of opportunity for all people;
- consider how the proposals will promote the improvement of health of persons, health inequalities between persons and to contribute towards the achievement of sustainable development in the UK; and
- consult with appropriate bodies.

6.3 Officers have indicated at paragraph 1.6 of this report that the;

- framework under which it is proposed that the services required are to be “call-off” are in accordance with relevant procurement law; and
- the services required have been procured fully in accordance with the requirements of that framework.

6.4 Officers must ensure that appropriate “call-off” documentation is put in place and executed by the successful bidder(s) and the GLA before the commencement of the services.

## 7. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	Jan 2017
Delivery Start Date [for project proposals]	Feb 2017
Final evaluation start and finish (self/external) [delete as applicable]:	
Delivery End Date [for project proposals]	July 2017
Project Closure: [for project proposals]	August 2017

### Appendices and supporting papers:

Appendix 1 - Integrated Assessment Project Brief – Mayor’s Economic Development Strategy

Appendix 2- Habitats Regulations Assessment Screening Project Brief – Mayor’s Economic Development Strategy

**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? YES**

If YES, for what reason:

Until after the services have been procured

Until what date: (a date is required if deferring) 20 February 2017

**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(s):**

Laura Gilbert, Amit Khandelwal and Luke Rigg have drafted this report in accordance with GLA procedures and confirm that:

✓

**Assistant Director/Head of Service:**

Mark Kleinman and Jeremy Skinner have reviewed the documentation and are satisfied for it to be referred to the Sponsoring Director for approval.

✓

**Financial and Legal advice:**

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

**Corporate Investment Board:**

The Corporate Investment Board reviewed this proposal on 23 January 2017.

**EXECUTIVE DIRECTOR, RESOURCES:**

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

Signature *M. J. Ollie*

Date 24.1.17

## Appendix 1

# Integrated Impact Assessment (excluding Habitats Regulation Assessment) of the Mayor's revised Economic Development Strategy

## Project Specification

### 1. Purpose of Work

- 1.1 The Greater London Authority ('GLA') wishes to appoint a supplier of Strategic Environmental Assessment ('SEA'), with the explicit inclusion of Health Impact Assessment ('HIA'), Community Safety Impact Assessment ('CSIA') and Equalities Impact Assessment ('EqIA') in the form of an Integrated Impact Assessment ('IIA'), to support a full review of the Mayor's Revised Economic Development Strategy.
- 1.2 Outcomes from this consultancy project will include: an IIA Scoping Report and IIA reports that incorporate an Environmental Report as required by the European Directive for SEA. An initial IIA report should be prepared following the initial drafting of an outline Economic Development Strategy, and a full IIA report, plus separate Equalities Impact Assessment, shall be published with the public consultation draft of the Economic Development Strategy. Any significant changes to the Strategy following public consultation will need to be included in a revised IIA report that should be published with the final adopted Economic Development Strategy. Non-technical summaries of all reports will also be required.

### 2. Background

- 2.1 The GLA is a unique form of strategic citywide government for London. It is made up of a directly elected Mayor and a separately elected Assembly. The mayor is responsible for drafting a number of statutory strategies and for setting the budget for the GLA and its functional bodies.
- 2.2 The Act places responsibility for strategic planning in London on the Mayor, and requires him to produce an Economic Development Strategy for London; he is also required to keep it under review. The Greater London Authority Act 2007 devolves responsibilities from Whitehall to the Mayor to tackle climate change and health inequalities in London. There are currently discussions underway about the further devolvement of powers across a range of issues.
- 2.3 The Mayor of London has indicated that he would like a revised Economic Development Strategy to be adopted as soon as possible. The latest Economic Development Strategy was published in 2010.

