

## Request for Head of Paid Service Decision CO-009

CO number to be allocated via the 'Decisions' inbox

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

### Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number;
- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/or HR Business Partners can provide the dates of those CMT meetings.

### Decision Required

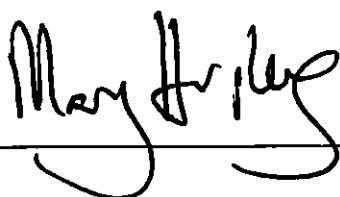
That the Head of Paid Service approves:

- The deletion of a Grade 9 Senior Project Officer Programme Delivery post (3765)
- The creation of a Grade 10 Board Secretary (Skills & Employment) post

### Head of Paid Service

The above proposal has my approval.

Signature



Date

13/06/2019

## **1. Staffing proposals**

### Introduction and background

On 20 March 2018, the GLA Oversight Committee considered and agreed changes to the GLA Establishment in relation to the Development, Enterprise and Environment Unit – most notably the creation of 53 new posts within a newly established Skills & Employment Unit. Most of these new posts were to prepare for and deliver the circa £311m annual Adult Education Budget (AEB) programme following its delegation from HM Government from 1 August 2018. This was formalised by HOPSO280 on 27 March 2018.

In July 2018, the GLA established robust governance arrangements for the AEB (MD2328) including the AEB Mayoral Board, Skills for Londoners (SfL) Board and SfL Business Partnership. These bodies are integral to ensuring we meet HM Government requirements and stakeholder expectations in relation to the AEB as well as supporting the Mayor's SfL Strategy.

The formal Board Secretary function currently sits with the Senior Manager – Programmes & Governance but, as part of the recent creation of a Unit-wide Programmes & Governance team, the senior manager role now incorporates other functions including programme management, corporate reporting and information governance. Since then, it has become apparent that additional resource is needed to oversee the secretariat service effectively.

### Proposal

The proposal is to delete a vacant (and never filled) Grade 9 Senior Project Officer Programme Delivery post (Post no. 3765, also established by HOPSO280) within the AEB Delivery Team and create a Grade 10 Board Secretary (Skills & Employment) post. The new position will be line-managed by the Senior Manager – Programmes & Governance (Skills & Employment) and will manage the provision of secretariat and clerking support to the full range of Skills & Employment boards, not just the AEB. This will include acting formally as Board Secretary to the SfL Board and SfL Business Partnership and leading on the development, implementation and management of the Unit's governance and decision-making framework. The Senior Manager – Programmes & Governance will retain the Board Secretary role for the AEB Mayoral Board. A job description is attached at Appendix C.

The Skills & Employment Unit was established under HoPS280 in March 2018. The team is nearly at full complement and post 3765 is vacant and identified as no longer needed due to the Delivery team having sufficient staff resource. By deleting this post and creating a Grade 10 Board Secretary post, we will not be increasing the Skills & Employment Establishment.

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

The Skills & Employment Unit's Senior Management Team (SMT) recently undertook a review of current and future staffing requirements as part of their regular business planning activities. As part of this process, they identified a need for a Board Secretary to take on some of the responsibilities which currently sit with the Senior Manager – Programmes & Governance (Skills & Employment) and to manage the increasing volume of work since establishing the governance arrangements.

## **2. Consultation**

The proposal is to delete one vacant (never filled) position within the Unit and create a new post and therefore there are no formal requirements to consult staff groups and UNISON.

In accordance with the GLA 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 are affected. However, the HOPS is required to inform the Chief of Staff (on behalf of the Mayor) and the Chair

and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) on 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	The proposal is to delete a vacant Grade 9 position from the Delivery team to create a Grade 10 position in the Programmes & Governance team.
Permanent posts to be (deleted)	1	
Fixed-term posts to be created	0	
Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	0	
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

### 4. Financial comments DRAFT SUBJECT TO MAIN BODY OF REPORT BEING CORRECTED

4.1 This report is seeking approval for the following changes on the GLA's Establishment:

- The deletion of post GLA3765 Senior Project Officer Programme Delivery (Grade 9)
- The creation of a Grade 10 Board Secretary Post

4.2 The additional budget required for this proposal is £8,000 inclusive of on-costs per annum. The recent established £6,000 annual service charge applied to new posts is not applicable in this instance as this proposal is not resulting in an overall increase in the GLA's establishment. It should also be noted that there will be no redundancy costs associated with the proposed deletion as the post GLA3765 has never been filled since its original creation via HOPS280.

4.3 In-line with the other posts established via HOPS280 to support the AEB Programme, the additional budget requirement of this proposal will be top-sliced from AEB grant, now confirmed for the 2019-20 academic year at £306m. All appropriate budget adjustments will be made,

### 5. Legal comments

5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 she 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 Head of Paid Service 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 Authority's Head of Paid Service – Staffing Protocol (the "Staffing Protocol"), was adopted by the Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service will discharge her 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 Head of Paid Service 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 HOPS Decision 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). However, paragraph 5.3 of the Head of Paid Service's Staffing Protocol states that *"the Head of Paid Service 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 3 confirms that the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) have been informed of the proposal. The proposal is not considered to be contentious.
- 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 The Head of Paid Service 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, sexual orientation). This duty will be considered when recruiting for the vacant post.

## **7. Appendices**

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

Appendix B: GLA Oversight Committee paper, 20 March 2018

Appendix C: Revised job description for post 3765

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> Debbie Jackson has reviewed and commented on this proposal.	
<b>Assistant Director</b> Michelle Cuomo Boorer has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Dianne Poyser has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on [DATE].	



## Request for Head of Paid Service Decision CO-16

CO number to be allocated via the 'Decisions' inbox

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

### Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

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- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/or HR Business Partners can provide the dates of those CMT meetings.

### Decision Required

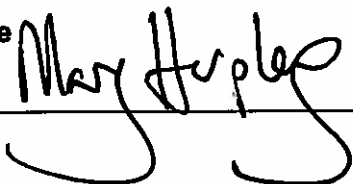
That the Head of Paid Service:

Approve the proposal to delete the grade 8 Business Analyst position from the Digital team, External Relations and create the grade 8 Associate Product Manager position in its place.

### Head of Paid Service

The above proposal has my approval.

Signature



Date

13/06/2019

## 1. Staffing proposals

The HOPS is requested to approve a small change in the structure for the Digital Team, External Relations (ER), at no additional salary cost. The change amounts to the deletion of one post and the creation of another in its place.

Recently the team's Business Analyst (grade 8) left the organisation. Since their original hire the team has seen changes in process, wider-team working (across TG, Intelligence and ER) and an increase in workload.

With the departure of the Business Analyst, the team's Senior Manager - Digital Transformation and Digital Portfolio Manager took the opportunity to take stock and assess the current skills gaps resulting from the changes over the last few years.

It was agreed that large discovery projects, led by Business Analysts, were often able to be supported by development suppliers the team work with.

Digital product support, however, is something that the team have been struggling to cover and cannot be taken-on by suppliers. Changes in technology, policy and user requirements means it is vital products are maintained in order to remain relevant, useful and stable.

Product support involves us assisting those across the organisation in maintaining and improving their digital products (websites, applications or services). Some examples of these include:

- Rogue Landlord Checker
- Homes for Londoners
- London Plan
- Cleaner Vehicle Checker

As well as these specific products, there are many shared features across london.gov.uk that require maintenance, such as:

- Campaign pages - for the likes of Building a Better London for Everyone or Rough Sleeping
- Gifts and hospitality register - for senior and Mayoral staff and Members
- Webcasts - for Assembly and Mayoral broadcast meetings

Finally, there's the requirement to support new products and features, guide teams in creating the right product, in the right way, and then support the ongoing maintenance and improvement of it.

Currently a significant part of the role to manage and prioritise the workload is undertaken by the Content Manager and Product Manager within Digital, impacting their assigned workload.

It is therefore proposed that, in line with the Government Digital Service's guidance, we create an Associate Product Manager role to report into and support the Product Manager. This role would be created in place of the vacant Business Analyst post which is proposed for deletion.

Research of similar positions suggest that a salary of grade 8 is suitable for this new role, aligning it with the current vacancy within the team, and meaning no increase in salary budget for Digital.

## 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 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 are affected. However, the HOPS is required to inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) on 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	Associate Product Manager
Permanent posts to be (deleted)	1	Digital Business Analyst
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>	<b>0</b>	
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

There are no financial implications with regards to this deletion of the Digital Business Analyst post (grade 8) and creation of an Associate Product Manager post (grade 8). There are no changes to the Establishment or FTE's within the Digital Unit.

### 5. Legal comments

5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 she 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 Head of Paid Service 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 Authority's Head of Paid Service – Staffing Protocol (the "Staffing Protocol"), was adopted by the Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the

Head of Paid Service will discharge her 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 Head of Paid Service 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 HOPS Decision 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). However, paragraph 5.3 of the Head of Paid Service's Staffing Protocol states that *"the Head of Paid Service 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 3 confirms that the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) have been informed of the proposal. The proposal is not considered to be contentious.
- 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 The Head of Paid Service 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: GLA Oversight Committee paper (if there is one)*

*Titles of any other Appendices*

## 8. Approval

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

## 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>Post A</i>					
<i>Post B</i>					
<i>Post C</i>					
<i>Etc.</i>					



## Request for Head of Paid Service Decision CO-020

CO number to be allocated via the 'Decisions' inbox

Once approved, this form will be published on [london.gov.uk](http://london.gov.uk)

### Guidance

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- Creation and/or deletion of GLA permanent posts, regardless of their number;
- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/or HR Business Partners can provide the dates of those CMT meetings.

### Decision Required

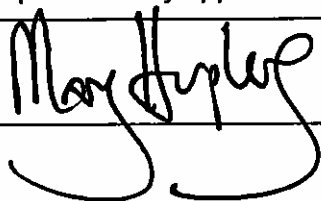
That the Head of Paid Service:

Approves the extension of a fixed term 'Design Advisor' role in the Royal Docks Team by 6 months.

