

**REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD176**

**Title:** Team London Awards 2014

**Executive Summary:**

Team London is the Mayor's action plan for volunteering. Under MD1177 the Mayor approved expenditure of up to £4 million in respect of phase 2 of the plan. MD1341 also specifically approved the programme for the year 2014-15.

The success of the 2012 and 2013 Awards ceremonies demonstrated the need for Team London to hold a reward and recognition event annually. It is important that Londoners are aware of the Mayor's commitment to volunteering.

The decision seeks approval to procure services up to a maximum expenditure of £10,000 from Greater London Volunteering (GLV) to assist in the nomination process for the 2014 Team London Awards which are planned to take place in September 2014.

**Decision:**

That the Assistant Director approves:

1. Award, entry into and execution of a contract for services with Greater London Volunteering up to a maximum expenditure of £10,000 for the Team London Awards 2014.
2. An exemption from the requirements of section 3.6 of the GLA's Contracts and Funding Code to seek three or more written quotes/call off required services from an accessible framework.

**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:** Patrick Feehily

**Position:** Joint Programme Director Team London

**Signature:**

**Date:** 14 May 2014

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

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

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

The Team London Awards 2014 is the third Team London Awards event and is currently planned to be held annually. Team London, the Mayor's volunteering plan for London, has seen significant expansion in its programmes since the re-launch in May 2013 and the award ceremony is a key event that acknowledges the Mayor's commitment to volunteering. The ceremony will recognise the outstanding achievements of volunteers and it is vital that as many London volunteers and Third Sector organisations are given the opportunity to participate.

Greater London Volunteering (GLV) is the regional partnership organisation for the 32 London Borough volunteer centres. GLV will use that network, on behalf of Team London, to reach the maximum number of London volunteers to ensure that all parts of the London Third Sector have the opportunity to participate in the nomination process. GLV successfully executed this service in 2012 and 2013 for this event.

As part of a wider strategic partnership, Team London has again procured the services of GLV at the same cost as 2013, to assist in the wider distribution of the 2014 nomination process. Team London and GLV have worked together in this way on 2 previous occasions, refining and improving the process year on year

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

##### Objectives

- 2.1 To ensure that information on the event and the opportunity to nominate volunteers and Third Sector organisations reaches as many Londoners as possible across all London Boroughs
- 2.2 To get a broad cross section of nominations across cultural backgrounds and abilities and to ensure the offer reaches the more deprived areas of London where volunteering would have a greater positive impact on local community.

##### Expected Outcomes

- 2.3 That nomination forms are sent to all volunteer centres within agreed timelines
- 2.4 That all volunteer centres will participate and pro-actively market the event and encourage nominations
- 2.5 That all nomination forms will be collected by GLV within agreed timelines
- 2.6 That GLV will provide Team London with a shortlist of 6 nominees for each category within agreed timelines.
- 2.7 That GLV will work closely with Team London on the management of this process and be an integral part of the ceremony.

### 3. Planned approach

Following this approval GLV will be contracted through a single source arrangement and the process outlined in 'Objectives and Expected Outcomes' will commence.

Officers have considered the need to comply with the GLA's Contracts and Funding Code in respect of the procurement of services however it has been considered that there are no other suitable suppliers in the marketplace that could deliver the services, as GLV are the sole umbrella organisation that co-ordinates all 30 London wide volunteer centres. One of the grounds for exemption in section 5 from section 3.8 of the GLA's Contracts and Funding Code to undertake a competitive procurement exercise is where no other supplier is able to undertake the services. Officers have confirmed that this is the case.

### 4. Other considerations

Without the services of GLV and access to their extensive network, one of the event's overall key objectives, as outlined in 2.1/2.2, would not be achieved.

### 5. Financial comments

5.1 Approval is being sought to enter into a contract for services with 'Greater London Volunteering' to undertake work associated with the Team London Awards 2014 (seeking an exemption to the contracts & funding code for this purpose).

5.2 The estimated cost of this contract £10,000 and will be funded from the Team London Programme budget for 2014-15, as approved by MD1177. The proposed contract costs are broken down as follows:

➤ Costs of individual Volunteer Centre Promotion	30 VC's x £200	£6,000
➤ Panel set up and administrative costs		£2,000
➤ GLV Management Fee		<u>£2,000</u>
<b>Total</b>		<b>£10,000</b>

5.3 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.

5.4 The Team London Unit within the Communities & Intelligence Directorate will be responsible for managing this contract and ensuring that all expenditure complies with the Authority's Financial Regulations, Contracts & Funding Code and Expenses & Benefits Framework.

### 6. Legal Comments

6.1 The foregoing sections of this report indicate that:

6.1.1 the decisions requested of the Assistant Director (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.
- 6.2 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.
- 6.3 Officers shall ensure that they liaise with legal Services in the preparation and execution of all contracts for services being procured.
- 6.4 Section 3 of the Contracts and Funding Code ("the Code") requires the GLA to seek 3 or more written quotes in respect of the services required or call –off the services from an accessible framework. However, the Assistant Director may approve an exemption from this requirement under section 5 of the Code upon certain specified grounds. One of those grounds is where no other suitable supplier exists. Officers have indicated in this report that this ground applies and that the proposed contract affords value for money. On this basis, the Assistant Director may approve the proposed exemption if satisfied with the content of this report.

#### **Background approvals:**

MD1177 and MD1341

**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:

**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:**

Tick indicates approval (✓)

**Drafting officer:**

**Stephanie Kamin** 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:**