

## Request for Head of Paid Service Decision CO-367

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT - state original start date and full period of newly extended FTC and any other relevant comments.
Communities and Skills	367	Public Health Project and Policy Officer	TBC	01/03/2022	n/a	31/08/2022	8	Vicky Hobart	Health & Wellbeing	Yes	New	Fixed term post required to provide project support to Public Health Collaboration and proposed shared service projects. Post is funded by the Collaboration Board.

## Request for Head of Paid Service Decision CO-367

### Decision Required

That the Head of Paid Service approves the creation of the following GLA fixed-term post:

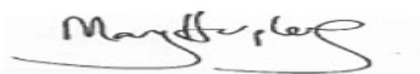
<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Duration</i></b>
<i>Public Health Project and Policy Officer</i>	<i>8</i>	<i>6 months</i>

### Head of Paid Service

The above proposal has my approval.

Signature

Date : 11/04/2022



## **1. Staffing proposals**

- 1.1 Approval to create a 6 month fixed-term Public Health Project and Policy Officer post is being sought to support the GLA Collaboration Board's Public Health Collaboration Project and the governance required to establish a proposed new shared service GLA Group Public Health Function. The proposals to establish this new Function are the culmination of a year-long project, sponsored by the GLA Group Collaboration Board to scope and make recommendations on the effective deployment of specialist public health expertise within the GLA Group. The proposals to establish the new GLA Group Public Health Function were supported by the GLA Oversight Committee at their meeting on 1 February 2022. They are part of Mayoral Decision (MD) 2940 which will be reviewed by the GLA Corporate Investment Board following consultation with the GLA Oversight Committee at their meeting on 1 March 2022 on the related changes to the staffing establishment. The draft MD and March Oversight paper also reference the proposal to establish this post.
- 1.2 The proposed Public Health Project and Policy Officer post would work as part of a small project team initially within the GLA Health and Wellbeing Team and would transfer to the GLA Group Public Health Function at a time when proposals for the GLA Group Public Health Function are confirmed (anticipated to be April 2022). The post holder would be responsible for project management for the 'consultation and delivery' phase of the collaboration project, working corporately within the GLA and in partnership with functional body stakeholders, to ensure the establishment of these new public health arrangements are expedited in line with the agreements reached between members of the GLA Group Collaboration Board and internal GLA decision making. They will also support the project team to fulfil its responsibilities around staff engagement on the proposals and facilitate the optimum design and functionality of the new GLA Group Public Health Team, including from a policy-perspective.
- 1.3 In April 2021, following a successful funding application, the Collaboration Board awarded the Public Health Collaboration Project team with funding for a post to support the co-ordination of the programme at each stage, and the required senior stakeholder engagement. It is for this purpose, and using this funding, that approval for a Public Health Project and Policy Officer post is sought to support with the 'consultation and delivery' stage of the project.

## **2. Consultation**

- 2.1 The proposal is to create one new post within the Health and Wellbeing Team, and therefore there are no formal requirements to consult staff groups and UNISON.
- 2.2 This proposal is to create a temporary staff post (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. However, this proposal must be reported by the Head of Paid Service (the "HoPS") to these persons in a six monthly report.

### 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	1	1x 6 month fixed term post
Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	1	
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

### 4. Financial comments

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

Cost centre  Cost object   
(if different):

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start  date? Expected end  date?

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

4.1 The total cost of creating the Public Health Project and Policy Officer post (1FTE @ Grade 8 for 6 months with start date of 01/03/2022) amounts to £27,000 including on-costs.

4.2 These costs will be incurred over two financial years; £4,500 in 2021/22, £22,500 in 2022/23.

- 4.3 The expenditure of £27,000 will be funded the GLA Collaboration budget (for each respective financial year) held within Resources unit.
- 4.4 As this post will be filled on a fixed term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the appointees have on-going continuous service from a local authority or similar body. These costs cannot yet be substantiated but in the event such costs do arise they will be subject to further approval.
- 5. Legal comments**
- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create a temporary post as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.6 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues

after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.

5.8 The HoPS has the power to make this decision.

## **6. Equalities considerations**

- 6.1 The proposals request the creation of a new fixed term post. Recruitment will be in line with the GLA's Recruitment and Selection Policy.
- 6.2 Public sector equality duty requires the identification and evaluation of the likely potential impacts, both positive and negative, of the decision on those with protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief and sexual orientation). This duty will be considered when recruiting for the post outlined above.

## **7. Appendices**

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

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

*Appendix C: Job description plus indicative grade*

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> <a href="#">Joanna Davidson</a> has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> <a href="#">Jazz Bhogal</a> has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> <a href="#">Dawn James and Jane Todd</a> have 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].	

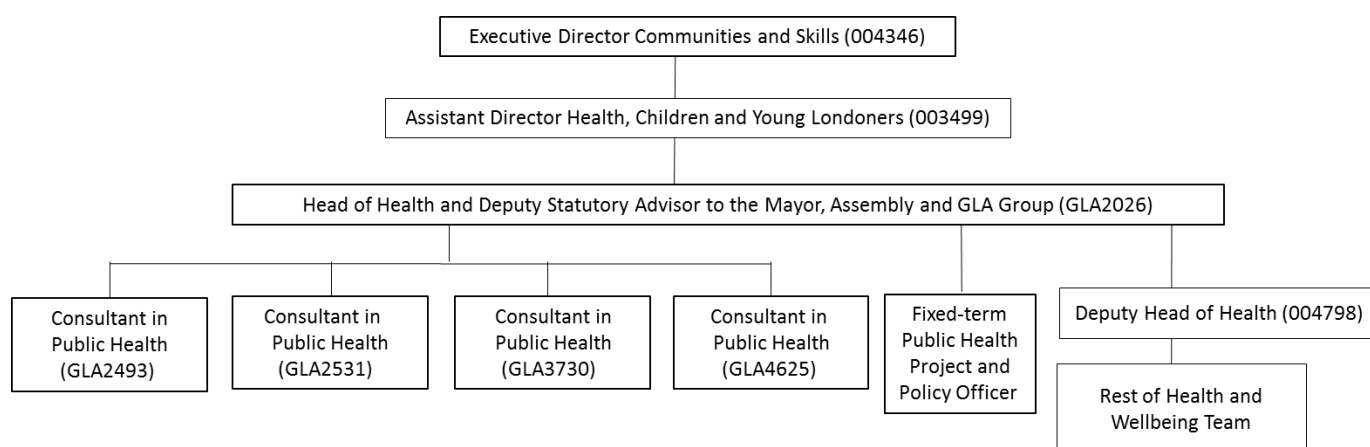
## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Public Health Project and Policy Officer	8			01/03/2022	31/08/2022	Creation

## Appendix B

### Structure chart showing reporting lines and post reference numbers





## Appendix C: Job description and indicative grade

### GREATER LONDON AUTHORITY

#### Job Description

<b>Job title:</b>	<b>Public Health Project and Policy Officer (Public Health Collaboration Project)</b>
<b>Grade:</b>	<b>8</b>
<b>Directorate:</b>	<b>Communities and Skills</b>
<b>Unit:</b>	<b>Health, Education and Youth</b>
<b>Team:</b>	<b>GLA Health and Wellbeing Team</b>

#### *Job purpose*

*The post holder will support the Public Health Collaboration Project on the further development and implementation of the new GLA Group Public Health function, the first stage of which is currently in progress. The function will be hosted by the Greater London Authority (GLA) on behalf of the GLA Group: the GLA (Mayor and Assembly) and four of the five functional bodies: London Fire Commissioner (LFC), the Mayor's Office for Policing and Crime (MOPAC), Old Oak and Park Royal Development Corporation (OPDC) and Transport for London (TfL).*

The post holder will work as part of a small team based in the GLA, in partnership with functional body stakeholders, working to rapidly establish these new public health arrangements in line with the agreements reached between members of the GLA Group Collaboration Board.