### Head of Paid Service

The above proposal has my approval.

Signature



Date

15/06/2019

## **1. Staffing proposals**

- 1.1 The Royal Docks Enterprise Zone (EZ) is the Mayor's largest and most complex regeneration project and offers a regeneration opportunity on a global scale. With the benefit of ring-fenced business rate income from the EZ status, the Royal Docks is projected to generate 35,000 jobs, 4,000 homes and attract over £5bn in inward investment by 2037/38. The EZ will serve as a leading economic destination and anchor the considerable housing development that is coming forward, as London moves east. The EZ starts with considerable assets and infrastructure, including major anchor occupiers at ExCel, London City Airport, Tate & Lyle and University of East London, along with new committed developments, projected to deliver over 7 million square feet of commercial space, at Royal Albert Dock, Silvertown Quays and Albert Island.
- 1.2 The next five years are critical in the remaining 20-years of the Royal Docks EZ, and it is crucial that there is a visible change to developers, investors, businesses and visitors to the area. The key development partners, London Borough of Newham (LBN) and strategic stakeholders in the Royal Docks have identified the development and activation of the Docks and the surrounding area as one of the highest priority actions required to catalyse investment, occupier interest and community engagement.
- 1.3 To optimize the benefits of the EZ and drive forward the pace of delivery, a joint Royal Docks Delivery Team was established by the Mayor of London and Mayor of Newham in August 2017 to provide a more coordinated and focused management of development in the EZ and wider area. The initial core team was set up with limited resourcing to enable the preparation of the first five-year Royal Docks EZ Delivery Plan (the Delivery Plan) and funding strategy; and implement an interim package of early delivery projects and initiatives over a 2-year period. The intention was that the team would grow once the full implications and resourcing needs of the Delivery Plan projects and programmes were known.
- 1.4 The Royal Docks team previously created a one-year fixed term 'Design Advisor' role, filled by a Public Practice Associate (a programme support by the GLA), which runs from 22May 2018 to 22 May 2019. It is proposed that this role be extended by six months until 22 November 2019 to allow for the completion of projects being undertaken by the Design Advisor.
- 1.5 The Royal Docks Team have recently been given approval to create 18 new posts, however, the recruitment campaign has not yet begun and therefore it is anticipated that roles will not be filled until Q3 2019. In the interim, there are a number of projects that the Design Advisor is leading that need to continue until the new permanent roles are filled.
- 1.6 The Design Advisor role requires extensive design experience and strategic thinking to act as an intelligent client for the design of new proposals, particularly those with a workspace focus. The Design Advisor has played an important role in helping the team implement the Delivery Plan with appropriate technical and expert guidance.

## **2. Consultation**

2.1 The Royal Docks Programme Director and Associate Director of Strategic Projects and Property have been consulted and have agreed that the one-year fixed term Design Advisor Role be extended by six months.

- 2.1 2.2 This proposal is to create an extension to a temporary staff post 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. This proposal must be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) 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	1	An extension of six months for a post initially established for one year of a 1 year fixed post.
Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	0	
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

- 4.1 Approval is being sought for the extension of fixed term 'Design Advisor' role in the Royal Docks Team by 6 months.
- 4.2 The cost of this proposal, based on the mid-point of grade 8 for six months (incorporating on-costs and the vacancy factor) in 2019-2020 is £27,500
- 4.3 The total cost of this proposal will be contained within the H&L Royal Docks budget.
- 4.4 The £6k per new permanent post charge to fund support services is not applicable to these posts as they were introduced during the 2019-20 GLA budget setting process and therefore predates the introduction of this charge.

### 5. Legal comments

This is a request to extend a fixed term contract by six months therefore it does not require comments from the legal team.

### 6. Equalities considerations

- a) Links to strategies and Corporate Plan

Nationally, the Royal Docks EZ Delivery Plan fits with the objectives of the National Industrial Strategy by supporting key EZ development sites at Royal Albert Dock, Silvertown Quays and Albert Island that are projected to deliver over 7 million square feet of commercial space. The Delivery Plan is fundamental to achieving these aims and is fully aligned to government Enterprise Zone objectives.

Regionally and locally, the Delivery Plan is strongly aligned with the objectives of the Royal Docks and Beckton Opportunity Area Planning Framework, Good Growth, Healthy Streets and the overarching objectives of the London Plan and the Newham Local Plan. The five strategic objectives of Connectivity, Placemaking, Economy, Activation and Promotion in the Delivery Plan set out a framework for a package of interventions in economic, environmental, transport and social infrastructure in the Royal Docks.

**b) Equalities impact assessments**

The Royal Docks Team and Delivery Plan is aligned with the Mayor's Equalities Framework to consider the requirements of relevant equalities groups. Further equality impact considerations and mitigations will be built into the individual projects as they move forward for implementation and procurement. Equality impact assessments will be undertaken to ensure the relevant provisions of the Equality Act 2010 are considered by the Royal Docks Team. Equality impact assessments will determine whether any persons with protected characteristics as defined in the Equality Act 2010 will be unduly impacted by the activities described in the Delivery Plan, and the course of action in order to mitigate any impacts.

**c) Risk**

If the Design Advisor post is not extended, the implementation of a number of Place and Economy projects to further the delivery of the five-year Royal Docks EZ Delivery Plan will be significantly delayed, resulting in missed milestones and benefits. The interventions, which are meant to accelerate commercial development and generate EZ business rates income, will need to be scaled down or paused until resourcing is secured to implement projects. New posts in the team that have recently been approved won't be filled until Q3 of 2019 and projects will need to be paused until this time. Neither option is in the best interests of the GLA and its ambitions to make the Royal Docks a global business district.

## **7. Appendices**

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



## 8. Approval

	Tick to indicate approval ✓
<b>Executive Director</b> David Lunts has reviewed and commented on this proposal.	
<b>Assistant Director</b> Simon Powell has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Dawn James has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance have reviewed and commented on this proposal. Legal do not need to comments on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 8 April 2019	

## 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>Design Advisor</i>	Grade 8	003707	22 May 2018	22 May 2019	Extend to 22 November 2019



## Request for Head of Paid Service Decision CO-36

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

Once approved, this form will be published on [london.gov.uk](http://london.gov.uk)

### Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number and laid out as follows in the **Decision Required** box:

<b>Job title</b>	<b>Grade</b>
e.g. Senior Policy Officer	9
e.g. Project Support Officer	5

- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration;

<b>Job title</b>	<b>Grade</b>	<b>Duration</b>
e.g. Senior Policy Officer	9	2 years
e.g. Project Support Officer	5	18 months

- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

<b>Job title</b>	<b>Current Grade</b>	<b>New Grade</b>
e.g. Project Support Officer	5	6

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**Decision Required**

That the Head of Paid Service:

*Approves the following regrades of positions within the City Intelligence Unit*

No.	Sub-team	Senior Mngr	Role	Current grade	New grade
1	<b>Smart London</b>	Nathan Pierce	Programme Director – Sharing Cities	12	13
2		Nathan Pierce	Programme Manager (Partnerships Lead) - SHARING CITIES (Horizon 2020 Smart Cities and Communities)	9	10
3	<b>Opinion Research</b>	Christine Wingfield	Senior Open Data Officer (formerly Senior Research & Statistical Analyst)	7	8
4		Christine Wingfield	London Datastore Support Officer (formerly Trainee Data Analyst)	3	4
5		Christine Wingfield	Senior Online Community Engagement Officer – Talk London	7	8
6		Christine Wingfield	Senior Manager, Research and Public Engagement (formerly Opinion Research, General Statistics & Information Service Manager)	11	12
7	<b>GLA Economics</b>	Michele Pittini	Supervisory Economist – Head of Business, Labour and Spatial Economics (formerly Supervisory Economist – Head of Microeconomics)	11	12
8	<b>City Data</b>	Paul Hodgson	Senior Manager -City Data (formerly GIS & Infrastructure Manager)	9	12
9		Paul Hodgson	Senior Data Analyst (formerly Senior Research and Statistical Analyst – SASPAC Project Officer)	7	8
10	<b>Demography and policy analysis</b>	Vivienne Avery	Senior Manager DPA	10	12
11		Vivienne Avery	Demography Data Scientist (formerly Senior Research and Statistical Analyst – Demography)	7	9
12		Vivienne Avery	Demography and City Modelling Manager (formerly Demography Manager)	9	11

**Head of Paid Service**

The above proposal has my approval.

**Signature**

**Date**

13 June 2019

## 1. Staffing proposals

All staffing proposals were agreed by the Corporate Management Team, subject to a formal review panel led by Human Resources. The panel has now met and agreed the proposals which are summarised below in order and by sub-team:

### Smart London (2 roles)

1. The **Programme Director** role has been regraded based on the increase in responsibilities because of the creation of the Smart London Team in June 2018. The current post, previously determined to be at Grade 12, is wholly funded by the European Union funded Sharing Cities programme. As Programme Director, the current post holder is responsible for leading and coordinating a multi-national EU funded programme that receives €25million investment in 'smart city' infrastructure. This involves managing the delivery of 6 international cities, 35 partner organisations from the public and private sectors (covering over 100 individuals) and carries a high profile in both London and in the European Union.

In 2018 the officer in this role took on additional management and service responsibility through the creation of the Smart London Team which he now leads on. This team created and oversees the GLA's 'Smarter London Together' roadmap and associated corporate plan of action and budgets, in support of the work of the new Chief Digital Officer. Through the creation of the London Office of Technology and Innovation, which the team oversees on behalf of the GLA, this is becoming a growing area of activity across London.

This has resulted in increased responsibilities for the Programme Director of Sharing Cities and as a result justifies a regrade to reflect this.

