

REQUEST FOR MAYORAL DECISION – MD 1121

Title: Clean Air Fund 2 Programme

Executive Summary This request seeks authorisation for the delivery of the Clean Air Fund (CAF)2 programme which is a suite of projects designed to improve air quality across London. To reflect the fact that air pollution is a London wide concern these projects will be jointly delivered and match funded by several of the London boroughs. Additional match funding has also been secured from Defra as well as an EU funding programme.

These projects will act as demonstrators for the Mayor's Air Quality Fund, which will be launched in February 2013. As such a delivery plan and evidence base will be produced during the delivery of each of these projects which will enable them to be easily replicated and extended in the future.

Decision:

1. To authorise the receipt of the following funding and approve the projects set out with the following funding allocation to enable the delivery of air quality programmes in London (details of which are included in the MD);

- European funding from the Joint Air Quality Initiative (JOAQUIN)
- Grant funding from Defra (directly or via London boroughs)
- Funding from London boroughs (eg from Local Implementation Plan (LIP) budgets or other funding streams).

2. To allocate £200,000 over the 2012/13 financial year to the Air Quality Team to deliver the Clean Air Fund (CAF) 2 projects listed below (as approved by IPB in September 2012). These projects will be delivered in partnership with several of the London boroughs and will involve procuring the services of a number of service providers. As such, authorisation is sought to provide funding to boroughs and delivery partners to support the delivery of air quality projects.

- School Clean Air Zones – £100,000
- Air Quality Campaign Days – £25,000
- Air Quality Champions – £35,000
- Euston/Marylebone Road Green Street – £25,000 (£10,000 for business engagement and £15,000 for green infrastructure demonstration projects)
- Cleaner Air Boroughs (formerly called Exemplar Boroughs in IPB) – £15,000

In addition to the above £200,000 the GLA and partners have secured an additional £320,000 in match funding for the delivery of these projects through the Defra air quality grant and boroughs' LIP budgets. The match funding available does not need to be spent until 31.03.2014 and so extends the deadline of these projects. Further match funding will be sought from businesses and business improvement districts BIDs once the projects are up and running.

3. To delegate authority to the Executive Director of Development and Environment to sign grant agreements with boroughs, Defra and EU funding partners as required and to delegate any future changes to the CAF2 programme to the Executive Director of Development and Environment.

Mayor of London I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct for elected Members of the Authority. Any such interests are recorded below

The above request has my approval.

Signature

Date

PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE MAYOR

Decision required – supporting report

1. Introduction and background

The CAF 2 suite of projects sit within the context of the Mayor's vision for improving air quality in London, including reducing air pollutant emissions, reducing exposure to protect human health and achieving EU limit values to protect London's reputation and avoid financial penalties. These measures will also create a greener and more pleasant city for Londoners to enjoy with considerable economic benefits in terms of reduced employer and health system costs and increased attractiveness to international investment.

The aim of this programme is to reduce NO2 emissions across London and particularly to improving air quality at 187 focus areas where the highest concentrations combine with high levels of human exposure. The CAF2 mechanism has been designed to encourage partnership working across London. The programmes listed below are pilots which can be replicated across London by all boroughs (as well as other partners). The details of the projects will be made readily available for boroughs in order to enable them to bid for internal and external funding.

2. CAF 2 projects

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| <ul style="list-style-type: none">• School Clean Air Zones at seven schools in four boroughs – £100,000 from GLA with £160,000 match-funding from Defra/boroughs. October 2012 – December 2013 |
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This project seeks to establish "clear air zones" around seven pilot schools across the partnering London boroughs, all of which are located within Air Quality Management Areas (AQMAs), or near busy roads. The available funding will be divided equally between the four partnering boroughs, who will decide how this is allocated between the schools in their boroughs. The project aims to:

- identify the most effective ways of reducing emissions and concentrations around and within school buildings
- to reduce exposure of up to 6000 children, who are a particularly vulnerable group
- to build public awareness of air quality amongst the school community including the actions that individuals can take to reduce their own "air quality footprint" and to protect themselves from air pollution.

Measures to be implemented will be site-specific and can only be determined after a full assessment. However, following discussions between the GLA and TfL they will likely include:

- green infrastructure, including green screens
- no engine idling and other signage being put in place at and around each school
- entrance changes to reduce exposure while waiting for start/finish of school
- energy efficiency schemes to reduce building emissions (as well as fuel bills)
- sustainable travel infrastructure
- It may also be appropriate for additional cleaning and dust suppressants to be applied along some corridors with a number of schools with high exposure.

In addition, each participating school will benefit from air quality related educational activities and awareness raising workshops which will be delivered by educational specialists.

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| <ul style="list-style-type: none">• Air Quality Campaign Days (up to 6 days) – £25,000 with up to £120,000 match-funding from Defra/boroughs. October 2012 – December 2013 |
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This project is focussed on the delivery of an Air Quality Campaign Day programme in London in the Spring/Summer of 2013. This project is based upon the successful Spare the Air model, which has been delivered in California. The objective is to encourage Londoners to avoid engaging in activities which cause pollution (and thus human exposure) when emission exceedances are forecast.

Working with delivery partners, campaign messages will be promoted through a variety of channels including the airTEXT service, social media channels, broadcast and print media, screens in GP surgeries, hospitals and by the roadside as well as messaging through the intranets of businesses, organisations and academic institutions.

The campaign media messages would be simple and positive, focussing on, for instance, modal transport shift to walking or cycling, home working and 'no engine idling'. Web and additional collateral support would give more detail but reinforce positive messages for change as well as new and innovative communication methods. There will also be all appropriate alignment with other London AQ initiatives including CityAir, eco-driving, anti idling and zero emission procurement.

- Air Quality Champions – £35,000 with match-funding from the EU and Defra (tbc). October 2012 – August 2013

To encourage local activity and campaigns to improve air quality we will work with a delivery partner to recruit, train and support a minimum of ten volunteers to become air quality champions. Volunteers will already be established within communities (including health trusts, schools, community groups etc) and it is estimated that each volunteer will interact with an estimated 75 beneficiaries on the air quality agenda over a six month period.

It is proposed that the champions would focus their outreach and activities upon:

- 1) raising awareness - sharing information/ideas;
- 2) supporting mitigation - running campaigns to reduce the air quality footprint of individuals, businesses and others in their communities (which would link nicely to Active Travel); and
- 3) adaptation - working with individuals, especially the most vulnerable (young people, the elderly and those with health issues) to promote awareness about what individuals can do to reduce their exposure to air pollution, potentially linked to NHS/GPs.

To attract high calibre champions, to promote their work/raise awareness and to empower communities to make their own choices about how best to tackle air quality, it is proposed to make a fund of £10,000 available to champions to bid competitively to use to fund the most innovative local air quality awareness raising, adaptation or mitigation projects.

Euston/Marylebone Road Green Street
- £15,000 for green infrastructure demonstration projects from GLA with expected match-funding from businesses and BIDs
- £10,000 for business engagement from GLA, £120,000 from Defra for six partnering boroughs with expected match funding from businesses and BIDS

Green Infrastructure demonstration projects

The Euston/Marylebone Road, which is part of the TLRN, has amongst the highest levels of air pollution in London with approx 10,000 people walking along the road each day. The elevated levels of pollution are mainly caused by high levels of traffic combined with the fact that the topography includes several tall buildings, creating a canyon effect, which prevents air pollution from dissipating.

It is proposed that three pieces of green infrastructure are installed along the road or in the surrounding area before the 31st March 2013 (to act as demonstrators), with a further ten installations following in 2013/14. The cost of these installations will be borne by local business/organisations and so will be at

no cost to the GLA. In addition, green infrastructure will be implemented more widely across London through the planning system for new developments and through planned refurbishment or investment by businesses.

The funding requested would be used to complete an audit of the road to identify suitable properties/locations for green infrastructure, engagement with businesses to persuade them to implement green infrastructure, putting in place procurement mechanisms for delivery and maintenance to deliver economies of scale and potentially subsidising the cost of the three demonstration projects.

The benefits of green infrastructure are increasingly understood. Researchers have found that green walls /facades can achieve a 4 per cent reduction in dust fall and a 3 per cent reduction in NOx. One recent report by the University of Birmingham even suggested that green walls in canyon environments like Euston Road could reduce concentrations by up to 30 per cent. Additional benefits of green infrastructure include:

- A cooler urban climate
- Energy reduction through improved thermal properties of a building
- Increasing levels of biodiversity
- Reductions in noise pollution and surface flooding

Business engagement

In addition, the GLA will be working with partnering London boroughs to deliver air quality related business engagement programmes based upon the successful City Air campaign. The aim of this programme will be to develop a network of businesses and organisations that are committed to improving local air quality, in order to create a better environment for their employees and visitors.

Expert consultants will be employed to work with businesses and organisations to develop an action plan consisting of a set of simple, effective targets which could include;

- Reducing emissions from buildings through investment in energy efficiency measures
- Reducing emissions from business fleet through investment in low or no emission vehicles
- Investing in green infrastructure to reduce ambient pollution concentrations
- Using the procurement process to reduce emissions through consolidated deliveries, reduced taxi journeys etc
- Raising awareness of air quality amongst staff and encouraging them to travel to (and during) work by foot, bike and public transport

The £10,000 allocated from the GLA will be spent in the following ways;

- To match fund technical guidance for businesses on how to reduce their impact upon local air quality (with focus upon heating and cooling plant)
- To fund an air quality business award in partnership with the City of London Sustainability awards
- To match fund the Cleaner Air for Businesses microsite which is part of the Cleaner Air for London website. This site will host air quality guidance for businesses and will be a portal to share and recognise best practice.

Once businesses have signed up they will be supported by the consultants to deliver their action plan and to report upon their successes. Businesses will be made aware of funding and investment opportunities to improve air quality within their locality. Case studies will be produced to promote achievements and these will be widely disseminated through various communications channels.

- Cleaner Air Boroughs – £15,000 from GLA. October – March 2013

The Mayor has recently announced a £6 million Mayor's Air Quality Fund (MAQF) to be spent on programmes to improve air quality in London between April 2013 – March 2016 (this figure may

increase). The Fund will be available to London boroughs that sign up corporately to become Cleaner Air (CA) Boroughs, previously referred to as Exemplar Boroughs, in order to demonstrate their commitment to improving air quality in their boroughs. CA boroughs can bid (either singularly or as a partnership with other boroughs, BIDs, NGOs, health trusts etc) for MAQF funding for air quality programmes and must obtain match funding to do so.

The £15,000 for this work stream will be spent in the following ways;

- Setting up and promoting the MAQF fund to London boroughs
- Providing an air quality training programme to London boroughs to enable them to become Cleaner Air Boroughs. This will include sessions that focus upon;
 - o Incorporating air quality into the planning system (for planning officers)
 - o Air quality and public health
 - o Delivering successful air quality programmes
- Contributing towards the Cleaner Air for London website, which will promote the MAQ fund and the work that will be delivered by boroughs as well as being a useful resource for boroughs in terms of accessing relevant information about air quality.

The CAF 2 programme includes demonstrator projects which could be replicated at a larger scale by London boroughs. Other measures could include;

3. Communications

Separate communications plans have been produced for each of the CAF2 projects and these feed into an overarching communications strategy. The strategy outlines a co-ordinated communications approach which builds upon the existing Cleaner Air for London strap-line and logo, which was created to promote the projects delivered under CAF1. The original logo has been displayed on 1000 London buses which have been fitted with SCR pollution abatement equipment and as such it is becoming a strong, recognisable air quality brand across London.

It is proposed that all future air quality related activities which the GLA is involved in will use the 'Cleaner Air' strap line and the logo, below, to ensure communication consistency with other programmes including;

- hybrid buses
- the No Engine Idling campaign
- the Low Emission Zone.



Website

The main objective of the CAF2 programme is to encourage stakeholders to share the responsibility of tackling air pollution in London and to encourage joint delivery of air quality activities across the GLA, London boroughs and other partners including schools, businesses and community groups and organisations. To achieve this it is necessary to have a dedicated web resource, where shared information can be stored, accessed and built upon over time, as outlined in Policy 12 of the Mayor's Air Quality Strategy, outlined below;

In order to reduce the financial burden upon the GLA of developing a new website of this scale, the site will be developed and funded by the GLA in partnership with the London boroughs; as such it will be externally hosted on a managed cloud, with links to the GLA website. The GLA will regain control over the hosting of the site and the co-ordination of the content. The ongoing upkeep and updating of the website will be lead by the GLA air quality team.

