

**Request for Head of Paid Service Decision CO-204**

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

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

**Decision Required**

That the Head of Paid Service:

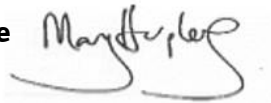
*Approves the creation of the following fixed-term post in the Mayor's Office:*

*A 12 month fixed term Deputy Programme Lead (Recovery) G9 (TBC) post*

**Head of Paid Service**

The above proposal has my approval.

**Signature**



**Date 21/10/2020**

## 1. Staffing proposals

This CO proposes to create a 12-month fixed term Deputy Programme Lead (Recovery) post. This post is needed urgently to oversee recovery communications and stakeholder engagement on behalf of the Mayor and Executive Team as part of the GLA Covid-19 Recovery Programme.

It is a new post and the job description is subject to formal job evaluation but the indicative grade for the post is a grade 9.

## 2. Consultation

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	New Post – G9 Deputy Programme Lead (Recovery)
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>	1	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

## 4. Financial comments

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

Cost centre :

Cost object COVID19 Mayor's  
Office. GR.0613.001

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 for 12 months

What is expected start date?

October 2020

Expected end date?

October 2021

4.2 This CO form is to approve the creation of *Deputy Programme Lead post for 12 months in the Mayor's Office*. The post is to be a grade 9 and will cost approximately £70,000 for the 12 months based on 2020-21 mid-point salary budget including on costs and overheads. The cost of the post will span two financial years where 6 months will be in 2020-21 (£38,000) and 6 months in 2021-22 (£32,000) and is proposed to be funded from COVID funds.

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. The total cost of the role is set out below.

## 5. Legal comments

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

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

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

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

5.4 Paragraph 6.1 of the Staffing Protocol says that "*Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service*". Paragraph 6.2 of the Staffing Protocol says that "*These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report*". As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.

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

## **6. Equalities considerations**

Recruitment will be in accordance with the GLA's Resourcing Policy and Procedure.

## **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> ✓
<b>Executive Director</b> <u>David Bellamy</u> has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> <u>Jane Greening/Dawn James</u> have reviewed and commented on this proposal.	✓
<b>Finance and Legal</b>	✓ Legal ✓ Finance
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 13 October 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
Deputy Programme Lead (Recovery)			October 2020	October 2021	creation

## Annex B

### Job Description

**Job title:** *Deputy Programme Lead Co-vid-19 Recovery*

**Grade:** *TBC*

**Directorate:** **Mayor's Office**

**Job Purpose**

To oversee all Co-vid-19 Recovery communications and stakeholder engagement, ensuring that the recovery narrative articulates an ambitious future vision of London as an open, safe and attractive global city, whilst underpinned by an understanding of how the pandemic, and other exogenous factors, are impacting on its geo-political standing/reputation, as well as its communities and businesses.

Principal accountabilities

- Together with Programme Lead, provide clear strategic direction on recovery communications, stakeholder engagement to GLA teams, and act as the single point of contact into the central recovery programme team and Mayor's Office on communication and engagement.
- To oversee the collation of an evidence base and infographics to support the publication of the draft missions for public and stakeholder engagement.
- To take responsibility for determining the final sign off of all recovery products, including draft missions, projects e.g. slides or presentations for the Recovery Board or Taskforce, once they have been signed off by the relevant Executive Director, and to be the key liaison point with the Recovery SRO and Mayor's Office for formal sign off of communication/engagement products before publication and/or dissemination
- Influence GLA Senior Managers across the policy teams, and wider GLA family, to maintain effective and proactive relationships with key stakeholders.
- To support the Programme Lead, deputising and representing at stakeholder meetings as required.
- 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.
- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this role.

Accountable to: Programme Lead, Senior Advisor to the Mayor, Stakeholder Relations; MD Policy; ED Strategy and Communications

Accountable for: Resources allocated to the job

Principal contacts: Mayoral Advisers, Mayoral Directors, Executive Directors; Staff and Managers of the GLA family, and external stakeholders

## ***Person specification***

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

- Knowledge and understanding of the London stakeholder environment
- An in-depth knowledge of the portfolio of the Senior Advisor to the Mayor, Stakeholder Relations
- Experience of managing communications in a political context
- Experience of working in a complex politicised environment

### **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 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

## **STAKEHOLDER FOCUS**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

### Level 2 indicators of effective performance

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

## **COMMUNICATING AND INFLUENCING**

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

### Level 2 indicators of effective performance

- Communicates openly and inclusively with internal and external stakeholders
- Clearly articulates the key points of an argument, both in verbal and written communication
- Persuades others, using evidence based knowledge, modifying approach to deliver message effectively

- Challenges the views of others in an open and constructive way
- Presents a credible and positive image both internally and externally

## **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 2 indicators of effective performance**

- **Works with a view to the future, prioritising own and others' work in line with GLA objectives**
- **Briefs and prepares team to accomplish goals and objectives**
- **Communicates the GLA's strategic priorities in a compelling and convincing manner, encouraging buy-in**
- **Balances own team's needs with wider organisational needs**
- **Identifies synergies between team priorities and other relevant agendas**

## **PLANNING AND ORGANISING**

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

### **Level 2 indicators of effective performance**

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

## **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 organizational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.**

### **Level 3 indicators of effective performance**

- **Uses understanding of differences between the GLA and its partners to help improve working relationships**
- **Helps others understand the GLA and the complex environment in which it operates**
- **Translates changing political agendas into tangible actions**
- **Considers the diverse needs of Londoners in formulating GLA objectives**
- **Helps others understand how the media and external perceptions of the GLA influence work**

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-206**

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

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

**Decision Required**

That the Head of Paid Service:

*Approves the following extension of fixed term contract for the Mayor's Office:*

*FTC (3 months) G8 Senior Stakeholder Relations Officer, Communities and Faith post 004439 from its original 6 months*

**Head of Paid Service**

The above proposal has my approval.

**Signature**



**Date 21/10/2020**

## 1. Staffing proposals

A 6-month fixed term Senior Stakeholder Communities and Faith role was created by CO162 as a Co-vid 19 Response Role. Given the rapidly changing situation, the post has been assigned to a Co-vid 19 Recovery Transition Role. Proposals for staffing this team are being brought forward separately. While these are implemented, this fixed-term position requires a short (3 month) extension to continue current work and provide additional resource to enable a successful transition to a full recovery-led programme. If the extension is granted the full length of the post will be 9 months.

## 2. Consultation

This proposal is to extend a temporary staff post from 6 months to 9 months (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 extended	1	<i>G8 Senior Stakeholder Relations Officer, Communities and Faith</i>
Fixed-terms posts to be (deleted)		
<b>Net total of posts</b>	1	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

## 4. Financial comments

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

Cost centre  Cost object COVID19 Mayor's Office  
(if different):

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

Is the post full or part time?

Full time

Is the post permanent or temporary?

Temporary for 3 months

What is expected start date?

3 October 2020

Expected end date?

02 January 2021

4.2 The total cost of the role is set out below.

This CO form is to approve the extension of a temporary fixed term post- Senior Stakeholder Relations Officer for reasons detailed above in this CO form. The total cost of this grade 8 post for 3 months including on costs at midpoint salary scale is approximately £14,750 (4,961.67 per month), This is based on 2020-21 salary budgets. The post will sit within the Mayor's Office Directorate. This expenditure will be funded from COVID-19 response costs, allocated from GLA reserves.

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 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**

*None arising.*

**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> ✓
<b>Executive Director</b> <u>David Bellamy</u> has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> <u>Jane Greening/Dawn James</u> has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b>	✓ Legal ✓ Finance
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 13 October 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 Stakeholder Relations Officer, Communities & Faith	8	004439	03 Oct 2020	2 January 2021	extension

## Appendix B

### Job Description

**Job title:** Senior Stakeholder Relations Officer, Communities and Faith

**Grade:** 8

**Directorate:** Mayor's Office

### **Job Purpose**

- To support the Senior Adviser to the Mayor, Stakeholder Relations and to provide high level support and advice to the Mayor's Office regarding the COVID-19 Strategic Coordinating Group's Mortality Management Group, Advise the group, the Mayor's Office and other GLA staff on key stakeholder issues in relation to the death management process.

