

GREATER **LONDON** AUTHORITY

Request for Head of Paid Service Decision CO-63

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

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

Decision Required

That the Head of Paid Service:

Approves the creation of a permanent Grade 6 Project Support Officer – Team London & CSP.

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03/2020

1. Staffing proposals

Background and reasons why the role is required

The attached role has been created to provide administrative and business support to Team London, with a focus on the Team London Ambassador & Major Events programme, Explore your Horizons & the Mayor of London Volunteering Awards. The post holder will also be able to provide support to CSP projects during peak delivery periods.

The creation of this permanent role is intended to replace the temporary posts that have been brought in to the team to cover peak work flow over the past two years:

-A decision was taken in 2018 to bring the delivery of the Team London Ambassador Programme in-house, to improve the consistency and quality of support to the volunteers. However in order to make up the gap that was left in tasks that had previously been delivered by the external events company, Team London recruited a temporary Grade 6 Volunteer Coordinator from the start of April to the end of August each year to cover the necessary tasks. The post holder supported with all operational tasks relating to the programme, including delivery of selection centres, uniform distribution, delivery of training events, operational support during deployment and delivery of reward and recognition e.g. the Volunteer Celebration Event.

-Team London also recruited a temporary staff member at Grade 6 to provide support with the delivery of two large-scale flag-ship events, the Mayor of London Volunteering Awards and Explore Your Horizons, a speed volunteering event for the London Enterprise Advisor Network. There is insufficient capacity within the team to deliver these events and so this temporary staff member has been required from August to the end of November each year.

Team London have therefore taken on temporary support for an eight month period every year for the past two years.

The rationale for creating this permanent post is as follows:

-A year-round team member will be able to cover the duties currently fulfilled by the temporary staff members listed above. Bringing in a permanent staff member will improve value for money by removing the need to pay agency fees and the resource that goes into attracting and selecting suitable agency staff each year. Because of the specialist nature of some of the skills/ experience required (e.g. volunteer coordination) the GLA approved recruitment agency has struggled to source suitable candidates for these temporary roles, meaning delays to start-dates and the need for Team London staff members to carry out the attraction themselves.

-Inducting and training temporary staff members each year requires resource which is lost when the contracts come to an end. The creation of a year-round role would mean that the post holder could develop in their role and apply their learning and experiences to the programmes they are supporting.

-Outside of the April to November period the post holder would have capacity to support other areas of work in both Team London and CSP. This would provide valuable capacity at peak periods and for the delivery of large-scale annual or one-off events e.g. The Citizenship Ceremony.

- The creation of the role aligns with the Chief Officer's strategy to move away from using fixed term contract or temporary posts to deliver business as usual programmes.

Staffing Resource and Structure

This form seeks approval for recruitment of a Grade 6 Project Support Officer on a permanent basis.

The post holder will provide comprehensive project and administrative support services to Team London & CSP programmes.

We propose that the post-holder sit within the Major events volunteering team in Team London, under the direct line management of the Volunteer Manager (Grade 8) for the Team London Ambassador & Major Events Programme. The rationale for this is that the post holder will provide dedicated support to this project for 5-6 months of the year. Outside of this period, the Volunteer Manager will retain line management responsibilities but task management will be assigned to the relevant project lead.

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.

As this post is a new post no consultation with existing postholders is required.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	1	
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
Net total of posts created	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 The proposed creation of a permanent Project Support Officer post at Grade 6, has costs equating to £47,000 per annum (inclusive of on-costs, and £6,000 per year support service charge).
- 4.2 In 2019-20, this will be funded from the Team London Ambassador Programme budget. For future years, the annual cost will be requested as growth during the 2020-21 GLA budget setting process. If the growth request is rejected, then the full cost must be contained within the Team London and Sports Unit's budget.

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 3 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 posts.

5.8 The HoPS has the power to make this decision.

6. Equalities considerations

Team London has a focus on ensuring that the benefits of its programmes can be accessed by all Londoners and that all of its programmes are designed with accessibility and inclusivity in mind. This includes a particular focus on involvement of Londoners from protected characteristic groups.

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers – n/a

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

Titles of any other Appendices – n/a

8. Approval

	Tick to indicate approval ✓
Executive Director Sarah Mulley has reviewed and commented on this proposal.	✓
Assistant Director Alice Wilcock has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Linda Laurent-Hughes has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 12 August 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>Project Support Officer- Team London & CSP</i>	6	N/A	1 st November 2019	N/A	Creation
<i>Post B</i>					
<i>Post C</i>					
<i>Etc.</i>					

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-65

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

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

Decision Required

That the Head of Paid Service:

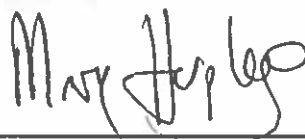
Approves the creation of 16 new fixed term Advanced Apprentice posts to enable the GLA to meet the public sector target for apprenticeship hires in 2019/2020. The posts will start on 16th March 2020 and run for one year.

24 apprenticeship positions will be vacated by the end of February/March 2020 before the new fixed term posts are due to start.

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03/2020

*as long as 24 current positions
are deleted from establishment by 31 March.*

1. Staffing proposals

The proposal for the 2020 apprenticeship intake was presented and agreed at CMT on the 2nd September and revisited on 18th November when the allocation of these apprentices to specific teams was agreed.

In short it was agreed that 16 fixed-term Advanced Apprentice posts would be created. There is already an established Advanced Business Administration apprentice post, ring-fenced for the Youth and Education team and funded by them bringing the total number of apprentice posts within the GLA to 17.

The total of 17 apprentices should allow the GLA to hit the public sector target for 2019/2020 if the apprentices start before the 31st March 2020.

The new apprentice posts will be funded in the same way as the 24 apprentice posts from the 2019 intake whose 13 month scheme will end before the new apprentices start.

It is worth noting that whilst the new scheme will allow us to hit the 2019/20 target, we will not be able to run another large cohort until these new apprentices finish their scheme *after* March 2021. This will mean that other measures will be needed if the GLA is to achieve the public sector apprenticeship target for 2020/2021.

One such measure is to use the 9 existing but vacant *permanent* posts designated Higher Apprentice Project Management or just "Higher Apprentices" on the establishment list. We can hire a cohort of project manager apprentices for the 20 month, level 4 apprenticeship scheme we run in conjunction with TFL. They would start their schemes in September 2020. Those permanent posts must therefore remain vacant until then and be reserved for this purpose, rather than being used by some of the new intake of apprentices.

2. Consultation

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

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		

Fixed-term posts to be created	16	Advanced Apprenticeship posts to meet Public sector apprenticeship hire target for 2019/2020
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)		
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

4. Financial comments

Finance & Governance to complete.

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

Cost centre

G0730

Cost object

(if different):

GF.0730.003

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

No

Is the post full or part time?

Full time

Is the post permanent or temporary?

Temporary

What is expected start date?

16 March 2020

Expected end date?

15 April 2021

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

Approval is being sought to create 16 x 13 month advanced apprentice posts. The cost at London's Living wage rate per annum including on costs for 16 apprentices is £416,000 and as this proposal spans 3 financial years and is for 13 months the total budget requirements of £451,000 is shown below:

	Mid-point total £
2019-20 (from 16 March 2020)	18,000
2020-21	416,000

2021-22 (to 15 April 2021)	17,000
Total for 13 months	451,000

The cost for this post will be funded from the existing HR apprentices budget (WBS code – GF.0730.003).

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

employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.

5.8 The HoPS has the power to make this decision.

6. Equalities considerations

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

7. Appendices

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

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

Titles of any other Appendices

8. Approval

	Tick to indicate approval ✓
Executive Director has reviewed and commented on this proposal.	N/A
Assistant Director <u>Charmaine DeSouza</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Linda Laurent-Hughes</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 3 March 2020.	

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.					