The role as it currently stands is funded in total by the existing Sharing Cities budget, an externally funded European programme. The associated increase in the salaries budget can be covered by the City Intelligence Unit budget.

2. The role of **Programme Manager – Partnership Lead** has been regraded from a Grade 9 to a Grade 10 for the remainder of the programme. The role involves leading the coordination of the Sharing Cities partners, ensuring effective delivery of implementation and the high quality of deliverables through our quality assurance processes. As a result of the changes to the Programme Director's role (above), some responsibilities are now delegated to the Programme Manager – Partnership Lead which is why it is proposed that the post be regraded, including managing and coordinating programme partners, leading on the programme's market shaping ambitions, managing sub-contracted budgets, representing the programme in high profile domestic and international meetings, new line management responsibilities and linking Sharing Cities in to the work resulting from the Smarter London Together roadmap.

### ORS Team (4 roles)

#### 3 and 4. Senior Open Data Officer and London Datastore Support Officer- General Statistics

The London Datastore (LDS) is a free and open data-sharing portal where anyone can access data relating to the capital that contains over 700 datasets. A recent review (under the auspices of the Local Government Digital Service Standard) found that the London Datastore represented a significant achievement in opening up London's data and increasing transparency and is very well regarded, across London, nationally and internationally.

The Senior Open Data Officer and London Datastore Support Officer are based in the Opinion Research & Statistics team in the CIU. The London Datastore is managed and maintained by these two post holders. Both posts have been regraded to recognise the contribution they make to fulfil the requirements of the Smarter London Together action plan. This includes delivering on the vision

and roadmap for the LDS; championing the open data agenda across the GLA and Functional Bodies; and working with Boroughs and other stakeholders both to promote and support the publishing of open data and to encourage take up of the London Datastore as a data publishing platform.

The present Senior Open Data Officer post holder was awarded an honorarium to fulfil these requirements until the end of March 2019, having received in principle agreement to evaluate the grade of this post once the 19/20 budget was finalised.

The regrading of the London Datastore Support Officer role will now include and recognise the contribution they make to manage the LDS content, ensuring it is up to date, in the correct format, with high quality metadata that enables users to access information that meets their requirements. It is our intention that they be known as the London Datastore team.

## **5. Senior Online Community Engagement Officer – Talk London**

Talk London is an inclusive, vibrant online community that supports City Hall to involve Londoners in meaningful debate and consultation about how to improve the capital.

Since 2016 the Talk London community has grown from 10,000 to 46,000 members. It is one of the most visited sections of LGOV and has one of the highest number of visits in terms of actively promoted content and number of repeat views (highest retention rate). In this regard, Talk London is one of the most valuable sections of the LGOV website.

The Online Community Engagement Officer is based in the Opinion Research & Statistics team in the CIU and is responsible for managing and delivering a schedule of content across all Talk London activities, working with policy teams across City Hall, the London Assembly, functional bodies and the Mayor's Office.

With the growth in membership and investment to diversity in the community, the post holder is required to work strategically on the community health strategy (onboarding, retention and re-engagement) to ensure Talk London goals are met; as well as developing and delivering consumer focussed and compelling content and communications across a much broader and active schedule of work to drive lively, thriving engagement on Talk London.

## **6. Senior Manager, Research and Public Engagement**

The Opinion Research and Statistics team is part of a broader team that delivers opinion research insights, public engagement via Talk London, and open data provision via the London Datastore. The Talk London team has expanded in the two years to meet the Mayor's objective to increase and diversify the Talk London user base. Meanwhile, the London Datastore team have evolved to support the Chief Digital Officer's work on open data (Smarter London Together). The proposed evaluation responds to these demands. The postholder has been in receipt of an honorarium to G12 since April 2018 to recognise her work in this regard.

## **GLA Economics (1 role)**

### **7. Supervisory Economist**

The Adult Education Budget (AEB) has been devolved to the Mayor. In order to support the analytical requirements to underpin this work GLA Economics are currently recruiting an additional 3 staff: 1 x G9 Economist, 1x G7 Economist and 1x G8 Senior Data Manager. These posts will be accountable to this role, doubling the management responsibilities and increasing the high-risk deliverables the post has responsibility for.

The addition of responsibility for leading support to the AEB to the G11 role is also currently entailing (and will continue to do so) significant and consistent engagement with senior policy stakeholders both within and outside the organisation. The role requires significant skills in

gathering requirements, developing analytical approaches, managing delivery and quality assuring work. Allied to this, the role involves managing a wide range of expectations and competing priorities. To this end, the competencies required to succeed in the role are all at level 3 competencies.

### **City Data and GIS (2 roles)**

#### **8. Senior Manager – City Data**

The current post holder's job description dates back to 2010, when the general GIS Officer and Senior Data Analyst were brought under the line management of a Senior Manager – City Data. Since then, the responsibilities have increased in terms of overall headcount, the technical complexity of GIS work, the range of technical services offered to the rest of GLA (beyond traditional GIS) and a requirement to develop and then project manage externally funded, multi-year research programmes to supplement core GLA funding. Specific examples since 2013 include leading on the development of the City Data Analytics Programme, a key part of the new London Office for Technology and Innovation function, and managing new technical members of staff, bid writing, project management, representing the GLA in Whitehall and advising the Cabinet Office on open data.

#### **9. Senior Data Analyst**

The current Job Description largely dates back to 2010, when the Senior Data Analyst was brought under the line management of the Senior Manager – City Data. Since then, the responsibilities have increased in terms of technical requirements, moving away from managing a subscription service / Census analysis to complex data engineering tasks, working with APIs and solving a range of analytical challenges. As larger and more complex datasets become available, more sophisticated approaches are needed to ensure that the GLA is able to take full advantage of these developments. In addition, the post holder is also now line managing an externally funded Grade 6 GIS Officer post.

### **Demography and Policy Analysis Team (3 roles)**

**10. The Senior Manager for Demography and Policy Analysis** post has over a number of years gathered new and more complex responsibilities, including the requirements to:

- rebuild and better integrate the suite of demographic projection models with other GLA models (e.g. population, housing need, education, employment, transport and environment), to provide improved outputs including the ability to model the impact of different policy scenarios.
- lead the coordination of a more innovative approach to social policy development across the GLA, including the use of new data sources and advanced analytics to provide a comprehensive evidence base, setting up a new social analysis team to lead this work.
- redevelop the Safestats crime data portal for GLA functional bodies, Boroughs and community safety organisations (with external funding of £326,000) – to provide improved capability to support the Mayor's priorities around crime, community safety, and public health, including the new Violence Reduction Unit.
- Develop a new approach to Borough services and support in advance of the 2021 Census. Changes in data infrastructure and Borough needs since 2011 require a more forward looking and innovative approach to how Census evidence will be used to underpin Borough service development. The proposed Information Scheme will be worth over £500,000 to the GLA to provide support.
- Work with other IU managers to oversee the introduction of a framework for data science (including the recruitment of new data scientists and developing the capabilities of existing

staff), and to build data analysis partnerships with external academic and private sector organisations as part of the *Smarter London Together* strategy.

**11 and 12.** For the **Demography and City Modelling Manager** and **Demography Data Scientist** posts, the proposed regrading reflects the significantly increased requirement for greater demographic modelling, and for these models to be integrated more closely with other modelled outputs within the GLA and its wider functional bodies (e.g. TfL revenue modelling). The team are now required to develop the capability to model the impact of different policy scenarios, such as the impact of increased migration from London to the wider South East England to satisfy the GLA's duty to cooperate with the wider South East, as part of the London Plan, and the impact of different rates of economic growth on London's population to assess potential Brexit scenarios.

Undertaking this work requires a higher level of behavioural competences (e.g. in providing a more advanced and tailored service to a wider range of customers to identify user requirements and design appropriate solutions) and especially technical skills in the level of statistics, data science and analytic expertise – moving from spreadsheet-based software to coded models, analysing and managing significantly larger and more complex data (e.g. incorporating records from the National Pupil Database). Data scientist skills are in high demand and short supply within the capital, with many London-based competitors.

## 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.*

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>		
Permanent posts to be regraded	10	
Fixed-terms posts to be regraded	2	

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

## 4. Financial comments

The associated costs of the following 12 post regrades amount to a total of £137,000. The funding for each post is dictated below.



#### Programme Director – Sharing Cities

The proposed regrade from grade 12 to grade 13, has costs equating to £11,000 (including on-costs). This regrade will be funded exclusively from the European Commission income against the Horizon 2020 Sharing Cities Programme (within The City Intelligence Unit).

#### Programme Manager – Partnerships Lead – Sharing Cities

The proposed regrade from grade 9 to grade 10, has costs equating to £8,000 (including on-costs). This regrade will be funded exclusively from the European Commission income against the Horizon 2020 Sharing Cities Programme (within The City Intelligence Unit).

#### Senior Open Data Officer

The proposed regrade from grade 7 to grade 8, has costs equating to £6,000 (including on-costs). This regrade will be funded from the London Datastore Programme budget (within The City Intelligence Unit).

#### London Datastore Support Officer

The proposed regrade from grade 3 to grade 4, has costs equating to £2,000 (including on-costs). This regrade will be funded from the London Datastore Programme budget (within The City Intelligence Unit).

#### Senior Online Community Engagement Officer – Talk London

The proposed regrade from grade 7 to grade 8, has costs equating to £6,000 (including on-costs). This regrade will be funded from the Talk London Programme budget (within The City Intelligence Unit).

#### Senior Manager, Research & Public Engagement

The proposed regrade from grade 11 to grade 12, has costs equating to £15,000 (including on-costs). This regrade will be funded from the budget growth allocated to the City Intelligence Unit as part of the 2019-20 budget setting process.