### **Principal accountabilities**

1. Act a member of the COVID-19 Strategic Coordinating Group's Mortality Management Group, co-located with the group as required and acting as a liaison point for GLA staff
2. Advise the group, the Mayor's Office and other GLA staff on key stakeholder issues in relation to the death management process
3. Support the Senior Adviser, Community Stakeholders in engaging with faith and community stakeholders, particularly with regard to the implications of COVID-19 through the development and implementation of an appropriate strategic stakeholder communications plan
4. Provide support for the SCG faith sector panel during the COVID-19 pandemic including: active and direct engagement with faith communities across London to understand their needs and experiences; the provision of advice from the panel and secretariat to the SCG and its sub groups; the provision of regular updates to the faith sector.
5. Influence GLA Senior Managers across the policy teams, and wider GLA family, to maintain effective and proactive relationships with key stakeholders.
6. 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.
7. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job.

Accountable to: Senior Advisor to the Mayor, Stakeholder Relations

Accountable for: Resources allocated to the job

Principal contacts: Mayoral Advisers, Mayoral Directors, Staff and Managers of the GLA family, and external stakeholders

### **Person specification**

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

- Knowledge and understanding of the London stakeholder environment
- An in-depth knowledge of the portfolio of the Senior Advisor to the Mayor, Stakeholder Relations
- Experience of working in a complex politicised environment

#### **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 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

## **STAKEHOLDER FOCUS**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

### Level 2 indicators of effective performance

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

## **COMMUNICATING AND INFLUENCING**

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

### Level 2 indicators of effective performance

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

## **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 2 indicators of effective performance

- Works with a view to the future, prioritising own and others' work in line with GLA objectives
- Briefs and prepares team to accomplish goals and objectives
- Communicates the GLA's strategic priorities in a compelling and convincing manner, encouraging buy-in
- Balances own team's needs with wider organisational needs
- Identifies synergies between team priorities and other relevant agendas

## **PLANNING AND ORGANISING**

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



### Level 2 indicators of effective performance

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

### **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

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-210

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

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

## Decision Required

That the Head of Paid Service:

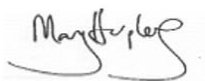
*Approves the increase of an existing 1.0FTE (GLA4212) post to 1.2FTE*

<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Duration</i></b>
Project Monitoring Officer	6	35 months

## Head of Paid Service

The above proposal has my approval.

**Signature**



**Date 21/10/20**

## 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.* GLA4212 is a fixed term post until 30 September 2023 and was created under cover of HOPS308. The proposal is to increase GLA4212 by 0.2FTE taking the total post up to 1.2FTE. This will increase capacity within the Skills & Employment Unit to deliver European Social Fund (ESF) projects. This post is, and will continued to be, fully funded by the ESF Management and Administration budget. Therefore, there are no cost implications to the GLA.

Currently there are two officers occupying the post (one occupies 0.2FTE and the other occupies 0.8FTE). It is expected that the 0.8FTE postholder will take on the extra 0.2FTE taking their post to 1.0FTE.

The additional capacity is required to support the procurement of 14 ESF Round 3 grants between now and January 2021. It was planned that an external contractor would provide some support with procurement but it was not possible to contract a provider given the circumstances with Covid-19. After January 2021, the extra capacity will be used to support the provider management of these additional projects once they are in grant. An additional 5 ESF grants will be procured between now and April 2021 which this post will also support.

## 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.*

The proposal is to increase GLA4212 by 0.2FTE taking the total position to 1.2FTE to increase capacity within the Skills & Employment Unit to deliver European Social Fund (ESF) projects. This post is funded by the ESF Management and Administration budget so there are no financial implications to the GLA. There is no formal requirement to consult staff groups and UNISON.

This proposal is to increase the FTE of one 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.

The incumbent staff in post have all been informally consulted on this proposal and are supportive of it. The line manager of these posts has also been informally consulted and is supportive.

## 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		

Other	0.2	Increase GLA4212 to 1.2FTE
<b>Net total of posts created</b>	0.2	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

#### 4. Financial comments

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

Cost centre  Cost object   
(if different):

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

Is the post permanent or temporary?

What is expected start date?  Expected end  date?

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

- 4.1 The total cost of increasing the Project Monitoring Officer post (GLA4212) by 0.2 FTE to a total FTE of 1.2, at grade 6 has costs equating to circa £29,000 (including on costs). Based on the start date of 1st November 2020, the costs will span over four financial years as follows;

2020-21 - £4,000 (5 months)  
2021-22 - £10,000  
2022-23 - £10,000  
2023-24 - £5,000 (6 months – to 30<sup>th</sup> September 2023)

- 4.2 The full cost including any costs arising from the appointed post holder will be funded exclusively from the ESF Management and Administration budget (within the Skills & Employment Unit) which is income funded.

#### 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 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 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 is not covered by sections 5, 6 and 7 of the Staffing Protocol which relate to Restructures – creating or deleting staff posts, Temporary staff posts and Terms and conditions respectively.
- 5.5 Paragraph 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) "*.
- 5.6 However, as this post was created as a 1.0 FTE post, HoPS approval is required to increase the hours of the post beyond 1.0 FTE. Therefore, this Chief Officer Form seeks to obtain the approval of the HoPS for the proposal set out above.
- 5.7 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.
- 5.8 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: Structure chart showing reporting lines and post reference numbers*

## 8. Approval

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

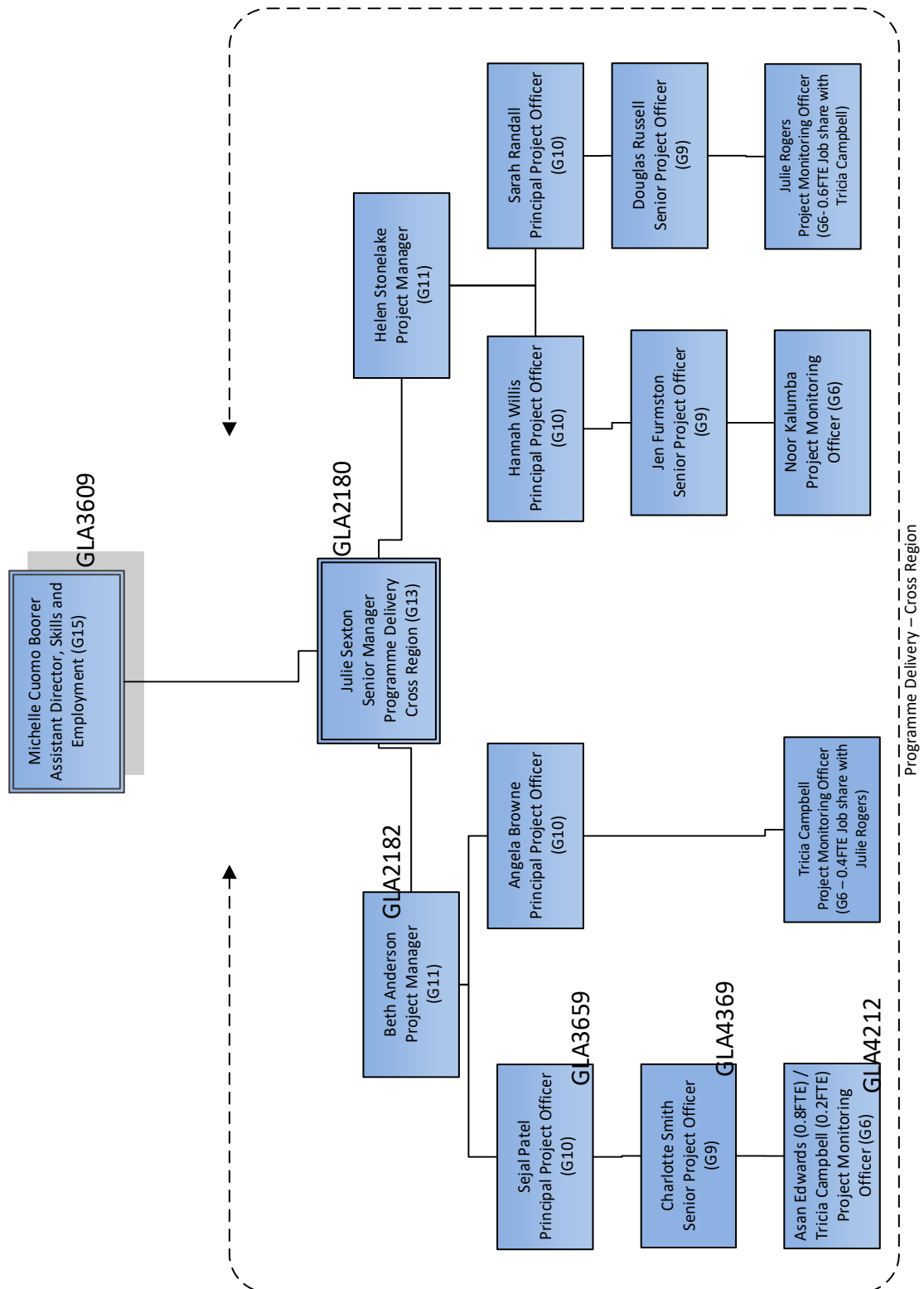
## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>Project Monitoring Officer</i>	6	GLA4212	1/11/2020	30 September 2023	Increase of 0.2FTE so that post is 1.2FTE

