

REQUEST FOR DIRECTOR DECISION – DD1207

Title: LEP Website

Executive Summary:

A funding allocation of up to £70,000 has been endorsed by the London Enterprise Panel (LEP) in order to design, produce and implement a standalone website for the London Enterprise Panel. Approval for the procurement of external web development services for these purposes is requested.

Decision:

That the Executive Director approves expenditure of up to £70,000 on services for the design, production and implementation of a new website for the London Enterprise Panel and any on-going costs for an initial period of three years.

AUTHORISING DIRECTOR

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: Fiona Fletcher-Smith

Position: Executive Director Development,
Enterprise & Environment

Signature:

Date: 13 May 2014

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

A refresh of the LEP's web-pages within the GLA website (www.london.gov.uk/londonenterprisepanel) was recently undertaken. Whilst this is a significant improvement on the previous content, the pages remain difficult to find within the GLA website and they fail to provide an adequate stakeholder facing online presence for the LEP as a partnership between the Mayor, London Councils and London's business community. We are therefore proposing to migrate (and build upon) the current content with a separate LEP website. This site would not seek to duplicate existing information and services provided by www.london.gov.uk and would sign-post to other sites as relevant. In particular, business support information would not be included within this site, as this is being developed separately as part of the new london.gov.uk website.

At its meeting on 7 January, a funding allocation of up to £70,000 was endorsed by the LEP in order to design, produce and implement a standalone website for an initial period of three years. This will be delivered through the procurement of an external web developer. The specification for the site is being developed by the LEP Secretariat with support from the Technology Group and the Marketing Team in order to utilise in-house expertise and resources.

Officers will aim to remove, or at least minimise, any ongoing costs and will not commit to expenditure over and above the 3-year period and £70,000 funding cap. This will be achieved in part by the use of a domain name provided free of charge by Dot London Domains Ltd and hosting on GLA servers. On-going costs will therefore be limited to support which would be provided on a call-off basis. Other support from within the GLA will also be sought as applicable.

Scope of activity

The scope of the activity will include:

- Site-wide design and production;
- Integration with the GLA's existing committee decisions management system (Modern.gov),
- Provision of site for hosting on GLA servers and integration with a domain name (www.lep.london) provided by Dot London Domains Ltd;
- Site testing;
- Site launch;
- Any maintenance and support costs for a period of three years

All to be delivered to the satisfaction of the GLA.

Procurement Route

A Request for Quotes (RfQ) and a full Requirements Catalogue are being developed. In line with the GLA's Contracts & Funding Code, a minimum of three written quotes will be sought via TfL Procurement. Use of an existing TfL or GLA Framework agreement has been considered and the Technology Group have advised that there are no existing Frameworks that would be suitable for this relatively small piece of work.

2. Other considerations

The work of the London Enterprise Panel plays a key role in supporting the Mayor to deliver one of the three principal purposes of the Authority, namely “promoting economic development and wealth creation in Greater London”.

3. Financial comments

- 3.1 The cost of the standalone LEP website, inclusive of on-going costs from 2014/15 to 2016/17, is up to a maximum of £70,000 and will be funded from the LEP’s ‘Strategic Plans and EU Funds Investment Strategies budget. The allocation of the funding was approved by the LEP board at its meeting of the 7th January 2014.
- 3.2 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.

4. Legal comments

- 4.1 The foregoing sections of this report indicate that the decisions requested of the Director 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 discharge of its principal functions, in this instance the promotion of economic development and wealth creation 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.
- 4.2 All supplies and services required for the proposed development of LEP website must 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 and in order to ensure that an appropriate contract is put in place between and executed by the GLA and the successful bidder before the commencement of the supplies and services in question.

5. Planned delivery approach and next steps

Activity	Timeline
Request for Quotes issued	April 2014
Bids received and assessed	June 2014
Site development commences	July 2014
Site testing	August 2014
Site live	September/October 2014

Appendices and supporting papers: None

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? YES**

If YES, for what reason:

The budget information should not be published until the tender process is complete because it contains information the disclosure of which would be likely to prejudice the GLA's commercial interests by distorting competitiveness in the relevant market. Such distortion impacts upon the GLA's ability to secure competitive and sustainable bids for the provision of the supplies in question and value for money which is not in the public interest

Until what date: 1 July 2014

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:

Jamie Izzard has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

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

✓

Financial and Legal advice:

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature

Date