### Integrated Impact Assessment

- 2.4 The Mayor has legal duties to consider the following:
  - Economic development and wealth creation (GLA Act 1999, as amended)
  - Social development (GLA Act 1999, as amended)
  - Protection and Improvement of the environment (European Directive 201/42/EC on SEA, The Environmental Assessment of Plans and Programmes Regulations 2004, GLA Act 1999, as amended)
  - Health inequality and promoting Londoners' health (GLA Act 1999, as amended)
  - Community safety (Crime and Disorder Act 1998, Police and Justice Act 2006)
  - Equality of opportunity, elimination of discrimination and the promotion of good community relations (GLA Act 1999, as amended, Equality Act 2010)

- 2.5 The GLA adopts an integrated approach to demonstrate how these duties have been considered in the form of an Integrated Impact Assessment. This enables any common themes to be considered together.
- 2.6 An internal GLA steering group was set up with the purpose of developing a framework which is to be applied to the IIAs for each strategy, including the Environment Strategy and Economic Development Strategy. The framework includes a common set of IIA objectives to be used for the assessment stage of the IIAs for each strategy. The guide questions which sit underneath each of the IIA objectives will be relevant and specific for the individual strategies.

### **Strategic Environmental Assessment**

- 2.7 The Mayor is required to undertake a Strategic Environmental Assessment (SEA) of any of his plans and programmes that are considered to have significant effects on the environment under the European Directive 2001/42/EC (known as the SEA Directive). The SEA Directive has been transposed into UK law through the Environmental Assessment of Plans and Programmes Regulations 2004 (Statutory Instrument 2004 No.1633). The purpose of the Directive is to ensure that environmental considerations are integral to the preparation and adoption of the plan or programme. The requirements of SEA are incorporated within the IIA and it is used to define the steps involved in the assessments.

### **Equalities legislation**

- 2.8 The Mayor and GLA have “general public body duties” under equalities legislation and like all public bodies, have statutory duties to promote equality arising from the Equality Act 2010. The Mayor and the GLA also have an additional duty to promote equality of opportunity arising from the GLA Act 1999 (as amended).
- 2.9 The Equality Act 2010 includes a new single public sector equality duty (“the Duty”) that brings together the previous race, disability and gender duties and extends coverage to the following:
- age
  - disability
  - gender reassignment
  - pregnancy and maternity
  - race
  - religion or belief
  - sex
  - sexual orientation
  - marriage and civil partnership (applicable only to the need to eliminate unlawful discrimination).
- 2.10 These are the grounds upon which discrimination is unlawful and are referred to as ‘protected characteristics.’
- 2.11 The Duty requires the Mayor and the GLA when exercising their functions to have due regard to the following:
- 1. Eliminate unlawful discrimination, harassment and victimisation** and any other conduct which is unlawful under the Equality Act 2010

2. **Advance equality of opportunity** between people who share a protected characteristic, and those who don't have that characteristic. This means in particular:
  - a. **Removing or minimising disadvantages** suffered by people who share a protected characteristic that are connected to that characteristic
  - b. **Taking steps to meet the needs of people** who share a protected characteristic that are different from the needs of people who don't have that characteristic
  - c. **Encouraging people** who share a protected characteristic **to participate in public life or in any other activity** in which their participation is disproportionately low
  
3. **Foster good relations** between people who share a protected characteristic, and those who don't have that characteristic. This means, in particular:
  - a. **Tackling prejudice**
  - b. **Promoting understanding**

2.12 Compliance with these duties may involve treating some persons more favorably than others.

### **Health Impact Assessment**

2.13 The Mayor has a duty under the Act to promote the reduction of health inequalities and to have regard to the effects of his strategies on reducing health inequalities in London. Therefore the IIA is to include an identifiable Health Impact Assessment (HIA), which is the established method of considering health issues in policy development in London.

### **Community Safety Impact Assessment**

2.14 There is a statutory requirement for the GLA to follow Section 17 of the Crime and Disorder Act 1998. Section 17 places a duty on the GLA to have due regard, when preparing plans and strategies, to the likely effect of these plans and strategies on, and the need to do all that it reasonably can, to prevent crime and disorder in its area. The Police and Justice Act 2006 has broadened the scope of Section 17 to encompass misuse of drugs, alcohol and other substances, anti-social behaviour and behaviour adversely affecting the environment. The IIA process will incorporate a specific Community Safety Impact Assessment (CsIA) which will set out how these issues have been considered.