## Appendix B

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



## Request for Head of Paid Service Decision CO-212

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

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

## Decision Required

That the Head of Paid Service:

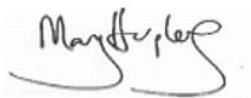
*Approves the following fixed term contract extension and recruitment for the Mayor's Office:*

- *FTC (6 month extension) G8 Senior Stakeholder Relations Officer post 004445 from its original 6 month term.*

## Head of Paid Service

The above proposal has my approval.

**Signature**



**Date 21/10/2020**



## 1. Staffing proposals

CO165 created a 6-month Senior Stakeholder Relations Officer Co-vid-19 (CV-19) Response Role to provide high level stakeholder support to the Strategic Coordinating Group (SCG).

Given the rapidly changing situation, the post has been assigned to a CV-19 Recovery Transition Role. Proposals for staffing this team are being brought forward separately. While these are implemented, this fixed-term position requires a 6-month extension to continue current work and provide additional resource to enable a successful transition to a full recovery-led programme.

Key duties are supporting the work of the SCG, liaising and supporting the DM Fire & Resilience, leading on proactive engagement with national and local political government stakeholders, managing the existing political correspondence team and leading on producing a proactive political engagement plan.

The post is now vacant and recruitment would be required for the 6-month fixed term contract.

## 2. Consultation

This proposal is to extend a temporary staff post (defined as being up to two years in duration) from 6 months up to 12 months 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 extended	1	<i>G8 Senior Stakeholder Relations Officer post 004445. Currently approved until 20 October 2020.</i>
Fixed-terms posts to be (deleted)		
<b>Net total of posts</b>	1	FTC extension
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	G0613	Cost object - Mayoral Support team (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 for 6 months	
What is expected start date?	21 October 2020	Expected end date? 20 April 2021

4.2 This CO form is to the creation of *Senior Stakeholder Relations Officer for 6 months in the Mayor's Office*. The post is to be a grade 8 and will cost approximately £36,000 for the 6 months based on 2020-21 mid-point salary budget including on costs and overheads. This expenditure will be funded from COVID-19 response costs, allocated from GLA reserves.

- 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 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 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**

The post will be recruited in accordance with Resourcing Policies and Procedures.

## **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> ✓
<b>Executive Director</b> <u>David Bellamy</u> has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> <u>Jane Greening</u> / <u>Dawn James</u> have reviewed and commented on this proposal.	✓
<b>Finance and Legal</b>	✓ Legal ✓ Finance
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 13 October 2020.	

## Appendix A

### Details of all affected posts

<b>Post title</b>	<b>Post grade - current</b>	<b>Post reference number</b>	<b>Start date</b>	<b>End date (fixed- term/deletions only)</b>	<b>Proposal: creation / deletion / regrade</b>
Senior Stakeholder Relations Officer	8	004445	October 2020	March 2021	extension to fixed term post

## Appendix B

### Job Description

**Job title: Senior Stakeholder Relations Officer**

**Grade: 8**

**Directorate: Mayor's Office**

### **Job Purpose**

- To support the Senior Adviser to the Mayor, Stakeholder Relations and to provide high level support to the Strategic Coordinating Group. Significant liaison with and support for DM Fire & Resilience. Leading on proactive engagement with national and local political government stakeholders, manage the existing political correspondence team, and lead on producing a proactive political engagement plan.

### **Principal accountabilities**

1. Significant liaison with the COVID-19 Strategic Coordinating Group and Communications Cell and acting as a liaison point for DM Fire & Resilience and GLA senior staff.
2. Produce information for all London politicians, setting up regular group interaction, building on those already in place, and a rolling programme of individual interaction with London politicians.
3. Proactively engage with councillors, MPs and AMs on ongoing and future work of the SCG
4. Influence GLA Senior Managers across the policy teams, and wider GLA family, to maintain effective and proactive relationships with key stakeholders.
5. Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.
6. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job.

Accountable to: Senior Advisor to the Mayor, Stakeholder Relations

Accountable for: Resources allocated to the job

Principal contacts: Mayoral Advisers, Mayoral Directors, SCG Communications Cell, Staff and Managers of the GLA family, and external stakeholders

### **Person specification**

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

- Pre-existing and well-developed high-level relationships with London politicians
- Excellent professional drafting ability
- Knowledge and understanding of the London stakeholder environment
- An in-depth knowledge of the portfolio of the Senior Advisor to the Mayor, Stakeholder Relations
- Experience of working in a complex politicised environment

#### **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 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

### **STAKEHOLDER FOCUS**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

### Level 2 indicators of effective performance

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

### **COMMUNICATING AND INFLUENCING**

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

### Level 2 indicators of effective performance

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

### **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 2 indicators of effective performance

- Works with a view to the future, prioritising own and others' work in line with GLA objectives
- Briefs and prepares team to accomplish goals and objectives
- Communicates the GLA's strategic priorities in a compelling and convincing manner, encouraging buy-in
- Balances own team's needs with wider organisational needs
- Identifies synergies between team priorities and other relevant agendas

### **PLANNING AND ORGANISING**

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

### Level 2 indicators of effective performance

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

### **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

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-214

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

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

## Decision Required

That the Head of Paid Service:

Approves the creation of 2 FTE 12 month fixed-term posts within the Regeneration and Economic Development team.

Both posts are funded by external income received from central government departments and allocated to the Pay It Forward London and Covid-19 Business Support Programme held within the LEAP budget. These posts will help to deliver two key aspects of the GLA's Recovery Programme.

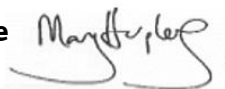
The posts will both be grade 8 Senior Project Officers to support the delivery of the Mayor's Technology Adoption Service, and the ongoing Back to Business Fund.

MD 2636, MD 2624 and a LEAP Business case provide the funding and cover for the creation of these posts.

## Head of Paid Service

The above proposal has my approval.

Signature



Date 21/10/2020

## 1. Staffing proposals

Approval is sought for the creation of two 12 month fixed-term posts, funded and approved via LEAP and subsequent Mayoral Decisions, within the Regeneration and Economic Development Team. These posts will lead on two key programmes which form part of the Mayor's business response to the Covid-19 lockdown.

