

# GREATER LONDON AUTHORITY

## REQUEST FOR MAYORAL DECISION – MD1368

### Title: Travel Provisions for Team London Visitor Welcome volunteers

#### Executive Summary:

Team London is a Mayoral programme which aims to make volunteering easier to do, easier to find out about and rewards and recognises the work of everyday Londoners, voluntary groups and charities.

The 2012 Olympic and Paralympic Games saw the profile of volunteers and volunteering raised substantially. The Team London Ambassadors, Games Makers and other volunteers were seen as a key part to the success of the Games.

As such, the GLA has worked quickly to maintain the enthusiasm and momentum behind volunteering, and to ensure the legacy is maximised. A key part of the Legacy Plan has been the redeployment of Team London Ambassadors at key locations across London during the summer months, to provide a visitor welcome.

The Mayor would like to support the Visitor Welcome volunteers by providing 550 volunteers and managers with free transport for their training and volunteering activities during the period of 1<sup>st</sup> July to 31 August 2014.

The Mayor is requested to direct Transport for London ("TfL") to implement these travel arrangements, with the GLA reimbursing TfL for the cost of travel undertaken on National Rail services. TfL will reuse Oyster cards left over from the Team London Travel Ambassador programme from 2012..

#### Decision:

The Mayor is requested to approve the following:

- To direct TfL under sections 155 and 174 of the Greater London Authority Act 1999 to provide 550 Oyster cards to enable the Team London volunteers and managers to travel on the TfL Network and National Rail (where the Train Operating Companies accept Oyster) to their training day and volunteering at assigned venues during the period of 1 July to 31 August, and
- To delegate to TfL the necessary powers to deliver the proposals specified in the Direction under sections 30, 34 and 38 of that Act; and
- To approve the GLA providing a revenue grant of up to £7,730 to TfL pursuant to section 121 of the GLA Act to reimburse TfL for the cost of National Rail journeys taken using the Team London Oyster cards.

#### 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: 18/6/14

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

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1 Team London is the Mayor's volunteering programme designed to deliver a volunteering legacy for from the 2012 Games. During the summer 2013, circa 800 volunteers were mobilised through Team London Visitor Welcome programme. Feedback from visitors who had interacted with the Ambassadors results were overwhelmingly positive, with over 90% of those asked answering 'strongly agree' or 'agree' to questions regarding the friendliness and usefulness of ambassadors. The programme also directly supports the recent increase in tourism in London. Following experiences in 2013 and early 2014, as well as Ambassador feedback, the deployment has focussed on 9 locations, with a deployment over the busiest period requiring circa 550 newly equipped Ambassadors, who will better complement the deployment of Team London volunteers at other events such as Ride London and the Mayors Gigs programme.
- 1.2 It is proposed that the Visitor Welcome programme provides 550 volunteers and managers with free transport for their training day and volunteer activities during the period of 1<sup>st</sup> July to 31<sup>st</sup> August 2014.
- 1.3 TfL will therefore be asked to provide the volunteers and managers with Oyster cards with sufficient Pay As You Go credit to enable them to travel to carry out their Team London volunteer duties during the relevant period. TfL will use Oyster cards left over from the Team London Travel Ambassador programme from 2012. GLA has agreed to reimburse TfL for any travel the volunteers take on National Rail services.
- 1.4 In order to provide this, TfL the following must be put in place:
- Delegation of the GLA's powers under section 30 and 34 of the Greater London Authority Act 1999 ("the GLA Act"), to ensure TfL's activity is consistent with the promotion of social development in Greater London and is facilitative of and conducive to that purpose.
  - A Direction from the Mayor to use those powers as noted above and to make budgetary provision in this regard, under the duty to direct the general level and structure of fraes under sections 155 and 174 of the GLA Act.
  - To approve the GLA providing a revenue grant of up to £7,730 to TfL pursuant to section 121 of the GLA Act to reimburse TfL for the cost of National Rail journeys taken using the Team London Oyster cards.
- 1.5 Previous decisions relating to this matter: 2012: MD941, 2013: MD1232

#### **2. Objectives and expected outcomes**

- 2.1 The 550 Oyster cards will enable Team London Ambassadors free travel to attend:
- training throughout July, including new and existing manager training as well as site specific sessions
  - over 3000 volunteering shifts to provide a visitor welcome at 9 of London's busiest locations July 24 – August 31 2014

### **3. Equality comments**

- 3.1 Under section 149 of the Equality Act 2010, as public authorities, the Mayor and TfL must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. In addition, the Mayor has a duty to have due regard to the principle that there should be equality of opportunity for all people (see paragraph 4.1(a) below).
- 3.2 The Team London service plan was informed by an equalities impact assessment and was based on consultation with the sector and teams across the GLA to ensure that the plan contributes to all of the Mayor's legal duties. Diversity (and more recently employment information) is collected when volunteers register and is monitored to ensure that all Londoners have the opportunity to benefit from volunteering through Team London. Opportunities are ring fenced for unemployed volunteers who are provided training to get them into work, training and education.