2.15 Specific results and outcomes related to health, equalities, and community safety are to be clearly documented within the final IIA report. This will allow particular audiences to focus on the impacts they are most concerned about. It will also help the Mayor refine his proposed policies. This approach should build on past assessments that have been undertaken for the Economic Development Strategy.

### **Habitats Regulation Assessment**

2.16 The aim of the Habitats Directive is to conserve natural habitats and wild species across Europe by establishing a network of sites known as Natura 2000 sites. Under Article 6(3) of the Habitats Directive, an appropriate assessment is required where a plan or project is likely to have a significant effect upon a European site.

2.17 A separate commission will also be let for the undertaking of the Habitats Regulation Assessment (HRA) screening (see Annex 3). Consultants are able to bid for both contracts if they so wish. The consultants appointed to do the IIA will be required to liaise closely with the successful HRA consultants. The preparation of the Habitats Regulation Assessment screening will run in parallel to the preparation of the IIA.

2.18 Consultants are able to bid for both contracts if they wish to do so.

### 3. Key Outputs

3.1 The key project tasks for the development of the IIA to inform the full review of the London Economic Development Strategy are:

- to provide a written IIA Scoping Report (Phase 1) for the draft Economic Development Strategy and incorporate any comments received from the statutory consultees and stakeholder workshop.
- to provide a written review as well as verbal feedback of the strategic issues and scenarios for the draft Economic Development Strategy, including documentation of any recommendations for the refinement of the scenarios;
- to facilitate a workshop on the draft IIA scoping report that will feed into the draft IIA report;
- to undertake an IIA appraisal of the draft policies of the draft Economic Development Strategy and prepare a report detailing this process and its outcomes that will assist the Mayor and the GLA to meet their duties outlined above and meet the requirements of the European Directive for SEA (Phases 2 and 3). This report should also include a robust EqIA, CSIA, and HIA and where required provide clear recommendations as a result of each assessment. A separate EqIA report and non-technical summary shall also be prepared. The consultants should also work closely with the consultants responsible for HRA screening and reflect this assessment where necessary in the IIA reports. In undertaking the assessment of the draft policies in the Economic Development Strategy, the consultants should employ a collaborative way of working with the policy leads within the Economic Development Strategy to understand the policies and their potential impacts. The alternative policy options to be tested should be agreed with the lead GLA officer in advance of assessment;
- present the findings and recommendations of the draft IIA report to GLA colleagues;
- if required, to review relevant responses to the public consultation on the draft Economic Development Strategy and the IIA report, and where necessary revise the IIA report prior to publication of the final Economic Development Strategy;
- to produce a Habitats Regulations Assessment screening report (Phase 3) to establish whether a HRA is needed;

### The Equality Impact Assessment

3.3 The EqIA should:

- identify any evidence of unlawful discrimination within the scope of the Economic Development Strategy, and/or where there might be a risk of unlawful discrimination. It should recommend actions to eliminate this, or mitigate that risk;
- collate evidence of disadvantages experienced in the policy areas being reviewed through the Economic Development Strategy by the protected groups in London, identify the specific needs of protected groups and identify any relevant areas where protected groups are under-represented;

- in the light of these, it should assess the impact of the proposed policies on each of the protected groups and identify any opportunities to promote good relations;

#### 4. Project Management and Reporting

4.1 The consultants will be expected to attend a project inception meeting in February 2017. During the assessment stage of the IIA there will need to be regular meetings with the project manager and other Economic Development Strategy team members on individual policies. The GLA wishes to publish a consultation draft of the IIA Scoping Report in April 2017. Subject to detailed project planning with the successful consultants, the wider IIA project will be generally in accordance with the following timetable that will work towards publishing a revised Economic Development Strategy by February 2018.