The Mayor's Back to Business Fund builds on the success of the Pay it Forward campaign that allows businesses to raise funds during the Covid-19 lockdown, by providing match funding from the LEAP. This work entails a significant amount of administrative work typical of managing numerous grant funding agreements, plus ensuring eligibility for this specific fund.

The programme will keep retail, hospitality and other key sectors trading during restricted business hours, provide funding to help them to adapt to new socially distanced trading rules, and adopt technologies that will make them more productive.

Key areas of responsibility will be:

- Overseeing the application process and the internal approval of applications;
- Flagging and contacting campaigns which need to provide more information in order to be eligible;
- Managing the financial relationship between the GLA and Crowdfunder LTD;
- Ensuring fund criteria is met at application stage, and that funding is only released when all conditions of funding have been met;
- Liaising with the marketing and digicomms teams on the advertising of the opportunity and highlighting successful projects.

The Mayor's Technology Adoption Service was halted during the pandemic to allow budgets to be redeployed for Pay it Forward. The LEAP subsequently provided funding for a scaled version of the programme to form part of the Mayor's recovery work, aimed at supporting core sectors of London's economy to adopt new technology-driven business practices.

The programme will provide an honest marketplace for small businesses to find and purchase technologies and services which will increase their productivity and competitiveness, information normally only open to large organisations. Building on the digitisation which has been forced by Covid-19, the programme is aimed at retail, hospitality and other customer-facing, high-employment sectors of the economy, and will be a key part of London's recovery.

Key areas of responsibility will be:

- Overseeing the procurement process, spec and project managing the build of the platform;
- Leading on user testing of the platform;
- Managing the platform when live and overseeing the development of the technology adoption agenda across London;
- Managing the community of technology SMEs who wish to sell through the platform, including the legal and financial relationship;
- Arranging and hosting regular 'surgeries' to demonstrate the platform.

## 2. Consultation

This proposal is to create 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		
Permanent posts to be (deleted)		
Fixed-term posts to be created	2	
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>		
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

### 4. Financial comments

This decision proposes the creation of two fixed term posts within Regeneration and Economic Development Unit for a period of 12 months.

Both posts have been evaluated at a grade 8 therefore the estimated costs amount to £128,000. This is based upon the mid-point, on costs and service support charges.

Post	2020/21 Cost	2021/22 Cost
Senior Project Officer A	£32,000	£32,000
Senior Project Officer B	£32,000	£32,000
<b>Total</b>	<b>£64,000</b>	<b>£64,000</b>

Both posts will be funded by external income received from central government departments and allocated to the Pay It Forward London and Covid-19 Business Support Programme held within the LEAP budget. It is important to note that although there is sufficient headroom within these budgets, funds have only been allocated to the current 2020-21 financial year therefore a reprofile request will need to be made accordingly.

As these posts will be recruited to on a fixed-term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the appointees have on-going continuous service from a local authority or similar body. These costs cannot yet be substantiated but in the event such costs do arise, they will be subject to further approval.

## 5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create a temporary post as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.6 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant 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

N/A

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

## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Post A			Nov 2020	Nov 2021	creation
Post B			Nov 2020	Nov 2021	creation
Post C					
Etc.					

**Request for Head of Paid Service Decision CO-216**

*CO number to be allocated via the 'Decisions' inbox*

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

**Decision Required**

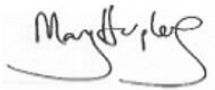
That the Head of Paid Service approves:

- The creation of a new full time 2 year fixed term G10 post of Principal Government Relations Officer to support the Government Relations work in regard to the recovery programme.

**Head of Paid Service**

The above proposal has my approval.

**Signature**



**Date 21/10/2020**

## 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.*

### To create a Grade 10 post

The Government Relations Team is currently supported by four Principal Government Relations Officers (Grade 10) focussing on the delivery of public affairs for the Mayor and the GLA.

London's size and population mean it's a city unlike any other in the UK. All Londoners should be able to benefit from the opportunities that come from the capital's economic success and global reach. It's crucial for the capital's success that national policies and government legislation deliver the maximum possible outcomes for all Londoners – the Government Relations team proactively lobby HM Government, Parliamentarians and local government to help deliver this.

We now need additional capacity in Government Relations to support the London Recovery programme. There is no capacity in the current structure of Government Relations to deliver this necessary work and a new post needs to be created to allow the team to provide this support.

It is therefore proposed that the full time 2 year fixed term post grade 10 Principal Government Relations Officer be created and a job description for this new post is attached at appendix B.

The proposed grade 10 Principal Government Relations Officer would report to the Head of Government and EU Relations.

The post holder will be paid at a grade 11 level for 2 years from the start of this post as they are on a protected salary at grade 11.

Costs this year arising from this will be met from the Recovery funds. Going forward, costs will be addressed through the budget setting process.

## 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	0	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	1	



Fixed-terms posts to be (deleted)	0	
<b>Net total of posts created / (deleted)</b>	1	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

#### 4. Financial comments

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

Cost centre  Cost object Government and EU Relations  
(if different):

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date?

Expected end date?

4.2 This CO form is to approve the creation of a fixed term post Principal Government Relations Officer to support the Government Relations work regarding the recovery programme for reasons detailed above in this CO form. The total cost of this grade 10 post including on costs at midpoint salary scale will be £71,000 per annum based on 2020-21 salary budgets plus £6,000 for overhead costs. The post will sit within the Government Relations team that is part of Strategy and Communication Directorate.

It is proposed the post holder will be paid at a grade 11 salary level from the start of his contract/ this postdate as detailed in section one of this form. The cost of this will be £75,000 per annum at mid-point salary level including on costs,

The cost of the post is proposed to be funded from Recovery Fund to be allocated by CMT and the permanent funding to be sought via budget setting process.

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 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 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**

All recruitment will be aligned with GLA HR policies on fair and open recruitment, and due consideration given to how the recruitment process can support and further the Strategy and Communications diversity and inclusion action plan.

## **7. Appendices**

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

*Appendix B: Job description for proposed post*

*Appendix C: Government Relations Organisational Chart*

## 8. Approval

	<i>Tick to indicate approval</i> ✓
<b>Executive Director</b> <u>Niran Mothada</u> has reviewed and commented on this proposal.	✓
<b>Head of Government and EU Relations</b> <u>Sarah Gibson</u> has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> <u>Linda Laurent-Hughes</u> has reviewed and commented on this proposal.	✓
<b>Finance and Legal</b> <u>Finance and Legal</u> have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 14 October 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
Principal Government Relations Officer	10		Sept 2020	October 2022	Creation

## **Appendix B**

### **Draft job description for proposed post**

#### **Principal Government Relations Officer**

#### **JOB DESCRIPTION**

**Job title:** Principal Government Relations Officer

**Grade:** 10

**Directorate:** Strategy and Communications

#### ***Job Purpose***

Provide public affairs advice and guidance to the Mayor and Deputy Mayors, devising and delivering lobbying strategies and programmes of engagement in relation to your government relations portfolio with specific reference to the London Recovery programme.

#### **Principal Accountabilities**

- Develop and implement government affairs strategies and maintain systems and processes for ensuring their effective delivery in conjunction with the Head of Government and EU Relations and the Mayoral Director, Political and Public Affairs.
- Provide advice, both written and oral, to the Mayor and Deputy Mayors for meetings with government ministers, council leaders, and other senior politicians, attending these meetings ensuring actions are followed up.
- Assist in the design and delivery of the Mayor's local government and Metro Mayor engagement programmes. Lead on planning and delivery of Mayoral visits as required, including, attending as the main point of contact for the Mayor and liaising directly with Leaders' offices, MPs, AMs and other relevant stakeholder offices.
- Take responsibility for devising, coordinating and implementing the Government Relations Team activity in support of the work of the London Recovery programme.
- Take responsibility for strategic horizon scanning in relation to your government relations affairs portfolio and disseminating information and advice directly to the Mayor's Office and GLA senior staff, including potential impacts on the Mayor / GLA.
- Build new and maintain existing relationships with senior stakeholders to assist in the delivery of initiatives to implement the Mayor's policies and programmes and lead on relationship management with key stakeholder groups in relation to the government relations portfolio.
- Co-ordinate and develop common responses and approaches for the Mayor and GLA group on government legislation, consultations and other activities, including through cross-department collaboration on a range of pan-London borough developments and activities.

- Establish and maintain strong relationships with relevant All-Party Parliamentary Groups and parliamentary committees.
- Draft Mayoral responses to Mayor's Questions and correspondence to senior political stakeholders, in central and local government and Parliament and advise on the content of the Mayor and Deputy Mayor's key correspondence with Ministers and Borough Leaders/Chief Executives
- Establish and maintain excellent working relationships within the GLA and GLA group to ensure that that opportunities for integration and interdisciplinary working are realised.
- Deputise for the Head of Government Relations as required.
- Manage resources allocated to the job in accordance with the authority's policies and code of ethics and standards.
- 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.
- 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 task teams. Some evening and weekend work may be required on occasion.

## **Key Relationships**

Accountable to: Head of Government and EU Relations

Principal contacts: Executive Director, Strategy and Communications, Mayoral Director, Political and Public Affairs, Deputy Mayors, Mayor's Office staff, CMT and teams within the GLA relating to the Government relations portfolio.

## **Technical /Expertise specification**

1. Extensive knowledge and understanding of the processes and structures of central government and parliament, including the legislative and policy making process, plus London-wide issues in respect of the London boroughs and associated bodies and organisations.
2. Excellent written and verbal communication skills appropriate to communicate with a range of senior political and stakeholder audiences.
3. Experience of working in a high profile public affairs or political environment within a complex political organisation.
4. Experience of building and maintaining relationships with senior political stakeholders
5. Proven ability to engender trust and confidence, and demonstrate probity and integrity in the provision of public affairs advice and support on complex political 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 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

### **Stakeholder Focus**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

#### Level 3 indicators of effective performance

- Understands diverse stakeholder needs and tailors team deliverables accordingly
- Is a role model to others, encouraging them to think of Londoners first
- Manages stakeholder expectations, so they are high but realistic
- Removes barriers to understanding the needs of diverse stakeholders, including hard to reach groups
- Focuses own and team's efforts on delivering a quality and committed service

### **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

## **Organisational Awareness**

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

### Level 3 indicators of effective performance:

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

## **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.

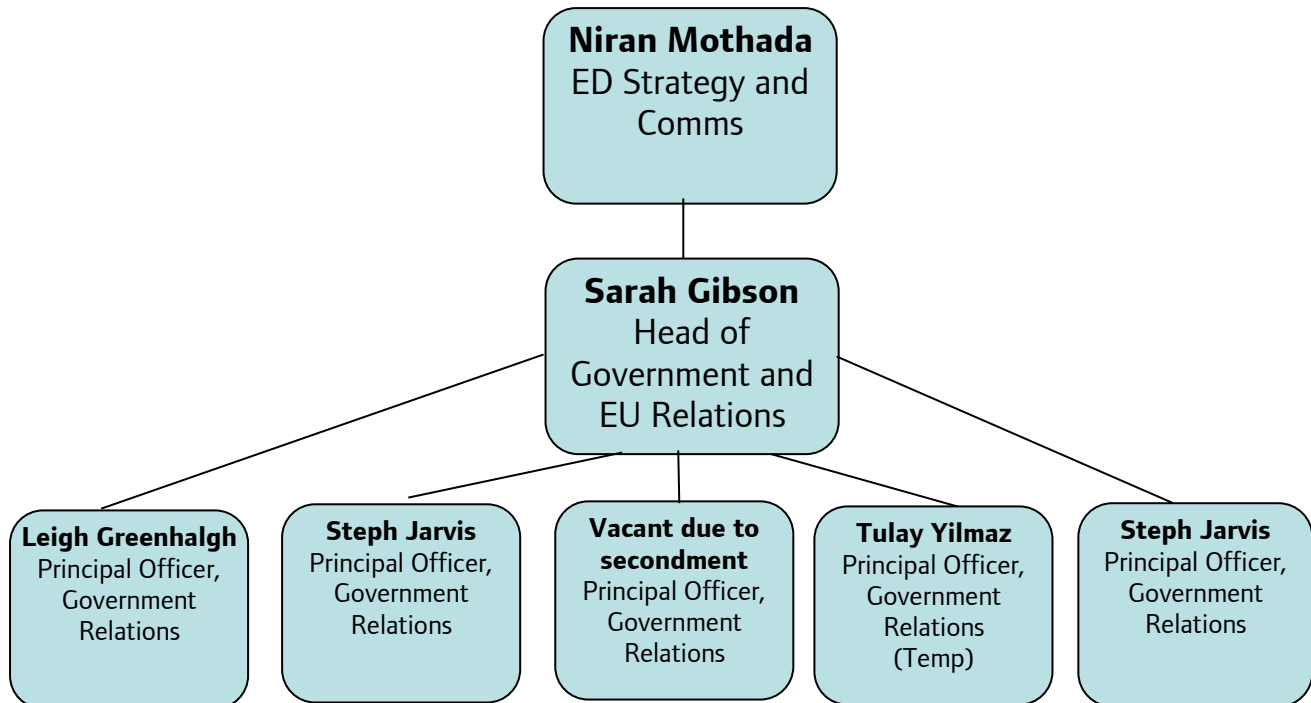
### Level 3 indicators of effective performance:

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

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

## Appendix C – Organisational Structure

### Government Relations



## Request for Head of Paid Service Decision CO-218

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

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

## Decision Required

That the Head of Paid Service:

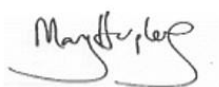
*Approves the creation of the following fixed term posts to support delivery of additional London Business Hub programmes focused on economic recovery. Both posts will be fully funded by the HM Government grant in response to the Covid-19 crisis.*

<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Duration</i></b>
Senior Project Officer	8	6 months
Senior Project officer	8	6 months

## Head of Paid Service

The above proposal has my approval.

**Signature**



**Date 21/10/20**

## 1. Staffing proposals

This proposal seeks urgent approval for additional staffing resource to support the delivery of two significant London Business Hub programmes of support for businesses impacted by Covid-19: the London Peer Network Programme (£240,000 budget) and the Covid-19 Recovery Grants (£1.6m budget).

### *Peer Network Programme*

Peer Networks is a national initiative that will be delivered locally through the Local Enterprise Partnership (LEP) network and their respective Growth Hubs. The programme will provide support to SMEs as they move into and through the Recovery phase of the COVID-19 response. The aim is to improve SMEs' capability to adapt their business models to the "new normal", position themselves for future success and drive longer term productivity gains through improved leadership and management skills and tech adoption.

The programme will see the creation of a series of peer networks (cohorts), with each cohort consisting of 8-11 owners or managers from the SME business community. Led by an experienced facilitator, these peer networks will typically meet fortnightly as part of delivering 18 hours of action learning through 2-3-hour sessions throughout the remainder of 2020/21. Individual one-to-one support (coaching, mentoring, or advice) will also be provided either directly by the programme, or from other existing schemes to help to implement and manage change.

The programme will target 250 business leaders in London, with the option to support additional businesses if there is demand. These will be spread across various partners and stakeholders in-line with local demand and capacity to deliver.

In order to meet the extremely tight timescales for delivery that the HM Government grant dictates, and to ensure delivery takes place in partnership with a wide range of business bodies, the delivery model will see between 12 and 24 different delivery partners engaged to deliver the programme. This will require significant programme coordination and contract management in order to deliver a consistent, impactful and well-coordinated programme for the 250 businesses taking part.

Whilst senior oversight of the project can be resourced from within existing staff, there is only capacity to manage a small number of the proposed 12-24 contracts for this programme. A Senior Project Officer is therefore required to manage 12-16 of these contracts and ensure overall consistency across the programme. Support will also be required to feed in to the subsequent BEIS evaluation of the programme.

### *Covid-19 Recovery Grants*

£1.6m from the European Regional Development Fund (ERDF) is being made available via the London Business Hub project to launch a new SME grant fund. Eligible SMEs will have access to grants between £1,000 – £5,000. The purpose of this funding is to help them access one to one specialist professional, legal, financial or other advice and /or new technology and other minor equipment to address their immediate needs in response to the impact of COVID-19. The grant must cover 100% of the cost of the service and cannot be used to part-fund expenditure.

Administration of the grants will be delivered by an external delivery partner currently being procured. However, there has been significant interest in the grant programme following HM Government's announcement of funding in August 2020 and we have already published an expression of interest form on the London Growth Hub website which has been completed by over 4,000 businesses at the time of writing this report. There will therefore be the need for significant work to manage the expectations of unsuccessful applicants and ensure that a specification for applications is published that ensures an appropriately targeted criteria is implemented.

It is anticipated that a further tranche of grant funding will be forthcoming if the initial £1.6m grants can be deployed prior to the end of October 2020.

Whilst management oversight of the project can be resourced from within existing staff, given the nature of the ERDF funding requirements, and the need to manage over-demand for the funding, a Senior Project Officer is required to ensure the project is delivered in an ERDF compliant way and that queries and complaints from individual businesses are managed effectively. It is also likely that a subsequent round of funding will need to be managed in Q4 of 2020/21.

### *Background and funding*

Under MD 2624 approval was granted for expenditure of £1m of funding from current and anticipated LEAP Core Funds and Growth Fund budgets to deliver a programme of support to London's sole traders, micro-businesses and SMEs and social enterprises to navigate the challenges they face during and after the Covid-19 pandemic. In addition to this budget, it was agreed that approval to seek, receive and expend any external income that may be identified to expand this initiative be delegated to the Executive Director, Good Growth, without the need for further decision forms.

Since obtaining this approval, funding of £1.84m has been awarded to the GLA as the accountable body for London's local enterprise partnership (LEAP). Whilst some of the support for these programmes can be met from additional staffing resources, pressures caused by the existing £1m Covid-19 business support programme has meant that additional resources are required to manage these programmes. Funding for both posts can be met from the overall government grant.

## **2. Consultation**

This proposal is to create 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**

<b>Posts</b>	<b>FTEs</b>	<b>Notes</b>
Fixed-term posts to be created	2	2xG8

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

## **4. Financial comments**

The LEAP team are requesting the creation of two fixed term posts for the duration of 6 months. The estimated cost for each post is £34,000 and is based upon the mid-point, on costs and service support charge.

Both posts (£68,000) will be funded from income received from HM Government; which have been allocated to the Covid-19 Business Support Programme budget held within LEAP for 2020-21 (GE.0302.007)

Although the posts will be recruited to asap, it is very likely the 6 month duration will cross over into the next financial year. Therefore, in this instance a carry forward request will need to be made as there is no budget provision beyond 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 the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This Chief Officer Form seeks to obtain the approval of the HoPS for the proposal to create two temporary posts as set out above. Paragraph 2 confirms that the proposal will be reported by the HoPS to the persons set out at paragraph 5.4 above in a six monthly report.
- 5.6 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**

Under Section 149 of the Equality Act 2010, as a public authority, the Mayor of London must have due regard of the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who have a protected characteristic and those who do not.

There is a significant risk that minority groups will be disproportionately impacted by the current crisis and many will face particular barriers to accessing support available from HM Government. The London Business Hub will work with its delivery partners to ensure a significant level of engagement with community and faith groups in order to access harder to reach communities to avoid discrimination and make sure there is equality of opportunity.

For the proposed ERDF grants we will explore the use of an appropriate methodology that will help ensure that grant distribution accurately reflects the diversity of London's business community and we will actively work to raise awareness of this opportunity among businesses that face specific barriers in running a business, most notably women, BAME and disabled business owners.

The Enterprise Team will also work with its delivery partners to foster good relations between those with and without protected characteristics by providing support designed to overcome the specific barriers these groups may face. We will also use our extensive contacts within minority and women owned business networks to disseminate messaging and support available to these communities.

## **7. Appendices**

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

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

## 8. Approval

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

## Appendix A

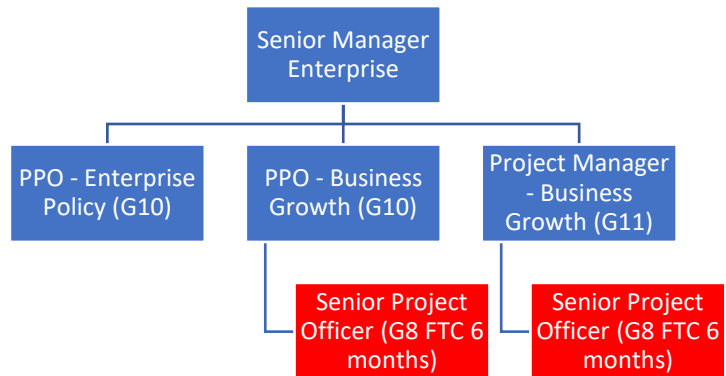
### Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed- term/deletions only)	Proposal: creation / deletion / regrade
<i>Post A</i>	N/A	N/A	ASAP	31 March 2021	Creation (fixed-term)
<i>Post B</i>	N/A	N/A	ASAP	31 March 2021	Creation (fixed-term)



## Appendix B

Structure chart showing reporting lines and post reference numbers



## Request for Head of Paid Service Decision CO-220

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

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

## Decision Required

That the Head of Paid Service:

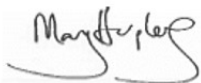
*Approves the creation of a permanent Accountant post, in the Budgeting and Monitoring team, within the Finance and Governance Unit.*

Job title	Grade
Accountant	G8

## Head of Paid Service

The above proposal has my approval.

Signature



Date 26/10/20

## 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.*

From 1 August 2019, the AEB for London residents was delegated to the Mayor with £311m received for funding for the 19/20 academic year. The delivery of the first academic year is now complete with full understanding of the level of support required from the GLA Finance Budget Monitoring Team. The support entails: -

- providing finance comments for Board Papers and Mayoral Decision forms (MDs),
- monthly financial monitoring,
- quarterly financial performance reporting,
- closure of accounts,
- due diligence, and
- supporting the Skills Programme Board.

The volume of work and the need for support from the finance function for such a major programme has become more clearly apparent and demands on finance officers exceed those initially envisaged. There is therefore a need for an additional resource (as set out below) within the finance function to supply the level of service required.

**Accountant (AEB)**- will support the delivery of the devolved 19+ Adult Education Budget (AEB), working specifically on providing robust financial advice, finance comments for Board papers and MDs, budget monitoring and leading on AEB year-end/closure of accounts.

If this post is not created, there is a risk that the GLA will be unable to fully meet its obligations in providing robust financial monitoring due to inadequate resources. Also, gaps in staffing will increase the work pressure on existing staff to meet the minimum requirement, which in turn might affect staff morale.

The post will be fully funded by the Adult Education Budget rather than GLA core funds.

## 2. Consultation

The proposal is to create a grade 8 Accountant role within the Finance and Governance Unit, and therefore there are no formal requirements to consult staff groups and/or UNISON.

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 post will be fully funded from the Adult Education Budget income received from the Department for Education.

### 3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	1	1.0 FTE G8
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
<b>Net total of posts created / (deleted)</b>	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  object  Cost  
(if different):

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

Is the post full or part  time?

Is the post permanent or  temporary?

What is expected start date?  date? Expected end

- 4.1 This CO form is to approve the creation of a Grade 8 role to support the finance work around involved with the AEB programme. The role will cost approximately £65,000 per annum based on 2020-21 mid-point salary budget including on costs and the £6,000 surcharge for support services. The role is to be funded from the Adult Education Budget.
- 4.2 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.

