

## REQUEST FOR MAYORAL DECISION – MD1341

**Title: Team London Programme 2014-15**

### **Executive Summary:**

Team London is the Mayor's programme to drive volunteering in the capital. This MD sets out how the £580,000 programme budget and £100,000 from the central programme budget secured for 2014-15 will be used to further support the activities set out in MD1177 and MD1304. This funding will enable Team London to continue to deliver the Mayor's ambition to ensure a volunteering legacy from the 2012 Games by increasing volunteering in London, encouraging Londoners to do something great for their city and inspiring the next generation to volunteer as well as developing volunteering as a pathway to work.

### **Decision:**

That the Mayor approves:

1. Expenditure of up to a maximum of £580,000 programme budget and £100,000 from the central programme budget to further support the Team London volunteering activities set out in MD1177 and MD1304.
2. That as part of the £100,000 small grants programme, entry into and execution of funding agreements between the GLA and between 10 and 20 volunteering organisations to a maximum of £10,000 each.
3. A delegation to the Executive Director of Communities and Intelligence the authority to approve all further arrangements for the delivery of the programme including without limitation the procurement and award of contracts for services, and/or supplies, sponsorship agreements and grant funding agreements as necessary.

### **Mayor of London**

I confirm that I do not have any Disclosable Pecuniary Interests in the proposed decision, and take the decision in compliance with the Code of Conduct for elected Members of the Authority.

The above request has my approval.

**Signature**

**Date**

1 May 2014

## PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE MAYOR

### Decision required – supporting report

#### 1. Introduction and background

- 1.1 Team London was set up in 2011, supported by £2m of funding from the Reuben Foundation for phase 1 (pre 2012 Olympics). This enabled 19,000 volunteers to spend over 250,000 hours boosting literacy, skills and the environment.
- 1.2 Team London re-launched in 2013 following the 2012 Games where the profile of volunteering was raised substantially. The Team London Ambassadors, Games Makers and other volunteers were seen as a key part to the success of the Games. This was enabled by a DCMS agreement that the GLA's Olympic underspend of £1.5million could be reinvested into volunteering legacy delivered through Team London over a three year period.
- 1.3 Team London worked quickly to build on the profile and legacy of the Games. Successes to date have included: a new brokerage website which currently has over 26,000 volunteers and over 600 organisations offering volunteering opportunities signed-up, it has seen close to 120,000 unique users to date. The Team London Young Ambassadors programme has been launched, taking volunteering to the next generation and have exceeded the target to have 400 schools signed up this academic year. The small grants programme has already led to over 1,200 volunteers taking part. 2,000 volunteers have volunteered for over 30 sporting and cultural events across the city; and, over 800 Ambassadors continue to provide visitors a warm welcome to our city in the summer and at Christmas.
- 1.4 In the last year, Team London has secured £1,115,000 external income to support the continued delivery of the programme through the European Social Fund, the Technology Strategy Board and commercial support. The team continue to work closely with the Commercial Director to increase the potential impact of Team London as a result of business support.
- 1.5 This year, the additional £580,000 that has been awarded to Team London as programme budget will enable the continued delivery of the programme in areas where commercial support is not possible. This includes funding which will unlock more European Social Fund money (subject to agreement with the LEP).
- 1.6 Team London has also been awarded £100,000 from the central programme budget to fund their Small Grants programme to continue to engage the third sector to create the volunteering opportunities that are critical to the successful delivery of the programme.
- 1.7 The budget will be distributed across the programme as follows:

<b>Programme</b>	<b>GLA budget</b>
Website & Awareness	£20,000
Visitor Welcome	£250,000
Small Grants	£100,000
Schools	£40,000
Reward and Recognition	£20,000
Volunteering into Work	£250,000
<b>TOTAL</b>	<b>£680,000</b>

## 2. Objectives and expected outcomes

2.1 The £580,000 will enable:

- continued delivery of Olympic legacy through the Visitor Welcome programme;
- communication and recognition to an increased volunteering database to ensure appropriate support and engagement is provided to maintain and increase volunteering in London;
- the opportunity to unlock European Social Funds in order to support young unemployed people into work through volunteering experience leading to sustainable job outcomes per annum; and,
- delivery of events to increase take up of the Team London Young Ambassadors programme which has ambitions to be in 1,000 schools in the next academic year.

2.2 The specific objectives of the Small Grants programme are to: continue to engage 3<sup>rd</sup> sector in Team London to ensure Team London can provide sufficient volunteering opportunities for demand; increase local impact volunteering; and, support capacity building in the sector.

## 3. Other Considerations

a) Links to strategies and Mayoral and corporate priorities

The Team London programme directly support the Mayor's priorities to drive volunteering in the capital. The initiatives Team London volunteers will support link to key Mayoral priorities – specifically to improve quality of life, support jobs and skills and to promote youth opportunity.

b) Impact assessments and Consultation

Team London will continue to consult and engage widely with the volunteering community, Engagement includes, but is not limited to: a stakeholder advisory board, website surveys of users and volunteers and a schools conference.

c) Risk

The key risks and mitigations are highlighted below:

	Risk description	Mitigation / Risk response	Current probability (1-4)	Current impact (1-4)	RAG rating	GLA risk owner
<b>1</b>	European Social Fund funding is not achieved, meaning that targets cannot be met and that lower outcomes will be achieved with lesser funding.	A small matched funding pilot is underway which predicts exceeding delivery of outcomes, this will provide a strong basis for achieving the ESF funding. Ultimately if this is not achieved the project would be run with smaller funds and we would re-assess the targets.	2	3	A	PF

## **4. Financial Comments**

### Background

- 4.1 Approval is being sought for expenditure of up to £680,000 to further support the Team London volunteering activities previously approved by MD1177 and MD1304 in the 2014-15 financial-year. It should be noted that there is separate budget provision for the projects approved via MD1177 and MD1304. The 2014-15 programme will include a number of different expenditure streams administered by way of contract for services and grant agreements. With regards to grant agreements, as part of this report, approval is also being sought to allocate up to £100,000 for the small grants programme.

