

Request for Head of Paid Service Decision CO 359

CO number to be allocated via the 'Decisions' inbox (Decisions@london.gov.uk)

Once approved, this form will be published on london.gov.uk

Decision Required

That the Head of Paid Service:

Approves the:

Re-grade of 2 fixed-term post as approved in CO 192 in July 2020 as follows:

Job Title	Current Grade	Proposed Grade
Senior Manager, Women's EURO	11	10
Fan Zones Manager (job title to be changed to Fan Zones Officer)	9	7

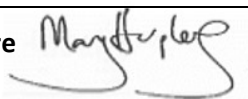
Extension of 4 new fixed-term posts, as follows:

Job Title	Grade	Duration
Tournament Operations Manager (EURO 2020 & 2021)	9	1 month (from 23 months)
City Experience & Fan Zones Manager (EURO 2020 & 2021)	9	1 month (from 23 months)
Fan Zones Manager (job title to be changed to Fan Zones Officer)	9	1 month (from 23 months)
Project Support Officer (EURO 2020 & 2021)	6	1 month (from 23 months)

Head of Paid Service

The above proposal has my approval.

Signature



Date 25/2/2022

Staffing proposals

A. Details of the proposals, including their justification. Where a paper has been submitted to the Assembly's GLA Oversight Committee, then it should be appended. Details from the Committee paper should not be repeated in the main body of this form.

- 1.1 Due to the impact of COVID-19, the UEFA Men's European Football Championship was moved from 2020 to 2021, and the UEFA Women's European Football Championship has been moved from 2021 to 2022.
- 1.2 At the time of these postponements in 2020, a full review of the staffing arrangements required to cover both tournaments was undertaken and CO 192, signed in July 2020, laid out these changes and set out to approve the creation of seven new posts.
- 1.3 A number of vacancies have become available in the Women's EURO team over the last couple of months, leaving some significant gaps in the core team. As a result of this, senior managers conducted a full review of the team's resources and what was required until the end of the tournament in the summer.
- 1.4 It was noted that the Senior Manager post would now only cover Women's EURO based work, rather than a combination of the Men's and Women's EUROS, resulting in this proposed re-grade and a savings to the Authority.
- 1.5 In addition, with the changes in job description to the City Experience & Fan Zones Manager role, the requirement for a full time Fan Zones Manager has changed. It is proposed in this CO form that the Fan Zones Manager role be changed to a Fan Zones Officer at a Grade 7, to reflect the reduction of duties in this post.
- 1.6 The majority of the GLA's current Women's EURO 2022 team is on fixed-term contracts until 31 July 2021. Since the announcement that the Women's EURO final would be held at Wembley Stadium on 31 July, it has become necessary to review these staffing arrangements.
- 1.7 The GLA requires a dedicated staffing structure for an additional month to cover the delivery of the Women's Championships, and to ensure a thorough wash-up and consolidation process can be completed post-tournament.
- 1.8 This CO Form seeks approval for the extension of four posts that are required to deliver the event to its conclusion. Of the remaining three posts that were created under cover of CO 192, two of them had contract end dates taking them sufficiently to the end of the tournament and one is soon to become vacant and will not be filled.

2. Project Overview

Women's EURO (06 July – 31 July 2022)

- 2.1 The UEFA Women's European Championship is Europe's biggest women's sport event. It is among the biggest sports events in the world as the popularity and exposure of women's football continues to rapidly grow. It is the pinnacle international women's football competition in Europe.
- 2.2 In 2021, as a result of the effects of the COVID-19 pandemic, UEFA postponed the event from 2021 to 2022. The extensive discussions included talks with organisers of the Birmingham 2022 Commonwealth Games,

with whom UEFA, The FA and London are keen to work with collaboratively to ensure that 2022 provides a memorable summer of elite sport.

2.3 Following a city bid process, hosted by The FA, London was selected to host five games during the tournament. Four of those will be held at Brentford Community Stadium, and the final will be played at Wembley Stadium. The consecutive EURO finals being held in London is an exciting prospect and one that London and the GLA should ensure has long-term impact.

2.4 Since the confirmation of the date of the Women's EURO final, it became necessary to review the staffing contract end dates and ensure the team was equipped to deliver the tournament to its completion and deliver a clean and efficient consolidation process post-event. The funds required to cover the extra month of salaries can be funded from the existing Women's EUROS budget and no additional funding is being sought.

3. Roles

3.1 Tournament Operations Manager (EURO 2020 & 2021) 1.0 FTE *EURO Core Team / Grade 9 / 1 month extension*

Several delivery areas have been consolidated within this new post of Tournament Operations Manager. The post was originally created under CO192 in July 2020 and will be extended until 31 August 2022. Key functions of the post include:

- Management of the planning and delivery of the Mobility (public transport) project.
- Management of the planning and delivery of the Policing & Security project.
- Management of the planning and delivery of the City Coordination project, including Fan Marches.
- Supporting the operational planning and delivery of the Fan Zones, City Activations and Last Kilometre projects.

The post reports to the Senior Manager, EURO 2020 & 2021.

3.2 City Experience & Fan Zones Manager (EURO 2020 & 2021) - 1.0 FTE *EURO Core Team / Grade 9 / 1 month extension*

Subject to job title change and revised job description, also included in this iteration of HR changes. See attached documents.

The original post was created under CO192 in July 2020 and will be extended until 31 August 2022 and reports to the Senior Manager, EURO 2020 & 2021.

3.3 Fan Zones Officer (Women's EURO) - 1.0 FTE *EURO Core Team / Grade 7 / 1 month extension*

This post has oversight and responsibility for delivery of the Fan Zones projects for both the Men's and Women's Championships, and management of related contracts to a new role of Fan Zones manager.

Key functions of the post include:

- Designing and proposing new scopes for the Fan Zones projects
- Management of the planning and delivery of the operations of the Fan Zones
- Management of all related contracts with suppliers and deliverers
- Liaison with the UEFA Fan Zones Team
- Contribution to then EURO City Coordination Group in relation to Fan Zones

The post was originally created under CO192 in July 2020 and will be extended until 31 August 2022 and report to the Senior Manager, EURO 2020 & 2021.