## **5. Legal comments**

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

5.8 The HoPS has the power to make this decision.

**6. Equalities considerations**

*This post, if approved, will be recruited in accordance with GLA policies and procedures, which include objectives regarding diversity and inclusion.*

**7. Appendices**

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

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

**8. Approval**

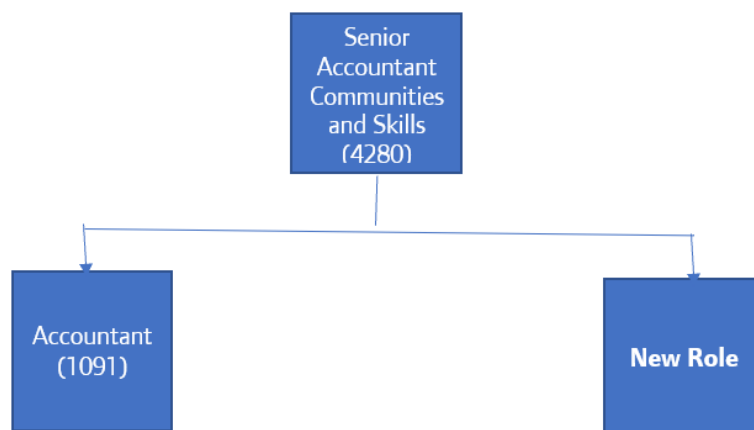
	Tick to indicate approval
	✓
<b>Executive Director</b> <u>David Gallie</u> has reviewed and commented on this proposal.	✓
<b>Assistant Director</b> <u>Anna Casbolt</u> has reviewed and commented on this proposal.	✓
<b>HR &amp; OD Lead Officer</b> <u>Dawn James</u> has reviewed and commented on this proposal.	
<b>Finance and Legal</b> Finance and Legal have reviewed and commented on this proposal.	✓
<b>Corporate Management Team (CMT)</b> This proposal was considered by CMT on 13 October 2020.	

## Appendix A

Post title	Post grade – current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
AEB Accountant	8	N/A	ASAP	N/A	Creation

## Appendix B

Structure chart showing reporting lines and post reference numbers



## Job Description

**Job title:** Accountant

**Grade:** 8

**Post number:**

**Directorate:** Resources

**Unit:** Finance & Governance

### Job purpose

1. To undertake a range of accountancy and finance work across the entirety of GLA functions.

### Principal accountabilities

1. Undertake the role of link accountant for a cluster of directorates, providing accurate financial information, preparing budgets and monitoring and forecasting expenditure and income.
2. Develop the Authority's annual budget and support the closure of the accounts of the Authority.
3. Support the annual GLA Group budget setting process.
4. Contribute to the development of reports from financial systems.
5. Provide effective accountancy support to the Authority and contribute to the development of programmes of work across the Authority.
6. Produce reports, analysis and briefings for senior managers of the Authority on a wide range of complex issues.
7. Contribute to the development, review and monitoring of key elements of the Authority's governance framework including the decision making framework, finance regulations, the expenses and benefits framework, the fraud response plan, and audit plans.
8. Undertake project based work as required.
9. 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 task teams.



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.

### **Key relationships**

**Accountable to:** Chief Accountant / Finance Manager **Accountable**

**for:** Resources allocated to the job **Principal contacts:**

GLA staff

### **Person specification**

#### **Technical requirements/ experience/ qualifications**

1. Qualified, part-qualified or qualified by experience as an accountant.
2. An understanding of local government finance and the statutory framework for local authority accounting.
3. Developed skills in the analysis and interpretation of financial information.
4. Experience of working with accounting systems and proficiency in Excel.

### **Behavioural competencies**

#### **Stakeholder focus**

... is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

#### Level 2 indicators of effective performance

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

## **Managing and developing performance**

... is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

### Level 1 indicators of effective performance

- Keeps up to date with new processes and information in own role
- Seeks opportunities to develop, taking responsibility for own personal development plan
- Takes a methodical and consistent approach to completing work in line with personal objectives
- Seeks clarity on objectives, ensuring a good understanding of expectations
- Openly shares constructive feedback, supporting the delivery of own and others' work

## **Planning and organising**

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

### Level 2 indicators of effective performance

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

## **Problem solving**

... is analysing and interpreting situations from a variety of view points 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

**Responsible use of resources**

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

Level 2 Indicators of effective performance

- Continually looks for opportunities to work more efficiently and sustainably
- Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
- Improves local processes to maximise use of resources
- Monitors and stays within budget at all times

**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

***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-224**

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

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

**Decision Required**

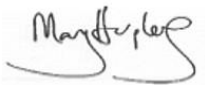
That the Head of Paid Service:

*Approves the extension of the fixed term post of Project Support Officer for 5 months.*

**Head of Paid Service**

The above proposal has my approval.

**Signature**



**Date 21/10/20**

## 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 proposal is to extend the fixed-term post of Project Support Officer in the Energy Unit, which is part of the Environment Unit. We propose to extend the current fixed post for a further 5 months.

This post provides essential administrative support to the Home Energy Accelerator, and across the Energy Unit. This includes:

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

This post is the only Project Support Officer within a team of 21. This post is essential in providing support for collaborative activities across a large team as well as providing more in-depth support for particular projects as required. The loss of this post would therefore increase the workload of staff across the team and lead to a less efficient use of senior staff time.

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

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

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

## 2. Consultation

*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		
Permanent posts to be (deleted)		
Fixed-term posts to be created		
Fixed-terms posts to be (deleted)		
Fixed-term post to be extended	1	Extension of existing fixed-term post, which is due to expire in October 2020
<b>Net total of posts created / (deleted)</b>		
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

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

### 4. Financial comments

The Environment team are proposing the extension of a Project Support Officer for a period of 5 months at 1.0 FTE. The estimated cost for this extension amounts to £18,000 which is based upon the Authority's Grade 6 salary mid-point scale and includes on-costs. The service support charge has not been applied as this role was created before 2019 when this charge became applicable.

The post will be funded from the Home Energy Accelerator (GE.0340.014) during 2020-21 only

If approved, the total duration of this post would be 34 months, therefore the GLA may be subject to redundancy costs as the end of the assignment. This is dependent upon the length of service at the GLA.

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

Cost centre

Home Energy  
Accelerator

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?

01/11/20

Expected end date?