The post holder will lead on various corporate processes, drafting required documentation and briefings, developing, maintaining and ensuring delivery of project plans, planning and setting up meetings, liaising with a wide range of senior colleagues and, as part of a wider virtual team, working with partner organisations as required.

*The post holder will be expected to achieve desired outputs within agreed timeframes and budgets, to specification and operational standards.*

#### *Principal accountabilities*

1. Support the development and implementation of the new GLA Group Public Health Function, working closely with members of the existing specialist public health function within the Communities and Skills Directorate.
2. Lead on programme management and implementation of agreed elements of the project, working directly with the lead Consultant in Public Health and working closely with the Head of Health who is the GLA Deputy Statutory Health Adviser.

3. Prepare a range of written briefings, presentations, advice and other documentation in support of the implementation of this project. This will include preparation of papers for a range of meetings, committees and boards together with close liaison with their secretariat function.
4. Establish and maintain records, systems and processes to ensure the effective delivery of the project on time and within the resources available and that good financial management is in place, where required.
5. Build new and maintain existing stakeholder relationships to assist in delivery of the Public Health Collaboration Project.
6. Develop and maintain effective networks, partnerships and relationships with key people in other teams, other parts of the GLA Group, and with external bodies across the public health sector where necessary.
7. Support communications on issues related to the project's implementation, including on any staff consultation that may be required in accordance with the GLA Organisational Change Policy and Procedure and provide advice to the other participating Group organisations as needed.
8. Establish and maintain good working relationships within and outside the Authority and with the Functional Bodies in order to ensure that opportunities for integration and inter-disciplinary working are realised.
9. Prepare responses to any project-related questions and correspondence to the Mayor and from Assembly members, Government departments and any other organisations.
10. Produce regular reports on risks, issues and performance and take steps to resolve performance issues in advance.
11. Manage resources allocated in accordance with the Authority's policies and Code of Ethics and Standards.
12. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities, particularly in the context of the disproportionate impact of COVID-19 on some of those communities.
13. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

**Accountable to:** Head of Health

**Principal Contacts:** Participating GLA Group functional bodies: London Fire Commissioner (LFC), the Mayor's Office for Policing and Crime (MOPAC), Old Oak and Park Royal Development Corporation (OPDC) and Transport for London (TfL); Mayor's Deputy

Statutory Health Adviser; Executive Director, Communities and Skills; Human Resources.

**Accountable for:** Resources allocated to this project.

## **Person Specification**

### **1. Technical requirements/experience/qualifications**

1. An understanding of the issues associated with working in a complex political environment and the ability to negotiate and broker consensus within an organisation.
2. Understanding of the public health system is desirable, although applicants with transferable skills and experience will be considered.
3. Substantial experience of co-ordinating work across a number of stakeholders working in a partnership environment
4. Good drafting skills, with the ability to produce or contribute to the production of concise, clear papers (in Word and PowerPoint format) for a range of meetings, committees and Boards.
5. Experience of project and programme management and reporting, of options appraisal and managing delivery, ideally with experience of managing complex projects and ensuring they deliver results on target and within budget, with first-hand experience of complex negotiation and monitoring issues and risks.
6. Good understanding and practical experience of establishing effective monitoring and evaluation processes/systems.
7. Critical thinking, analytical and written skills and demonstrable ability to utilise these to assess, interpret, and present ideas, data, and information.

### **2. Behavioural Competencies**

#### **Problem Solving**

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

#### **Level 2 Indicators of Effective Performance**

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems

- Seeks the opinions and experiences of others to understand different approaches to problem solving

## **Planning and Organising**

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

### **Level 2 Indicators of Effective Performance**

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

## **Communicating and Influencing**

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

### **Level 2 Indicators of Effective Performance**

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

## **Building and Managing Relationships**

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

### **Level 3 Indicators of Effective Performance**

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict

- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

## **Organisational Awareness**

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

### **Level 2 Indicators of Effective Performance**

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

## **Responding to Pressure and Change**

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

### **Level 2 Indicators of Effective Performance**

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

## **Reasonable adjustments**

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

## Request for Head of Paid Service Decision CO-384

Directorate	CO number	Job Title	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT - state original start date and full period of newly extended FTC and any other relevant comments.
Communities & Skills	CO-384	Programme Manager	01/06/22	N/A	31/05/25	11	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Principal Project Officer	01/06/22	N/A	31/05/25	10	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Principal Project Officer	01/06/22	N/A	31/05/25	10	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/05/25	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.

Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/05/25	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/05/25	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/05/25	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Senior Data Officer	01/06/22	N/A	31/05/25	8	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Data management, commissioning and performance of Bootcamps providers.
Communities & Skills	CO-384	Senior Data Officer	01/06/22	N/A	31/05/25	8	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Data management, commissioning and performance of Bootcamps providers.
Communities & Skills	CO-384	Programmes Officer	01/06/22	N/A	31/05/25	7	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Budget and performance of S&E portfolio.

Communities & Skills	CO-384	Project Support Officer	01/06/22	N/A	31/05/25	6	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £19m Bootcamps programme.
Communities & Skills	CO-384	Programme Manager	01/06/22	N/A	31/07/25	11	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £41m Multiply programme.
Communities & Skills	CO-384	Principal Policy Officer	01/06/22	N/A	31/07/25	10	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Policy lead for Multiply programme.
Communities & Skills	CO-384	Principal Project Officer	01/06/22	N/A	31/07/25	10	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £41m Multiply programme.
Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/07/25	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £41m Multiply programme.
Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/07/25	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £41m Multiply programme.
Communities & Skills	CO-384	Senior Policy Officer	01/06/22	N/A	31/07/25	8	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Relationship management and policy development for Multiply programme.
Communities & Skills	CO-384	Senior Communications Officer	01/06/22	N/A	31/07/25	8	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Deliver communications strategy.