3.4 Project Support Officer (EURO 2020 & 2021) - 1.0 FTE

EURO Core Team / Grade 6 / 1 month extension

The EURO 2021 Project Support Officer will provide project-wide support, ensuring an effective and smooth-running project team. The post was originally created under CO192 in July 2020 and will be extended until 31 August 2022 to support all project areas. Key functions of the post include:

- Supporting the project where required including with administration, events and meetings, stakeholder visits
- Coordinating consultation and stakeholder events, and communications activities
- Working group coordination and secretariat functions
- GLA internal support including Write On and MQ responses

The post reports to the Senior Manager, EURO 2020 & 2021.

B. Details of the process undertaken to arrive at the proposals.

The review of resourcing requirements for the postponed Men's and Women's European Championships was led by the Senior Manager, EURO 2020 & 2021, in consultation with:

- Head of Events and Commercial Partnerships
- Assistant Director, External Relations

This follows the original assessment and review of resourcing requirements in CO192, signed in July 2020. The recommendations in this paper are endorsed by all of the above.

4. Consultation

Where there has been consultation with: (i) the Mayor; (ii) the Assembly; (iii) Unison; & (iv) members of staff; summary details of their consultation responses should be provided along with details of any modifications made in the light of those responses.

In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) is not required for this proposal as fewer than five posts in one unit are being created or deleted. However, the Head of Paid Service (the "HoPS") is required to inform these persons about any proposals for restructures involving

fewer than five posts before taking a decision on them and has done so. The decision is not considered to be contentious.

The GLA have consulted the employees affected by this decision and Unison in accordance with the GLA's Organisational Change Policy.

5. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0	
Permanent posts to be (deleted)	0	
Fixed-term posts to be extended	4	These posts do not exceed 2 years in length.
Fixed-terms posts to be deleted	0	
Net total of posts deleted	0	
Permanent posts to be regraded	2	
Fixed-terms posts to be regraded	0	

Details of all affected posts, including post reference numbers, are to be supplied in Appendix 1

6. Financial comments

Mandatory information required to enable post to be added to HR system:

Cost centre Cost object (if different):

Is post to be externally funded, in part or full (if yes, include details below)?

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date?

4 posts are ongoing – start 31 July 2022

Expected end date?

4 posts - 31 August 2022

Supplementary finance information (to include analysis of costs, sources of funding and virement details, if applicable):

- 4.1 Chief Officer's approval is being sought for the of the extension of 4 fixed term posts within the Major Sports team to work on the UEFA Women's European Football Championship in 2022. The extensions are for 1 month from 1st August 2022 to 31st August 2022.
- 4.2 The approximate cost will be £23,000 for the one month extensions. It should be noted, for the 2022-23 budget process, the GLA are no longer budgeting at the mid-point of the grade rather budgeting will be based on actual spinal point of the post-holder's current grade and in line with GLA policy.
- 4.3 The GLA may become liable for redundancy costs if the post holders have on-going continuous service from a local authority or equivalent body. Such costs cannot yet be quantified but if applicable will be subject to further approval via the Authority's decision-making process.

7. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
 - appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, "*The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major*

restructure; namely the creation or deletion of five or more posts within any one unit.” As set out above, the Assembly’s staffing committee is currently the GLA Oversight Committee.

- 5.5 The proposals set out in this Chief Officer Form do not fall within the definition of a ‘major restructure’ contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly’s staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that *“The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly’s staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them”*. Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years’ service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The GLA must consult any affected employees and Unison on the proposed changes where applicable under the GLA’s Organisational Change policy.
- 5.9 The HoPS has the power to make this decision.

8. Equalities considerations

No equalities considerations associated with the extension of the fixed-term posts have been identified.

9. Appendices

Appendix A: Details of all affected posts, including post reference numbers

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Niran Mothada</u> has reviewed and commented on this proposal.	
Assistant Director <u>Emma Strain</u> has reviewed and commented on this proposal.	
HR & OD Lead Officer Beth Cushion has reviewed and commented on this proposal.	
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	
Corporate Management Team (CMT) This proposal was considered by CMT on [DATE].	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Senior Manager, Women's EURO	11	10	003596	16/08/10	31/10/22	Regrade Job Evaluation 08/02/22 panel confirmed indicative G10
Fan Zones Manager	9	7	004473	1/9/20	31/8/22	Regrade and extension
Tournament Operations Manager	9	9	004471	1/9/20	31/8/22	Extension

City Experience and Fan Zones Manager (previously City Experience Manager)	9	9	004472	1/9/20	31/8/22	Extension
Project Support Officer	6	6	004475	1/9/20	31/8/22	Extension

Appendix B



Fan Zones Officer
(Women's EURO 2022)

Request for Head of Paid Service Decision CO-364

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT
Good Growth	CO 364	Senior Marketing and Engagement Officer	003809	01/06/2018	31/03/2022	11/04/23	8	Chetan Lan	Environment Unit	Yes	Existing	Post required to deliver customer acquisition strategy for London Power. Extension of an existing fixed-term post.

Request for Head of Paid Service Decision CO-259

CO number to be allocated via the 'Decisions' inbox (Decisions@london.gov.uk)

Once approved, this form will be published on london.gov.uk

Decision Required

That the Head of Paid Service:

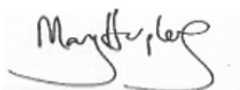
Approves the extension of the following GLA fixed-term post:

<i>Job title</i>	<i>Grade</i>	<i>Current end date</i>	<i>Proposed new end date</i>	<i>Total duration of the post</i>
<i>Senior Marketing Officer</i>	<i>8</i>	<i>31 March 2022</i>	<i>31 March 2023</i>	<i>4 year 9 months</i>

Head of Paid Service

The above proposal has my approval.

Signature



Date 25/02/2022

1. Staffing proposals

The proposal is to extend fixed-term post of Senior Marketing and Engagement Officer responsible for London Power, a post which sits within the Energy Unit in the Environment Team. The existing fixed term post was originally approved for a one year extension, but delays in recruitment mean the position would have been filled for only 5 months when it expires in March. The proposal is to extend the current post for a further 12 months to continue to develop and execute the growth plan for London Power.

This post is essential in driving the ongoing customer uptake of London Power. The post was recruited to develop and deliver the growth plan for London Power, which is intended to drive customer acquisition and therefore both support the financial sustainability of the company and extend the social benefit of London Power to more Londoners. The post was vacant for 7 months but filled in November 2021. Due to the current energy market crisis, with wholesale prices at record high levels, energy consumers are being advised not to switch supplier. As such, whilst we have been developing several customer acquisition tools (such as setting up a refer an friend scheme) we have been unable to open up these channels to execute our growth strategy. We anticipate the energy market will begin to stabilise in the spring, at which point London Power may be able to lower prices and restart customer acquisition activities. This post will be critical to delivering our marketing and engagement activities during this key switching period when the market re-opens, helping London Power to help Londoners save money at a time of record bills.

There is budget already agreed through the London Power business case for this post at 0.2 FTE (1 day per week). However, in the operational phase of London Power, acquiring customers and engaging with Boroughs to access their communication channels and promote London Power is a key activity for the team. Due to a reduction in time allocated to London Power from other members of the team, there is sufficient budget for personnel costs in the 2022-23 budget to cover this as a full-time position. The reduction in time allocation from other personnel further justifies the need to retain this position in order to manage the workload that it currently undertakes.

In the proposed twelve-month extension period, the postholder will:

- Serve as the primary customer acquisition and marketing contact on the London Power team, working closely with the marketing team at Octopus Energy to define and roll out our ongoing customer acquisition strategy. The postholder will also work with Octopus to agree optimisations to critical customer contact points such as website, social media, and call centre.
- Lead on the engagement of key stakeholders, including London boroughs and housing associations, to develop routes for marketing and awareness raising of London Power to households through local intermediaries. This will include the ongoing development and refinement of local toolkits, marketing and communications materials for boroughs and other stakeholders to use with residents. This will also include engagement with community groups and local organisations to ensure London Power reaches a diverse target audience so that our customer base is better reflective of London's diversity.
- Lead on the execution of new customer acquisition channels, including the development of a customer referral scheme, trial of price comparison websites, and marketing of new products (such as a solar tariff) to different market segments.
- Utilise the budget approved by the London Power Steering Committee to redevelop and distribute marketing assets. This includes defining a localised media strategy and channel

recommendations, owning the creation of all messaging and creative executions, and tracking results of the campaign. The postholder will own the approvals process via the London Power Working Group and Steering Committee.

- Work seamlessly with internal GLA teams including Opinion Research and Statistics, GLA Marketing, Press Office, and Digital Communications to optimise the ongoing London Power research, PR, digital and social programmes.
- Serve as the primary liaison with the London Power Steering Committee external marketing advisor, to integrate broader retail energy market knowledge into the recommendations and proposals for London Power.

All the above tasks are critical to London Power's success. These tasks require significant expertise in customer acquisition strategy, media planning, and management of numerous internal and external stakeholders.

The overall capacity of the London Power team is gradually becoming more streamlined over time. Nonetheless, critical work remains to ensure the success of the new company, given overall challenges within the UK energy market and importance of supporting Londoners through a cost of living crisis.

B. Details of the process undertaken to arrive at the proposals.

Discussions between London Power's Senior Commercial Manager and the Assistant Director of the Environment Unit have prompted the proposal for the extension of this post.

The Energy Team is already under strain, with several vacancies meaning London Power team resource has been stretched to support other programmes. The team would be stretched beyond capacity and not have the skills necessary to execute a London Power customer acquisition strategy without the extension of this post. In addition, given the volume of work, external consultancy costs could not be covered by the budget.

2. Consultation

In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) is not required for this proposal as fewer than five posts in one unit are being created or deleted. However, the Head of Paid Service (the "HoPS") is required to inform these persons about any proposals for restructures involving fewer than five posts before taking a decision on them and has done so. The decision is not considered to be contentious.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		

Permanent posts to be (deleted)		
Fixed-term posts to be extended	1	Extension of existing fixed-term post
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)		
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

Mandatory information required to enable post to be added to HR system:

Cost centre **G0340** Cost object **GE.0340.013.01**
(if different):

Is post to be externally funded, in part or full (if yes, include details below)? **Y**

Is the post full or part time? **Full time**

Is the post permanent or temporary? **Temporary**

What is expected start date? **1/04/2022** Expected end date? **31/03/23**

The Environment Unit within the Good Growth Directorate are seeking to extend an existing fixed term post for one year – a grade 8 Senior Marketing Officer role. It is estimated this post will cost approximately £61,000 for its duration and funded by the London Power Loan facility via a recharge. This cost also includes the mandatory £6,000 service support charge which is applicable for all externally funded posts.

As this post is recruited to on a fixed-term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the post holders have on-going continuous service from a local authority or similar body. These costs cannot yet be substantiated but in the event such costs do arise, they will be subject to further approval.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposals set out in this Chief Officer Form do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

A summary of any equalities issues arising and how they have been addressed.

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers

Appendix B: Structure chart showing reporting lines and post reference numbers

Appendix C: GLA Oversight Committee paper (if there is one)

Titles of any other Appendices

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Phil Graham</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Catherine Barber</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Dianne Poyser</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on [DATE].	

