

Re Appointment of Arts Council For London Chair

[REDACTED]@hotmail.com)
To: mayor@london.gov.uk

Dear Mr Johnston,

regarding the above appointment: It would appear from news reports that you have tried to appoint one of the less qualified candidates to this post, instead of the the most qualified and it does suggest cronyism or nepotism of some kind, seeing as your proposed candidate does appear to have done you favours in the past. This is following in Ken's footsteps rather too closely, do you not think?

Even if this were not true, to be so puerily petulant having not got your own way as to not come up with a more appropriate and fairer appointee is disappointing and leaves the Arts Council for London without a Chair to lead it.

You do a great disservice to the arts in London (not to mention to yourself) in following this line of action. As a high profile member of the rather disappointingly weak Conservative Party, you do them no favours either.

You should act responsibly in this matter and find a candidate best suited to the job, where allegations of favouritism are clearly unfounded, and set an example to people everywhere - our councils and public bodies are riddled enough with this kind of thing without you setting such a poor example for others to follow.

Yours sincerely,

[REDACTED]

Windows Live: Make it easier for your friends to see what you're up to on Facebook.

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D

[REDACTED]

From: Tom Middleton
Sent: 09 October 2009 15:17
To: Munira Mirza; Jeff Jacobs; [REDACTED] Roisha Hughes
Subject: RE: Formal response - DCMS

Whether it's an existing member or not, and whether it's for an interim period or not, we need SoS approval to appoint the chair

-----Original Message-----

From: Munira Mirza
Sent: 09 October 2009 14:22
To: Jeff Jacobs; [REDACTED] Tom Middleton; Roisha Hughes
Subject: Formal response - DCMS

No rush, but at some point do we need to send a formal response to Bradshaw? I am not sure which of the two Nolan principles we are supposed to have breached but we should probably put our position on record.

Also, I should send a note to the Members of Arts Council London outlining our position and next steps - I spoke to Moira Sinclair, the Chief Exec of the London office and she thinks that the Mayor can appoint one of the existing members to be interim chair but we will need to still write to SoS for confirmation. Can we check this pls?

There might be a late question at MQT next week, so I can draft a response. Will need to check wording for Durie's role, etc.

Thanks,
M

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[REDACTED]

From: Tom Middleton
Sent: 08 October 2009 17:56
To: [REDACTED]
Cc: Jeff Jacobs; Justine Simons
Subject: FW: VIP URGENT - V Wadley appt-Arts Council appt

[REDACTED], we're holding fire on this one at the moment. Tom.

-----Original Message-----

From: [REDACTED]
Sent: 08 October 2009 17:53
To: Tom Middleton
Subject: VIP URGENT - V Wadley appt Arts Council appt

 original.pdf
(444 KB)

Hi Tom

Is this something you can draft a response to for Boris to sign?

[REDACTED]

()

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From: Tom Middleton
Sent: 08 October 2009 12:14
To: Justine Simons;
Subject: FW: ACE London note 7 Oct 09

ACE London
7 Oct 09.doc
FYI

Jeff's dealing with Roisha on this

-----Original Message-----
From: Tom Middleton
Sent: 08 October 2009 09:57
To: Jeff Jacobs
Subject: RE: ACE London note 7 Oct 09

Amended to incorporate the interim option

-----Original Message-----
From: Tom Middleton
Sent: 07 October 2009 18:46
To: Jeff Jacobs
Subject: Re: ACE London note 7 Oct 09

Agreed

Tom Middleton

----- Original Message -----
From: Jeff Jacobs
To: Tom Middleton
Sent: Wed Oct 07 18:25:57 2009
Subject: RE: ACE London note 7 Oct 09

Roisha just rang. It's already in the press . BJ ringing wadley in a few minutes then a bit of taking stock

I was asked if we could make an interim appointment of eg Munira. Leaving aside the obvious comment , I said we would have to get Bradshaw's agreement in line with the charter ; I couldn't see we could do something different for an interim . So I said they'd say no to munira .

-----Original Message-----
From: Tom Middleton
Sent: 07 October 2009 18:11
To: Jeff Jacobs
Subject: ACE London note 7 Oct 09

<< File: ACE London note 7 Oct 09.doc >>

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4 Oct 09

[Redacted]

From: Rolsha Hughes
Sent: 08 October 2009 10:18
To: Simon Milton
Subject: FW: Conversation between Liz Forgan and Boris Johnson

Can we talk about this?
Rolsha

-----Original Message-----

From: [Redacted]
Sent: 08 October 2009 10:17
To: Rolsha Hughes
Subject: FW: Conversation between Liz Forgan and Boris Johnson

-----Original Message-----

From: [Redacted]
Sent: 08 October 2009 10:15
To: [Redacted]
Cc: [Redacted]
Subject: Conversation between Liz Forgan and Boris Johnson

Dear [Redacted]

Liz would very much appreciate a conversation with Boris today if at all possible. She has commitments until about 4.30pm but she wondered if he would be free to speak to her at some point after that?

I look forward to hearing from you.

Kind regards,

[Redacted]

[Redacted]

Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [Redacted]
Email: [Redacted]

www.artscouncil.org.uk

Arts Council England is the trading name of the Arts Council of England registered charity no. 1036733

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

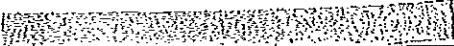
[REDACTED]

[REDACTED]

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From: Ben McKnight
Sent: 08 October 2009 10:09
To: Guto Harri; Munira Mirza
Cc: Samantha Hart; [redacted] Justine Simons; Roisha Hughes; Communitydesk
Subject: Arts Council statement on Veronica Wadley story

Just come through from ACE

An Arts Council spokesperson said:

"This is an appointment process that is not yet complete. It would therefore be improper for us to comment in any way, except to say that Liz Forgan is dismayed at the way in which details of a process which is not yet complete appear to have been leaked. It is not proper procedure and is grossly unfair on all those involved."

Benjamin McKnight
 Mayor's Press Office - Culture & Community Desk
 Greater London Authority
 City Hall
 The Queen's Walk
 London SE1 2AA

t: 020 7983 4071

www.london.gov.uk

please don't print this e-mail unless you really need to.



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To: Jeff Jacobs
Subject: RE: ACE London note 7 Oct 09

ACE London
7 Oct 09.doc

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Subject: ACE London note 7 Oct 09

<< File: ACE London note 7 Oct 09.doc >>

D

From: Jeff Jacobs
Sent: 07 October 2009 17:57
To: Roisha Hughes
Cc: [REDACTED], Guto Harri
Subject: RE: ACE Appointment - Letter from Ben Bradshaw

R

I rang as agreed
J

-----Original Message-----

From: Munira Mirza
Sent: 07 October 2009 17:36
To: Tom Middleton; Roisha Hughes; Jeff Jacobs; Simon Milton
Cc: [REDACTED]; Guto Harri
Subject: Re: ACE Appointment - Letter from Ben Bradshaw

Have been in speaking engagements all afternoon so just seen this.

Will wait to hear what legal say about our options. We should also think about the political/press side of this.

Munira Mirza

----- Original Message -----

From: Tom Middleton
To: Roisha Hughes; Munira Mirza; Jeff Jacobs; Simon Milton
Cc: [REDACTED]
Sent: Wed Oct 07 13:13:52 2009
Subject: Re: ACE Appointment - Letter from Ben Bradshaw

I'll talk to Legal now

Tom Middleton

----- Original Message -----

From: Roisha Hughes
To: Munira Mirza; Jeff Jacobs; Simon Milton; Tom Middleton
Cc: Ben Gascoigne
Sent: Wed Oct 07 13:02:56 2009
Subject: FW: ACE Appointment - Letter from Ben Bradshaw

Letter from Ben Bradshaw attached - they have turned down Veronica's appointment on the basis of the way the 1st stage of the interviews was run.

Can we have some prompt advice about the options for re-running the advert please?

Thanks
Roisha

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]@Culture.gsi.gov.uk]
Sent: 07 October 2009 12:32
To: Roisha Hughes
Subject: ACE Appointment - Letter from Ben Bradshaw

Hi Roisha,

Hope all well over there.

Please see attached letter from Ben, in response to the Mayor's letter of 31 July.

[REDACTED]

[REDACTED]

Hard copy to follow.

Thanks,

[REDACTED]

<<4087_001.pdf>>

[REDACTED]

Private Secretary to
Rt Hon Ben Bradshaw MP
Secretary of State for Culture, Media and Sport
020 7211 [REDACTED]

DCMS aims to improve the quality of life for all through cultural and sporting activities, to support the pursuit of excellence and to champion the tourism, creative and leisure industries.

[REDACTED]

From: Roisha Hughes
Sent: 07 October 2009 15:18
To: Simon Milton; Gulo Harri; [REDACTED] kltmalthouse [REDACTED]
Subject: Round up today at 5pm

To cover:

1. [REDACTED]
2. Arts Council London Chair

Anything else?

R

△

From: Tom Middleton
Sent: 07 October 2009 10:13
To: Roisha Hughes
Cc: Simon Milton; Munira Mirza
Subject: RE: ACE London

Hi Roisha

I was in contact with [REDACTED] from the DCMS yesterday and she said to expect a response soon but as you say we've been hearing that message for some time now.

In terms of the legislation, Section 51(2) of the GLA Act 2007 requires the Mayor to make such appointments "as soon as reasonably practicable after the making of the request".

Although the Secretary of State isn't directly bound by the legislation in the way that the Mayor is, it would seem reasonable, and within the general spirit of what's intended by the legislation, for the Secretary of State to be expected to act likewise - otherwise there seems little point in requiring the Mayor to do so.

Tom

-----Original Message-----

From: Roisha Hughes
Sent: 07 October 2009 09:38
To: Tom Middleton; Munira Mirza
Cc: Simon Milton
Subject: ACE London

Tom,

I was just wondering - is there any guidance in the Act about the time in which the Secretary of State has to consider requests for approval of appointments? On the Arts Council they have now had this for over 2 months and as you know there has been little progress to date, despite chasing.

Thanks
Roisha

David Durie
5/9/09

From: [redacted] on behalf of Jeff Jacobs
Sent: 07 September 2009 13:56
To: Leo Boland
Cc: Jeff Jacobs
Subject: FW: National Member for London, Arts Council, England (on return)

Leo (on return)

David Durie remains unhappy about the outcome of the Selection Panel. He simply disputes where the discussion ended up. His (and Liz Forgan's) views are different from those reported back to the Mayor by Munira Mirza as Chair.

There is no point in replying to this letter (I've spoken to David Durie and said we'd got it). The current position is that the Mayor's proposed appointee is with DCMS for approval/rejection. They asked for a sight of the relevant papers about the assessment of the candidates which we've sent them. We await the outcome.

As to whether Durie carries forward his concerns, it's conceivable he will do so when the Standards Committee meets (in October).

Dir

-----Original Message-----

From: Drcdurie [mailto:Drcdurie@arts-council.org.uk]
Sent: 25 August 2009 09:13
To: Leo Boland; Jeff Jacobs
Subject: National Member for London, Arts Council, England

Dear Leo

I enclose a copy of a letter I am sending you today. Since I understand that you may be away, I am sending a copy also to Jeff Jacobs.

Yours sincerely

David Durie

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From: Tom Middleton
Sent: 07 September 2009 09:00
To: Roisha Hughes; Munira Mirza
Cc: Ben Gascolgne
Subject: Re: Arts Council/DCMS

They have now managed to open the relevant docs on e-mail so let's hope for some progress soon

Tom Middleton

----- Original Message -----
From: Roisha Hughes
To: Munira Mirza; Tom Middleton
Cc: [REDACTED]
Sent: Mon Sep 07 08:46:36 2009
Subject: RE: Arts Council/DCMS

Just to say I called Ben Bradshaw's office towards the end of last week and the relevant PS is meant to be calling me back.
R

-----Original Message-----
From: Munira Mirza
Sent: 02 September 2009 09:24
To: Tom Middleton; Roisha Hughes
Subject: Arts Council/DCMS

Hi,

Do we have any sense from DCMS of when they may tell us about their decision on Arts Council Chair? I have been holding off from giving an answer about the MLA appointment, and the extension of the current MLA London chair term until we have this one sorted - but I'll need to give something soon.

I don't suppose there is anyone there you can speak to to find out?

Thanks,

M

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

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pt. 06 r/ 3.36 ?

From: Roisha Hughes
Sent: 03 September 2009 08:59
To: Simon Milton
Subject: FW: National Member for London, Arts Council, England

fyi - David Durie is disputing the outcome of the 1st stage of the interview for the ACE London Chair, which Munira chaired.

I am going to call Ben Bradshaw's office today to ask about progress on responding to the Mayor's letter.

R

-----Original Message-----

From: Jeff Jacobs
Sent: 03 September 2009 08:46
To: Roisha Hughes
Subject: RE: National Member for London, Arts Council, England

Ok.

On para 4 below, I saw Durie last week. he's still unhappy and disputes the outcome of the selection panel as reported by munira. I expect he will try to raise the matter in general terms ie the role of the independent element at the next Standards committee meeting - currently scheduled for a month or so's time

J

-----Original Message-----

From: Roisha Hughes
Sent: 03 September 2009 08:34
To: Jeff Jacobs
Subject: RE: National Member for London, Arts Council, England

hi

Thanks for this. I am just going to call Bradshaw's office to see where they've got to.

R

-----Original Message-----

From: Jeff Jacobs
Sent: 26 August 2009 08:54
To: Roisha Hughes
Subject: FW: National Member for London, Arts Council, England

3.36 ?

Hmm

This is a reply to the letter I wrote for Leo to send to Durie who had written to me expressing his concerns

As you know we've sent Munira's note of which went to BJ and your record to DCMS in response to their request.

Durie's reply here maintains what he, and no doubt, Liz Forgan, will say ie that they dispute the outcome of the selection panel as Munira has reported it in that note and subsequently.

I've no plans to show this exchange to DCMS - Forgan will anyway say her piece. And we can

stick to the line that what we did was a genuine attempt to clear up the [REDACTED]
Forgan's letter to BJ and Munira's report ie interview the lot and without Munira present
up to you whether you tell BJ about this background dispute . It could yet be raised (In
public) by Durie at a Standards Board meeting

Hope you are having a lovely time . It's raining here x

J

-----Original Message-----

From: Drcdurie@ [REDACTED] [mailto:[REDACTED]]
Sent: 25 August 2009 09:13
To: Leo Boland; Jeff Jacobs
Subject: National Member for London, Arts Council, England

Dear Leo

I enclose a copy of a letter I am sending you today. Since I understand thaty you may be
away, I am sending a copy also to Jeff Jacobs.

Yours sincerely

David Durie

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[REDACTED]

From: Tom Middleton
Sent: 02 September 2009 16:01
To: Roisha Hughes; Munira Mirza
Subject: RE: Arts Council/DCMS

I sent the papers over to the DCMS by e-mail a fortnight ago today (19/8) and it turns out that they've spent the last fortnight trying to open them!

Seems strange as they're only pdf docs ...

-----Original Message-----
From: Roisha Hughes
Sent: 02 September 2009 10:30
To: Tom Middleton; Munira Mirza
Subject: RE: Arts Council/DCMS

I suggest I call the SoS; office today as well to chase

R

-----Original Message-----
From: Tom Middleton
Sent: 02 September 2009 10:27
To: Munira Mirza; Roisha Hughes
Subject: Re: Arts Council/DCMS

Hi

Very shortly

SoS being briefed further this week

Tom Middleton

----- Original Message -----
From: Munira Mirza
To: Tom Middleton; Roisha Hughes
Sent: Wed Sep 02 09:23:59 2009
Subject: Arts Council/DCMS

Hi,

Do we have any sense from DCMS of when they may tell us about their decision on Arts Council Chair? I have been holding off from giving an answer about the MLA appointment, and the extension of the current MLA London chair term until we have this one sorted - but I'll need to give something soon.

I don't suppose there is anyone there you can speak to to find out?

Thanks,

M

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]

D.

From: [REDACTED]
Sent: 20 August 2009 16:41
To: Tom Middleton; Munira Mirza; [REDACTED]; Jeff Jacobs; [REDACTED]
Subject: Samantha Hart; Justine Simons; [REDACTED]
Sensitivity: RE: CONFIDENTIAL: ACE - London Chair
Sensitivity: Confidential

Spoken to Roisha and she is fine with her note included.

Thanks
[REDACTED]

-----Original Message-----

From: Tom Middleton
Sent: 18 August 2009 16:29
To: Munira Mirza; [REDACTED]; Jeff Jacobs; [REDACTED]; Ben Gascolgne; Samantha Hart; Justine Simons; Junna Begum; [REDACTED]
Subject: CONFIDENTIAL: ACE - London Chair
Importance: High
Sensitivity: Confidential

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DCMS have been in contact (see e-mail below) asking for details relating to the recent recruitment process for the ACE London Chair.

We're planning to go back by the end of this week with the attachments to this e-mail which are: (1) Munira's note of the first stage interview (2) Roisha's note of the second stage interview (3) The 4 applications in question.

We're also planning to accompany the documents with a cover e-mail stating that "We note that Liz Forgan's views are being sought. Given that the appointment in question is a Mayoral appointment, we expect the Mayor's views to be sought as well and for his views to be given primacy in enabling the Secretary of State to allow the appointment to proceed."

Any comments on this approach / the contents of the notes should be sent to me by the close of Thursday please. Thanks.

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]@Culture.gov.uk]
Sent: 17 August 2009 10:12
To: Tom Middleton
Cc: [REDACTED]
Subject: ACE - London Chair

Tom

The Secretary of State has received the Mayors letter recommending Veronica Wadley as Chair for Arts Council London.

Before the SoS makes a decision on this he has written to Liz Forgan to gain her views on the appointment.


J. PARKER

22


22

The SoS has also requested additional information on the process leading up to the appointment. He would like information on the panels assessment of the candidates and background on the candidates themselves.

Regards


Public Appointments Advisor

Department for Culture, Media & Sport
2-4 Cockspur Street
London SW1Y 6DH

Tel: 020 7211 

From: [REDACTED]
Sent: 19 August 2009 14:14
To: Tom Middleton; Justine Simons
Subject: RE: CONFIDENTIAL: ACE - London Chair

Sensitivity: Confidential

Sounds good.

-----Original Message-----

From: Tom Middleton
Sent: 19 August 2009 13:31
To: Justine Simons; Junna Begum
Subject: RE: CONFIDENTIAL: ACE - London Chair
Importance: High
Sensitivity: Confidential

Justine, [REDACTED]. I think I'll just send this stuff over to DCMS given that Munira and Jeff are fine with it - the longer we delay replying, the more suspicious DCMS will become - Is that ok with you? - If you could let me know asap - thanks, Tom

-----Original Message-----

From: Munira Mirza
Sent: 18 August 2009 17:49
To: Tom Middleton; [REDACTED]; Jeff Jacobs; [REDACTED]; Samantha Hart; Justine Simons; Junna Begum
Subject: RE: CONFIDENTIAL: ACE - London Chair
Sensitivity: Confidential

Fine by me

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

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[REDACTED]
Public Appointments Advisor

Department for Culture, Media & Sport
2-4 Cockspur Street
London SW1Y 6DH

Tel: 020 7211 [REDACTED]

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From: Guto Harri
Sent: 18 August 2009 18:04
To: Roisha Hughes
Subject: Fw: CONFIDENTIAL: ACE - London Chair

Importance: High
Sensitivity: Confidential

Are u aware of this?
Its not a case of mayor's views being sought is it

----- Original Message -----

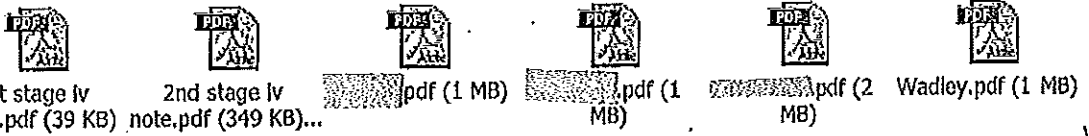
From: Samantha Hart
To: Guto Harri
Sent: Tue Aug 18 16:41:09 2009
Subject: FW: CONFIDENTIAL: ACE - London Chair

fyi

Sam Hart
Chief Press Officer
Mayor of London's Press Office
T: 020 7983 4714
F: 020 7983 4062

-----Original Message-----

From: Tom Middleton
Sent: 18 August 2009 16:29
To: Munira Mirza; [redacted]; Jeff Jacobs; [redacted]; Samantha Hart;
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note.pdf>> <<2nd stage iv note.pdf>> <<[redacted].pdf>> <<[redacted].pdf>> <<[redacted].pdf>>
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XXXXXXXXXXXXXXXXXXXX

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[redacted]
Public Appointments Advisor

Department for Culture, Media & Sport
2-4 Cockspur Street
London SW1Y 5DH

Tel: 020 7211 [redacted]

████████████████████

From: Jeff Jacobs
Sent: 18 August 2009 17:48
To: Tom Middleton; Munira Mirza; [redacted]; Samantha Hart; Justine Simons; [redacted]
Subject: RE: CONFIDENTIAL: ACE - London Chair
Sensitivity: Confidential

This is fine by me

J

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To: Munira Mirza; [redacted]; Jeff Jacobs; [redacted]; Ben Gascolgne; Samantha Hart; Justine Simons; [redacted]
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The SoS has also requested additional information on the process leading up to the appointment. He would like information on the panels assessment of the candidates and background on the candidates

[REDACTED]



[REDACTED]

[REDACTED]


[REDACTED]

themselves.

Regards



Public Appointments Advisor

Department for Culture, Media & Sport
2-4 Cockspur Street
London SW1Y 6DH

Tel: 020 7211 

[Redacted]

From: [Redacted]
Sent: 18 August 2009 16:06
To: Tom Middleton
Subject: RE: Pdf pls

Tom

Attached



Briefing to Mayor Arts Council 4.pdf (1 MB) Tom 180809 1.pdf (1 MB) Tom 180809 2.pdf (1 MB) Tom 180809 3.pdf (2 MB)

[Redacted]
PA to Head of Strategic Finance
Finance and Performance Directorate

Greater London Authority
City Hall, The Queens Walk
More London
London SE1 2AA
tel 020 7983 [Redacted]
fax 020 7983 [Redacted]
[Redacted]@london.gov.uk

-----Original Message-----

From: Tom Middleton
Sent: 18 August 2009 15:56
To: [Redacted]
Subject: Pdf pls

<< File: Briefing to Mayor Arts Council chair 08.071.doc >>

From: Jeff Jacobs
Sent: 18 August 2009 09:08
To: Tom Middleton; Munira Mirza
Cc: [REDACTED]
Subject: FW: Note of Arts Council London interviews

Attachments: 20090804184736620.pdf


Rolsha's note

J

-S- copies pl

-----Original Message-----

From: Rolsha Hughes
Sent: 04 August 2009 18:55
To: Jeff Jacobs; Munira Mirza; Simon Milton
Cc: [REDACTED]
Subject: Note of Arts Council London Interviews


2009080418473662
0.pdf (349 KB)...

Dear all

Please see the final note of the interviews for the Arts Council London Chair.

Rolsha

Rolsha Hughes
Private Secretary to the Mayor of London
020 7983 [REDACTED]

[REDACTED]

From:
Sent:
To:

Tom Middleton
18 August 2009 08:59

Munira Mirza; [REDACTED]; Jeff Jacobs; [REDACTED]

Subject:

Agenda for 2pm mtg today attchd


Culture
Intments.doc (2)

[Redacted]

()

()

Meeting on culture appointments

2pm, 18 August, Munira's office

Arts Council London appointment

1. SoS request: panel's assessment of candidates and background on candidates

	Not relevant
2.	[Redacted]
3.	[Redacted]
4.	[Redacted]
5.	[Redacted]
6.	[Redacted]
7.	[Redacted]
8.	[Redacted]
9.	[Redacted]

not relevant

[REDACTED]

From: Tom Middleton
Sent: 17 August 2009 11:46
To: [REDACTED]
Subject: RE: ACE - London Chair

Thanks

Jeff wants to discuss it at tomorrow's meeting

-----Original Message-----

From: [REDACTED]
Sent: 17 August 2009 11:11
To: Tom Middleton
Subject: FW: ACE - London Chair

Hi Tom

I've sent this email to Munira and Justine.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]@Culture.gsi.gov.uk
Sent: 17 August 2009 10:12
To: Tom Middleton
Cc: [REDACTED]
Subject: ACE - London Chair

Tom

The Secretary of State has received the Mayors letter recommending Veronica Wadley as Chair for Arts Council London.

Before the SoS makes a decision on this he has written to Liz Forgan to gain her views on the appointment.

The SoS has also requested additional information on the process leading up to the appointment. He would like information on the panels assessment of the candidates and background on the candidates themselves.

Regards

[REDACTED]
Public Appointments Advisor

Department for Culture, Media & Sport
2-4 Cockspur Street
London SW1Y 6DH

Tel: 020 7211 [REDACTED]

████████████████████

████████████████████

████████████████████

████████████████████

[REDACTED]

From: Jeff Jacobs
Sent: 17 August 2009 10:16
To: Tom Middleton; Munira Mirza
Subject: RE: ACE - London Chair

A pretty transparent intent here. We need to agree what gets sent over. At tomorrow's meeting, I suggest

J

-----Original Message-----
From: Tom Middleton
Sent: 17 August 2009 10:13
To: Munira Mirza; Jeff Jacobs
Subject: Fw: ACE - London Chair

Tom Middleton

----- Original Message -----
From: [REDACTED]@Culture.gsi.gov.uk>
To: Tom Middleton
Cc: [REDACTED]
Sent: Mon Aug 17 10:11:33 2009
Subject: ACE - London Chair

Tom

The Secretary of State has received the Mayors letter recommending Veronica Wadley as Chair for Arts Council London.

