

GREATER LONDON AUTHORITY

REQUEST FOR DIRECTOR DECISION – DD2152

Title: London Plan consultation response system

Executive summary:

This DD asks for approval to procure a consultancy to develop a public facing IT system to facilitate, record and analyse online responses to the consultation draft London Plan, to be published in late November 2017.

Decision:

That the Executive Director of Development, Enterprise & Environment approves:

1. Expenditure of up to £90,000 for:

- the development of a consultation response system to facilitate, record and analyse online responses to the consultation draft London Plan
- integration of the consultation response system with the GLA's website

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 DEE

Signature: *M. Kleima*

Date: 8/8/17

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 The draft London Plan will go out for public consultation from the end of November 2017 to the end of February 2018 and the London Plan team will need an effective system to capture and analyse the responses.
- 1.2 For previous London Plan consultations, Excel spreadsheets were used to capture and analyse the consultation responses, except for the full review of the draft Plan in 2009 when an Access database was used. The spreadsheet approach allows consultation responses to be fully captured, but requires responses to be entered manually. This is very resource intensive as it involves a substantial amount of officer time for analysing and coding responses. The Access database is similarly resource intensive but in any event is no longer fit for purpose as it is no longer supported by GLA software.
- 1.3 The proposed new consultation response system will enable respondents to make comments online, although those respondents who prefer to submit their comments by letter or email will still be able to do so. Overall, the process of capturing responses will be far less resource intensive in terms of officer time required.
- 1.4 The London Plan is part of the national planning system and will be subject to a formal, independent, examination in public (EiP) which, it is anticipated, will be held in late summer/autumn 2018. In addition to the efficiencies outlined above, an effective response handling system will assist with the smooth running of the overall EiP process.

2. Objectives and expected outcomes

- 2.1 To create a new consultation response system for the draft London Plan, either from scratch or by converting the existing Access database. The new system will use technologies compliant with the GLA's technical and development standards.
- 2.2 To create web pages for the consultation draft London Plan in a similar format to the current London Plan web pages, but with enhanced functionality.
- 2.3 To develop functionality to allow the submission of comments on either individual policies, subject areas or to the document as a whole from the web pages to be created for the consultation draft London Plan. This will include:
 - a user registration and login process so respondents can be formally identified and invited to attend the Examination in Public by the inspector if appropriate
 - a facility to allow multiple internal users to access and edit the data concurrently
 - a facility to allow members of the public to view selected details of the comments received once the consultation has closed
 - update tables and lookup values to match the policies, policy areas and structure of the Plan
 - a comprehensive search/interrogation function within the database for internal users

3. Equality comments

- 3.1 The development of the consultation response system and public interface is aimed at the efficient and effective capture and analysis of responses from the public consultation on the draft London Plan.
- 3.2 The draft London Plan is itself subject to an Integrated Impact Assessment (IIA) which includes an Equalities Impact Assessment (EqIA).

4. Other considerations

Key risks and issues

- 4.1 If the proposed system is not developed then alternative, less effective means will be needed to capture, record and analyse consultation responses to the draft London Plan. This may significantly delay the start of the EiP in 2018 and put at risk the overall London Plan programme.

Links to Mayoral strategies and priorities

- 4.2 The London Plan is the Mayor's Spatial Development Strategy for Greater London and is the land use/spatial framework for all the other Mayoral strategies

Impact assessments and consultations

- 4.3 As above – the London Plan will be subject to an IIA, including EqIA. The proposed system is for capturing and recording consultation responses to the draft London Plan.

5. Financial comments

- 5.1 Approval is being sought for expenditure of up to £90,000 for an IT development consultant to develop an IT system to facilitate, record and analyse online responses to the consultation draft London Plan. The costs will be funded from the 2017-18 London Plan Programme budget.

6. Legal comments

- 6.1 The services required must be procured by the Transport for London Commercial team who will determine the detail of the procurement strategy to be adopted in accordance with the GLA's Contracts and Funding Code. Officers must ensure that appropriate contract documentation is put in place and executed by the successful bidder(s) and the GLA before the commencement of the supplies.

6. Planned delivery approach and next steps

- 6.1 To ensure the proposed London Plan consultation response system is fully operational for the start of the draft London Plan consultation period (late November 2017), the following milestones will need to be met:

- develop trial system August 2017
- consult TG/web team on connection of trial system August 2017
- testing period September-October 2017
- complete public version (online tool) October 2017
- complete internal version November 2017
- ongoing support (if required) November 2017 – March 2018

activity	timeline
procurement	July-August 2017
delivery start date	August 2017
main milestones (see above)	August-November 2017
delivery end date	March 2018

Appendices and supporting papers:

Annex 1 project brief

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:

Deferral until procurement completed

Until what date: 31 August 2017

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:

Richard Linton has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

Juliemma McLoughlin 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.

✓

Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on 7 August 2017

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature

M. J. O'Leary

Date

7.8.17