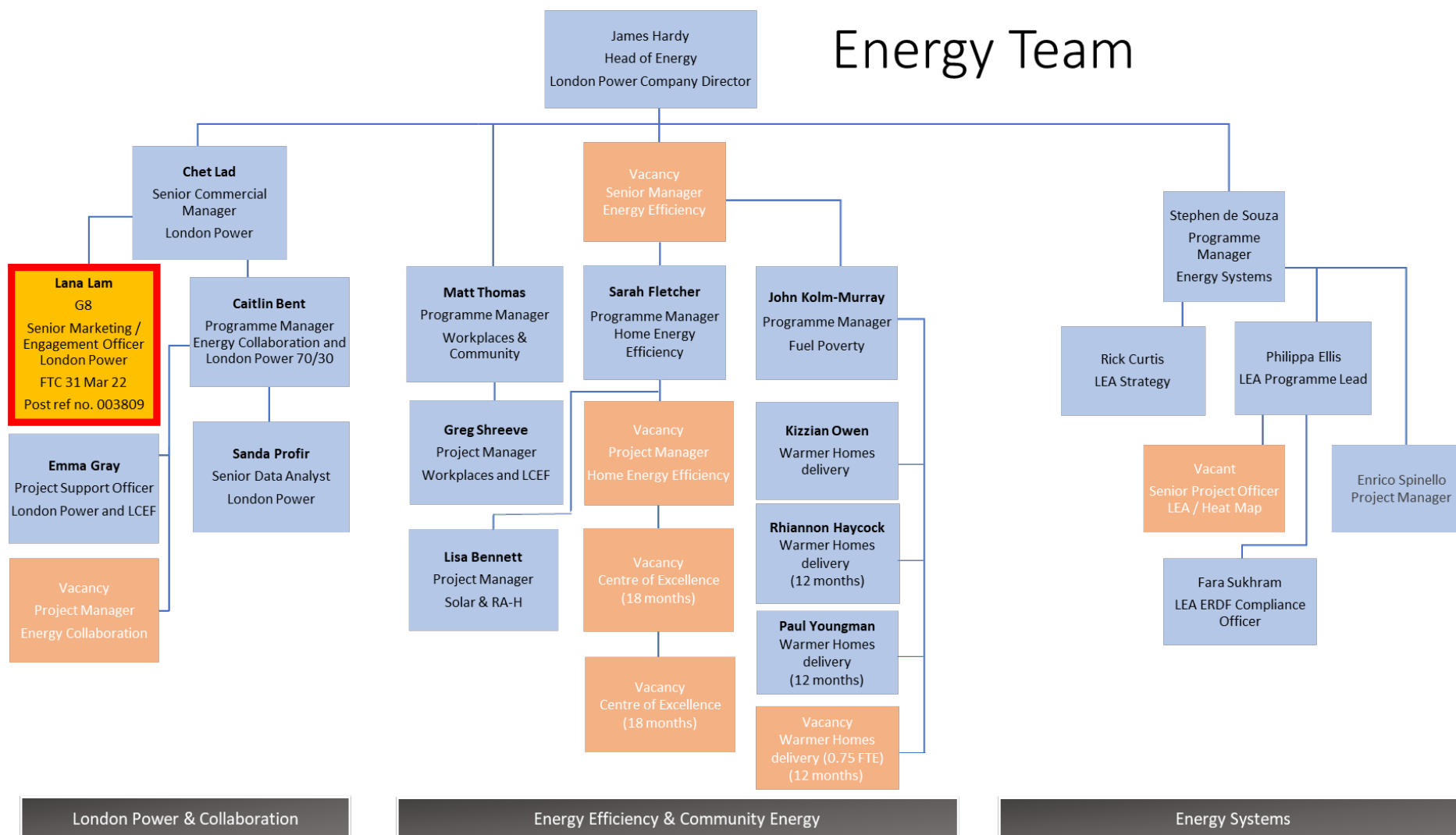
Appendix A

Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>Senior Marketing Officer</i>	8	8	003809	01/06/2018	Current: 31/03/2022 Proposed: 31/03/23	Extension

Appendix B

Structure chart showing reporting lines and post reference numbers



Request for Head of Paid Service Decision CO-366

Request for Head of Paid Service Decision CO-366

CO number to be allocated via the 'Decisions' inbox (Decisions@london.gov.uk)

Once approved, this form will be published on london.gov.uk

Decision Required

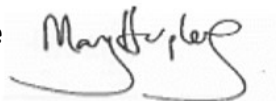
That the Head of Paid Service:

Approves the creation of 10 fixed-term Business Administrator Trainee – Kickstart posts with a start date of 28 March 2022. This will enable GLA to meet and demonstrate the Mayoral commitment to the Government Kickstart Scheme.

Head of Paid Service

The above proposal has my approval.

Signature



Date 25/02/2022

1. Staffing proposals

1. *The Government's Kickstart scheme is designed to create employment opportunities for 16- to 24-year-olds in receipt of Universal Credit. The Department of Works and Pensions*
 2. *(DWP) will provide a grant to cover the salary cost of 25 hours per week with wages set at the National Minimum Wage for their age group. Work placements are for a maximum of six months. The scheme supports the priorities of the London Recovery Programme, particularly The Helping Londoners into Good Work and a New Deal for Young People.*
 3. *It was agreed that the GLA will create 10 Kickstart placements, paid at the London Living Wage. The total estimated costs are £126,301.00. The actual costs and the subsidy available will vary depending on the age of candidates. Jobs will commence on 28/29 March 2022. The salary subsidy is estimated at £42,640.00 for the 2022/23 financial year based on a minimum wage contribution from DWP of £6.56 (for age 18-20 years) for 25 hours per week for 6 months (26 weeks). A breakdown has been included in Appendix B*
 4. *There may be additional internal charges for new GLA starters. We have requested that this charge be waived to reflect the nature of the placement (6 months and as part of an employment support scheme). Additionally, Directorates will also need to meet the cost of SMART working equipment of £2000 per trainee.*
 5. *The GLA is required, as part of the scheme, to prepare Kickstart trainees for future employment. DWP will contribute a grant of £1,500 per placement towards the cost of support, training and preparation. This will be utilised by HR to cover the cost of the more formal aspect of their training programme.*
 6. *All posts will sit under the HR&OD establishment. Who will have responsibility for managing the scheme, facilitating formal employment skills training, and liaising with DWP to ensure subsidy payments conditions are met and payments are received Subsidy payments will be made monthly in arrears. Once received HR and Finance will determine how much needs to be allocated to each host unit based on trainee's age. Finance will distribute this funding (via an internal journal) and offset the payment against each department Kickstart Trainee salary cost.*
 7. *At the end of their fixed-term contracts, graduates of the scheme will be invited to apply for the GLA apprenticeship programme as well as for any other available vacancies.*
- B. Details of the process undertaken to arrive at the proposals.*
8. *Community and Skills took this proposal to the September Jobs and Skills Implementation Group (JSIG) meeting. This group supported the proposal and asked for a central budget to be identified to support recruitment costs and that additional resources be provided to help HR administer the scheme. The proposal was not discussed at the scheduled CMT meeting. However, in November 2021, GLA Chief Officer Mary Harpley confirmed via email that the project must be resourced and delivered. Hosting Directorates are therefore required to contribute to this corporate scheme.*

9. *Skills for Employment have supplied 0.6 administration officer to support the set-up and recruitment stage of scheme. The 10 hosting teams have been identified as per Appendix B*

2. Consultation

This proposal is to create ten temporary staff posts (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. However, this proposal must be reported by the Head of Paid Service (the "HoPS") to these persons in a six-monthly report.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	10	To meet Mayoral commitment to host 10 Government Kickstart Placement
Fixed-terms posts to be (deleted)	0	
Net total of posts created / (deleted)	10	Posts created
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

Mandatory information required to enable post to be added to HR system:

Cost centre Cost object

(If different):

Is post to be externally funded, in part or full (if yes, include details below)?