31/03/21

## 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 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**

*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

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

## Appendix A

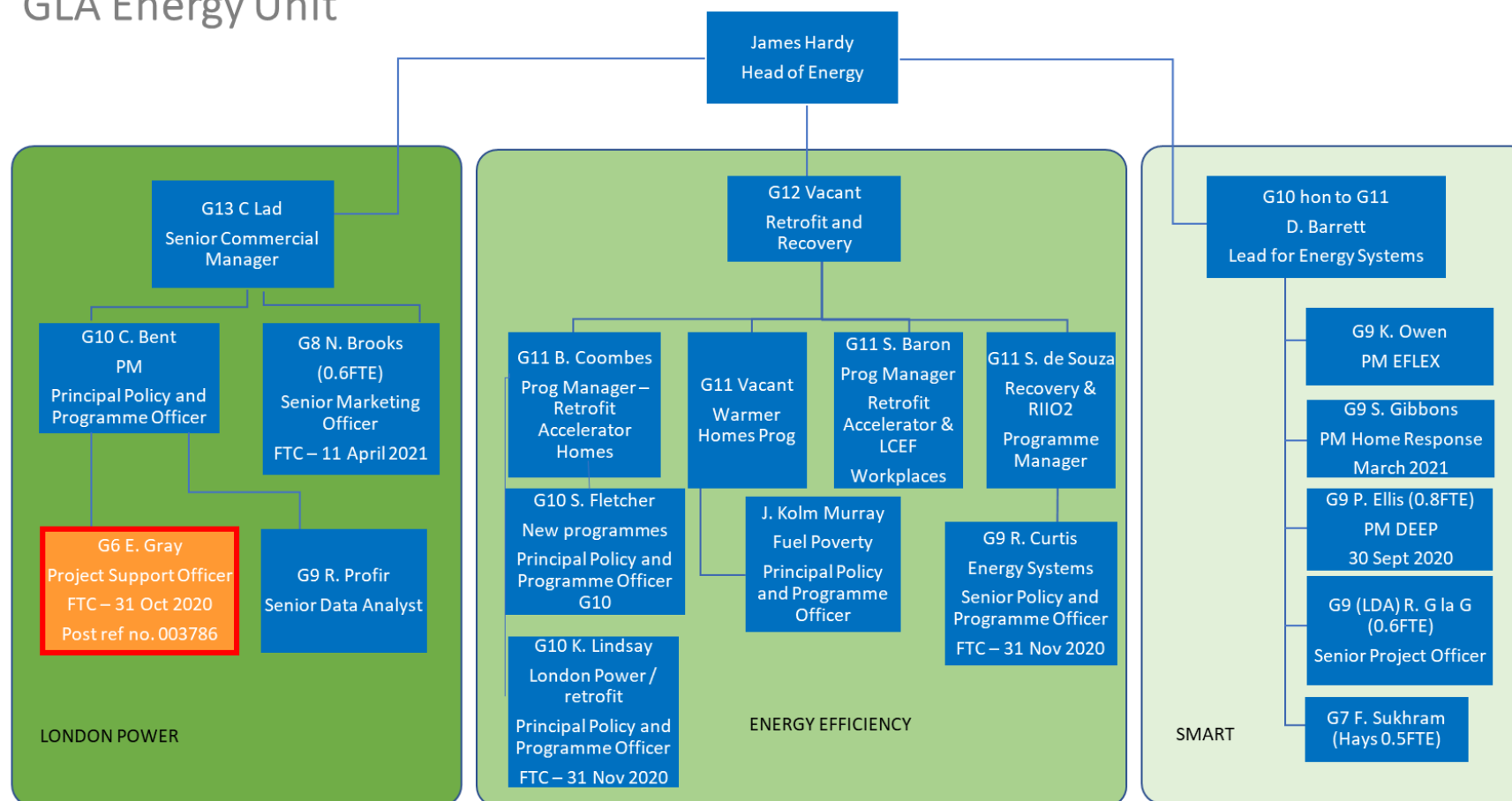
### Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
<i>Project Support Officer</i>	6	6	003786	02/10/18	Current: 31/10/20 Proposed: 31/03/21	Extension
<i>Post B</i>						
<i>Post C</i>						
<i>Etc.</i>						

## Appendix B

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

#### GLA Energy Unit



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

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

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

## Decision Required

That the Head of Paid Service:

Approves the revision of the end dates of the following three existing fixed term posts:

<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Current end date as in CO-122</i></b>	<b><i>Proposed new end date</i></b>	<b><i>Total duration of the post</i></b>
LUAR Project Officer	6	31 March 2022	03 August 2022	2 years

<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Current end date</i></b>	<b><i>Proposed new end date</i></b>	<b><i>Total duration of the post</i></b>
LUAR Project Manager	9	31 March 2022	01 July 2022	2 years

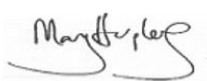
<b><i>Job title</i></b>	<b><i>Grade</i></b>	<b><i>Current end date</i></b>	<b><i>Proposed new end date</i></b>	<b><i>Total duration of the post</i></b>
LUAR Senior Technical Officer	10	31 March 2022	03 August 2022	2 years

The 3 LUAR posts were all approved as 2-year fixed term posts in form CO-122, signed off on 3<sup>rd</sup> February 2020. This request is not to extend the posts beyond two years, rather it is a request to revise the end dates of the posts beyond the dates which were set out in CO-122. The revised end dates are 2 years from the actual start dates, rather than from the anticipated start dates. The posts will be fully externally funded via a Cabinet Office Geospatial Commission grant.

## Head of Paid Service

The above proposal has my approval.

Signature



Date 21/10/2020

## 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.*

The GLA received approval to create three fixed-term posts to work on London's Underground Asset Register (LUAR) in CO-122. These posts were approved as fixed-term posts for a period of 2 years, with an expected start / end date of April 2020 / March 2022. Please see CO-122 for the full background on LUAR and the work that will be completed by the three members of staff in these posts as part of the preparation phase. The posts are fully externally funded by a Cabinet Office grant.

Recruitment into these posts was paused due to Covid. This combined with staff notice periods, meant we were only able to appoint staff into these posts in July and August 2020, four to five months after they were expected to start. This CO form therefore requests that the end dates for these three posts are pushed back to accommodate the later than planned start dates to ensure that the posts are two years from the actual start dates, rather than the expected start dates.

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

The three posts were signed off as two year fixed-term posts in CO-122.

Following internal recruitment, we were able to appoint two candidates to the LUAR Project Manager (G9) and LUAR Senior Technical Officer (G10) posts on two year fixed-term contracts. Their contracted end dates are two years from their actual start dates.

We were unable to successfully appoint a LUAR Project Officer (G6) during internal recruitment. We obtained approval from the Executive Director (Good Growth) to appoint a six-month secondee into the role of Project Officer, to temporarily fill this post during a busy period of the project with many deliverables to the Cabinet Office. The secondee was appointed via the Mayor's Infrastructure Advisory Panel and is in post until 26<sup>th</sup> January 2021. We plan to conduct another round of recruitment before the end of the secondment period, to ensure continuity of this role.

## 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 did so when these posts were initially created under form CO-122. The decision is not considered to be contentious.

## 3. Table of changes

Posts	FTEs	Notes
-------	------	-------

Permanent posts to be created	0	
Permanent posts to be (deleted)	0	
Fixed-term posts to be created	0	
Fixed-terms posts to have revised end date	3	<p>LUAR Senior Technical Officer (G10) and LUAR Project Officer (G6) end dates to be adjusted to 03/08/2022.</p> <p>LUAR Project Manager (G9) end date to be adjusted to 01/07/2022.</p> <p>This is not an extension of three posts as they were signed off as two-year posts and the revised end dates do not take the length of these posts beyond two years. The revised end dates are a result of a later than planned appointment to the three posts, due to Covid.</p> <p>All posts are externally funded.</p>
<b>Net total of posts created / (deleted)</b>		
Permanent posts to be regraded	0	
Fixed-terms posts to be regraded	0	

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

#### 4. Financial comments

*Finance & Governance to complete.*

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

Cost centre  Cost object   
(if different):

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

Is the post full or part time?

Is the post permanent or temporary?

What is expected start date?  Expected end date?

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

- 4.1 This report seeks approval to amend the end dates of fixed term posts within the LUAR establishment. No additional costs arise from this decision as the duration of the posts remains 2 years from appointment and the posts continue to be externally funded.
- 4.2 As the posts are on a fixed-term contract basis, the GLA may become liable for redundancy and/or pension capital costs if the appointee has on-going continuous service from a local authority or similar body. These costs cannot yet be substantiated but in the event such costs do arise, they will be subject to further approval.

## **5. Legal comments**

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
  - appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
  - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposals set out in this Chief Officer Form do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 2 confirms that these persons have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before

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

5.8 The HoPS has the power to make this decision.

## **6. Equalities considerations**

*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

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

## Appendix A

### Details of all affected posts

Post title	Post grade - current	Post grade - new	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
LUAR Project Officer	6	6	004438	27/07/2020	03/08/2022	Revised end date
LUAR Project Manager	9	9	004437	01/07/2020	01/07/2022	Revised end date
LUAR Senior Technical Officer	10	10	004436	03/08/2020	03/08/2022	Revised end date



## Appendix B

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

Note only the three positions marked \*\*\* are in the scope for CO-226. Other positions included for context.