#### Supervisory Economist (Head of Business, Labour and Spatial Economics)

The proposed regrade from grade 11 to grade 12, has costs equating to £15,000 (including on-costs). This regrade will be funded from the City Intelligence Unit's budget (specifically by way of a permanent budget transfer from the Assistant Director's miscellaneous costs' budget).

#### Senior Manager-City Data

The proposed regrade from grade 9 to grade 12, has costs equating to £27,000 (including on-costs). This regrade will be funded from the budget growth allocated to the City Intelligence Unit as part of the 2019-20 budget setting process.

### Senior Data Analyst

The proposed regrade from grade 7 to grade 8, has costs equating to £6,000 (including on-costs). This regrade will be funded from the budget growth allocated to the City Intelligence Unit as part of the 2019-20 budget setting process.

### Senior Manager DPA

The proposed regrade from grade 10 to grade 12, has costs equating to £19,000 (including on-costs). This regrade will be funded from the City Intelligence Unit's budget (specifically by way of a permanent budget transfer from the Assistant Director's miscellaneous costs' budget).

### Demography Data Scientist

The proposed regrade from grade 7 to grade 9, has costs equating to £10,000 (including on-costs). This regrade will be funded from the budget growth allocated to the City Intelligence Unit as part of the 2019-20 budget setting process.

### Demography and City Modelling Manager

The proposed regrade from grade 9 to grade 11, has costs equating to £12,000 (including on-costs). This regrade will be funded from the budget growth allocated to the City Intelligence Unit as part of the 2019-20 budget setting process.

## **5. Legal comments**

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 she 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service will discharge her staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 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"*. The proposal set out in this HOPS form is not covered by sections 5, 6 and 7 of the Staffing Protocol which relate to Restructures – creating or deleting staff posts, Temporary staff posts and Terms and conditions respectively.

- 5.5 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”*. However, it has been determined (by mutual consent) that the delegation referred to above should not currently be exercised and that the Head of Paid Service should approve job regrades. Therefore, this HOPS form seeks to obtain the approval of the Head of Paid Service for the proposal to regrade the post set out above.
- 5.6 If the proposals set out in this HOPS form involve 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.
- 5.7 The Head of Paid Service has the power to make this decision.
- appoint such staff as she 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority’s agreed approach as to how the Head of Paid Service will discharge her staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 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”*. The proposal set out in this HOPS form is not covered by sections 5, 6 and 7 of the Staffing Protocol which relate to Restructures – creating or deleting staff posts, Temporary staff posts and Terms and conditions respectively.
- 5.5 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”*. However, it has been determined (by mutual consent) that the delegation referred to above should not currently be exercised and that the Head of Paid Service should approve job regrades. Therefore, this HOPS form seeks to obtain the approval of the Head of Paid Service for the proposal to regrade the post set out above.
- 5.6 If the proposals set out in this HOPS form involve 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.
- 5.7 The Head of Paid Service 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: GLA Oversight Committee paper (if there is one)*

*Titles of any other Appendices*

## 8. Approval

	Tick to indicate approval ✓
<b>Executive Director</b> Click and insert name has reviewed and commented on this proposal.	
<b>Assistant Director</b> Click and insert name has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Click and insert name has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on [DATE].	

## 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
Programme Director – SHARING CITIES	12	HOPS 208 (GLA 3098)	1 April 2019	31/12/2020	Regrade to Grade 13
Programme Manager (Partnerships Lead) - SHARING CITIES (Horizon 2020 Smart Cities and Communities)	9	HOPS 208 (GLA3098)	1 Apr 2019	31/12/2020	Regrade to Grade 10
Senior Open Data Officer	7	GLA191	1 Apr 2019	n/a	Regrade to Grade 8
London Datastore Support Officer	3	HOPS 155 (GLA2564)	1 Apr 2019	n/a	Regrade to Grade 4

<i>Senior Online Community Engagement Officer – Talk London</i>	7	<b>HOPS 100 (GLA2271)</b>	1 Apr 2019	n/a	Regrade to Grade 8
<i>Senior Manager, Research and Public Engagement</i>	11	<b>HOPS 80 (GLA2035)</b>	1 Apr 2019	n/a	Regrade to Grade 12
<i>Supervisory Economist (Head of Microeconomics) to Supervisory Economist (Head of Business, Labour and Spatial Economics)</i>	11	<b>GLA2038</b>	1 Apr 2019	n/a	Regrade to Grade 12
<i>Senior Research and Statistical Analyst – SASPAC Project Officer</i>	7	<b>GLA756</b>	1 Apr 2019	n/a	Regrade to Grade 8
<i>Senior Manager-City Data</i>	9	<b>GLA2036</b>	1 Apr 2019	n/a	Regrade to Grade 12
<i>Senior Manager DPA</i>	10	<b>GLA2031</b>	1 Apr 2019	n/a	Regrade to Grade 12
<i>Demography Data Scientist (formerly Senior Research and Statistical Analyst – Demography)</i>	7	<b>GLA195</b>	1 Apr 2019	n/a	Regrade to Grade 9
<i>Demography and City Modelling Manager (formerly Demography Manager)</i>	9	<b>HOPS 129 GLA2507</b>	1 Apr 2019	n/a	Regrade to Grade 11

## Request for Head of Paid Service Decision CO-038

CO number to be allocated via the 'Decisions' inbox

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

### Decision Required

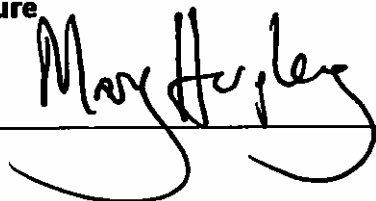
That the Head of Paid Service approves:

- the deletion of the existing post GLA2034 Research and Statistical Analyst – Demography and School Rolls (1.0 FTE, Grade 6), and
- the creation of 2 separate 0.5 FTE posts (1 x Grade 6 Borough School Rolls Service Manager, 1 x Grade 7, Senior Research and Statistical Analyst - Demography), to meet demography skill requirements.

### Head of Paid Service

The above proposal has my approval.

Signature



Date

13/06/2019

## 1. Staffing proposals

A. In 2010, the City Intelligence Unit combined two posts in the Demography team into one post – a prior demography analyst post and the manager of the Borough School Rolls projection service.

It has since proved difficult to recruit an individual with the right range of skills to cover both aspects of the unified role. Analysts with skills in analysis and reporting have lacked some of the skills for managing the Borough service, and those with the right background for the service management do not have the right analytical skills.

Recent developments in modelling techniques affecting the school roll projections have widened this skills gap further.

Due to issues recruiting staff with the right skills to cover both areas of the combined post, we now wish to split this back into 2 separate part-time posts.

This decision requests the deletion of the existing post GLA2034 Research and Statistical Analyst – Demography and School Rolls (1.0 FTE, Grade 6) and the creation of two 0.5 FTE posts, a 0.5 FTE Borough School Rolls Service Manager post (Grade 6), and a 0.5 FTE Senior Research and Statistical Analysis - Demography post (Grade 7). These posts will undertake essential analysis of trends in London's population e.g. migration and household formation, to underpin our projections for the London Plan and support wider social and economic policy formation in the GLA Group and in London's Boroughs. The Senior Research and Statistical Analysis – Demography post has been evaluated at a Grade 7 and the Borough School Rolls Service Manager post has been evaluated at a Grade 6. The money to fund both posts and increase the grade of one of them has been found from deleting the existing post and additional savings within the existing DMAG budget.

There is no further additional resource implication of this decision – the posts are not a job share, and both are 0.5 FTE, the same as the former 1.0 FTE post.

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 HOPS is required to inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) on 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	2 x 0.5 FTE	1 x 0.5 FTE Grade 6 post - Borough School Rolls Service Manager. 1 x 0.5 FTE Grade 7 post - Senior Research



		and Statistical Analyst – Demography.
Permanent posts to be (deleted)	1.0 FTE	(GLA 2034 – Research and Statistical Analyst – Demography and School rolls)
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>	<b>0</b>	
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**

- 4.1 Approval is sought for the deletion of a grade 6 (1 FTE) 'Research and Statistical Analyst – Demography and School Rolls' post with a full year cost of £41,000 (inclusive of on-costs), and the creation of two 0.5 FTE posts. The first post is a 0.5 FTE grade 6 'School Roll Projections Manager' post with a full year cost of £21,000 per annum; and the second post is a 0.5 FTE grade 7 'Senior Research and Statistical Analysis – Demography' post with full year cost of £25,000.
- 4.2 The net cost of this proposal is £5,000. This will be contained within The Demography and Policy Analysis team's budget (specifically by way of a permanent budget transfer from the non- staffing budget).

#### **5. Legal comments**

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 she 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service will discharge her 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 HOPS Decision 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 3 confirms that the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 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 Head of Paid Service has the power to make this decision.

## **6. Equalities considerations**

This decision to create part-time posts has been made on skill requirements, but should also help to increase diversity within the City Intelligence Unit, as our knowledge of the analyst labour market suggests there are many experienced analysts who struggle to find senior part-time roles.

## **7. Appendices**

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

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

*Titles of any other Appendices*

## 8. Approval

	Tick to indicate approval ✓
<b>Executive Director</b> Sarah Mulley has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> Jeremy Skinner has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Beth Cushion has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on February 2019.	

## 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
Post A	6	GLA 2034			Deletion
Post B	6				Create Borough, School Rolls Service Manager post 0.5 FTE
Post C	7				Create Senior Research and Statistical Analyst – Demography post 0.5 FTE
Etc.					