See Appendix B – Trainees are to be charged to host established under HR). See Appendix B

Is the post full or part time?

Yes. DWP will fund for each trainee. See Appendix B

Is the post permanent or

Full time

temporary?

What is expected start date?

Temporary

Expected end date?

27/09/22

28/03/22

Supplementary finance

funding and virement details, if applicable):

information (to include analysis of costs, sources of

- 4.1 Chief Officer's approval is being sought for the creation of 10 temporary fixed-term Business Administrator Trainee- Kickstart roles. The posts are to be paid London Living Wage currently set at £11.05 per hour for 26 weeks (6 months) for 37 hours per week, creating a gross cost of £106,301 for 10 trainees. There are additional costs for smart kit etc. estimated at £2,000 per role.
- 4.2 Department of Work and Pension (DWP) are to contribute towards the salary costs of the 10 trainees at the National Minimum Wage according to age of the trainee for 25 hours per week for 6 months per trainee, estimated to be £42,640 (for 10 trainees). DWP will also fund £1,500 per trainee for set-up and support costs. This will be utilised by HR to cover the cost of the more formal aspect of their training programme. Appendix B shows the approximate net costs per trainee (£8,366) and the total net costs for 10 trainees (£83,661 excluding on costs). The net cost of each trainee is to be met by the host units existing budgets for 2022-23.
- 4.2 The 10 Business Administrator Trainee- Kickstart posts will be established and managed by HR & OD's Learning and Development team however each trainee's salary will be coded to the host unit's cost centre (see Appendix B).

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that "*Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service*". Paragraph 6.2 of the Staffing Protocol says that "*These will be reported by the HoPS to the Chief of*

Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report". As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.

- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create ten temporary posts as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.6 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant posts.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

- 6.1 *A summary of any equalities issues arising and how they have been addressed. The aim is to recruit a diverse workforce. It will target people aged 16 to 24. This group is currently underrepresented in the GLA workforce. This scheme will contribute to increasing representation. Data taken from Interim workforce data report for the six months ending 30 September 2021*
- 6.2 This scheme targets 16- to 24-year-olds as stipulated in our Kickstart grant agreement. This could potentially raise issues of age discrimination. However, this will have been objectively justified by the government. For information, an equality analysis for the scheme was undertaken and that can be found here: <https://www.gov.uk/government/publications/equality-analysis-for-the-kickstart-scheme/equality-analysis-for-the-kickstart-scheme>

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers

Appendix B: Details of project projected cost.

Appendix C: Spreadsheet showing the 10 Hosting Team inc. of cost centre.

Appendix D: Job Description

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Mary Harpley</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Raj Bhamber</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Linda Laurent- Hughes</u> has reviewed and commented on this proposal.	✓
Finance and Legal <u>Finance and Legal</u> have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 21 February 2022	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / re-evaluate
Business Administrator Trainee	N/A	NMW	N/A	28/03/22	27/9/22	10x Post creations

Appendix B

Details of the schemes estimate scheme cost and subsidy payments

	Per trainee £	10 Trainees £
Cost (£11.05 per hour, 37 hours per week, 26 weeks)	10,630.10	106,301.00
Other costs i.e., SMART Kit	2,000.00	20,000.00
Minimum wage contribution from DWP, based on £6.56 (age 18-20 years) for 25 hours per week for 6 months (26 weeks)	(4,264.00)	(42,640.00)
Net cost	*8,366.10	83,661.00

*This is the approximate cost of each trainee. This will alter depending on the age of the trainee. Note this does not include any on costs such as employer NI or pension (this is usually 25% on top of the basic pay). A total grant £15.000 will be paid toward the delivery of employment skills training or support.

Appendix C

A list of the Directorate Hosting Team location and Cost Centres.

Directorate	Hosting Team	Cost Centre Trainee's salary is to be charged to
Good Growth	1. Planning	G1310
	2. Environment	G0330
	3. Economic Development	G0380
Strategy and Communications	4. External Relations	G0401
Communities and Skills	5. Skills & Employment	G3810
	6. Children & Young Londoners	G2400
	7. Equality and Fairness	G2800
	8. Health	G2500
Housing and Land	9. Housing and Land, Business Support Team	
HR&OD	10. HR&OD	G0730

Appendix D

Job Descriptions Business Administrator Trainee – Kickstart.

Job Description

Job title: Business Administrator Trainee - Kickstart

Length of contract 6 months contract

Grade: Kickstart

Learning Objectives

A structured programme of learning which combines practical training and duties with employment skills training. Working alongside experienced staff you will gain Administration specific skills and obtain experience and training that promote and improved job prospect.

Job purpose

To provide administrative support while working independently or as part of a team. This will involve developing, implementing, maintaining and improving administrative services.

Principal accountabilities

1. Providing general administrative support which may include some or all the following:
 - Handling incoming and outgoing post, including allocation of correspondence, and providing responses to straightforward letters and emails
 - Arranging and/or undertaking document production services, e.g., photocopying or mailings
 - Arranging meetings, taking minutes, and managing diaries
 - Word processing, data entry and data checking
 - Maintaining filing and other office systems
 - Providing a first point of contact for enquiries to the team
 - Following documented procedures and processes to update data to websites
 - Responding to requests for information from internal and external contacts
 - Producing presentations or briefings (using MS Office PowerPoint and Team)
 - Providing event support within or beyond the immediate team
 - Research, desk based and working with internal resources
 - Other administrative responsibilities as may be required on a flexible basis.
2. Provide support to projects and/or events, as directed by members of the Unit.
3. Network and attend meetings with both external and internal groups.
4. Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.
5. Attend training sessions and complete coursework as required.
6. Taking a flexible approach to the duties and responsibilities of this job.