Task/Output	Date
<b>Deadline for receipt of tenders</b>	<b>Jan 2017</b>
<b>Shortlist of tenders and award contract</b>	<b>Feb 2017</b>
<b>Project inception meeting</b>	<b>Feb 2017</b>
<b>Draft Project Plan (including consultation arrangements)</b>	<b>Feb 2017</b>
<b>Draft scoping report</b>	<b>Feb 2017</b>
<b>Publish draft scoping report for 5 weeks stakeholder consultation</b>	<b>March 2017</b>
<b>Draft scoping report workshop</b>	<b>Apr 2017</b>
<b>Initial assessment of strategic options for the Economic Development Strategy</b>	<b>May 2017</b>
<b>Prepare initial IIA Report</b>	<b>June 2017</b>
<b>Seminars with Economic Development Strategy team</b>	<b>June 2017</b>
<b>Carry out appraisal work on the draft Economic Development Strategy</b>	<b>June 2017</b>
<b>Prepare IIA Report</b> - first draft to GLA for comment and amends (including presentation of findings with wider GLA colleagues) - second draft for comment	<b>July 2017</b>
<b>Publish draft IIA report for 12 weeks public consultation (alongside draft Feb-May)</b>	<b>August 2017</b>
If required, revisions to IIA Report following public consultation responses	August 2017

- 4.1 The project will be managed by a policy lead in the GLA's Economic & Business Policy Team and steered by an internal project management group made up of GLA officers. Regular contact with the project manager will be expected.
- 4.2 All analysis shall be generally in accordance with the assessment methodology set out by Government guidance and best practice documentation.

4.3 All associated imagery and mapping will be submitted to the GLA for their unrestricted use. Maps, images and surveys shall be supplied in the same format as the existing Economic Development Strategy and shall be high resolution for large format displays.

4.4 The reports required in this commission should be presented in two bound copies and one unbound copy. An electronic copy of the text in Microsoft Word format should also be provided by USB.

## **5 Skills Required**

5.1 The consultants will be expected to have understanding, expertise and resources as follows and must provide details and examples of this within its tender response.

- Demonstrated knowledge of economic development issues and IIA at a regional level including:
  - Skills / experience in SA/SEA;
  - Skills / experience in HIA;
  - Skills / experience in CSIA; and
  - Skills / experience in EqIA.
- An understanding of the GLA's health, sustainable development, community safety objectives, equality and diversity strategies.
- Demonstrable knowledge of SEA best practice.
- Experience in data presentation and analysis.
- Experience of working with other consultant teams on closely integrated projects.

5.2 This tender project is being carried out in conjunction with that for a Habitats Regulations Assessment screening, and consultants are welcome to demonstrate they have a good working relationship with consultants that are bidding for that project.

## **6. Costs**

6.1 Tendering will be via a competitive process. When choosing the supplier, the GLA will assess bids on the basis of the most value for money tender.

## **7. Responses**

7.1 Responses to this specification should detail the following:

### Price

- Total fixed cost for the contract, excluding VAT; and
- Breakdown of all staff and other costs associated with the contract;

## Approach

- An indication of whether you will be working independently on the project or in a partnership approach (in which case you should include details of the partnership composition);
- Methodology;
- Detailed description of how the specification will be delivered; and
- Proposed detailed programme of the work.

## Personnel

- Qualifications and experience of the proposed personnel in the form of individual CVs. The amount of time each member will spend on the project must also be included; and
- Relevant experience of the contractor's project team, relating to contracts of a similar nature where applicable.

## 8. Procurement Procedures

8.1 The broad timetable for procurement is set out above. The table below shows the evaluation criteria that will be used and the relative weighting of the different elements.