Communities & Skills	CO-384	Programmes Officer	01/06/22	N/A	31/07/25	7	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Budget and performance of S&E portfolio.
Communities & Skills	CO-384	Project Support Officer	01/06/22	N/A	31/07/25	6	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver new £41m Multiply programme.
Communities & Skills	CO-384	Senior Project Officer	01/06/22	N/A	31/12/23	9	Michelle Cuomo Boorer	Skills & Employment	Yes	New	To deliver the £44m Mayor's Academies Programme.
Communities & Skills	CO-384	Principal Communications Officer	01/06/22	N/A	N/A	10	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Develop communications strategy and lead on external relations
Communities & Skills	CO-384	Senior Communications Officer	01/06/22	N/A	N/A	8	Michelle Cuomo Boorer	Skills & Employment	Yes	New	Deliver communications strategy.
Communities & Skills	CO-384	Senior Project Officer	12/09/2019	30/09/2023	31/12/2023	9	Michelle Cuomo Boorer	Skills & Employment	Yes	Existing	To ensure ESF programme is staffed sufficiently to the end of the programme.
Communities & Skills	CO-384	Senior Project Officer	12/09/2019	30/09/2023	31/12/2023	9	Michelle Cuomo Boorer	Skills & Employment	Yes	Existing	To ensure ESF programme is staffed sufficiently to

											the end of the programme.
Communities & Skills	CO-384	Project Monitoring Officer	20/06/2019	30/09/2023	31/12/2023	6	Michelle Cuomo Boorer	Skills & Employment	Yes	Existing	To ensure ESF programme is staffed sufficiently to the end of the programme.
Communities & Skills	CO-384	Project Monitoring Officer	20/06/2019	30/09/2023	31/12/2023	6	Michelle Cuomo Boorer	Skills & Employment	Yes	Existing	To ensure ESF programme is staffed sufficiently to the end of the programme.

## Request for Head of Paid Service Decision CO-384

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 the following permanent posts:

Job title	Grade
Principal Communications Officer	10
Senior Communications Officer	8

The creation of the following fixed-term posts:

Job title	Grade	Duration
Programme Manager (Bootcamps)	11	3 years
Principal Project Officer (Bootcamps)	10	3 years
Principal Project Officer (Bootcamps)	10	3 years
Senior Project Officer (Bootcamps)	9	3 years
Senior Project Officer (Bootcamps)	9	3 years
Senior Project Officer (Bootcamps)	9	3 years
Senior Project Officer (Bootcamps)	9	3 years
Senior Data Officer (Bootcamps)	8	3 years
Senior Data Officer (Bootcamps)	8	3 years
Programmes Officer (Bootcamps)	7	3 years
Project Support Officer (Bootcamps)	6	3 years
Programme Manager (Multiply)	11	3 years
Principal Policy Officer (Multiply)	10	3 years
Principal Project Officer (Multiply)	10	3 years
Senior Project Officer (Multiply)	9	3 years

Senior Project Officer (Multiply)	9	3 years
Senior Policy Officer (Multiply)	8	3 years
Senior Communications Officer (Multiply)	8	3 years
Programmes Officer (Multiply)	7	3 years
Project Support Officer (Multiply)	6	3 years
Senior Project Officer (Mayor's Academies Programme)	9	1.5 years

The extension of the following existing fixed term posts:

Job title	Grade	Current end date	Proposed new end date	Total duration of the post
Senior Project Officer	9	30/09/2023	31/12/2023	4 years 10 months.
Senior Project Officer	9	30/09/2023	31/12/2023	4 years 10 months.
Project Monitoring Officer	6	30/09/2023	31/12/2023	4 years 6 months
Project Monitoring Officer	6	30/09/2023	31/12/2023	4 years 6 months

The movement of the following posts from the Regeneration and Economic Development Unit to the Skills & Employment Unit:

Job title	Grade	Post number
Programme Manager	11	GLA2515
Senior Project Officer	9	GLA3251
Senior Project Officer	9	GLA3660
Senior Project Officer	9	GLA2784
Senior Project Officer	9	GLA2783
Senior Project Officer	9	GLA2495
Project Support Officer	6	GLA2516

#### Head of Paid Service

The above proposal has my approval.

**Date: 24 June 2022**

Signature

Margherita

## **1. Staffing proposals**

The proposal is to create 23 new posts, the majority of which (20) relate to two new programmes which are fully funded by Government. These programmes are (1) Skills Bootcamps which is a £19m programme (for 2022/23 only) to deliver flexible training programmes enabling adults looking to gain work, additional responsibilities, or access new opportunities and (2) Multiply for which London has been allocated £41m deliver basic numeracy/maths provision until the financial year 2024-25. The Mayor approved the Bootcamps programme, receipt of income and associated spend under cover of MD2960 in April 2022. A Mayoral Decision is being drafted to approve the Multiply programme.

Other proposals include:

- The creation of a Senior Project Officer to increase capacity to deliver the £44m Mayor's Academies Programme. The costs will be contained in the existing programme budget;
- The creation of a Principal Communications Officer and Senior Communications Officer to oversee the development and delivery of a communications strategy for the Skills & Employment Unit to promote the skills and employment programmes delivered by the Mayor and key partners. These roles will be fully funded by the Adult Education Budget;
- The extension of four European Social Funded (ESF) posts by two months to ensure consistency across all ESF projects and that staff do not leave earlier seeking further work and therefore negatively impact the programme delivery; and
- To formally move seven posts from the Regeneration and Economic Development (RED) team to the Skills & Employment Unit. This was considered and noted by the GLA Oversight Committee in July 2021. Staff have been effectively working in the Skills & Employment Unit since November 2021 however, to date, a Chief Officer form hasn't been drafted to formally approve the move.

## **2. Consultation**

The majority of proposals in this form are to create new posts. In these cases, there are no staff to consult with. In the case of the fixed-term post extensions and the movement of posts from RED to Skills & Employment, affected staff have agreed to the changes. The proposal to move the seven posts from RED to Skills & Employment was taken to the GLA Oversight Committee in July 2021.

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 required for:

- (a) the proposals to create two permanent posts and 20 fixed-term posts of over two years in duration; and
- (b) the proposals to extend four existing fixed-term posts where the total duration of those posts is over two years

as five or more posts within one unit are being created or deleted. These consultees have therefore been consulted and the Head of Paid Service (the “HoPS”) has taken their views into consideration when making this decision.

The proposal to create one fixed-term post of less than two years in duration is a proposal to create a temporary staff post (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly’s staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. However, this proposal must be reported by the HoPS to these persons in a six monthly report.

### 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	2	
Fixed-term posts to be created	21	
<b>Net total of posts created</b>	23	
<b>Fixed term posts to be extended</b>	4.2	
<b>Permanent posts to be moved to the Skills &amp; Employment Unit</b>	7	

### 4. Financial comments

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

Cost centre  Cost object   
 (if different):

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date?

See start dates in  
table above

Expected end date?

See end dates in  
table above

4.1 HOPS approval is being sought for the following:

**Skills Bootcamps**

1x Grade 11 Programme Manager role including on-cost and external recharge - £84,000

2x Grade 10 Principal Project Officer roles including on-cost and external recharge - £160,000

4x Grade 9 Senior Project Officer roles including on-cost and external recharge - £288,000

2x Grade 8 Senior Data Officer roles including on-cost and external recharge – £134,000

1x Grade 7 Programmes Officer role including on-cost and external recharge - £62,000

1x Grade 6 Project Support Officer role including on-cost and external recharge - £53,000

**Total - £781,000 including £99k corporate recharge**

**Multiply**

1x Grade 11 Programme Manager role including on-cost and external recharge – £84,000

2x Grade 10 Principal Policy Officer/Principal Project Officer role including on-cost and external recharge – £160,000

2x Grade 9 Senior Project Officer role including on-cost and external recharge – £144,000

2x Grade 8 Senior Policy Officer/Senior Communications Officer role including on-cost and external recharge – £134,000

1x Grade 7 Programmes Officer role including on-cost and external recharge – £62,000

1x Grade 6 Project Support Officer role including on-cost and external recharge – £53,000

**Total - £637,000 including £81k corporate recharge**

**Mayor's Academies Programme**

1x Grade 9 Mayor's Academies Programme role including on-cost and external recharge - £72,000

**Total - £72,000 including £9k corporate recharge**

**European Social Fund**

2x Grade 9 Senior Project Officer role including on-cost and external recharge (pro-rata 3 months)

- £34,250

2.2x Grade 6 Project Monitoring Officer role including on-cost and external recharge (pro-rata 3 months) – £21,750

**Total - £56,000 including £4.5k corporate recharge**

**Adult Education Budget**

1x Grade 10 Principal Communications Officer role including on-cost and external recharge – £80,000

1x Grade 8 Senior Communications Officer role including on-cost and external recharge - £67,000

**Total - £147,000 including £18k corporate recharge**

**Grand total - £1,693,000 including £211.5k corporate recharge**



4.2 The staffing budget proposed will be funded through 22-23 of which £1,621,000 would be fully externally funded by the Multiply, Skills Bootcamps and AEB/ESF budgets. The posts will be created for three years. However, it is anticipated that funding will become available following a spending review.

