

MDA No.: 1341

Title: Minor Restructure of the Assembly Communications Team

1. Executive Summary

- 1.1 The then Business Management and Administration Committee (now known as the GLA oversight Committee) agreed the following delegation on 13 December 2007 to the Chair, in consultation with the Deputy Chairman and party Group Lead Members:

“To respond on behalf of the London Assembly to formal consultation from the Head of Paid Service (HoPS) concerning staff terms and conditions and changes to the establishment where there is not sufficient time to do so at a full Committee meeting.”

- 1.2 Following consultation with the Deputy Chairman and party Group Lead Members, there were no comments.

2. Decision

- 2.1 **That the Chief Officer’s proposed minor restructure of the Assembly Communications team be noted.**

Assembly Member

I confirm that I do not have any disclosable pecuniary interests in the proposed decision and take the decision in compliance with the Code of Conduct for elected Members of the Authority.

The above request has my approval.

Signature:



Printed Name: Caroline Pidgeon MBE AM

Date: 17 December 2021

3. Decision by an Assembly Member under Delegated Authority

Background and proposed next steps:

- 3.1 There are three minor changes proposed to the Assembly Communications Team to ensure Members receive the best possible outcomes.
- 3.2 Since its inception, the Events Officer role has been funded from reserves. External, public-facing events, such as seminars are expensive when held 'in person' and budgets are tight. Therefore, I propose to delete the Fixed Term Contract Events Post (which was due to expire in May 2022) at the end of March 2022.
- 3.3 As events are still a vital part of engagement for the Assembly – but do not constitute a full-time role, the proposal is to combine the Public Affairs role with the Events role, to create a Stakeholder and Events Officer post. This role would still liaise with MPs, London Councils, Select Committees, APPGs, etc – but would also focus on site visits, roundtables and community engagement projects. The role would become a Grade 8, rather than the current Grade 9 position.
- 3.4 There are two Grade 8 Communications Officers in the team, and it is proposed that one of those roles is upgraded to a Grade 9 Senior Communications Officer. This will provide much needed continuity during the Head of Communications leave periods and allow for some delegation of administrative tasks.
- 3.5 The exercise of delegated authority responding to the Chief Officer's proposed minor restructure of the Assembly Communication Teams will be formally noted at the GLA Oversight Committee's next appropriate meeting.

Confirmation that appropriate delegated authority exists for this decision:

Signature (Committee Services):

Printed Name: Davena Toyinbo, Principal Committee Manager

Date: 4 November 2021

Telephone Number: 020 8039 1285

Financial Implications: REQUIRED

- 3.6 Three minor changes are being proposed to the Assembly Communications Team to ensure Members receive the best possible outcomes. Details of the changes are outlined in the paper under section 3 above. These changes results in net savings in the Assembly Communication's pay budget of £6,000, which is due to the below reasons;
 - The proposal is to combine the Public Affairs role with the Events role and to create a Stakeholder and Events Officer post means the role would become a Grade 8, rather than the current Grade 9 position resulting in a savings of £8,000.
 - It is proposed that one of the grades 8 Communications Officers in the team is upgraded to a Grade 9 (mid point salary scale) Senior Communications Officer. This will increase the pay costs by approximately £2,000 (current post holder is on top of a grade 8 salary point so the increase to grade 9 mid point is £2,000 including on costs).

3.7 Savings will be added to the Assembly Communication's non pay budget.

Signature (Finance): P. Middlemas

Printed Name: Paul Middlemas

Date: 10/11/2021

Telephone Number: 07887 674726

Legal Implications:

The Chair of the GLA Oversight Committee has the power to make the decision set out in this report.

Signature (Legal):



Printed Name: PP Rebecca Arnold, Assistant Director, Committee and Member Services

Date: 15/12/2021

Telephone Number: 07827 231143

Supporting Detail / List of Consultees:

- Léonie Cooper AM
- Susan Hall AM
- Caroline Russell AM
- Caroline Pidgeon MBE AM

4. Public Access to Information

- 4.1 Information in this form (Part 1) is subject to the FoIA, or the EIR and will be made available on the GLA Website, usually within one working day of approval.
- 4.2 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.
- 4.3 **Note:** this form (Part 1) will either be published within one working day after it has been approved or on the defer date.

Part 1 - Deferral: NO

Is the publication of Part 1 of this approval to be deferred?

If yes, until what date:

Part 2 – Sensitive Information:

Only the facts or advice that would be exempt from disclosure under FoIA or EIR should be included in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form? NO

Lead Officer / Author

Signature: A. Bell


Printed Name: Alison Bell

Job Title: Head of Communications

Date: 4 November 2021

Telephone Number: 020 7983 4228

Countersigned by Executive Director:

Signature: 

Printed Name: Helen Ewen

Date: 17/12/2021

Telephone Number: 07729 108986