Criteria	Weighting
Qualitative aspects comprising	<b>70%</b>
Methodology including demonstration for consultative approach that brings in expertise where appropriate	20%
Demonstration of clear and tangible benefits to the strategy development process that have resulted from previous similar work.	10%
Demonstration of experience of similar work including experience of working with other consultant teams on closely integrated projects	10%
Strength of contractor's proposed evaluation / analysis framework	15%
Experience and qualification of staff including CV's of staff that will be assigned to the project	15%
Price comprising	<b>30%</b>
Value for money demonstrated by building on existing work	
<b>TOTAL</b>	<b>100%</b>

## 9. Terms and conditions

9.1 The Contract will be let under the Framework Terms and the enclosed call-off-conditions.

## References

### GLA

Mayoral Priorities

[http://www.sadiq.london/a\\_manifesto\\_for\\_all\\_londoners](http://www.sadiq.london/a_manifesto_for_all_londoners)

The Mayor's Economic Development Strategy for London 2010

[https://www.london.gov.uk/sites/default/files/gla\\_migrate\\_files\\_destination/Economic-Development-Strategy.pdf](https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Economic-Development-Strategy.pdf)

The London Plan 2016 - Consolidated with Alterations since 2011

<https://www.london.gov.uk/what-we-do/planning/london-plan/current-london-plan>

### Other

Crime and Disorder Act 1998

European Directive 2001/42/EC (known as SEA Directive)

National Planning Practice Guidance

<http://planningguidance.communities.gov.uk/blog/guidance/strategic-environmental-assessment-and-sustainability-appraisal/>

The Greater London Authority Act 2007

European Directive 92/43/EC (on the "conservation of natural habitats and wild fauna and flora for plans" that may have an impact of European (Natura 2000) Sites)

## Appendix 2

# Habitats Regulation Assessment screening of the Mayor's Economic Development Strategy

## Project Specification

### 1. Purpose of the work

- 1.1 The Greater London Authority (GLA) wishes to appoint a supplier of Habitats Regulation Assessment (HRA) services that will support a full review of the Mayor's Economic Development Strategy.
- 1.2 This project specification will cover the GLA's requirements for an initial screening assessment. It is expected that the key outcome from this consultancy project will be an initial screening assessment for the HRA process; however, the results of this assessment will determine whether a full HRA process is required.

### 2. Background

- 2.1 The GLA is a unique form of strategic citywide government for London. It is made up of a directly elected Mayor and a separately elected Assembly. The Mayor is responsible for drafting a number of statutory strategies and for setting the budget for the GLA and its function organisations.
- 2.2 The Greater London Authority Act 1999 places responsibility for strategic planning in London on the Mayor, and requires him to produce an Economic Development Strategy for London; he is also required to keep it under review. The Greater London Authority Act 2007 devolves responsibilities from Whitehall to the Mayor to tackle climate change and health inequalities in London. There are currently discussions underway about the further devolvement of powers across a range of issues.
- 2.3 The Mayor of London has indicated that he would like a revised Economic Development Strategy to be adopted as soon as possible. The latest Economic Development Strategy was published in 2010. Regulation 102 of the Conservation of Habitats and Species Regulations 2010 (as amended) (the 'Habitats Regulations') requires that competent authorities assess the effects of land use plans on European sites<sup>1</sup> to determine whether there will be any 'likely significant effects' (LSEs) on any European sites as a result of the plan's implementation (either on its own or 'in combination' with other plans or projects); if there are LSEs, there will be a need for the competent authority to undertake an Appropriate Assessment to determine whether or not there will be any adverse effects on the sites' integrity. The process by which the effects on European sites of a plan (or project or programme) are assessed is widely referred to (as in this report) as 'Habitats Regulations Assessment' (HRA).

---

<sup>1</sup> Strictly, 'European sites' are any Special Area of Conservation (SAC) from the point at which the European Commission and the UK Government agree the site as a 'Site of Community Importance' (SCI); any classified Special Protection Area (SPA); any candidate SAC (cSAC); and (exceptionally) any other site or area that the Commission believes should be considered as an SAC but which has not been identified by the Government. However, the term is also commonly used when referring to potential SPAs (pSPAs), to which the provisions of Article 4(4) of Directive 2009/147/EC (the new wild birds directive) are applied; and to possible SACs (pSACs) and listed Ramsar Sites, to which the provisions of the Habitats Regulations are applied a matter of Government policy (NPPF para 118) when considering development proposals that may affect them. 'European site' is therefore used in this report in its broadest sense, as an umbrella term for all of the above designated sites.