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-135

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

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

Decision Required

That the Head of Paid Service:

Approves

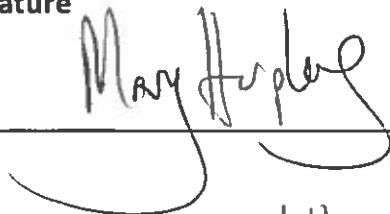
- The deletion of 1 x 0.5FTE 12 month fixed-term Research Analyst – Crime post in the Demography and Policy Analysis team in the City Intelligence Unit (Post number - OCC05127002)
- The creation of 1 x 0.5FTE permanent Grade 6 post (Research Analyst – Crime), in the Demography and Policy Analysis team in the City Intelligence Unit

Job title	Grade	Duration
0.5 FTE Research Analyst (Crime)	6	12 month fixed-term post deletion
0.5 FTE Research Analyst (Crime)	6	Permanent post - creation

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03/2020

Why was this not included in the fixed term → permanent discussions during the budget?

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.

The fixed-term post to be deleted was created in 2016 to support the GLA's Strategic Crime Analysis team. The post was created to put together a dataset combining data from London's many hospital A&E departments on attendances related to violence.

Initially this was created as a 1.0 FTE post, linked to funding from MOPAC for their Information Sharing to Tackle Violence project. Funding has been renewed annually since 2016. It reduced from a 1.0 FTE to a 0.5 FTE in 2018 following the initial development work. The current postholder has been in post on a fixed-term basis since 3 September 2018. He is also employed permanently as the 0.5 FTE Demography and School Rolls Service Analyst in the City Intelligence Unit.

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

2. Consultation

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

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

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0.5	1 x 0.5FTE (Research Analyst – Crime post) (Post number - OCC05127002)
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	0	
Fixed-terms posts to be (deleted)	0.5	
Net total of posts created / (deleted)	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

Funding for 2020/21 will be provided by MOPAC and it is anticipated that this will continue in future years. If funding was not renewed after 2020/21, this post will be financed from the transfer from the DPA budget into the Safestats budget of another 0.5 FTE post that is being moved from the Opinion Research and Consultation team to DPA. This post will remain vacant while a decision is taken on the longer-term requirement for this post.

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

Cost centre

GG.0220.003.001

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?

0.5 FTE

Is the post permanent or temporary?

Currently temporary and
to be made
permanent

Yes– MOPAC for
2020-21 and
either
MOPAC/Demogr
aphy and Policy
Analysis team
subsequently

What is expected
date?

Expected end date?

31.03.2020

start

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

- 4.1 CO approval is being sought for making a fixed term 0.5 FTE Research Analyst (Crime) to a permanent post. The fixed term post created via STAF 1023 is due to end at the end of March 2020. The cost of creating this 0.5 FTE at grade 6 including on costs will be £22,000 per annum at mid-point salary scale.
- 4.2 Funding for 2020/21 is expected to be provided by MOPAC and it is anticipated that this will continue in future years. If funding was not renewed after 2020/21, this post will be financed from the Demography and Policy Analysis team (DPA) budget.

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 HoPS has the power to make this decision.

6. Equalities considerations

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

7. Appendices

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

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

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

Titles of any other Appendices

8. Approval

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

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Research Analyst (Crime)</i>	6	OCC05127002	September 2018	March 2020	Deletion of fixed term post and creation of permanent post
<i>Post B</i>					
<i>Post C</i>					
<i>Etc.</i>					

Appendix B

Structure chart showing reporting lines and post reference numbers

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-141

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

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

Decision Required

That the Head of Paid Service:

Approves

The extension of two FTE posts;

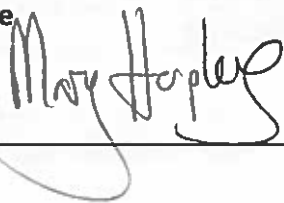
- GLA OPS Senior Manager, from 1st October 2019 to 31st March 2020.
- GLA OPS Corporate Product Manager, from 1st December 2019 to 31st March 2020.

<i>Job title</i>	<i>Grade</i>	<i>Extension Duration</i>
GLA OPS Senior Manager	12	6 months
GLA OPS Corporate Product Manager	11	4 months

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03/2020

1. Staffing proposals

- 1.1 In May 2016, the Mayor approved funding for a new grant and project management IT system, now known as the GLA's Open Project System (OPS). Its initial creation and implementation for the Housing & Land Directorate (H&L) and Regeneration Unit was prompted by the planned withdrawal of H&L's predecessor technology systems (IMS and PCS) temporarily made available to the GLA by the Homes and Communities Agency – HCA (now Homes England).
- 1.2 Following this success, the Mayor approved the roll out of the system to the rest of the GLA in 2018, and following a competitive tender, Keytree Ltd was reappointed as the development supplier to deliver the second phase of implementation.
- 1.3 OPS is now fully operational in H&L, Regeneration, Culture, Skills and is also being used by the Mayor's Office for Policing and Crime (MOPAC) and the Old Oak and Park Royal Development Corporation (OPDC). OPS has gained a reputation within the GLA group as an effective tool in managing grant-based projects. OPS is currently supporting 33 grant programmes totalling over £5 billion across the GLA group providing both the GLA and its external partners with a much-needed digital tool for grant and project management.
- 1.4 The OPS team is made up of 6 GLA staff members and our development suppliers. Of the current GLA staff, only one post is a permanent post, the remaining posts are all fixed-term posts. As the scope of work grew, the team also grew accordingly to support the work required to roll the system out.

Post Title	Type of position	Current end date
Product Owner	Permanent	N/A
Senior Manager	FT	30/09/2019
Corporate Product Manager	FT	01/12/2019
GLA OPS Officer	FT	12/05/2020
GLA OPS Officer	FT	31/03/2020
Reporting Analyst	FT	31/03/2020

- 1.5 Currently both the Corporate Product Manager and Senior Manager posts have expired, and we urgently need to extend these posts to 31st March 2020.
- 1.6 Both post holders are experienced members of the team, and both posts are crucial to the ongoing success of the product roll out. Without these two posts, we would not be able to support the ongoing work or the day to day support required to maintain complex and business critical services for the GLA.
- 1.7 These last three months of 2019/20 are critical for the OPS team as we are trying to ensure that remaining key business requirements for the Skills, Regeneration, H&L and MOPAC teams are met. Both posts will play a pivotal role in ensuring that we deliver the remaining items identified as priorities for teams, and that the OPS support service is maintained for all users.
- 1.8 The original plans for OPS was solely to cater for H&L and the Regeneration team. The staffing created to achieve this aim was therefore temporary. However, the speed with which OPS

became a corporate service meant that the staff remained in a temporary capacity, save for the single permanent member of staff.

- 1.9 Given the nature of how the system has grown in terms of usage and interest from new teams, it became clear that a longer-term solution would be required to take delivery of this work forward. As such, the existing FTE posts were not included in the review undertaken earlier this year of existing FTE posts.
- 1.10 Instead a paper was put forward as part of our growth bid for 20/21 onwards which looked to ensure that a more robust approach is taken to extending this work and the required team to support this work. This paper proposed that the current temporary staff be made permanent.
- 1.11 This growth bid whilst not approved in its entirety, has been approved for the first year. This will allow further consideration to be made in terms of how to secure the appropriate team on a permanent basis. In the interim, securing the growth budget for 20/21 will allow all 5 FTE posts to be extended to March 2021.
- 1.12 As such, the only gap we have remaining are for these two posts which now need to be extended to 31st March 2020.
- 1.13 We are seeking to use Staff Development Reserve to cover the cost of these extensions which we estimate is approximately £71,000.
- 1.14 Approval is therefore sought to extend these two FTE posts to 31st March 2020.