7. Participate in multi-disciplinary, cross-department and cross-organisational groups and project teams.
8. Carry out duties effectively both in the office and remotely

Person specification

Technical requirements/experience

1. GCSE English and Maths or equivalent (e.g., Functional Skills) (desirable)
2. GCSE in ICT or equivalent (desirable)
3. Experience of using IT systems including email and word-processing
4. Willing to study towards Employability qualification as agreed.
5. Willingness to learn and make the most out of the 6-month placement
6. Ability and commitment to working as part of a team
7. Understanding of and commitment to the key requirements of working in an office and remote working environment, including timekeeping, flexibility, initiative, and personal responsibility for getting things done.

BEHAVIOURAL COMPETENCIES

Outlined below are the four competencies that are key to the apprenticeship programme at the GLA and GLA Group. Depending on the team the apprentice is placed with, there may be other competencies that the apprentice will work towards as part of their 15-month placement.

Stakeholder Focus

... is consulting with, listening to, and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 1 indicators of effective performance

- Listens to understand requirements without making assumptions
- Demonstrates an enthusiastic and 'can do attitude' to all requests
- Provides timely, accurate and personalised responses
- Provides a polite and helpful first point of contact for stakeholders
- Learns from feedback to improve personal service to others

Communicating & Influencing

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 1 indicators of effective performance

- Represents self and team positively within the organisation
- Speaks and writes clearly and succinctly using appropriate language that is easy to understand
- Considers the target audience, adapting style and communication method accordingly
- Communicates persuasively and confidently
- Checks for understanding

Planning and Organising

... is thinking ahead, managing time, priorities, and risk, and developing structured and efficient approaches to deliver work on time and to a high standard

Level 1 indicators of effective performance

- Plans and prioritises own workload to meet agreed deadlines
- Advises colleagues or manager early of obstacles to work delivery
- Perseveres and follows work through to completion
- Checks for errors to ensure work is delivered to a high standard first time
- Effectively juggles priorities

Responding to Pressure and Change

... is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 1 indicators of effective performance

- Stays calm in pressurised and demanding situations
- Responds flexibly to changing circumstances
- Recognises when unable to cope and asks others for help
- Demonstrates openness to changing work priorities and deadlines
- Maintains personal well-being and achieves a balance between work and *home life*

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Request for Head of Paid Service Decision CO-369

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT
Good Growth	CO 369	Sustainable Warmth Programme Manager	XXXX	01/03/2022	N/A	30/04/23	11	Catherine Barber	Environment Unit	Yes	New	Post required to deliver £40m Sustainable Warmth programme
Good Growth	CO 369	Principal Policy and Programme Officer	XXXX	01/03/2022	N/A	30/04/23	10	Catherine Barber	Environment Unit	Yes	New	Post required to deliver £40m Sustainable Warmth programme
Good Growth	CO 369	Senior Data Analyst	XXXX	01/03/2022	N/A	30/04/23	9	Catherine Barber	Environment Unit	Yes	New	Post required to deliver £40m Sustainable Warmth programme
Good Growth	CO 369	Project Support Officer	XXXX	01/03/2022	N/A	30/04/23	6	Catherine Barber	Environment Unit	Yes	New	Post required to deliver £40m Sustainable Warmth programme

Request for Head of Paid Service Decision CO-369

CO number to be allocated via the 'Decisions' inbox (Decisions@london.gov.uk)

Once approved, this form will be published on london.gov.uk

Decision Required

That the Head of Paid Service:

Approves the creation of the following GLA fixed-term posts:

Job title	Grade	Proposed start date	Proposed end date	Total duration of the post
Sustainable Warmth Programme Manager	11	1 March 2022	30 April 2023	1 year 2 months
Principal Policy and Programme Officer	10	1 March 2022	30 April 2023	1 year 2 months
Senior Data Analyst	9	1 March 2022	30 April 2023	1 year 2 months
Project Support Officer	6	1 March 2022	30 April 2023	1 year 2 months

Head of Paid Service

The above proposal has my approval.

Signature



Date 25/02/2022

1. Staffing proposals

Background

In 2021 the GLA bid to BEIS for Sustainable Warmth funding. In November it was allocated £40.2m to spend by March 2023. This was for Local Authority Delivery 3 (on-gas homes) and Home Upgrade Grant 1 (off-gas homes). The funding was to retrofit 3,205 homes, helping to reduce fuel poverty and support the Mayor's Net Zero 2030 target.

The current proposal follows a successful request in summer 2021 to expand the Energy Team to deliver £13m on home retrofit from previous funding rounds. That proposal stated that "effective delivery of these programmes would leave the GLA well positioned to secure further grant funding from BEIS". The GLA's record has persuaded BEIS to make this new, considerably larger award. The extra funding, with tight deadlines, requires further expansion to the team. BEIS recognises this and has provided funding for that expansion.

Proposal

A proposed structure is shown in Appendix B. This adds 4 new fixed-term posts to the existing staffing structure that has been delivering Warmer Homes and Green Homes Grant funding. It splits the staff into two G11-headed teams for management purposes, recognising that the breadth and responsibilities of the current team have become unwieldy with this new grant.

The GLA's Sustainable Warmth submission to BEIS explained that we would deliver the £40m through a sub-regional approach. Officers would be designated as lead points of contact for the boroughs, social landlords and referral organisations in their sub-regions. Each sub-region will have a capital budget of £7.6m-£10.6m and a homes target of 740-926 homes. West and South West are combined due to an overall lower budget (Ealing led a significant LAD bid separate to the GLA).

We currently have four G10 officers (3.75 FTE) filling these posts – three of whom started in early 2022 - but they are also working on fuel poverty policy and development, so are not able to concentrate fully on programme delivery. This proposal adds one more **Principal Policy and Programme Officer (G10)** so that every sub-region has a designated G10 officer who can concentrate solely on the delivery of the Sustainable Warmth programme, and the team has a separate G10 officer to work on policy and future development.