- 2.3 The Habitats Regulations provide for the designation and protection of European sites, the protection of European protected species, and the adaptation of planning and other controls for the protection of European sites.
- 2.4 Under the Habitats Regulations screening for HRA entails consideration of whether a plan is likely to have significant adverse impact on the conservation objectives of designated EU conservation sites, and therefore whether HRA is required. If significant adverse impact is likely then a full HRA proceeds beyond screening to explore in more detail whether the plan will impact negatively on the site or sites in question. Where significant adverse impacts are expected, the HRA considers whether alternative measures can be adopted. If there are no viable alternatives, the plan can proceed only if there are 'imperative reasons of overriding public interest'.
- 2.5 A separate tendering exercise is being undertaken to develop the Integrated Impact Assessment (IIA) for the revised Economic Development Strategy. This is a separate exercise with distinct legal requirements; however, the consultants appointed to do the HRA screening will be required to liaise closely with IIA project consultants. The preparation of the Habitats Regulation Assessment screening will run in parallel to the preparation of the IIA.
- 2.6 Consultants are able to bid for both if they so wish to.

### 3. Key Outputs

- 3.1 The key project outputs for this consultancy project are an HRA screening report that should cover the following:
- Description of the role and purpose of HRA and the EU Habitats Directive; and
  - Review of baseline information on all Natura 2000 and Ramsar sites within and adjoining the Region, including qualifying features, conservation objectives, summary of factors that maintain site integrity, existing trends and pressures, and
  - Assessment of potential impacts resulting from the policies within the new London Plan.
- 3.2 The initial commission will cover the HRA screening report only.
- 3.3 A decision will be made by the Economic Development Strategy team in conjunction with Natural England following receipt of the HRA screening report as to whether a detailed HRA of any affected site(s) will need to be carried out.

### 4. Consultation timetable

- 4.1 In addition to the project outputs outlined above, the consultants are required to prepare presentations and be available to facilitate consultation workshops. The estimated commitment is outlined in the following table for meetings.

Meeting	Date
<b>If deemed necessary, attend as 'observers' the Advisory Group workshop on the IIA scoping report (to be held during the consultation period on the IIA Scoping Report).</b>	<b>Feb – March 2017</b>
<b>Meeting with Economic Development Strategy team (and nominees) to discuss the scenario testing process and draft policies for the revised Economic Development Strategy.</b>	<b>Feb-May 2017</b>

<b>Steering Group meeting to discuss the screening exercise and draft report.</b>	<b>April 2017</b>
<b>If required, seminar with Economic Development Strategy team on the results of the screening exercise.</b>	<b>May 2017</b>

## **5. Project Management and reporting**

- 5.1.1 The consultants will be expected to attend a project inception meeting in February 2017. This will be followed by meetings with the Project Management Group as required for the remainder of the project to ensure that all milestones are met. The consultants will also be expected to engage with Natural England as required.
- 5.1.2 Subject to detailed project planning with the successful consultants, the project will be generally in accordance with the following timetable.