2. Consultation

- 2.1 In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) is not required for the proposal to extend post STAF 894 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.
- 2.2 The proposal to extend post CO10 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 Head of Paid Service (the "HoPS") to these persons in a six monthly report.
- 2.3 No other posts are impacted by this extension so other staff members in the team have not been consulted.
- 2.4 The management team in the Technology Group are happy with this proposal.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be extended	2	This request is to extend two FT post; Post 1 ended on 30/09/19 – extend to 31/3/20 (Post reference; 003601) Post 2 ended on 01/12/19 – extend to 31/3/20 (Post reference; 004099)
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)		
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

4. Financial comments

- 4.1 HOPs approval is being sought to extend the posts of a Senior Manager post (1.0) FTE from 1 October 2019 to 31 March 2020 and the Corporate Product Manager post (1.0) FTE from 1 December 2019 to 31 March 2020.
- 4.2 The post holder of the Senior Manager will be extended at Grade 12 for the duration of the fixed term contract. The post holder of the Corporate Product Manager will be extended at Grade 11 for the duration of the fixed term contract
- 4.3 The total cost of this proposal post equates to £70,000 inclusive of on-costs and will be funded by the Staff Development Reserve.
- 4.4 The WBS code to charge the post to is GF.0740.005.
- 4.5 All appropriate budget adjustments will be made.
- 4.6 The GLA may become liable for redundancy and/or pension capital costs if the appointee has on-going continuous service, the cost of these are to be met from the existing Technology Group Budget.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposal to extend post STAF 894 does not fall within the definition of a 'major restructure' contained within the Staffing Protocol so does not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 2 confirms that these persons have been informed of the proposal to extend post STAF 894 set out above. The proposal is not considered to be contentious.
- 5.7 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.
- 5.8 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to extend post CO10. This is a proposal to create a temporary post. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.7 above in a six monthly report.
- 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.

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Martin Clarke</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>David Munn</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Dawn James</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓ Legal Kate Phelps ✓ Karen Collymore
Corporate Management Team (CMT) This proposal was considered by CMT on 3 March 2020	

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
GLA OPS Senior Manager	12	003601	1/10/19	31/03/20	Extension of FT post
GLA OPS Corporate Product Manager	11	004099	1/12/19	31/03/20	Extension of FT post

GREATER **LONDON** AUTHORITY

Request for Head of Paid Service Decision C0143

Decision Required

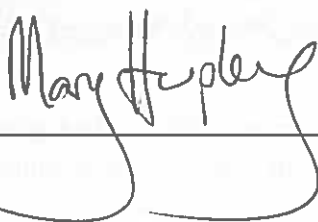
That the Head of Paid Service:

Approves a change to GLA terms and conditions to introduce a new Reserve forces training and mobilisation Policy.

Head of Paid Service

The above proposal has my approval.

Signature



Date

12 February 2020

1. Proposals

- 1.1 Agreement is sought from the Chief Officer to create a new Reserve forces training and mobilisation Policy. Currently any reservist working for the GLA is entitled to up to 10 days paid leave to cover annual training. This is detailed briefly in the 'Time off for public duties' section of the Terms and Conditions of employment. The Reserve forces training, and mobilisation Policy does not change this entitlement but provides details for managers as to the procedures involved covering training commitments and the need to be flexible around this commitment.
- 1.2 The rationale for change and issues for consideration were presented in a report for the Oversight Committee on 14 January 2020 (**Appendix 1**).
- 1.3 The proposal is for the policy to be launched by 17 February 2020. Associated awareness raising will follow.

2. Consultation

- 2.1 In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with Unison is required for the proposal to introduce a new Reservist Policy as it relates to changing the terms and conditions of employment of existing employees.
- 2.2 In accordance with paragraph 7.4 of the Staffing Protocol, a report containing the proposed changes and appropriate background information was sent 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) on 14 January 2020.
- 2.3 Consultation with Unison and staff took place between 17-31 January 2020. Subject to the feedback set out below, Unison agrees to the proposal to introduce a new Reservist Policy.
- 2.4 In addition to responses from the Mayor, Assembly and Unison, responses were also received from one employee.
- 2.5 There was no opposition to the creation of the new policy. Unison did however raise questions seeking clarification on some aspects of it. This clarification has been provided and did not result in any changes to the proposed policy. **Appendix 2** outlines the feedback and response.
- 2.7 Requests were made for awareness raising to accompany the policy – this will be taken forward from February 2020 onwards.

3. Changes proposed

- 3.1 The draft policy, which was shared during consultation, remains unchanged following consultation, the final version is attached at **Appendix 3**.

4. Financial comments

- 4.1 There are no direct financial implications arising directly from this decision.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service (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 7.2 of the Staffing Protocol says that, *“The HOPS is responsible for determining terms and conditions for GLA staff (outside of the statutory officers and the Mayoral appointees) with the exclusion of staff transferred under a statutory transfer.”* Paragraph 7.1 of the Staffing Protocol says that *“Terms and conditions for the purposes of this Protocol means terms and conditions of employment that apply to all GLA staff appointed by the HoPS and includes all employment policies and procedures (whether contractual or not).”*
- 5.5 The proposals set out in this Chief Officer Form fall within the definition of ‘determining terms and conditions’ contained within the Staffing Protocol so require approval from the HoPS. Paragraph 2 confirms that Unison has been consulted and the HoPS has taken its views into consideration when making this decision. Paragraph 2 also confirms that a report has been sent 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) containing the proposed changes and appropriate background information.
- 5.6 The HoPS has considered all the information in this Chief Officer Form and is satisfied that the proposals are appropriate, taking into account the:
- i. Priorities of the Authority;
 - ii. Need for the Authority to properly discharge its functions;
 - iii. Available resources of the Authority; and
 - iv. Need to comply with legislative changes/ statutory requirements.

5.7 The HoPS has the power to make this decision.

6. Equalities considerations

- 6.1 Equality, diversity and inclusion considerations are central to all of the policy and procedure ‘root and branch’ reviews as part of the transformation programme and due diligence has been undertaken to ensure compliance with the Equality Act 2010.
- 6.2 One of aims of the Reservist Policy is to support the GLA being an inclusive employer to former Service personnel and reservists. It is hoped that the procedure will be regarded as accessible to all, regardless of any protected characteristic.

- 6.3 To ensure that there is no potential for discrimination against specific groups, Unison and Staff Network representatives were formally consulted as set out in section 2. Comment or action on feedback is contained in **Appendix 2**.
- 6.4 An Equality Impact Assessment has been completed and is attached at **Appendix 4**.

7. Appendices

Appendix 1: Report to the Oversight Committee 14 January 2020

Appendix 2: Summary of consultation feedback

Appendix 3: Reserve forces training and mobilisation policy

Appendix 4: Equality Impact Assessment

8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director <u>Mary Harpley</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Charmaine De Souza</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Laura Heywood</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓

GREATERLONDONAUTHORITY

Request for Head of Paid Service Decision CO-145

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

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

Decision Required

That the Head of Paid Service:

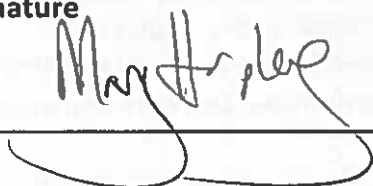
Approves

The creation of a Head of Building Safety post in the Housing and Land Directorate

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/05/2020

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.

The proposal is to create a new Head of Building Safety within the Housing & Land Directorate. The post would take on responsibility for line management of the building safety team, the Grenfell Response Programme and Policy Manager and the Grenfell Inquiry Coordinator. It would also take on overall responsibility for the GLA's building safety work with a clear remit to work across teams to ensure we have clear objectives and strategies and that our work in this area receives appropriate leadership and oversight.

The scale, importance and complexity of this work necessitates effective leadership and oversight. To date, this responsibility has rested with the Head of Housing Strategy on an interim basis. This arrangement is unsustainable due to the growing demands of the role and the knock-on impact on his Head of Housing Strategy substantive responsibilities. It is likely to become more of an issue as we enter a new Mayoral administration.