4.3 There are 7 posts transferring over from Regeneration, Good Growth into Skills and Employment unit in C&S. The proposed budget allocation for these posts is £231,000. These have already been accounted for within the 22-23 Establishment budget process.

4.4 These posts are externally funded and as such, a corporate recharge is applied at £9k per post.

## **5. Legal comments**

5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:

- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
- make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).

5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.

5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).

5.4 Paragraph 5.1 of the Staffing Protocol says that, "*The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit.*" As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.

5.5 The proposals set out in this Chief Officer Form to (a) create two permanent posts and 21 fixed-term posts of over two years in duration; and (b) to extend four existing fixed-term posts where the total duration of those posts is over two years fall within the definition of a 'major restructure' contained within the Staffing Protocol so 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). Paragraph 2 confirms that these consultees have been consulted and the HoPS has taken their views into consideration when making this decision.

5.6 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.

- 5.7 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create one temporary post as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.8 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant posts.
- 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 if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.10 The HoPS has the power to make this decision.

## **6. Equalities considerations**

When recruiting the GLA's Recruitment and Selection process will be used. There are no equalities considerations associated with the move of the teams between directorates.

## **7. Appendices**

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

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

*Appendix C: GLA Oversight Committee paper*

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> Tunde Olayinka 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> Dawn James 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 grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Programme Manager (Bootcamps)	N/A	11	N/A	01/06/22	31/07/25	Creation
Principal Project Officer (Bootcamps)	N/A	10	N/A	01/06/22	31/07/25	Creation
Principal Project Officer (Bootcamps)	N/A	10	N/A	01/06/22	31/07/25	Creation

Senior Project Officer (Bootcamps)	N/A	9	N/A	01/06/22	31/07/25	Creation
Senior Project Officer (Bootcamps)	N/A	9	N/A	01/06/22	31/07/25	Creation
Senior Project Officer (Bootcamps)	N/A	9	N/A	01/06/22	31/07/25	Creation
Senior Project Officer (Bootcamps)	N/A	9	N/A	01/06/22	31/07/25	Creation
Senior Data Officer (Bootcamps)	N/A	8	N/A	01/06/22	31/07/25	Creation
Senior Data Officer (Bootcamps)	N/A	8	N/A	01/06/22	31/07/25	Creation
Programmes Officer (Bootcamps)	N/A	7	N/A	01/06/22	31/07/25	Creation
Project Support Officer (Bootcamps)	N/A	6	N/A	01/06/22	31/07/25	Creation
Programme Manager (Multiply)	N/A	11	N/A	01/06/22	31/07/25	Creation
Principal Policy Officer (Multiply)	N/A	10	N/A	01/06/22	31/07/25	Creation
Principal Project Officer (Multiply)	N/A	10	N/A	01/06/22	31/07/25	Creation
Senior Project Officer (Multiply)	N/A	9	N/A	01/06/22	31/07/25	Creation

Senior Project Officer (Multiply)	N/A	9	N/A	01/06/22	31/07/25	Creation
Senior Policy Officer (Multiply)	N/A	8	N/A	01/06/22	31/07/25	Creation
Senior Communications Officer (Multiply)	N/A	8	N/A	01/06/22	31/07/25	Creation
Programmes Officer (Multiply)	N/A	7	N/A	01/06/22	31/07/25	Creation
Project Support Officer (Multiply)	N/A	6	N/A	01/06/22	31/07/25	Creation
Senior Project Officer (Mayor's Academies Programme)	N/A	9	N/A	01/06/22	31/12/23	Creation
Principal Communications Officer	N/A	10	N/A	01/06/22	N/A	Creation
Senior Communications Officer	N/A	8	N/A	01/06/22	N/A	Creation
Senior Project Officer	9	N/A	GLA4289	12/09/19	30/09/23	Extension
Senior Project Officer	9	N/A	GLA4290	12/09/19	30/09/23	Extension
Project Monitoring Officer	6	N/A	GLA3438 / GLA4322 (Job share)	20/06/19	30/09/23	Extension
Project Monitoring Officer	6	N/A	GLA3651	20/06/19	30/09/23	Extension

**Request for Head of Paid Service Decision CO-388**

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT
Good Growth	CO 388	<b>Head of Anchor Institutions Programme Coordination</b>	XXXX	18/07/2022	N/A	n/a	12	Alex Conway	Economic Development Unit	Yes	New	Post required to deliver Anchors programme

## Request for Head of Paid Service Decision CO-388

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 the following GLA fixed-term post:

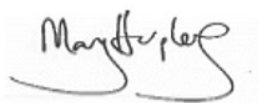
Job title	Grade	Proposed start date	Proposed end date	Total duration of the post
Head of Anchor Institutions Programme Coordination	12	18 July 2022		permanent

## Head of Paid Service

The above proposal has my approval.

Signature

Date: 24 June 2022



## 1. Staffing proposal

### Background

The resources deployed to deliver the [London Anchor Institutions' Network](#) have recently been reviewed by the Anchors' Network Steering Group of senior Mayor's Office, Strategy, Good Growth and London Recovery Board colleagues.

As a result, fixed-term G8 and G10 posts within the Economic Development Unit's Economic Fairness Team have been extended by a year. It has been agreed that the team's work would be further bolstered through the creation of a permanent Grade 12 'Head of' role to oversee this work and provide strategic direction and co-ordination within the GLA and with external stakeholders.

This proposal has been discussed and agreed by the ED Good Growth, Mayor's Office, the AD for Economic Development and the Head of Economic Fairness, who is currently on maternity leave.

## 2. Consultation

This proposal is to create one permanent 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. However, this proposal must be reported by the Head of Paid Service (the "HoPS") to these persons in a six monthly report.

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	1	
<b>Net total of posts created / (deleted)</b>	1	

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

## 4. Financial comments

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

Cost centre

G0302

Cost object

(if different):

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

YES



Is the post full or part time?

Full time

Is the post permanent or temporary?

Permanent

What is expected start date?

18/07/22

Expected end date?