### **4. Other considerations**

#### Key Risks and Issues

- 4.1 The key risk is that volunteers are not provided with their Oyster cards in a timely fashion and therefore have to pay for their transportation. The request is sufficiently in advance of the deployment to enable the cards to be distributed prior to deployment.

#### Links to other Mayoral strategies and priorities

- 4.2 The Team London Service Plan sets out the Mayor's priorities for volunteering. Securing a legacy from the 2012 Olympic and Paralympic Games is a key Mayoral priority and accordingly one of the 4 key aims of the Service Plan is to capitalise on the 2012 volunteering programme. The Visitor Welcome initiative is listed as a key programme to help achieve that aim.

#### Impact assessments and Consultation

- 4.3 The GLA have consulted with TfL in accordance with s 155 of the GLA Act. This has involved officers from Team London liaising with TfL staff on the availability of the remaining Oyster cards, the estimated cost of the cards and the estimated proposed reimbursement to TfL for the cost of National Rail Journeys.

### **5. Financial comments**

- 5.1 The total maximum estimated cost of this decision is estimated to be £36,810, of which £29,080 is the estimated amount that Transport for London will forgo in revenue by providing the 550 Oyster cards. The balance of £7,730 equates to the proposed GLA reimbursement to TfL for the costs of the National Rail journeys made using the Team London Oyster cards. It should be noted that final costs will be dependent upon the actual number of journeys that the volunteers take during the free travel period.
- 6.2 The GLA's reimbursement to TfL of £7,730 as detailed above will be funded from the Team London Programme budget for 2014-15 as approved by MD1341. All appropriate budget adjustments will be made. This will be made in the form of a revenue grant under s 155 of the GLA Act 1999.

## 6. Legal comments

- 6.1 The Team London volunteering programme falls within the Mayor's power in section 30 of the GLA Act to act on behalf of the GLA to do anything which he considers will further the promotion of social development in Greater London. Section 34 of the GLA Act allows the Mayor to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any of his functions including those in section 30.
- 6.2 In formulating the proposals in respect of which this decision is sought officers have complied with the GLA's related statutory duties in sections 30 to 33 of the GLA Act and section 149 of the Equality Act 2010 to:
- (a) pay due regard to the principle that there should be equality of opportunity for all people (further details on equalities are set out in section 3 above) and to the duty under section 149 of the 2010 Act to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not<sup>1</sup>.
  - (b) consider how the proposals will effect the health of persons in Greater London, health inequalities between persons living in Greater London, the achievement of sustainable development in the United Kingdom and climate change and its consequences. Further, the Mayor must exercise the power in such a way as to promote improvement in these areas; and
  - (c) consult with bodies or persons the GLA considers appropriate. GLA consulted with TfL to implement this proposal.

### Direction and Delegation

- 6.3 Section 38 of the GLA Act provides that the Mayor may delegate the exercise of his section 30 and 34 functions to TfL. Section 38(7) of the GLA Act gives TfL the power to exercise any functions delegated to it by the Mayor pursuant to section 38, whether or not TfL would otherwise have had that power and irrespective of the nature of that function.
- 6.5 Section 155 of the GLA Act provides that the Mayor may give directions to TfL as to the manner in which TfL is to exercise its functions, or specific directions as to the exercise of its functions. Section 174 states that the Mayor must give directions to TfL under that provision as to the general level and structure of fares.
- 6.6 The GLA Act requires that Delegations under section 38 and Directions under section 155 must be in writing. An Instrument of Direction and Delegation is attached as Annex A to this MD.
- 6.7 The powers contained in sections 30 and 34 of the GLA Act, which are to be delegated to TfL, are sufficient to enable TfL to do all things it considers necessary or expedient to undertake the activities specified in the attached Instrument. The power under section 34 is to do anything that is considered will facilitate, be conducive or incidental to things done under the powers in section 30.
- 6.8 The direction specifies the manner in which the TfL is to exercise its functions. To this end, TfL is to provide to Oyster cards for the 550 Team London volunteers to travel on the TfL Network and National Rail (where the Train Operating Companies accept Oyster) to their training day and

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<sup>1</sup> The protected characteristics and groups are: age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation and marriage/ civil partnership status.

volunteering at assigned venues during the relevant period. This is covered by sections 155 and 174 mentioned above.

#### Legal Authority to Transfer funds from the GLA to TfL

- 6.9 Section 121 of the GLA Act provides that the GLA may, with the consent of the Mayor, pay a grant towards meeting revenue expenditure incurred or to be incurred by TfL for the purposes of, or in connection with, the discharge of the TfL's functions. A grant under that section must not be made subject to any limitation in respect of the expenditure which it may be applied towards meeting (other than that the expenditure must not be expenditure for capital purposes). In addition TfL may only apply it for revenue purposes, which is the case here. The letter in Annex B to this MD sets out the Mayor's expectations for the use of the grant by TfL.

#### **7. Investment & Performance Board**

Stage 1 and 2 papers were discussed and approved in principle at the IPB on 28 March 2014, with expenditure approved in MD1341.

