

Request for Head of Paid Service Decision CO-194

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

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Decision Required

That the Head of Paid Service:

Approves the following for the Mayor's Office:

- *Deletion of GLA permanent posts:*

<i>Job title</i>	<i>Grade</i>
Assembly Liaison and Briefing Manager	11

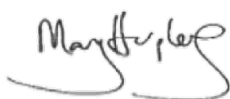
- *Creation of GLA permanent posts:*

<i>Job title</i>	<i>Grade</i>
Senior Adviser to the Mayor	12

Head of Paid Service

The above proposal has my approval.

Signature



Date 04/11/20

1. Staffing proposals

The grade 11 Assembly Liaison and Briefing Manager's duties and accountabilities have evolved over the past two years. Initially the primary focus of the post was to manage briefings and actions from Mayor's Question Time (MQT) and State of London Debate (SOLD).

The post currently leads, manages and writes briefings for all the Mayor's statutory public commitments, is accountable directly to the Mayor and responsible for the Mayor's Office Briefing Team.

The present incumbent is leaving the post at the end of August 2020 and it is proposed to delete the Assembly Liaison and Briefing Manager post and to replace the deleted post with a new post of Senior Advisor to the Mayor, Briefing. The new job description and title takes account of the increased responsibility, seniority, duties and accountability as described above

This new post of Senior Adviser to the Mayor, Briefing, grade 12, will replace the deleted post, Assembly Liaison and Briefing Manager, grade 11 (vacant from 28.08.20)

2. Consultation

No consultation is required under the HoPS protocol, and there is no affected incumbent to consult with under the Management of Change procedure.

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	Senior Adviser to the Mayor, Briefing
Permanent posts to be (deleted)	1	Assembly Liaison and Briefing Manager
Fixed-term posts to be created		
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

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

Cost centre Cost object
(if different):

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date? Expected end date?

4.2 This CO form is to approve the deletion of the Briefing and Assembly Liaison Manager post (post number 3267) grade 11 in the Mayor's Office and create a Senior Advisor to the Mayor, Briefing post grade 12 for reasons detailed above in this CO form. The savings made per annum from the deletion of the grade 11 post in will be £76,000 and the cost of creating a grade 12 post will be £93,000 per annum, therefore a net increase of £17,000 per annum and £6,000 in 2020-21 for overhead costs. This is including on-costs and based on 2020-21 mid-point salary budget. The post will sit within the Mayor's Office directorate and will be funded from the Mayor's office budget, which will require careful management as it is currently forecast to exceed budget before this additional demand.

4.3 The GLA may become liable for redundancy costs if the post holders have on-going continuous service from a local authority or equivalent body. Such costs cannot yet be quantified but if applicable will be subject to further approval via the Authority's decision-making process and contained within The Mayor's Office

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

The new post will be advertised inline with the GLA Recruitment & Selection policy

7. Appendices

Appendix A- Details of all affected posts

Appendix B – Job Description

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>David Bellamy</u> has reviewed and commented on this proposal.	✓
Assistant Director _____ has reviewed and commented on this proposal.	N/A
HR & OD Lead Officer <u>Jane Greening</u> has reviewed and commented on this proposal.	✓
Finance and Legal	✓ Legal ✓ Finance
Corporate Management Team (CMT) This proposal was considered by CMT on 14 September 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
Senior Adviser to the Mayor, Briefing	12		31 August 2020		creation
Assembly Liaison and Briefing Manager	11	003267			deletion

Appendix B Job Description

Job title: **Senior Adviser to the Mayor, Briefing**

Grade: **12**

Post number:

Directorate: **Mayor's Office**

Unit: **Mayoral Support Team**

Job purpose

To prepare the Mayor for his major statutory public meetings by leading and managing the written and verbal briefing process for Mayor's Question Time (MQT), State of London Debate (SOLD), People's Question Time (PQT) and statutory Assembly plenary meetings.

Principal accountabilities

1. Directly accountable to the Mayor for the provision of comprehensive, accurate and politically-aware written and verbal briefing for public meetings.
- 2.
3. Advise the Mayor on lines to take, content and processes, working with the Head of Mayor's Private Office, Mayoral Directors, Deputy Mayors and Senior Advisers to coordinate consistent messaging; helping to instil confidence in the process, accuracy and validity of content provided.
4. Deputise for the Mayoral Director, Political and Public Affairs, contributing and leading on statutory matters, briefing and related subjects as appropriate.
5. Leading on and contributing to discussions with Mayoral appointees and senior officers on Mayoral lines to help ensure consistency in public messaging.
6. Keep abreast of and understand all GLA and Mayoral policy issues to ensure all current lines are reflected in briefing materials for public meetings.
7. Negotiate effectively across the GLA and Functional Bodies at the highest possible level to achieve the delivery of relevant material, working to sometimes tight and immovable deadlines, ensuring high quality content is received
- . Develop and maintain effective relationships with officers at all levels throughout the GLA and Functional Bodies to interpret policies accurately.
8. Responsible for the content of the Mayor's pre-prepared responses to oral questions at MQT, leading on drafting content and working with policy teams from across the GLA to collect source material and background briefing, working to tight and statutory deadlines.
9. Responsible for the content of accurate and politically-aware responses to written questions from the London Assembly, working to tight and statutory deadlines.

10. Responsible for preparing the Mayor's monthly statutory reports to the Assembly.
11. Work closely with the Mayor and Head of Mayor's Private Office to ensure the Mayor's comments and requirements are accurately reflected in briefing documents.
12. Liaise and negotiate extensively with the London Assembly and its Secretariat, maintaining effective relationships to help manage public meetings and contribute positively to the governance of the GLA.
13. Lead and develop a working strategy for the Mayor's Briefing Team, including those working specifically on London's recovery from the Covid-19 pandemic, ensuring they are able to work effectively towards fulfilling the Mayor's expectations and they feel suitably supported in doing so.
14. Responsible for actioning any commitments the Mayor makes at public meetings to provide the Assembly with further information on specific issues, including following up with officers to make sure the information is passed on promptly to the Assembly Secretariat and to Assembly Members.
15. Responsible for maintaining a centrally-held archive of information, including previous questions and responses, regularly reviewing the status of MQT and plenary written questions with the Mayor's Briefing Team.
16. Responsible for drafting, monitoring, coordinating and clearing Freedom of Information requests as they relate to the Mayor and the Mayor's Office.
17. Assist, when appropriate and necessary, colleagues in the Mayor's office.
18. Manage resources allocated to the job in accordance with the Authority's policies and code of Ethics and Standards.
19. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi disciplinary cross-department and cross organisational groups and teams.
20. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities.

Key contacts

Accountable to:	The Mayor, Mayoral Director, Political and Public Affairs
Accountable for:	Staff and resources allocated to the role
Principal contacts:	The Mayor of London, Mayor's Private Office, Mayoral Advisers, Deputy Mayors, Senior Advisers, Assembly Members, Group Officers, Senior Managers of the GLA.

Person Specification

Technical requirements/experience/qualifications

1. Extensive and detailed policy and organisational knowledge and experience of developing and communicating politically-sensitive policy lines. To include keeping abreast of all relevant policies, mayoral commitments and the relevant budgetary and delivery detail to enable accurate verbal briefing of the Mayor
2. Significant experience of developing and implementing systems to enable the effective delivery of business processes, within a complex political environment.
3. An understanding of, and strong commitment to, the Authority's agenda for London.
4. Significant knowledge and understanding of the legislative framework in which the Authority works. Full understanding of the Mayor's statutory commitments including People's Question Time, Mayor's Question Time, appearances at plenary sessions. Responsible for delivery of all written and oral questions as part of MQT and PQT. Full and detailed understanding of the Freedom of Information process
5. Ability to engender trust and confidence, and demonstrate probity and integrity in the provision of advice and support on complex issues.

Behavioural competencies

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 4 indicators of effective performance

- Identifies and engages a diverse range of influential contacts within stakeholder and community groups, and partner organisations
- Builds alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights
- Actively challenges and addresses 'silo attitudes' to encourage effective relationship building inside and outside the GLA
- Understands the complexities of political dynamics and uses this to manage relationships and resolve conflict effectively
- Identifies clear win-win situations with external partners

Communicating and Influencing

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

Level 4 indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

Problem Solving

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

Level 4 indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term
- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

Decision Making

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

Level 4 indicators of effective performance

- Makes difficult decisions for the long term benefit of the organisation
- Presents and instils confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA
- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

Planning and Organising

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

Level 4 indicators of effective performance

- Takes accountability for monitoring delivery of the GLA's commitments
- Uses quality assurance processes across the organisation as a feedback mechanism to improve performance
- Takes responsibility for ensuring tools and techniques are available for the effective management of programmes
- Realigns GLA objectives to respond to changing external and internal agendas
- Uses feedback from all sectors as a performance measure for GLA work

Organisational Awareness

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

Level 4 indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda

- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

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 4 indicators of effective performance

- Demonstrates resilience in the face of challenge from staff, media and partner organisations
- Promotes the GLA as a flexible organisation, responding to the changing needs of Londoners
- Shows positivity in the face of external pressure, minimising negative impact
- Drives a culture of continuous improvement
- Sets the direction for organisational development and ensures effective communication of change initiatives

Reasonable Adjustment

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

Request for Head of Paid Service Decision CO-196

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

Decision Required

That the Head of Paid Service:

Approves:

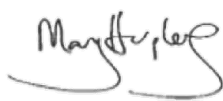
the creation of posts in the Housing and Land Directorate – three FTE permanent Senior Project Officers (Rough Sleeping and Supported Housing), grade 8

<i>Job title</i>	<i>Grade</i>
<i>Senior Project Officer (Rough Sleeping and Supported Housing)</i>	8
<i>Senior Project Officer (Rough Sleeping and Supported Housing)</i>	8
<i>Senior Project Officer (Rough Sleeping and Supported Housing)</i>	8

Head of Paid Service

The above proposal has my approval.

Signature



Date 04/11/20

1. Staffing proposals

- 1.1 During 2017/18, 7,484 people were seen sleeping rough in London, more than double the number in 2010/11. Sixty per cent were new to the street, 47 per cent were non-UK nationals and 23 per cent were from Central Eastern European (CEE) countries. Around three quarters had one or more support needs (50 per cent mental health, 43 per cent alcohol, and 40 per cent drugs).
- 1.2 The Mayor believes we have a moral imperative to tackle homelessness. He sees the fact that a growing number of people have been left sleeping rough on London's streets as a source of shame. The Mayor has set up a 'No Nights Sleeping Rough' (NNSR) taskforce to identify, implement, lobby for, and monitor the effectiveness of interventions to tackle rough sleeping. Chaired by the Deputy Mayor for Housing and Residential Development, it brings together partners key to tackling rough sleeping in London (including boroughs, voluntary organisations and Government). In his London Housing Strategy, the Mayor sets out his aim that there should be a sustainable route off the streets for every single rough sleeper in London. He has recently published his Plan of Action which outlines the steps that need to be taken for this to be achieved.
- 1.3 The Mayor has secured funding from the Government's £433m four-year national fund to deliver accommodation for former rough sleepers. £160m nationally is being made available for homes to be completed by the end of 2020/21, of which £66.7m (£57.8m of capital and £8.9m revenue) has been allocated to the Mayor to deliver 900 units of accommodation in London. The funding profile nationally for 2021/22, 2022/23 and 2023/24 is £134.1m, £80.7m and £57m respectively, and the London allocation for each of these years will be announced in due course.
- 1.4 Alongside this capital and revenue funding, the Ministry of Housing, Communities and Local Government has committed to providing funding for four years to cover staffing costs associated with delivering, implementing and monitoring the new programme. The work involved will be considerable and will include not only promoting the programme, co-producing bids with partners, making grant allocations and overseeing delivery, but also ongoing monitoring of potentially large numbers of often complex projects thereafter. It will also include a significant element of stakeholder management, as well as liaison with and oversight of the Clearing House. The work will span the remit of two teams within Housing and Land – the Rough Sleeping Team and the Specialist and Supported Housing Team.
- 1.5 There is no existing capacity to undertake this work. The Rough Sleeping Team is already under-resourced, with four redeployees currently within it working on the rough sleeping Covid-19 response. Similarly, the Specialist and Supported Housing Team is working at capacity on existing programmes, including Homelessness Change, Care and Support and the Community Housing Fund.
- 1.6 Approval is therefore being sought to create three Senior Project Officers (Grade 8) – two in the Rough Sleeping Team and one in the Specialist and Supported Housing Team.

2. Consultation

This proposal relates the creation of three grade 8 posts.

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.

In addition, in depth consultation with a range of stakeholders, including boroughs and providers, was undertaken during the creation of the Mayor Rough Sleeping Plan of Action. In addition, the GLA is working with MHCLG to co-produce bids with partners.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	3	At grade 8
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
Net total of posts created	3	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

4. Financial comments

- 4.1 Approval is being sought for the creation of three Senior Projects Officers at grade 8 within the Housing and Land Directorate (Rough Sleeping and Specialist and Supported Housing)
- 4.2 The budget for this proposal is outlined below as set out in the MOU with MHCLG. The costs are broadly in line with the mid-point of grades (incorporating on-costs) for each of the years:
- creation of 3x Grade 8:

	2020/21 *	2021/22	2022/23	2023/24	Total
Staffing costs	£138,750	£188,700	£192,474	£196,323	£716,247

*assumes 1 August start

- 4.3 There will also be £6k per new permanent post charge to fund support services - £18k in total in 2020/21.
- 4.4 The total cost of the proposal is £716,247 which will be funded from the MHCLG funding for staffing the Rough Sleeping Accommodation Programme.
- 4.5 The GLA may become liable for redundancy costs if the post holders have on-going continuous service from a local authority or equivalent body. Such costs cannot yet be quantified but if applicable will be subject to further approval via the Authority's decision-making process and contained within The Mayor's Office

5. Legal Implications

- 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

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

7. Appendices

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

Appendix B: Structure chart

Appendix C: Job description

8. Approval

	<i>Tick to indicate approval</i> ✓
Executive Director <u>Rickardo Hyatt</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Rickardo Hyatt</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Laura Heywood, HR BP</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	Finance ✓ Legal ✓
Corporate Management Team (CMT) This proposal was considered by CMT on 14 September 2020	

Appendix A

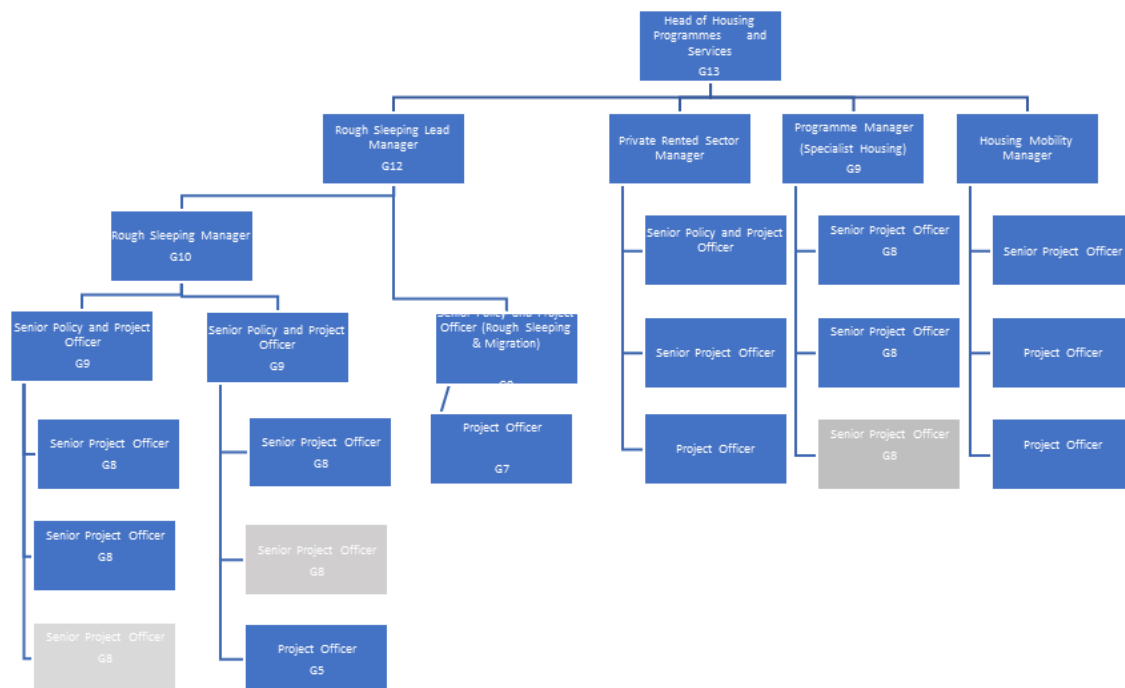
Details of all affected posts

Post title	Post grade – current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Senior Project Officer (Rough Sleeping and Supported Housing)</i>	8	4481	asap		creation
<i>Senior Project Officer (Rough Sleeping and Supported Housing)</i>	8	4482	asap		creation
<i>Senior Project Officer (Rough Sleeping and Supported Housing)</i>	8	4483	asap		creation

Appendix B

Organisational chart

Proposed posts in grey



Appendix C

Job description

Job title: Project Officer (Rough Sleeping and Specialist Housing)

Grade: 8 **Post number:**

Directorate: Housing and land

Unit: Housing Programmes and Services

Job Purpose

1. To provide programme support and project management in the delivery of housing and land projects, particularly in relation to rough sleeping, leading on the preparation and delivery of project monitoring information and ensuring excellent project management across all projects to ensure successful planning and delivery of housing and land interventions across London.
2. To assist with generating bids for supported and specialist housing, particularly in relation to rough sleeping.

Principal Accountabilities

1. To lead on all aspects of the procurement of other projects and services. Ensure that all commissioning follows the GLA's financial, contractual and procurement compliance requirements.
2. Deliver programme support and project management for specialist and supported housing programmes, particularly in relation to rough sleeping.
3. Deliver the production, maintenance and distribution of project documentation such as risk logs, issue logs, action lists, requirements logs, project plans, programme prospectus and application forms, team plans and work packages (detailing various project team member tasks), as directed.
4. Liaise with applicants, delivery and funding partners, boroughs and other organisations to help maintain excellent working relationships. Monitor delivery partners and track project activities and milestones against targets, take ownership and management of project issues; take follow-up or remedial actions if required. Produce project and programme communication and reports in order to track and report on project progress and tackle poor delivery if it occurs.
5. Support programme monitoring on housing and land projects including financial information, such as monitoring spend against budget, and evaluation methodology.
6. Monitor and, on occasion, manage the procurement of consultants and the preparation of contract specifications and grant-award documentation to delivery partners.
7. Develop and manage implementation of guidelines and standardised approaches to support and maintain good project and programme management practice across the programme.

8. Develop successful networks within the organisation and with external partners to ensure successful delivery across all projects.
9. Manage resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
10. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities

Dimensions:

Accountable to: Programme Manager (Specialist Housing)/Senior Policy and Project Officer (Rough Sleeping)

Accountable for: Resources allocated to the post.

Principal contacts: Senior Managers and staff within the Authority and relevant London borough(s) and housing associations, and senior officers in other public and private sector organisations.

Person specification

Technical requirements/qualifications/experience

- 1 Experience of delivering large projects in complex organisations.
- 2 Strong understanding of housing delivery issues in London and the structure and political context of London government.
- 3 Experience of contract monitoring, ideally for homelessness or other social care services.
- 4 Evidence of using strategic analytical skills to support project delivery, including using performance management frameworks to implement and monitor successful delivery.
- 5 Well developed IT skills and experience of using financial or project management systems and processes.

2. Behavioural competencies

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 2 Indicators of Effective Performance

- Identifies opportunities for joint working to minimise duplication and deliver shared goals
- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected

Communicating & Influencing

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

Level 2 Indicators of Effective Performance

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

Planning & Organising

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

Level 2 Indicators of Effective Performance

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

Problem Solving

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

Level 2 Indicators of Effective Performance

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

Organisational Awareness

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

Level 2 Indicators of Effective Performance

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

Responding to Pressure and Change

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

Level 2 Indicators of Effective Performance

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

Reasonable adjustment

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

Request for Head of Paid Service Decision CO-205

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

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

Decision Required

That the Head of Paid Service:

Approves:

- the creation of the following two GLA fixed-term posts which will manage the set-up and delivery of the new £9m, GLA/ERDF-funded Local Energy Accelerator programme to increase the provision of local, clean energy across London:

Job title	Grade	Duration
Programme Lead – Local Energy Accelerator	10	2 years 10 months
Strategy, Markets & Innovation Lead – Local Energy Accelerator	10	2 years 10 months

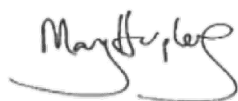
- the extension of the following GLA fixed-term post to manage the set-up of the new Local Energy Accelerator programme while its Programme Delivery Unit is procured and the above posts are recruited:

Job title	Grade	Duration of extension
Project Manager – Energy Systems (Philippa Ellis)	9	6 months

Head of Paid Service

The above proposal has my approval.

Signature



Date 04/11/20

1. Staffing proposals

- 1.1 The Mayor has made a commitment for London to be zero carbon by 2030. To achieve this, we need to accelerate the scale and pace of clean local energy schemes operating in London. Since 2016, the Decentralised Energy Enabling project (DEEP) (approved by MD1542), part of the Mayor's Energy for Londoners programme, has kick started clean local energy for London, contributing to the Mayor's target of 15 per cent of London's energy demand to come from clean and renewable decentralised energy by 2030.
- 1.2 The Local Energy Accelerator (LEA) extends the work started by DEEP for another three years, from October 2020 to September 2023. It will comprise a GLA programme delivery team, including a GLA commissioned and managed external project delivery unit (PDU) and the GLA's Local Energy Services Framework, to support public and private organisations to develop and bring into operation their local clean energy schemes.
- 1.3 This will ensure the build and operation of clean local energy is accelerated, maximises carbon savings and contributes to London's climate emergency response. It is anticipated that from September 2023 the LEA will save 20,000 tonnes of carbon dioxide and increase renewable energy capacity by 3MW. It is proposed to use Greater London Authority and European Regional Development Fund (ERDF) funding on a 50:50 basis.
- 1.4 The Mayor approved under MD2521 £0.52m GLA staffing costs for three fixed term posts (the two fixed posts proposed in this CO Form, and a part-time ERDF Compliance Officer post). The Programme Lead post and the Strategy, Markets & Innovation Lead post will be fixed term from October 2020 to July 2023.
- 1.5 These posts will oversee the Local Energy Accelerator, both its day-to-day operations, programme management, strategy and delivery.

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

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	2	
Fixed-terms posts to be extended	1	
Net total of posts created	2	
Permanent posts to be regraded		

Fixed-terms posts to be regraded		
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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	GE.0350.006	Cost object (if different):	
Is post to be externally funded, in part or full (if yes, include details below)?	Yes		
Is the post full or part time?	Full time x 2 Part time x 1 (extension)		
Is the post permanent or temporary?	Temporary		
What is expected start date?	October 2020	Expected end date?	July 2023 March 2021 (extension)

- 4.1 The Energy Unit are proposing the creation of two fixed term posts and the extension of an existing post to deliver the Local Energy Accelerator programme.
- 4.2 The two new fixed term posts will be held against the Authority's grade 10 salary scale for a period of 2 years and 10 months whilst the current Project Manager post will be extended for 6 months against a grade 9 salary and occupied at 0.8fte. The estimated cost for this proposal is:

	2020-21 (000)	2021-22 (000)	2022-23 (000)	2023-24 (000)	Total (000)
Programme Lead – Local Energy Accelerator G10	39	79	81	27	226
Strategy, Markets & Innovation Lead – Local Energy Accelerator G10	39	79	81	27	226
Project Manager – Energy Systems G9	29				29
Total	107	158	162	54	481

This is based upon mid-point salaries, on-costs and support service charges.

- 4.3 As these posts span beyond two years the post holders may be subject to redundancy payments at the end of assignment. The cost of which will be dependent upon the length of service at the GLA.

- 4.4 As per MD2521 these posts will be funded by a mixture of ERDF and GLA funds (50:50) held within the DEEP budget line of the Environment 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 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 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.

5.9 The HoPS has the power to make this decision.

6. Equalities considerations

- 6.1 Under s149 of the Equality Act 2010 (the Equality Act), as a public authority the GLA must have due regard to the need to eliminate discrimination, harassment and victimisation, and any conduct that is prohibited by or under the Equality Act; and to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- 6.2 The GLA will ensure that (as part of its on-going legal responsibility to have due regard to the need to promote equality, in everything it does, including its decision-making), barriers are removed that may prevent those with protected characteristics benefiting from the programme. This will require the GLA, local authority beneficiaries, the PDU and others supplying services to identify those protected groups who could benefit, determine whether barriers exist and take measures to remove those barriers. This will include estimating the numbers involved for each relevant characteristic and assisting the GLA in discharging its duties under the Public Sector Equality Duty (PSED). In undertaking this action, the GLA's procurement is carried out on its behalf by Transport for London (TfL) which is part of the GLA Group. The TfL Group Policies contain equality and diversity policies as part of its procurement procedures. The GLA adopts those policies. TfL requires all organisations seeking to prequalify to receive tenders meet its policy requirements. Respondents are required to complete an equalities questionnaire and achieve a minimum score in order to qualify to receive the tender documentation. Further information on TfL equality policies can be found at <https://tfl.gov.uk/corporate/about-tfl/corporate-and-social-responsibility/equality-and-inclusion>.
- 6.3 The GLA Environment Unit commissioned an Integrated Impact Assessment (IIA) on the draft London Environment Strategy. The IIA incorporated an Equality Impact Assessment (EqIA) to help fulfil the Mayor's duty under the Equality Act 2010 to work to eliminate discrimination and promote equality in all activities. The EqIA assesses how the strategy would affect groups of people with protected characteristics under the Equality Act 2010: age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation and marriage/civil partnership status. It also considers effects on Londoners on low incomes.
- 6.4 The EqIA has examined the proposed strategy, socio-demographic data gathered in relation to the IIA and consultation findings. Based on this, and using professional judgement, the EqIA has identified several disproportionate beneficial effects on equality groups that may occur as a result of the implementation of the strategy, which the LEA has been designed to deliver

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>Philippa Graham</u> has reviewed and commented on this proposal.	
Assistant Director <u>Aram Wood</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Alison Cubbins</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].	

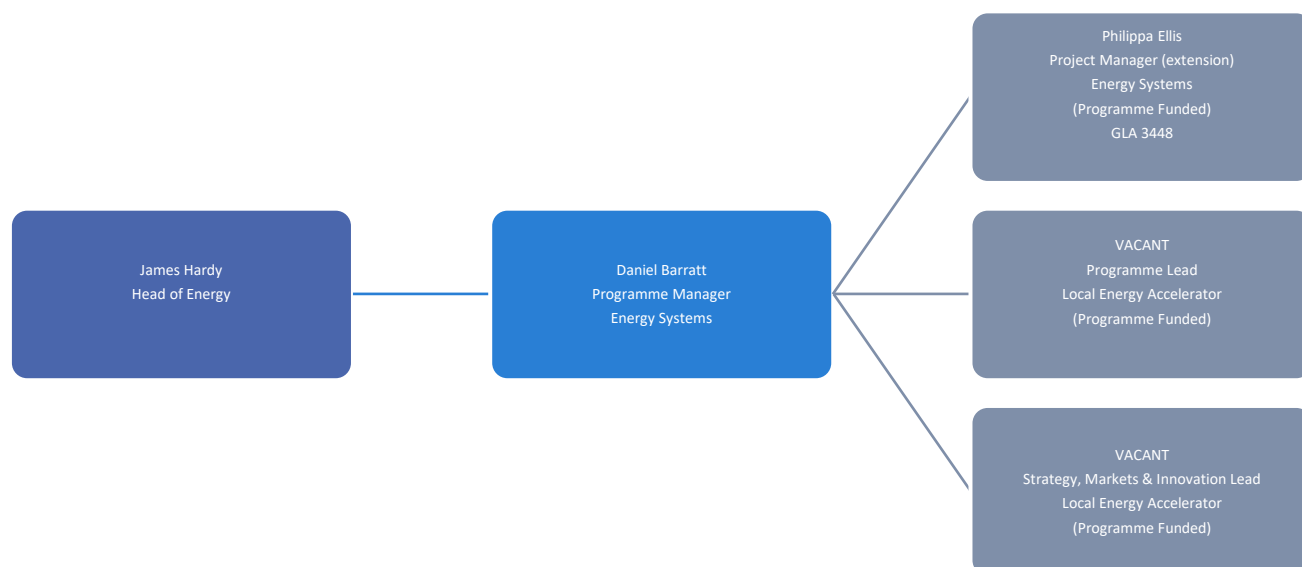
Appendix A

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>Programme Lead – Local Energy Accelerator</i>	10		October 2020	July 2023	Creation
<i>Strategy, Markets & Innovation Lead – Local Energy Accelerator</i>	10		October 2020	July 2023	Creation
<i>Project Manager – Energy Systems</i>	9	GLA 3448	October 2020	March 2021	Extension

Appendix B

Structure chart showing reporting lines and post reference numbers



Request for Head of Paid Service Decision CO-225

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

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

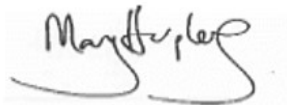
Decision Required

That the Head of Paid Service:

Approves the proposal to extend the post of Senior Manager, Giving within Team London, to 31 March 2021. (Previously CO form 64).

Head of Paid Service

The above proposal has my approval.

Signature**Date 30/11/2020**

1. Staffing proposals

The post of Senior Manager, Giving was originally created as a one year post, to end in March 2020. The post was created as an outcome of a recommendation in the externally commissioned review of philanthropy carried out by Rocket Science in 2018. The findings of the review included the need for a more strategic and coordinated approach to giving across the GLA.

The fixed term post of Senior Manager, Giving was extended in CO Form 64 in August 2019 as the existing post-holder was going on maternity leave and we wanted to extend the post so that we could establish whether or not there was a continued need for it. Therefore, to ensure continuity we extended the post until 30 September 2020 to take account of the post-holder's return to work date.

The Giving post work unsurprisingly can be divided into pre-Covid plans and post-Covid plans. Pre-Covid the post had focused on;

- creating a vision for giving across the GLA and gaining buy in from policy teams
- Clarifying governance arrangements with the Mayor's fund for London
- Building relationships with key stakeholders such as the Corporation and mapping how roles and responsibilities could complement each other
- Coordinating discussions regarding future collaboration with key stakeholders including London Funders, London Councils and others.

During Covid the role pivoted to join up offers of corporate support and enable them to be taken up by agencies and organisations across London.

The development of the recovery mission around building stronger communities and the pressure on GLA budgets and finances have combined to bring about a position where continuing this work on collaborative and strategic funding approaches is even more vital. We therefore wish to extend this post to 31 March 2021 to carry out this work and other mission related giving work.

2. Consultation

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

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	0	
Permanent posts to be (deleted)		
Fixed-term posts to be created	1	Extension of existing fixed-term post to 31 March 2021.

		Previous CO form 64.
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

The cost of extending the Senior Manager (Giving) post grade 11 by a period of 6 months until 31st March 2021, amounts to a total of £37,000 (including on-costs). This expenditure will be funded from the 2020/21 'Philanthropy Programme' budget held within the Team London & Community Sports 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 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.

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

6. Equalities considerations

The work of the Senior Manager, Giving relates directly to the ability of the GLA to work collaboratively with other funders (both statutory, independent and business) to leverage the maximum possible impact for Londoners. The focus of London's recovery has a particular emphasis on those communities disproportionately affected by Covid and therefore this post will help ensure that more resources are made available to help with community and London recovery.

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

	<i>Tick to indicate approval</i> ✓
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 Poyser 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
Senior Manager (Giving) Team London and Community Sport	Grade 11	004146	May 2019	30/09/2020	Extension of fixed-term post until end of March 2021
<i>Post B</i>					
<i>Post C</i>					
<i>Etc.</i>					

Request for Head of Paid Service Decision CO-228

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:

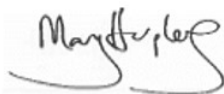
Approves extension of the post of G9 Senior Community Engagement Coordinator within the Community Engagement Team for 4 months until March 31, 2021 to support the delivery of the COVID-19 Community-Led Recovery programme. This post is currently 0.6 FTE and it is also proposed that the post be increased to 1.0 FTE.

<i>Job title</i>	<i>Grade</i>
<i>Senior Community Engagement Coordinator</i>	<i>9</i>

Head of Paid Service

The above proposal has my approval.

Signature



Date 30/11/20

1. Staffing proposals

A. This CO form proposes the extension of the post of Senior Community Engagement Coordinator G9 for 4 months until March 31, 2021 to support the delivery of the COVID-19 Community-Led Recovery programme. This post is currently 0.6 FTE and it is also proposed that the post be increased to 1.0 FTE.

B. The London Recovery board and taskforce have committed to involve communities in their programme of work. The board has called for an approach that is inclusive of those communities most deeply impacted by the pandemic and is particularly concerned about communities who are digitally excluded.

C. The Community Engagement team is currently drafting an MD for submission to CIB for use of the Recovery Fund resources made available for this purpose. These proposals include funding for team members to deliver this significant commitment.

D. To deliver this in the most effective way to meet the needs of the recovery engagement commitments, it is proposed that the existing part time Senior Community Engagement Coordinator post is extended until 31 March 2021 and that the post is increased from 0.6FTE to 1.0 FTE to make it a full-time role until the end of the financial year to bolster the capacity of the Community Engagement Team to deliver the recovery programme, recognising that the existing team will continue to deliver a significant programme of responsive engagement for the Mayor's office alongside recovery work.

2. Consultation

The proposal to extend the Senior Community Engagement Coordinator post 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.

The proposal to increase the post from 0.6FTE to 1.0 FTE is a proposal to increase the FTE of a post and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal.

There has been informal consultation with affected staff, their Assistant Director, Communities and Social Policy and the Executive Director for Communities and Skills.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created/extended	1	Request to extend post by 4 months (to 31 March 2021) and increase to 1FTE (currently 0.6 FTE)
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

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?

Expected end date?

March 2021

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

- 4.1 The proposed extension of a Senior Community Engagement Coordinator post at Grade 9 (1.0 FTE) for a 4-month period until March 2021 has costs equating to £21,000 (inclusive of on-costs).
- 4.2 The post will be funded by the Communities & Skills Minor Programmes budget. These costs will be managed within Community Engagement budget held within the Communities and Social Policy Unit (GG.0280.002.001).

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 Paragraph 8.1 of the Staffing Protocol says that *"For all matters or decisions that are not covered by sections 5, 6 and 7 above and which affect staff appointed by the HoPS, these must be dealt with or taken in accordance with the HoPS Scheme of Delegation (see below) and any other applicable policies and procedures"*. The proposal set out in this Chief Officer form to increase the post from a 0.6FTE post to a 1.0 FTE post is not covered by sections 5, 6 and 7 of the Staffing Protocol which relate to Restructures – creating or deleting staff posts, Temporary staff posts and Terms and conditions respectively.
- 5.7 Paragraph 5.2 of the Staffing Protocol, Scheme of Delegation says that the following function is delegated to Executive Directors and Assistant Directors/Heads of Unit: *"To undertake any staffing-related actions the Executive Director or Assistant Director/Head of Unit considers to be appropriate in relation to staff in their directorate appointed by the HoPS below the level of Assistant Director/Head of Unit, conducive to the efficient operation of the business of the Authority, subject to this Scheme (and any other relevant schemes) and the Authority's decision making framework requirements and procedures (as they may apply)"*.
- 5.8 However, as this post was created as a 0.6 FTE post, HoPS approval is required to increase the hours of the post beyond 0.6 FTE. Therefore, this Chief Officer Form seeks to obtain the approval of the HoPS for the proposal set out above.
- 5.9 If the proposals set out in this Chief Officer Form result in any change to the terms and conditions of employment of existing GLA employees, then the GLA will need to follow a proper process in order to make such changes.
- 5.10 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment

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

5.10 The HoPS has the power to make this decision.

6. Equalities considerations

This is the continuation of an existing contract. The current contract holder happens to be a woman of South Asian heritage who has been a part of the BAME talent management programme. No adverse equalities impacts are anticipated.

7. Appendices

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

8. Approval

	Tick to indicate approval ✓
Executive Director Sarah Mulley/Halima Khan has reviewed and commented on this proposal.	
Assistant Director Tom Rahilly has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Dianne Poyser 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
Senior Community Engagement Coordinator	G9	004096	April 2019	March 2021	Extension and increase from 0.6 FTE post to 1.0 FTE post