# GREATERLONDONAUTHORITY

## Request for Head of Paid Service Decision CO-39

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

Once approved, this form will be published on [london.gov.uk](http://london.gov.uk)

### Decision Required

That the Head of Paid Service:

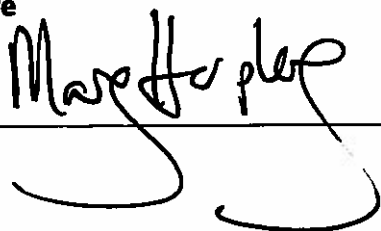
Approves the creation:

<b>Job title</b>	<b>Grade</b>	<b>Duration</b>
Diversity Advisor	8	6 months

### Head of Paid Service

The above proposal has my approval.

Signature



Date

13/06/2019

## 1. Staffing proposals

A. New funding of £1.5m has been put aside in the GLA: Mayor 2019-20 budget for the delivery of the Chief Officer's early priorities related to key workforce issues.

It has been identified that there needs to be greater focus on delivering the aspiration for the GLA to be an exemplar employer, specifically to:

- o Recruit and retain a workforce that better reflects London's diversity, including at senior levels;
- o Reduce pay gaps between different groups further so that they are not statistically significant; and
- o Create an open and inclusive culture and make sure that the GLA remains a great place to work.

There are now two roles dedicated to diversity and inclusion, the Workforce, Equality Diversity & Inclusion Manager G10 post and an 18-month FTC G8 Diversity & Inclusion Advisor post.

Given the high priority that this administration places on diversity and inclusion, we propose to create an additional G8 post for six months. We have a number of new areas of work to drive through such as the work to support our aspiration to be leaders in relation to Disability Confident together with maintaining our work to make progress on closing both the gender and ethnicity action plan.

The Head of Paid Service has been consulted and has agreed that funding for this post will come from the Transformation programme budget.

## 2. Consultation

This proposal is to create a temporary staff post 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. This proposal must be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) 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	1 x 6 month Grade 8
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>	1	
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

- 4.1 Approval is being sought for the creation of a 6 month, Grade 8 Diversity Advisor. This post will sit within the new Chief Officer Transformation Fund.
- 4.2 The total costs of this proposal in the 2019-20 year is £31k, which includes: (i) direct employer on-costs; (ii) the vacancy factor; and (iii) the apportioned £6k charge per new post to meet support service costs.
- 4.3 The total cost of the proposal will be funded from the Chief Officer Transformation Fund contained within the 19-20 Chief Officer's Directorate budget.
- 5. Legal comments**
- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service 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 HOPS form seeks to obtain the approval of the Head of Paid Service for the proposal set out above. Paragraph 3 confirms that the proposal will be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) 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 after four years of service.

5.8 The Head of Paid Service 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: GLA Oversight Committee paper (if there is one)*

*Titles of any other Appendices*



## 8. Approval

	Tick to indicate approval ✓
<b>Executive Director</b> Click and insert name has reviewed and commented on this proposal.	
<b>Assistant Director</b> Charmaine De Souza has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Dianne Poyser has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on [DATE].	

## 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
Post A					
Post B					
Post C					
Etc.					



## Request for Head of Paid Service Decision CO-40

CO number to be allocated via the 'Decisions' inbox

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

### Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number;
- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/or HR Business Partners can provide the dates of those CMT meetings.

### Decision Required

That the Head of Paid Service:

Approves the extension of a fixed term contract for an existing Grade 6 post (003374) to support the Air Quality team from July 2019 to March 2020.

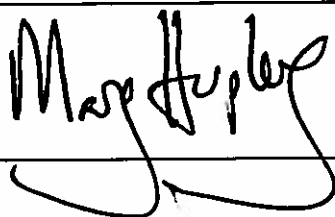
Job title	Grade	Duration
Project Officer	6	9 months

This would continue the responsibilities of a fixed term postholder who is currently in post until the end of June 2019.

### Head of Paid Service

The above proposal has my approval.

Signature



Date

13/06/2019

## 1. Staffing proposals

This proposal is to extend an existing fixed term Grade 6 post to support the Air Quality team. This would continue the responsibilities of the current postholder who is on a fixed term contract until the end of June 2019. The postholder would assume the following responsibilities:

### Policy and projects

- Additional support is required as we start to prepare for the **expansion of the Ultra Low Emission Zone to cover a 380km<sup>2</sup> area** (from the existing 20km<sup>2</sup>). A more comprehensive exercise will be undertaken reviewing the air quality team structure to ensure it can accommodate the additional resource demands but this role is required in the interim to assist with correspondence and project management.
- The current postholder is responsible for policy, budget and development of the **'Cleaner Vehicle Checker'** with a **budget of £122,000**. The Mayor committed to this project in Paris in March 2017. It has just entered Beta phase, following support from the International Council for Clean transportation (the organisation that broke 'Dieselgate'). Beta phase will be marketed widely later this year and it has attracted a lot of international attention.

### Scrutiny and internal governance

- Air Quality policies and projects are discussed fortnightly with the Mayor's Office and senior TfL representatives at the Air Quality Implementation Group. The current postholder is a **dedicated secretariat** to this forum and distributes materials, collates an agenda and takes minutes. This forum has proven to be very successful and it will continue until at least until the end of the current administration.
- Roughly a third of all **public correspondence** related to environment issues is allocated to the Air Quality team, including a high number of **VIP letters** to the Mayor. This has created a lot of pressure and is the result of a high level of scrutiny owing to it being a Mayoral priority. The current postholder will support the team by being a conduit for writeons and keeping our correspondence lines up to date so that we can deliver an excellent level of service to Londoners and stakeholders.

### Advocacy and events

- The Mayor has hosted two **National Air Quality Summits** where cross-party leaders, representing around 20 million people from towns and cities in England and Wales attended. These are high profile events and both the Secretary of State for Environment and the Secretary of State for Health attended. A third is being scheduled this autumn following a commitment by the Mayor.
- London is the permanent co-chair of a **new C40 Cities Air Quality network**, inaugurated in Bengaluru by the Deputy Mayor for Environment. The GLA has a £20,000 budget to contribute to this work. The current postholder will work closely with C40 and other cities to structure the network programme and annual workshop.
- London will be hosting an **International Air Quality summit** in 2019 to celebrate our work and to strengthen international relations with other cities to progress shared objectives. This will include an academic conference and invitations to city leaders from around the world. The current postholder is organising this event and responsible for funding proposals to philanthropic organisations.
- The Mayor has announced the first ever **London Climate Action Week** will take place between 1-8 July 2019. This will focus on scaling up practical solutions and identifying new solutions to help cut our emissions and, at the request of the Mayor's Office, the current postholder is working to ensure air quality activity is included.

- As Vice Chair for the C40 Cities Steering Group, the Mayor will be attending the **C40 summit in Copenhagen** in October 2019. We have been asked to devise an international air quality declaration for the Mayor to champion. The current postholder will develop this declaration and undertake advocacy work.

## 2. Consultation

If the extension of this fixed-term contract post is considered to be the creation of a temporary staff post (because the extension is for less than two years), then it 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, the proposal must be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.

If the extension of this fixed-term contract post is considered to be a minor restructure (because the extension of the post means that the fixed-term contract will have lasted, in total, more than two years) then 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 HOPS is required to inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) on 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 created	1	Extension of fixed term post from 1st July 2019 to 31 March 2020
Fixed-terms posts to be (deleted)		
<b>Net total of posts created</b>	1	Extension of fixed term post from 1 <sup>st</sup> July 2019 to 31 March 2020
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

- 4.1 Approval is being sought to extend a fixed term contract for an existing Grade 6 post (STAF781) to support the Air Quality team from July 2019 to March 2020.
- 4.2 The total cost of the extension proposal in 2019-20 financial year is £33,000 (based on the grade 6 mid-point salary and on-costs).

- 4.3 The extension will be jointly funded from HyFIVE (GE.0330.007.02.02) and the Air Quality Programme (GE.0330.007.06) within the Environment budget.

## **5. Legal comments**

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 If the extension of this fixed-term contract post is considered to be the creation of a temporary staff post (because the extension is for less than two years), then paragraph 6.1 of the Staffing Protocol will apply which 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 will also apply which 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 HOPS form seeks to obtain the approval of the Head of Paid Service for the proposal set out above. Paragraph 3 confirms that the proposal will be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.
- 5.6 If the extension of this fixed-term contract post is considered to be a minor restructure (because the extension of the post means that the fixed-term contract will have lasted, in total, more than two years), then paragraph 5.1 of the Staffing Protocol will apply which 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.
- 5.7 The proposals set out in this HOPS Decision 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).

- 5.8 However, if the extension of this fixed-term contract post is considered to be a minor restructure, then paragraph 5.3 of the Staffing Protocol will also apply which 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 3 confirms that the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly’s staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 5.9 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 after four years of service.
- 5.10 The Head of Paid Service 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: GLA Oversight Committee paper (if there is one)*

*Titles of any other Appendices*



## 8. Approval

	Tick to indicate approval ✓
<b>Executive Director</b> Debbie Jackson has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> Luke Bruce has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Dianne Poyser has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on [DATE].	

## 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
Project Officer	6	04104	01 July 2019	31 March 2020	creation



## Request for Head of Paid Service Decision CO-41

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

Once approved, this form will be published on [london.gov.uk](http://london.gov.uk)

## Decision Required

That the Head of Paid Service:

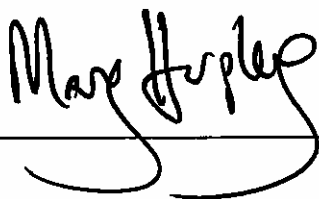
Approves the creation of 4 fixed-term posts as set out below:

<b>Job title</b>	<b>Grade</b>	<b>Duration</b>
Project and Programme Manager (Transformation)	11	9 months
Project and Programme Manager (Transformation)	11	9 months
Talent Management specialist (Transformation)	11 tbc	9 months
Senior Lead, Talent Management specialist (Transformation)	12 tbc	9 months

## Head of Paid Service

The above proposal has my approval.

Signature



Date

13/06/2019

## 1. Staffing proposals

The Chief Officer has set up a Transformation Programme, to review core elements of the GLA.