The leadership and oversight of the GLA's building safety work requires dedicated resource for the following reasons:

- It encompasses a range of issues and teams across the GLA as well as close working with the Mayor's office, London Assembly and functional bodies. A dedicated senior manager would provide a single point of leadership for these issues within the GLA Group and help ensure consistency and clarity in our approach and in our advice to the Mayor and his team.
- The Mayor has expressed his desire for the GLA to take on a leadership role in London for building safety issues, acting as a focal point for local authorities, housing associations, developers and residents in London's dealings with the Government. To do this effectively requires knowledge of the issues, good working relationships with stakeholders, and the capacity to take on coordination, lobbying and influencing activities. These kinds of activities require senior-level competencies and experience.
- The volume of advice notes, new policy and legislation in this area is vast and likely to grow even further this year as the Grenfell Tower Inquiry phase 2 progresses and as the Government publishes its draft Building Safety Bill and Spending Review. Influencing these, instead of simply reacting to them, requires dedicated senior-level capacity.
- Scrutiny of the GLA's activities in this area, particularly administration of the cladding funds, is intense and growing. The building safety team, which administers the Private Sector Cladding Remediation Fund (PSCRF) and oversees the administration of the Social Sector Cladding Remediation Fund (SSCRF), and which is likely to grow in future if the scope of the remediation programmes

expands, requires dedicated leadership. Similarly, the Grenfell Response Programme and Policy Manager and the Grenfell Inquiry Coordinator require effective leadership.

- The Senior Programme Manager (Building Safety), a grade 12 post funded by MHCLG, needs to spend more of their time overseeing the cladding remediation funds rather than taking on associated work that is not integral to the delivery of those funds.

Improving the safety of London's buildings is an important priority across all tiers of government and in all sectors of the build environment industry. While building safety issues are relevant everywhere, they are particularly pronounced in London due to the number and complexity of our high-rise buildings. The Mayor has committed to do everything in his power to learn the lessons from the Grenfell Tower tragedy and has expressed his desire to see the GLA leading efforts to improve building safety in London.

Building owners are responsible for the safety of their buildings. Responsibility for building safety policy, regulation and enforcement is split between central and local government and Fire and Rescue Authorities. The Mayor's powers in this area are limited. However, the GLA does have some responsibilities in this area. These include the following:

- MD2346 authorised the GLA to administer the SSCRF and MD2490 authorised the GLA to administer the PSCRF. To support the latter, on 3 September 2019, the GLA Oversight Committee considered a paper submitted by the Chief Officer recommending the creation of a new building safety team.
- The Mayor is a Core Participant of the Grenfell Tower Inquiry, phase 2 of which will consider a range of issues related to building safety.
- The GLA and its functional bodies are landowners, and, in some cases, they have direct responsibility for the safety of buildings.
- The Mayor can potentially influence building safety outcomes via his housing and planning powers and funding programmes
- The Mayor, via the London Fire Commissioner, oversees the London Fire Brigade (LFB), which as a Fire and Rescue Authority plays a key role in building safety enforcement
- The Mayor and the GLA have general responsibilities to promote the wellbeing of Londoners, which in this case includes tens of thousands of residents living in unsafe buildings, and to influence Government policies in the interests of London.

In addition, and as a consequence of these responsibilities, the building safety agenda has knock-on impacts on the GLA's work in a number of areas including affordable housing delivery, estates management, planning and design, fire and resilience, and community engagement.

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	
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
Net total of posts created	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

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

G0940

Cost centre
object

WBS GH.0940.001

Cost

(if different):

Is post to be externally funded, in part or full

No

Is the post

Full time

full or part time?

Is the post
permanent or
temporary?

Permanent

What is expected start date?

This role is a band 13 which has a budgeted annual cost of £113k for 2020-21. The role will be funded from the Recycled Capital Grant Fund interest received, to the extent this is available. This can be determined after receipts are known in April 2020.

Failing sufficient interest income, it will need to be funded from the general reserve, with an anticipation of integrating the costs in the 2021-22 budget round. Agreement to the position amounts to acceptance of a growth bid for the 2021-22 budget round of the costs of this 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 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 posts.

5.8 The HoPS has the power to make this decision.

6. Equalities considerations

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

7. Appendices

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

Appendix B: Job Description

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director Rickardo Hyatt has reviewed and commented on this proposal.	✓
Assistant Director Rickardo Hyatt has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Dawn James has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓ Legal Kate Phelps ✓ Finance Paul Middlemas
Corporate Management Team (CMT) This proposal was considered by CMT on 3 March 2020	

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>	Head of Building Safety				Creation
<i>Post B</i>					
<i>Post C</i>					
<i>Etc.</i>					

Appendix B

Job Description

Job title:	Head of Building Safety	
Grade:	indicative 13	Post number:
Directorate:	Housing & Land	
Unit:	Programme, Policy and Services	

Job purpose

Lead all aspects of the GLA's building safety work and contribute to the leadership of the GLA's work to respond to the Grenfell Tower tragedy. Develop strategy, policy and actions to support the Mayor's strategic objectives for addressing building safety issues in London. Advise the Mayor, Deputy Mayors and officers on building safety issues in London. Lead the GLA's administration of the cladding remediation funds and any associated future building safety programmes. Act as the focal point the GLA's work with organisations involved with, or with an interest in, building safety issues in London. Represent the Mayor and the interests of Londoners in negotiations with building owners and the Government.

Principal Accountabilities

1. Provide policy development and implementation advice to the Mayor and others on a strategic approach to improving building safety in London.
2. Lead the development of effective working relationships with Government, London borough councils, other statutory and non-statutory organisations and the private sector in order to achieve the Mayor's strategic building safety objectives.
3. Work closely with GLA teams and functional bodies, including the London Fire Brigade, to develop and monitor policies, programmes and actions which improve building safety in London.
4. Oversight and responsibility for the GLA's administration of the Private Sector Cladding Remediation Fund (PSCRF) and the Social Sector Cladding Remediation Fund (SSCRF) along with any future funding programmes.

5. Support the Mayor's participation in the Grenfell Tower Inquiry including through management of the Grenfell Response Programme and Policy Manager and the Grenfell Inquiry Coordinator.
6. Support the Senior Leadership Team and the Chief Officer to ensure that building safety issues and how they relate to the GLA's responsibilities and priorities are understood, and that the GLA's response is effective.
7. Establish and maintain internal working relationships to ensure opportunities for integration across the work programme of the Authority and the functional bodies are identified and realised.
8. Provide effective leadership and management of the Building Safety team and the Grenfell Response team and participate in, or lead as required, multi-disciplinary, cross-department and cross-organisational projects and activities.
9. Work closely with and deputise for the Assistant Director for Housing, as required, and prepare briefings, speeches and presentations for the Mayor, Deputy Mayors and other senior officers, as appropriate.
10. Provide reports and make presentations, as required, to the Housing and Land Directorate Management Team, the GLA's Senior Leadership Team, the Deputy Mayor for Housing and Residential Development, the Homes for Londoners Board, the London Assembly and other relevant bodies.
11. Promote the benefits of London's diversity in all aspects of the GLA's work.

Adjustment for disability

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

Key relationships

Accountable to: Assistant Director - Housing

Accountable for: Resources allocated to the job

Principal contacts: The Mayor and his policy advisers, Deputy Mayors and their senior advisors, Assembly Members, senior managers of the Authority and Functional Bodies, Government departments,

London boroughs, statutory and non-statutory housing organisations.

Person specification

1. Significant knowledge and understanding of building safety issues and how they relate to London and the Mayor.
2. Evidence of success of developing and implementing strategies and policies in the build environment or a related field.
3. Evidence of success of designing, managing and evaluating complex capital funding programmes, including budget management.
4. Experience of providing impartial advice to senior officers and politicians and of operating in a complex political environment.
5. Able to lead, manage and motivate team members, ensuring work programmes are delivered in line with set team and departmental aims and objectives.
6. An understanding of how the GLA's wish to take a strategic lead in combating discrimination and promoting equality of opportunity throughout London can be enhanced and supported by this role.

RESPONSIBLE USE OF RESOURCES

...is taking personal responsibility for using and managing resources effectively, efficiently and sustainably

Level 3 indicators of effective performance

- Allocates financial and people resources efficiently to maximise value for team and wider organisation
- Thinks in terms of maximum efficiency when planning resource allocation
- Implements good practice on efficient use of resources
- Monitors financial performance and efficiency of own team, ensuring delivery of work within budget
- Negotiates and manages contracts responsibly across a diverse supplier base

PROBLEM SOLVING

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

Level 3 indicators of effective performance

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice

- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

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 3 indicators of effective performance

- Clarifies direction and adapts to changing priorities and uncertain times
- Minimises the pressure of change for the directorate, lessening the impact for the team
- Uses change as an opportunity to improve ways of working, encouraging others' buy-in
- Keeps staff motivated and engaged during times of change, promoting the benefits
- Takes ownership for communicating change initiatives clearly, ensuring smooth implementation

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 3 indicators of effective performance

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

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

STRATEGIC THINKING

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3 indicators of effective performance

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

DECISION MAKING

... is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

Level 3 indicators of effective performance

- Makes sound decisions quickly on behalf of the GLA when a situation requires intervention
- Takes responsibility for team decisions, providing rationale when those decisions are questioned Involves senior stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
- Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-146

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

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

Decision Required

That the Head of Paid Service:

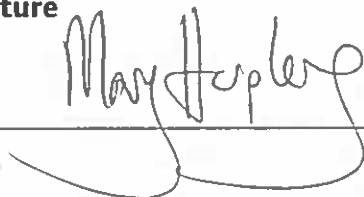
Approves the extension of the following fixed-term posts:

Job title	Grade	Duration of extension
Senior Policy and Projects Officer (Migration and Refugees) (1FTE)	9	12 months
Senior Projects Officer (Refugee Resettlement) (1FTE)	8	12 months
ESOL Coordinator (1FTE)	8	6 months

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03/2020

1. Staffing proposals

To extend the following fixed-term posts to 31st March 2021

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

This post is funded by external Home Office funding to deliver the work of the London Strategic Migration Partnership. The post is currently occupied with the post-holder joining on 14th October 2019. The post is fixed-term as it is reliant on funding from the Home Office and grant agreements for this are renewed at the beginning of each financial year. We have now received written confirmation that funding for the London Strategic Migration Partnership will continue for the financial year 2020/21, and we are therefore seeking permission to extend this post until 31st March 2021. This is a longstanding post that dates back over a decade. This post is critical in leading the quarterly partnership meetings and sub-group meetings including the Migrant and Refugee Advisory Panel and the London Asylum Group in order to facilitate joint-working between stakeholders to support refugees, asylum seekers and vulnerable migrants in London. This post manages the Senior Projects Officer (Refugee Resettlement) and the ESOL Coordinator to provide strategic oversight and to lead delivery on the Mayor's Social Integration Strategy 'All of Us' through the work of the LSMP.

Senior Projects Officer (Refugee Resettlement) (1FTE)

This post is funded by external Home Office funding to deliver the work of the London Strategic Migration Partnership. The post is currently occupied with the post-holder joining on 1st November 2019. The post is fixed-term as it is reliant on funding from the Home Office and grant agreements for this are renewed at the beginning of each financial year. We have now received written confirmation that funding for the London Strategic Migration Partnership will continue for the financial year 2020/21, and we are therefore seeking permission to extend this post until 31st March 2021. This post has existed since 2017. This post is critical to deliver on the Mayor's commitment to champion the Community Sponsorship of refugees in London. The post provides unique regional coordination of work on community sponsorship and refugee resettlement, working with local authorities to help overcome practical barriers to resettlement and the integration of refugees, and with communities, civil society and faith organisations to grow support for Community Sponsorship of refugees in London.

ESOL Coordinator (1FTE)

This post is part-funded by GLA budget allocated and part funded by external Home Office funding to deliver the work of the London Strategic Migration Partnership. The post is currently occupied with a job-share arrangement at 1.2 FTE, with part of the post occupied by a secondment. Due to a resignation from 11th March the secondee has been appointed to take-over this post on a full-time (1 FTE) basis. The post is fixed-term as it is reliant on funding from the Home Office and grant agreements for this are renewed at the beginning of each financial year. We have now received written confirmation that funding for the London Strategic Migration Partnership will continue for the financial year 2020/21, and we are seeking permission to extend this post until 31st March 2021. This post has existed since 2018. This post is critical in leading the testing of new models for English for Speakers of Other Languages (ESOL), a key part of the Mayor's social integration pillar of tackling barriers and inequalities. The extension will enable the continued delivery of pilots exploring innovation in approaches to ESOL and the collation and dissemination of findings from these. The extension will continue to support networks to promote better coordination of ESOL and inclusive practice, particularly to address the particular needs of resettled refugees.

2. Consultation

One of the proposed posts is the extension of a fixed term post that will continue the post for more than two years. In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with the Chief of Staff (on behalf of the

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

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

3. Table of changes

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

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

4. Financial comments

Finance & Governance to complete.

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

Cost centre

Cost object

(if different):

UKVI – GC.0280.002.006

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?

1/4/2020

Expected end date?

31/03/2021

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

4.1

The total cost of extending the following posts; Senior Policy and Projects Officer - Migration and Refugees (1FTE @ Grade 9 for 12 months until March 2021), Senior Projects Officer - Refugee Resettlement (1FTE @ Grade 8 for 12 months until March 2021) and ESOL Coordinator (1FTE @ Grade 8 for 6 months until March 2021) amounts to £152,000.

4.2 This expenditure will be funded by external income from the Home Office (as part of the London Strategic Migration Partnership).

4.3 The table below lists the costs associated with each post, calculated at the mid-point of the grades including on-costs.

Post	Duration	Grade	FTE	Net Annual Cost
Senior Policy and Projects Officer - Migration and Refugees	12 Months	9	1	£64,000
Senior Projects Officer - Refugee Resettlement	12 Months	8	1	£59,000
ESOL Coordinator	6 Months	8	1	£29,000
Total Annual Costs				£152,000

4.4 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 and costs will be contained within budget resources available to the Communities and Social Policy Unit.

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 Paragraph 5.3 of the Staffing Protocol states that in minor restructures *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 5.7 Paragraph 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. Paragraph 2 confirms the correct people have been informed.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to any vacant 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

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

Titles of any other Appendices

8. Approval

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

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>Post A</i>	9	GLA1289	1/4/2020	31/03/2021	Extend
<i>Post B</i>	8	GLA3507	1/4/2020	31/03/2021	Extend
<i>Post C</i>	8	STAF1016	1/10/2020	31/03/2021	Extend

Appendix B

Structure chart showing reporting lines and post reference numbers

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision C0148

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

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

Decision Required

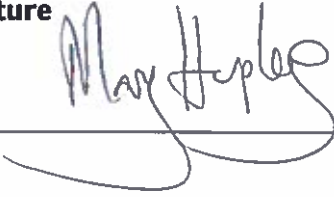
That the Head of Paid Service:

Approves the proposal to extend four fixed term posts of the Euro2020 Volunteering team so that evaluation and monitoring post tournament can be completed and staff have the opportunity to take outstanding leave, which we will not be able to grant during the period of the tournament.

Post title	Post grade - current	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
Euro2020 City volunteer recruitment and training manager	7	05593	29/07/19	28 July 2020	Extension to 31/08/20
Euro2020 City volunteer recruitment and training manager	7	05595	29/07/19	28 July 2020	Extension to 31/08/20
Euro2020 City volunteer recruitment and training coordinator	6	05563	24/06/19	31 July 2020	Extension to 31/08/20
Euro2020 City volunteer recruitment and training coordinator	6	05589	15/07/19	31 July 2020	Extension to 31/08/20

Head of Paid Service

The above proposal has my approval.

SignatureA handwritten signature in blue ink, appearing to read "Mary Hynes", with a long, sweeping underline.**Date**

06/03/2020

1. Staffing proposals

The five posts within the Euro2020 volunteering team are supporting the recruitment, training and deployment of the 2,000 Host City volunteers for Euro2020. Four of the posts are due to end at the end of July, albeit with different dates. Additionally the last person to be taken on in the team has been incorrectly given a contract end date of 14th October.

The Major events team have all had their fixed-term posts extended to the end of August 2020. There was confusion over the paperwork for this process and we believed that the Euro2020 volunteer team posts had been extended too. Unfortunately this was not the case. We would now like to rectify this. Extending the posts would allow for the completion of the evaluation of the volunteer experience, the orderly winding up of operations and the completion of evaluation for the overall volunteering programme. It would also allow for the team to be able take remaining holiday that will be owed to them, as we will not be able to grant leave in the period immediately before or during the tournament due to the need to complete the training. We are also aware that many other tournaments or events of this kind give incentives to remain until contract end. We have not done this, but extending the posts by a month would show good will and help with staff retention.

2. Consultation

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

The post holders have been consulted and would obviously prefer that this course of action is taken.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0	
Permanent posts to be (deleted)		
Fixed-term posts to be created	4	Extension of existing fixed-term posts by 1 month from 31/07 to 31 st August 2020. 4 posts to be extended. [One post currently expires on 14/10/20 but this was an error and notice will be given to the post holder at end of July 2020 to be brought in line with the other posts.
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)		
Permanent posts to be regraded	0	

Fixed-terms posts to be regraded	0	
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Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

The total cost of extending the following posts; 2x EURO 2020 City Volunteer Recruitment and Training Manager (1 FTE @ Grade 7 for 1 month until August 2020 per post), 2x EURO 2020 City Volunteer Recruitment and Training Coordinator (1 FTE @ Grade 6 for 1 month until August 2020 per post) amounts to £16,000.

The table below lists the costs associated with each post, calculated at the mid-point of the grades including on-costs.

Post	Duration	Grade	FTE	Net Cost
EURO 2020 City Volunteer Recruitment and Training Manager	1 Month	7	1	£4,000
EURO 2020 City Volunteer Recruitment and Training Manager	1 Month	7	1	£4,000
EURO 2020 City Volunteer Recruitment and Training Coordinator	1 Month	6	1	£4,000
EURO 2020 City Volunteer Recruitment and Training Coordinator	1 Month	6	1	£4,000
Total Costs				£16,000

This expenditure will be funded by the EURO 2020 Programme budget held within the External Affairs Unit.

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 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 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

Team London and Community Sport has a focus on ensuring that the benefits of its programmes can be accessed by all Londoners and that all of its programmes are designed with accessibility and inclusivity in mind. This includes a particular focus on involvement of Londoners 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

8. Approval

	Tick to indicate approval ✓
Executive Director Sarah Mulley has reviewed and commented on this proposal.	✓
Assistant Director <u>Alice Wilcock</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Dianne Poysner has reviewed and commented on this proposal.	
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	
Corporate Management Team (CMT) This proposal was considered by CMT on [DATE].	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
Euro2020 City volunteer recruitment and training manager	7	05593	29/07/19	28 July 2020	Extension to 31/08/20
Euro2020 City volunteer recruitment and training manager	7	05595	29/07/19	28 July 2020	Extension to 31/08/20
Euro2020 City volunteer recruitment and	6	05563	24/06/19	31 July 2020	Extension to 31/08/20

training coordinator					
Euro2020 City volunteer recruitment and training coordinator	6	05589	15/07/19	31 July 2020	Extension to 31/08/20
Euro2020 City volunteer recruitment and training assistant	5	05696	14 October	14 October 2020	To be 31/08/2020 in line with the others

Request for Head of Paid Service Decision CO-149

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

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

Decision Required

That the Head of Paid Service:

Approves the following changes to the GLA Establishment in line with changes noted in the 20/21 GLA budget proposal.

Directorate	Unit	Post	Grade	Start date	End date	More than 2 years in total?	Request
Chief Officer	HR&OD	Resources Advisor	7	Apr-20	Sep-20	No	Fixed Term Extension
Chief Officer	HR&OD	Resources Advisor	7	Apr-20	Sep-20	No	Fixed Term Extension
Chief Officer	HR&OD	Resources Advisor	7	Apr-20	Sep-20	No	Fixed Term Extension
Chief Officer	HR&OD	Resourcing Assistant	5	Apr-20	Sep-20	Yes	Fixed Term Extension
Chief Officer	HR&OD	HR Systems Administrator (Transformation)	6	Apr-20	Mar-21	No	Fixed Term Extension
Chief Officer	HR&OD	HR Advisor/Policy	8	Apr-20	Mar-21	No	Fixed Term Extension
Chief Officer	HR&OD	HR Project Manager (Transformation)	10	Apr-20	Mar-21	No	Fixed Term Extension
Chief Officer	Technology	GLA OPS Senior Manager	12	Apr-20	Mar-21	No	Fixed Term Extension
Chief Officer	Technology	Corporate Product Manager	11	Apr-20	Mar-21	Yes	Fixed Term Extension
Chief Officer	Technology	Reporting Analyst	10	Apr-20	Mar-21	Yes	Fixed Term Extension
Chief Officer	Technology	GLA OPS Officer	8	Apr-20	Mar-21	Yes	Fixed Term Extension
Chief Officer	Technology	GLA OPS Officer	8	Apr-20	Mar-21	Yes	Fixed Term Extension
Chief Officer	Technology	Business Analyst	9	Apr-20	Mar-21	No	Fixed Term Extension

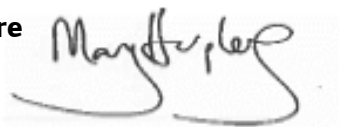
Chief Officer	Technology	Digital Delivery Manager	10	Early 20/21	N/A	N/A	New Permanent Post
Chief Officer	Technology	Digital Delivery Manager	10	Early 20/21	N/A	N/A	New Permanent Post
Communities and Skill	Communities and Social Policy	Partnership Co-ordinator (CII)	10	Early 20/21	Mar-22	No	New Fixed Term Post
Communities and Skill	Communities and Social Policy	EDI Advisory Group Support	6	Early 20/21	N/A	N/A	New Permanent Post
Communities and Skill	Skills and Employment	Programmes Officer, Reporting & Analysis	7	Early 20/21	Dec-23	Yes	New Fixed Term Post
Communities and Skill	Skills and Employment	Senior Project Officer	9	Early 20/21	Dec-23	Yes	New Fixed Term Post
Communities and Skill	Skills and Employment	Data Analyst	7	Early 20/21	N/A	N/A	New Permanent Post
Communities and Skill	Skills and Employment	Senior Project Officer	8	Early 20/21	N/A	N/A	New Permanent Post
Communities and Skill	Skills and Employment	Principal Policy Officer	10	Early 20/21	N/A	N/A	New Permanent Post
Good Growth	Environment	Project Officer (Air Quality/ULEZ)	6	Dec-20	Dec-21	Yes	Fixed Term Extension
Good Growth	Environment	Principal Policy and Projects Officer (Air Quality/ULEZ)	10	Early 20/21	N/A	N/A	New Permanent Post
Good Growth	Environment	Senior Policy and Projects Officer (Air Quality/Monitoring)	8	Early 20/21	N/A	N/A	New Permanent Post
Good Growth	Regeneration & Economic Development	Senior Project Officer – Economic Fairness	8	Jun-20	Mar-21	No	Fixed Term Extension
Good Growth	Regeneration & Economic Development	Senior Project Officer – Economic Fairness	8	Jun-20	Mar-21	No	Fixed Term Extension
Good Growth	Regeneration & Economic Development	Senior Project Officer – Economic Fairness	8	Jun-20	Mar-21	No	Fixed Term Extension