Before the SoS makes a decision on this he has written to Liz Forgan to gain her views on the appointment.

The SoS has also requested additional information on the process leading up to the appointment. He would like information on the panels assessment of the candidates and background on the candidates themselves.

Regards

[REDACTED]
Public Appointments Advisor

Department for Culture, Media & Sport
2-4 Cockspur Street
London SW1Y 5DH

Tel: 020 7211 [REDACTED]

(10)



(

Sally Russell

From: Leo Boland
Sent: 17 August 2009 09:24
To: Jeff Jacobs
Subject: FW: Arts Council England



2009081413540943 14.8.09 Letter to
9.pdf (121 KB)... David Durie...

Where does the indication that he wishes to discuss this informally with the Committee come from, as it is not in the letter, and what would he be seeking from this?

-----Original Message-----

From: Jeff Jacobs
Sent: 17 August 2009 08:29
To: Leo Boland
Subject: FW: Arts Council England

I mentioned this on Friday . I attach a self explanatory draft letter which I think you might send to David Durie following his one , also attached . Claer Lloyd- Jones is happy with it .

I doubt if we've heard the last of this issue. First , we still await a decision from Ben Bradshaw about the mayor's choice for ACE London - and DCMS know what the balance of views are. Second , there may be views coming out of any standards Committee discussion about the role of the independent element

J

-----Original Message-----

From: [redacted] On Behalf Of Jeff Jacobs
Sent: 14 August 2009 14:06
To: 'claer.Lloyd-Jones@[redacted]'
Cc: Jeff Jacobs
Subject: Arts Council England

Claer

Can you cast your eye over this letter which I've drafted for, I hope, Leo to send.

I think it's difficult not to send a reasonably substantive reply to David Durie given his concerns. But I've tried to avoid debate and stick to the basic point that, whatever feelings he may have about the Selection Panel, we took full account of his views in moving forward.

Can you confirm that what I've said in para 2 is what you told me was to happen.

Jeff

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(10

GREATER LONDON AUTHORITY

Communities and Intelligence

City Hall
The Queen's Walk
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk
Ref:
Date: 14 August 2009

Sir David Durie
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

National Member for London, Arts Council England

Thank you for your letter of 3 August to Jeff Jacobs as Monitoring Officer. I am replying because, as Jeff has explained to you, his involvement in this issue as the relevant GLA policy Director means he is conflicted.

I am sorry to hear of your concerns about the Selection Panel process. I understand you have it in mind to discuss this further informally with the Standards Committee so you will understand if I limit my remarks.

First, I want to assure you that full account was taken of your views arising from the Selection Panel. The Mayor wrote to you on 9 July saying how he proposed to proceed in the light of the outcome of the Panel meeting. This reflected the fact that the Panel had not reached agreement on the candidates to be recommended to him. In line with the Mayor's letter, Sir Simon Milton subsequently discussed the matter with you on the telephone in order to understand fully your position before proceeding.

Second, in the light of the differing views which remained among the Panel, the Mayor took the view that the most sensible course was for him to see all four candidates under discussion. He did so; followed a common line of questioning; and reached his own

conclusions. Following this he has, as you know, put his proposed appointment to the Secretary of State for approval.

Third, you have referred to your role as the independent element on the Selection Panel and have indicated that the Mayor's proposed appointment is one he could reasonably make.

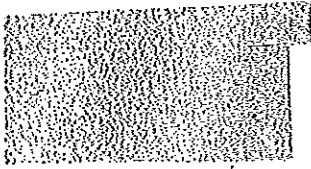
Yours sincerely

Leo Boland

GREATER LONDON AUTHORITY

Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Mincem: 020 7983 4458
Web: www.london.gov.uk



Date: 05 AUG 2009

Dear [Redacted]

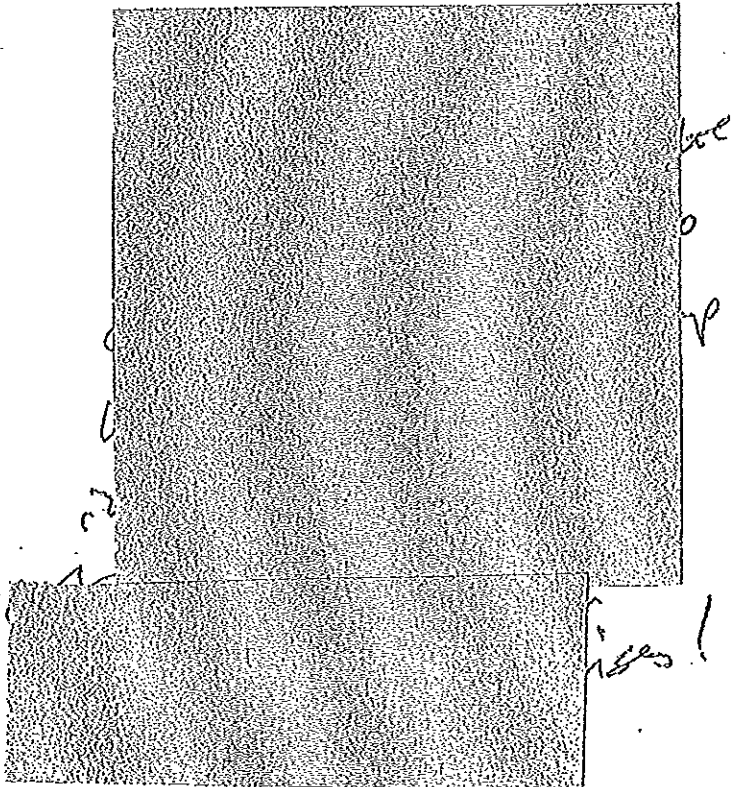
Thank you for coming in to see me on 23 July. It was a pleasure to meet you and I greatly enjoyed our discussion.

I have now put a candidate forward to the Secretary of State for approval. On this occasion, I'm sorry to say your application has not been successful.

Once again, many thanks for taking the time to see me and I do hope you consider other opportunities in the future.

Yours sincerely

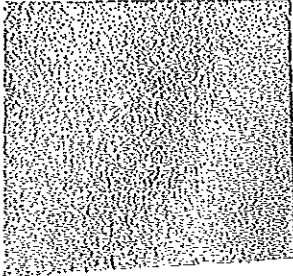
Boris Johnson
Mayor of London



GREATERLONDONAUTHORITY

Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk



Date: 05 AUG 2009

Dear [Redacted]

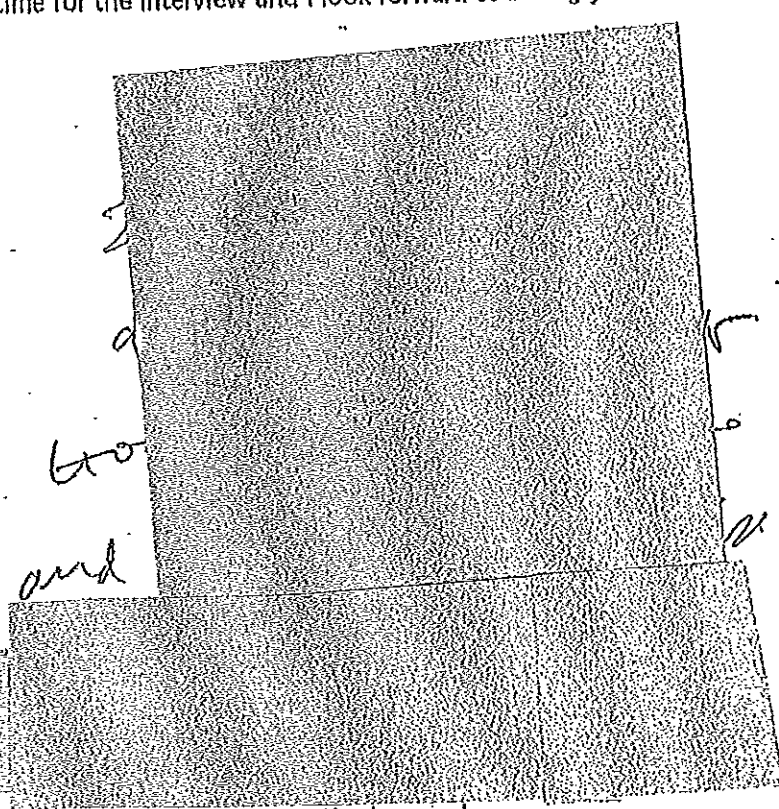
Thank you for coming in to see me on 23 July. It was a pleasure to meet you and I greatly enjoyed our discussion.

I have now put a candidate forward to the Secretary of State for approval. On this occasion, I'm sorry to say your application has not been successful.

Once again, many thanks for taking the time for the interview and I look forward to seeing you again soon.

Yours sincerely

Boris Johnson
Mayor of London.

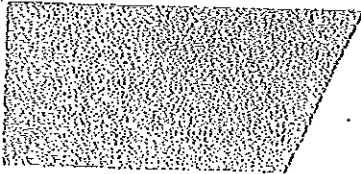


Direct telephone: 020 7983 4100 Fax: 020 7983 4057 Email: Mayor@london.gov.uk

GREATER LONDON AUTHORITY

Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk



Date: 05 AUG 2009

Dear 

Thank you for coming in to see me on 24 July. It was a pleasure to meet you and I greatly enjoyed our discussion.

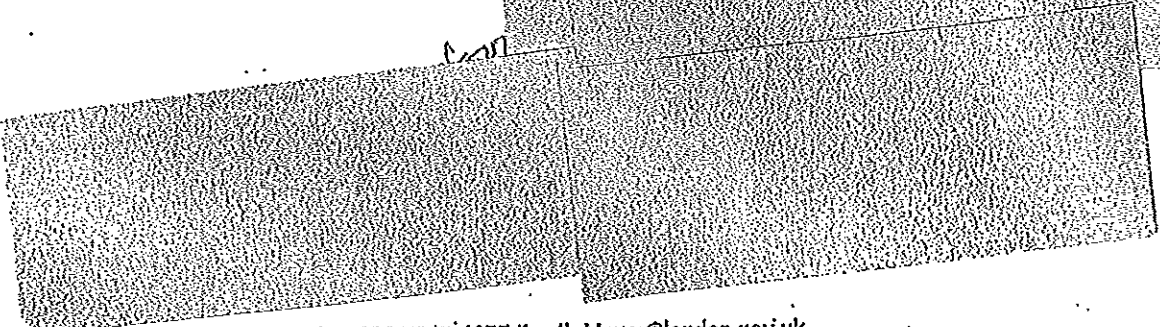
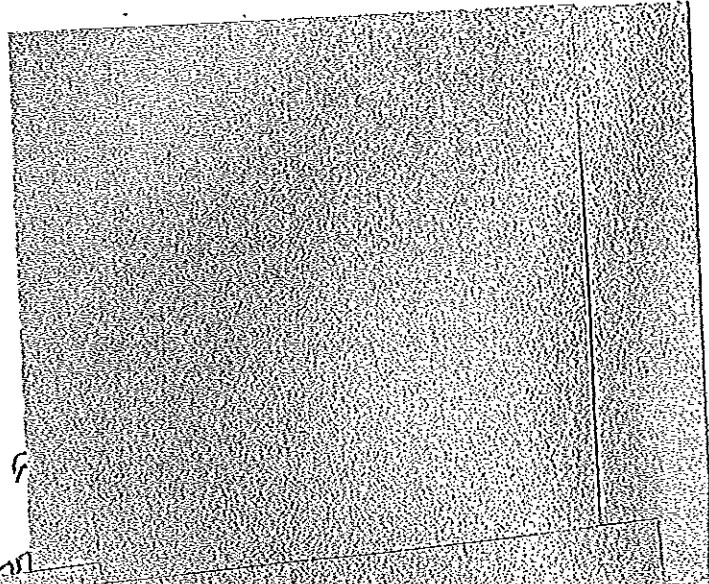
I have now put a candidate forward to the Secretary of State for approval. On this occasion, I'm sorry to say your application has not been successful.

Once again, many thanks for taking the time to see me and I do hope you consider other opportunities in the future.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Boris Johnson'.

Boris Johnson
Mayor of London



Direct telephone: 020 7983 4100 Fax: 020 7983 4057 Email: Mayor@london.gov.uk

GREATER LONDON AUTHORITY
Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Veronica Wadley



Date: 05 AUG 2009

Dear Veronica

Many thanks for coming in to see me on 24 July.

I thoroughly enjoyed our discussion and I'm pleased to say I have put your name forward to the Secretary of State for the position of Chair of Arts Council England (London). As you know, the appointment requires his approval.

I hope we can turn this around quickly, and I will be in touch again soon.

Yours ever,

A handwritten signature in black ink, appearing to be 'Boris Johnson', written in a cursive style.

Boris Johnson
Mayor of London

[REDACTED]

From: Roisha Hughes
Sent: 04 August 2009 18:55
To: Jeff Jacobs; Munira Mirza; Simon Milton
Cc: [REDACTED]
Subject: Note of Arts Council London Interviews



2009080418473662
0.pdf (345 KB)...

Dear all

Please see the final note of the interviews for the Arts Council London Chair.

Roisha

Roisha Hughes
Private Secretary to the Mayor of London
020 7983 [REDACTED]

[REDACTED]

From: Tom Middleton
Sent: 04 August 2009 16:48
To: Munira Mirza; Roisha Hughes; Jeff Jacobs
Cc: Simon Milton; [REDACTED]
Subject: RE: letter to bradshaw re Arts Council appt

I've spoken to the appointments unit in the DCMS and they've received the letter

They plan to send a holding reply acknowledging receipt of the Mayor's letter and then get back to us with a substantive reply as soon as possible after that

Clearly the recess will affect exact timings.

-----Original Message-----

From: Munira Mirza
Sent: 27 July 2009 09:56
To: Roisha Hughes; Jeff Jacobs
Cc: Simon Milton; [REDACTED]; Tom Middleton
Subject: RE: letter to bradshaw re Arts Council appt

I've suggested a few small changes.

I will ring the candidates today and let them know the outcome. I will also ask [REDACTED].

Tom, would you be able to find out from your contacts at DCMS how long it will take for them to approve this appointment? We have a couple of other tricky things to resolve with them (MLA, their £100m budget hole for capital projects in London) but I don't want to upset the applecart until this is approved.

-----Original Message-----

From: Roisha Hughes
Sent: 26 July 2009 15:51
To: Munira Mirza; Jeff Jacobs
Cc: Simon Milton; Ben Gascoigne
Subject: Fw: letter to bradshaw re Arts Council appt

Munira/ Jeff,

I have played around with Tom Middleton's draft a bit - see attached. Could you also check you think it is as well thought-out as possible?

Thanks
Roisha
Roisha Hughes
Private Secretary to the Mayor

[REDACTED]

Not relevant

XXXXXXXXXXXXXXXXXXXX

[REDACTED]

From: [REDACTED]
Sent: 04 August 2009 15:57
To: Tom Middleton
Subject: RE: letter to bradshaw re Arts Council appt

Hi Tom

We sent it last week. Friday I think.

Cheers

-----Original Message-----

From: Tom Middleton
Sent: 04 August 2009 12:57
To: [REDACTED]
Subject: RE: letter to bradshaw re Arts Council appt

[REDACTED] in Munira's absence - do you know? Thanks, Tom

-----Original Message-----

From: Tom Middleton
Sent: 04 August 2009 12:56
To: Munira Mirza
Subject: RE: letter to bradshaw re Arts Council appt

Hi Munira - do you know if the letter gone off yet? - if it has, I'll speak to DCMS and see when we're likely to get a response - Tom

-----Original Message-----

From: Munira Mirza
Sent: 27 July 2009 09:56
To: Roisha Hughes; Jeff Jacobs
Cc: Simon Milton; [REDACTED] Tom Middleton
Subject: RE: letter to bradshaw re Arts Council appt

I've suggested a few small changes.

I will ring the candidates today and let them know the outcome. I will also ask

[REDACTED]

Tom, would you be able to find out from your contacts at DCMS how long it will take for them to approve this appointment? We have a couple of other tricky things to resolve with them (MLA, their £100m budget hole for capital projects in London) but I don't want to upset the appplecart until this is approved.

-----Original Message-----

From: Roisha Hughes
Sent: 26 July 2009 15:51
To: Munira Mirza; Jeff Jacobs
Cc: Simon Milton; [REDACTED]
Subject: Fw: letter to bradshaw re Arts Council appt

Munira/ Jeff,

I have played around with Tom Middleton's draft a bit - see attached. Could you also check you think it is as well thought-out as possible?

Thanks
Roisha
Roisha Hughes
Private Secretary to the Mayor

[REDACTED]

Not relevant

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 03 August 2009 08:41
To: Roisha Hughes; [REDACTED]
Cc: [REDACTED], Jeff Jacobs
Subject: RE: candidates

These are actioned and awaiting signature in urgent folder

-----Original Message-----

From: Roisha Hughes
Sent: 02 August 2009 15:04
To: [REDACTED]
Cc: [REDACTED], Jeff Jacobs
Subject: Fw: candidates

These need to go in the urgent folder please. The [REDACTED] letter needs to be amended as follows:

Remove the the 3rd sentence from second para and replace with

[REDACTED]

Thanks
Roisha
Roisha Hughes
Private Secretary to the Mayor

----- Original Message -----

From: Jeff Jacobs
To: [REDACTED]
Cc: Munira Mirza; [REDACTED], Roisha Hughes; [REDACTED]
Sent: Fri Jul 31 18:25:52 2009
Subject: FW: candidates

Ben

I suggest a couple of small additions to the Wadley and [REDACTED] letters

J

-----Original Message-----

From: [REDACTED]
Sent: 31 July 2009 18:12
To: Roisha Hughes
Cc: Munira Mirza; Jeff Jacobs; [REDACTED]; [REDACTED]
Subject: RE: candidates

<<Veronica Wadley - 31.07.09.doc>> <<[REDACTED] - 31.07.09.doc>> <<[REDACTED] - 31.07.09.doc>> <<[REDACTED] - 31.07.09.doc>>

Hi,
Letters attached.
N.b [REDACTED] slightly different letter re: board membership - MM will pick this up with him over weekend.

Thanks
[REDACTED]

-----Original Message-----

From: Roisha Hughes
Sent: 31 July 2009 17:24
To: [REDACTED]
Cc: Munira Mirza; Jeff Jacobs; [REDACTED]
Subject: FW: candidates



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Are you happy to take responsibility for drafting these letters to the 4 candidates whom the Mayor interviewed? The wording needs to be that the Mayor has recommended a candidate to the SoS and in three cases to say, sorry it's not you, and in Veronica's case, well done.

We need to send these on Monday so can we get drafts on Monday morning?
thanks

-----Original Message-----

From: Roisha Hughes
Sent: 31 July 2009 14:07
To: Munira Mirza
Subject: candidates

Hi. Tried calling but you were away from your desk. Simon suggests we do both ie you call the candidates this om and say a letter is also on its way from boris.

Can we stick with the wording of candidate having been recommended to the SoS rather than appointed?
Thanks

Tom Middleton

From: Roisha Hughes
Sent: 02 August 2009 15:51
To: Jeff Jacobs
Cc: Munira Mirza; [REDACTED]; Simon Milton
Subject: Note: Liz Forgan phone call

In confidence: appointments

Jeff,

You sat in on the Mayor's phone call with Liz Forgan on Friday (31 July). The purpose of this call was to inform LF of the results of the Mayor's interviews with the 4 candidates for the Arts Council London Chair.

The Mayor explained to LF that Veronica Wadley was the best candidate on the day, referred to her clear understanding of the Arts Council's role and the fact that she had a very clear concept of the Mayor's priorities, including for example on music education. He noted he had gone into the interviews with a genuinely open mind and asked questions on the same lines to each of the candidates. The Mayor felt that each of the candidates was impressive in different ways, and said he also thought [REDACTED] had been a strong candidate.

The Mayor noted that he was therefore putting Veronica Wadley forward to the Secretary of State for the position of Chair, Arts Council London. He hoped that things could go forward with the minimum fuss.

Liz Forgan replied by saying that VW is very capable, but that in her view the issue was her arts expertise and credibility. LF thought it would take VW a while to build up credibility in the arts world, she also referred to the leadership skills of the other three candidates and her view that any of these three would have been excellent.

LF asked about arrangements for announcing the appointment and thought it would take until September for this to be turned around. In discussion the Mayor pointed out that VW was by far the most creative candidate in terms of funding for the Arts in London, and that a couple of the candidates were particularly weak on this.

LF ended the call by thanking the Mayor for letting her know.

Roisha

Roisha Hughes
Private Secretary to the Mayor

From: Jeff Jacobs
Sent: 31 July 2009 18:40
To: Munira Mirza; [REDACTED]
Cc: [REDACTED]; Rolsha Hughes; [REDACTED]
Subject: RE: candidates

Yep.

Shame .

-----Original Message-----

From: Munira Mirza
Sent: 31 July 2009 18:28
To: Jeff Jacobs; [REDACTED]
Cc: [REDACTED]; Rolsha Hughes; [REDACTED]
Subject: RE: candidates

You'd better remove that sentence from the [REDACTED] letter.

-----Original Message-----

From: Jeff Jacobs
Sent: 31 July 2009 18:26
To: [REDACTED]
Cc: Munira Mirza; [REDACTED]; Rolsha Hughes; [REDACTED]
Subject: FW: candidates

I suggest a couple of small additions to the Wadley and [REDACTED] letters

J

-----Original Message-----

From: [REDACTED]
Sent: 31 July 2009 18:12
To: Rolsha Hughes
Cc: Munira Mirza; Jeff Jacobs; [REDACTED]
Subject: RE: candidates

<< File: Veronlca Wadley - 31.07.09.doc >> << File: [REDACTED] - 31.07.09.doc >> << File: [REDACTED] - 31.07.09.doc >> << File: [REDACTED] - 31.07.09.doc >>

Hi,

Letters attached.

N.b. [REDACTED] slightly different letter re: board membership - MM will pick this up with him over weekend.

Thanks

Ben

-----Original Message-----

From: Rolsha Hughes
Sent: 31 July 2009 17:24
To: [REDACTED]
Cc: Munira Mirza; Jeff Jacobs; [REDACTED]
Subject: FW: candidates

Are you happy to take responsibility for drafting these letters to the 4 candidates whom the Mayor

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interviewed? The wording needs to be that the Mayor has recommended a candidate to the SoS and in three cases to say, sorry it's not you, and in Veronica's case, well done.

We need to send these on Monday so can we get drafts on Monday morning?
thanks

-----Original Message-----

From: Roisha Hughes
Sent: 31 July 2009 14:07
To: Munira Mirza
Subject: candidates

Hi Tried calling but you were away from your desk. Simon suggests we do both ie you call the candidates this om and say a letter is also on its way from Boris.

Can we stick with the wording of candidate having been recommended to the SoS rather than appointed?
Thanks

()

()

From: Rolsha Hughes
Sent: 31 July 2009 16:24
To: Jeff Jacobs
Subject: RE: candidates

I have ignored Munira's email, but did call Sam Hart earlier and explained it all to her so she is ready if it does come up.
R

-----Original Message-----

From: Jeff Jacobs
Sent: 31 July 2009 16:22
To: Rolsha Hughes
Subject: FW: candidates

Have you dealt with this? I'd be inclined to say nothing more to Munira about the Forgan/Durie comment: I'm not sure there's much to say

On media, she's right, though. And a line needs to be given to the press office. That was my concern about telling the candidates. So the line either has to be the truth of the current position i.e. he's recommended Wadley; now for the sake of the press etc; or he's got nothing to say as the decision on the appointment has not been made etc. The latter is difficult as the candidates and whoever else will say what's happened so it will anyway go public

J

-----Original Message-----

From: Munira Mirza
Sent: 31 July 2009 14:26
To: Rolsha Hughes; Simon Milton; Jeff Jacobs
Subject: RE: candidates

Ok. If SoS turn down his choice, we will just have to re-open the recruitment process.

Please can someone update me on any further points from Liz Forgan and David Durie which I need to know - there may be media interest after today.

-----Original Message-----

From: Rolsha Hughes
Sent: 31 July 2009 14:23
To: Munira Mirza; Simon Milton; Jeff Jacobs
Subject: RE: candidates

Yes, I agreed with Simon that the other candidates should be told that they are not being recommended.

On [redacted] 31/07/09 14:23:40

Rolsha

-----Original Message-----

From: Munira Mirza
Sent: 31 July 2009 14:21
To: Rolsha Hughes; Simon Milton; Jeff Jacobs
Subject: RE: candidates

So I tell VW her name is going forward - shall I also tell the other candidates they're not being recommended? If SoS turns down Boris's choice, does he need a back-up name? I can tell the other candidates a final decision won't be made for a few weeks because Minister has to approve.

-----Original Message-----

From: Roisha Hughes
Sent: 31 July 2009 14:07
To: Munira Mirza
Subject: candidates

Hi Tried calling but you were away from your desk. Simon suggests we do both ie you call the candidates this om and say a letter is also on its way from boris.

