

Request for Head of Paid Service Decision CO0334

Current job title	Proposed job title	Post no.	Post start date	Post end date	Current grade	Proposed grade	Requested by	Team	Budget available	New or existing	Comments to CMT
n/a	Programme Manager - Domestic Abuse	n/a	asap	n/a	n/a	11	Debra Levison	Specialist Housing and Services	Yes	New	To work on the Mayor's new statutory domestic abuse duties. Externally funded.

Request for Head of Paid Service Decision CO-334

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 FTE permanent post in the Specialist Housing and Team in the Housing and Land (H&L) Directorate:

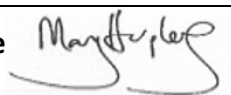
Programme Manager – Domestic Abuse (Specialist and Supported Housing Team)
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11

Head of Paid Service

The above proposal has my approval.

Signature



Date 24/01/2022

1. Staffing proposals

Background

This paper sets out a proposal and seeks approval for the creation of one post in the Specialist and Supported Housing Team in the Housing and Land (H&L) Directorate.

A. Details of the proposal to create a Programme Manager – Domestic Abuse, in the Specialist Housing and Services Team – for approval

New duties for the GLA set out in the 2021 Domestic Abuse Act will create a raft of additional work for the Specialist and Supported Housing team.

- 1.1 Part 4 of the Domestic Abuse Act 2021 places a new duty on Tier 1 authorities in England (the GLA in London) to provide support to victims of domestic abuse and their children in refuges and other safe accommodation. It also places a new duty on Tier 2 authorities (London boroughs in London) to cooperate with the Tier 1 authority.
- 1.2 The GLA's key functions as set out in the Act, are to:
 - appoint a domestic abuse local multi-agency partnership board which it will consult as it performs the following functions
 - assess, or make arrangements for the assessment of, the need for domestic abuse support in its area
 - prepare, publish and keep under review a strategy for the provision of such support in London, and monitor and evaluate the effectiveness of the strategy
 - give effect to the strategy in carrying out its functions through commissioning and decommissioning decisions
 - after the end of each financial year, submit an annual report to the Secretary of State in relation to the exercise of the GLA's functions under this duty during the year.
- 1.3 The GLA has been allocated £20.668m by the Department for Levelling Up, Housing and Communities (DLUHC) to discharge its duty in 2021-22 (to cover both administration and support costs). Mayoral approval has been given for the receipt and expenditure of this funding. The Mayor has also approved the GLA entering into a shared services arrangement (due to be signed shortly) whereby the Mayor's Office for Policing and Crime (MOPAC) supports the GLA to undertake the activities associated with the new duty and the transfer of up to £15.868m of the 2021-22 funding from the GLA to MOPAC for this purpose. The Mayor's Domestic Abuse Safe Accommodation Strategy was published in December 2021, and a commissioning round is currently underway. Details from the government of the GLA's funding allocation for future years are awaited.
- 1.4 While most of the staffing resource to support the delivery of the new duty will be within MOPAC, a role in the GLA's H&L Directorate is required, to oversee, complement and enhance MOPAC's work. The proposal is to create a new Programme Manager post, which has been evaluated at grade 11. This would work closely with MOPAC to ensure that the GLA's statutory duties are met. It would also maximise opportunities for joining up the revenue associated with the new duty and the Mayor's capital programmes that have the potential to fund new safe accommodation for victims of domestic abuse, and ensure the appropriate links with H&L's work on homelessness and rough sleeping. The post will also be the GLA's key contact for senior central government civil servants.

- 1.5 The Head of Specialist Housing and Services has led on the GLA's work to prepare for the new duty to date but does not have the capacity to undertake the tasks set out above. There is no other capacity within existing posts in H&L to undertake this significant, high level and high-profile work.

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

- 1.6 The Executive Director of H&L, supported by the Head of Specialist Housing and Services, has reviewed the level of resource and the skills that are needed within the GLA to support the delivery of the Mayor's new duties under the Domestic Abuse Act. Work was also undertaken to determine whether this work could be undertaken within current H&L resources and it was concluded that it could not.

2. 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.

- 2.1 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 the proposal to create one post 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	1	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	0	
Fixed-terms posts to be (deleted)	0	
Net total of posts created	1	

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

4. Financial comments

- 4.1 HOPS approval is being sought for the following:

- the creation of one post

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

Cost centre GH.0905.001.10

Cost object (if different):

Is post to be externally funded, in part or full? Yes, in full.

Is the post full or part time? Full time.

Is the post permanent or temporary? Permanent.

What is expected start date? As soon as possible.

What is expected end date? Not applicable – permanent.

- 4.2 The financial implications of the proposal for three years to 31 March 2025 are set out in the table below. These costs (including the £9,000 annual corporate cost plus management costs as provided by the service) will be met entirely from external income from DLUHC to administer the Mayor's duties under Part 4 of the Domestic Abuse Act 2021.

	Salary plus on-costs plus 2% inflation per year (£)		
	2022/23	2023/24	2024/25
Programme Manager - Domestic Abuse (grade 11 spinal point 53)	77,000	78,000	80,000
Corporate cost	9,000	9,000	9,000
Management costs:			
20% of line management salary plus on-costs (grade 12 spinal point 60)	19,000	20,000	20,000
9% of head of service salary plus on-costs (grade 13 spinal point 65)	10,000	10,000	10,000
Total	115,000	117,000	119,000

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 proposal to create one post set out in this Chief Officer Form does not fall within the definition of a 'major restructure' contained within the Staffing Protocol so does 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 Paragraph 8.1 of the Staffing Protocol says that *"For all matters or decisions that are not covered by sections 5, 6 and 7 above and which affect staff appointed by the HoPS, these must be dealt with or taken in accordance with the HoPS Scheme of Delegation (see below) and any other applicable policies and procedures"*.
- 5.8 The HoPS is authorised to determine grades of staff in accordance with the job evaluation scheme for posts above the Assistant Director/Head of Unit level. However, paragraph 7.1 of the Staffing Protocol, Scheme of Delegation says that *"The AD of HR & OD is authorised to determine grades of staff in accordance with the job evaluation scheme for posts at the Assistant Director/Head of Unit level and below, subject to budget allocation being identified"*.
- 5.9 If the proposals set out in this Chief Officer Form result in any change to the terms and conditions of employment of existing GLA employees, then the GLA will need to follow a proper process in order to make such changes.
- 5.10 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.11 The HoPS has the power to make this decision.

6. Equalities considerations

- 6.1 The public sector equality duty requires the identification and evaluation of the likely potential impacts, both positive and negative, of the decision on those with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief and sexual orientation). This duty has been considered when drafting the proposal in this paper and will be considered when recruiting for any new posts proposed in this paper.
- 6.2 An equalities impact assessment of this proposal has been undertaken. The additional resource will improve the delivery of the new domestic abuse duty in London, thus benefitting victims/survivors. Victims/survivors are more likely than the general population to be women and to have mental health support needs, and many are children.

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: Funding arrangements

8. Approval

	<i>Tick to indicate approval</i> ✓
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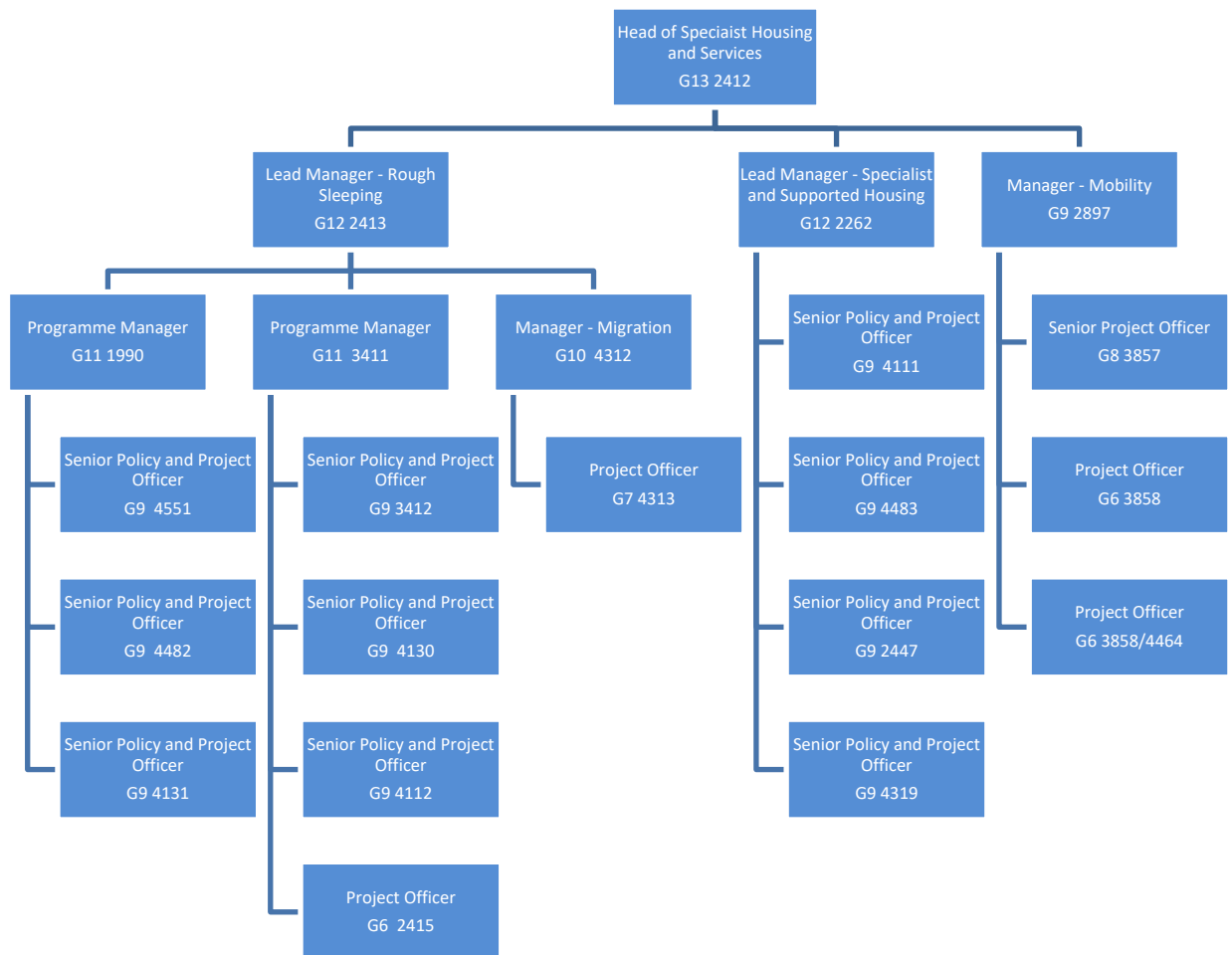
Executive Director <u>Rickardo Hyatt</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Click and insert name</u> has reviewed and commented on this proposal.	Not required.
HR & OD Lead Officer <u>Click and insert name</u> has reviewed and commented on this proposal.	
Finance and 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, including post reference numbers

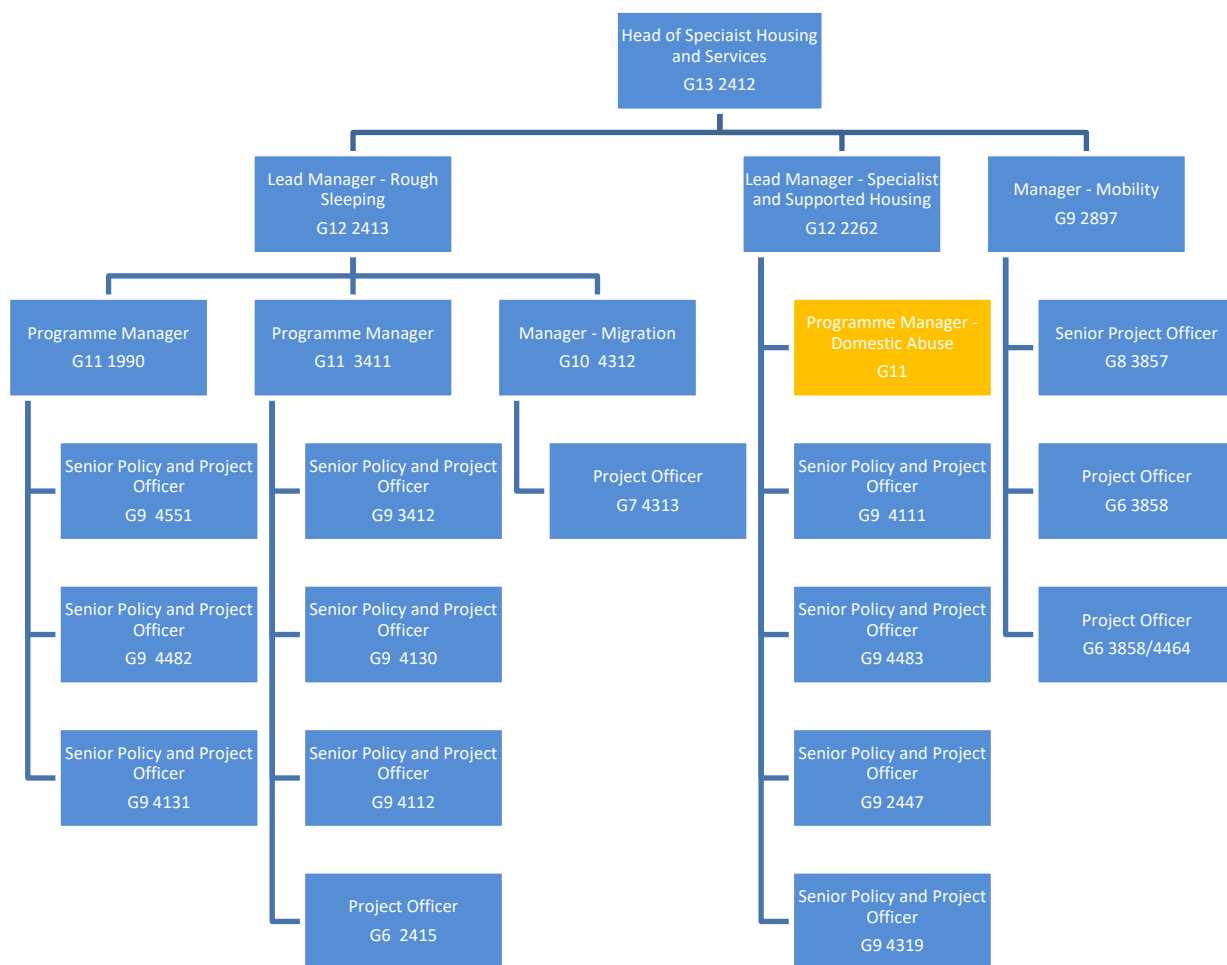
Post title	Post grade	Post reference number	Start date	End date	Proposal
Programme Manager - Domestic Abuse	11 (evaluated)	New post	asap	n/a	Creation

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

Specialist Housing and Services - current



Specialist Housing and Services – proposed



Appendix C Funding arrangements

Current job title	Proposed job title	CO no.	Post no.	FTE	Current grade	Proposed grade	Start date	End date	Current funding source	Future funding source	Cost centre
n/a	Programme Manager - Domestic Abuse	n/a	New post	1.0	n/a	11	asap	Permanent	n/a	External - DA duty (DLUHC)	GH.0905.001.10

Request for Head of Paid Service Decision CO-349

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

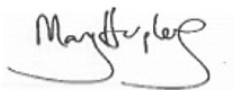
The creation the following permanent posts in the Conservative Group support team:

<i>Job title</i>	<i>Grade</i>
<i>Administrative Officer x2</i>	<i>5</i>
<i>Communications Assistant x1</i>	<i>5</i>

Head of Paid Service

The above proposal has my approval.

Signature



Date 24/01/2022

1. Staffing proposals

- 1.1 Following the 2021 Mayoral and Assembly Elections, the Conservative Group (along with the other Assembly Groups) undertook a restructure of its staff team.
- 1.2 This restructure was driven by a desire from Members to refocus the work of the team on research, communications and stakeholder engagement. The opportunity was also taken to correct historical anomalies regarding the inconsistent grading of certain researcher posts within the team, and to better define the role of Member support officers.
- 1.3 The new structure, in place from September 2021, saw a net reduction in posts within the team (from 15 to 12), and with this new structure in place the team now has the capacity to expand in new directions within its existing budget envelope.
- 1.4 **This proposal would introduce 3 new posts into the team; 2 Administrative Officers and 1 Communications Assistant.** The Job Descriptions for both these roles have been approved via the GLA's Job Evaluation Panel process (and confirmed at Grade 5), though none are contained within the existing structure.
- 1.5 The Administrative Officers will serve as a vital adaptable resource within the team, able to provide basic administrative and research support where required. In addition, they will have a key responsibility regarding facilitating and directly supporting meetings for Members, thereby being integral to supporting Members in the actual business of stakeholder engagement.
- 1.6 This flexible level of more junior support has previously proven most valuable within the team, having over the last two years benefitted from the support and services of temporary staff with very similar responsibilities to those contained in the Administrative Officer specification.
- 1.7 The Communications Assistant post will provide all manner of additional communications support to Members and to the wider team, encompassing both traditional print and online media, as well as digital work.
- 1.8 In terms of line-reporting, the Administrative Officers will report to the Head of Office, and as part of the press team the Communications Assistant will report to the Senior Press Officer. An organisational diagram is provided at Appendix B.
- 1.9 In addition to providing much needed support in key areas within the team, these posts will provide the first 'entry level' opportunities within the Conservative Group structure for many years. The rewards packages are attractive for first opportunities within a political environment – comparing favourably to salaries within Parliament, for example. It is hoped this will stimulate broad interest in the posts and will be of interest in particular to a more diverse range of potential candidates.
- 1.10 The posts will be advertised on London.gov and W4MP and will be shared with London Universities and promoted through other appropriate networks.

2. Consultation

The Conservative Group Members, including the Leader and Deputy, have been briefed on and are in agreement with the proposal, as are the Head of Office, Deputy Head of Office and Senior Press Officer (the three management posts within the team).

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. The decision is not considered to be contentious.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	3	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	0	
Fixed-terms posts to be (deleted)	0	
Net total of posts created / (deleted)	3	
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)?

Is the post full or part time?

Is the post permanent or temporary?

Permanent

What is expected start date?

01/04/2022

Expected end date?

N/A

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 Administrative Officers and one Communication Assistant roles for reasons detailed above. The total costs at grade 5 including on costs at 1st spinal point salary scale is approximately £117,000 per annum (£39,000 for each grade 5 post) based on 2022-23 salary budgets. The costs would rise slightly in future years in line with GLA spinal-point pay progression and/or any future pay awards.
- 4.2 The cost of these 3 posts is to be funded from Conservative units existing and planned budget for 2022-23. The posts will sit within the Assembly Conservative team within the Assembly and Secretariat 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 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 GLA 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"*.
- 5.7 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant posts.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

See Section 1.10, above.

7. Appendices

Appendix A: Details of all affected posts

Appendix B: Structure chart showing reporting lines

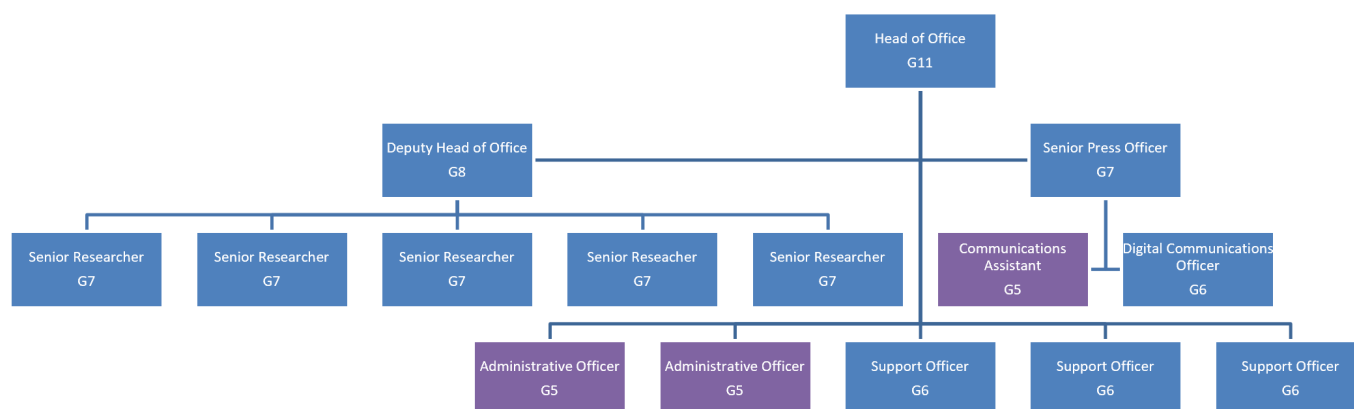
8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director <u>Helen Ewen</u> has reviewed and is content with this proposal.	✓
HR & OD Lead Officer Linda Laurent-Hughes 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 17 January 2022.	

Appendix A – Details of affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Administrative Officer</i>	5	N/A	01/04/2022	N/A	Creation
<i>Administrative Officer</i>	5	N/A	01/04/2022	N/A	Creation
<i>Communications Assistant</i>	5	N/A	01/04/2022	N/A	Creation

Appendix B – Structure chart showing reporting lines



Request for Head of Paid Service Decision CO-351

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 - state original start date and full period of newly extended FTC and any other relevant comments.
Communities and Skills	CO 351	Head of New Deal for Young People Mission		01/02/2022		Up to 31/01/2024	13	Jazz Bhogal	Health, Education and Youth	Yes	New	To provide strategic leadership for the New Deal for Young People mission, supporting the Senior Responsible Officer (SRO) for the mission.

Request for Head of Paid Service Decision CO-351

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

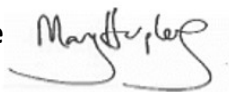
The creation of a fixed-term post as follows:

<i>Job title</i>	<i>Grade</i>	<i>Duration</i>
<i>Head of New Deal for Young People</i>	<i>13</i>	<i>Up to 2 years</i>

Head of Paid Service

The above proposal has my approval.

Signature



Date 23 December 2021

1. 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.

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

- 1.1 The "New Deal for Young People" mission is one of the London Recovery Board's nine missions, it is also very closely aligned with one of the Mayor's five priority areas for this term, to ensure that all young people have the opportunity to thrive through access to a mentor. It is therefore particularly important that the mission has the resources it needs to succeed.
- 1.2 The mission and priority area is chaired by the Director of the Violence Reduction Unit. It is supported by team members from the current Education and Youth team, Team London and Community Sport, and Violence Reduction Unit teams. Officers have been allocated to the mission to support in delivery and grant management, but the mission still lacks dedicated senior strategic oversight compared with other missions. Other missions or priority areas have more dedicated senior capacity through a relevant Assistant Director and/or dedicated partner organisation senior lead, such as from London Councils or a Voluntary and Community Sector partner. This level of senior resourcing is not in place in the same way for the New Deal for Young People.
- 1.3 This lack of dedicated senior capacity creates delivery risks for this work e.g. key tasks including stakeholder engagement, communications planning, work to draw up commissioning specifications etc are not adequately resourced. Without an appropriate level of senior support, much of the operational work to progress the mission has fallen to the Chair. This is unsustainable; it significantly limits the pace at which the work can progress and the capacity of the Chair to deal with other core responsibilities which would be a more appropriate use of her seniority and skills, such as building relationships with boroughs, funders and other partners.
- 1.4 The re-structure of the Education and Youth team will help, but the Head of Team post that has been created to head up the new Children and Young Londoners team has been designed to spend a significant proportion of their capacity, at least in the medium term, focused on the wider children and families activity set out in the manifesto. They will also manage the team which will deliver a large proportion of the GLA's contribution to the mission. Critically the Head of Team role is not able to be the dedicated mission-related senior post which other missions have. There is therefore a case for additional capacity at a senior level for 12-24 months to focus solely on establishing, accelerating and then embedding delivery of the mentoring pledge in the NDYP mission. This post would drive delivery through an initial phase of the work, develop pan-London partnerships, and embed the approach for the longer term. This post would be housed by the GLA, in support of wider mission delivery i.e. it could create a clear route into partners such as London Councils. The grade for the proposed new post is grade 13. The job description has been evaluated by a job evaluation panel to determine the grade.
- 1.5 The post will provide strategic leadership for the New Deal for Young People mission, supporting the Senior Responsible Officer (SRO) for the mission. It will provide systems leadership for the mission, set the overall direction of travel, build pan-London partnerships, and be responsible for overall oversight of delivery for the New Deal for Young People. Reporting to the Senior Responsible Officer for the Mission, the post-holder will also work closely with the senior leadership of the mission, the Assistant Director (AD) for Health, Children & Young Londoners, AD for Team London & Sport and members of the wider pan-London mission partnership.

2. 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.

- 2.1 The Co-chair of the New Deal for Young People, the Deputy Chief of Staff and the Executive Director of Communities and Skills have been consulted on this proposal and are supportive of it.
- 2.2 This proposal is to create a temporary staff post (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
Fixed-term posts to be created	1	Post for up to 24 months from 01/02/2022.
Net total of posts created	1	

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 details below)?

yes, include

Is the post full or part time?

Is the post permanent or

temporary?

What is expected start date?

01/02/2022

Expected end date?

Supplementary finance information (to Up to 31/01/2024 include
analysis of costs, sources of funding and virement details, if applicable):

- 4.1 The total cost of creating the Head of New Deal for Young People post (1FTE @ Grade 13 for up to 24 months to January 2024) amounts to £200,000 including on-costs.
- 4.2 These costs will be incurred over three financial years; £17,000 in 2021/22, £100,000 in 2022/23 and £83,000 in 2023/24.
- 4.3 The expenditure of £200,000 will be funded the Core Mission Fund Programme budget (for each respective financial year) held within the Education & Youth unit. This falls under the New Deal for Young People Mission.
- 4.4 As this post will be filled on a fixed term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the appointees 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 a temporary post 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 post.
- 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

The public sector equality duty requires the identification and evaluation of the likely potential impacts, both positive and negative, of the decision on those with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief and sexual orientation). This duty will be considered when recruiting for the post outlined above.

7. Appendices

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

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Joanna Davidson</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Click and insert name</u> has reviewed and commented on this proposal.	Jazz Bhogal Unavailable due to sickness
HR & OD Lead Officer <u>Dawn James</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	Finance Donovan Bradley Legal Kate Phelps ✓
Corporate Management Team (CMT) This proposal will be considered by CMT on 17 January 2022.	