Good Growth	Regeneration & Economic Development	Senior Policy Officer – Technology & Innovation Delivery	8	Early 20/21	Mar-21	No	New Fixed Term Post
Good Growth	Regeneration & Economic Development	Senior Project Officer – Regeneration Area Teams	8	Early 20/21	Mar-22	No	New Fixed Term Post
Good Growth	Regeneration & Economic Development	Senior Project Officer – Regeneration Area Teams	8	Early 20/21	Mar-22	No	New Fixed Term Post
Good Growth	Regeneration & Economic Development	Senior Project Officer – Regeneration Area Teams	8	Early 20/21	Mar-22	No	New Fixed Term Post
Housing and Land	Housing and Land	Senior Project Manager	10	AprJan-20	MarApr-2120	Yes No	Fixed Term Extension
Housing and Land	Housing and Land	Projects Officer Mobility (0.5 FTE)	6	Early 20/21	N/A	N/A	New Permanent Post
Strategy and Communications	City Operations	LSAT Duty Officer	8	Early 20/21	N/A	N/A	New Permanent Post
Strategy and Communications	City Operations	Senior Project Support Officer/Major Ceremonials	7	Early 20/21	N/A	N/A	New Permanent Post
Strategy and Communications	External Affairs	Press & Marketing BAME Intern	1.3	Sep-20	Sep-21	No	Fixed Term Extension
Strategy and Communications	External Affairs	Press & Marketing BAME Intern	1.3	Sep-20	Sep-21	No	Fixed Term Extension
Good Growth	Transport, Infrastructure and Connectivity	LUAR Senior Technical Officer	10	Apr-20	March 2022	No	New Fixed Term Post
Good Growth	Transport, Infrastructure and Connectivity	LUAR Project Manager	9	Apr-20	March 2022	No	New Fixed Term Post
Good Growth	Transport, Infrastructure and Connectivity	LUAR Project Officer	6	Apr-20	March 2022	No	New Fixed Term Post

Head of Paid Service

The above proposal has my approval.

Signature



Date

17/03/2020

1. Staffing proposals

- 1.1 The proposed GLA budget for 2020/21 – presented to the Budget & Performance Committee on 16th December 2019 – proposed an increase in the number of established posts by 20 FTEs, comprising 13 (FTEs) permanent posts and seven (FTEs) for new fixed term posts. The paper also proposed the extension of 26 current fixed term posts.
- 1.2. Following further detailed scrutiny, the Chief Officer has reduced this increase in established posts to 18 posts, comprising 11 (FTEs) new permanent posts and 7 (FTEs) new fixed term posts. Further scrutiny has also reduced the number of extensions to fixed term posts from 26 in the proposed GLA budget to 20 posts.
- 1.3. There are three additional fixed term posts proposed in this paper which were not included in the December draft budget. These are to be in the Growth, Infrastructure & Connectivity Unit (covered in Section 5.10) and are fully covered by external funding from the Geospatial Commission. These bring the total number of new fixed term posts to 10.
- 1.4. It is important to note that the creation of all these posts is subject to the formal adoption of the budget by the Mayor. No appointments will be made to these posts until April 2020.
- 1.5 The proposed GLA budget for 2020/21 also proposes the conversion of 30 existing fixed term posts to permanent posts. The Chief Officer will consult the GLA Oversight Committee formally on these conversions at their March meeting.

2. Consultation

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

2.1 In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the Staffing Protocol), formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee (on behalf of the Assembly) was required for this proposal as five or more posts within one unit are being created or deleted.

2.2 The purpose of this paper is to lay out why these new posts and extensions to fixed term posts are required. The proposals related to three Units – Skills & Employment, Regeneration & Economic Development and Technology Group - do require that the Chief Officer consults the GLA Oversight Committee formally, as five or more posts are being changed in each case. The other proposals require informal consultation only, but the Chief Officer is taking the opportunity to lay all the proposed changes out in this paper for the purposes of transparency.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	11	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	30	10 new FTC posts and 20 FTC extensions to existing posts
Fixed-terms posts to be (deleted)	0	
Net total of posts created	41	
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

4. Financial comments

4.1. The financial implications of these establishment changes are reflected in the figures presented in the proposed GLA budget for 2020/21; presented to the Budget & Performance Committee on 16th December 2019. The three posts which were not included in the draft budget are fully funded from external sources.

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. 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.

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

Unit proposals which fall under the definition of a 'major restructure'

- 5.8. The proposals set out in this paper 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). This paper seeks to consult the Assembly (via the Assembly's staffing committee, the GLA Oversight Committee) in line with the requirements set out in the Staffing Protocol. The HoPS will take the Assembly's views into consideration when making a decision.

- Community & Skills- Skills & Employment
- Good Growth- Regeneration & Economic Development
- Chief Officer- Technology Group (TG)

Unit proposals which fall under the definition of a 'minor restructure'

- 5.9. The proposals set out in this paper do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not normally 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, these persons will in any event be consulted on these proposals in accordance with paragraph 5.4 of the Staffing Protocol and this paper seeks to consult the Assembly (via the Assembly's staffing committee, the GLA Oversight Committee) in line with the requirements set out in the Staffing Protocol. The HoPS will take the Assembly's views into consideration when making a decision.

- Good Growth- Environment
- Chief Officer - HR & OD
- Strategy & Communications - City Operations

Unit proposals which fall under the definition of creation of temporary posts

- 5.10. A proposal to create a new fixed-term post of less than two years duration and/or extend a fixed-term post (where the total duration of the post is less than two years) does not normally 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, these persons will in any event be consulted on this proposal and the HoPS will take the Assembly's views into

consideration when making a decision. The proposal will also be reported by the HoPS to the persons set out at paragraph 8.4.6 above in a six-monthly report.

- Strategy & Communications – External Affairs
- Good Growth – Transport, Infrastructure & Connectivity

6. Equalities considerations

6.1 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to any vacant posts.

7. Appendices

Appendix A: GLA Oversight Committee paper

8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director <u>Mary Harpley</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Charmaine De Souza</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Beth Cushion has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 3 March 2020	

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-150

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

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

Decision Required

That the Head of Paid Service:

Approves

The creation the following permanent Secretariat Intern posts:

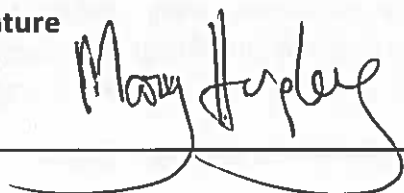
Job title	Grade
Secretariat Intern x3	2

noting that these permanent posts will be filled on a fixed term basis, for a 9 month period at a time.

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03/20

1. Staffing proposals

- 1.1 In 2019 the Executive Director of Secretariat, with the support of the London Assembly Members, piloted a Secretariat Internship programme, aimed at increasing the diversity of the Secretariat.
- 1.2 Historically, recruitment levels of BAME staff to the Secretariat have been low and there appears to be a limited pipeline of BAME candidates for many roles within the Secretariat. This programme, therefore, aimed to attract people from diverse backgrounds to the Secretariat and provide them with substantive experience of working in the Directorate and, therefore, leave them well placed to be able to compete in open processes for positions in the Assembly's Secretariat as they arise.
- 1.3 The Internship programme formed part of a range of measures set out within the Secretariat's Diversity and Inclusion Plan which were aimed at increasing the diversity of the Secretariat.
- 1.4 The programme was aimed at those from BAME communities who were interested in pursuing a career in working with elected politicians but who either lacked the experience to achieve a permanent role or who were looking to cement their experience.
- 1.5 The programme - and three fixed term intern posts - was initially established for a year, with an advertising and recruitment process taking place in April-June 2019 and the interns starting at the GLA in September 2019. Almost 1400 applications were received and the overall calibre of candidates was very high.
- 1.6 The three successful candidates were appointed on fixed term contracts for 9 months in total, splitting the duration of their stay between the following teams, spending three months in three different teams, depending on preferences, skills, experience and circumstances:
 - The Committee Services Team, which provides a comprehensive meetings service for the London Assembly, a range of Mayoral boards, the Old Oak and Park Royal Development Corporation (OPDC), the London Legacy Development Corporation (LLDC) and Transport for London (TfL);
 - The Scrutiny Team, which supports the investigative work of the Assembly and its committees; and
 - Group offices, which provide support for Members individually by providing personal assistants and research officers.
- 1.7 The programme was funded from Directorate reserves and it was agreed at the time of approval that, if the programme was successful, officers would come back to Members with a proposal for future years, including funding proposals.
- 1.8 The ultimate test of the success of the pilot year will of course be whether the inaugural cohort of interns are able to successfully compete for jobs within the GLA. However, as the interns' placements do not end until June that cannot be tested at this stage. Feedback from those staff who have been managing the interns, however, is that they have made an excellent contribution to the work of the teams they have worked within and have operated to a high standard, contributing to Assembly Member outputs and committee briefings, and drafting formal committee paperwork (such as agendas, reports, minutes and transcripts).