Can we stick with the wording of candidate having been recommended to the SoS rather than appointed?
Thanks


From: Roisha Hughes
Sent: 31 July 2009 14:14
To: Jeff Jacobs; Munira Mirza; Simon Milton
Subject: FW: Letter from the Mayor

This has just gone over. I called Bradshaw's office and spoke to an old friend who said he is not going away properly for the next 2 1/2 weeks so this may get turned around before then

Roisha

-----Original Message-----

From: Roisha Hughes
Sent: 31 July 2009 14:13
To: [REDACTED]@culture.gsi.gov.uk
Subject: Letter from the Mayor


Bradshaw.pdf
(62 KB)

Hello [REDACTED]

Hope you are well. I am attaching a letter from the Mayor to the Secretary of State about the appointment of the Chair of Arts Council London. I understand from [REDACTED] that your Secretary of State will be around a little bit over the next few weeks. If so, it would be great to get this turned around soon.

Thanks
Roisha

Roisha Hughes
Private Secretary to the Mayor of London
020 7983 [REDACTED]

11111

GREATER LONDON AUTHORITY

Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Rt Hon Ben Bradshaw MP
Secretary of State
Department for Culture Media and Sport
2-4 Cockspur Street
London SW1Y 5DH

Date: 31 JUL 2009

Dear Ben,

Appointment of the Chair of the London Region of the Arts Council of England

I wish to appoint Veronica Wadley as Chair of the London Region of the Arts Council of England for a four-year period from 1 October 2009.

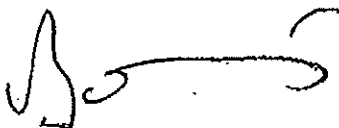
I would first like to pay tribute to the sterling work Lady Sue Woodford Hollick has performed in this office over the last nine years. Sue leaves the arts in the capital in a healthier state than she found them and I am very grateful to her for that.

I am sure you will agree with me that we are very fortunate to have found someone of the calibre of Veronica Wadley to replace Sue. Her commitment to the arts and her understanding of London will be vital in the face of severe challenges -- particularly financial -- which we shall encounter going forward. In the interview Veronica made a persuasive case for funding the arts, and balancing excellence and access. She understood most clearly my priorities, including music education, and she was also the most creative candidate in terms of promoting the arts and culture across all the boroughs in London.

Veronica was chosen from a strong field following a two-stage interview process. On the panel for the first stage were the Chair of Arts Council England, Dame Liz Forgan and my arts and culture advisor, Munira Mirza. Also present was someone independent of the bodies involved in the recruitment process, Sir David Durlie (who among other things is now a member of the GLA's Standards Committee). I conducted the second stage along with the GLA's Deputy Chief Executive, Jeff Jacobs.

I feel confident that Veronica will be an asset to the Arts Council in the years ahead.

Yours ever,



Boris Johnson
Mayor of London

From: Jeff Jacobs
Sent: 31 July 2009 14:00
To: Munira Mirza
Subject: RE: Durie

Yes, it's all done. Roisha will update you

-----Original Message-----

From: Munira Mirza
Sent: 31 July 2009 13:45
To: Jeff Jacobs
Subject: Durie

Have you heard from him? Boris supposed to be speaking to Liz today. I would like to ring candidates if poss today but realise may not happen till next week now.

Munira Mirza

Disclosed?

From: Jeff Jacobs
Sent: 30 July 2009 15:01
To: Munira Mirza; Roisha Hughes; Simon Milton
Cc: Leo Boland; [REDACTED]
Subject: RE: Arts Council Appointment

Importance: High

Munira

David Durie's address is [REDACTED] I have said we will courier the papers to him this afternoon.

I was only suggesting we wait to tell candidates until after we get feedback from Liz Forgan and DD - so that Boris writes in the clear knowledge of their latest views. There is, of course, a political risk involved in telling the candidates what the Mayor wants to do this side of getting a yes or no from Ben Bradshaw. But you and the Mayor know, and have weighed, that already

-----Original Message-----

From: Munira Mirza
Sent: 30 July 2009 14:03
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Cc: Leo Boland; [REDACTED]
Subject: RE: Arts Council Appointment

I have Sir David's notes. Do you have an address for him, or when you speak to him this pm, can you ask?

Jeff, were you suggesting that Mayor write to Ben Bradshaw about his choice of appointment without telling the candidates first? My concern about this is that DCMS may not approve the appointment for weeks. Of course, no problem to wait until we get feedback from Liz and Sir David, which should be within the next few days.

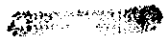
-----Original Message-----

From: [REDACTED] On Behalf Of Jeff Jacobs
Sent: 30 July 2009 10:24
To: Roisha Hughes; Munira Mirza; Simon Milton
Cc: Leo Boland; Jeff Jacobs
Subject: Arts Council Appointment

David Durie returned my phone call this morning on his way back home from holiday in Scotland.

I explained the position following the interviews conducted by the Mayor of the four candidates last week. His response was:

- Before deciding what action, if any, to take as a result of hearing the Mayor's decision on who to appoint, he wishes to see and remind himself about his own notes of the interviews and, in particular, his notes about Veronica Wadley. He also wishes to see her application form again.
- He asked whether Liz Forgan had yet been informed about the Mayor's decision and I said no. He said he believed she should be told quickly given her previous strong views on the relative strength of the candidates and on Veronica Wadley in particular. I said that we were certainly intending to talk quickly to Liz Forgan but that thought we should let him know first given his role as the independent element on the selection board and following the conversation Simon had had with him last week. We would now talk to Liz Forgan.
- He said he would almost certainly want to talk to the Monitoring Officer about all this before deciding, as indicated above, what, if anything, he wished to say or do.
- I reminded him about his formal role in the selection process which, he said, he well understood.



The first thing we need to do now is to get David Durie's papers gathered together and ready to hand over to him. He said he gave them to Munira at the end of the interview. Does she have them? If not, where are they? Ideally we need to get them to him today. He is back home this afternoon and is likely to call me again.

Second, we clearly now need to tell Liz Forgan how the Mayor proposes to proceed. I think Munira was proposing to do that: in my view it would be better if the Mayor made the call himself having conducted the interviews with the candidates.

Third, I do not myself think that it would be right to inform any of the candidates about where things stand this side of the Mayor talking to Liz Forgan and getting a sense of what David Durie's response will be - remembering that his responsibility in the GLA protocol on Mayoral appointments is "to confirm, based on the information available, that, in their view, the Mayor can reasonably make the appointment he wishes to make or otherwise inform the Authority's Monitoring Officer. This is not to say that the Mayor shouldn't move forward and write to Ben Bradshaw seeking agreement to his proposed appointment; but it seems to me it would be best if that were now done after informing Liz Forgan and hearing back from David Durie and before going public to the four candidates.

Jeff

Rosemary Cairns

From: Munira Mirza
Sent: 30 July 2009 11:18
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Cc: Leo Boland
Subject: Re: Arts Council Appointment

I have the papers in my office. Will be back in around an hour so we can arrange to courier them over if we have an address for him.

I am away 3-11th Aug although I can ring candidates whilst abroad if needed. Will talk to Roisha about how to coordinate calls to Liz, etc.

M

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Roisha Hughes; Munira Mirza; Simon Milton
Cc: Leo Boland; Jeff Jacobs
Sent: Thu Jul 30 10:24:07 2009
Subject: Arts Council Appointment

David Durie returned my phone call this morning on his way back home from holiday in Scotland.

I explained the position following the interviews conducted by the Mayor of the four candidates last week. His response was:

* Before deciding what action, if any, to take as a result of hearing the Mayor's decision on who to appoint, he wishes to see and remind himself about his own notes of the interviews and, in particular, his notes about Veronica Wadley. He also wishes to see her application form again.

* He asked whether Liz Forgan had yet been informed about the Mayor's decision and I said no. He said he believed she should be told quickly given her previous strong views on the relative strength of the candidates and on Veronica Wadley in particular. I said that we were certainly intending to talk quickly to Liz Forgan but that thought we should let him know first given his role as the independent element on the selection board and following the conversation Simon had had with him last week. We would now talk to Liz Forgan.

* He said he would almost certainly want to talk to the Monitoring Officer about all this before deciding, as indicated above, what, if anything, he wished to say or do.

* I reminded him about his formal role in the selection process which, he said, he well understood.

The first thing we need to do now is to get David Durie's papers gathered together and ready to hand over to him. He said he gave them to Munira at the end of the interview. Does she have them? If not, where are they? Ideally we need to get them to him today. He is back home this afternoon and is likely to call me again.

Second, we clearly now need to tell Liz Forgan how the Mayor proposes to proceed. I think Munira was proposing to do that: in my view it would be better if the Mayor made the call himself having conducted the interviews with the candidates.

Third, I do not myself think that it would be right to inform any of the candidates about where things stand this side of the Mayor talking to Liz Forgan and getting a sense of what David Durie's response will be - remembering that his responsibility in the GLA protocol on Mayoral appointments is "to confirm, based on the information available, that, in their view, the Mayor can reasonably make the appointment he wishes to make or otherwise inform the Authority's Monitoring Officer. This is not to say that the Mayor shouldn't move forward and write to Ben Bradshaw seeking agreement

[REDACTED]

to his proposed appointment; but it seems to me it would be best if that were now done after informing Liz Forgan and hearing back from David Durie and before going public to the four candidates.

Jeff .

~~SECRET~~

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D.

From: Jeff Jacobs
Sent: 29 July 2009 07:38
To: Roisha Hughes
Subject: Re: Letter from The Mayor : Durie contact

If you want , But he is on holiday so may' just be out of reach or wanting to be

J

Sent using BlackBerry

----- Original Message -----

From: Roisha Hughes
To: Jeff Jacobs
Sent: Tue Jul 28 19:13:06 2009
Subject: RE: Letter from The Mayor : Durie contact

Thanks. Do you want me to email him to say you are trying to get him?

-----Original Message-----

From: Jeff Jacobs
Sent: 28 July 2009 13:13
To: Roisha Hughes; Munira Mirza; Simon Milton
Subject: RE: Letter from The Mayor : Durie contact

So that all know , I've tried to reach David Durie .He's on voicemail and I've had to leave a message to call me . Since he's somewhere in Scotland we clearly don't know how long it will be before he phones back- hopefully today .

It is conceivable we'll need to make a judgement about how long to wait before moving on . We could , in principle, proceed to tell the candidates, Liz Forgan and write to Ben Bradshaw without waiting beyond, say , end of today/ tomorrow ; or we could wait until he comes back from holiday in a couple of days time (below he says he's back on the 30th). Ideally , we'd do the decent thing and talk to him before moving on to try to oil the wheels and minimise further disagreements . But we could just proceed , tell him the position when he makes contact and leave him to express a view then that the Mayor can reasonably make the appointment he wishes to or otherwise inform the Monitoring Officer .

J

-----Original Message-----

From: Roisha Hughes
Sent: 27 July 2009 20:13
To: Jeff Jacobs
Cc: Munira Mirza
Subject: Fw: Letter from The Mayor : Durie contact

Numbers for durie below. This went round the houses at the time so weird that everyone has lost his numbers! R Roisha Hughes Private Secretary to the Mayor

----- Original Message -----

From: Drcdurie [redacted]
To: Roisha Hughes
Sent: Wed Jul 15 20:48:35 2009
Subject: Re: Letter from The Mayor

Dear Roisha

I have seen the Mayor's letter but I will be away in Scotland from early tomorrow until 30 July. I will happily talk to Sir Simon Milton by telephone from this Friday either and preferably on [redacted] or on my mobile [redacted]. Is anyone speaking to Liz Forgan?

yours sincerely

David Durie

This message has been scanned for viruses.

Click here <<https://www.mailcontrol.com/sr/NaXYMBMxyxTTndxIloX7UsqBPMJYdVQNdV4VHp+22qMX7uu2R2gPH08uYMKiO1JERkz63eYGqD5cN2BvQFKuzA==>> to report this email as spam.

From: Munira Mirza
Sent: 28 July 2009 16:04
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Subject: Re: Letter from The Mayor : Durie contact

It can wait till we've spoken to Durie - as long as before I go away on Friday.

Munira Mirza

----- Original Message -----

From: Jeff Jacobs
To: Roisha Hughes; Munira Mirza; Simon Milton
Sent: Tue Jul 28 13:13:01 2009
Subject: RE: Letter from The Mayor : Durie contact

So that all know, I've tried to reach David Durie. He's on voicemail and I've had to leave a message to call me. Since he's somewhere in Scotland we clearly don't know how long it will be before he phones back- hopefully today.

It is conceivable we'll need to make a judgement about how long to wait before moving on. We could, in principle, proceed to tell the candidates, Liz Forgan and write to Ben Bradshaw without waiting beyond, say, end of today/ tomorrow; or we could wait until he comes back from holiday in a couple of days time (below he says he's back on the 30th). Ideally, we'd do the decent thing and talk to him before moving on to try to oil the wheels and minimise further disagreements. But we could just proceed, tell him the position when he makes contact and leave him to express a view then that the Mayor can reasonably make the appointment he wishes to or otherwise inform the Monitoring Officer.

J

-----Original Message-----

From: Roisha Hughes
Sent: 27 July 2009 20:13
To: Jeff Jacobs
Cc: Munira Mirza
Subject: Fw: Letter from The Mayor : Durie contact

Duplicate.

Numbers for durie below. This went round the houses at the time so weird that everyone has lost his numbers! R Roisha Hughes Private Secretary to the Mayor

----- Original Message -----

From: Drcdurie [redacted] Drcdurie [redacted]
To: Roisha Hughes
Sent: Wed Jul 15 20:48:35 2009
Subject: Re: Letter from The Mayor

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yours sincerely

David Durie

This message has been scanned for viruses.

Click here <<https://www.mailcontrol.com/sr/NaXYMBMxyxT'TndxI!oX7UsqBPMJYdVQNdV4VHp+>>

22qMX7uu2R2gPh08uYMkiO!JERkz63eYGqD5cNZBvQFKuzA==> to report this email as spam.

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From: Munira Mirza
Sent: 28 July 2009 16:04
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Subject: Re: Letter from The Mayor : Durie contact

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Munira Mirza

----- Original Message -----
From: Jeff Jacobs
To: Roisha Hughes; Munira Mirza; Simon Milton
Sent: Tue Jul 28 13:13:01 2009
Subject: RE: Letter from The Mayor : Durie contact

So that all know, I've tried to reach David Durie. He's on voicemail and I've had to leave a message to call me. Since he's somewhere in Scotland we clearly don't know how long it will be before he phones back - hopefully today.

It is conceivable we'll need to make a judgement about how long to wait before moving on. We could, in principle, proceed to tell the candidates, Liz Forgan and write to Ben Bradshaw without waiting beyond, say, end of today/ tomorrow; or we could wait until he comes back from holiday in a couple of days time (below he says he's back on the 30th). Ideally, we'd do the decent thing and talk to him before moving on to try to oil the wheels and minimise further disagreements. But we could just proceed, tell him the position when he makes contact and leave him to express a view then that the Mayor can reasonably make the appointment he wishes to or otherwise inform the Monitoring Officer.

J

From: Jeff Jacobs
Sent: 27 July 2009 21:11
To: Roisha Hughes
Subject: Re: Letter from The Mayor : Durie contact

Thanks . I will call him in the morning

J

Sent using BlackBerry

----- Original Message -----
From: Roisha Hughes
To: Jeff Jacobs
Cc: Munira Mirza
Sent: Mon Jul 27 20:13:16 2009
Subject: Fw: Letter from The Mayor : Durie contact

Numbers for durie below. This went round the houses at the time so weird that everyone has lost his numbers! R Roisha Hughes Private Secretary to the Mayor

----- Original Message -----
From: Drcdurie [redacted] <Drcdurie [redacted]>
To: Roisha Hughes
Sent: Wed Jul 15 20:48:35 2009
Subject: Re: Letter from The Mayor

Dear Roisha

I have seen the Mayor's letter but I will be away in Scotland from early tomorrow until 30 July. I will happily talk to Sir Simon Milton by telephone from this Friday either and preferably on [redacted] or on my mobile [redacted]. Is anyone speaking to Liz Forgan?

yours sincerely

David Durie

This message has been scanned for viruses.

Click here <<https://www.mailcontrol.com/sr/NaXYMBMxyxTTndxI!oX7UsqBPMJYdVQNdv4VHp+22qMX7uu2R2gPh08uYMkiO!JERkz63eYGqD5cNZBvQFKuzA==>> to report this email as spam.

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From: Roisha Hughes
Sent: 27 July 2009 20:04
To: Jeff Jacobs
Subject: Re: Arts council

I will look - imay have it
Roisha Hughes
Private Secretary to the Mayor

----- Original Message -----
From: Jeff Jacobs
To: Roisha Hughes; Munira Mirza
Sent: Mon Jul 27 19:53:21 2009
Subject: Fw: Arts council

Oh . I had taken it that simon knew where durie could be reached in scotland . Doesn't seem so .

Fiona isn't here . Nor is the chair of Standards Committee . I will try other routes but don't know how easy or quick this will be

J

Sent using BlackBerry

----- Original Message -----
From: Simon Milton
To: Jeff Jacobs
Sent: Mon Jul 27 18:20:51 2009
Subject: RE: Arts council

No but Fiona Ledden or Mark Roberts should have it from Standards Committee

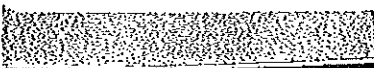
From: Jeff Jacobs
Sent: 27 July 2009 16:45
To: Simon Milton
Cc: [REDACTED]
Subject: FW: Arts council

Have you got David Durie's number for me to call him ?

J
-----Original Message-----
From: Roisha Hughes
Sent: 27 July 2009 13:15
To: Munira Mirza; Jeff Jacobs
Subject: Arts council

Munira,

Jeff is happy to call Durie. Could you two link up about choreography, including with speaking to candidates? Thanks Roisha



From: Munira Mirza
Sent: 27 July 2009 13:31
To: Roisha Hughes; Jeff Jacobs
Subject: RE: Arts council

Thanks.

Jeff, I was aiming to ring candidates and Liz after my meetings finish today at 4pm but would be best if you could speak to Durie first so that everything's squared. Let me know if this is possible.

Simon has his telephone number.

-----Original Message-----

From: Roisha Hughes
Sent: 27 July 2009 13:15
To: Munira Mirza; Jeff Jacobs
Subject: Arts council

Munira,

Jeff is happy to call Durie. Could you two link up about choreography, including with speaking to candidates?
 Thanks
 Roisha

From: Munira Mirza
Sent: 24 July 2009 18:30
To: Roisha Hughes
Subject: Re: Arts Council

Also, I think it may be better for Jeff to speak to Durie on Monday. He's a neutral figure and was at the interviews. If Durie made a complaint to the monitoring officer it would need to be considered by Chief Exec office anyway.

Have a nice weekend.

Munira Mirza

----- Original Message -----
From: Roisha Hughes
To: Munira Mirza
Sent: Fri Jul 24 18:12:48 2009
Subject: RE: Arts Council

Thanks. I think it needs some tweaking to reflect the interview but happy to do this over the weekend

-----Original Message-----
From: Munira Mirza
Sent: 24 July 2009 18:05
To: Roisha Hughes
Subject: Fw: Arts Council

Letter for Bradshaw attached.

Munira Mirza

----- Original Message -----
From: Tom Middleton
To: Munira Mirza
Sent: Fri Jul 24 17:53:48 2009
Subject: RE: Arts Council

<<letter to Bradshaw re Arts Council.doc>>

Hi - pls see the attchd - there may be some details you want to amend / add in

-----Original Message-----
From: Munira Mirza
Sent: 24 July 2009 17:00
To: Tom Middleton
Subject: Arts Council

Hi Tom,

The Mayor and Jeff met with the candidates for the Arts Council Chair role this week and they are ready to make an appointment. Please could you send me the standard letter we need to send to SoS Ben Bradshaw? Or if there isn't one, pls would you mind drafting a form of words we could use? I am not sure of the protocol.

Thanks v much,

Munira

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

D

From: Munira Mirza
Sent: 24 July 2009 17:15
To: Roissha Hughes
Subject: Arts council

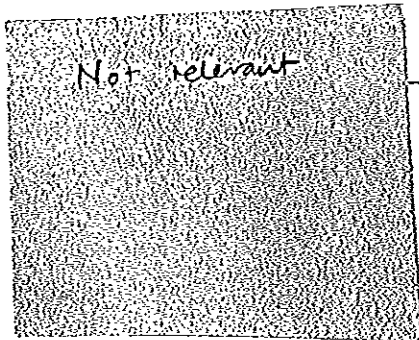
Just to confirm, I will ring candidates on Monday morning to let them know the outcome - unless Boris wants to make call to VW?

Tom is drafting letter now.

Presume you'll ask Simon to ring Durie on Monday when you circulate the notes. Or I am happy to brief him

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-----Original Message-----

From: [REDACTED]
Sent: 24 July 2009 12:04
To: 'Veronica Wadley'
Subject: RE: meeting

Thanks Veronica,

It is 3:30. Look forward to seeing you.

Best wishes,

[REDACTED]
Executive Assistant to the Mayor
0207 983 [REDACTED]

-----Original Message-----

From: Veronica Wadley [mailto:[REDACTED]]
Sent: 24 July 2009 11:51
To: [REDACTED]
Subject: RE: meeting

[REDACTED]
Can I just double check the time of my meeting with Boris this afternoon regarding Arts Council London? It has changed several times. Last I heard was 3.30pm. Is that still right?

Thanks
V

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From: Justine Simons
S nt: 23 July 2009 11:54
To: Jeff Jacobs
Subject: RE: Just reminding you...

Ah, fun times, hadnt realised you had been dragged into the appointments process/row!
No worries about interview timing

J

Antony Gormley's One & Other for the Fourth Plinth runs from 6th July - 14th October
2009 One person. One hour. 100 days. www.oneandother.co.uk twitter.com/oneandother

-----Original Message-----
From: Jeff Jacobs
Sent: 23 July 2009 10:52
To: Justine Simons
Subject: RE: Just reminding you...

Ok.

I am doing my arty stuff today on the Arts Council appointment so will be with BJ on
the interviews . I have been advising on handling over the past two weeks

Not relevant

J

-----Original Message-----
From: Justine Simons
Sent: 23 July 2009 10:17
To: Jeff Jacobs
Subject: Just reminding you...

Not relevant

J
Antony Gormley's One & Other for the Fourth Plinth runs from 6th July - 14th October
2009 One person. One hour. 100 days. www.oneandother.co.uk twitter.com/oneandother

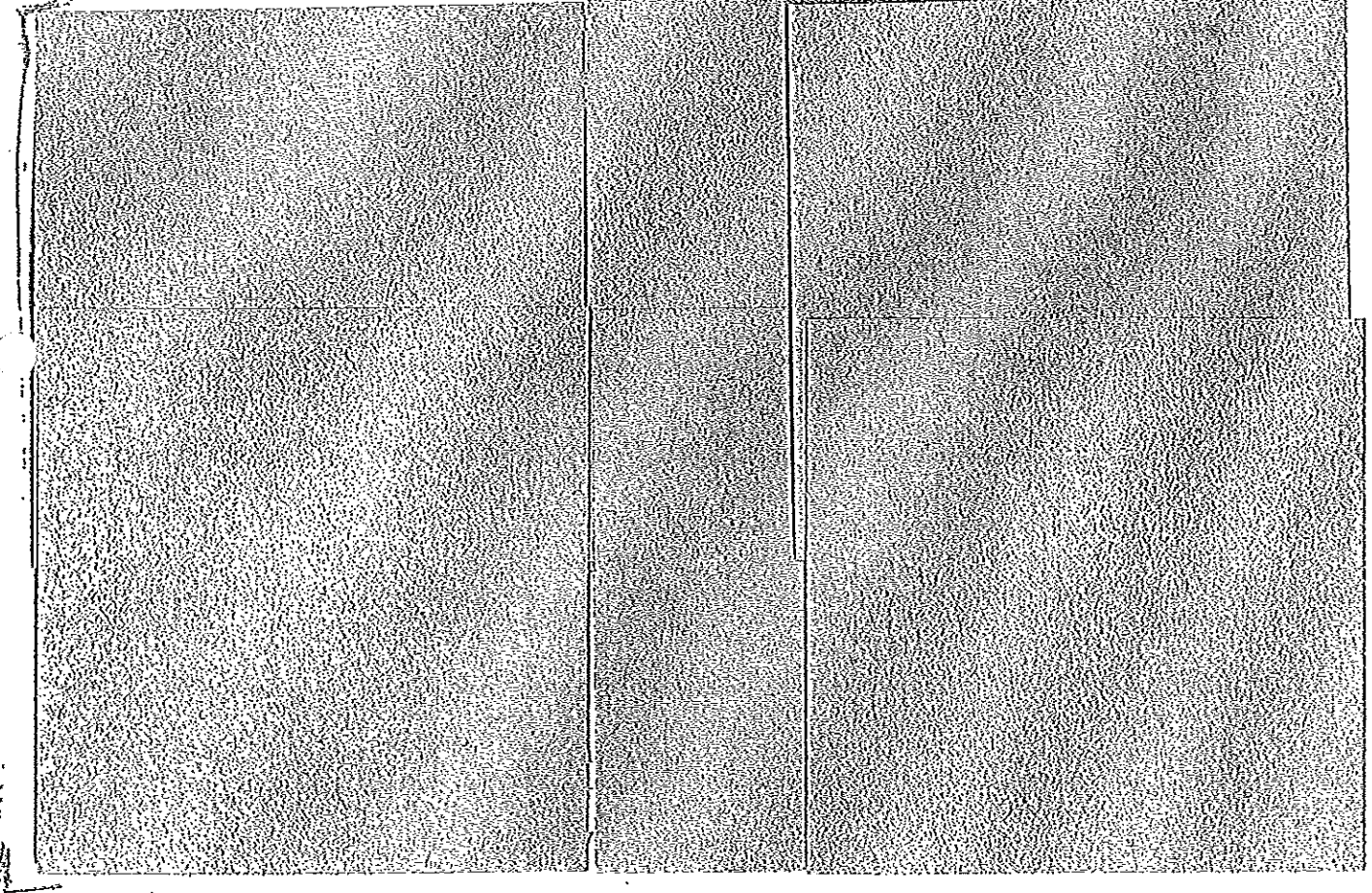
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From: Munira Mirza
Sent: 23 July 2009 08:49
To: Munira Mirza
Subject: Re: Arts council

*S 3...
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...*

Ok. On pointers for questions:



Munira Mirza

----- Original Message -----
From: Roisha Hughes
To: Munira Mirza
Sent: Wed Jul 22 20:07:36 2009
Subject: Arts council

Munira,

I have spoken to Simon and Jeff to get their advice about the best way of conducting the interviews. They both think that as this has been presented as an interview with Boris, following a recommendation from you as Chair of a previous panel (on which there has been some disagreement), it would be cleaner for you not to be present for risk that you are accused of trying to influence the decision if we have complaints later down the line.