The proposal also adds:

- A **Grade 11 Sustainable Warmth Programme Manager** to oversee the programme, manage the G10 officers and be the principal contact for our external contractor;
- A **G9 Senior Data Analyst** to provide support to boroughs and manage data and KPI reporting to BEIS. Detailed monthly reports required by BEIS will involve gathering data from our contractor and funded social landlords. Analysing data on target homes and households, available to us and held by boroughs, will be a significant task.
- A **G6 Project Support Officer** to deliver administrative and support tasks cost-effectively. Experience of previous programmes such as LAD1 suggests that the administrative burden will be significant, particularly on checking invoices and scheduling meetings with boroughs, contractors, and social housing providers.

To balance management responsibilities, the existing G9 Data Officer will be managed in the Policy and Development team, headed by the existing G11 officer who is presently covering both policy and delivery. The post will predominantly be supporting the BEIS-funded programme but also providing relevant insights for the GLA's work on fuel poverty and future planning beyond 22/23.

Notes:

- 1) The Environment & Energy Unit restructure in Summer 2021 did include an expansion for this area, but it was based on delivering £13m existing funding. We did not know if we would receive any further BEIS funding, let alone the full £40.2m bid. (Several applicants, including Ealing, received far less than their full bids). The extent of reporting requirements has also become clearer since we submitted the bid, as has the potential for further Home Upgrade Grant funding.
- 2) The expanded Policy and Development Team will work on other Warmer Homes workstreams, namely the Warmer Homes Advice Service, Fuel Poverty Partnership, able-to-pay sector development and other cost of living initiatives. They will also be responsible for securing further funding such as the Home Upgrade Grant and maximising Energy Company Obligation (ECO) funding. They will also work on policy relating to fuel poverty and domestic energy efficiency.

B. Details of the process undertaken to arrive at the proposals.

This proposal has been discussed and agreed by the ED Good Growth, AD Environment & Energy and Head of Energy Team. All recognise that the existing team is under strain and does not have capacity to deliver the project (especially to timelines expected by BEIS). The proposal reflects the GLA's bid to BEIS for Sustainable Warmth funding, which was also agreed internally earlier this FY, and which has secured the funding to create these posts.

2. Consultation

This proposal is to create four temporary staff posts (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. However, this proposal must be reported by the Head of Paid Service (the "HoPS") to these persons in a six monthly report.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	4	
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)	4	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

Mandatory information required to enable post to be added to HR system:

Cost centre **G0330** Cost object **GE.0330.01**
(if different):

Is post to be externally funded, in part or full (if yes, include details below)? **YES**

Is the post full or part time? **Full time**

Is the post permanent or temporary? **Temporary**

What is expected start date? **01/03/22** Expected end date? **30/04/23**

The Environment Unit within the Good Growth Directorate are seeking to create four fixed-term posts for a 14-month period. It is estimated that these posts will cost approximately £313,000. This calculation includes the mandatory £6,000 per annum support services charge which has been applied on a pro-rata basis and assumes post holders will enter at the first spinal point of each grade. The table below provides the breakdown for this.

Grade	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24	Total
6	3,500	49,000	3,500	56,000
9	4,500	67,000	4,500	76,000
10	6,500	74,000	6,500	87,000
11	7,500	79,000	7,500	94,000
Total	22,000	269,000	22,000	313,000

Funding for these posts have already been secured externally from The Department of Business, Energy and Industrial Strategy (MD2900). However, it is important to note that this concludes in March 2023 and so in the event Government do not approve an extension these posts will cease to continue.

As the posts are recruited to on a fixed-term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the post holders have on-going continuous service from a local authority or similar body. These costs cannot yet be substantiated but in the event such costs do arise, they will be subject to further approval.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create four temporary posts as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.

- 5.6 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant posts.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

A summary of any equalities issues arising and how they have been addressed.

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers

Appendix B: Structure chart showing reporting lines and post reference numbers

Appendix C: GLA Oversight Committee paper (if there is one)

Titles of any other Appendices

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Phil Graham</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Catherine Barber</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Dianne Poyser</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on [DATE].	