The programme has three workstreams:

1. *Talent attraction, talent management, diversity and inclusion* with a focus on ensuring we recruit and support the career progression of a diverse workforce. We will also re-fresh our values and identity as a body of staff, as well as take a look at our use of fixed term roles.
2. *New ways of working* with a focus on a re-think of the way we all work, including a 'stock take' of our IT strategy and our approach to digital working, a root and branch review of our HR policies and a review of how we maximise the use of the accommodation we have.
3. *Shared services* with a focus on assessing the opportunities we have for closer collaboration across our HR, FM and TG functions with others in the GLA Group.

The above detail on the transformation programme was set out in a paper to GLA Oversight Committee on 30 January 2019, alongside detail of four additional fixed term posts required to deliver the programme.

The Chief Officer is now proposing to create four posts, on a fixed-term basis for 9-months

- 1 x *Talent Management Specialist (Grade 11, tbc)*
- 1 x *Senior Talent Management Specialist (Grade 12, tbc)*. These posts will provide dedicated capability and capacity in the area of talent management which the GLA does not currently have in the HR team. The roles will focus on transforming the GLA's approach to talent management, including the delivery of a progression programme for BAME staff.
- 2 x *Project Manager (grade 11)*. These posts will provide programme management and administrative support to the programme to accelerate delivery.

All four posts will report directly to the Chief Officer.

## 2. Consultation

This proposal is to create four temporary staff posts 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. This proposal must be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six-monthly report.

Furthermore, the Mayor and Assembly have been consulted on the establishment of the Transformation programme and the funding for the required resources has been approved. It is anticipated the current project manager working on Transformation will remain seconded onto the programme and the other planned post is currently vacant.

## 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	4	Two fixed term Project and

		<p>Programme Manager posts to be created (using the existing HR&amp;OD project manager Job description), Grade 11</p> <p>Two further Talent Management Specialists posts to be created (1 x Grade 12, and 1 x Grade 11 tbc).</p>
Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	<b>4</b>	
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

#### **4. Financial comments**

- 4.1 Approval is being sought for the creation of 4 fixed term posts within Transformation Programme for 9 months.
- 4.2 The costs of this proposal are outlined below, based on the mid-point of grades (incorporating on-costs) in 2019-20:
- Creation of 2x Grade 12: £194,000 (subject to change as grading tbc)
  - Creation of 2x Grade 11: £162,000
- 4.3 The total cost of the proposal is £267,000 which will be contained within the Chief Officers Directorate budget funded from Transformation Programme.

#### **5. Legal comments**

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service 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 HOPS form seeks to obtain the approval of the Head of Paid Service for the proposal to create four temporary posts set out above. Paragraph 3 confirms that the proposal will be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly’s staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) 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 after four years of service.
- 5.8 The Head of Paid Service has the power to make this decision.

## **6. Equalities considerations**

It is likely that these roles will be filled by interims. The agency will be asked to provide a diverse pool of prospective talent. Interviews will be carried out with the prospective candidates to ensure that they are effective in reflecting equalities considerations in the role.

## **7. Appendices**

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

*Appendix B: GLA Oversight Committee paper – 30 January 2019*

## 8. Approval

	Tick to indicate approval ✓
<b>Executive Director</b> Click and insert name has reviewed and commented on this proposal.	N/A
<b>Assistant Director</b> Charmaine DeSouza has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> Claire Deo has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 03 June 2019	

## 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 Lead – Talent Management Specialist	12 (tbc)		01 June 2019	31 March 2020	Creation
Talent Management Specialist	11 (tbc)		01 June 2019	31 March 2020	Creation
Project Manager - Transformation	11		01 June 2019	31 March 2020	Creation
Project Manager - Transformation	11		01 June 2019	31 March 2020	Creation





**Request for Head of Paid Service Decision CO-44**

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

Once approved, this form will be published on [london.gov.uk](http://london.gov.uk)

**Decision Required**

That the Head of Paid Service:

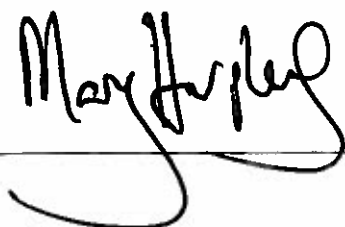
*Approves the creation of a 12 month fixed-term Grade 4 UEFA Euro 2020 Host City Volunteer Assistant post.*

<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Duration</i></b>
<i>Euro 2020 Host City Volunteer Assistant</i>	<i>4</i>	<i>12 months</i>

**Head of Paid Service**

The above proposal has my approval.

**Signature**



**Date**

13/06/2019

## **1. Staffing proposals**

### **Background and reasons why the role is required**

The UEFA European Championship Finals is held every four years in June/July. The event is the largest sporting event in Europe and the 3rd largest globally after the Summer Olympics and FIFA World Cup. In 2020, UEFA is breaking with tradition and spreading the event around 13 countries and cities across the continent – a so-called EURO for Europe – to celebrate 60 years of the tournament's existence.

UEFA made 13 packages of matches available: 12 'Standard' packages (consisting of 3 group matches and one Round of 16 or Quarter-Final game) and 1 'Finals' package (consisting of the two semi-finals and the Final). Working with the Football Association (the FA), the GLA bid successfully for both the Finals package and one Standard package, meaning London will host seven matches as part of the tournament, including the closing stages of the tournament.

The Mayor of London and the FA have signed the EURO 2020 Host City Agreement. The agreement sets out the GLA's obligations to deliver the event in London which include:

- Agreement to host matches and other associated events;
- Provision of public land, if required, for specified UEFA EURO 2020 events;
- Development of a 'host city concept', covering event logistics, host city volunteering, licensing, and provision of land and venues;
- Ensuring availability of airports;
- Ensuring availability of sufficient accommodation;
- Development of an event 'safety and security concept';
- Development of a 'host city promotional programme';
- Delivery of a Fan Zone for the event;
- Protection and enforcement of the intellectual property rights of UEFA and UEFA's corporate partners; and
- Provision of advertising space to UEFA and UEFA's corporate partners.

The GLA Sports Team is responsible for managing the GLA's activities relating to the event. Significant staffing resource is required to manage the project for the GLA, over and above existing staff numbers. Costs for additional staffing will be managed within the programme budget for the event and there will be no requests of the GLA's central staffing budget.

Staffing of the EURO 2020 project has been planned in three phases:

#### **Phase 1 – COMPLETE**

- January 2018 to March 2019
- Project Manager recruited to lead project mobilisation
- Operational and Promotional leads recruited
- Review and agree requirement for Phase 2 of the project

## **Phase 2 – IN PROGRESS**

- April 2019 to September 2019
- City Volunteer Manager recruited- been through recruitment but not been able to fill
- Culture Programme Manager recruited- Complete
- Community Projects Officer recruited- Complete
- Project Support Officer recruited- Complete
- City Volunteering Team (x4) recruited- 3 out of the 4 roles have been advertised. 2 offers have been made and 1 is at interview stage.
- Review and agree requirement for Phase 3 of the project

## **Phase 3 –**

- October 2019 to August 2020
- Implement outcome of Phase 3 Review

This CO decision form seeks approval for the recruitment of the UEFA Euro 2020 Host City Volunteer Assistant as agreed in the budget and in the phase 2 plan above.

## **Project Governance**

The GLA's obligations for the tournament are defined in the EURO 2020 Host City Agreement.

The GLA has established the UEFA EURO 2020 GLA Programme Management Group as the senior internal forum for overseeing delivery of its obligations to UEFA for the 2020 European Football Championship.

The Group is chaired by the Mayoral Director for External and International Affairs, Leah Kreitzman, and brings together senior representatives of all GLA teams that are involved in delivering London's obligations to UEFA, as agreed in the Host City Agreement.

As defined in its Terms of Reference, the Group aims to: identify key strategic and operational issues/opportunities associated with the event; plan how the GLA can maximise the opportunity of hosting the event for London and Londoners; oversee project resource; monitor project risk and oversee delivery of the GLA's obligations to UEFA.

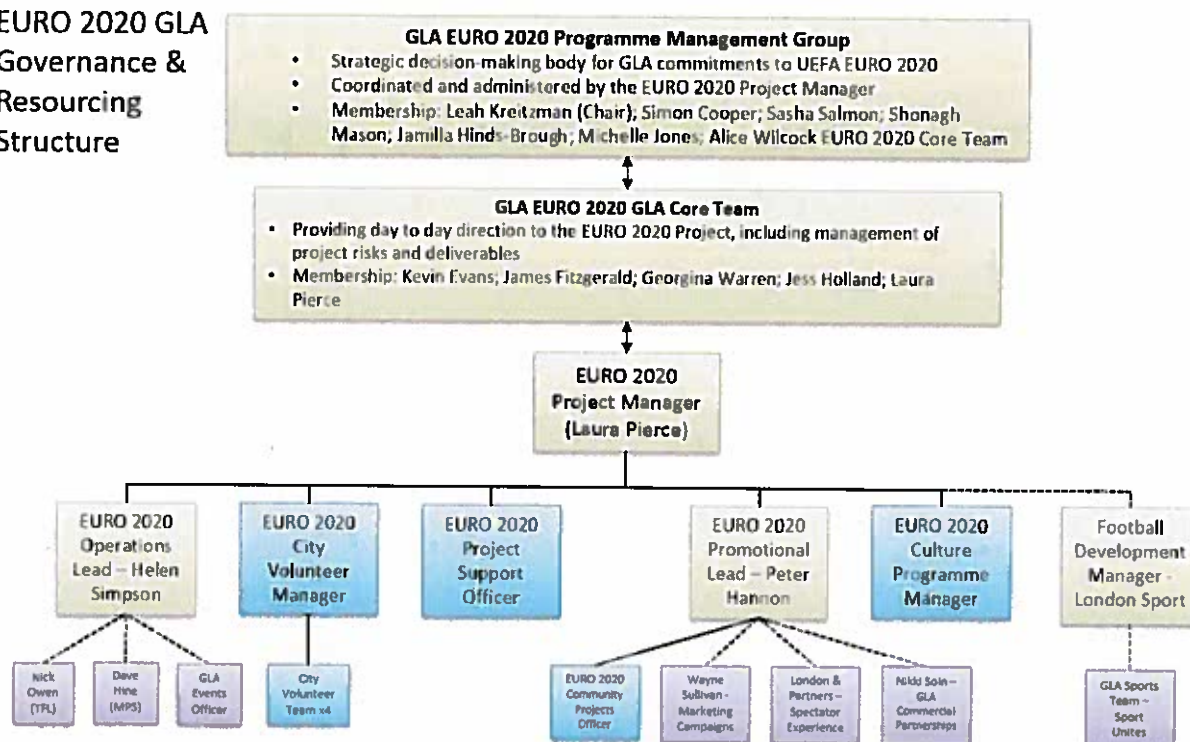
The proposed Phase 2 staffing plan that this CO decision form seeks approval for has been approved by the UEFA EURO 2020 GLA Programme Management Group.