But I will ensure Boris makes clear in the interviews that you are the principal link for the Chair.

Thanks for the questions for the interviews. Is it possible to have a few pointers for key elements of the answers so Boris can judge in as an informed way as possible.

Roisha

From: Simon Milton
Sent: 22 July 2009 18:55
To: Jeff Jacobs; Roisha Hughes
Subject: RE: Arts council

This seems good advice. Preferable for MM not to attend.

From: Jeff Jacobs
Sent: 22 July 2009 18:17
To: Roisha Hughes; Simon Milton
Subject: RE: Arts council

This is Simon's call.

I suppose my only concern would be that this is intended to be an interview with Boris, following his receipt of the recommendations of Munira as chair of the selection panel - with the known difference of views, following that panel, on who supports whom. It could therefore potentially be seen as an attempt to influence his thinking, if anyone wants to make anything of this - depending on the final choice he makes.

If Munira does attend, I do not think she should play any part in the actual interviewing - so that Boris can categorically say, if asked, afterwards that he conducted the interviews himself, that she observed only and that he made up his own mind at the end.

J

-----Original Message-----

From: Roisha Hughes
Sent: 22 July 2009 17:29
To: Simon Milton; Jeff Jacobs
Subject: Arts council

Munira is now saying she wants to be in on the interviews along with Jeff and Boris - what do you think?

From: Munira Mirza
Sent: 22 July 2009 15:58
To: [REDACTED]
Subject: ACE

Attachments: ACE shortlist brief.doc



ACE shortlist
brief.doc (38 KB...

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

Questions

1. A strong knowledge and commitment to the arts in London

S.30 a. [REDACTED]

2. Commitment to championing the arts at the highest level in London and at national council

S.30 a. [REDACTED]

3. An understanding of the London region (incl. challenges/opportunities) and ability to gain confidence of key stakeholders

S.30 [REDACTED]

4. Ability to think strategically and contribute to effective decision making and support the executive of the organisation

S.30 a. [REDACTED]

Role

Responsibilities of the National Member for London will include

- Being an ambassador for the Arts Council and a passionate advocate for the arts.
- Sharing corporate responsibility for the work of National Council, attending meetings and sitting on committees and working parties.
- Chairing the London Regional Arts Council and providing guidance and advice to the Executive Director, London.
- Contributing to the development of Arts Council policies and strategies considering the wider work of the Council and any requirements imposed by law.
- Contributing to the development of the Arts Council's priorities, including the determination of headline budgets for the financial planning period.

Person specification

Candidates will be assessed against the following person specification criteria:

- An absolute commitment to the value of the arts and their essential role in enriching our lives.
- A strong knowledge and understanding of the arts and a commitment to championing them at the highest level.

- The ability to think strategically and imaginatively, to make an effective contribution to decision making across the full range of the Council's responsibilities
- A knowledge and understanding of the London region and the ability to command respect amongst key regional stakeholders at the most senior level, including the arts sector, local authorities, Regional Development Agency, business sector, MPs, and the media
- The ability to act as an advocate and spokesperson for the arts and to represent the work of the national organisation in the region, in the media, and on occasion with senior leaders and politicians in the region and nationally
- The ability to offer strategic challenge and support to the executive of the organisation
- Good communication skills, and experience of chairing meetings and facilitating effective decision making
- Have held high-level leadership roles in, for example, successful businesses, institutions, or other organisations
- Have a commitment to equal opportunities and diversity
- An understanding of, and commitment to, the strategic practicalities of Arts Council England, as set out in its plan 'Great Art for Everyone'
[http://www.artscouncil.org.uk/plan/How Council members contribute](http://www.artscouncil.org.uk/plan/How_Council_members_contribute)

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From: Rolsha Hughes
Sent: 22 July 2009 11:53
To: Simon Milton
Subject: Arts council

Can we try and go through this with boris today? iwe have held some time before the planning meeting Thanks Rolsha Hughes Private Secretary to the Mayor

[REDACTED]

From: Jeff Jacobs
Sent: 31 July 2009 14:00
To: Munira Mirza
Subject: RE: Durie

Yes, it's all done. Roisha will update you

-----Original Message-----

From: Munira Mirza
Sent: 31 July 2009 13:45
To: Jeff Jacobs
Subject: Durie

Have you heard from him? Boris supposed to be speaking to Liz today. I would like to ring candidates if poss today but realise may not happen till next week now.

Munira Mirza

Biscayan?

From: Jeff Jacobs
Sent: 30 July 2009 15:01
To: Munira Mirza; Roisha Hughes; Simon Milton
Cc: Leo Boland; [REDACTED]
Subject: RE: Arts Council Appointment

Importance: High

Munira

David Durie's address is [REDACTED] I have said we will courier the papers to him this afternoon.

I was only suggesting we wait to tell candidates until after we get feedback from Liz Forgan and DD - so that Boris writes in the clear knowledge of their latest views. There is, of course, a political risk involved in telling the candidates what the Mayor wants to do this side of getting a yes or no from Ben Bradshaw. But you and the Mayor know, and have weighed, that already

-----Original Message-----

From: Munira Mirza
Sent: 30 July 2009 14:03
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Cc: Leo Boland; [REDACTED]
Subject: RE: Arts Council Appointment

I have Sir David's notes. Do you have an address for him, or when you speak to him this pm, can you ask?

Jeff, were you suggesting that Mayor write to Ben Bradshaw about his choice of appointment without telling the candidates first? My concern about this is that DCMS may not approve the appointment for weeks. Of course, no problem to wait until we get feedback from Liz and Sir David, which should be within the next few days.

-----Original Message-----

From: [REDACTED] On Behalf Of Jeff Jacobs
Sent: 30 July 2009 10:24
To: Roisha Hughes; Munira Mirza; Simon Milton
Cc: Leo Boland; Jeff Jacobs
Subject: Arts Council Appointment

David Durie returned my phone call this morning on his way back home from holiday in Scotland.

I explained the position following the interviews conducted by the Mayor of the four candidates last week. His response was:

- Before deciding what action, if any, to take as a result of hearing the Mayor's decision on who to appoint, he wishes to see and remind himself about his own notes of the interviews and, in particular, his notes about Veronica Wadley. He also wishes to see her application form again.
- He asked whether Liz Forgan had yet been informed about the Mayor's decision and I said no. He said he believed she should be told quickly given her previous strong views on the relative strength of the candidates and on Veronica Wadley in particular. I said that we were certainly intending to talk quickly to Liz Forgan but that thought we should let him know first given his role as the independent element on the selection board and following the conversation Simon had had with him last week. We would now talk to Liz Forgan.
- He said he would almost certainly want to talk to the Monitoring Officer about all this before deciding, as indicated above, what, if anything, he wished to say or do.
- I reminded him about his formal role in the selection process which, he said, he well understood.

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The first thing we need to do now is to get David Durie's papers gathered together and ready to hand over to him. He said he gave them to Munira at the end of the interview. Does she have them? If not, where are they? Ideally we need to get them to him today. He is back home this afternoon and is likely to call me again.

Second, we clearly now need to tell Liz Forgan how the Mayor proposes to proceed. I think Munira was proposing to do that: in my view it would be better if the Mayor made the call himself having conducted the interviews with the candidates.

Third, I do not myself think that it would be right to inform any of the candidates about where things stand this side of the Mayor talking to Liz Forgan and getting a sense of what David Durie's response will be - remembering that his responsibility in the GLA protocol on Mayoral appointments is "to confirm, based on the information available, that, in their view, the Mayor can reasonably make the appointment he wishes to make or otherwise inform the Authority's Monitoring Officer. This is not to say that the Mayor shouldn't move forward and write to Ben Bradshaw seeking agreement to his proposed appointment; but it seems to me it would be best if that were now done after informing Liz Forgan and hearing back from David Durie and before going public to the four candidates.

Jeff

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Rosemary Cairns

From: Munira Mirza
Sent: 30 July 2009 11:18
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Cc: Leo Boland
Subject: Re: Arts Council Appointment

I have the papers in my office. Will be back in around an hour so we can arrange to courier them over if we have an address for him.

I am away 3-11th Aug although I can ring candidates whilst abroad if needed. Will talk to Roisha about how to coordinate calls to Liz, etc.

M

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Roisha Hughes; Munira Mirza; Simon Milton
Cc: Leo Boland; Jeff Jacobs
Sent: Thu Jul 30 10:24:07 2009
Subject: Arts Council Appointment

David Durie returned my phone call this morning on his way back home from holiday in Scotland.

I explained the position following the interviews conducted by the Mayor of the four candidates last week. His response was:

* Before deciding what action, if any, to take as a result of hearing the Mayor's decision on who to appoint, he wishes to see and remind himself about his own notes of the interviews and, in particular, his notes about Veronica Wadley. He also wishes to see her application form again.

* He asked whether Liz Forgan had yet been informed about the Mayor's decision and I said no. He said he believed she should be told quickly given her previous strong views on the relative strength of the candidates and on Veronica Wadley in particular. I said that we were certainly intending to talk quickly to Liz Forgan but that thought we should let him know first given his role as the independent element on the selection board and following the conversation Simon had had with him last week. We would now talk to Liz Forgan.

* He said he would almost certainly want to talk to the Monitoring Officer about all this before deciding, as indicated above, what, if anything, he wished to say or do.

* I reminded him about his formal role in the selection process which, he said, he well understood.

The first thing we need to do now is to get David Durie's papers gathered together and ready to hand over to him. He said he gave them to Munira at the end of the interview. Does she have them? If not, where are they? Ideally we need to get them to him today. He is back home this afternoon and is likely to call me again.

Second, we clearly now need to tell Liz Forgan how the Mayor proposes to proceed. I think Munira was proposing to do that: in my view it would be better if the Mayor made the call himself having conducted the interviews with the candidates.

Third, I do not myself think that it would be right to inform any of the candidates about where things stand this side of the Mayor talking to Liz Forgan and getting a sense of what David Durie's response will be - remembering that his responsibility in the GLA protocol on Mayoral appointments is "to confirm, based on the information available, that, in their view, the Mayor can reasonably make the appointment he wishes to make or otherwise inform the Authority's Monitoring Officer. This is not to say that the Mayor shouldn't move forward and write to Ben Bradshaw seeking agreement



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to his proposed appointment; but it seems to me it would be best if that were now done after informing Liz Forgan and hearing back from David Durie and before going public to the four candidates.

Jeff .

~~SECRET~~

D.

From: Jeff Jacobs
Sent: 29 July 2009 07:38
To: Roisha Hughes
Subject: Re: Letter from The Mayor : Durie contact

If you want . But he is on holiday so may just be out of reach or wanting to be

J

Sent using BlackBerry

----- Original Message -----
From: Roisha Hughes
To: Jeff Jacobs
Sent: Tue Jul 28 19:13:06 2009
Subject: RE: Letter from The Mayor : Durie contact

Thanks. Do you want me to email him to say you are trying to get him?

-----Original Message-----
From: Jeff Jacobs
Sent: 28 July 2009 13:13
To: Roisha Hughes; Munira Mirza; Simon Milton
Subject: RE: Letter from The Mayor : Durie contact

So that all know , I've tried to reach David Durie .He's on voicemail and I've had to leave a message to call me . Since he's somewhere in Scotland we clearly don't know how long it will be before he phones back- hopefully today .

It is conceivable we'll need to make a judgement about how long to wait before moving on . We could , in principle, proceed to tell the candidates, Liz Forgan and write to Ben Bradshaw without waiting beyond, say , end of today/ tomorrow ; or we could wait until he comes back from holiday in a couple of days time (below he says he's back on the 30th). Ideally , we'd do the decent thing and talk to him before moving on to try to oil the wheels and minimise further disagreements . But we could just proceed , tell him the position when he makes contact and leave him to express a view then that the Mayor can reasonably make the appointment he wishes to or otherwise inform the Monitoring Officer .

J
-----Original Message-----
From: Roisha Hughes

Sent: 27 July 2009 20:13
To: Jeff Jacobs
Cc: Munira Mirza
Subject: Fw: Letter from The Mayor : Durie contact

Numbers for durie below. This went round the houses at the time so weird that everyone has lost his numbers! R Roisha Hughes Private Secretary to the Mayor

----- Original Message -----
From: Drcdurie [redacted]
To: Roisha Hughes
Sent: Wed Jul 15 20:48:35 2009
Subject: Re: Letter from The Mayor

Dear Roisha

I have seen the Mayor's letter but I will be away in Scotland from early tomorrow until 30 July. I will happily talk to Sir Simon Milton by telephone from this Friday either and preferably on [redacted] or on my mobile [redacted] Is anyone speaking to Liz Forgan?

yours sincerely

David Durie

This message has been scanned for viruses.

Click here <<https://www.mailcontrol.com/sr/NaXYMBMxyxTTndxIloX7UsqBPMJYdVQNdV4VHp+22qMX7uu2R2gPH08uYMKiO1JERkz63eYGqD5cNZBvQFKuza===>> to report this email as spam.

From: Munira Mirza
Sent: 28 July 2009 16:04
To: Jeff Jacobs; Roisha Hughes; Simon Milton
Subject: Re: Letter from The Mayor : Durie contact

It can wait till we've spoken to Durie - as long as before I go away on Friday.

Munira Mirza

----- Original Message -----
From: Jeff Jacobs
To: Roisha Hughes; Munira Mirza; Simon Milton
Sent: Tue Jul 28 13:13:01 2009
Subject: RE: Letter from The Mayor : Durie contact

So that all know, I've tried to reach David Durie. He's on voicemail and I've had to leave a message to call me. Since he's somewhere in Scotland we clearly don't know how long it will be before he phones back- hopefully today.

It is conceivable we'll need to make a judgement about how long to wait before moving on. We could, in principle, proceed to tell the candidates, Liz Forgan and write to Ben Bradshaw without waiting beyond, say, end of today/ tomorrow; or we could wait until he comes back from holiday in a couple of days time (below he says he's back on the 30th). Ideally, we'd do the decent thing and talk to him before moving on to try to oil the wheels and minimise further disagreements. But we could just proceed, tell him the position when he makes contact and leave him to express a view then that the Mayor can reasonably make the appointment he wishes to or otherwise inform the Monitoring Officer.

J

-----Original Message-----
From: Roisha Hughes
Sent: 27 July 2009 20:13
To: Jeff Jacobs
Cc: Munira Mirza
Subject: Fw: Letter from The Mayor : Durie contact

Duplicate.

Numbers for durie below. This went round the houses at the time so weird that everyone has lost his numbers! R Roisha Hughes Private Secretary to the Mayor

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From: Drcdurie [redacted] Drcdurie [redacted]
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Sent: Wed Jul 15 20:48:35 2009
Subject: Re: Letter from The Mayor

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I have seen the Mayor's letter but I will be away in Scotland from early tomorrow until 30 July. I will happily talk to Sir Simon Milton by telephone from this Friday either and preferably on [redacted] on my mobile [redacted]. Is anyone speaking to Liz Forgan?

yours sincerely

David Durie

This message has been scanned for viruses.

Click here <<https://www.mailcontrol.com/sr/NaXYMBMxyxTTndxI!oX7UsqBPMJYdVQNdV4VHp+>>

22qMX7uu2R2gPh08uYMkiOIJERkz63eYGqD5cNZBvQFKuzA==> to report this email as spam.

From: Roisha Hughes
Sent: 15 July 2009 20:24
To: [REDACTED]; PA to Simon Milton
Cc: [REDACTED]; [REDACTED]
Subject: Fw: Letter from The Mayor

Attachments: Durie.pdf

Dear both,
This call needs to be done asap, ideally tomorrow. Thanks Roisha Roisha Hughes Private Secretary to the Mayor

----- Original Message -----

From: Roisha Hughes
To: 'Drocdurie' [REDACTED] <Drocdurie@...>
Cc: PA to Simon Milton; [REDACTED]
Sent: Wed Jul 15 19:20:53 2009
Subject: Letter from The Mayor

[REDACTED]
Durie.pdf (44 KB)

<<Durie.pdf >

Dear Sir David,

Please see the attached letter from the Mayor. I am copying to Sir Simon Milton's office who will be in touch as soon as possible to arrange the call referred to in the letter.

Yours sincerely,

Roisha

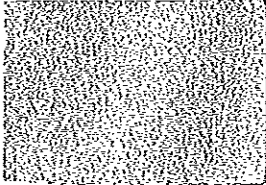
Roisha Hughes
Private Secretary to the Mayor of London 020 7983 [REDACTED]

GREATER LONDON AUTHORITY

Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Sir David Durie



Date: 14 July 2009

Dear Sir David

Thank you for acting as an independent element at the interviews for the Chair of Arts Council England, London on 1st July.

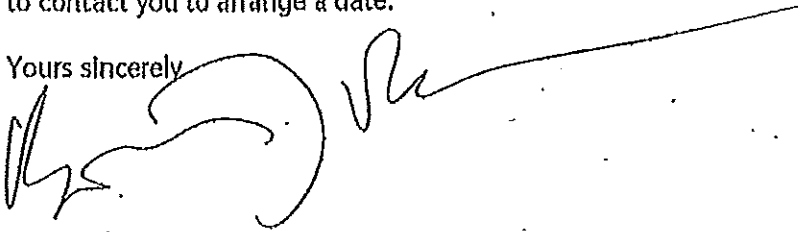
As a result of this process and further discussions I am minded to see four candidates for interview: [redacted] Veronica Wadley, [redacted] and [redacted]

I understand you expressed reservations about one candidate going forward to the next stage: Veronica Wadley.

The Greater London Authority protocol states that the role of the independent element is 'to confirm, based on the information available, that in their view, the Mayor could reasonably make the appointment he wishes to make or otherwise inform the Authority's Monitoring Officer.'

I would welcome the opportunity to understand your position more clearly before proceeding. I would like my Chief of Staff, Sir Simon Milton, to meet with you to discuss this. I will ask his office to contact you to arrange a date.

Yours sincerely



Boris Johnson
Mayor of London

[REDACTED]

From: Roisha Hughes
Sent: 15 July 2009 18:27
To: Munira Mirza
Subject: FW: Letter from the Mayor

Attachments: Forgan.pdf

Letter has gone to Liz F.

-----Original Message-----

From: [REDACTED]
Sent: 15 July 2009 18:27
To: [REDACTED]@artscouncil.org.uk
Cc: Roisha Hughes
Subject: FW: Letter from the Mayor

Dear [REDACTED]

In [REDACTED] absence I would be grateful if you would contact me as soon as possible to set up the telephone conversation mentioned below.

Please can you ensure that the letter attached is passed on to Liz Forgan.

Many thanks

[REDACTED]
Diary Secretary to the Mayor
020 7983 [REDACTED]

-----Original Message-----

From: Roisha Hughes
Sent: 15 July 2009 18:16
To: [REDACTED]
Cc: [REDACTED]
Subject: Letter from the Mayor

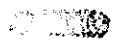
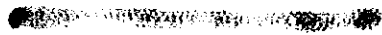
Dear [REDACTED]

Please see the attached letter from the Mayor to Liz Forgan. I am copying in David who will be in touch with you shortly to fix a phone call between the Mayor and Liz.

Best wishes
Roisha

Roisha Hughes
Private Secretary to the Mayor of London
020 7983 [REDACTED]

[REDACTED]
Forgan.pdf (57 KB)



Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Dame Liz Forgan
Chair
Arts Council England
14 Great Peter Street
London SW1P 2NQ

Our ref: MGLA080709-4602

Date: 14 July 2009

Dear Liz

Thank you for your letter of 6 July.

As you know, the Arts Council London Chair is a Mayoral appointment and I chose to involve you in the recruitment process as a gesture of goodwill. Thank you for the time and effort you have put into this.

I appreciate you explaining your concerns about the process. I have spoken to Munira Mirza about her view, and have also written to Sir David Durle asking for his opinion.

I note your views about Veronica Wadley. As a result of the interviews and further discussions, plus a review of the marks given to short-listed candidates as well as their application forms, I am minded to meet with four candidates later this month in order to judge the candidates' strengths and weaknesses for myself. These are [redacted] and Veronica Wadley.

I must also say, the GLA protocol on appointments is quite clear about the role of the independent element. Sir David Durle's role is to confirm, based on the information available, that in his view, I can reasonably make the appointment that I wish to make. He does not have a right of veto in relation to my decision. I am contacting him separately in order to clarify his position before going forward.

I welcome the opportunity to discuss this with you further by telephone. My Private Secretary, Roisha Hughes, will contact you to arrange this.

Yours sincerely

Boris Johnson
Mayor of London

[Redacted]

From: Roisha Hughes
Sent: 13 July 2009 14:32
To: Guto Harri; Simon Milton; [Redacted]
Cc: [Redacted]
Subject: Re: Round up tomorrow

I think we need to add a 4th: arts council london appointment. [Redacted] pls can you pass the papers munira put up on friday to simon? Thanks Roisha Hughes Private Secretary to the Mayor

----- Original Message -----

From: Roisha Hughes
To: Guto Harri; Simon Milton; [Redacted]
Cc: [Redacted]
Sent: Sun Jul 12 16:18:43 2009
Subject: Round up tomorrow

Hi everyone,
I have the following suggestions for this (will only be 30 mins max, I'm afraid): 1. [Redacted] 2. [Redacted] 3. [Redacted]
NR NR NR
anything else?

Thanks
Roisha
Roisha Hughes
Private Secretary to the Mayor

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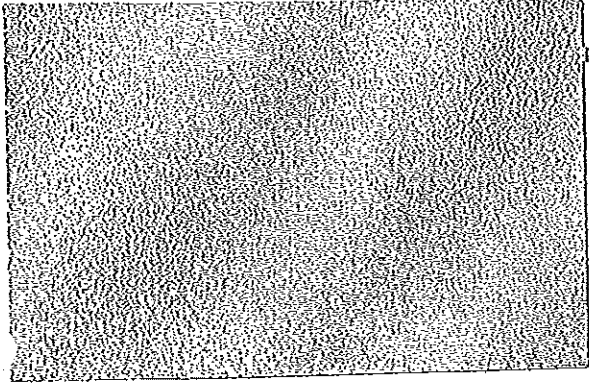
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From: [redacted]
Sent: 13 July 2009 09:43
To: Jeff Jacobs; Munira Mirza; Roisha Hughes
Subject: RE: Arts Council - briefing to Mayor

Agreed.



-----Original Message-----

From: Jeff Jacobs
Sent: 10 July 2009 17:33
To: Munira Mirza; Roisha Hughes; [redacted]
Subject: RE: Arts Council - briefing to Mayor

M

Not much we can do on the last point except a holding reply as you say

j

-----Original Message-----

From: Munira Mirza
Sent: 10 July 2009 17:31
To: Roisha Hughes; Jeff Jacobs; [redacted]
Subject: Arts Council - briefing to Mayor

<< File: Briefing to Mayor Arts Council chair 08.07.093.doc >>

Roisha,

Attached is revised briefing to the Mayor. Key questions to consider:

- should he meet with Sir David Durlé or should Simon do it?
- should he also meet with Liz Forgan - there are pros and cons

Of course, if David decides he still wants to object to a candidate going forward, the Mayor will need to consider whether he is prepared to challenge this.

Once he has decided on the next course of action over the weekend, we can finalise the letters to Sir David and Liz.

I will also email the candidates a holding response - it's been over 10 days since we interviewed them.
[redacted] Jeff, I presume this is ok?

M

Munira Mirza
Mayor's Advisor on Arts and Culture
Greater London Authority

From: Jeff Jacobs
Sent: 08 July 2009 16:32
To: Munira Mirza
Subject: Emailing: The Code of Practice



The Code of Practice.htm (10 K...