Appendix A

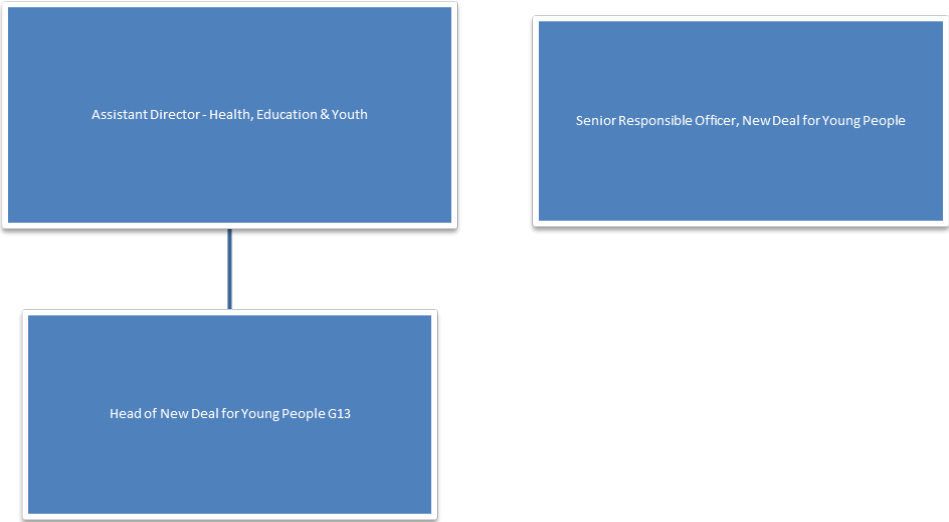
Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>Post A</i>	NA	13		01/02/2022	31/01/2022	Creation

Appendix B

Structure chart showing reporting lines and post reference numbers

The post-holder will report to and receive strategic steer from the Senior Responsible Officer for the New Deal for Young People mission and for line management purposes will report to the AD for Health, Education & Youth.



Request for Head of Paid Service Decision CO-352

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 - state original start date and full period of newly extended FTC and any other relevant comments.
Communities and Skills	CO352	Senior Policy and Project Officer	GLA1289	14/10/2019	31/03/2022	31/03/2023	9	Hannah Boylan	Social Integration	Yes	Existing	Extension of longstanding post funded by external income to manage the London Strategic Migration Partnership (LSMP)

Communities and Skills	CO352	Senior Project Officer (Refugee Resettlement)	GLA3507	01/11/2019	31/03/2022	31/03/2023	8	Hannah Boylan	Social Integration	Yes	Existing	Extension of longstanding post funded by external income to manage refugee resettlement related work of the LSMP
Communities and Skills	CO352	Senior Project Officer (ESOL Coordinator)	GLA3910 & GLA4262 (Jobshare)	14/10/2019	31/03/2022	31/03/2023	8	Hannah Boylan	Social Integration	Yes	Existing	Extension of longstanding post funded by external income and GLA funding to manage ESOL related work.

Request for Head of Paid Service Decision CO-352

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:

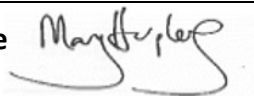
Approves the extension of the following fixed-term posts

<i>Job title</i>	<i>Grade</i>	<i>Duration of extension</i>
Senior Policy and Projects Officer (Migration and Refugees) (1FTE)	9	12 months
Senior Projects Officer (Refugee Resettlement) (1FTE)	8	12 months
ESOL Coordinator (1FTE)	8	12 months

Head of Paid Service

The above proposal has my approval.

Signature



Date 24/01/2022

1. Staffing proposals

To extend the following fixed-term posts to 31st March 2023

Senior Policy and Projects Officer (Migration and Refugees) (1FTE)

This post is funded by external Home Office funding to deliver the work of the London Strategic Migration Partnership. The post is currently occupied with the post-holder joining on 14th October 2019. The post is fixed-term as it is reliant on funding from the Home Office and grant agreements for this are renewed at the beginning of each financial year. We have now received written confirmation that funding for the London Strategic Migration Partnership will continue for the financial year 2022/23, and we are therefore seeking permission to extend this post until 31st March 2023. This is a longstanding post that dates back over a decade. This post is critical in leading the quarterly partnership meetings and sub-group meetings including the Migrant and Refugee Advisory Panel and the London Asylum Group in order to facilitate joint-working between stakeholders to support refugees, asylum seekers and vulnerable migrants in London. This post manages the Senior Projects Officer (Refugee Resettlement) and the ESOL Coordinator posts to provide strategic oversight and to lead delivery on the Mayor's Social Integration Strategy 'All of Us' and the response to COVID-19 and recovery missions through the work of the LSMP.

Senior Projects Officer (Refugee Resettlement) (1FTE)

This post is funded by external Home Office funding to deliver the work of the London Strategic Migration Partnership. The post is currently occupied with the post-holder joining on 1st November 2019. The post is fixed-term as it is reliant on funding from the Home Office and grant agreements for this are renewed at the beginning of each financial year. We have now received written confirmation that funding for the London Strategic Migration Partnership will continue for the financial year 2022/23, and we are therefore seeking permission to extend this post until 31st March 2023. This post has existed since 2017. This post is critical to deliver on the Mayor's commitment to champion the Community Sponsorship of refugees in London. The post provides unique regional coordination of work on community sponsorship and refugee resettlement, working with local authorities to help overcome practical barriers to resettlement and the integration of refugees, and with communities, civil society and faith organisations to grow support for Community Sponsorship of refugees in London. The post also plays a key role in supporting the response to COVID-19 and the recovery missions through the work of the LSMP.

English for Speakers of Other Languages ESOL Coordinator (1FTE)

This post is part-funded by GLA budget allocated and part funded by external Home Office funding to deliver the work of the London Strategic Migration Partnership. The post is currently occupied with a job-share arrangement at 1 FTE, with part of the post occupied by a secondee. The post is fixed-term as it is reliant on funding from the Home Office and grant agreements for this are renewed at the beginning of each financial year. We have now received written confirmation that funding for the London Strategic Migration Partnership will continue for the financial year 2022/23, and we are seeking permission to extend this post until 31st March 2023. This post has existed since 2018. This post is critical in supporting Londoners to overcome barriers to access English for Speakers of Other Languages (ESOL), a key part of the Mayor's social integration pillar of tackling barriers and inequalities. The extension of this post will enable the embedding of learning from pilots exploring innovation in approaches to ESOL and engagement with Londoners with English as an additional language to ensure they have access to the information they need on COVID-19, vaccinations and recovery. The post will continue to

support networks to promote better coordination of ESOL and inclusive practice, particularly to address the particular needs of resettled refugees.

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.

Current post holders have been engaged on the potential extension of these positions subject to the relevant approvals.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	3	3 fixed term posts to be extended
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 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?

Temporary

What is expected start date?

Expected end date?

31/03/2023

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

- 4.1 The total cost of extending the following posts; Senior Policy and Projects Officer - Migration and Refugees (1FTE @ Grade 9 for 12 months until March 2023), Senior Projects Officer - Refugee Resettlement (1FTE @ Grade 8 for 12 months until March 2023) and ESOL Coordinator (1FTE @ Grade 8 for 12 months until March 2023) amounts to £188,000.
- 4.2 The table below lists the costs associated with each post, calculated at each post's spinal point in addition to the on-costs and overhead charges (including the corporate overhead charges, where applicable).