## **Staffing Resource and Structure**

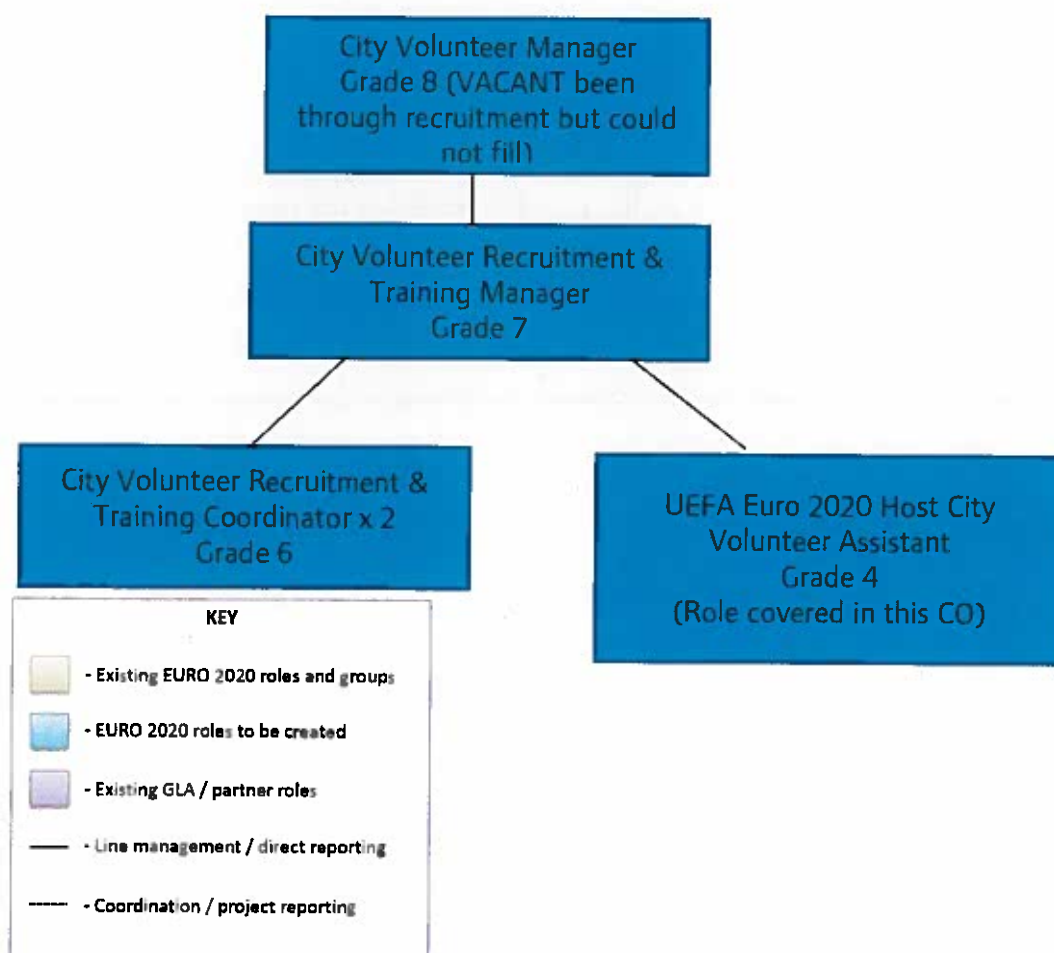
As per Phase 2 of the staffing plan described above, a total of five new posts have been created to deliver the UEFA Euro 2020 Host City Volunteer Programme. This form seeks approval for recruitment of the final remaining City Volunteering Team member, the UEFA Euro 2020 Host City Volunteer Assistant.

The post holder will report into the City Volunteer Recruitment & Training Manager and will support with the administration of the recruitment, selection and training processes for all Euro 2020 Host City volunteers.

## EURO 2020 GLA Governance & Resourcing Structure



## Detail of City Volunteer Team Structure



## 2. Consultation

This proposal is to create a temporary staff post 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. This proposal must be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.

This is a new fixed term role, specifically to work on the Euro tournament so no existing staff are affected by the role creation.

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	1	Grade 4 FTC to end July 2020 (12 months based on a start date of 1 <sup>st</sup> August 2019)
Fixed-terms posts to be (deleted)		
<b>Net total of posts created</b>	<b>1</b>	
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

The proposed creation of a of a full time UEFA Euro 2020 Host City Volunteer Assistant post, at grade 4 for a period of 12 months starting 1<sup>st</sup> August 2019, has costs equating to £43,000 (including on-costs and the annual service charge of £6,000).

The total costs will be funded from the EURO 2020 Programme Budget held within the Team London and Sports unit (WBS Code GG.0270.004.004).

The GLA may become liable for redundancy costs if the post holder has 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 and contained within the EURO 2020 Programme Budget.

## 5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the Head of Paid Service 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 HOPS form seeks to obtain the approval of the Head of Paid Service for the proposal to create a temporary post as set out above. Paragraph 3 confirms that the proposal will be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) 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 Head of Paid Service has the power to make this decision.

## **6. Equalities considerations**

The Euro City Volunteer team has a focus on ensuring that the volunteering benefits of the programme can be accessed by all Londoners and that a volunteer programme is designed and delivered which is accessible and open to all. This will include a particular focus on recruitment of young Londoners and those from protected characteristic groups.

## **7. Appendices**

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

*Appendix B: GLA Oversight Committee paper (if there is one) – n/a*

*Titles of any other Appendices – n/a*

## 8. Approval

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

## 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
UEFA Euro Host City Volunteer Assistant	4	N/A	1 <sup>st</sup> August 2020	31 <sup>st</sup> July 2020	Creation
Post B					
Post C					
Etc.					



## Request for Head of Paid Service Decision CO-47

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

Once approved, this form will be published on [london.gov.uk](http://london.gov.uk)

### Decision Required

That the Head of Paid Service:

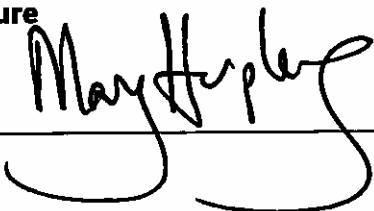
*Approves the creation of a 12 month fixed-term Grade 7 UEFA Euro 2020 City Volunteer Recruitment and Training Manager post.*

<b>Job title</b>	<b>Grade</b>
UEFA Euro 2020 City Volunteer Recruitment and Training Manager	7

### Head of Paid Service

The above proposal has my approval.

Signature



Date

13.6.2019

## **1. Staffing proposals**

### **Background and reasons why the role is required**

The UEFA European Championship Finals is held every four years in June/July. The event is the largest sporting event in Europe and the 3rd largest globally after the Summer Olympics and FIFA World Cup. In 2020, UEFA is breaking with tradition and spreading the event around 13 countries and cities across the continent – a so-called EURO for Europe – to celebrate 60 years of the tournament's existence.

UEFA made 13 packages of matches available: 12 'Standard' packages (consisting of 3 group matches and one Round of 16 or Quarter-Final game) and 1 'Finals' package (consisting of the two semi-finals and the Final). Working with the Football Association (the FA), the GLA bid successfully for both the Finals package and one Standard package, meaning London will host seven matches as part of the tournament, including the closing stages of the tournament.

The Mayor of London and the FA have signed the EURO 2020 Host City Agreement. The agreement sets out the GLA's obligations to deliver the event in London which include:

- Agreement to host matches and other associated events;
- Provision of public land, if required, for specified UEFA EURO 2020 events;
- Development of a 'host city concept', covering event logistics, host city volunteering, licensing, and provision of land and venues;
- Ensuring availability of airports;
- Ensuring availability of sufficient accommodation;
- Development of an event 'safety and security concept';
- Development of a 'host city promotional programme';
- Delivery of a Fan Zone for the event;
- Protection and enforcement of the intellectual property rights of UEFA and UEFA's corporate partners; and
- Provision of advertising space to UEFA and UEFA's corporate partners.

The GLA Sports Team is responsible for managing the GLA's activities relating to the event. Significant staffing resource is required to manage the project for the GLA, over and above existing staff numbers. Costs for additional staffing will be managed within the programme budget for the event and there will be no requests of the GLA's central staffing budget.