This is the sort of thing that will be in Durie's mind ie the Nolan principles which are intended to govern public appointments. Our protocol doesn't actually say we will be bound by Nolan - the guiding principles are set out in para 12 of the protocol, including the use and role of the independent element. What will be uppermost in his mind, I expect, is the core principle of appointments being on merit (as with, for example, the GLA Act requirements about the appointment of mayoral advisors and GLA staff).

Jeff



The Commissioner for
Public Appointments

Search

enter search word(s)

Search

The Code of Practice

The Code of Practice sets out the regulatory framework for public appointments processes within the Commissioner's remit. It aims to provide those responsible for these processes with a clear and concise guide to the steps which must be followed in order to ensure a fair, open and transparent appointments process which commands public confidence.

The Code of Practice is mandatory.

The Seven Code Principles

The Seven Principles underpin the Code of Practice and are the foundations of the public appointments process.
[read more](#)

The Seven Principles of Public Life (or the Nolan Principles)

Lord Nolan began the First Report of his Committee on Standards in Public Life by setting out what he called "The Seven Principles of Public Life", often described as "the Nolan Principles".

[read more](#)

S. 142 Legal control a.

[REDACTED]
From: [REDACTED]
Sent: 08 July 2009 12:40
To: Jeff Jacobs
Subject: Royal charter

See the arts council annual review. I have cut and pasted the relevant section. I haven't found an amended royal charter yet though.

Trustees' report and management commentary

National Council continued

Members of our National Council are appointed by the Secretary of State for Culture, Media and Sport. In February 2008 the Privy Council agreed an amendment in the Royal Charter, which granted the Mayor of London power to appoint the Chair of Arts Council England, London. The Secretary of State for Culture retains the power of veto over the appointment.

<http://www.artscouncil.org.uk/downloads/annualreview08.doc>

[REDACTED]
[REDACTED]
Legal and Procurement Group
Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

T: 020 7983 [REDACTED]
F: 020 7983 [REDACTED]

D

From: Munira Mirza
Sent: 08 July 2009 11:35
To: Simon Milton
Subject: RE: Arts Council

That's fine, I appreciate it's short notice. We'll go ahead and try to agree a process and then I'll fill you in. My concern about relying solely on legal advice is their default position is to be over-cautious rather than to help facilitate what the Mayor wants.

-----Original Message-----

From: Simon Milton
Sent: 08 July 2009 11:28
To: Munira Mirza
Subject: RE: Arts Council

I will be in the Mayor's weekly planning applications meeting between 2.30pm and 4.30. Sorry but if you feel I need to be there we could find another time.

From: Munira Mirza
Sent: 08 July 2009 11:26
To: Simon Milton
Subject: Arts Council

Simon,

At 3pm I am meeting with Jeff, legal and Roisha to discuss the process for arts council appointment and clarify situation with the independent element. We agreed to get everything straight before responding to Liz. If you're available, it would be helpful to have you there for advice. Can you let me know?

Thanks,
M

6107

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [redacted] 020 7983 [redacted]
[redacted]@london.gov.uk



Protocol on Mayoral appointments

Introduction

1. The Mayor of London has the power to make a number of appointments. This protocol sets out the general principles and procedures to be followed where the Mayor is to exercise those powers.

GLA officer appointments

2. In accordance with section 67(1) of the Greater London Authority (GLA) Act 1999, the Mayor may appoint not more than two persons as his political advisers and not more than ten other members of staff. The procedures for making these appointments are set out in Part A of this Protocol (below).
3. The Mayor and the Assembly, acting jointly, are responsible for the appointment of the Authority's Head of Paid Service, Chief Finance Officer and Monitoring Officer.
4. The Head of Paid Service is responsible for the appointment of all other GLA staff.

Functional body board member appointments

5. The Mayor appoints the entire board of Transport for London (TfL) and can opt either to be the chair or appoint an individual of his choice as chair. The board appoints London's Transport Commissioner – TfL's chief officer.
6. The Mayor appoints the entire board of the London Development Agency (LDA). He must ensure that there are at least four London politicians on the board. In addition, at least half of the board (including the chair) must have experience of running a business.
7. The Mayor can opt either to be the chair of the Metropolitan Police Authority (MPA) or appoint an individual of his choice as chair from among the existing membership. Half of the MPA's board is appointed by the Mayor from among the membership of the London Assembly (and in proportion to its political balance). The other half comprises independent members and is appointed through a process overseen by national government. The appointment of the Commissioner of the MPS is a Royal Appointment on the recommendation of national government. However, national government must have regard to the representations of the Mayor before recommending the appointment of the Metropolitan Police Commissioner.
8. The Mayor appoints the chair of London Fire and Emergency Planning Authority (LFEPA) from its existing membership. Two of LFEPA's board are appointed directly by the Mayor, seven are Assembly Members appointed by the Mayor (and in proportion to its political balance) and six are London Borough members appointed by the Mayor (again in proportion to the political balance of the London Boroughs).

9. The procedures for appointment of chairs and members of the GLA's functional bodies are set out in Part B of this Protocol (below).

Other appointments

10. The Mayor also has other powers of appointment to the boards of other pan-London public bodies:

- London Skills and Employment Board (where the Mayor makes recommendations to the Secretary of State on appointments to the Board)
- London Pension Fund Authority (where the Mayor can appoint a board consisting of up to 11 members, with up to 4 of those positions to be nominated by either London Councils or the London Assembly's party Groups, being mindful of political proportionality requirements)
- London Waste and Recycling Board (where the GLA can have up to 2 representatives, noting that the Mayor can chair the Board and, if so, the GLA then has one representative)
- Museum of London (where the Mayor can appoint half of the Board – 9 members out of 18)
- Arts Council England in London
- Museums, Libraries and Archives London.

11. The procedures for making appointments to these bodies are set out in Part C of this Protocol (below).

Principles

12. The guiding principles that underpin the making of Mayoral appointments are:

- (a) That all appointments must be made in accordance with the relevant statutory provisions;
- (b) That it is for the Mayor, having been granted such powers of appointment by Parliament, to take the relevant decisions and be responsible for those decisions;
- (c) That the appointments process should be clear, transparent and subject to oversight by an independent element within the process.

13. For the purposes of this Protocol, the terms "clear", "transparent" and "independent element" are defined as follows:

- Clarity

There should be clarity on the: the role and function of the position, including the detailed terms and conditions; the salary and/or allowances and any other associated benefits; the duration of appointment; the timescale and procedures for the selection and appointment process

- Transparency

Advertisement

Subject to a decision of the Mayor and the relevant legislative requirements and noting the provisions of this Protocol in relation to appointments made under section 67(1) of the GLA Act 1999, all positions may be advertised through adverts placed in a range of media (GLA site, Guardian, Sunday Times, Ethnic Media group publications, the Pink Paper, Disability Now as well as specialist press for the type of board). The advert should contain the following kinds of information: summary of purpose of the Board; summary of type of role and criteria/skills required; equality statement; point of contact; access to application pack (weblink to GLA site).

Application pack

An application and information pack should be available on line and in hard copy and include: a summary of the role and function of the relevant organisation and relationship to the GLA or other functional bodies where appropriate; the responsibilities of the role including scope, time commitment, remuneration (if any) and person specification; details of the application and selection process; web links to useful websites and documents; application format e.g. how applicants should respond including a return address and contact point; the standard GLA employment data forms e.g. rehabilitation of offenders declaration, recruitment monitoring forms.

Decision making process

The decision making process will vary according to the Board to which appointments are being made. However, the principles of clear and transparent decision-making should be implicit. The criteria for shortlisting should be set out and applied to all applicants. The shortlisting process will be followed by interview if deemed necessary by the Mayor, using standard interview format and questions for all candidates.

- Independent element

The GLA has decided, through adoption of this Protocol, that the Mayor will involve an 'Independent element' when appointing to such positions as are covered by this Protocol. This is in order to provide some measure of assurance that the Mayor has acted reasonably in making any appointment.

The Authority's Executive Director of Resources will ensure that a suitable person will be engaged by the Authority to act in this capacity when necessary.

The Executive Director of Resources shall ensure that any person so engaged is suitably qualified, in terms of senior experience of high profile public sector organisations and any specialism related to the position to be filled, and is properly independent of the Mayor.

The role of the person(s) acting as the 'independent element' in any appointments process is to confirm, based on the information available (see below), that, in their view, the Mayor could reasonably make the appointments he/she wishes to make, or otherwise inform the Authority's Monitoring Officer. The independent person has no right of veto in relation to the Mayor's decisions or those of the Authority in relation to procedures.

The person acting as the 'independent element' in any process of appointment is not responsible for the decisions taken by the Mayor, the process and procedures used, nor for undertaking the full range of duties that are properly the responsibility of the Authority's Head of Human Resources.

The core information that should be provided to any person acting as an 'independent element' in an appointments process is:

- A summary of the role and function of the position(s) to be filled
- The timetable for the appointments
- Copy of the advert and list of where it was published
- The application pack
- Short listing criteria and how it was applied
- Information on any interview process
- Any other relevant papers

The independent person should be invited to attend and participate (as necessary) in any interview process for candidates.

The Authority offers a recognition payment to any person acting in this capacity.

14. These principles are reflected within the detailed procedures set out below.

Confirmation hearings

15. It should be noted that, for the following offices, the London Assembly may, in accordance with section 4 of the Greater London Authority Act 2007, hold non-binding confirmation hearings where the Mayor proposes to make an appointment:

- chairman, or deputy chairman, of Transport for London (except where the Mayor chooses to appoint him/herself);
- chairman, or deputy chairman, of the London Development Agency;
- chairman, or vice chairman, of the Metropolitan Police Authority (except where the Mayor chooses to appoint him/herself);
- chairman of the London Fire and Emergency Planning Authority;

- chair of the Cultural Strategy Group;
- chairman, or deputy chairman, of the London Pensions Fund Authority;
- chair of the London Waste and Recycling Board (where the Mayor chooses not to appoint him/herself).

16. The procedures for confirmation hearings are a matter for the London Assembly and not covered by this Protocol.

Part A

GLA officer appointments

Section 67(1) appointments

17. The Mayor is able directly to appoint twelve advisers, and must personally appoint to these posts. (Immediately following an election, the Head of Paid Service may make interim and/or consultancy arrangements in order to provide advice and support and ensure the efficient conduct of Mayoral business. This protocol deals with permanent mayoral appointments only.)
18. Any appointments to the posts cannot extend beyond the term of office for which the Mayor was elected. They therefore terminate by operation of law, at the end of the Mayoral term unless terminated earlier by the Mayor.
19. The twelve posts are politically restricted. Guidance will be given to candidates during the recruitment and appointment process, and to appointees following their appointment, explaining the implications of political restriction.
20. The Mayor must report his appointments in writing to the Assembly in accordance with s 67(5); and appointments notified and will be reported to the next Assembly meeting scheduled. The Authority's Standing Orders also make provision in relation to the process through which such appointments are made.
21. Offers to mayoral appointments will be subject to standard GLA employment checks including references, Occupational Health, Rehabilitation of Offenders.
22. An independent element should be used in all appointment processes for these positions.

Section 67(1)(a) Appointments

23. For two of the twelve posts, the Mayor can make appointments without advertising, interviewing or any form of competition. These appointments do not have to be made 'on merit'. The Mayor should, however, be satisfied that the individual is competent to perform the required role.

Section 67(1)(b) Appointments

24. The other ten appointments must be recruited 'on merit'. For an appointment to be on merit, there is no legal requirement to advertise for s67(1)(b) posts, although they can, if the Mayor so decides, be advertised to attract wider selection of applicants.
25. The process for selection of suitable candidates must be clear and test that an individual's knowledge, skills, experience and attributes meet the requirements of the role so as to demonstrate that the appointment is on merit. In order to do this, a job description and person specification will be prepared for each post; candidates will be required to submit a full CV; and there will be an interview process to assess candidates' suitability for the role. The selection panel will include the Mayor or his/her representative and the Chief Executive or his/her nominee. In addition, the panel should include an independent element.

26. All the appointees will be ultimately accountable to the Mayor but precise reporting lines for individual appointees will be for the Mayor to decide.

Terms and Conditions

27. The Mayor has the power to determine the terms and conditions of the twelve appointees. The sorts of work that these officers may do if the Mayor requires it are:
- i. reviewing papers going to the Mayor, drawing attention to any aspect which they think has particular implications, and ensuring that sensitive political points are handled properly. They may give policy guidance on behalf of the Mayor on any aspect of the GLA's business relating to their job description, and give advice to the Mayor;
 - ii. "devililing" for the Mayor – asking questions of relevant officers, probing, checking facts and research findings;
 - iii. preparing policy papers which can generate long-term policy thinking within the GLA;
 - iv. contributing to policy planning within the GLA, including ideas which extend the existing range of options available to the Mayor with a political viewpoint in mind;
 - v. helping to brief Assembly Members, MPs and external officials on issues of Mayoral policy; liaising with outside interest groups;
 - vi. speechwriting and related research, including adding a greater degree of political content to material prepared by other GLA officers;
 - vii. representing the views of the Mayor to the media, where they have been authorised by the Mayor to do so;
 - viii. providing expert advice as a specialist in a particular field;
28. The formal job description for section 67(1)(b) appointments should provide sufficient detail to enable an assessment of salary level to be made, through the GLA grading process, or using comparator data. Unless explicitly decided otherwise by the Mayor, appointees will have the same basic terms and conditions of employment as staff appointed under section 67(2).
29. Persons appointed by the Mayor under section 67(1)(b) may manage staff within the GLA recruited by the Head of Paid Service (HOPS). However they are not permitted to dismiss such staff, determine grievances raised by them, or alter their terms and conditions of employment. These matters are the responsibility of the HOPS. Mayoral appointees may attend interview panels for GLA staff but decisions rest with a Head of Paid Service- appointed member of staff.

30. Officers employed under section 67(1)(a) of the Act are explicitly appointed to be "political advisers" to the Mayor. Whilst no officer of the Authority may engage in party political activity whilst using the Authority's resources, these two positions are a resource for the Mayor in terms of providing assistance from a standpoint that is more politically committed and politically aware than would be available to the Mayor from the other officers of the Authority.

Conduct

31. The GLA Code of Ethics and Standards for Staff and such codes of conducts, protocols and agreements relating to behaviour, which may be in place for all staff of the GLA apply to the post holders. Officers appointed directly by the Mayor should conduct themselves with integrity and honesty. They should not deceive or knowingly mislead the Mayor, the Assembly or the public. They should not misuse their official position or information acquired in the course of their official duties to further their private interests or the private interests of others. They should not receive benefits of any kind which others might reasonably see as compromising their personal judgement or integrity. They should not without authority disclose official information which has been communicated in confidence or received in confidence from others. The principles of public life set down by the Committee on Standards in Public Life provide a framework for all public servants.
32. Officers appointed directly by the Mayor should not use official resources for party political activity. They are employed to serve the objectives of the Authority; it is this which justifies their being paid from public funds and being able to use public resources, and explains why their participation in party politics is carefully limited. They should act in a way which upholds the political impartiality of public servants. They should avoid anything which might reasonably lead to the criticism that people paid from public funds are being used for party political purposes.
33. In order to provide effective assistance to the Mayor, officers appointed directly by the Mayor should work closely with the senior corporate managers in the Authority and establish relationships of confidence and trust, and should develop effective professional relationships with Members of the London Assembly.
34. Subject to any particular provisions within the terms and conditions of employment for a given position, officers appointed directly by the Mayor are able to represent the Mayor's views on policy to the media with a degree of commitment that would not be possible for officers appointed by the Head of Paid Service; briefing on party political matters must be handled by the political party concerned.
35. The terms and conditions of employment shall set out any areas in which the post holder is restricted from undertaking activities. The Authority shall also provide the post holder with advice and guidance in relation to leaving the position.

36. In the event that any grievance or disciplinary issue arises in respect of Mayoral appointees this will be considered and, as necessary, investigated through arrangements decided by the Mayor, who is also responsible for taking any further action(s) as he deems necessary.
37. Where a Mayoral appointee is delegated to take a planning decision on behalf of the Mayor will be subject to the same principles and requirements as set out in the Planning Code of Conduct, and any breach of the code will be referred to the Standards Committee of the GLA for information and the post holder will be subject to the disciplinary process as above.
38. The Mayor can delegate such power(s) as he considers appropriate to Mayoral appointees, other than those the Mayor is unable to delegate under statute (see below).
39. Where the Mayor delegated specific powers to other officers, this will be reflected in the Mayor's Scheme of Delegation of Functions. In the absence of delegated authority, officers appointed by the Mayor can give guidance to GLA and functional body officers but cannot give formal direction (over and above any line management duties that they may have); where they act in accordance with any delegated authority, they are able to give such formal direction as relates to that delegation.

Interests

40. Within 28 days of appointment, post holders will complete detailed interest forms which will be maintained on the GLA website and shared with all functional bodies. Appointees will be required to update their register of interests as soon as practicable after they are aware of any change.
41. All Mayoral Appointees will complete register of gifts and hospitality form within 28 days for any item received of £25 or more the notices will be placed on the GLA website.
42. In advising the Mayor on issues in relation to the particular functional body, such appointees should be mindful of potential conflicts of interest and the need to register and declare any and all relevant interests.

Matters that cannot be delegated

43. The Mayor may not delegate some decisions under statute, as follows:
 - the decision as to whether or not something should be delegated (this means that the Mayor cannot delegate the power to delegate);
 - the exercise of the Mayor's power of appointment under S.67(1) of the Act;
 - certain matters affecting the budget set down in Ss.85-90 of the Act;
 - matters affecting the appointment of the Deputy Mayor to the Metropolitan Police Authority (until 1st October 2008);

- appointment of members of the Metropolitan Police Authority;
- the granting of an exemption under S.36 of the Freedom of Information Act 2000;
- the decision on any potentially strategic application for planning permission that he has taken over for his own determination; and
- the decision to issue a direction in relation to a borough Local Development Scheme.

Part B

Functional body board appointments

44. The Mayor is required to make a number of appointments to the boards of the GLA's functional bodies. A primary objective for the Mayor is to establish well-balanced and effective boards to help run the respective organisations.
45. In exercising all powers of appointment available to the Mayor, he/she must act in accordance with all relevant statutory requirements, including those relating to equalities considerations.
46. The principles set out in paragraphs 12 and 13 of this Protocol are to apply in respect of any such appointment. The Mayor
47. Whilst the Mayor makes all appointments to functional body boards, statutory requirements mean that he/she has varying degrees of discretion in relation to the categories of persons who can be appointed to various seats on those boards.
48. The Mayor has the greatest level of discretion in relation to appointments to the boards of TfL and the LDA. As such the Mayor will:
 - Determine the terms and conditions of any position on those boards (subject to any particular legal requirements) and any performance measures;
 - Determine whether or not particular existing board members are required to submit themselves to the full re-appointment processes at such times when the whole board's membership is to be appointed or whether they shall be automatically re-appointed;
 - Decide whether and how to advertise any vacancies on either of these two boards;
 - Determine the criteria for selection, interview candidates as necessary and use an independent element (in accordance with paragraph 13 above) prior to making appointments.
49. Although he/she still sets the terms and conditions of the appointments, the Mayor's discretion is more limited in relation to the MPA and LFEPA Boards, noting the requirement to make appointments that reflect the political balance within London's local government structures. A number of independent members are also appointed to the MPA board by the MPA and Home Secretary, who set those members' terms and conditions.
50. It is custom and practice that, for appointments to these boards, the Mayor will seek and then consider nominations for the relevant number of seats from London Councils and the London Assembly's party Groups. The Mayor will ordinarily accept such nominations, subject to retaining the right to challenge and/or refuse as deemed necessary (as the decision making power still rests with the Mayor) and to those bodies having appropriate selection procedures.

Complaints regarding conduct of Mayor's appointees to functional body boards

51. The persons appointed by the Mayor to serve on functional body boards are bound by (a) their terms and conditions of appointment, and (b) any relevant Codes and guidance as adopted by that organisation. However, in the event of a complaint being made in respect of a member of a functional body board (not the chair) who is not covered by a statutory Code of Conduct and related procedures, the following procedures should apply (noting that these procedures should be applied in accordance with the standards and rules for the handling of conduct issues as apply within that organisation):
- The complaint should be referred to the organisation's commissioner / chief executive officer, who should, in liaison with the organisation's monitoring officer / head of law, undertake a preliminary (and confidential) fact finding investigation in accordance with that organisation's rules regarding disciplinary investigations;
 - Where it is clear, following the preliminary investigation, would not warrant serious sanction (including suspension and/or removal from office), the commissioner / chief executive officer should seek to resolve the matter informally wherever possible, informing the Mayor of the outcome and actions taken;
 - Where it is clear, either given the nature of the complaint or as a result of the preliminary investigation, that the complaint could result in a significant sanction for the board member(s), the organisation's commissioner / chief executive officer should refer the matter to the Mayor;
 - In either scenario, the commissioner / chief executive officer should appraise either the chair of the organisation concerned or, where the chair is the Mayor, the deputy chair of the situation;
 - The Mayor will determine the process by which any such matter is investigated and be responsible for taking any further action as necessary.
52. In the event of a complaint in respect of a chair of a functional body board who is not the Mayor and not covered by a statutory Code of Conduct and related procedures, the complaint should be referred to the organisation's commissioner / chief executive officer, who should refer it on to the Mayor. The Mayor will determine the process by which any such matter is investigated and be responsible for taking any further action as necessary.

Part C

Other mayoral appointments

53. The principal purposes of the GLA are to promote economic development and wealth creation in Greater London; promote social development in Greater London; and promote the improvement of the environment in Greater London. In exercising powers designed to assist with the achievement of these purposes, the GLA must consider the health of persons in Greater London; and the achievement of sustainable development in the United Kingdom. In addition to the specific powers referred to above and as set down in the GLA Acts, the Mayor, acting as the Authority, therefore has the ability to undertake a range of actions on a broad range of policy areas in order to seek fulfilment of these purposes and may choose to discharge such actions through the establishment of various advisory commissions, boards and positions.
54. The general principles of recruitment (set out at paragraphs 12 and 13 above) will apply to any such appointments and complaints will be dealt with in accordance with the procedures set out in Part B above.

[REDACTED]

From: Munira Mirza
Sent: 07 July 2009 13:00
To: [REDACTED]
Subject: Re: Emails to [REDACTED] and [REDACTED]

Can you also send me their email addresses?

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Munira Mirza
Sent: Tue Jul 07 12:52:33 2009
Subject: RE: Emails to [REDACTED] and [REDACTED]

Sorry for linking to [REDACTED] onotist!

[REDACTED] showed Roisha the Durie letter this morning.

Text is below for both emails

Dear [REDACTED]

Thank you very much for coming in for the interview for the position of Chair of the Arts Council on 1 July. We very much enjoyed meeting you and finding out more about your interest in this role.

I am pleased to tell you have been successful in getting through to the next stage. We would like you to come and meet the Mayor on the 24 July at 3.30 pm. I am sorry we are not able to offer you a choice of dates, I very much hope you are able to come.

Best wishes

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]@london.gov.uk

Dear [REDACTED]

Thank you very much for coming in for the interview for the position of Chair of the Arts Council on 1 July. We very much enjoyed meeting you and finding out more about your interest in this role.

I am pleased to tell you have been successful in getting through to the next stage. We would like you to come and meet the Mayor on the 24 July at 4.00 pm. I am sorry we are not able to offer you a choice of dates, I very much hope you are able to come.

Best wishes

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority

[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 07 July 2009 12:33

Subject: Re: Emails to [REDACTED] and [REDACTED]

I can't seem to access my drafts folder on my blackberry - please can you forward me the text and their emails? Alternatively, you can email them on my behalf - I am sure it will be fine if you put Arts Council London in the subject heading.

Also, it's [REDACTED], not [REDACTED].

And pls check roisha sees david durie letter and is happy with it.

Thanks.

Munira Mirza

----- Original Message -----

From: [REDACTED]

To: Munira Mirza

Sent: Tue Jul 07 08:53:08 2009

Subject: Emails to [REDACTED] and [REDACTED]

There are two emails in your drafts for you to check and send to [REDACTED] and [REDACTED], telling them they have successfully made it to the next stage and giving them the date to meet Boris. I thought this email would be better coming from you than me.

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

[REDACTED]

From: Munira Mirza
Sent: 07 July 2009 08:30
To: Roisha Hughes; Simon Milton
Cc: [REDACTED]; Guto Harri
Subject: Re: Forgan letter - 1st draft

I think we said we'd add a line about ES: 'I believe your concerns about the Evening Standard are likely to be unfounded'. Also, do we need to flag up that he wants to see strong female candidates?

Other two candidates are [REDACTED] and [REDACTED]

Munira Mirza

----- Original Message -----
From: Roisha Hughes
To: Munira Mirza; Simon Milton
Cc: [REDACTED]; Guto Harri
Sent: Tue Jul 07 07:08:29 2009
Subject: Forgan letter - 1st draft

Dear Liz,

I was somewhat surprised to receive your letter of 6 July (check date).

As you know, the Arts Council London Chair is a Mayoral appointment and I chose to involve you in the process as a gesture of goodwill. Thank you for the time and effort you have put into the process.