Post	Duration	Grade	FTE	Net Annual Cost
Senior Policy and Projects Officer - Migration and Refugees	12 Months	9	1	£70,000
Senior Projects Officer - Refugee Resettlement	12 Months	8	1	£65,000
ESOL Coordinator	12 Months	8	1	£53,000
Total Annual Costs				£188,000

- 4.3 The costs of £188,000 are to be funded by £163,000 external income from the Home Office (as part of the London Strategic Migration Partnership), and £25,000 will be allocated from the 2022-23 Robust Safety Net Core staffing budget contained within the CSP Unit.
- 4.4 The Home Office external income is currently £154,000. GLA officers are in negotiations to increase the funding by £9,000 to meet the funding requirements of £163,000. Should the additional funding not be forthcoming, CSP Officers have confirmed that they will contain the additional £9,000 costs within the 2022-23 Robust Safety Net Core staffing budget.
- 4.5 As these posts are filled on a fixed term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the appointees 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

- 6.1 *All posts are currently occupied, and recruitment was undertaken in line with the GLA's Recruitment policy. The current post holders will be offered the extended contracts subject to this approval.*

7. Appendices

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

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

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director Joanna Davidson has reviewed and commented on this proposal.	✓
Assistant Director Tom Rahilly has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Dawn James has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓ Finance - Donovan Bradley ✓ Legal - Louise Shaw
Corporate Management Team (CMT) This proposal was considered by CMT on 17 January 2022.	

Appendix A

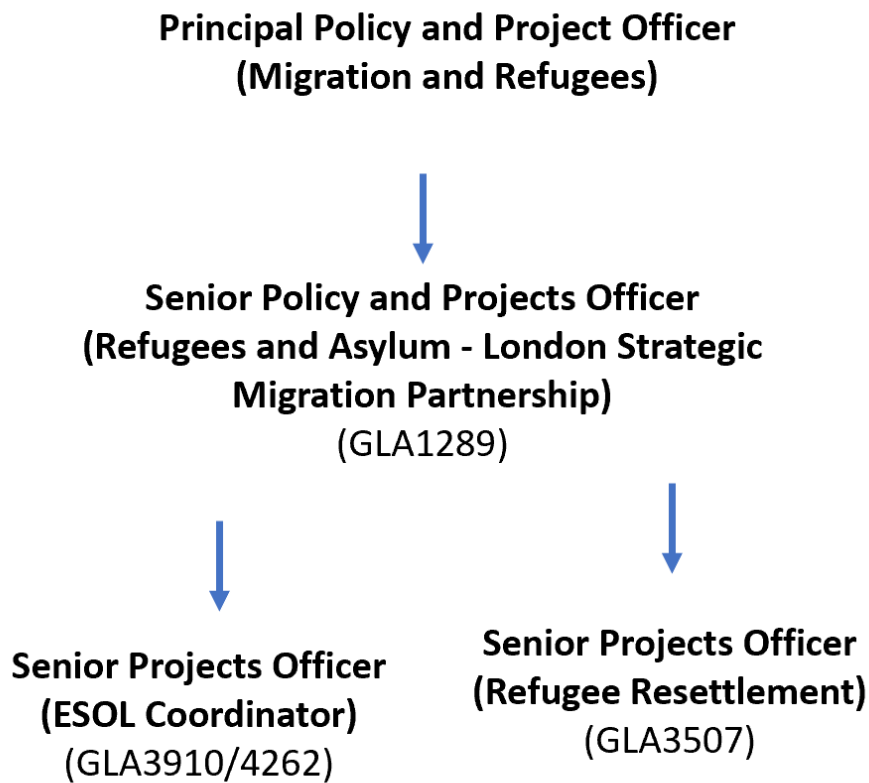
Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Senior Policy and Projects Officer - Migration and Refugees	9	GLA1289	1/4/2022	31/03/2023	Extend
Senior Projects Officer - Refugee Resettlement	8	GLA3507	1/4/2022	31/03/2023	Extend

ESOL Coordinator	8	GLA3910 / 4262 (jobshare)	1/4/2022	31/03/2023	Extend
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Appendix B

Structure chart showing reporting lines and post reference numbers



Request for Head of Paid Service Decision CO-354

Request for Head of Paid Service Decision CO-354

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:

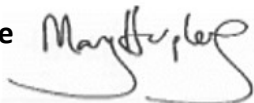
Approves

The creation of one permanent Reporting and Data Visualisation Developer post in the Demography and Policy Analysis team in the City Intelligence Unit, and deletion of the Smart Cities Policy Lead post in the City Intelligence Unit.

Head of Paid Service

The above proposal has my approval.

Signature



Date 24/01/2022

1. 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.

Since the start of the Covid-19 pandemic, the City Intelligence Unit (CIU) have been building new outputs to address an increased demand in performance data across London and the GLA. This work shows no sign of abating and is taking up considerable resource in the CIU across several teams and reducing our capacity to undertake the wider strategic analysis which is our core business. We are currently having to turn down requests for evidence and support.

Work has gone into automating the data collection aspects of related projects, such as the London Resilience Dashboard, to reduce the manual work required to maintain this data. However, the creation of the new reports is still essentially manual as these products require more analysis, visualisation work and narrative to provide insight on the latest findings. Each report has a different purpose and requires tailored work to produce.

This role will aim to improve the quality and frequency of our reporting to allow us to continue to meet different demands by improving the pipeline required to produce these reports. This work will take the input data feeding into the Resilience Dashboard and develop code to enable the automatic production of a series of pre-defined reports to meet a variety of customer needs

This will save resource across the CIU and enable it to be directed to strategic analysis to support the Mayor's priorities, as well as improving our agility and ability to respond to new requests for reporting. Once this process has been automated for performance management reporting and wider CIU reports relating to different aspects of the Recovery Programme, there is scope to extend this to other areas of the GLA's work in future. The funding of this post is included as part of the 2021-2022 budget.

This post will be funded by deleting the vacant Smart Cities Policy Lead post (which is a permanent position at Grade 10; post number 003239). The Smart Cities Policy Lead post is no longer required. It was originally established over ten years ago when then Government was promoting 'tech city', since which time the concept of tech city and smart cities has evolved significantly. The existing duties of the postholder will be absorbed by other members of CIU and in other teams. We have consulted with the Chief Digital Officer who is content with this change.

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

2. 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.

Formal consultation with staff and their representatives (Unison) has also been undertaken in accordance with the GLA Organisational Change Policy.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	1	Reporting and Data Visualisation Developer
Permanent posts to be (deleted)	1	003239 Smart Cities Policy Lead
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)	0	
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

Finance & Governance to complete.

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?

Permanent

What is expected start date?

April 2022

Expected end date?

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

- 4.1 HOPS approval is being sought for the creation of one permanent Reporting and Data Visualisation Developer post (grade 8) in the City Intelligence Unit in the Demography and Policy Analysis team and deletion of the Smart Cities Policy Lead post (grade 10, post number 03239) in the City Intelligence Assistant Director's team.
- 4.2 The cost of this is detailed in the table below showing a saving of £14,000 per annum. This is a temporary saving, which will be used to fund a proposed regrading of a current established post.

	Cost per annum at 1 st spinal point of the post grade including on costs at 2022-23 salary budget rate
Creation Reporting and Data Visualisation Developer, permanent post – Grade 8	£54,000
Deletion of Smart Cities Policy Lead post (03239) – Grade 10	(£68,000)
Net saving	£14,000

- 4.3 The post will sit within the City Intelligence Unit in the Strategy and Communications Directorate.
- 4.4 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

Legal to complete.

- 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 The GLA should follow its Organisational Change Policy in dealing with this restructure. If any employees are made redundant, the GLA's Compensation Payments Policy may apply.
- 5.8 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.9 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>Niran Mothada</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Jeremy Skinner</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 17 January 2022.	

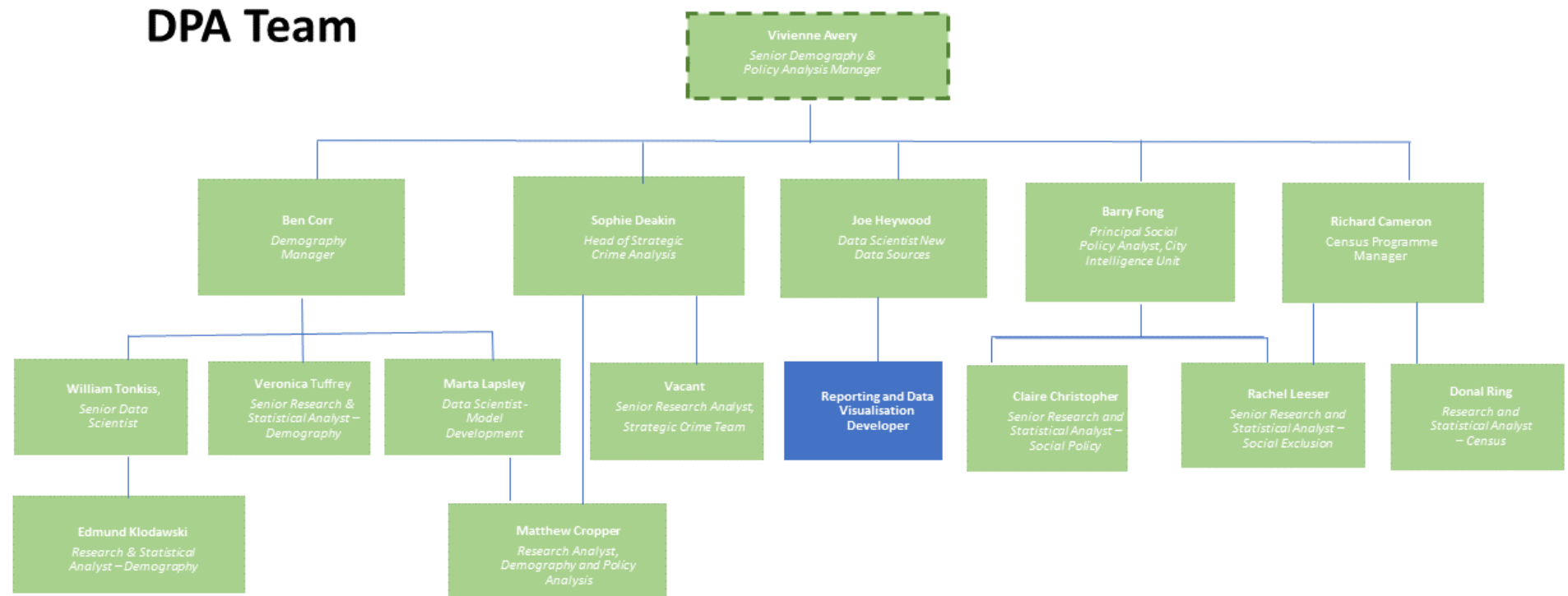
Appendix A – need to fill in

Details of all affected posts

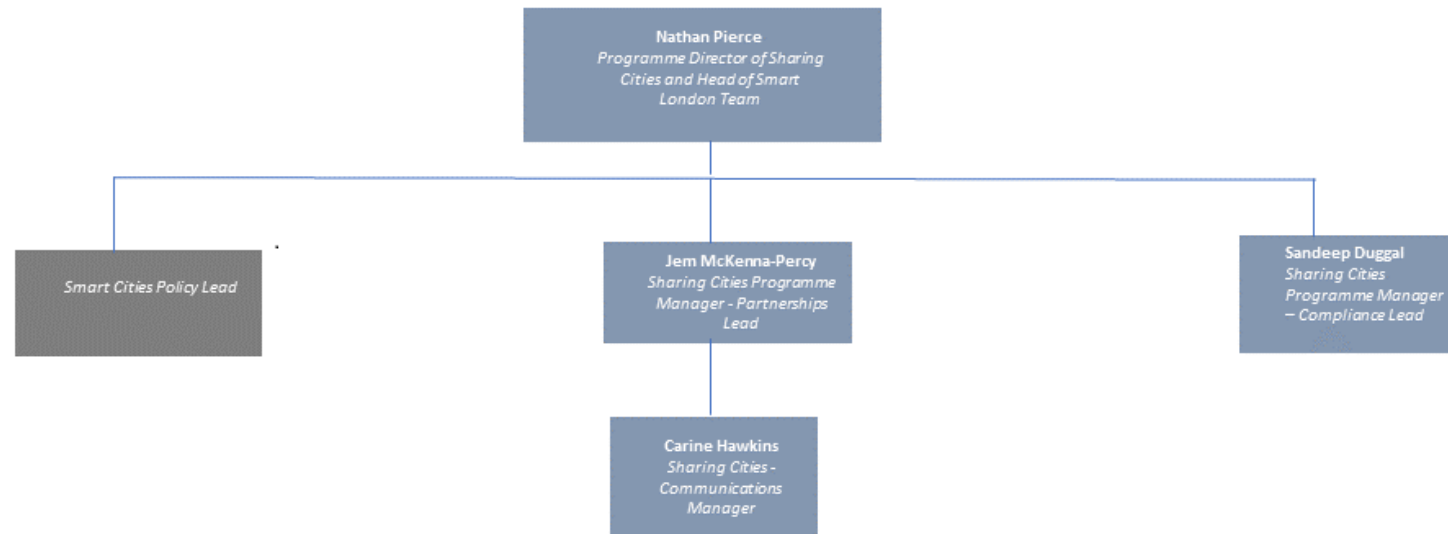
Post title	Post grade – current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Reporting and Data Visualisation Reporter</i>	8	8		01/04/2022		Creation
<i>Smart Cities Policy Lead</i>	10	10			13/01/2021	Deletion

Appendix B

Structure chart showing reporting lines and post reference numbers



Smart London Team



Request for Head of Paid Service Decision CO-XXX

Request for Head of Paid Service Decision CO-XXX

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

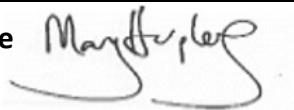
- The creation of one GLA fixed-term Data developer post in the Demography and Policy Analysis team in the City Intelligence Unit

<i>Job title</i>	<i>Grade</i>	<i>Duration</i>
<i>Data developer</i>	<i>8</i>	<i>8 months</i>

Head of Paid Service

The above proposal has my approval.