- 1.9 It is therefore now proposed that the Secretariat BAME internship scheme be placed on a permanent footing and approval is sought to establish three permanent intern posts within the Secretariat Directorate, with the Learning Profile attached at Appendix B.
- 1.10 These would then be filled by up to three interns on a fixed term basis and for a nine month period at a time – usually from September to the following June in any 12 month period.
- 1.11 The Learning Profile has been evaluated at Grade 2, which reflects the requirements for the role and the breadth, stretch and exposure the appointees will receive in this accelerated development programme.
- 1.12 The overall objectives of the programme are to:
- Attract people from diverse backgrounds to the Secretariat / give them the opportunity to see what a career working in the Secretariat would be like;
 - Provide interns with enough stretching and meaningful practical experience and skills to be able to compete in open processes for positions in the Assembly's Secretariat as they arise; and
 - Ensure that 'interns' and 'graduates' from the programme are aware of and encouraged to apply for vacancies as and when they arise (with an alumni network being established and alumnus being given access to internal Secretariat vacancies for a year after graduating from the programme).
- 1.13 As with the pilot cohort, all interns will be provided with a 'buddy' at Grade 5/6 for the duration of their stay to help with daily, practical issues, as well as a line manager and a senior sponsor.
- 1.14 Interns receive a welcome session with the Executive Director of Secretariat and then a team induction per three month rotation. Other relevant training is also arranged for the duration of the interns' stay, including interview preparation training. Interns are subject to a performance and development management process whilst on the programme in order to 'pass' the scheme.
- 1.15 The programme is aimed at attracting and developing a diverse talent pool rather than meeting a short-term resourcing need. It therefore requires an upfront investment of time from managers within the Directorate to induct and support interns.
- 1.16 Raising the diversity of the team will strengthen it, bring in different perspectives and skills, and help the Secretariat represent London more effectively. There is also an increased focus from the CMT to improve its diversity for these very reasons.
- 1.17 The positions will be advertised on London.gov, will be shared with London Universities and promoted through other appropriate networks.

2. Consultation

The Assembly Chair, Deputy Chairman, Group Leaders and Caroline Pidgeon MBE AM have been briefed on the proposal.

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	3	The number of posts filled in practice will depend on the outcome of the recruitment process in any given year
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	0	
Fixed-terms posts to be (deleted)	0	
Net total of posts created / (deleted)	3	
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

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

4. Financial comments

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

Cost centre **GO801** Cost object **(if different):**

Is post to be externally funded, in part or full (if yes, include details below)? **No**

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

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

What is expected start date? **14/09/20** Expected end date? **30/06/21**

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

- 4.1 The proposed creation of 3 Intern posts, at grade 2 for a period of 9 months per annum, has costs equating to approximately £25,000 per intern and up to £75,000 in total for the 3 interns (at mid-point salary scale and with on costs).
- 4.2 Based on a start date of 14 September 2020, the approximate costs of £75,000 will span two financial-years as follows for the 3 Interns:
- 2020-21 - £58,000 (7 months)
 - 2021-22 - £17,000 (2 months)
- 4.3 The posts will be held in the Assembly Support Unit (G0801) within the Assembly and Secretariat. The GLA Oversight Committee, as part of its approval of the Assembly's budget requirement for 2020/21, agreed in principle, at its meeting in October 2019, to allocate £70,000 to fund the intern scheme, for a further year. This budget is factored into the Assembly budget. The overall costs can be contained within the budget for the Assembly Support Unit. The Assembly's overall budget is subject to the budget-setting process for the GLA consolidated budget 2020/21.
5. **Legal comments**
- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the GLA Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, "*The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any 'major restructure,' namely the creation or deletion of five or more posts within any one unit.*" As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposals set out in this Chief Officer Form do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that "*The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing*

committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them". 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 posts.

- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

See Section 1 , above.

7. Appendices

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

Appendix B: Learning Profile

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Ed Williams</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Rebecca Arnold</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Beth Cushion</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 3 March 2020.	

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>	2	NA	13/06/2020	NA	Creation
<i>Post B</i>	2	NA	13/06/2020	NA	Creation
<i>Post C</i>	2	NA	13/06/2020	NA	Creation
<i>Etc.</i>					

Appendix B – The Learning Profile for these posts is attached.

(NB a structure chart showing reporting lines is not attached as the interns complete three rotations of three months in three different teams within Secretariat per placement and the line managers for each placement vary.)

GREATERLONDONAUTHORITY

Request for Head of Paid Service Decision CO-152

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

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

Decision Required

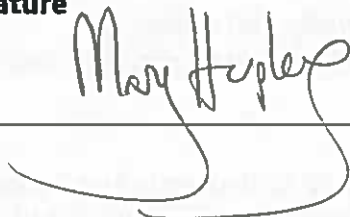
That the Head of Paid Service:

Approves the extension of a G8 Diversity Advisor post for a further 4-months.

Head of Paid Service

The above proposal has my approval.

Signature



Date

06/03 /2020

1. Staffing proposals

As part of the Transformation Programme, the GLA committed to creating a systematic and robust approach to Talent Management. This is in response to the most recent Ethnicity Pay Gap Action Plan, which highlighted an immediate priority to address the underrepresentation of Black, Asian and Minority Ethnicity (BAME) employees at senior levels.

1.1 In response, the GLA procured the expertise of Deloitte to co-design and implement an approach which aims to identify, track and develop high potential BAME employees between grades 8-12, to improve representation at grades 10-13, through:

- **Spotting and developing:** high potential BAME GLA employees, through a talent identification process
- **Succession Planning:** Identifying senior roles for succession planning at grades 10-13, using a fair and objective approach.
- **Mapping:** potentially mapping high potential employees to senior roles to inform development planning. Noting that any individuals mapped onto succession plans would still need to go through open and fair recruitment to secure any roles.

1.2 The first two phases of the programme have now nearly concluded but progress has been slower than anticipated due to the high volume of activity required from SLT members in a short period of time and constraints on their availability. A request is therefore being made to extend the one GLA post dedicated to this project, the grade 8 Diversity Advisor for a period of 4-months to ensure the final phase is delivered successfully and to conduct a full evaluation of the programme to determine whether it could and should be rolled out more widely across GLA in future years.

2. Consultation

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

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

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	1	
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)	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

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

Cost centre **GM.0112** Cost object
(if different):

Is post to be externally funded, in part or full (if yes, include details below)? **NO**

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

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

What is expected start date? **8th March** Expected end date? **31st July 2020**

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

4.1 CO approval is being sought for to extend the Diversity Advisor grade 8 post approved under CO 39 for a further 4 months. This will take the total duration of this post to 10 months.

4.2 The cost of extending this post for a further 4 months to 31 July 2020 will be approximately £20,000 at grade 8 midpoint salary scale including on costs. This posts costs will continue to be funded from the 2019-20 and 2020-21 Transformation Programme budget.

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 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

This role plays a key role in the identification and development of a positive action approach to talent management which aims to improve representation of underrepresented groups in the GLA.

7. Appendices

8. Approval

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

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
Post A	8	004208	13/06/2019	31/07/2020	Extension
Post B					
Post C					
Etc.					