I have decided to see three candidates for interview later this month. Veronica Wadley's knowledge of London is excellent. She understands my vision for London and knows what makes this city tick. That is why I will be seeing her as part of the final selection process, alongside X and Y.

yours

BJ
Roisha Hughes
(Private Secretary to the Mayor)

[REDACTED]

From: [REDACTED]
Sent: 07 July 2009 15:59
To: [REDACTED]
Subject: FW: National Member - Arts Council
Importance: High

[REDACTED]

Below is the Initial email Inviting the independent members of the standards committtee to come forward.

From: [REDACTED]
Sent: 07 July 2009 15:52
To: [REDACTED]
Subject: FW: National Member - Arts Council
Importance: High

From: [REDACTED]
Sent: 25 June 2009 17:34
To: 'ainas'; 'drcdurie'; 'simon.green'; 'clae.loyd-jones'; 'dianemark@'; 'younger@'
Subject: National Member - Arts Council
Importance: High

Dear All

We have a request for an independent observer to sit at the interviews for National Member of Arts Council. The interviews will take place in London City Hall on 1st July, from 10.30 until 17.00.

I realise this is a very short notice but please let me know whether any of you would be available to assist.

Thank you.

Kind regards

[REDACTED]
HR Administrator
Human Resources
5/E5
GREATERLONDONAUTHORITY
City Hall
The Queen's Walk
More London
London.
SE1 2AA

[REDACTED]

From: [REDACTED]
Sent: 07 July 2009 15:54
To: [REDACTED]
Subject: FW: National Member - Arts Council

From: [REDACTED]
Sent: 26 June 2009 10:57
To: 'Drcdurle@' [REDACTED]
Subject: RE: National Member - Arts Council

Thank you David, I will arrange for all the paperwork to reach you as soon as I can.

Agnieszka

From: Drcdurle@[REDACTED] [mailto:Drcdurle@[REDACTED]]
Sent: 26 June 2009 09:56
To: [REDACTED]
Subject: Re: National Member - Arts Council

[REDACTED]

Ok then, but I will need to get away very sharply at the end.

When will I get the papers?

David

.....
This message has been scanned for viruses.
.....

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[REDACTED]

From: [REDACTED]
Sent: 07 July 2009 15:53
To: [REDACTED]
Subject: FW: National Member - Arts Council

From: Drcdurle@[REDACTED] [mailto:[REDACTED]]
Sent: 25 June 2009 21:05
To: [REDACTED]
Subject: Re: National Member - Arts Council

Dear [REDACTED]

At a push, I could do it (and would be interested) but it's not the best day for me. Pl let me know asap so that I can reorganise my diary

David

This message has been scanned for viruses.

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[REDACTED]

From: [REDACTED]
Sent: 07 July 2009 15:46
To: [REDACTED]
Subject: FW: Independent element ACE chair - URGENT

Fyi

-----Original Message-----

From: [REDACTED]
Sent: 26 June 2009 10:12
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Just got a reply from David Durie and he is the only one who will be able to attend on such a short notice.

Could you please email me interview questions so I can prepare the interview packs? This will need to be done as soon as possible as David will need some time to read it.

By the way, have you had any luck getting in touch with [REDACTED]?

Thanks.

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 15:01
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

I will be contacting Claer and other Members of Standards Committee today to check if anyone is available and will get back to you when I have a response.

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 14:33
To: [REDACTED]; [REDACTED]
Subject: FW: Independent element ACE chair - URGENT

Hi [REDACTED]

Please can you help with this? Initially we were told we would not need an independent element but looks like we.

We would like Clear to do the interview but if she/he is unavailable can you ask another member from the standards committee. Please see Munira's emails below, she would prefer them to be present but not have right to 'vote'.

Thank you

-----Original Message-----

From: Munira Mirza

Sent: 25 June 2009 14:23
To: Henry Abraham
Cc: [REDACTED]
Subject: RE: independent element
Importance: High

Thanks Henry.

[REDACTED], pls can you follow this up asap - if Claer can't do it, can you get another person from the standards committee.

If possible, can Claer sit in the interviews but not have a 'vote' as such? We'll shortlist to two candidates for the Mayor to meet.

[REDACTED] will also send you henry's follow up note about protocol.

Our interviews are next Wed so need to move v fast

Thanks

M

-----Original Message-----

From: Henry Abraham
Sent: 24 June 2009 22:55
To: Munira Mirza
Subject: Fw: Independent element

Sorry to have missed your first request. As set out below, we can use any of the independent members of the standards committee, though personally I have only used Claer.

I can send you Claers contact details tomorrow (or the Assembly secretariat can provide them).

I could also provide a summary of our usual process for the independent element tomorrow if that would help

Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983 [REDACTED] Personal Assistant)
Fax 020 7983 [REDACTED]

----- Original Message -----

From: Tom Middleton
To: Henry Abraham
Cc: Martin Clarke
Sent: Wed Jun 24 22:43:02 2009
Subject: Re: Independent element

Hi Henry - I think we can use any of the independent members of the standards cttee - as I understand it, they are currently: Claer Lloyd Jones (Chair), Seye Aina, David Durie, Diane Mark + Sam Younger - hope that helps, Tom

Tom Middleton

----- Original Message -----

From: Henry Abraham
To: Tom Middleton

Cc: Martin Clarke
Sent: Wed Jun 24 22:39:24 2009
Subject: Independent element

Tom

Munira is looking for someone to be the independent element for an appointment - and Tony T has indicated he would like to begin to wind down on doing this job for GLA

Are we still using the chair of the standards committee too? I am not sure who that is now. Grateful for your thoughts.

Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel. 020 7983 [REDACTED] (Personal Assistant)
Fax. 020 7983 [REDACTED]

[REDACTED]

From: Henry Abraham
Sent: 07 July 2009 15:36
To: [REDACTED]
Subject: FW: Protocol on the Mayor's appointment to the Boards of the Functional Bodies and other external organisations

Attachments: PROTOCOL ON MAYORAL APPOINTMENTS (draft v3).doc

Suggest an email saying something like:

Thank you for agreeing to attend the selection interview process for XXX as the independent element

I thought it might be helpful just to confirm at this point that your role at the selection interview will not be to take part in the selection process itself, which is the responsibility of the GLA and the Mayor, but that you will of course be free to ask any questions or seek any information that you need in order to inform your assessment of the selection process. That assessment will be provided to the Mayor when he makes his decision on the appointments, as is our standard practice.

Yours xxxx

Henry Abraham,
Interim Head of Economic Dev't, Community Safety & Equalities,
City Hall,
More London,
The Queen's Walk,
London
SE1 2AA

Tel 020 7983 [REDACTED] (Personal Assistant)
Fax 020 7983 [REDACTED]

-----Original Message-----

From: Henry Abraham
Sent: 25 June 2009 11:38
To: Munira Mirza
Subject: [REDACTED] Protocol on the Mayor's appointment to the Boards of the Functional Bodies and other external organisations

[REDACTED]
PROTOCOL ON
MAYORAL APPOINTMENTS

Munira, some more information re appointments as promised

Munira

You have probably seen the attached guidance note already.

Below is the outline of information we generally provide to the independent element. Note that they are often not actually on the interview panel but rather review the papers, though on some other occasions, the independent element has been on the interview panel (particularly where it is a fast process with limited paperwork for some reason eg Boris's original adviser appointments).

The independent element is approached in advance to agree her involvement and what information they want.

Information we usually provide to the independent element:

- The advert, and where it appeared

- A briefing note which sets out a summary of the relevant appointment process and information proposed to be provided, for agreement
- The application pack
- A timetable giving dates for the shortlisting and appointments
- The shortlisting criteria and information on how it was applied - we normally send the blank scoring sheet in advance, with an outline of how it was carried out and supplied the completed hardcopy at the meeting (given sensitivity about emailing personal data)
- Information on interview process if there is one, and its outcomes
- The CVs of all candidates and in particular the shortlisted candidates
- The appointments recommended to the Mayor
- Information on any other clearances required (eg sometimes the secretary of state)

There is a meeting at which the GLA lead officer briefs the independent element and answers any queries

The independent elements comments on the appointments process and outcomes are included in the Mayoral Decision form, for the Mayors information.

[redacted] here managed the information provision to Claer previously - I don't know if she is still able to do that (she is back in the office next week and will no doubt say then!).

I am happy to speak with you or someone in your team if you want more background etc

Henry

D.

[REDACTED]
From: [REDACTED]
Sent: 07 July 2009 14:24
To: [REDACTED]
Cc: Munira Mirza
Subject: RE: Arts Council Candidates

No, Munira said she will call/write to the candidates. If I do get any calls will give send to your direction.

-----Original Message-----

From: [REDACTED]
Sent: 07 July 2009 14:01
To: [REDACTED]
Cc: Munira Mirza
Subject: Arts Council Candidates

Hi [REDACTED]

Have any of the candidates phoned you to ask if a decision has been made? Can you hold off from telling anyone anything for now please.

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 4025

[Redacted]

[Redacted]

[Redacted]

[Redacted]

(

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[REDACTED]

From: Roisha Hughes
Sent: 06 July 2009 14:31
To: Simon Milton; Guto Harri
Subject: Round-up

My suggestions for agenda items:

1. Arts council - get Munira in for this (further letter from Liz Forgan)

2. [REDACTED]

Anything else?

Not relevant

r

<<Boris Johnson re London Chair 6 07 09.pdf>>

[REDACTED]

www.artscouncil.org.uk

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [redacted]
Sent: 06 July 2009 10:39
To: Munira Mirza
Cc: [redacted]
Subject: RE: Confidential: Arts Council Chair

g...
2...
4...
1...

Thanks Munira - this is helpful.

Unsuccessful candidates may ask for feedback so please keep a copy of the interview notes.

Thanks
[redacted]

-----Original Message-----

From: Munira Mirza
Sent: 06 July 2009 10:33
To: [redacted]
Cc: [redacted]
Subject: Confidential: Arts Council Chair

Junna,

We are going to ask 3 shortlisted candidates to meet with the Mayor. They are:

Veronica Wadley
[redacted]

The Mayor's office has fixed 3.00-4.30pm on Friday 24th July for a half hour interview for each of these three. I'll ask [redacted] to ring them today and fix a half-hour slot with each.

This means a rejection letter to [redacted] and [redacted]. These letters should come from me today - [redacted] will arrange. Broadly they should include these lines:

"Thank you for coming in for interview... We very much enjoyed the opportunity to meet with you.

We interviewed a number of very strong candidates and I am afraid we decided not to take your application to the next shortlisting stage. I would be happy to provide feedback if you would like it. Please arrange a telephone call with my PA, [redacted]..

Yours etc"

[redacted] I also need to send a letter to Sir David Durie informing him about the shortlisted candidates. Have sent you text for the letter in a previous email.

Thanks,

Munira

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Munira Mirza
Sent: 06 July 2009 08:13
To: [REDACTED]
Cc: Munira Mirza
Subject: Letter for Sir David Durle

[REDACTED] pls could you put the following on headed paper for me to sign today.? You should be able to get the right address from HR I think or you could also ask [REDACTED]

Thanks

M

Dear Sir David,

Thank you for acting as an independent observer at the interviews for the Chair of Arts Council England, London last week.

As a result of this process and further discussions with Liz Forgan, three candidates will be invited to meet with the Mayor in order for him to make a final decision: [REDACTED] Veronica Wadley and [REDACTED]

If you would like to discuss any of this further, please contact me on 0207983 [REDACTED]

Yours sincerely,

Munira Mirza

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Munira Mirza
Sent: 03 July 2009 17:57
To: [REDACTED]; Justine Simons
Cc: [REDACTED]
Subject: RE: ACE CHAIR

I need to check a few things first before I give you the 3 candidates we're shortlisting to meet the Mayor.

The meeting date with the Mayor is 24th July so we won't have a name until after then. I have checked with rolsha and she thinks there may be a duty minister at DCMS who can affirm names over the summer.

M

-----Original Message-----

From: [REDACTED]
Sent: 03 July 2009 16:33
To: Munira Mirza; Justine Simons
Cc: [REDACTED]
Subject: ACE CHAIR
Importance: High

Hi Munira

I am following up on the interviews and to let you know what the next stages of the process is.

Once the interview process is finished, the chair of the panel (Munira), recommends to the Mayor of London the candidate who best met the criteria. The Mayor then writes to the Secretary of State for Culture, Media and Sport with the name of the candidate he wishes to appoint.

If the Secretary of State does not agree with the Mayor's choice of candidate, he has the right to veto this appointment. If this occurs the Mayor will go back to the other recommended candidates or, under extreme circumstances, ask officers to re-advertise the vacancy and run the process again.

If the Secretary of State does not exercise his power of veto, the Mayor's office will make and announce the appointment. Prior to the announcement, those short-listed candidates who were not successful will be notified in writing.

We have 3 week period where Mayoral approval is sought, Minister is informed and responds, and the announcement is made before the 21st July.

Best

[REDACTED]

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 01 July 2009 17:01
To: Munira Mirza; [REDACTED]
Cc: [REDACTED]
Subject: ACE CHAIR

Hi Munira

I hope the interviews went well.

Please let me know when you expect to make a decision. I just want to make sure that we get the right information to the candidates this time. I am away tomorrow and will return Friday afternoon. If a decision is made before my return I've asked [REDACTED] to check the letters before they are sent out.

Thanks

[REDACTED]
[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] ()

[REDACTED]

()

[REDACTED]

From: [REDACTED]
Sent: 30 June 2009 16:49
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

From your email I assume he has agreed to be on the panel. I sent the pack yesterday but just checking that he knows all the details.

Thanks.

-----Original Message-----

From: [REDACTED]
Sent: 26 June 2009 10:12
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Just got a reply from David Durie and he is the only one who will be able to attend on such a short notice.

Could you please email me interview questions so I can prepare the interview packs? This will need to be done as soon as possible as David will need some time to read it.

By the way, have you had any luck getting in touch with [REDACTED]?

Thanks.

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 17:47
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Sorry to chase you, have you had any luck yet?

Thanks

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 15:01
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

I will be contacting Claer and other Members of Standards Committee today to check if anyone is available and will get back to you when I have a response.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 14:33
To: [REDACTED]
Subject: FW: Independent element ACE chair - URGENT

Hi [REDACTED]

Please can you help with this? Initially we were told we would not need an independent element but looks like we.

We would like Clear to do the interview but if she/he is unavailable can you ask another member from the standards committee. Please see Munira's emails below, she would prefer them to be present but not have right to 'vote'.

Thank you
[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 25 June 2009 14:23
To: Henry Abraham
Cc: [REDACTED]
Subject: RE: Independent element
Importance: High

Thanks Henry.

[REDACTED] pls can you follow this up asap - if Claer can't do it, can you get another person from the standards committee.

If possible, can Claer sit in the interviews but not have a 'vote' as such? We'll shortlist to two candidates for the Mayor to meet.

[REDACTED] will also send you Henry's follow up note about protocol.

Our interviews are next Wed so need to move v fast

Thanks

M

-----Original Message-----

From: Henry Abraham
Sent: 24 June 2009 22:55
To: Munira Mirza
Subject: Fw: Independent element

Sorry to have missed your first request. As set out below, we can use any of the independent members of the standards committee, though personally I have only used Claer.

I can send you Claer's contact details tomorrow (or the Assembly secretariat can provide them).

I could also provide a summary of our usual process for the independent element tomorrow if that would help

Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983 [REDACTED] (Personal Assistant)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Fax 020 79834241

----- Original Message -----

From: Tom Middleton
To: Henry Abraham
Cc: Martin Clarke
Sent: Wed Jun 24 22:43:02 2009
Subject: Re: Independent element

Hi Henry - I think we can use any of the independent members of the standards cttee - as I understand it, they are currently: Claer Lloyd Jones (Chair), Seye Aina, David Durie, Diane Mark + Sam Younger - hope that helps, Tom

Tom Middleton

----- Original Message -----

From: Henry Abraham
To: Tom Middleton
Cc: Martin Clarke
Sent: Wed Jun 24 22:39:24 2009
Subject: Independent element

Tom

Munira is looking for someone to be the independent element for an appointment - and Tony T has indicated he would like to begin to wind down on doing this job for GLA

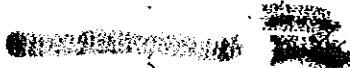
Are we still using the chair of the standards committee too? I am not sure who that is now. Grateful for your thoughts.

Henry

Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983 [REDACTED] Personal Assistant)
Fax 020 7983 [REDACTED]



Fax 020 79834241

----- Original Message -----

From: Tom Middleton
To: Henry Abraham
Cc: Martin Clarke
Sent: Wed Jun 24 22:43:02 2009
Subject: Re: Independent element

Hi Henry - I think we can use any of the independent members of the standards cttee - as I understand it, they are currently: Claer Lloyd Jones (Chair), Seye Aina, David Durie, Diane Mark + Sam Younger - hope that helps, Tom

Tom Middleton

----- Original Message -----

From: Henry Abraham
To: Tom Middleton
Cc: Martin Clarke
Sent: Wed Jun 24 22:39:24 2009
Subject: Independent element

Tom

Munira is looking for someone to be the independent element for an appointment - and Tony T has indicated he would like to begin to wind down on doing this job for GLA
Are we still using the chair of the standards committee too? I am not sure who that is now. Grateful for your thoughts.

Henry

Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983
Fax 020 7983

(Personal Assistant)

From: [redacted]
Sent: 30 June 2009 16:18
To: [redacted]
Subject: RE: Job application: urgent
Hi [redacted]

We shortlisted 6 candidates:

[redacted]
[redacted]
[redacted]
[redacted]

Veronica Wadley

[redacted] (withdrew)

Candidates who were not short listed are:

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

Regards

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 30 June 2009 16:09
To: [redacted]
Subject: RE: Job application: urgent

Yes, I heard from [redacted] about it. Must be annoying for you after all the work you've done. Sounds like you've done all you can

Could you let me know who is on the shortlist. I will treat this information in confidence, but I want to give some quiet thought to any conflict of interest implications.

Head of Governance
Arts Council England
Ph 02079735131

-----Original Message-----

From: [Redacted]
Sent: 30 June 2009 15:12
To: [Redacted]
Subject: FW: Job application: urgent
Importance: High

Hi [Redacted]

As you are aware the GLA hr team made a mistake in sending out the wrong rejection letters to the unsuccessful candidates.

I have spent the weekend and Monday sorting out the mess, doing as much damage control as possible. The candidates were called yesterday and apology letters have been sent out. I have liased with Saxton Bamfyde and advised them on this.

Of course this is very embarrassing and absolutely unacceptable and we are investigating this matter to ensure that this kind of error remains an isolated case.

Moving forward I will ensure that the interviews run smoothly.

Also, just so you are in the loop, [Redacted] who was invited for an interview had withdrawn from the process because he is unable to commit the length of time required.

Regards

[Redacted]

-----Original Message-----

From: [Redacted] [mailto:[Redacted]]
Sent: 27 June 2009 13:59
To: Sanna Begum, [Redacted]@artscouncil.gov.uk
Subject: Re: Job application: urgent

Dear [Redacted]

Many thanks for contacting me about this.

I do think over issues as sensitive as job applications it is important to send letter to applicants with the correct information, particularly in

> for a post on the London Skills and Employment Board. I have never
had
> any professional interest in the London Skills and Employment Board.
The
> post I applied for, after an invitation to do so by Saxton Bamfylde,
was
> Chair of Arts Council London.
>
> I am naturally concerned to know that my application has not been
> misdirected, and that the London Skills and Employment Board has not
been
> confused with Arts Council London. This is a matter of some urgency
and
> I would be grateful if you would advise me soonest.

> Yours sincerely



>

>

>

>

> ----- Original Message -----

> From: 
> To: 
> Sent: Friday, June 26, 2009 10:12 PM
> Subject: Job application: urgent

>

> Dear 

>

> I received a letter from you today, dated 11 June, but date stamped on

> the

> envelope 24 June.

>

> In your letter, you advise me that I have not been shortlisted for the
> post of Member - London Skills and Employment Board (ref LSEBO9).

>

> I am writing to tell you that I did not apply for the above post. I

> was

> invited to apply for the post of Chair of Arts Council London board by


> Saxton Bamfylde, and completed an application for this post, not for
the

> London Skills and Employment Board.

>

> I would be very grateful if you could confirm to me that my
> application

> was not sent in error to the London Skills and Employment Board.
Could

> you also confirm to me that those  fulfillment to the
Arts

> Council London Board have indeed seen my application. This is
obviously a

> matter of urgency as I understand that interviews for Arts Council
London

> are taking place on Monday 1 July.

>

> With thanks

reference to job they have applied for.

Regards

----- Original Message -----

From: [REDACTED]
 To: [REDACTED]@btinternet.com>; [REDACTED]@artscouncil.org.uk<
 Sent: Saturday, June 27, 2009 9:30 AM
 Subject: Re: Job application: urgent

> Dear [REDACTED]
 >
 > I apologise for this mistake clearly [REDACTED] has sent you the wrong
 > letter.
 >
 > I can assure you that the panel did see your application as it was
 > checked
 > by me before it was sent to the panel. [REDACTED]
 >
 > There was a large number of applications and on this occasion you were
 > unsuccessful.
 >
 > I apologise again for the inconvenience caused.
 >
 > On behalf of the GLA I wish you all the best.

> -----
 > Sent from my BlackBerry Wireless Handheld

> ----- Original Message -----

> From: [REDACTED]@btinternet.com>
 > To: [REDACTED]@artscouncil.org.uk
 > [REDACTED]@artscouncil.org.uk<
 > Sent: Fri Jun 26 22:30:21 2009
 > Subject: Fw: Job application: urgent

> Dear [REDACTED] and [REDACTED]
 >
 > I am copying to you an email sent this evening to [REDACTED] at
 > GLA
 > concerning an application I made for a post at Arts Council London on
 > 27
 > May. I am naturally disturbed to read from her letter, which was sent
 > on
 > 24 June and arrived at my house on 26th, that I have not been
 > shortlisted

>
 > [REDACTED]
 >
 >
 > This message has been scanned for viruses.
 >
 > Click here
 >
 > <<https://www.mailcontrol.com/sr/pTnmENelkrTndxIloX7UqTMPBaB5RICMrOJFGuXo5FCgdArqNQdfOuXJmQH6sTXDJ4KY+scaP2toBNiFUgrMg==>>
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www.artscouncil.org.uk

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██████████

[REDACTED]

From: [REDACTED]
Sent: 29 June 2009 15:24
To: [REDACTED]; Justine Simons; Munira Mirza
Cc: Juliette Carter
Subject: RE: Job application: urgent

Thanks [REDACTED]

Happy to do a de - brief. Just to clarify the role of the recruitment consultants was to recommend suitable candidates and also to contact those identified by us. ACE had a contract with them for their appointments and offered their services to us free of charge which we took advantage of. There was no further involvement from the consultants in this process.

However, since the mistake they have received complaints from those they recommended and I have assured them that we are managing this and for them to direct complaints to us.

Best
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 June 2009 15:17
To: [REDACTED]; Justine Simons; Munira Mirza
Cc: Juliette Carter
Subject: RE: Job application: urgent

We have tried to contact all applicants, leaving messages where there were not available. We have sent apology letters also.

When speaking to the applicants we have received further feedback about the process, specifically confusion over the role of the recruitment consultants in this exercise.

[REDACTED] / Justine - maybe we could arrange a de-brief at the end of the process to cover lessons learned and suitable approaches/use of search consultants for future board appointments.

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 June 2009 15:03
To: [REDACTED]; Justine Simons; Munira Mirza
Cc: Juliette Carter
Subject: RE: Job application: urgent
Importance: High

Dear [REDACTED]

Please can you confirm if you have contacted all the applicants, the recruitment consultants are also getting complaints.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 June 2009 09:08
To: [REDACTED]; Justine Simons; Munira Mirza
Cc: Juliette Carter
Subject: RE: Job application: urgent

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] (

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] (

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Please accept my apologies for this mistake which I agree is unacceptable. I have looked into this issue this morning and unfortunately a reject letter with the incorrect job title was sent to the Arts Council applicants. Myself and [REDACTED] will contact all applicants by phone this morning to make a personal apology and will follow this with a written apology.

I cannot apologise enough for this mistake and will work with those involved to ensure it remains an isolated case.

Please can you liaise with myself and [REDACTED] for all administration relating to the interviews taking place on Wednesday.

Regards

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA
Tel: 020 7983 [REDACTED]
Fax: 020 7983 [REDACTED]
claire.parker@london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 27 June 2009 00:14
To: [REDACTED]; [REDACTED]; Justine Simons
Cc: Munira Mirza
Subject: Fw: Job application: urgent
Importance: High

[REDACTED]
How is it that a wrong rejection letter was sent, this implies all the candidates received the same letter. This is highly embarrassing and unacceptable.

This email has also been sent to the Arts Council.

Each unsuccessful candidate will need to be contacted by phone to explain the mistake followed by a letter asap.

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]@btinternet.com>
To: [REDACTED]; [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>
Sent: Fri Jun 26 22:30:21 2009
Subject: Fw: Job application: urgent

Dear [REDACTED] and [REDACTED]

I am copying to you an email sent this evening to [REDACTED] at GLA concerning an application I made for a post at Arts Council London on 27 May. I am naturally disturbed to read from her letter, which was sent on 24 June and arrived at my house on 26th, that I have not been shortlisted for a post on the London Skills and Employment Board. I have never had any professional interest in the London Skills and Employment Board. The post I applied for, after an invitation to do so by Saxton Bamfylde, was Chair of Arts Council London.

I am naturally concerned to know that my application has not been misdirected, and that the London Skills and Employment Board has not been confused with Arts Council

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

London. This is a matter of some urgency and I would be grateful if you would advise me soonest.

Yours sincerely

----- Original Message -----

From: [REDACTED] <mailto:[REDACTED]@btinternet.com>
To: [REDACTED]@london.gov.uk
Sent: Friday, June 26, 2009 10:12 PM
Subject: Job application: urgent

Dear [REDACTED]

I received a letter from you today, dated 11 June, but date stamped on the envelope 24 June.

In your letter, you advise me that I have not been shortlisted for the post of Member - London Skills and Employment Board (ref LSEBO9).

I am writing to tell you that I did not apply for the above post. I was invited to apply for the post of Chair of Arts Council London board by Saxton Bamfylde, and completed an application for this post, not for the London Skills and Employment Board.

I would be very grateful if you could confirm to me that my application was not sent in error to the London Skills and Employment Board. Could you also confirm to me that those responsible for recruitment to the Arts Council London Board have indeed seen my application. This is obviously a matter of urgency as I understand that interviews for Arts Council London are taking place on Monday 1 July.

With thanks

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Click here <<https://www.mailcontrol.com/sr/pTnmENe1ikrTndxI1oX7UqTMPBaB5R1CMrOJFGuXo5FCgdArqNQdfOuXJmQH6sTXDJ4KY+scaP2toBntFUgrMg==>> to report this email as spam.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 29 June 2009 11:50
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Interview packs - ACM01

Importance: High

Hi [REDACTED]

Please can you send me the address for David Durie, I would like to courier the interview packs today.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 June 2009 11:19
To: [REDACTED]
Cc: Munira Mirza; [REDACTED]
Subject: Interview packs - ACM01

Hi [REDACTED]

The interview packs are ready. Should I leave all of them, including the one for David Durie, with [REDACTED]?

Thanks.

[REDACTED]
HR Administrator
Human Resources
5/E5
GREATERLONDONAUTHORITY
City Hall
The Queen's Walk
More London
London
SE1 2AA

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Roisha Hughes
Sent: 29 June 2009 11:40
To: Munira Mirza; [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts council interviews

OK thanks - let's come back to this after you've done your blt then.

Rolsha

-----Original Message-----

From: Munira Mirza
Sent: 29 June 2009 11:32
To: Roisha Hughes; [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts council interviews

It's a Mayoral appointment, but needs to be ratified by DCMS. This power was granted by the GLA Act.

Although not legally required to consult, Boris agreed with Liz that they should try to find someone they both like. She said she is happy with the six shortlisted candidates on paper so I doubt she'd object strongly to any of them - unless they were really bad in our interviews next Wed. I'll let you know.

-----Original Message-----

From: Roisha Hughes
Sent: 29 June 2009 11:29
To: Munira Mirza; [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts council interviews

Thanks Munira.

What is the legal position in terms of the appointment - is it the Mayor who appoints, having consulted x or y, or is it really a Liz Forgan appointment and we have wangled our way in? I think that has a bearing on attendees

Cheers
Roisha

-----Original Message-----

From: Munira Mirza
Sent: 29 June 2009 11:23
To: [REDACTED]
Cc: Roisha Hughes; [REDACTED]
Subject: RE: Arts council interviews

Ok.

Does he want me to be at these too? I presume Liz is not needed as she will have met with them already.

-----Original Message-----

From: [REDACTED]
Sent: 29 June 2009 10:48
To: Munira Mirza
Cc: Roisha Hughes; [REDACTED]
Subject: RE: Arts council interviews

Munira

The Mayor would be available at 3pm until 4pm on Friday 24th July for these two interviews. Please can you confirm that this will work.

Many thanks

David

-----Original Message-----

From: Munira Mirza
Sent: 25 June 2009 15:31
To: Roisha Hughes;
Subject: Arts council Interviews

Hi,

Sorry for delay in getting back to you on this - was waiting to hear from Arts Council.

We need to give the Mayor's choice for chair of Arts Council London to DCMS for Ministers to ratify before summer recess. Would it be possible to arrange two interview slots for him to meet our two shortlisted candidates anytime in July? Sooner the better - although I understand how difficult that is.

Also, would he like to do the interview alone, or would he want me and/or someone else there too?

Thanks,

Munira

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: 020 7983

[REDACTED]

From: [REDACTED]
Sent: 29 June 2009 10:27
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Job application: urgent

Hi [REDACTED]

Saxton Bamfyde are Arts Council consultants who manage all their appointments. ACE have a contract with them and said we can make use of them (no fee attached. We identified some candidates and asked them to contact and encourage them to apply. They are not involved in any other part of the process.

Please can you meet candidates on Wednesday, Munira also asked if we can make sure that candidates do not see each other.

Thanks
[REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: 29 June 2009 09:10
To: [REDACTED]
Subject: RE: Job application: urgent

Hi [REDACTED]

It would be good to catch up quickly re: the role of Saxton Bamfyde with this recruitment. I understand that they were mainly working with the Arts Council on their appointments, but if they did put forward any candidates for our part of the recruitment then will they be expecting a fee? Also, I would expect them to liaise re: rejection and interview invites for any candidates that they have put forward.

Apologies again for this.
[REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: 27 June 2009 11:36
To: [REDACTED] Munira Mirza; Justine Simons
Cc: [REDACTED]
Subject: Re: Job application: urgent

Hi [REDACTED]

This is a Mayoral appointment which came into force in January under the review of the GLA act 2007.

[REDACTED] has been fully engaged in this process with [REDACTED] managing the applications.

let's talk through on Monday.
[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----
From: [REDACTED]
To: Munira Mirza; [REDACTED]
Sent: Sat Jun 27 11:27:58 2009

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

Subject: Re: Job application: urgent

I am afraid my team do not check emails over the weekend and as I am not aware of what has happened here I can only offer to ensure we have a look at this on Monday and then respond accordingly.

At face value I am somewhat confused as I don't believe we handle any recruitment for Arts Council and neither do I believe we have used Saxon Bamfylde for any of our recruitment.

We do handle the recruitment to the LSEB as this is chaired or established by the Mayor.

I am of course sorry if we have done something leading to embarrassment and will do what we can to both correct the error and restore credibility.

----- Original Message -----

From: Munira Mirza

To: [REDACTED]; Justine Simons; [REDACTED]; [REDACTED]

Sent: Sat Jun 27 10:23:27 2009

Subject: Re: Job application: urgent

Thanks [REDACTED] much appreciated. We can check the rest on Monday.

Have a good weekend

Munira Mirza

----- Original Message -----

From: [REDACTED]

To: Munira Mirza; [REDACTED]; Justine Simons; [REDACTED]; [REDACTED]

Sent: Sat Jun 27 09:37:21 2009

Subject: Re: Job application: urgent

I sent an apology email to [REDACTED] and [REDACTED] emailed [REDACTED] did not make the short list.

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]

To: Munira Mirza; [REDACTED]; Justine Simons; [REDACTED]; [REDACTED]

Sent: Sat Jun 27 09:07:09 2009

Subject: Re: Job application: urgent

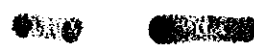
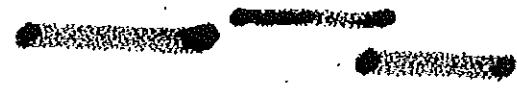
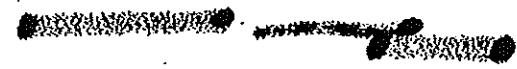
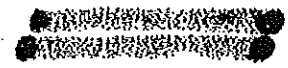
Hi Munira

I don't know if she does (copying others in hr). The problem is I don't have their details I only have a list of names so I can't call them.

The letters were sent on 23 June, five days after the shortlisting its seems the letter was dated incorrectly.

I've not received any other emails so am hoping this is a one off.

Sent from my BlackBerry Wireless Handheld



----- Original Message -----

From: Munira Mirza

To: [REDACTED]; Justine Simons; [REDACTED]

Sent: Sat Jun 27 06:04:27 2009

Subject: Re: Job application: urgent

Do we know whether [REDACTED] checks her emails over the weekend? If not, [REDACTED], I'm afraid you will need to handle this urgently and check if the right letters went out yourself.

I would also appreciate you making the phone calls (unless you can find someone from HR to do this immediately).

Also, why was this letter posted so late - 13 days after it was signed? I know at least one person who received their rejection letter by Wed 24th.

Munira Mirza

----- Original Message -----

From: [REDACTED]

To: [REDACTED]; Justine Simons

Cc: Munira Mirza

Sent: Sat Jun 27 00:13:43 2009

Subject: Fw: Job application: urgent

[REDACTED]

How is it that a wrong rejection letter was sent, this implies all the candidates received the same letter. This is highly embarrassing and unacceptable.

This email has also been sent to the Arts Council.

Each unsuccessful candidate will need to be contacted by phone to explain the mistake followed by a letter asap.

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED] <[REDACTED]@btinternet.com>

To: [REDACTED]; [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>

Sent: Fri Jun 26 22:30:21 2009

Subject: Fw: Job application: urgent

Dear [REDACTED] and [REDACTED]

I am copying to you an email sent this evening to [REDACTED] at GLA concerning an application I made for a post at Arts Council London on 27 May. I am naturally disturbed to read from her letter, which was sent on 24 June and arrived at my house on 26th, that I have not been shortlisted for a post on the London Skills and Employment Board. I have never had any professional interest in the London Skills and Employment Board. The post I applied for, after an invitation to do so by Saxton Bamfylde, was Chair of Arts Council London.

I am naturally concerned to know that my application has not been misdirected, and that the London Skills and Employment Board has not been confused with Arts Council London. This is a matter of some urgency and I would be grateful if you would advise me soonest.

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

----- Original Message -----

From: [REDACTED] <mailto:[REDACTED]@btinternet.com>

To: [REDACTED]@london.gov.uk

Sent: Friday, June 26, 2009 10:12 PM

Subject: Job application: urgent

Dear [REDACTED]

I received a letter from you today, dated 11 June, but date stamped on the envelope 24 June.

In your letter, you advise me that I have not been shortlisted for the post of Member - London Skills and Employment Board (ref LSEBO9)..

I am writing to tell you that I did not apply for the above post. I was invited to apply for the post of Chair of Arts Council London board by Saxton Bamfylde, and completed an application for this post, not for the London Skills and Employment Board.

I would be very grateful if you could confirm to me that my application was not sent in error to the London Skills and Employment Board. Could you also confirm to me that those responsible for recruitment to the Arts Council London Board have indeed seen my application. This is obviously a matter of urgency as I understand that interviews for Arts Council London are taking place on Monday 1 July.

With thanks

[REDACTED]

This message has been scanned for viruses.

Click here <<https://www.mailcontrol.com/sr/pTnmENE!lkrTndxI!oX7UqTMPBaB5RlCMrOJFGuXo5FCgdArqNQdfOuXJmQH6sTXDJ4KY+scaP2toBntFUgrMg==>> to report this email as spam.

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 29 June 2009 10:06
To: [REDACTED]
Cc: Munira Mirza; Justine Simons; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: Arts Council Chair

Hi [REDACTED]

I am terribly sorry for the mistake, we are now contacting candidates by phone to appologise. I will email the ones we will not be able reach today.

It certainly is unacceptable. The correct letters were originally made. The error most likely got in when they had to be re-printed due to printer issues and I have not double checked them afterwards.

I appologise again.

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 27 June 2009 11:29
To: [REDACTED]; Munira Mirza; Justine Simons; [REDACTED]; [REDACTED]; [REDACTED]
Alleyne
Subject: Fw: Arts Council Chair

Fyi - he also got a wrong letter.- these people are some of the most senior in their fields, its totally unacceptable.

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]@aol.com <[REDACTED]@aol.com>
To: [REDACTED]
Sent: Sat Jun 27 10:38:44 2009
Subject: Re: Arts Council Chair

Dear [REDACTED]

Thank you for your note. I did receive a letter yesterday, from, [REDACTED] in the GLA HR team, stating that I had been unsuccessful in my application, "Re: Member-London Skills and Employment Board". I guessed they meant Arts Council Chair.

I was surprised. I applied for the position because I was approached by the Headhunter, who told me that the the deadline had been extended so I could apply. They said they were very keen I applied because I was "one of the few possible senior potential candidates (I am currently chair of [REDACTED] that wouldn't have a conflict of interest".

So not be to even offered an interview was unexpected and disapointing.

[REDACTED]

-----Original Message-----

From: [REDACTED]@london
To: [REDACTED]
Sent: Sat, 27 Jun 2009 9:14
Subject: Arts Council Chair

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: 26 June 2009 14:23
To: Munira Mirza
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Attachments: Shortlisting Decisions form - ACM01.xls

Hi Munira

*Attached is the short list grid with the criterias.

Candidates will be assessed against the following person specification criteria:

- An absolute commitment to the value of the arts and their essential role in enriching our lives.
- A strong knowledge and understanding of the arts and a commitment to championing them at the highest level.
- The ability to think strategically and imaginatively, to make an effective contribution to decision making across the full range of the Council's responsibilities
- A knowledge and understanding of the London region and the ability to command respect amongst key regional stakeholders at the most senior level, including the arts sector, local authorities, Regional Development Agency, business sector, MPs, and the media
- The ability to act as an advocate and spokesperson for the arts and to represent the work of the national organisation in the region, in the media, and on occasion with senior leaders and politicians in the region and nationally
- The ability to offer strategic challenge and support to the executive of the organisation
- Good communication skills, and experience of chairing meetings and facilitating effective decision making
- Have held high-level leadership roles in, for example, successful businesses, institutions, or other organisations
- Have a commitment to equal opportunities and diversity
- An understanding of, and commitment to, the strategic practicalities of Arts Council England as set out in its plan 'Great Art for Everyone' <http://www.artscouncil.org.uk/plan/How> Council members contribute

-----Original Message-----

From: Munira Mirza
Sent: 26 June 2009 13:14
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Independent element ACE chair - URGENT

Haven't agreed questions with Iiz yet. I will send her something this pm. Maybe we can send these to him day before.

Can you pull out list of criteria from the. JD and we can use that as basis for questions? Asap would be great. Thanks v much

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Munira Mirza
Cc: [REDACTED]
Sent: Fri Jun 26 10:37:55 2009
Subject: FW: Independent element ACE chair - URGENT

Hi Munira

Please see email below.

Let me know if you are happy to go with David Durie and also have you any thoughts of interview questions?

Thanks

-----Original Message-----

From: [REDACTED]
Sent: 26 June 2009 10:12
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Just got a reply from David Durie and he is the only one who will be able to attend on such a short notice.

Could you please email me interview questions so I can prepare the interview packs? This will need to be done as soon as possible as David will need some time to read it.

By the way, have you had any luck getting in touch with [REDACTED]

Thanks.

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 17:47
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Sorry to chase you, have you had any luck yet?

Thanks

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 15:01
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

I will be contacting Claer and other Members of Standards Committee today to check if anyone is available and will get back to you when I have a response.

Dear [REDACTED]

I am just following up to see if you received a letter from our hr team about the chair position.

We had a large number of applicants and unfortunately on this occasion you were unsuccessful.

The GLA and ACE would like to thank you for your interest in the position.

I wish you all the best

[REDACTED]

Sent from my BlackBerry Wireless Handheld

GREATER LONDON AUTHORITY

EMAIL NOTICE:

The information in this email may contain confidential or privileged materials. Please read the full email notice at <http://www.london.gov.uk/email-notice.jsp>

AOL Email goes Mobile! You can now read your AOL Emails whilst on the move. Sign up for a free AOL Email account with unlimited storage today.

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(

(

[REDACTED] 29.06.09

From: Justine Simons
Sent: 29 June 2009 09:34
To: [REDACTED]
Subject: FW: Arts Council

Fyi-dont forward, but this whole affair as been very damaging Justine Simons
Head of Cultural Strategy Mayor's Office 020 7983 5753

----- Original Message -----

From: [REDACTED]
To: Justine Simons
Sent: Mon Jun 29 09:20:43 2009
Subject: Arts Council

Dear Justine,

Finally got a reply on Friday about the Arts Council despite the letter being dated 11 June [the actual stamp on the envelope said 23 June]. Did it sit unposted for 12 days?

However, the unsigned letter told me that I had been unsuccessful in my application to be a member of London Skills & Employment Board ?! Made me wonder if my application was even seen. Pretty shoddy really and puts me off wanting to give up my time for another problematic public role.

No need for you do anything but I wanted to let you know.

Best

[REDACTED]
[REDACTED]
[REDACTED]
T 020 [REDACTED]
F 020 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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<<https://www.mailcontrol.com/sr/TKqg1lxY0ZDTndxIloX7UpJ4uvErtpurAXFzwwb7a4iRrywyR6hMK+uXJmQH6sTX7CHP7lPfz+31lqOECVlSwg=>> to report this email as spam.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 27 June 2009 11:45
To: [REDACTED]
Subject: Re: Job application: urgent

This has therefore passed me by. We will commence an investigation on Monday as I accept this is not acceptable.

[REDACTED]

----- Original Message -----

From: [REDACTED]
To: [REDACTED]; Munira Mirza; Justine.Simons
Cc: [REDACTED]
Sent: Sat Jun 27 11:36:21 2009
Subject: Re: Job application: urgent

Hi [REDACTED]

This is a Mayoral appointment which came into force in January under the review of the GLA act 2007.

[REDACTED] has been fully engaged in this process with [REDACTED] managing the applications.

let's talk through on Monday.

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]
To: Munira Mirza; [REDACTED]
Sent: Sat Jun 27 11:27:58 2009
Subject: Re: Job application: urgent

I am afraid my team do not check emails over the weekend and as I am not aware of what has happened here I can only offer to ensure we have a look at this on Monday and then respond accordingly.

At face value I am somewhat confused as I don't believe we handle any recruitment for Arts Council and neither do I believe we have used Saxon Bamfylde for any of our recruitment.

We do handle the recruitment to the LSEB as this is chaired or established by the Mayor.

I am of course sorry if we have done something leading to embarrassment and will do what we can to both correct the error and restore credibility.

[REDACTED]

----- Original Message -----

From: Munira Mirza
To: [REDACTED]; Justine Simons; [REDACTED]; [REDACTED]
Sent: Sat Jun 27 10:23:27 2009
Subject: Re: Job application: urgent

Thanks [REDACTED] much appreciated. We can check the rest on Monday.

Have a good weekend

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Munira Mirza; [REDACTED]; Justine Simons; [REDACTED]; [REDACTED]; [REDACTED]
Sent: Sat Jun 27 09:37:21 2009
Subject: Re: Job application: urgent

I sent an apology email to [REDACTED] and [REDACTED] emailed [REDACTED] did not make the short list.

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]
To: Munira Mirza; [REDACTED]; Justine Simons; [REDACTED]; [REDACTED]; [REDACTED]
Sent: Sat Jun 27 09:07:09 2009
Subject: Re: Job application: urgent

Hi Munira

I don't know if she does (copying others in hr). The problem is I don't have their details I only have a list of names so I can't call them.

The letters were sent on 23 June, five days after the shortlisting its seems the letter was dated incorrectly.

I've not received any other emails so am hoping this is a one off.

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: Munira Mirza
To: [REDACTED]; Justine Simons; [REDACTED]
Sent: Sat Jun 27 06:04:27 2009
Subject: Re: Job application: urgent

Do we know whether [REDACTED] checks her emails over the weekend? If not, [REDACTED] I'm afraid you will need to handle this urgently and check if the right letters went out yourself.

I would also appreciate you making the phone calls (unless you can find someone from HR to do this immediately).

Also, why was this letter posted so late - 13 days after it was signed? I know at least one person who received their rejection letter by Wed 24th.

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: [REDACTED]; [REDACTED]; Justine Simons
Cc: Munira Mirza

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Sent: Sat Jun 27 00:13:43 2009
Subject: Fw: Job application: urgent

[REDACTED]

How is it that a wrong rejection letter was sent, this implies all the candidates received the same letter. This is highly embarrassing and unacceptable.

This email has also been sent to the Arts Council.

Each unsuccessful candidate will need to be contacted by phone to explain the mistake followed by a letter asap.

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]@btinternet.com>
To: [REDACTED]@artscouncil.org.uk [REDACTED]@artscouncil.org.uk>
Sent: Fri Jun 26 22:30:21 2009
Subject: Fw: Job application: urgent

Dear [REDACTED] and [REDACTED]

I am copying to you an email sent this evening to [REDACTED] at GLA concerning an application I made for a post at Arts Council London on 27 May. I am naturally disturbed to read from her letter, which was sent on 24 June and arrived at my house on 26th, that I have not been shortlisted for a post on the London Skills and Employment Board. I have never had any professional interest in the London Skills and Employment Board. The post I applied for, after an invitation to do so by Saxton Bamfylde, was Chair of Arts Council London.

I am naturally concerned to know that my application has not been misdirected, and that the London Skills and Employment Board has not been confused with Arts Council London. This is a matter of some urgency and I would be grateful if you would advise me soonest.

Yours sincerely

[REDACTED]

----- Original Message -----

From: [REDACTED] <mailto:[REDACTED]@btinternet.com>
To: [REDACTED]
Sent: Friday, June 26, 2009 10:12 PM
Subject: Job application: urgent

Dear [REDACTED]

I received a letter from you today, dated 11 June, but date stamped on the envelope 24 June.

In your letter, you advise me that I have not been shortlisted for the post of Member - London Skills and Employment Board (ref LSEB09).

I am writing to tell you that I did not apply for the above post. I was invited to apply for the post of Chair of Arts Council London board by Saxton Bamfylde, and completed an application for this post, not for the London Skills and Employment Board.

I would be very grateful if you could confirm to me that my application was not sent in error to the London Skills and Employment Board. Could you also confirm to me that those responsible for recruitment to the Arts Council London Board have indeed seen my application. This is obviously a matter of urgency as I understand that interviews for Arts Council London are taking place on Monday 1 July.

With thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

[REDACTED]

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Click here <<https://www.mailcontrol.com/sr/pTnmENEIkrTndxIloX7UqTMPBaB5RlCMrOJFGuXo5FCgdArqNQdfOuXJmQH6sTXDJ4KY+scaP2toBntFUgrMg==>> to report this email as spam.



[REDACTED]

From: Justine Simons
Sent: 27 June 2009 08:46
To: [REDACTED] [REDACTED] [REDACTED] Munira Mirza
Cc: [REDACTED]
Subject: Re: Arts Council London

Dug this trail out; the letters apparently went on 23rd.

J

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 [REDACTED]

----- Original Message -----

From: [REDACTED]
To: [REDACTED]
Cc: Justine Simons; [REDACTED]
Sent: Tue Jun 23 14:13:27 2009
Subject: RE: Arts Council London

The regret letters will be sent out today.

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 23 June 2009 13:01
To: [REDACTED]; [REDACTED]
Cc: Justine Simons
Subject: RE: Arts Council London
Importance: High

Hi [REDACTED]

Just tried calling you - please can you let me know when you will inform unsuccessful candidates as they are keen to know asap. I also received a call from [REDACTED] wanting to know if she has been short listed. I told her that HR will contact her shortly.

() 0208 444 [REDACTED]
[REDACTED]

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]@aol.com [mailto:[REDACTED]@aol.com]
Sent: 23 June 2009 12:07
To: [REDACTED]
Subject: Arts Council London

Dear [REDACTED]

I apologise for bothering you but with the interviews being scheduled for 1st July I wondered what the status is of my application.

best regards
[REDACTED]

AOL Email goes Mobile! You can now read your AOL Emails whilst on the move. Sign up for a free AOL Email account with unlimited storage today.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 26 June 2009 14:29
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Munira is happy to go with David. She is also working on the questions so will send over soon.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 26 June 2009 10:12
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Just got a reply from David Durie and he is the only one who will be able to attend on such a short notice.

Could you please email me interview questions so I can prepare the interview packs? This will need to be done as soon as possible as David will need some time to read it.

By the way, have you had any luck getting in touch with [REDACTED]

Thanks.
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 17:47
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

Sorry to chase you, have you had any luck yet?

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 15:01
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Independent element ACE chair - URGENT

Hi [REDACTED]

I will be contacting Claer and other Members of Standards Committee today to check if anyone is available and will get back to you when I have a response.
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 14:33
To: [REDACTED]; [REDACTED]
Subject: FW: Independent element ACE chair - URGENT

Hi [REDACTED]

Please can you help with this? Initially we were told we would not need an independent element but looks like we.

We would like Clear to do the interview but if she/he is unavailable can you ask another member from the standards committee. Please see Munira's emails below, she would prefer them to be present but not have right to 'vote'.

Thank you
[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 25 June 2009 14:23
To: Henry Abraham
Cc: [REDACTED]
Subject: RE: Independent element
Importance: High

Thanks Henry.

[REDACTED] pls can you follow this up asap - if [REDACTED] can't do it, can you get another person from the standards committee.

If possible, can [REDACTED] sit in the interviews but not have a 'vote' as such? We'll shortlist to two candidates for the Mayor to meet.