The website will constitute a one stop shop for Londoners of all ages and backgrounds wishing to find out more about air pollution, how they can help prevent it and the ways that they can protect themselves and their families. It would also demonstrate to Londoners that a wide range of co-ordinated activity to tackle air pollution is taking place.

It is proposed that the website would include the following features;

- A triage home page introducing air quality in London, the health impacts and the Mayor's Strategy. This page would link to relevant sites and initiatives (Low Emissions Zone, Source London etc)
- Information about the Cleaner Air boroughs programme and Mayor's Air Quality Fund
- A page for each of the CAF2 projects, including resources and materials
- Interactive and educational information for children and students and resources for teachers
- A host page for the London Atmospheric Emissions Inventory, which enables a data input mechanism for boroughs.
- A single London-wide resource for modelling and air quality monitoring data.

Initial quotes estimate that the development of the Cleaner Air for London website will cost approximately £50,000. As outlined above, this website will serve a number of purposes for a number of partners. As such the cost of the development of the site could be divided in the following way (assuming that the website would cost £50,000);

- Local Authority partners - £20,000
- GLA funding (LAQM budget) - £10,000
- JOAQIN (EU) funding - £20,000

4. Funding and Procurement

The funding for the CAF2 programme is from the following sources:

- £200,000 of GLA contribution which was approved by IPB on the 25th September 2012.
- £320,000 of match funding through the Defra air quality grant and boroughs' Local Implementation Plan (LIPs) budgets.
- European funding from the Joint Air Quality Initiative (JOAQIN)

It is expected that this sum will increase further as it currently does not include any match funding from businesses and BIDs, which are expected to participate in the business engagement programme.

Air quality grant funding awarded from Defra may be spent over two financial years. Therefore the current funding stream, awarded in September 2012 must be spent before the 31st March 2014.

Procurement

It is proposed that certain projects, such as the schools clean air zones project, which are being funded from a number of sources, are managed financially by the boroughs. Therefore GLA will issue a grant to the relevant local authorities to enable the boroughs to lead on procurement activity, whilst working closely with the GLA.

Due to the nature of these projects (particularly when infrastructure measures can be conveniently carried out at schools) the majority of the budget will be spent during the summer of 2013. Therefore the grant agreement will specify that the grant period will run until the 31st March 2014.

It is also the intention that grants will be awarded to community groups as part of the air quality champions programme, as outlined above. It is proposed that a budget of £10,000 will be used as grant funding and that this funding pot will be managed by the delivery agent. The GLA will retain the role of deciding which bids should receive funding.

The GLA will lead upon the procurement activity for the air quality campaign days programme and as such will receive funding contributions from the partnering boroughs.

EU funding

The GLA has successfully bid for European funding from the Joint Air Quality Initiative (JOAQUIN) to aid the delivery of air quality projects in London. The GLA will receive around €200,000 from JOAQUIN in April 2013 to be spent before June 2014. JOAQUIN has approached the GLA and indicated that they may have an underspend which will enable the GLA to obtain additional resources. Any further EU income received (i.e. up to €1,000,000 and not already allocated for this project) will require additional approval via the Authority's decision-making process in another MD/DD as required.

5. Issues for consideration

a) Links to strategies and Mayoral and corporate priorities

The Mayor's manifesto set out his commitment to continue improving air quality in London. The success of the first Clean Air Fund was highlighted. CAF2 continues this innovative approach and supports the Mayor's preferred approach of working with Government and London boroughs to deliver improvements for London.

Mayoral strategies

- **Mayor's Air Quality Strategy (MAQS):**
 - **Policy 3:** Identifying priority locations and improving air quality through a package of local measures
 - **Policy 4:** Reducing emissions from public transport, including buses
 - **Policy 12:** Raising public awareness of air quality issues
'Develop a central air quality website for London on the GLA website, which will include data, technical information and advice on how to improve air quality.'
 - **Policy 14:** The Mayor will assist boroughs in carrying out the exercise of their statutory duty to improve air quality in London.
- **Mayor's Transport Strategy (MTS):**
 - **Proposal 92:** Reducing emissions from public transport, including buses

- **Proposal 94:** Introducing targeted local measures at poor air quality priority locations to reduce emissions and improve local air quality.
- **Mayor's Health Inequality Strategy (MHIS):**
 - **Commitment 22:** Improve the quality of London's existing homes and neighbourhoods, especially in those areas with the poorest levels of health.

b) Impact assessments and Consultation

No formal consultation or impact assessment has been undertaken for these projects. The project is an evolution of the Clean Air Fund, which was referenced in the Mayor's manifesto.

