

# MDA No.: 1330

## Title: Agenda Management System – London Assembly Expenditure

### 1. Executive Summary

- 1.1 Since 2010 the GLA Committee Services Team has used the Modern.gov agenda management system and app for the production and publication of meeting-related papers for the GLA Group. This includes various Mayoral boards, the London Assembly, Transport for London (TfL), the London Legacy Development Corporation (LLDC) and the Old Oak and Park Royal Development Corporation (OPDC).
- 1.2 Approval is now sought for expenditure of up to £56,000 over a 4 year period (ie up to £14,000 per year) for the Assembly's instance of the Modern.gov software and related costs.
- 1.3 Separate approval has been sought for the non-Assembly elements of the expenditure and for the appointment and entry into contract with a suitable supplier.

### 2. Decision

- 2.1 **That expenditure of up to £56,000 over a 4 year period (ie up to £14,000 per year) for the Assembly's instance of the Modern.gov software and related costs be approved.**

#### Assembly Member

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:**



**Printed Name:** Caroline Pidgeon MBE AM, Chair of the GLA Oversight Committee

**Date:** 28 September 2021

### 3. Decision by an Assembly Member under Delegated Authority

#### Background and proposed next steps:

- 3.1 Since 2010, the Modern.gov system has been used by the Committee Services Team to support meetings held by the London Assembly and, further to the establishment of shared services arrangements with other parts of the GLA family, has been used by the team to support meetings of a number of Mayoral Bodies from July 2011 onwards; and meetings of the London Legacy Development Corporation and Old Oak and Park Royal Development Corporation since October 2012. The contract was expanded to include Transport for London's Committee team in summer 2013.
- 3.2 The system is a database and web publishing tool which is used by the GLA's Committee Services Team to:
- Manage the preparation and publication of statutory and relevant non-statutory agendas, reports and minutes in consistent formats for meetings supported by the Team;
  - Manage and publish details of committees, committee memberships and substitute memberships;
  - Automatically generate meetings and agenda web pages, thereby enabling successful preparation and publication of all relevant meeting-related papers for the Mayor, London Assembly Members, Board and Authority Members, the public, media, officers and other interested parties;
  - Instantly produce labelled, collated and numbered electronic papers;
  - Produce a calendar of meetings for the public, media and interested external and internal users; and
  - Generate e-mail alerts which inform all interested parties as to the dates/times of relevant meetings and the business to be transacted at those meetings.
- 3.3 A procurement process for the services and related licences is currently underway, led by the TfL Commercial team, on behalf the GLA and wider group organisations using TfL's GCloud framework which was procured in accordance with the Public Contracts Regulations.
- 3.4 The procurement will also include hosting services, including server patching and testing in line with Microsoft patch release schedule.
- 3.5 Approval is sought under cover of this form for the London Assembly's spend on the Modern.gov system – likely to be up to an additional £56,000 over a four year period – will be sought separately in accordance with London Assembly procedures.
- 3.6 This approval is sought in accordance with the delegation of authority agreed by the London Assembly on 19 July 2018, as follows: "That authority be delegated to the Chair of the GLA Oversight Committee to approve, following consultation with the Deputy Chair of the GLA Oversight Committee and, where appropriate, the relevant Assembly Committee Chair (and any other member as deemed necessary), any non-routine expenditure in relation to the Assembly's scrutiny functions, with the exception of expenditure for polling, which is subject to separate procedures, as outlined in the Assembly's Decision-Making Framework".
- 3.7 The exercise of delegated authority will be formally reported to the GLA Oversight Committee at its next appropriate meeting.

**Confirmation that appropriate delegated authority exists for this decision:**

Signature (Committee Services):

Printed Name: Rebecca Arnold, Assistant Director, Committee & Member Services

Date: 27 September 2021

Telephone Number: 020 7983 4421

**Financial Implications:**

Approval is being sought for expenditure of up to £56,000 over a 4 year period (up to £14,000 per year) for the Assembly's instance of the Modern.gov software and related costs be approved as part of a contract for agenda management system and app for the production and publication of meeting-related papers for the GLA Group including the Assembly,

The cost of up to £56,000 (approximately up to £14,000 per year) is proposed to be funded from the Assembly Committee Services budget held within Assembly and Secretariat. This has been budgeted for as part of 2022-23 Assembly budget setting process, however budget for futures years will be subject to future years budget setting process.

Separate approval has been sought for the non-Assembly elements of the expenditure and for the appointment and entry into contract with a suitable supplier via the GLA's Decision making process.

Note: Finance comments and signature are required only where there are financial implications arising or the potential for financial implications.

Signature (Finance): Hina Dabasia

Printed Name: Hina Dabasia

Date: 28/09/2021

Telephone Number:

**Legal Implications:**

The Chair of the GLA Oversight Committee has the power to make the decision set out in this report.

Signature (Legal):



Printed Name: Emma Strain, Monitoring Officer

Date: 27/09/21

Telephone Number: 020 7983 6550

### **Supporting Detail / List of Consultees:**

- Susan Hall AM, Deputy Chairman of the GLA Oversight Committee

## **4. Public Access to Information**

- 4.1 Information in this form (Part 1) is subject to the FoIA, or the EIR and will be made available on the GLA Website, usually within one working day of approval.
- 4.2 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.
- 4.3 **Note:** this form (Part 1) will either be published within one working day after it has been approved or on the defer date.

### **Part 1 - Deferral:**

Is the publication of Part 1 of this approval to be deferred? YES

If yes, until what date: Until 4 October 2021, to preserve confidentiality of budgets until the procurement process has concluded.

### **Part 2 – Sensitive Information:**

Only the facts or advice that would be exempt from disclosure under FoIA or EIR should be included in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form? NO

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### **Lead Officer / Author**

Signature: 


Printed Name: Rebecca Arnold

Job Title: Assistant Director, Committee & Member Services

Date: 27 September 2021

Telephone Number: 020 7983 4421

**Countersigned by Executive Director:**

Signature: 

Printed Name: Joanna Davidson

Date: 29 September 2021

Telephone Number 07813 796 175