- 4.1 Approval is being sought for the creation of a permanent Head of Anchor Institutions Programme Coordination post. The post has been evaluated at grade 12 on the GLA's pay scales and annual costs equate to approximately £93,000 inclusive of on-costs.
- 4.2 For the first year, the costs will be funded via excess income received by the European Programme Management Unit, currently held in reserves. For future years, the annual costs will be contained within the existing revenue resources available within the Good Growth Directorate and incorporated as part of the wider EMPU / Economic Development Unit restructure that is scheduled for later in 2022-23.
- 4.3 All appropriate budget adjustments will be made.

## 5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create one permanent post as set out above.
- 5.5 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.6 The HoPS has the power to make this decision.

## 6. Equalities considerations

*No equalities issues arise from creation of this post.*

## 7. Appendices

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

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> <u>Phil Graham</u> has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> <u>Alex Conway</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 - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Head of Anchor Institutions Programme Coordination	12	388	18/07/22	17/07/23	Creation



## Request for Head of Paid Service Decision CO-389

[illegible]

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

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

*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/Senior HR Advisers can provide the dates of those CMT meetings.*

**PLEASE DELETE THIS BOX BEFORE THE FINAL FORM IS SUBMITTED TO YOUR HR BUSINESS PARTNER OR YOUR SENIOR HR ADVISER.**

### Decision Required

That the Head of Paid Service:

- Approves the creation of one fixed-term post in the Environment team as set out below

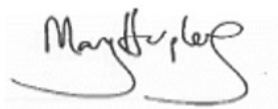
<b>Job title</b>	<b>Grade</b>	<b>Duration</b>
London Urban Forest Plan Coordinator	7	2.5 years

### Head of Paid Service

The above proposal has my approval.

Signature

Date: 24 June 2022



## 1. Staffing proposals

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

- 1.1. Approval is sought to create a fixed-term full time Grade 7 post in the Green Infrastructure team within the Environment team. This post is fully funded by a grant of £499,844 from the Trees Call to Action Fund (TCAF), a government fund administered by the National Lottery Heritage Fund. Approval of the acceptance of this grant funding is set out in MD2994.
- 1.2. The GLA coordinated a bid to the TCAF working with seven organisations in the London Urban Forest Partnership and is acting as the accountable body for the grant. Up to £136,167 of the grant funding is allocated to the GLA. This covers the costs of a London Urban Forest Plan (LUFP) Coordinator for the programme, up to £3,000 for evaluation and £2,000 for inflation. The aim is for the post to start in September 2022 and continue to the end of the programme in March 2025.
- 1.3. The proposed London Urban Forest Plan Coordinator role is core to the success of the TCAF project as they will provide programme management of the sub-projects in the bid, submit grant claims, monitoring and evaluation. They will also work on reviewing and updating the London Urban Forest Plan and taking forward GLA actions in the plan.
- 1.4. The TCAF project supports the London Environment Strategy Objective 5.1: to increase tree canopy cover by 10 per cent by 2050. It also supports the Mayor's manifesto commitment to create the investment we need to fund mass tree planting, rewilding, pocket parks and greening projects.

## 2. Consultation

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

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

## 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	Grade 7
Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	<b>1</b>	
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

**Finance & Governance to complete.**

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

Cost  centre

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date?  Expected end date?

The Authority has secured funds to aid in the mayoral objective to increase tree planting, and to safeguard and improve the management of existing trees by providing better evidence, advocacy and community support within London. To enable this, a London Urban Forest Plan coordinator is required from September 2022 to March 2025 thus a new post must be created.

The post will be required for 31 months on a full-time equivalent basis. The estimate cost of this is £134,000, however as this is a new temporary post an annual service support charge of £6,000 is applicable which increases this cost to £150,000. The breakdown of this can be seen below and is based upon the grade 7 entry spinal point and on-costs.

	Financial Year 2022-23	Financial Year 2023-24	Financial Year 2024-25	Total
London Urban Forest Plan Coordinator (Grade 7)	£29,000	£52,000	£53,000	<b>£134,000</b>
Service Support costs	£4,000	£6,000	£6,000	<b>£16,000</b>
<b>Total</b>	<b>£33,000</b>	<b>£58,000</b>	<b>£59,000</b>	<b>£150,000</b>

The income from the National Lottery Heritage Fund for the London Urban Forest Plan held within the Environment and Energy Unit will fund this post.

4.1 HOPS approval is being sought for the following:

## 5. Legal comments

5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:

- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
- make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).

5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.

5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).

5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.

5.5 The proposals set out in this Chief Officer Form do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).

5.6 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before*



*taking a decision on them*". Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.

- 5.7 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.8 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.
- 5.9 The HoPS has the power to make this decision.

## **6. Equalities considerations**

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

## **7. Appendices**

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

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

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> <u>Phil Graham</u> has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> <u>Catherine Barber</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].	

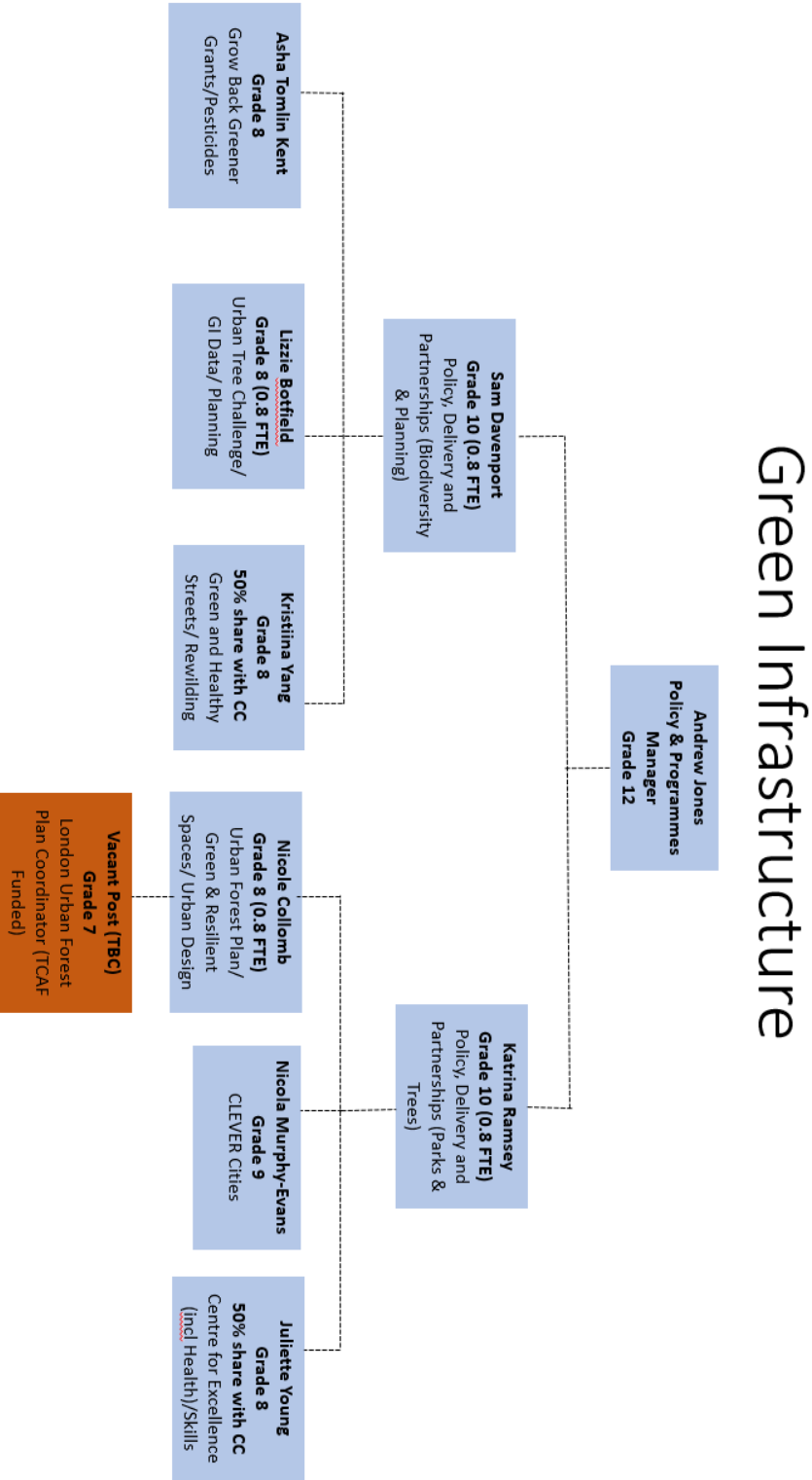
## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>London Urban Forest Plan Coordinator</i>	7	n/a	TBC	01/09/2022	31/03/2025	Creation

