

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD181

Title: Advance payments to London Sustainability Exchange for the Well London Programme

Executive Summary:

Well London is a programme of community engagement and development aimed at increasing levels of mental well-being, healthy eating and physical activity in deprived neighbourhoods in London. In 2013 Well London received a further grant from the Big Lottery of £1.8m for the continuation of the phase 2 programme to 2015.

The London Sustainability Exchange (LSx), a registered charity, has requested that the GLA makes advance payments for budgeted costs incurred in delivering the Big Lottery funded Well London programme. The request has been reviewed and it is proposed, on an exceptional basis, and in accordance with the provisions of the grant agreement, to accept it.

Decision:

That the Assistant Director approves the making of quarterly advance payments to the London Sustainability Exchange for budgeted costs, in accordance with the provisions of, and on the conditions set out in, the GLA's funding agreement with the London Sustainability Exchange.

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: Amanda Coyle

Position: Assistant Director, Health & Communities

Signature:

Date: 15 April 2014

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

Well London uses a community development approach to improve the health and well-being, including the mental well-being, physical activity levels, and healthy eating behaviours of individuals and communities living in disadvantaged neighbourhoods.

The programme is funded by the Big Lottery and has received three cumulative awards totalling £12million covering the years 2007 – 2015.

London Sustainability Exchange (LSx) is a registered charity and a member of the Well London Alliance partnership. In phase 1 (2007-2012) LSx led on the healthy eating theme and coordinated activities in three of the 20 target areas. They also delivered Wellnet, a project that captures and shares the learning from Well London. LSx were paid in advance during the first phase of the project (2007-12), following approval by the programme's governance group, and the arrangement operated successfully.

In the current phase (phase 2) LSx is delivering Wellnet through a series of events and workshops. Its grant for the current phase of the project (August 2013 to March 2015) is £46,000 approved under cover of MD1206.

2. Objectives and expected outcomes

The objective is to ensure that LSx is able to meet its contractual obligations and milestones. These are currently being reconfigured but will comprise a series of local and pan London events and workshops, and attendance at partner meetings.

Information regarding the rationale for the proposed making of quarterly advance payments is set out at part 2 of this report as it contains commercially sensitive material.

3. Other considerations

a) Key risks and issues

Risks relating to this work will be identified and managed on an ongoing basis as part of the overall programme management, and will be recorded in the programme risk register.

The funding agreement (schedule 6) stipulates that no advance payments can be made until the GLA itself has received Big Lottery funding in respect of the period for which the proposed advance payment relates.

Advance claims will be reconciled against actual expenditure and milestones each quarter, and an adjustment made to the following quarter's advance payment if required.

4. Financial comments

There are no changes in the total grant award to LSx, which remains at £46,000 running from August 2013 to March 2015 as approved by MD1206 and funded by Big Lottery income.

The funding schedule sets out the current forecasted quarterly costs linked to project milestones (see below). The maximum expected quarterly claim is currently £11,624. The bulk of each claim relates to staff costs.

Oct – Dec 2013	£5,411 *
Jan – Mar 2014	£8,105
Apr – Jun 2014	£8,191
Jul – Sep 2014	£9,574
Oct – Dec 2014	£11,624
Jan – Mar 2015	£3,095
Total	£46,000

*A proportion of this is actual expenditure

Given that the proposal is requesting quarterly payments up front rather than arrears which is the general norm for the Well London programme, in order to ensure funds are being spent in accordance with the funding agreement, officers should request certified income and expenditure statements at the end of each quarter, which reserves the right for further scrutiny in the form of ledger transactions, invoices and additional monitoring visits where deemed necessary.

Advance claims will be reconciled against actual expenditure and milestones each quarter, and an adjustment made to the following quarter's advance payment if required.

Officers within the Health & Communities Unit will be responsible for managing activities relating to this proposal and ensuring that the expenditure complies with the Authority's Financial Regulations, Contracts & Funding Code and Funding Agreement Toolkit.

5. Legal Comments

Officers should ensure, to the extent not already incorporated in the GLA's funding agreement with LSx, that the agreement is varied to include rights to require LSx to provide certified income and expenditure statements at the end of each quarter, further scrutiny in the form of ledger transactions, invoices and additional monitoring visits where deemed necessary. If such variation is required it should be formalised and documented in accordance with the provisions of the funding agreement before any commitment to make advance payments is made.

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 – YES

ORIGINATING OFFICER DECLARATION:

Drafting officer to confirm the following (✓)

Drafting officer:

Alison Pearce 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.

✓

HEAD OF GOVERNANCE AND RESILIENCE:

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

Signature:

Date: