

Subject: Proposed Changes to the GLA Establishment - Mayor's Office

Report to: GLA Oversight Committee

Report of: Head of Paid Service

Date: 20 July 2016

This report will be considered in public

1. Summary

1.1 This report sets out proposed staffing changes to the Mayor's office.

2. Recommendation

2.1 **That the Committee responds to the Head of Paid Service consultation on the proposed changes to the establishment in the GLA (Mayor's Office).**

3. Background

3.1 This paper sets out the proposals for changes to the staffing establishment in the Mayor's Office to meet the needs of the new Mayor.

3.2 Following the 2016 election the Mayor has made a number of appointments to his top team. Further appointments will be made in the coming weeks and months. In undertaking this process the portfolios of some mayoral appointees have changed from those which existed prior to the election.

3.3 The Head of Paid Service, following conversations with the Mayor's Chief of Staff, is proposing that there should be a number of changes to the team directly supporting the Mayor and mayoral appointees to ensure this is as effective as possible and ensures appropriate cover.

4. Issues for Consideration

4.1 It is proposed that a number of changes take place to the structure of the Mayor's Office which are set out in more detail below. These proposed changes aim to ensure the efficiency and effectiveness of the Mayor's Office support and to ensure the Mayor's Office meets the needs of the new Mayor and his appointees.

4.2 The structure of the Mayor’s Office leading up to the election (current structure) is set out in **Appendix 1** and the proposed new structure is in **Appendix 2**. A summary of the posts proposed for deletion and creation are outlined below. In summary 22 posts are proposed for deletion and 17 for creation. Of the 22 posts proposed for deletion, 9 are vacant.

22 Posts Proposed for Deletion

Job title	Grade
Assistant Private Secretary	Grade 10
Private Secretary Operations x 2	Grade 8
Special Assistant, Business and Science	Grade 11
Special Assistant to the Chief Economic Adviser	Grade 10
Special Assistant, Education	Grade 9
Special Assistant, Culture	Grade 9
Research and Policy Assistant	Grade 9
Executive Assistant to the Mayor	Grade 9
Senior Executive Assistant and Business Manager	Grade 9
Assembly Liaison Manager	Grade 8
Assistant to the Director of Communications	Grade 7
Executive Personal Assistant x 4	Grade 7
Business Support Personal Assistant	Grade 6
Senior Personal Assistant x 5	Grade 6

17 Posts Proposed for Creation

Job Title	Indicative Grade
Deputy Head of Office	Grade 8 tbc
Senior Aide to the Mayor	Grade 8 tbc

Speechwriter	Grade 11 tbc
Senior Adviser to the Mayor – Business and Digital Policy	Grade 13 tbc
Senior Adviser to the Mayor – Stakeholder Relations	Grade 13 tbc
Head of Digital Communications	Grade 11 tbc
Executive Assistant x 2	Grade 8 tbc
Senior Personal Assistant x 5	Grade 7 tbc
Head of Advance	Grade 8 tbc
Senior Assembly Liaison Manager	Grade 10 tbc
Mayoral Research and Support Officer	Grade 7 tbc
Adviser to the Mayoral Director, Communications (in the press team)	Grade 9 tbc

6 Posts staying the same

Private Secretary / Head of Office	Grade 12
Mayor's Correspondence Manager	Grade 8
Mayor's Correspondence Senior Co-ordinator	Grade 7
Diary Secretary to the Mayor	Grade 7
Assembly Liaison Manager	Grade 8
Administrative Officer	Grade 4

4.3 Mayor's Private Office

4.3.1 The Mayor's Head of Office role is broadly similar to the role of Principal Private Secretary in the old structure and will report to the Chief of Staff. The core requirements of this role are managing and leading a small team in the Mayor's private office to co-ordinate and support the Mayor's activities. The role will provide a high level gateway to the Mayor and it will also ensure effective co-ordination of the work of the Mayor.

4.3.2 The following posts will report to the Head of Mayor's Private Office:

- *Deputy Head of Office* – grade 8(tbc) (with responsibilities to support the Head of Mayor’s Private Office and manage the flow of papers to and from the Mayor).
- *Senior Aide to the Mayor* – grade 8(tbc) (this role will support the Mayor at his external engagements).
- *Mayor’s Correspondence Manager* – grade 8 (existing post but with changed reporting line).
- *Mayor’s Correspondence Senior Co-ordinator* – no change
- *Diary Secretary to the Mayor* – grade 7 (existing post but with changed reporting line).

4.4 **Executive and Senior Personal Assistants**

It is expected that Mayoral appointees under the current Mayor will be more self-sufficient than those under the previous administration and that they will work closely with the relevant policy teams within the GLA and across the GLA group. It is felt there is less of a need for each Mayoral appointee to have one on one dedicated support person and it is proposed support to be provided on the basis of one Executive/Senior Personal Assistant to two Mayoral appointees. This has now been trialled with current appointees for a couple of months and has appeared manageable.

There will continue to be a mix of Executive assistants and Senior Personal Assistants. It is proposed there are two Executive Assistants in the new structure. These positions will report to the Head of the Mayor’s Private Office and will be the team leaders and line managers for the Senior Personal Assistants. It is expected there will be additional complexities within the roles and therefore it is likely these will be higher graded roles, subject to job evaluation.

The position of Administrative Officer will be retained to provide general office administrative support. The reporting line for this group of posts will be to the Head of the Mayor’s Private Office.

Posts proposed for this team are as follows:

- Administration Officer – grade 4 (existing post)
- Executive Assistant - grade 8(tbc) (new position) to act as one of the team leaders managing the Senior Personal Assistants
- Executive Assistant - grade 8(tbc) (new position) to act as one of the team leaders managing the Senior Personal Assistants.
- 4 x Senior Personal Assistants – (portfolios to be confirmed) grade 7 (tbc) (new positions).
- Senior Personal Assistant Support grade 7 (tbc) (new position) - – to provide support across the teams.

4.5 **Political and Public Affairs**

This team will be managed by the Mayoral Director, Political and Public Affairs. The team will comprise the following positions:

- *Speechwriter* – grade 11 (tbc) (new position) – This post will be a speechwriter for the Mayor: commissioning briefings, analysing and summarising the critical points, developing speeches and tailoring those for the audience the Mayor is addressing.

- ***Senior Adviser to the Mayor – Stakeholder Relations*** grade 13(tbc). New position reporting to the Mayoral Director, Political and Public Affairs, with a dotted line to the Mayoral Director, External and International Affairs, with responsibility for managing relationships key stakeholders across business, community, third sector central government and boroughs.
- ***Senior Assembly Liaison Manager*** – grade 10(tbc) (new position). This position will take on a greater level of responsibility for managing Mayoral relations with the Assembly and will manage the Assembly Liaison Manager position. It will also play a wider role in reviewing and preparing for sign off FOI's for the Mayor's Office.
- ***Assembly Liaison Manager*** - grade 8 - (existing position but with changed reporting lines)
- ***Mayoral Research and Support post*** – grade 7 (tbc). This position will provide research and analysis support across the Mayor's Office.

The existing Government and EU Relations team will report into the Mayoral Director, Political and Public Affairs.

iv. **External and International Affairs**

- ***Head of Digital Communications*** grade 11 (tbc). This is a new position reporting to the Mayoral Director, External and International Affairs. This role will be responsible for preparation of the Mayoral strategy for digital communications and establishing standards for Mayoral social media connectivity with the electorate.
- ***Head of Advance*** (*title to be confirmed*) – grade 8(tbc) - this role is similar to the Assistant Private Secretary role in the previous structure and will support the Mayor at his external engagements.

The existing International Affairs team will report into the Mayoral Director, External and International Affairs.

v. **Policy**

- ***Senior Adviser – Business and Digital Policy*** grade 13(tbc). This a new position reporting to the Mayoral Director, Policy. This role will be responsible for providing the Mayoral appointees with sound business and digital policy advice with an emphasis on stakeholder engagement.

vi **Press**

- ***Advisor to the Mayoral Director, Communications*** – grade 9 (tbc). A role is being proposed for creation in the press team which will work closely with the Mayoral Director of Communications and the Head of Media to ensure the position and policies of the Mayor of London are effectively communicated to a range of media, with particular regard to key political correspondents.

5. Consultation

- 5.1 Consultation with Unison and staff commenced on 5th July 2016 and will continue up to 8th August 2016. There will be one to one meetings with staff affected, and they will be offered the chance to submit comments in writing throughout the consultation period. Staff at risk will have priority consideration for posts in the organisation and where possible staff will be redeployed to try to reduce the number of compulsory redundancies.
- 5.2 An equality impact assessment (EQIA) has been completed and is attached as **Appendix 3**.
- 5.3 Job descriptions for all these posts are available on request

6. Legal Implications

- 6.1 Under section 67(2) of the Greater London Authority Act 1999 (as amended) (the "GLA Act"), the Head of Paid Service may, after consulting the Mayor and the Assembly, appoint such staff as he considers necessary for the proper discharge of the functions of the Authority, having regard to the resources available and the priorities of the Authority.
- 6.2 Under section 70(2) of the GLA Act, the Head of Paid Service may, after consulting with the Mayor and the Assembly, appoint staff appointed under section 67(2) on such terms and conditions as the Head of Paid Service thinks fit.
- 6.3 The Assembly has delegated its powers of consultation on staffing matters to the GLA Oversight Committee (formerly called the Business Management and Administration Committee, "BMAC").
- 6.4 After consultation with the Mayor and the Assembly, the Head of Paid Service Staffing Protocol, was adopted by the Head of Paid Service in November 2009. The Head of Paid Service Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service will discharge his staffing powers contained in sections 67(2) and 70(2) of the GLA Act.
- 6.5 Paragraph 5.1 of the Head of Paid Service Staffing Protocol states that "*The Head of Paid Service will consult with BMAC and the Mayor on any 'major restructure', namely the creation or deletion of more than five posts within any one unit*". As set out above, BMAC is now known as the GLA Oversight Committee.
- 6.6 This proposal falls within the definition of a "major restructure" contained within the Head of Paid Service's Staffing Protocol and therefore formal consultation with the Mayor and the GLA Oversight Committee is required. The Head of Paid Service is consulting with the GLA Oversight Committee by way of this paper.
- 6.7 The GLA should follow its Management of Change Policy in implementing this restructure. If any persons are made redundant, the GLA's Compensation Payments Policy may apply. Any recruitment to vacant posts should be done in accordance with the GLA's Recruitment and Selection Policy and Equal Opportunities Policy.

7. Financial Implications

- 7.1 A net reduction of five posts is proposed. This would represent a financial saving of £119,000 per annum if the proposal were to be implemented in its current form. Any savings arising from this restructuring will be factored into the GLA's 2017-18 budget setting process.