Appendix B

Structure chart showing reporting lines and post reference numbers



**Request for Head of Paid Service Decision CO390**

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT
Good Growth	CO390	Project Support Officer	003786	02/10/18	31/03/22	31/03/23	6	Caitlin Bent	Environment Unit	Yes	Existing	Post required to support Energy Unit. Extension of an existing FTC.

## Request for Head of Paid Service Decision CO-390

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 extension of the following GLA fixed-term post:*

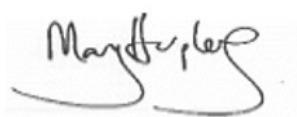
<i>Job title</i>	<i>Grade</i>	<i>Current end date</i>	<i>Proposed new end date</i>	<i>Total duration of the post</i>
<i>Project Support Officer</i>	<i>6</i>	<i>31 March 2022</i>	<i>31 March 2023</i>	<i>4 years 6 months</i>

## Head of Paid Service

The above proposal has my approval.

Signature

Date: 24 June 2022



## 1. Staffing proposals

The proposal is to extend the post of Project Support Officer, a post which sits within the Energy Unit in the Environment Team. The post provides essential administrative support across the Energy Unit and key project support for the delivery of London Community Energy Fund. The post undertakes work which needs to be continued beyond its existing duration and cannot be absorbed by the remaining members of the team.

### 1. Project Support Officer

This post provides essential administrative support to across the Energy Unit, in particular for London Power and the London Community Energy Fund. This includes:

- Secretariat support for various governance groups across the unit – including arranging meetings, managing diaries, minute taking etc.
- Financial administration for the team – managing POs and finance approvals across the team and managing invoice requests for London Power
- Digital support – managing website updates for all projects and handling web requests
- Administration of community grant funding – including arranging grant awards, payment schedules and administration for progress reporting and payment
- Support for engagement activities – including working with teams across the GLA for internal promotion, managing relationships with borough officers and developing content for borough updates
- Co-ordination activities across the team – managing the production and update of collaborative documents such as reporting dashboards and presentations to the Mayor's Office

This post is the only Project Support Officer within a team of 29. This post is essential in providing support for collaborative activities across a large team as well as providing more in-depth support for particular projects as required. The loss of this post would therefore increase the workload of staff across the team and lead to a less efficient use of senior staff time.

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

Discussions between the Head of Energy and the Assistant Director of the Environment Unit have prompted the proposal for the extension of these posts.

The Energy Team is already under strain, with several vacancies and reduced ability of key staff members to manage their usual workload. Failure to extend the Project Support Officer post would result in a combination of increased pressure on existing members of the team, and reduced value for money (as administrative tasks would need to be covered by more senior members of the team).

## 2. Consultation

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

### 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be extended	1	Extension of existing FTE
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</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

Cost centre

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date?  Expected end date?

The costs of this extension equate to approximately £52,000 should the current post holder continue service to the Authority. This includes on-costs and the annual support service charge of £6,000. As this post will be supporting various teams within the Energy component of the Environment and Energy Unit, it is anticipated the cost will be spread across multiple budgets which may include recharging London Power Co Limited.

As the post is recruited to on a fixed-term contract basis, the GLA may become liable for redundancy and/or pension capital costs as the post holder has on-going continuous service. These costs cannot yet be substantiated but in the event such costs do arise, they will be subject to further approval.

**5. Legal comments**

*Legal to complete.*

**6. Equalities considerations**

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

**7. Appendices**

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

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

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

*Titles of any other Appendices*



## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> <b>Philip Graham</b> has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> <u>Catherine Barber</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].	

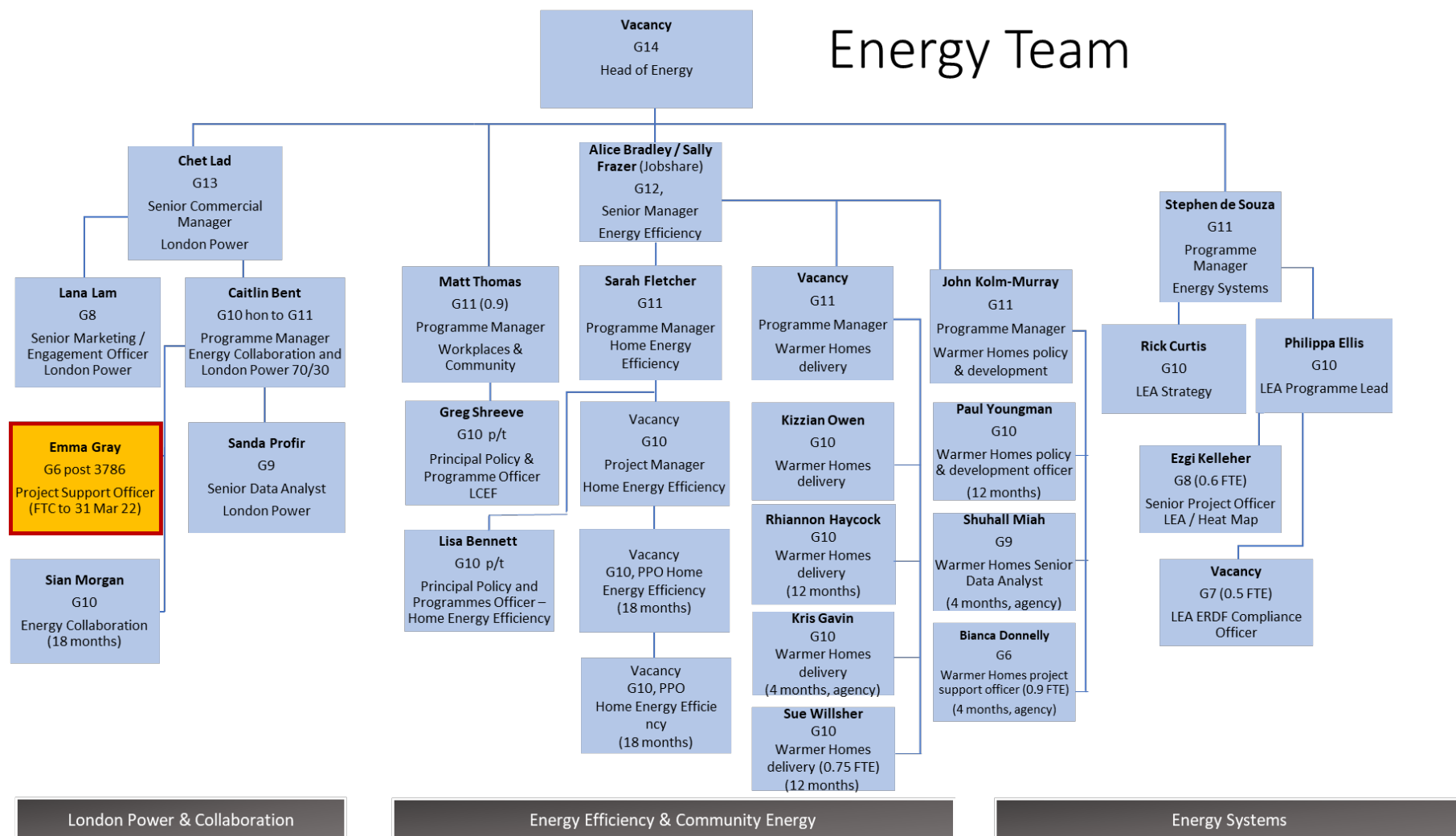
## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>Project Support Officer</i>	6	6	003786	02/10/18	Current: 31/03/22  Proposed: 31/03/23	Extension