Key stakeholders include: participating boroughs, participating schools and third-party organisations such as Sustrans and the London Sustainability Exchange, with whom we will work to deliver specific components of these programmes. We have been working closely with the partner boroughs and other stakeholders consulting with them on arrangements for the programme. This will continue during implementation. There will also be interest from the broader air quality community and we will partner with Air Pollution Research in London (APRIL) to ensure the benefits of the programmes are properly and robustly evaluated. This will support wider roll-out in future years if the projects are successful.

c) Risk

The following risks have been identified for the delivery of the CAF2 projects, along with the proposed mitigation strategies.

	Project	Risk description	Mitigation / Risk response	Current probability (1-4)	Current impact (1-4)	RA G	GLA risk owner
1	All	Londoners are not made aware of the work that is being carried out to improve air quality	CAF 2 will be promoted on the GLA website, partnering organisations websites, through newsletters, events and other comms channels	1	3	G	ET/KW
2	All	Programmes fail to deliver (due to introduction of new air pollution sources or failure of infrastructure measure to reduce pollution) leading to reputational damage	Partners will work together to identify and limit any new sources. As this programme is a pilot the performance of infrastructure measures will be monitored to identify suitability for inclusion within the toolkit.	2	2	A	ET/KW
3	Schools clean air zones, Green street	Lack of suitable air pollution mitigation infrastructure options	Project partners will carry out an initial feasibility assessment to identify infrastructure opportunities in areas of poor air quality. This will be followed by site assessment and structural surveys.	1	4	G	ET/KW

4	Schools clean air zones, Green street	Health and safety risks and damage to properties caused by the installation of infrastructure measures.	A structural evaluation, method statement and risk assessment will be produced and carried out for every installation to ensure that damage to health or property does not occur.	1	4	G	ET/K W
5	Campaign Days, Green Street	Lack of appetite from businesses to partner and fund measures and activities	Consultants with experience of engaging with businesses on air quality issues will be contracted to follow the successful City Air model (highlighting benefits to business of improved air quality and identifying CSR opportunities). Where possible links will be made with Business Improvement Districts to encourage engagement.	2	4	A	ET/K W
6	AQ champions, Campaign days	Failure to reach target audience with AQ messaging through identified channels	Comms plan will be prepared taking into account the lessons learnt from TfL's recent campaigns as well as Airtext, CAF1 and AQ campaigns in other countries	1	3	G	ET/K W

6. Financial Comments

- 6.1 Approval is sought to authorise the Air Quality team to allocate £200,000 over the 2012/13 financial year to deliver the Clean Air Fund (CAF) 2 projects listed below (as approved by IPB in September 2012). These projects will be delivered in partnership with several of the London boroughs and will involve procuring the services of a number of service providers. As such, authorisation is sought to provide funding to boroughs and delivery partners to support the delivery of air quality projects.
- 6.2 The table below identifies the profile spend in 2012-13 for each of the CAF2 work streams.

CAF2 Work stream	2012/13 Period				
	10	11	12	13	Total
School Clean Air Zones			100,000		100,000
Air Quality Campaign Days			25,000		25,000
Air Quality Champions		10,000		25,000	35,000
Euston/Marylebone Road Green Street				25,000	25,000
Cleaner Air Boroughs			10,000	5,000	15,000
Total		10,000	135,000	55,000	200,000

- 6.3 In addition to the above £200,000 the GLA and partners have secured an additional £320,000 in match funding for the delivery of these projects through the Defra air quality grant and boroughs' LIP budgets. The match funding available does not need to be spent until 31.03.2014. Further match funding will be sought from businesses and business improvement districts BIDs once the

projects are up and running.