#### **8. Planned delivery approach and next steps**

| <b>Activity</b>                                   | <b>Timeline</b>              |
|---|------------------------------|
| <b>Visitor Welcome</b>                            |                              |
| Recruitment of new volunteers (completed)         | Apr- 14                      |
| Training of visitor welcome volunteers (underway) | May-14 – Jul-14              |
| Distribution of Oyster cards                      | June 14 (end of) – July 2014 |
| Deployment of volunteers at locations             | 24 Jul-14 – 25 Aug-14        |
| Review of programme                               | Sept-14                      |

#### **Appendices and supporting papers:**

- Annex A: Instrument of Direction and Delegation
- Annex B: Letter of consent to transfer

**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:**

Patrick Feehily has drafted this report in accordance with GLA procedures and confirms the following have been consulted on the final decision.

✓

**Assistant Director/Head of Service:**

Patrick Feehily has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

**Sponsoring Director:**

Jeff Jacobs has reviewed the request and is satisfied it is correct and consistent with the Mayor's plans and priorities.

✓

**Mayoral Adviser:**

Veronica Wadley has been consulted about the proposal and agrees the recommendations.

✓

**Advice:**

The Finance and Legal teams have commented on this proposal.

✓

**EXECUTIVE DIRECTOR, RESOURCES:**

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

Signature *M. J. Calle*

Date 17.6.14

**CHIEF OF STAFF:**

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

Signature *Edward ...*

Date 17:06:2014

**MAYORAL DELEGATION AND DIRECTION**

**TO**

**TRANSPORT FOR LONDON**

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**IN RELATION TO THE TEAM LONDON VOLUNTEER PROGRAMME**

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**MAYORAL DELEGATION AND DIRECTION  
MD {1368}**

**BACKGROUND**

- A. Team London is a Mayoral programme which aims to make volunteering easier to do, easier to find out about and rewards and recognises the work of everyday Londoners, voluntary groups and charities.
- B. The Mayor would like to support the Team London volunteers by providing Visitor Welcome ambassadors and managers with free transport for their training and volunteering activities during the period of 1st July to 31 August 2014.
- C. Transport for London ("TfL") will be required to make and enter into arrangements for the delivery of the above proposal.
- D. It is now intended to formally record these arrangements by way of Mayoral Direction and Delegation under sections 38 (delegation) and sections 155 and 174 (direction as to the general structure and level of fares) of the Greater London Authority Act 1999 ("GLA Act", as amended).
- E. To the extent that TfL requires a delegation of the GLA's statutory functions to enter into arrangements to facilitate the delivery of the above proposal, the Mayor's general and subsidiary powers under GLA Act are delegated for that purpose as set out at paragraph 1 below.

**DELEGATION**


- 1. In accordance with section 38(1) of the Act, I hereby delegate to TfL the exercise of the Mayor's powers under sections 30 (general powers) and 34 (subsidiary powers) of the Act for the purposes of complying with the terms of this direction as set out at section 2 below.

**DIRECTION**

- 2. In accordance with sections 155 and 174 of the GLA Act, I hereby direct TfL to provide Oyster cards to enable Team London volunteers and managers to travel for free on the TfL Network and on National Rail (where the Train Operating Companies accept Oyster) for training and volunteering activities at assigned venues during the period of 1st July to 31 August 2014.
- 3. All expenditure incurred by TfL pursuant to this Direction shall be incurred in accordance with TfL's internal corporate governance arrangements and all relevant legislation and rules of law.
- 4. The following conditions apply:
  - a. The activities carried out by or on behalf of TfL in implementing the above delegation will be the subject of regular reports and advice to me on progress and developments;
  - b. In implementing this delegation TfL will comply with any instructions or guidance issued by me or any officer I nominate;



- c. TfL shall at all times afford the member of staff designated from time to time as the GLA's Monitoring Officer all reasonable co-operation and access to documents and facilities as may be required from time to time in respect of that person's duties as Monitoring Officer under section 5(2) of the Local Government and Housing Act 1989 (as applied by section 73(6) of the GLA Act).

**Signed**.....  
Boris Johnson – Mayor of London

**Dated**.....18.6.14

# GREATER LONDON AUTHORITY

**Veronica Wadley**

Senior Adviser - Team London, Volunteering,  
Charities & Sponsorship  
City Hall  
The Queen's Walk  
More London  
London SE1 2AA

**Date:** 18.6.14

Dear Veronica

**Re: Section 121 Transfer to Transport for London ("TfL") for implementing Team London Ambassador Oyster cards and reimbursing National Rail cost**

I consent to GLA providing a revenue grant of up to £7,730.00 to TfL pursuant to section 121 of the Greater London Authority Act 1999 in the expectation that it will be used by TfL to meet of the commitment to provide Oyster cards to the London Ambassadors to enable them to travel for free to their training day and volunteering at assigned venues during the delivery of the London 2014 Visitor Welcome Programme.

The grant is intended to reimburse TfL up to £7,730.00 for the cost of National Rail journeys using the London Ambassador Oyster cards.

Yours ever,



**Boris Johnson**  
Mayor of London