

Request for Greater London Returning Officer (GLRO) Decision – GLRO24-11

Facilities Management and Support Services at City Hall for the Mayor of London and London Assembly Elections in May 2024

Executive summary:

This decision is for the approval of expenditure in respect of enabling works and production costs at City Hall to support the delivery of the Mayor of London and London Assembly Elections in May 2024.

The production costs cover facilities management; supplies and materials; logistics support; contingency arrangements; and additional IT services, including labour. The enabling works include infrastructure cabling and power to support special set-ups and broadcasting.

This decision also covers the approval of expenditure for IT requirements, including the additional costs for election management software, as well as quality-assurance requirements.

Decision:

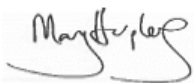
The Greater London Returning Officer (GLRO) is asked to approve the following:

- Expenditure of up to £670,000 for production costs and enabling works at City Hall for the delivery of the Mayor of London and London Assembly election results. Production costs include: facilities management services; supplies and materials; logistics support; labour; and contingency arrangements. The enabling works costs cover the installation of additional power and infrastructure cabling. Should expenditure in excess of £670,000 be required, further approval will be sought from the GLRO.
- Expenditure of up to an additional £90,000 for IT requirements to support the delivery of the elections. GLRO024-04 (26 January 2023) approved expenditure of £210,000 for the contracting of election management software; however, following the conclusion of a competitive procurement process, the contract was valued at £250,000, requiring an additional £40,000 to be approved to meet the contract value. A further £50,000 is required for quality-assurance requirements, including functional testing, cybersecurity and accessibility testing.

Greater London Returning Officer:

The above request has my approval.

Signature:



Date:

22/02/2024

PART I – NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. The Mayor of London and London Assembly Elections will take place on Thursday 2 May 2024.
- 1.2. It is expected that the results for both the Mayor of London and London Assembly elections will be declared on the evening of Saturday 4 May, possibly going into the early hours of Sunday. Should a General Election also be held on Thursday 2 May, then the results of the GLA elections will be declared on Sunday 5 May, possibly going into the early hours of Monday 6 May (a bank holiday). Planning for both eventualities is taking place. Costs will be higher if the results are not announced until the Sunday or Monday, as higher overtime rates will apply.
- 1.3. The counting of the votes will be undertaken manually. The results will be communicated to the central hub at City Hall, from where the elections will be coordinated.
- 1.4. The results for the elections of Mayor of London and London-wide Assembly Members will be declared at City Hall, while the declarations for the Constituency Assembly Members will be made in the nine count centres across London by Constituency Returning Officers.
- 1.5. The GLA Facilities Management Unit has been commissioned to provide enabling works and production support to the elections at City Hall. This includes services such as: space planning; broadcasting the results from City Hall via a pool feed; security; business continuity planning; catering; cleaning; portage; and any other ancillary and logistics services as may be necessary to support the announcement of the results.
- 1.6. Election management software needs to be developed to support the specific requirements of the elections, as detailed in GLRO 024-04 (26 January 2023). Initial approval for this procurement was granted in GLRO 024-04 for £210,000. This was then competitively tendered and, following the procurement exercise, an additional £40,000 is now needed to meet the contractual requirement. A further £50,000 is required for approval to conduct assurance activities – namely functional testing, performance testing, penetration testing and accessibility testing. In total, an additional £90,000 is required for IT requirements related to election software.

2. Objective and expected outcomes

- 2.1. The objective of this expenditure is to ensure the efficient delivery of the election results at City Hall.
- 2.2. This is the first time that the election results will be announced from the new City Hall. As such there will be some differences in the services required, as the configuration and nature of the building are different to the old City Hall. Furthermore, some of the costs (particularly labour) will not fully be known until after the event. For instance, should the results be announced on the Sunday, the labour costs will be higher than on a Saturday, as enhanced overtime rates will apply.
- 2.3. The FM unit event production costs will include:
 - a fee from the production company for providing consultancy, materials and supplies such as signage and furniture; and equipment hire (estimated at £50,000)
 - security staff and equipment (estimated at £60,000)
 - accreditation and supporting materials (estimated at £10,000)

- FM staffing costs (estimated at up to £20,000)
- broadcasting and audio-visual services (estimated at up to £100,000)
- support and infrastructure for media (estimated at £20,000)
- catering for elections staff working extended hours (estimated at up to £15,000)
- cleaning (estimated at up to £10,000)
- logistics and portage support (estimated at up to £12,000)
- engineering and maintenance support (estimated at up to £50,000)
- business continuity arrangements (estimated at up to £10,000)
- BSL interpreters (estimated at up to £12,000)
- contingency to cover other miscellaneous elections-related expenditure of £300,000; this includes a provision for COVID-secure or other last-minute measures should they become a requirement at the time of the elections.

2.4. These services will be procured in a variety of ways, depending on which is the most advantageous. This will include purchasing:

- through the GLA's existing contracted providers
- through the event production company
- directly by the GLA.

2.5. The final costs for this will only be known after the election, when final accounts are submitted.

2.6. A further approval will be sought should the combined estimated expenditure on the production requirements exceed £670,000.

3. Equality comments

- 3.1. City Hall is designed as an accessible venue, and the venue set-up and operation will incorporate accessibility requirements into the design.
- 3.2. There are no other equality considerations arising from this decision.

4. Financial comments

- 4.1. This decision requests approval of £760,000 for the following:
- £670,000 for election production costs and enabling works at City Hall
 - an additional £90,000 for elections software due to increased procurement costs and additional testing required.

4.2. The majority of expenditure is expected to be incurred in 2024-25. The planned budget for these two elements was £940,000, against projected costs of £970,000. This overall elections budget is sufficient to meet the £30,000 overspend.

5. Legal comments

5.1. The approvals sought by this decision are within the scope of the GLRO's statutory powers.

Appendices and supporting papers:

None

Public access to information

Although the GLRO is not subject to the Freedom of Information Act 2000 (FOI Act), the information in this form will be published 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 will be deferred until a specific date. Deferral periods will be kept to the shortest length strictly necessary.

Note: This form (Part 1) will be published either 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

Part 2 Confidentiality: Only the facts or advice whose publication may be prejudicial or commercially sensitive 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: <u>Simon Grinter</u> has drafted this report in accordance with GLA procedures and confirms that the <u>Finance and Legal</u> teams have commented on this proposal as required, and this decision reflects their comments.	✓
The Deputy GLRO has reviewed the request and is satisfied that it is correct and can be referred to the GLRO for approval	✓

INTERIM CHIEF FINANCE OFFICER:

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

Signature:



Date:

04/03/2024