### Budget

- 4.2 As part of 2014-15 budget process a budget allocation of £580,000 was approved to supplement the work of the Team London Unit, specifically for the 'Volunteering and Visitor Welcome' strands of work. The balance of £100,000 specifically for the small grant programme will be funded via a virement from the Central Programme budget to the Team London Unit in 2014-15.
- 4.3 As detailed within the main body of this report, the Team London Unit will continue to explore the possibility of securing external income via sponsorship and European Social Forum funding to further supplement the programme. If and when applicable, the receipt of external funding and the associated expenditure will be subject to further approval via the Authority's decision-making process.
- 4.4 All appropriate budget adjustments will be made.

### Project Management

- 4.5 The Team London Unit within the Communities & Intelligence Directorate will be responsible for managing the Team London Programme of work and ensuring all activities and expenditure comply with the Authority's Financial Regulations, Contracts & Funding Code, Expenses & Benefits Framework and Funding Agreement Toolkit. It should be noted that delegation to the Executive Director of Communities & Intelligence is also being sought to approve all further decisions relating to this programme of work.

## **5. Legal Comments**

- 5.1 The foregoing sections of this report indicate that:

5.1.1 the decisions requested of the Mayor (in accordance with the GLA's Contracts and Funding Code) fall within the GLA's statutory powers to do such things considered to further or which are facilitative of, or conducive or incidental to the promotion of social improvement in Greater London. In formulating the proposals in respect of which a decision is sought officers have complied with the GLA'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 United Kingdom; and
- consult with appropriate bodies.

- 5.2 All services required will be procured by Transport for London Procurement (who will determine the detail of the procurement strategy to be adopted) in accordance with the GLA's Contracts and Funding Code. Officers must liaise with Transport for London Procurement in this regard.
- 5.3 Officers should ensure that as per the Contracts and Funding Code funding is distributed fairly, transparently and in accordance with the GLA's equalities obligations. The Code also requires the GLA to demonstrate value for money in the allocation of this funding. The officers should ensure that the appropriate legal documentation be entered into by the grantee and the GLA and that TfL legal are consulted in determining whether there are any state aid implications prior to granting any funding to organisations.
- 5. Investment & Performance Board**  
Stage 1 and 2 papers were discussed and approved in principle at IPB on 28 March 2014.
- 6. Background/supporting papers**  
None
- 7. Planned delivery approach and next steps**
- 7.1 The projects will delivered by the existing Team London team

<b>Activity</b>	<b>Planned date</b>
<b>Visitor Welcome</b>	
Recruitment of new volunteers complete	Apr- 14
Training of visitor welcome volunteers	Jun-14 – Jul-14
Deployment of volunteers	Jul-14 – Aug-14
Review of programme	Sept-14
<b>Volunteering into Sustained Employment Programme</b>	<b>Dates (tbc) – subject to external timeline</b>
<b>Schools, R&amp;R and Website and Awareness</b>	
Live Knowledge Quiz final delivered	Jul-14
Applications for TL Awards opens	Jun-14
Applications for TL Awards closes	Jul-14
Deliver TL Awards	Sept-14
Deliver schools' conference	Oct-14
Follow up communications to schools' conference	Oct-14
Volunteering database newsletter	Monthly
Student volunteering newsletter	Monthly
<b>Small Grants Innovation Fund</b>	
Announcement	Jun-14
RFP	Jul-14
RFP closes	Jul-14
Funding Agreements	Aug-14 - Sept-14
Reporting	Quarterly

**Public access to information**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the GLA website within 1 working day of approval. Any facts and advice that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this approval to be deferred? NO

If yes, for what reason:

Until what date:

Is there a part 2 form – NO

**ORIGINATING OFFICER DECLARATION:**

	Tick to indicate approval (✓)
<b>Drafting officer:</b> <u>Patrick Feehily</u> has drafted this report in accordance with GLA procedures and confirms the following have been consulted on the final decision.	✓
<b>Assistant Director/Head of Service:</b> <u>Patrick Feehily</u> has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.	✓
<b>Sponsoring Director:</b> <u>Jeff Jacobs</u> has reviewed the request and is satisfied it is correct and consistent with the Mayor's plans and priorities.	✓
<b>Mayoral Adviser:</b> <u>Veronica Wadley</u> has been consulted about the proposal and agrees the recommendations.	✓
<b>Advice:</b> The Finance and Legal teams have commented on this proposal.	✓

**OFFICER APPROVAL****Executive Director, Resources**

I have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

**Signature**

**Date**

**Chief of Staff**

I am satisfied that this is an appropriate request to be submitted to the Mayor

**Signature**

**Date**