

**REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD202**

**Title: High specification computers and specialist software**

**Executive Summary:**

The GLA is redeveloping the London.gov.uk website in order to better fulfil its online communication objectives with Londoners. In order to deliver the project, additional staff are being hired to support the project, which in turn requires that they have the same high specification computers and specialist software as the rest of the GLA Web Team in order to execute the project tasks.

The hardware and specialist software are not in the standard GLA IT catalogue, and therefore not covered under the Technology Group's service provision. Procurement for this equipment and software will be through the existing approved supplier on the framework.

**Decision:**

That the Assistant Director of External Relations to approves expenditure of up to £16,000 to procure high specification computers and specialist software to enable additional project staff to work and deliver on the new London.gov.uk website project.

**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:** Emma Strain

**Position:** Assistant Director of External Relations

**Signature:**

**Date:** 4 June 2014

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

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

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

The GLA is redeveloping the London.gov.uk website in order to better fulfil its online communication objectives with Londoners (approved under MD1326). The project aims to deliver a better online user experience through improvements in the look and feel, rewriting the content so it is more engaging, and implementing new functionality for users to interact and engage with the organisation.

In order to deliver this project to timescales, additional staff are required to undertake tasks in the content work stream. The work requires high specification computers and specialist software that is not part of the standard GLA IT catalogue. We therefore need to procure this equipment and software to enable the additional staff to complete the work.

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

Completion of the content work stream to brief and agreed deadlines in the overall project plan.

#### **3. Equality comments**

The high-spec computers already have pre-installed functionality that allows a user with restricted physical ability to adjust the equipment to suit their specific user needs. Similarly with the specialist software which allows a user to customise their working use preferences in the software.

#### **4. Other considerations**

Not applicable.

#### **5. Financial comments**

- 5.1 Approval is being sought for the External Relations Unit to procure high specification computers and specialist software to enable additional project staff to work and deliver on the new London.gov.uk website project.
- 5.2 The total estimated cost of the equipment and software is £16,000, which will be funded from the 2014-2015 Digital Programmes budget held within the External Relations Unit (External Affairs Directorate).
- 5.3 All appropriate budget adjustments will be made.
- 5.4 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process.
- 5.5 External Relations Unit is reminded to ensure that all proposed expenditure complies with the Authority's Financial Regulations and the Contracts and Funding Code. In addition officers are advised to liaise with the legal, procurement and finance teams as appropriate in relation to the procurement of goods and services for the above mentioned works.

5.6 External Relations Unit within the External Affairs Directorate will be responsible for managing the proposed contract.

## 6. Planned delivery approach and next steps

The equipment and software will be procured through the current GLA approved IT equipment supplier in the framework.

<b>Activity</b>	<b>Timeline</b>
Delivery End Date	28 July 2014
Project Closure:	31 July 2014

**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:**

Samantha Low 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:**