- 6.4 As approved at IPB in September, the costs of the CAF2 project of £200,000 in 2012-13 are financed by a temporary virement from the Trees Programme, pending TfL reimbursing the costs incurred.
- 6.5 Approval is also sought for the receipt of the funding outlined below to enable the delivery of air quality programmes in London (details of which are included below);
- European funding from the Joint Air Quality Initiative (JOAQUIN)
 - Grant funding from Defra (directly or via London boroughs)
 - Funding from London boroughs (eg from Local Implementation Plan (LIP) budgets or other funding streams).
 - to delegate authority to the Executive Director of Development and Environment to sign grant agreements with boroughs, Defra and EU funding partners as required and to delegate any future changes to the CAF2 programme to the Executive Director of Development and Environment.
- 6.6 As referenced above in Section 4 under EU funding, any successful EU funding bids and any spending plans for the EU funding should be approved via the Authority's decision-making process. In the case that the EU funding awarded to the Authority increases above the current allocation, further approval will be sought to approve the receipt and spending plans.
- 6.7 The proposed funding above is to be governed via funding agreements. Consequently, officers are reminded to ensure that they liaise with both Legal and Finance Teams in the preparation and execution of the funding agreements. In addition, the monitoring of the funding and associated payments must be in line with the Authority's Funding Agreement Toolkit
- 6.8 Any changes to this proposal must be subject to further approval via the Authority's decision-making process.
- 6.9 The Environment team within the Development and Environment Directorate will be responsible for managing this project and associated funding agreements.

7. Legal Comments

- a) Section 30 of the Greater London Authority Act 1999 (the GLA Act) allows the Mayor, acting on behalf of the GLA, and after appropriate consultation, to do anything which the Mayor considers will further the promotion of the economic and social development of Greater London and the improvement of the environment within Greater London.
- b) Section 30(4) of the GLA Act provides that the Mayor should exercise his section 30 powers in the way which he considers best calculated to promote the improvement of health of persons in Greater London and to contribute towards the achievement of sustainable development in the United Kingdom, except to the extent the GLA considers that is not reasonably practicable.
- c) Section 30(4) of the GLA Act also provides that the Mayor should, when exercising his section 30 powers, consider the health of, and health inequalities between, persons living in Greater London, and the achievement of sustainable development, except to the extent he considers that that is not reasonably practicable.

- d) Information set out above indicates that this programme is calculated to further the promotion of environmental improvement and economic and social development, improve the health of persons, limit health inequalities, and/or contribute to the achievement of sustainable development, in Greater London. The proposed programme is within the powers of the Mayor.
- e) The public sector equality duty under section 149 of the Equality Act 2010 requires the GLA to consider all individuals in shaping policy and in delivering services. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people. There is no indication that the proposals above will have any contrary effect.
- f) Any proposed contracts under this programme should follow proper procurement procedures - including where the contracts are to be let by London boroughs. Any proposed grants under this programme should be made fairly, transparently and in accordance with the GLA's equalities obligations, and should demonstrate value for money. Further advice should be sought as appropriate from the Commercial Law team in respect of proposed contracts and grants.
- g) A delegation to the Executive Director of Development and Environment is proposed. Section 38 of the GLA Act provides that "any function exercisable on behalf of the Authority by the Mayor shall also be exercisable on behalf of the bodies or persons specified ...below, if or to the extent that the Mayor so authorises..." and the bodies and persons specified below include "any member of staff of the Authority".

8. Investment & Performance Board

The allocation of the £200k for the delivery of the CAF2 projects was approved by the IPB on the 25 September 2012. This is slightly different from the IPB paper which had £360k in 12-13 and £160 in 13-14. Whilst the profiling has changed, the specifications have not. The spend in 12-13 is now £200k and £320k in 13-14.

9. Background/supporting papers

None

Public access to information

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the GLA website within 1 working day of approval. Any facts and advice that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this approval to be deferred? NO

If yes, for what reason:

Until what date:

Is there a part 2 form - NO

ORIGINATING OFFICER DECLARATION:

	Tick indicates approval (✓)
Drafting officers: Elliot Treharne and Katie Watson have drafted this report in accordance with GLA procedures and confirm the following have been consulted on the final decision:	✓
Assistant Director/Head of Service: Stephen Tate has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.	✓
Sponsoring Director: Fiona Fletcher-Smith has reviewed the request and is satisfied it is correct and consistent with the Mayor's plans and priorities.	✓
Mayoral Adviser: Matthew Pencharz has been consulted about the proposal and agrees the recommendations.	✓
Advice: The Finance and Legal teams have commented on this proposal.	✓

OFFICER APPROVAL**Executive Director, Resources**

I have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

Signature

Date

Chief of Staff

I am satisfied that this is an appropriate request to be submitted to the Mayor

Signature

Date