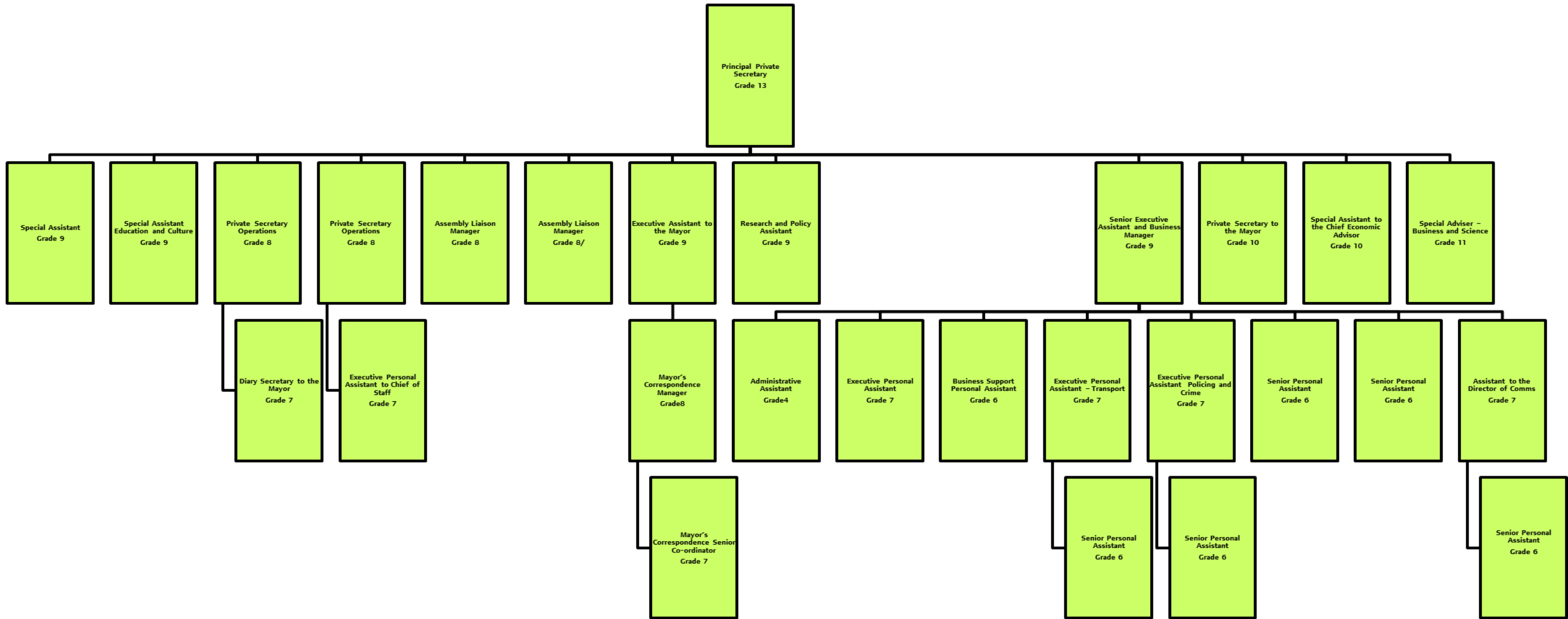
List of appendices to this report:

Appendix 1 – Proposed structure

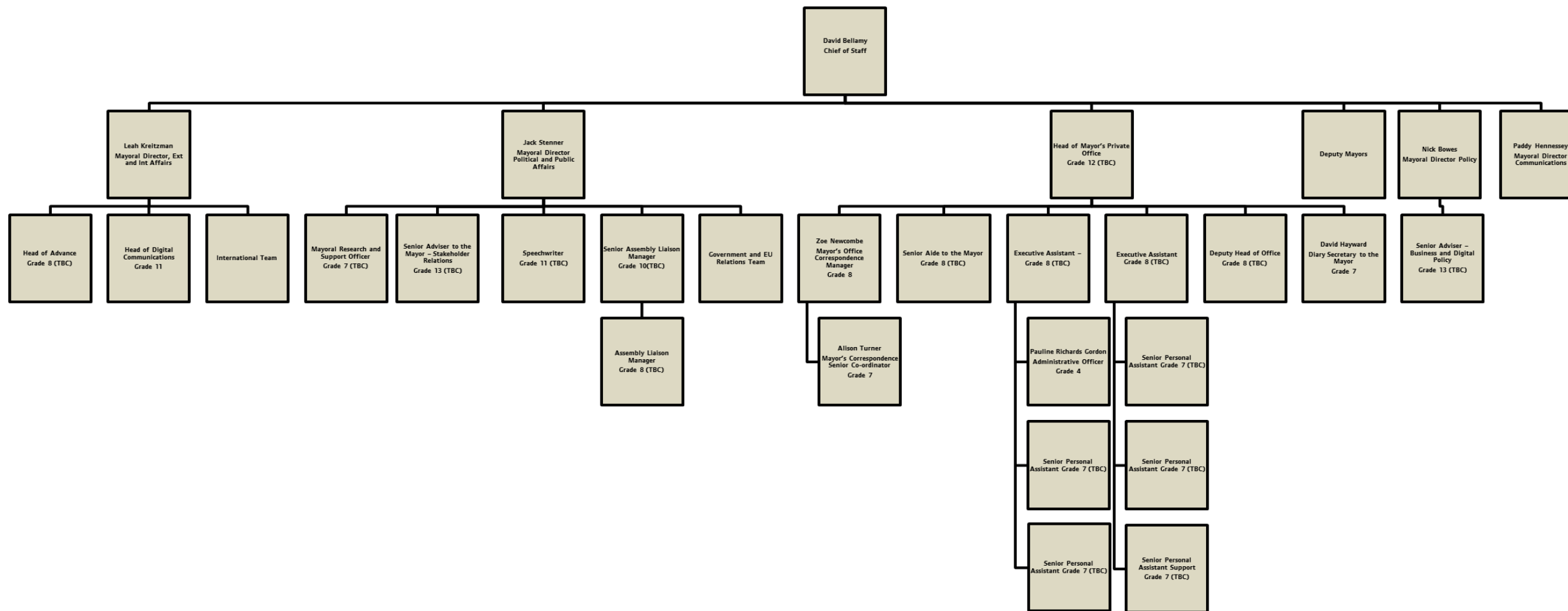
Appendix 2 – Current structure

Appendix 3 - EQIA

Local Government (Access to Information) Act 1985
List of Background Papers: None
Contact Officer: Juliette Carter, Assistant Director HR and OD
Telephone: 0207 983 4194
E-mail: Juliette.carter@london.gov.uk



Appendix 2



Appendix 3

**GREATER LONDON AUTHORITY
Mayor's Office Restructure – EQIA**

LONDON ASSEMBLY

Gender				
	At Risk %	Team Profile %	GLA Profile as at 31/03/2016	Comments
Male	20%	24%	48%	The number of women at risk compared to men is significantly higher; however this is not disproportionate to the ratio of the team as a whole; however this will be kept under review during the process.
Female	80%	76%	52%	
Total	100%	100%	100%	

Disability				
	At Risk %	Team Profile %	GLA Profile as at 31/03/2016	Comments
Disabled	0%	29%	5%	None of the affected staff have declared a disability.
Not Disabled	100%	71%	87%	
Not Stated	0%	0%	8%	
Total	0%	100%	100%	

Age				
	At Risk %	Team Profile %	GLA Profile as at 31/03/2016	Comments
< 20	0%	0%	1%	The proposals affect staff of all ages across the team. There are no staff under the age of 30 in contrast to the GLA general population of 19%. Numbers of staff affected in each age bracket is proportionate to the age profile of the team but at age 40 – 49 the number of staff at risk is double the GLA percentage.
20-29	0%	0%	18%	
30-39	20%	24%	38%	
40-49	47%	48%	24%	
50-59	27%	24%	15%	
60+	7%	5%	4%	
Total	100%	100%	100%	

Ethnicity				
	At Risk %	Team Profile %	GLA Profile as at 31/03/2016	Comments
Asian or Asian British	7%	5%	9%	The proposals affect those from all ethnic groups, however the proposals have 33% of staff from BAME groups affected which mirrors the Mayor's Office profile, but is 8% above the GLA profile. This will need to be carefully considered during consultation and during the implementation period.
Black or Black British	20%	19%	11%	
White	60%	62%	72%	
Chinese or any other ethnic group	0%	5%	2%	
Dual heritage	7%	5%	3%	
Not Stated	7%	5%	3%	
Total	100%	100%	100%	

Sexuality				
	At Risk %	Team Profile %	GLA Profile as at 31/03/2016	Comments
Bisexual	0%	0%	1%	There is no statistical significance in the numbers of staff at risk between the general GLA population and the local Mayor's Office population.
Heterosexual	87%	86%	79%	
Lesbian or Gay man	7%	5%	5%	
Prefer not to answer	0%	0%	1%	
Not Stated	7%	10%	14%	
Total	100%	100%	100%	

Faith				
	At Risk %	Team Profile %	GLA Profile as at 31/03/2016	Comments
Buddhist	0%	0%	0%	The proposals will affect the majority of all faiths, apart from those not represented by staff in the team. Christianity is affected more than any other faith, but is also the most represented in the team.
Christian	60%	57%	34%	
Hindu	0%	0%	2%	
Jewish	7%	5%	2%	
Muslim	0%	0%	4%	
Sikh	0%	0%	1%	
None	20%	24%	40%	
Prefer not to say	7%	10%	2%	
Other	7%	5%	2%	
Not stated	0%	0%	13%	
Total	100%	100%	100%	