<b>Task/Output</b>	<b>Date</b>
<b>Deadline for receipt of tenders</b>	<b>Feb 2017</b>
<b>Shortlist of tenders and award contract</b>	<b>Feb 2017</b>
<b>Project inception meeting</b>	<b>Feb/March 2017</b>
<b>Draft HRA project plan (and any consultation arrangements)</b>	<b>April 2017</b>
<b>Produce Screening Report</b>	<b>May 2017</b>

- 5.4 The project will be managed by a policy lead in the GLA's Economic & Business Policy Team and steered by an internal project management group made of GLA officers. Regular contact with the project manager will be expected.
- 5.5 The project management group may also request that the screening results are presented to an expert panel/seminar to be arranged by the GLA. This requirement will be on top of any other reporting requirements noted in the tasks above and should not be included in the tender quote, but noted as part of an hourly or day rate.
- 5.6 The screening analysis shall be in accordance with the assessment methodology set out by relevant guidance and best practice documentation.
- 5.7 All associated imagery and mapping will be submitted to the GLA for their unrestricted use. Maps, images and surveys shall be supplied in the same format as the existing Economic Development Strategy and be high resolution for large format displays.
- 5.8 The reports required in this commission should be presented in two bound copies and one unbound copy. An electronic copy of the text in Microsoft Word format should also be provided on USB.

## **6 Skills required**

6.1 The consultants will be expected to have understanding, expertise and resources as follows, and must provide details and examples of the same within its tender response.

- Demonstrated knowledge of economic development and HRA issues at regional level including:
  - Experience of HRA best practise and how it fits in with IIA
  - Experience in data presentation and analysis
  - Experience of working with other consultant teams on closely integrated projects

## **7. Costs**

7.1 Tendering will be via a competitive process. When choosing the supplier, the GLA will assess bids on the basis of the most value for money tender.

## **8. Responses**

8.1 Responses to this specification should detail the following:

### Price

- Total fixed cost for the contract, excluding VAT; and
- Breakdown of all staff and other costs associated with the contract;

### Approach

- An indication of whether you will be working independently on the project or in a partnership approach (in which case you should include details of the partnership composition);
- Methodology;
- Detailed description of how the specification will be delivered; and
- Proposed detailed programme of the work.

### Personnel

- Qualifications and experience of the proposed personnel in the form of individual CVs. The amount of time each member will spend on the project must also be included; and
- Relevant experience of the contractor's project team, relating to contracts of a similar nature where applicable.

## **9. Procurement Procedures**

9.1 The timetable for procurement is set out above. The table below shows the evaluation criteria that will be used and the relative weighting of the different elements.

Criteria	Weighting
Qualitative aspects comprising	<b>70%</b>
Methodology including demonstration for consultative approach that brings in expertise where appropriate	20%
Demonstration of clear and tangible benefits to the strategy development process that have resulted from previous similar work.	10%
Demonstration of experience of similar work including experience of working with other consultant teams on closely integrated projects	10%
Strength of contractor's proposed evaluation / analysis framework	15%
Experience and qualification of staff including CV's of staff that will be assigned to the project	15%
Price comprising	<b>30%</b>
Value for money demonstrated by building on existing work	
<b>TOTAL</b>	<b>100%</b>

## 10. Terms and conditions

10.1 The Contract will be let under the Framework Terms and the enclosed call-off-conditions.

10.2 Payment will be made at intervals subject to satisfactory completion of each project milestone. The suggested payment structure is:

Project Milestone	Percentage payment
First draft of HRA report and presentation to GLA colleagues	60%
Final HRA report	40%

## References

### GLA

Mayoral Priorities

[http://www.sadiq.london/a\\_manifesto\\_for\\_all\\_londoners](http://www.sadiq.london/a_manifesto_for_all_londoners)

The Mayor's Economic Development Strategy for London 2010

[https://www.london.gov.uk/sites/default/files/gla\\_migrate\\_files\\_destination/Economic-Development-Strategy.pdf](https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Economic-Development-Strategy.pdf)

The London Plan 2016 - Consolidated with Alterations since 2011

<https://www.london.gov.uk/what-we-do/planning/london-plan/current-london-plan>

### Other

- European Directive 92/43/EC (on the "conservation of natural habitats and wild fauna and flora for plans" that may have an impact of European (Natura 2000) Sites)
- The Conservation (Natural Habitats, &C) (Amendment) (England and Wales) Regulations 2006
- European Directive 2001/42/EC (known as SEA Directive)

