

GREATER LONDON AUTHORITY

Request for Greater London Returning Officer (GLRO) Decision – GLR016-14

Title: Provision of catering for London Elects e-counting training events 1 February – 18 March 2016

Executive Summary:

The Mayor of London and London Assembly elections will take place on Thursday 5th May 2016. Training events for all operators of the e-counting equipment will take place at Lampton Park Conference Centre, Hounslow between 1 February and 18 March 2016. A decision is required to secure provision of catering for these training events.

Decision:

That the GLRO approves expenditure of £10,549 to be paid to the London Borough of Hounslow to provide catering for the e-counting training events at their Conference Centre in Lampton Park.

Greater London Returning Officer

The above request has my approval.

Signature



Date

15.12.15

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The elections for the Mayor of London and the London Assembly will take place in May 2016. The contract for e-counting that was in place for the 2012 elections has been extended for these elections. Training for all the e-counting staff from the constituencies is scheduled between 1 February and 18 March 2016 at Lampton Park Conference Centre, Hounslow. This was approved through GLRO16-13. There is now a requirement to procure catering for these training events.
- 1.2 The training sessions will be full day events. Under the terms of agreement for use of the venue it is required that any catering must be provided in-house by the London Borough of Hounslow catering team.

2. Objectives and expected outcomes

- 2.1 The cost for provision of on-site catering is **£10,548.16** for the sessions to be covered. The catering will consist of a sandwich finger buffet, teas and coffees. The breakdown of costs is as follows:

Training days x 14 (@ £709.44 per day) = £9,932.16
Training staff x 35 (@ £8 per head) = £280
GLA staff (3 per day) x14 days (@£8 per head) = £336
Total: **£10,548.16**

- 2.2 The cost will cover the provision of catering for all attendees and event staff at each session.

3. Other considerations

Key risks and issues

- 3.1 The training of the e-counting staff from the constituencies is key to the successful delivery of the 2016 elections. Without training the staff will be unable to operate the equipment and so will not be able to deliver the results. In order to ensure that the time available for training is utilised to the maximum effect, timetabled meal breaks will need to be facilitated efficiently. Access to the training venue has been negotiated for set hours per day. Provision of on-site catering will reduce the risk of training sessions over-running their allocated timeslots. Under the terms of agreement for use of the venue it is required that any catering should be provided in-house by the London Borough of Hounslow's in-house catering team

4. Equality comments

- 4.1 Discussions have taken place with the provider to ensure that specific dietary requirements can be accommodated. It should be noted that the provider is unable to ensure that meat products prepared will adhere to specific religious requirements (kosher/halal). Vegetarian options will be provided.

5. Financial comments

- 5.1 The request for expenditure to provide catering for the two weeks of E-Counting training is for a value of **£10,549**. The budget for this cost is currently held in the Elections Training programme budget line, within the Elections cost centre.

6. Legal comments

- 6.1 By section 29 Greater London Authority Act 1999 the Greater London Returning Officer ("GLRO") is the person appointed as the proper officer for the purposes of section 35(2C) Representation of the People Act 1983 ("RotPA") (returning officer at elections of Mayor and London members). The Mayor and Assembly have appointed the Head of Paid Service the GLRO as part of his terms and conditions of employment.
- 6.2 The GLRO is the returning officer for the Mayoral and London Member elections, and constituency returning officers are the returning officers for the election of a Constituency Member of the Assembly. The Authority must, under section 36(4B) of RotPA, pay for all expenditure properly incurred by a returning officer in relation to the holding of an Authority election, in so far as it does not, in cases where there is a scale fixed by the Authority, exceed that scale.
- 6.3 The Authority's Scheme of Delegation enables the GLRO to incur expenditure for the purposes of the preparation or conduct of any anticipated election as he considers necessary or expedient for that purpose. He is also able to authorise entry into contracts, licences or other instruments, in connection with an anticipated election in accordance with the Authority's Contracts and Funding Code and Financial Regulations.
- 6.5 Officers should ensure that appropriate documentation is put in place and executed by the Authority and the supplier before the commencement of the services.

Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [if applicable]	
Announcement [if applicable]	
Delivery Start Date [if applicable]	
Final evaluation start and finish (self/external) [delete as applicable]:	
Delivery End Date [if applicable]	
Project Closure: [if applicable]	

Public access to information

Although the GLRO is not subject to the Freedom of Information Act 2000 (FOI Act), the information in this form will be published 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 will be deferred until a specific date. Deferral periods will 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 whose publication may be prejudicial or commercially sensitive 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: Lucy Brant has drafted this report in accordance with GLA procedures and confirms that the <u>Finance and Legal</u> teams have commented on this proposal as required, and this decision reflects their comments.	✓
The Deputy GLRO has reviewed the request and is satisfied that it is correct and can be referred to the GLRO for approval	✓

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature *M. J. Allen*

Date *14. 1. 15*