Staffing of the EURO 2020 project has been planned in three phases:

#### **Phase 1 – COMPLETE**

- January 2018 to March 2019
- Project Manager recruited to lead project mobilisation
- Operational and Promotional leads recruited
- Review and agree requirement for Phase 2 of the project

## **Phase 2 – IN PROGRESS**

- April 2019 to September 2019
- City Volunteer Manager recruited- been through recruitment but not been able to fill
- Culture Programme Manager recruited- Complete
- Community Projects Officer recruited- Complete
- Project Support Officer recruited- Complete
- City Volunteering Team (x4) recruited- 3 out of the 4 roles have been advertised. 2 offers have been made and 1 is at interview stage.
- Review and agree requirement for Phase 3 of the project

## **Phase 3 –**

- October 2019 to August 2020
- Implement outcome of Phase 3 Review

This CO decision form seeks approval for recruitment of the UEFA Euro 2020 City Volunteer Recruitment and Training manager. This is a creation of a temporary role at a Grade 7, to mitigate the fact that we have not been able to recruit to the Grade 8 City Volunteer Manager which is listed above. We are looking at redeployment of existing resource into the grade 8 role and this temporary role will allow us to fill the gap.

## **Project Governance**

The GLA's obligations for the tournament are defined in the EURO 2020 Host City Agreement.

The GLA has established the UEFA EURO 2020 GLA Programme Management Group as the senior internal forum for overseeing delivery of its obligations to UEFA for the 2020 European Football Championship.

The Group is chaired by the Mayoral Director for External and International Affairs, Leah Kreitzman, and brings together senior representatives of all GLA teams that are involved in delivering London's obligations to UEFA, as agreed in the Host City Agreement.

As defined in its Terms of Reference, the Group aims to: identify key strategic and operational issues/opportunities associated with the event; plan how the GLA can maximise the opportunity of hosting the event for London and Londoners; oversee project resource; monitor project risk and oversee delivery of the GLA's obligations to UEFA.

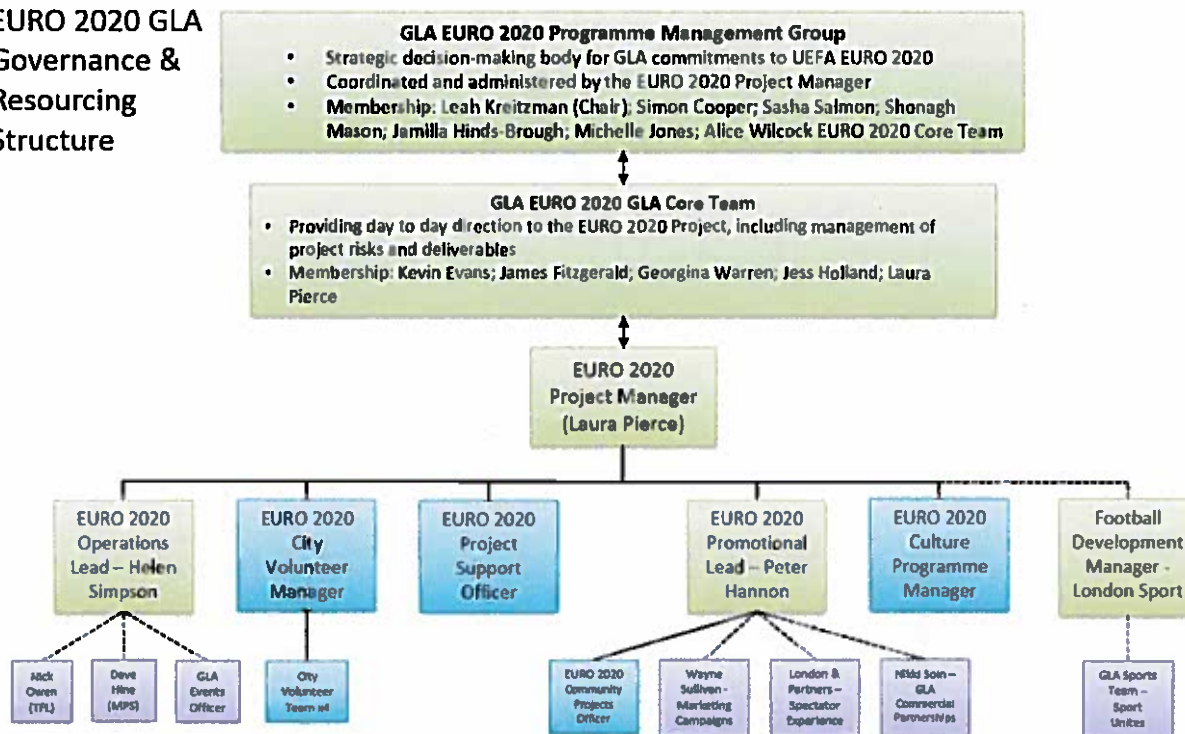
The proposed Phase 2 staffing plan that this CO decision form seeks approval for has been approved by the UEFA EURO 2020 GLA Programme Management Group.

## **Staffing Resource and Structure**

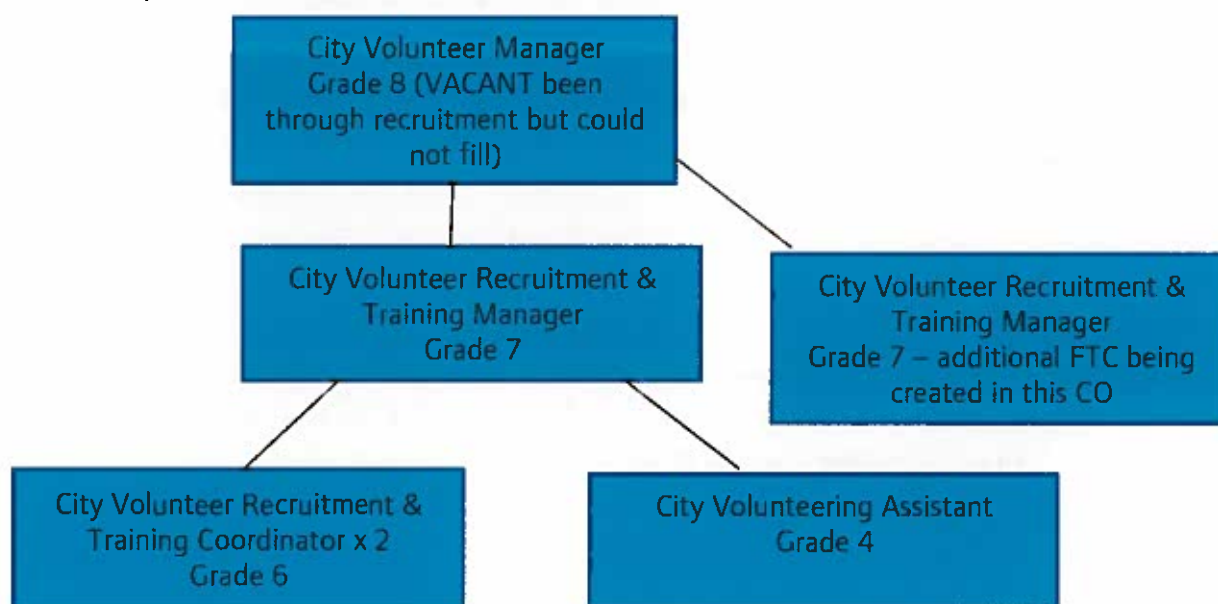
As per Phase 2 of the staffing plan described above, a total of five new posts have been created to deliver the UEFA Euro 2020 Host City Volunteer Programme. This form seeks approval for recruitment of an additional temporary post of UEFA Euro 2020 City Volunteer Recruitment and Training Manager post.

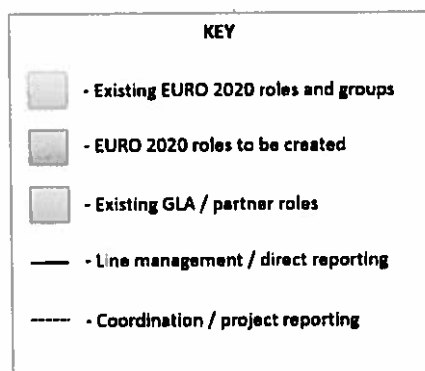
The post holder will jointly manage the recruitment, selection and training processes for all Euro 2020 Host City volunteers.

## EURO 2020 GLA Governance & Resourcing Structure



## Detail of City Volunteer Team Structure





## 2. Consultation

This proposal is to create a temporary staff post 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. This proposal must be reported by the Head of Paid Service to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.

This is a new fixed term role, specifically to work on the Euro tournament so no existing staff are affected by the role creation.

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	1	(12 months based on a start date of 1 <sup>st</sup> August 2019)
Fixed-terms posts to be (deleted)		
<b>Net total of posts created</b>	<b>1</b>	
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

The proposed creation of a of a full time Euro 2020 City Volunteer Recruitment and Training manager post, at grade 7 for a period of 12 months starting 1st August 2019, has costs equating to £55,000 (including on-costs and the annual service charge of £6,000).

The total costs will be funded from the EURO 2020 Programme Budget held within the Team London and Sports unit (WBS Code GG.0270.004.004).

The GLA may become liable for redundancy costs if the post holder has 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 and contained within the EURO 2020 Programme Budget.

## **5. Legal comments**

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service 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 Head of Paid Service 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 Head of Paid Service thinks fit (section 70(2)).
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- 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 Head of Paid Service has the power to make this decision.

## **6. Equalities considerations**

The Euro City Volunteer team has a focus on ensuring that the volunteering benefits of the programme can be accessed by all Londoners and that a volunteer programme is designed and delivered which is accessible and open to all. This will include a particular focus on recruitment of young Londoners and those from protected characteristic groups.

## **7. Appendices**

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

*Appendix B: GLA Oversight Committee paper (if there is one) – n/a*

*Titles of any other Appendices – n/a*

## 8. Approval

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

## 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
UEFA Euro Host City Volunteering Assistant	7	N/A	1 <sup>st</sup> August 2020	31 <sup>st</sup> July 2020	Creation
Post B					
Post C					
Etc.					