Signature



Date 24/01/2022

1. 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.

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

Following the 2001 and 2011 censuses, the GLA organised consortia, Census Information Schemes, comprising the GLA, the London Local Authorities and the GLA functional bodies to acquire, disseminate and analyse information from these censuses. In 2018, partners requested that GLA investigate organising a new scheme in respect of the 2021 census.

In 2019 GLA held detailed discussions with the boroughs and functional bodies to agree what the components of a 2021 Scheme should be. The proposal was adopted by the Mayor in Mayoral Decision MD2643 in July 2020, and agreed by the London Local Authorities in February 2021. The Scheme came into effect in October 2021.

Key components of the scheme are production of comparable outputs from 2011 and 2021 censuses, presentation of these outputs in multiple formats, and a programme of training to support partners' analyses of census outputs. In June 2021 CO-290 created a Census Trainer two-year fixed term post at grade 7 to meet these needs but recruitment to this post, number 4729, was unsuccessful due to the broad range of skills that were specified. The proposal is to delete the Census Trainer post and create a new Data Developer fixed term post at grade 8.

Accordingly, we have revised the job description so it focuses on the data acquisition and presentation elements of the post over a shorter eight month period. The job title has been amended to Data developer at grade 8. The training delivery function will now be provided by an external contractor as set out in ADD2547. The Census Information Scheme will fully fund this post for its duration.

2. 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.

This proposal is to create a temporary staff post (defined as being up to two years in duration) and delete a vacant temporary staff post 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	1	
Fixed-terms posts to be (deleted)	1	
Net total of posts created / (deleted)	0	
Permanent posts to be regraded		
Fixed-terms posts to be regraded	1	

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

4. Financial comments

Finance & Governance to complete.

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)?

Yes - fully funded by Census Information Scheme, that is resourced by London boroughs and functional bodies. Scheme was confirmed in January; it will run 2021 to 2031.

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 HOPS approval is sought to create a fixed term Census data developer post of eight months' duration funded by the 2021 Census Information Scheme.

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 a temporary post and delete the unused post 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 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.
- 5.7 The HoPS has the power to make this decision.

6. Equalities considerations

No equalities issues have been identified.

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>Niran Mothadahas</u> reviewed and commented on this proposal.	✓
Assistant Director <u>Jeremy Skinner</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 17 January 2021.	

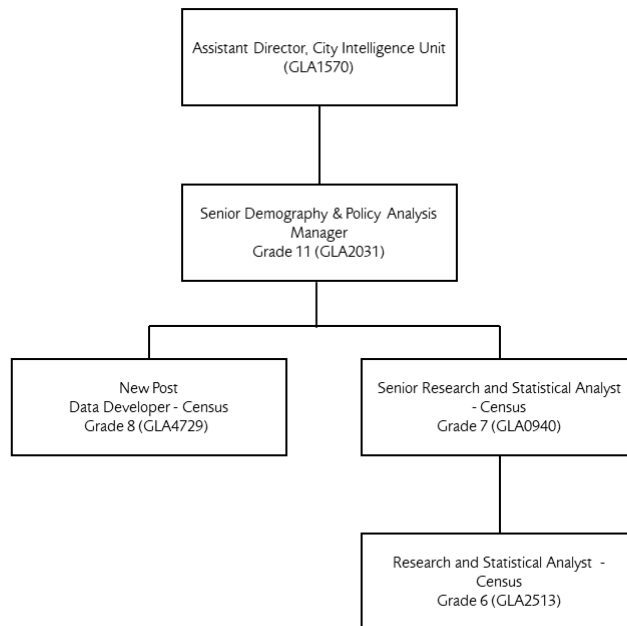
Appendix A

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
Census Trainer	7		4729	1/10/2021	30/09/2023	deletion
Data Developer		8		1/05/2022	31/12/2022	creation

Appendix B

Structure chart showing reporting lines and post reference numbers



Appendix C

Job description.

Job Description

Job title:	Data developer - Census	
Grade:	Grade 8	Post number:
Directorate:	Strategy Intelligence and Analysis	
Unit:	Intelligence	
Team:	Census	

Job purpose

To help the Mayor of London and a consortium of over 30 London Boroughs and other organisations to get the most from the 2021 Census data. To create data tools to make the evidence easy to use for a wide variety of different purposes. To acquire data from the 2021 census data delivery system and process into comparable format to 2011 data. Develop tools to present data from 2021 and 2011 censuses for small areas in London, including dashboards, visualisations and area profiles. Outputs will be disseminated via the GLA datastore.

Principal accountabilities

1. Build a system to acquire data from the 2021 census data delivery systems, integrate these with data from the 2011 census to form a consistent database for small areas in London
2. Develop tools for dissemination of 2011 and 2021 data to include visualisations and analysis
3. Contribute to analyses of census-based data across the team, and on occasion to wider aspects of Intelligence Unit work including policy analysis relating to demography, crime, social inclusion.
4. Manage resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
5. 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.
6. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

Key contacts

accountable to: Demography and Policy Analysis Manager

accountable for: Resources allocated to the job

Person specification

Technical requirements/experience/qualifications

- 1 A high level of numeracy evidenced by a relevant qualification or at least two years' experience in a similar role.
- 2 Evidence successfully leading project-based development working to meet design needs
- 3 Experience in building datasets combining data from API and other sources and documenting these processes
- 4 Evidence of designing data delivery systems and visualisations in R, Python or similar software
- 5 Experience of working with public sector datasets would be an advantage

Behavioural competencies

RESEARCH AND ANALYSIS

... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance

- Proactively seeks new information sources to progress research agendas and address gaps in knowledge
- Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
- Analyses and integrates qualitative and quantitative data to find new insights
- Translates research outcomes into concise, meaningful reports
- Identifies relevant and practical research questions for the future

COMMUNICATING AND INFLUENCING

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

Level 2 indicators of effective performance

- Communicates openly and inclusively with internal and external stakeholders
- Clearly articulates the key points of an argument, both in verbal and written communication
- Persuades others, using evidence-based knowledge, modifying approach to deliver message effectively
- Challenges the views of others in an open and constructive way
- Presents a credible and positive image both internally and externally

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 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

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 2 indicators of effective performance

- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
- Anticipates and adapts flexibly to changing requirements
- Uses challenges as an opportunity to learn and improve
- Participates fully and encourages others to engage in change initiatives
- Manages team's well-being, supporting them to cope with pressure and change

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 2 indicators of effective performance

- Seeks to understand requirements, gathering extra information when needs are not clear
- Presents the GLA positively by interacting effectively with stakeholders
- Delivers a timely and accurate service
- Understands the differing needs of stakeholders and adapts own service accordingly
- Seeks and uses feedback from a variety of sources to improve the GLA's service to Londoners

Working Patterns

This post does not require any unusual work patterns.

Some training will be delivered at partners' premises so the postholder will need to travel to different locations across London.

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.

Structure chart