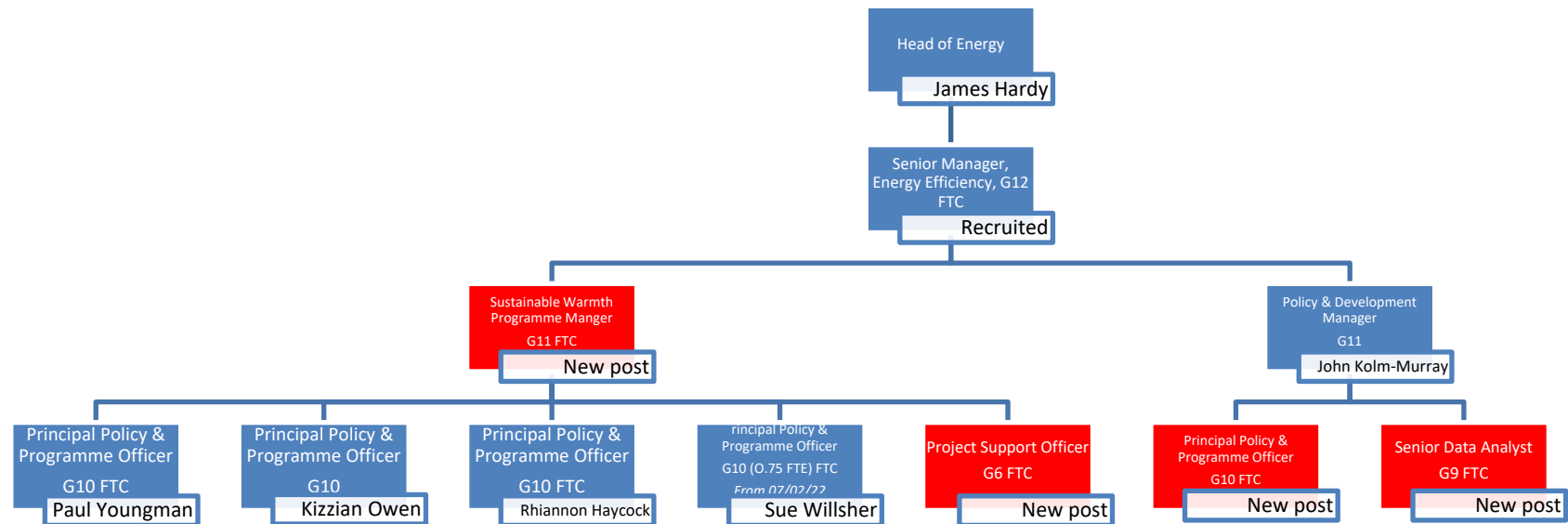
Appendix A

Details of all affected posts

Post title	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Sustainable Warmth Programme Manager	11	XXX	01/03/22	30/04/23	Creation
Principal Policy and Programme Officer	10	XXX	01/03/22	30/04/23	Creation
Senior Data Analyst	9	XXX	01/03/22	30/04/23	Creation
Project Support Officer	6	XXX	01/03/22	30/04/23	Creation

Appendix B

Structure chart showing reporting lines



Request for Head of Paid Service Decision CO370

Decision Required

That the Head of Paid Service:

- Approves the creation of the following three externally funded fixed-term posts in the Major Ceremonials Team in the City Operations Unit:

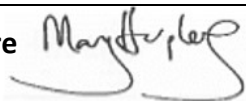
Job title	Grade	Duration
<i>Comms and Engagement Manager</i>	<i>9</i>	<i>12 months</i>
<i>Senior Major Ceremonials Officer</i>	<i>8</i>	<i>12 months</i>
<i>Senior Major Ceremonials Officer</i>	<i>8</i>	<i>12 months</i>

- Notes that these posts will be fully funded by government on a rolling 12-month basis.

Head of Paid Service

The above proposal has my approval.

Signature



Date 25/02/2022

1. Staffing proposals

The permanent Major Ceremonials Team was established in May 2020 and consisted of two full time posts. The remit of the team was to develop and deliver the London Governance Structure, the GLA internal plans and to develop a grey space management plan to support the delivery of main ceremonial footprint.

In response to the COVID-19 pandemic the GLA was requested by government to broaden its responsibilities and take responsibility for the delivery of the main ceremonial event space, including planning and delivery of the event site, stewarding and crowd and visitor management and safety. It has been confirmed that government wish for the GLA to continue to undertake this role on a permanent basis.

The current requirement of work well exceeds the capacity of the team which currently consists of two posts. A proposal was submitted to government for their consideration – namely that in addition to the two existing permanent posts, three additional 12-month fixed term posts, renewable on a yearly basis, would be created.

This proposed new structure will enable the workload to be split accordingly across the posts as follows.

Major Ceremonials Manager (existing post); Management of the day to day work programme, negotiation and delivery of the government funding agreement and contract management of the event delivery company.

Senior Project Coordinator (existing post); Provide the secretariat function for the London Governance structures and provide administration and finance support to the team and unit.

Senior Major Ceremonials Officer x 2 (proposed new posts); Manages specifically the crowd management and stewarding plans and the transport plans, along with dedicated event workstreams such as ceremonial and event footprint and vehicle accreditation. These posts will also look after the testing and exercising programme as laid out by the Cabinet Office each year.

Comms and Engagement Manager (proposed new post); Manages the London Comms Group and all operational comms to support the Event Management Plan in partnership with London stakeholders. The post will also roll out the engagement programme which is essential to the successful delivery of the event engaging with client groups such as all London Boroughs, utilities companies, transport partners, Businesses and residents in the event footprint.

Government have agreed to fully fund the three proposed new posts (including on costs) on a rolling yearly basis.

Due to time constraints and the imperative need to fill these posts as soon as possible, the job descriptions and costs for the posts are based on existing graded posts at the GLA to eliminate the need for these posts to go through the job evaluation process.

2. Consultation

This proposal is to create three temporary staff posts (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. However, this proposal must be reported by the Head of Paid Service (the "HoPS") to these persons in a six monthly report.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	3	1 x grade 9 2 x grade 8
Fixed-terms posts to be extended		
Net total of posts created / (deleted)	3	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

Details of the posts are to be supplied in Appendix A

4. Financial comments

Cost centre Cost object
(if different):

Is post to be externally funded, in part or full (if yes, include details below)?

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date? Expected end date?

Supplementary finance information (to include analysis of costs, sources of funding and virement details, if applicable):

- 4.1. This CO form is to approve two Senior Major ceremonials officers and one Comms and engagement manager roles for reasons detailed above in this CO form. The total costs at grade 8 including on costs and £6,000 per post per annum for third party funded posts (support services internal recharge) at 1st spinal point salary scale is approximately £120,000 per annum (£60,000 for each grade 8 post per annum), the cost at grade 9 including on costs at 1st spinal point salary scale is (£67,000) based on 2022-23 salary budgets. The costs may rise slightly in future years in line with GLA spinal-point pay progression, support services recharge and/or any future pay awards.
- 4.2 The cost of these 3 posts is to be fully funded from government funds for Major Ceremonials. The posts will sit within the City Operations in Strategy and Comms directorate.
- 4.3 The GLA may become liable for redundancy costs if the post holders have on-going continuous service from a local authority or equivalent body. Such costs cannot yet be quantified but if applicable will be subject to further approval via the Authority's decision-making process.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
 - appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.

- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create three temporary posts as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.6 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant posts.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

All new fixed term post creations will be subject to a recruitment process and equalities monitoring.

The postholders for the three fixed term posts will be required to hold a valid National Security Vetting of SC.

The Major Ceremonials Manager has been consulted on the additional management responsibilities.

7. Appendices

Appendix A: Details of the new posts

Appendix B: Major Ceremonials Team structure

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Niran Mothada</u> has reviewed and commented on this proposal.	✓
Assistant Director/Head of Service <u>JP Graham</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Linda Laurent Hughes</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 21 February 2021	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Comms and Engagement Manager</i>	9		01/03/22	12 months	creation
<i>Senior Major Ceremonials Officer</i>	8		01/03/22	12 months	creation
<i>Senior Major Ceremonials Officer</i>	8		01/03/22	12 months	creation

Structure Chart