## Appendix B

Structure chart showing reporting lines and post reference numbers



**Request for Head of Paid Service Decision CO392**

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT - state original start date and full period of newly extended FTC and any other relevant comments.
Communities and Skills	CO392	Senior Project Officer (Hong Kong Integration Coordinator)	004796	27 July 2021	27 July 2022	26/07/2023	8	Hannah Boylan	Social Integration	Yes	New	Extension of work to support Hong Kongers, funded by external income to the London Strategic Migration

												Partnership (LSMP)
Communities and Skills	CO392	Project Officer (Hong Kong Integration Support)	004797	27 July 2021	27 July 2022	26/07/2023	7	Hannah Boylan	Social Integration	Yes	New	Extension of work to support Hong Kongers, funded by external income to the London Strategic Migration Partnership (LSMP)

## Request for Head of Paid Service Decision C0392

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 extension of the following fixed-term posts:*

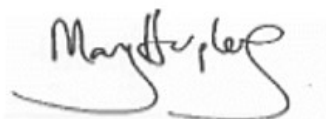
<b><i>Job title</i></b>	<b><i>Grade</i></b>
Senior Project Officer (Hong Kong Integration Coordinator) (1FTE)	8
Project Officer (Hong Kong Integration Support) (1FTE)	7

## Head of Paid Service

The above proposal has my approval.

Signature

Date: 24 June 2022



## 1. Staffing proposals

**To extend the following fixed-term posts to 26 July 2023**

### **Senior Project Officer (Hong Kong Integration Coordinator) (1FTE)**

This post is funded by external Department for Levelling Up Housing and Communities (DLUHC) funding to extend a programme of work to develop and maintain a welcome hub for new arrivals from Hong Kong, following the government's introduction of a new visa route for Hong Kong British Nationals (Overseas) to settle in the UK. The post is fixed-term as it is reliant on funding from DLUHC. We are still awaiting confirmation that the core funding for this programme's second year has been agreed, but in the meantime we have been granted permission to use our underspend from the first year of the programme to extend this fixed-term post to ensure continuity for the programme. This post will oversee the funding allocated by the government to support the welcome and integration of new arrivals from Hong Kong to London.

### **Project Officer (Hong Kong Integration Support) (1FTE)**

This post is funded by external Department for Levelling Up Housing and Communities (DLUHC) funding to extend a programme of work to develop and maintain a welcome hub for new arrivals from Hong Kong, following the government's introduction of a new visa route for Hong Kong British Nationals (Overseas) to settle in the UK. The post is fixed-term as it is reliant on funding from DLUHC. We are still awaiting confirmation that the core funding for this programme's second year has been agreed, but in the meantime we have been granted permission to use our underspend from the first year of the programme to extend this fixed-term post to ensure continuity for the programme.

## 2. Consultation

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

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	0	
Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	0	2 FTE extensions
Permanent posts to be regraded	0	

Fixed-terms posts to be regraded	0	
----------------------------------	---	--

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

#### 4. Financial comments

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

Cost centre **G2801** Cost object **GG.0280.002.003.010.001**  
(if different):

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

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

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

What is expected start date? Expected end date? **26/07/2023**

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

- 4.1 The total cost of extending the following posts: Senior Project Officer – Hong Kong Integration Coordinator (1FTE @ Grade 8 for 12 months until July 2023), and Project Officer – Hong Kong Integration (1FTE @ Grade 7 for 12 months until July 2023) amounts to £125,000 including the corporate overhead charge (£6,000 per person for 2022/23 and £9,000 per person for 2023/24 – prorated)
- 4.2 These costs will be incurred over two financial years; £82,000 in 2022/23 and £43,000 in 2023/24.
- 4.3 The table below lists the costs associated with each post including on-costs and annual corporate overheads charge.

Post	Grade	FTE	2022/23 Cost	2022/23 Corporate Overheads Charge	2023/24 Cost	2023/24 Corporate Overheads Charge	Total
Senior Project Officer – Hong Kong Integration Coordinator	8	1	£39,000	£4,000	£19,000	£3,000	£65,000
Project Officer – Hong Kong Integration	7	1	£35,000	£4,000	£18,000	£3,000	£60,000
<b>Total Costs</b>			<b>£74,000</b>	<b>£8,000</b>	<b>£37,000</b>	<b>£6,000</b>	<b>£125,000</b>



- 4.5 This expenditure will be funded by the external income from the Department for Levelling Up, Housing and Communities as part of the Hong Kong Integration programme (GG.0280.002.003.010.001).
- 4.6 As these posts are filled on a fixed term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the appointees have on-going continuous service from a local authority or similar body. These costs cannot yet be substantiated but in the event such costs do arise they will be subject to further approval.
- 5. Legal comments**
- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create two temporary posts as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.6 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues

after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.

5.7 The HoPS has the power to make this decision.

## **6. Equalities considerations**

There are no specific equalities considerations in relation to the extension of these posts.

## **7. Appendices**

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

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

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> Tunde Olayinka has reviewed and commented on this proposal.	✓ (Jazz Bhogal covering for Tunde Olayinka)
<b>Assistant Director</b> Tom Rahilly 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 and Legal have reviewed and commented on this proposal.	✓ Finance Donovan Bradley Legal Kate Phelps
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 20 June 2022.	

## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Senior Project Officer – Hong Kong Integration Coordinator	8	GLA4796	27 July 2021	26/03/2023	extension
Project Officer – Hong Kong Integration	7	GLA4797	27 July 2021	26/03/2023	extension



## **Appendix B**

Structure chart showing reporting lines and post reference numbers

**Senior Policy and Projects Officer  
(Refugees and Asylum – London Strategic  
Migration Partnership)**



**Senior Project Officer (Hong Kong  
Integration Coordinator)**



**Project Officer (Hong Kong Integration)**

## Request for Head of Paid Service Decision CO-394

Directorate	CO number	Job Title	Post number	Post start date	Existing post end date	New post end date	Grade	Requested by	Team	Budget available	Existing or new post	Comments to CMT - state original start date and full period of newly extended FTC and any other relevant comments.
Housing and Land	CO394	Event Manager	4084	23/09/2019	20/6/2022 (post holder left 3/11/2021)		8	Kate Anderson	Royal Docks Team	Yes	Existing	Post to be deleted as no longer required for the implementation of Royal Docks Cultural Placemaking Strategy
Housing and Land	CO394	Event Producer		19/9/2022			7	Kate Anderson	Royal Docks Team	Yes	New	Post to be created to support the implementation of Royal Docks Cultural Placemaking Strategy

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

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 deletion of the following GLA permanent post (which is currently vacant)*

<b>Job title</b>	<b>Grade</b>
<i>Event Manager</i>	<i>8</i>

*the creation of the following GLA permanent post*

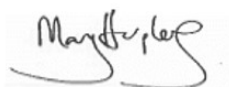
<b>Job title</b>	<b>Grade</b>
<i>Event Producer</i>	<i>Indicative 7</i>

## Head of Paid Service

The above proposal has my approval.

Signature

Date: 24 June 2022



## 1. Staffing proposals

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

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

### ROYAL DOCKS TEAM - CULTURE AND ACTIVATION TEAM

The Royal Docks Team was established in 2017 to accelerate the regeneration of the Royal Docks into a successful international business and visitor destination. Cultural activation was identified as a key component of these plans. Since 2017, the Royal Docks strategy programme has developed and in 2018, the Royal Docks Enterprise Zone Delivery Plan was approved, setting out an ambitious programme of investment to accelerate the Royal Docks' regeneration. Delivery of the cultural activation programme commenced in 2018, with a Culture and Activation team of five posts being recruited between 2017 and 2019. This team reported to the Head of Marketing, Communications and Engagement. In 2021, new senior management post of Head of Culture Programme and Partnerships was recruited to bring strategic direction the Royal Docks cultural programme and to lead the Culture and Activation team, and in 2021, the Royal Docks Cultural Placemaking Strategy was endorsed by the Royal Docks Enterprise Zone Board. As a result of these changes during the lifetime of the project, the Royal Docks Team has identified a change required to the post of Event Manager. It is proposed that this Grade 8 post is deleted and that the Grade 7 post of Event Producer is created to replace it. This new post will better support the Culture and Activation Team to fulfil the Royal Docks Cultural Placemaking Strategy.

#### **This CO is seeking to**

- delete the Grade 8 Event Manager post; and
- create an Event Producer post with an indicative grade of Grade 7

#### Event Manager post

The post of Event Manager was created before the Royal Docks Cultural Placemaking Strategy was adopted. Delivery of the Royal Docks Cultural Placemaking Strategy requires posts to have a greater emphasis on creative production and the development of a body of work that responds to the people and place of the Royal Docks. The post of Event Manager focused exclusively on technical and production support. The team already contains the post of Senior Event Manager and that post provides the leadership required in this area of work.

#### Event Producer post

The post of Event Producer would have less independent management (which can be supplied by the Senior Event Manager), but would instead have a greater emphasis on supporting creative production and the development of a body of work that responds to the people and place of the Royal Docks. This post would provide the team's Creative Producers and project leads with event production support. This is a new post with a new job description which will need to be evaluated by a Job Evaluation Panel.

Each member of the Royal Docks' Culture and Activation team is aware of these proposed changes and has fed into the proposed job description and job title of the new post. The post is vacant so no one is at risk. The Programme Director of the Royal Docks Team, and Assistant Director, Strategic Projects and Property are aware of the proposed changes and are supportive of them.



## 2. Consultation

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

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

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	1	Required for the implementation of Royal Docks Cultural Placemaking Strategy
Permanent posts to be (deleted)	1	No longer required for the implementation of Royal Docks Cultural Placemaking Strategy
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>	0	No change in the number of FTE posts
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

## 4. Financial comments

*Finance & Governance to complete.*

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

Cost centre **G0960** Cost object (if different):

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

Post is funded by Business Rates.

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

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

What is expected start date? **19/09/22** Expected end date? **N/A**

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

4.1 HOPS approval is being sought for the following:

Team: Royal Docks

Cost centre: G0960

Current Budget:

Pay costs are calculated using the actual spinal point of most recent post holder.

Post No.	FTE	Job Title	Post Grade	Spinal point	2022/23 Total Cost (Salary plus on-costs) £
4084	1	Event Manager	8	39	59,000
<b>Total</b>	<b>1</b>				<b>59,000</b>

Proposed Budget:

Pay costs for the new post are calculated using the lowest spinal point of the grade.

Post No.	FTE	Job Title	Post Grade	Spinal point	2022/23 Total Cost (Salary plus on-costs) £
4084	0	Event Manager (deleted post – budget used for new post below)	8	39	0
TBC	1	Event Producer (new permanent post)	7	31	50,000
<b>Total</b>	<b>1</b>				<b>50,000</b>

The proposed changes will result in decreased pay costs of £9,000 for 22/23.

## 5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposals set out in this Chief Officer Form do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.

- 5.7 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.8 The HoPS has the power to make this decision.

## **6. Equalities considerations**

The post will be resourced using the GLA's recruitment and selection policy.

The post will be recruited to in line with the GLA's Recruitment and Selection Procedure.

## **7. Appendices**

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

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

*Titles of any other Appendices*

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> Rickardo Hyatt 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 and Legal have reviewed and commented on this proposal.	✓ Legal Kate Phelps ✓ Finance Suzanne Somers
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 20 June 2022	

## Appendix A

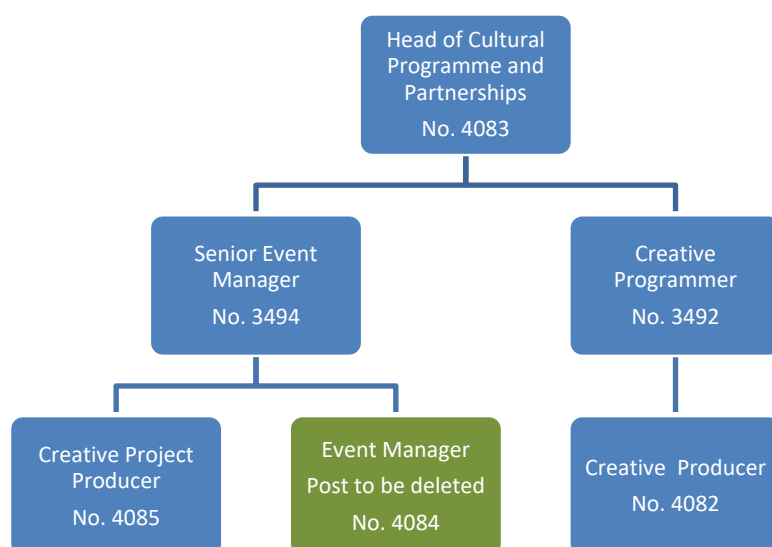
### Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Event Manager</i>	8		4084	23/9/2019	20/6/2022 (post holder left 3/11/2021)	Deletion
<i>Event Producer</i>		7		19/9/2022		Creation

## Appendix B

### Structure chart showing reporting lines and post reference numbers

#### Current structure



## Proposed new structure