[REDACTED] will also send you Henry's follow up note about protocol.

Our interviews are next Wed so need to move v fast

Thanks

M

-----Original Message-----

From: Henry Abraham
Sent: 24 June 2009 22:55
To: Munira Mirza
Subject: Fw: Independent element

Sorry to have missed your first request. As set out below, we can use any of the independent members of the standards committee, though personally I have only used Claer.

I can send you Claers contact details tomorrow (or the Assembly secretariat can provide them).

I could also provide a summary of our usual process for the independent element tomorrow if that would help

Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tel 020 7983 [REDACTED], Personal Assistant)
Fax 020 7983 [REDACTED]

----- Original Message -----

From: Tom Middleton
To: Henry Abraham
Cc: Martin Clarke
Sent: Wed Jun 24 22:43:02 2009
Subject: Re: Independent element

Hi Henry - I think we can use any of the independent members of the standards cttee - as I understand it, they are currently: Claer Lloyd Jones (Chair), Seye Aina, David Durie, Diane Mark + Sam Younger - hope that helps, Tom

Tom Middleton

----- Original Message -----

From: Henry Abraham
To: Tom Middleton
Cc: Martin Clarke
Sent: Wed Jun 24 22:39:24 2009
Subject: Independent element

Tom

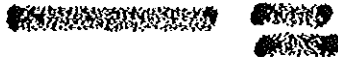
Munira is looking for someone to be the independent element for an appointment - and Tony T has indicated he would like to begin to wind down on doing this job for GLA

Are we still using the chair of the standards committee too? I am not sure who that is now. Grateful for your thoughts.

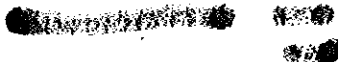
Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983 [REDACTED], Personal Assistant)
Fax 020 7983 [REDACTED]



(M



()

[Redacted]

From: Roisha Hughes
Sent: 26 June 2009 10:38
To: Munira Mirza; [Redacted]
Subject: Re: Arts Council Chair

I'm afraid so. But I do know from my earlier job they always have a duty minister over the summer so should be a case of he/ she approving it.

R
Roisha Hughes
Private Secretary to the Mayor

----- Original Message -----
From: Munira Mirza
To: Roisha Hughes; [Redacted]
Sent: Fri Jun 26 09:42:53 2009
Subject: Fw: Arts Council Chair

I'm guessing it's impossible to sort out an interview for Boris and 2 candidates between 1-7th July. I can give DCMS some advance warning of the 5 shortlisted candidates so far to help turn things around more quickly their end. But just let me know what you think he might be able to do.

Munira Mirza

----- Original Message -----
From: [Redacted]@artscouncil.org.uk <[Redacted]@artscouncil.org.uk>
To: [Redacted]@artscouncil.org.uk <[Redacted]@artscouncil.org.uk>; Munira Mirza
Sent: Thu Jun 25 16:34:44 2009
Subject: RE: Arts Council Chair

It might be useful to add that summer recess starts on 21 July. Therefore it would be a good idea to get a letter to DCMS by the 7th of July (i.e. 2 weeks prior to recess).

In terms of helping the wheels turn faster, it might be useful to address the letter to the SOS but CC it to [Redacted] in the DCMS Appointments Unit who will prepare the submission.

[Redacted]

[Redacted]
Head of Governance
Arts Council England
Ph 02079735131

From: [Redacted]
Sent: 25 June 2009 15:11
To: 'Munira Mirza'
Cc: [Redacted] NAT
Subject: RE: Arts Council Chair

Hi Munira

Thanks for your contribution yesterday - we have already followed some of the points up with colleagues.

Just a quick note of dates for the rest of the year

Regional Council meetings - Farringdon

24 September - 3pm to 5.30pm

18 November - 3pm to 5.30pm

National Council meetings - Westminster

29 September - all day

24 November - all day

If the Mayor is able to appoint in the next few weeks, the urgency will be to get SoS sign off before the summer break. Have you managed to have a chat with Mick re: shortlist so that he is alerting people at his end?

From: Munira Mirza [mailto:Munira.Mirza@london.gov.uk]
Sent: 19 June 2009 09:55
To: [REDACTED] L
Subject: Arts Council Chair

What is the cut off point for making the appointment? We need to find a date for Boris to meet the shortlisted candidate(s)

Thanks,
Munira

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]@london.gov.uk

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<<http://www.london.gov.uk/email-notice.jsp>>

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Click here <<https://www.mailcontrol.com/sr/jWFclOQhg7!TndxI!oX7UmwqJtC5heL6+QDAUWiJ5yf8ayN0BaY+RYNvmH7VjP9xt9COyF5d36D63Umxp4EWgA==>> to report this email as spam.

-----Original Message-----

From: [REDACTED]
Sent: 25 June 2009 14:33
To: [REDACTED]; [REDACTED]
Subject: FW: Independent element ACE chair - URGENT

Hi [REDACTED]

Please can you help with this? Initially we were told we would not need an independent element but looks like we.

We would like Claer to do the interview but if she/he is unavailable can you ask another member from the standards committee. Please see Munira's emails below, she would prefer them to be present but not have right to 'vote'.

Thank you
[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 25 June 2009 14:23
To: Henry Abraham
Cc: [REDACTED]
Subject: RE: Independent element
Importance: High

Thanks Henry.

[REDACTED] pls can you follow this up asap - if Claer can't do it, can you get another person from the standards committee.

If possible, can Claer sit in the interviews but not have a 'vote' as such? We'll shortlist to two candidates for the Mayor to meet.

[REDACTED] will also send you Henry's follow up note about protocol.

Our interviews are next Wed so need to move v fast

Thanks

M

-----Original Message-----

From: Henry Abraham
Sent: 24 June 2009 22:55
To: Munira Mirza
Subject: Fw: Independent element

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I can send you Claer's contact details tomorrow (or the Assembly secretariat can provide them).

I could also provide a summary of our usual process for the independent element tomorrow if that would help

Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983 [REDACTED] (Personal Assistant)
Fax 020 7983 [REDACTED]

----- Original Message -----

From: Tom Middleton
To: Henry Abraham
Cc: Martin Clarke
Sent: Wed Jun 24 22:43:02 2009
Subject: Re: Independent element

Hi Henry - I think we can use any of the independent members of the standards ctee - as I understand it, they are currently: Claer Lloyd Jones (Chair), Seye Aina, David Durle, Diane Mark + Sam Younger - hope that helps, Tom

Tom Middleton

----- Original Message -----

From: Henry Abraham
To: Tom Middleton
Cc: Martin Clarke
Sent: Wed Jun 24 22:39:24 2009
Subject: Independent element

Tom

Munira is looking for someone to be the independent element for an appointment - and [redacted] has indicated he would like to begin to wind down on doing this job for GLA

Are we still using the chair of the standards committee too? I am not sure who that is now. Grateful for your thoughts.

Henry
Sent from my blackberry

Henry Abraham
Head of Economic Development and Transport
City Hall
The Queen's Walk
London
SE1 2AA

Tel 020 7983 6560 (Richard Tribe, Personal Assistant)

[redacted]
Shortlisting
Decisions form - ...

at the moment...

Fax 020 79834241

D

[Redacted]

From: Liz Forgan [Redacted]
Sent: 26 June 2009 16:20
To: Munira Mirza
Subject: Re: Interview questions

Questions look fine. I shall want to probe:

understanding of Arts Council strategy
thoughts on regional/national balance
thoughts on accountability to Mayor and ACE
commitment to arts in London communities as well as national bodies.

Look forward to seeing you. Best Liz

----- Original Message -----

From: Munira Mirza
To: [Redacted]
Cc: [Redacted]
Sent: Friday, June 26, 2009 3:07 PM
Subject: Interview questions

Dear Liz,

I've set out below proposed questions for the interviews - obviously, we don't need to stick to a script, they are just for guidance.

If you are happy with these questions, or want to make amendments, please let me know asap so that we can prepare the interview packs.

I am happy to introduce and say a few words about the format of the interview, the decision-making process. You may want to say something about how this appointment also sits on National Council.

Also, we have arranged for a member of the Standards Committee, David Durie, to attend the interviews. I hope this is acceptable.

Best wishes,

Munira

Knowledge and understanding of the arts and the ability to command respect within the arts constituency

[Redacted]

A broad overview of and the ability to address issues relating to the full range of the regional and national council's responsibilities

[Redacted]

[Redacted]

Ability to think imaginatively and strategically & contribute to effective decision making

[Redacted]

Knowledge and understanding of the region and the ability to command respect with regional stakeholders

[Redacted]

Ability and willingness to act as an advocate for the arts and to represent the work of the national org in the region

[Redacted]

Time commitment -- up to 15 days per year

[Redacted]

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: S [Redacted] 020 7983 [Redacted]
[Redacted]@london.gov.uk

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[Redacted]

[Redacted]

From: Munira Mirza
Sent: 25 June 2009 14:27
To: [REDACTED]
Subject: FW: Protocol on the Mayor's appointment to the Boards of the Functional Bodies and other external organisations

Pls note this and follow up

thanks

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

-----Original Message-----

From: Henry Abraham
Sent: 25 June 2009 11:38
To: Munira Mirza
Cc: [REDACTED]
Subject: Protocol on the Mayor's appointment to the Boards of the Functional Bodies and other external organisations


PROTOCOL ON
LOCAL APPOINTMENTS

Munira, some more information re appointments as promised

Munira

You have probably seen the attached guidance note already.

Below is the outline of information we generally provide to the independent element. Note that they are often not actually on the interview panel but rather review the papers, though on some other occasions, the independent element has been on the interview panel (particularly where it is a fast process with limited paperwork for some reason eg Boris's original adviser appointments).

The independent element is approached in advance to agree her involvement and what information they want.

Information we usually provide to the independent element:

- The advert, and where it appeared
- A briefing note which sets out a summary of the relevant appointment process and information proposed to be provided, for agreement
- The application pack
- A timetable giving dates for the shortlisting and appointments
- The shortlisting criteria and information on how it was applied - we normally send the blank scoring sheet in advance, with an outline of how it was carried out and supplied the completed hardcopy at the meeting (given sensitivity about emailing personal data)
- Information on interview process if there is one, and its outcomes
- The CVs of all candidates and in particular the shortlisted candidates

- The appointments recommended to the Mayor
- Information on any other clearances required (eg sometimes the secretary of state)

There is a meeting at which the GLA lead officer briefs the independent element and answers any queries

The independent elements comments on the appointments process and outcomes are included in the Mayoral Decision form, for the Mayors information.

[REDACTED] here managed the information provision to Claer previously - I don't know if she is still able to do that (she is back in the office next week and will no doubt say then!).

I am happy to speak with you or someone in your team if you want more background etc

Henry

[REDACTED]

From: [REDACTED]
 Sent: 25 June 2009 10:17
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: RE: London Chair Interview

Thanks for this [REDACTED] and for the information you sent through yesterday.

Best

[REDACTED]

PA to the Chief Executive & Chair
 Arts Council England
 14 Great Peter Street
 London, SW1P 3NQ
 Tel: [REDACTED]
 Email: [REDACTED]@artscouncil.org.uk

-----Original Message-----

From: [REDACTED]
 Sent: 25 June 2009 10:15
 To: [REDACTED] - NAT
 Cc: [REDACTED]
 Subject: RE: London Chair interview

Dear [REDACTED]

Munira thinks it would be fine to meet at 10.15 instead of 9 am as stated under pre meet, they would discuss questions etc by phone so won't need that much time a head of the interviews.

Thanks

-----Original Message-----

From: [REDACTED]
 Sent: 24 June 2009 15:57
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: FW: London Chair interview

Hi both

Please see attached timetable for the interviews. Note that one candidate has not confirmed.

Best

-----Original Message-----

From: [REDACTED]
Sent: Wed 6/24/2009 3:52 PM
To: [REDACTED]
Subject: RE: London Chair interview

Hi [REDACTED]

I am attaching the schedule. I still have not had a reply from [REDACTED]

Please let me know the other panel member's name and role when it is confirmed.

Thanks.

-----Original Message-----

From: [REDACTED]
Sent: 24 June 2009 15:43
To: [REDACTED]
Subject: FW: London Chair interview
Importance: High

Hi [REDACTED]

Do we have a timetable for the interviews.

Just so you know we may have 3 panel members.

Thanks

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk
[mailto:[REDACTED]@artscouncil.org.uk]
Sent: Wed 6/24/2009 3:32 PM
To: [REDACTED]
Subject: RE: London Chair interview

Hi [REDACTED]

Do you know when we can expect to receive a confirmed timetable for the interviews next Wednesday and any relevant paperwork?

In the first instance a start and finish time for the day would be very helpful.

Thanks,

[REDACTED]

PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

From: [REDACTED]
Sent: 24 April 2009 16:51
To: [REDACTED] - NAT; [REDACTED] - NAT
Cc: [REDACTED]
Subject: RE: London Chair interview

Dear [REDACTED]

I can confirm the interviews will take place at the GLA. The panel will include Munira Mirza, Liz Forgan and an independent element (tbc).

Best wishes
[REDACTED]

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk
[mailto:[REDACTED]@artscouncil.org.uk]
Sent: 24 April 2009 16:44
To: [REDACTED]@artscouncil.org.uk
Cc: [REDACTED]
Subject: RE: London Chair interview

Hi [REDACTED]

This is the GLA's appointment process and therefore I assume that the shortlisting meeting, and interviews will take place at GLA - Junna can you confirm the location?

Liz Forgan is our only representative on the appointments panel therefore you don't need to involve anyone else. DCMS are not involved in this process other than once the Mayor has a preferred candidate they need to allow the SOS to exercise their power of veto if they wish.

Regards
[REDACTED]

Proposed timetable for advert, shortlist and interviews

Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

From: [REDACTED] - NAT
Sent: 24 April 2009 16:30
To: [REDACTED] - NAT
Subject: London Chair interview

Hi [REDACTED]

Have now spoken to Munira's office and we have some tentative times but who else do I need to involve, where are the interviews going to be held - here/DCMS etc?

FYI we are tentatively looking at short-listing on 22 or 24 June and interviewing on 17 or 22 July

[REDACTED]
[REDACTED]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

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[REDACTED]

From: Munira Mirza
Sent: 24 June 2009 17:49
To: [REDACTED]
Subject: Re: London Chair Interview

We can meet at 10.15. We'll discuss questions beforehand by email anyway.

Munira Mirza

----- Original Message -----
From: [REDACTED]
To: [REDACTED]
Cc: Munira Mirza
Sent: Wed Jun 24 17:46:33 2009
Subject: Re: London Chair interview

Not really am happy with what you think.

Thanks
[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----
From: [REDACTED]
To: [REDACTED]
Cc: Munira Mirza
Sent: Wed Jun 24 17:31:38 2009
Subject: RE: London Chair interview

Happy to say 9.30 if there is a good reason but if it is just Munira and Liz in the room for an hour then I think this will be too long. Is there something specific I have in mind for them to do during this time?

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries The Mayor's Office Greater London Authority City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: 24 June 2009 17:15
To: [REDACTED]
Cc: Munira Mirza
Subject: Re: London Chair interview

Shall we say 9.30 to be safe.
[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----
From: [REDACTED]
To: [REDACTED]
Cc: Munira Mirza
Sent: Wed Jun 24 16:56:24 2009
Subject: FW: London Chair in [REDACTED]

Thanks [REDACTED]

It says on the top of the schedule pre-meet 9 am. If the first interview is 10.30 am then I think 10 am will be early enough for the pre-meet, unless there is a lot to cover that I am not aware of?

Thanks [REDACTED]

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 24 June 2009 15:57
To: [REDACTED]@artscouncil.org.uk
Cc: [REDACTED]
Subject: FW: London Chair interview

Hi both

Please see attached timetable for the interviews. Note that one candidate has not confirmed.

Best
[REDACTED]

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Subject: RE: London Chair interview

Hi [REDACTED]

I am attaching the schedule. I still have not had a reply from [REDACTED]
Please let me know the other panel member's name and role when it is confirmed.

Thanks.
[REDACTED]

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From: [REDACTED]
Sent: 24 June 2009 15:43
To: [REDACTED]
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Importance: High

Hi [REDACTED]

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Just so you know we may have 3 panel members.

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In the first instance a start and finish time for the day would be very helpful.

Thanks,

[REDACTED]
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London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

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To: [REDACTED] NAT; [REDACTED] - NAT
Cc: [REDACTED]
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Dear [REDACTED]

I can confirm the interviews will take place at the GLA. The panel will include Munira Mirza, Liz Forgan and an independent element (tbc).

Best wishes

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Sent: 24 April 2009 16:44
To: [REDACTED]@artscouncil.org.uk
Cc: [REDACTED]
Subject: RE: London Chair interview

Hi [REDACTED]

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Regards

[REDACTED]
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Advert close - 1st/2nd week of June

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Interview date - 2 weeks after shortlist meeting (July)

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Sent: 24 April 2009 16:30
To: [REDACTED] NAT
Subject: London Chair interview

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[REDACTED]
[REDACTED]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

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From: [REDACTED]
Sent: 23 June 2009 10:18
To: [REDACTED] Justine Simons
Subject: RE: Ace chair

I've had problems contacting two of the shortlisted candidates which is the reason you have not seen the final interview schedule yet. Left voicemail and emailed but had no response. Will keep trying today.

All the other candidates have already been notified and confirmed their availability on the day of the interview.

[REDACTED]

From: [REDACTED]
Sent: 23 June 2009 10:13
To: Justine Simons
Cc: [REDACTED]
Subject: RE: Ace chair

I believe it already been done - [REDACTED] please can you confirm.

Thanks
[REDACTED]

-----Original Message-----
From: Justine Simons
Sent: 23 June 2009 10:10
To: [REDACTED]
Subject: Ace chair

J
When are you letting people know if they have/havent been shortlisted?

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 [REDACTED]
www.london.gov.uk

████████████████████

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From: Munira Mirza
Sent: 18 June 2009 14:09
To: Henry Abraham
Cc: [REDACTED]
Subject: Arts council chair interviews

Henry,

We approached [REDACTED] to be the independent panelist for the Arts Council Chair Interviews on 1st July. Unfortunately he can't do it but he suggested we ask the chair of the Standards Board who also does this kind of thing. He said you would know who that is. Any info gratefully received.

Also, if you know anyone else who we could approach, please let me know.

Thanks,

Munira

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.

[REDACTED]

From: [REDACTED]@artscouncil.org.uk
Sent: 18 June 2009 13:36
To: Munira Mirza
Cc: [REDACTED]
Subject: London Chair shortllsting - Liz Forgan's shortllisting decisions form
Attachments: London Chair shortllisting.pdf

Dear Munira

Liz Forgan has asked me to forward onto you her shortllisting decisions form (attached).

Best wishes

[REDACTED]
Administrator, Chief Executive and Chair's Office
Arts Council England, National Office
0207 973 [REDACTED]
[REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 18 June 2009 13:10
To: [REDACTED]
Cc: Munira Mirza; [REDACTED]; [REDACTED]
Subject: RE: ACM01 vacancy

Hi [REDACTED]

The interviews will take place on 1st July at the GLA in room 8.8 or con 6 ([REDACTED] to confirm). The panel will include Munira Mirza and Liz Forgan.

We need 1 hour slots with a half hour lunch break ([REDACTED] pls can you order lunch for two).

Also, please can you let the shortlisted candidates know asap.

We will also need help meeting and collecting candidates on the day.

Many thanks

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 18 June 2009 12:45
To: [REDACTED]
Cc: Munira Mirza; [REDACTED]; [REDACTED]
Subject: ACM01 vacancy

Hi [REDACTED]

The shortlisting pack have been returned to me by [REDACTED]. The candidates being invited for an interview are:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Veronica Wadley
[REDACTED]

Candidates who were not shortlisted are:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Please advise on the planned interview arrangements: where and when will they take place, how much time will you need for each candidate and who will be on the panel.

Thank you.

[REDACTED]
HR Administrator
Human Resources
5/E5

GREATERLONDONAUTHORITY
City Hall
The Queen's Walk
More London
London
SE1 2AA

[REDACTED]

From: [REDACTED]
Sent: 18 June 2009 11:36
To: [REDACTED]
Subject: RE: Arts Council Chair Shortlisting

We are all back now!

[REDACTED]

From: [REDACTED]
Sent: 18 June 2009 11:26
To: [REDACTED]
Subject: Arts Council Chair Shortlisting

Hi

I think you are in a team meeting at the moment. I could not see anyone in HR. Could you let me know when you are back at your desk because I would like to drop off the papers from Munira for the Arts Council shortlisting please.

Thanks

[REDACTED]

PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted] 40 redacted

From: [Redacted]
Sent: 18 June 2009 08:51
To: Munira Mirza
Subject: FW: Arts Council London Chair

FYI

[Redacted]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [Redacted]

-----Original Message-----

From: [Redacted]
Sent: 16 June 2009 15:25
To: [Redacted]
Subject: FW: Arts Council London Chair

fyi - just keeping you informed.

-----Original Message-----

From: [Redacted]
Sent: 16 June 2009 15:03
To: [Redacted]@artscouncil.org.uk
Cc: [Redacted]
Subject: Re: Arts Council London Chair

Dear [Redacted]

Thank you very much for this information.

I am keeping July 1st free and can be contacted via this e-mail address or by telephone ([Redacted]).

With kind regards,

[Redacted]

----- Original Message -----

From: [Redacted]@artscouncil.org.uk
To: [Redacted]
Cc: [Redacted]@london.gov.uk
Sent: Tuesday, June 16, 2009 1:59 PM
Subject: Arts Council London Chair

Dear [Redacted]

Further to your call this morning - the short listing for the London Chair takes place on the 18th of June.

Candidates for interview will be advised immediately about whether or not they have an interview (scheduled to be held on 1 July).

I understand that this might be quite short notice for you seeing as you are

coming from [REDACTED]
I am CC-ing [REDACTED] from the GLA who is running the [REDACTED] process who will be in touch with you as soon as possible.
Regards [REDACTED]

[REDACTED]
Head of Governance
Arts Council England
Ph 0207973 [REDACTED]

www.artscouncil.org.uk

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D

[REDACTED]

From: [REDACTED]@artscouncil.org.uk
Sent: 16 June 2009 15:40
To: [REDACTED]@artscouncil.org.uk
Cc: [REDACTED]
Subject: LRC application meetings

Hi [REDACTED]

I've just spoken to [REDACTED] at Munira's office about the LRC short listing meetings that are happening between [REDACTED] and Munira on the 17th for the Members, and between Munira and Liz Forgan on the 18th for the Chair. [REDACTED] has asked whether Liz and [REDACTED] would be happy to combine these and hold them on the 17th. Unfortunately, [REDACTED] has said that they are two separate conversations, so it would be better for the meetings to be separate. She also suggested that the Chair meeting be held on the 17th after the members meeting without [REDACTED] - although we aren't sure whether Liz works on Wednesday or not. Would this be suitable for Liz?

[REDACTED] - would this be suitable for Munira?

I hope this makes sense. Otherwise, give me a call.

Thanks

[REDACTED]

Administrator, Executive Director's Office
Arts Council England, London
Direct Line: +44 (0)20 7608 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

London Chair 11.06.09

From: [REDACTED]
Sent: 11 June 2009 14:51
To: [REDACTED]
Subject: RE: London Chair

We have received hard copy of [REDACTED] application by post today. There was a book attached to it (based on a discussion on sustainable investment for the creative industries in which [REDACTED] took part) which was too big to copy. I don't know if you wish to include this sort of additional materials in the shortlisting process. We will keep it here with the original application documents and it will be available to view for you or anyone else you will indicate.

-----Original Message-----
From: [REDACTED]
Sent: 11 June 2009 14:32
To: [REDACTED]
Subject: RE: London Chair

That's very helpful - thanks [REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: 11 June 2009 14:27
To: [REDACTED]
Subject: RE: London Chair

I have attached updated shortlisting grid. Paper copy is included in every pack.

-----Original Message-----
From: [REDACTED]
Sent: 11 June 2009 13:40
To: [REDACTED]
Subject: RE: London Chair

Ok, that's fine.

Thanks

-----Original Message-----
From: [REDACTED]
Sent: 11 June 2009 13:06
To: [REDACTED]
Subject: RE: London Chair

I have just spoken to Munira about this and she said lets send what we have and if these others come in then we can send them later.

PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries. The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: 11 June 2009 12:30
To: [REDACTED]

London Chair 11.06.09

Cc: [REDACTED]
Subject: Re: London Chair

I think we've given them enough time already and we need to get the packs to Munira and Ace by Friday lunch time at the latest.

Thanks
[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]
To: [REDACTED]
Sent: Thu Jun 11 11:50:01 2009
Subject: RE: London Chair

Hi [REDACTED]

I have received another application from [REDACTED] but none of the applications listed below have arrived yet. Are we still expecting any of them?

From: [REDACTED]
Sent: 10 June 2009 15:10
To: [REDACTED]
Subject: RE: London Chair

Hi [REDACTED]

can we wait until tomorrow morning please.

Thank you
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 10 June 2009 15:00
To: [REDACTED]
Subject: RE: London Chair

Hi [REDACTED]

I still have not received any of the additional applications mentioned in the email below. How long should I wait for them? Are you now willing to wait for the shortlisting packs longer than until tomorrow morning?

From: [REDACTED]
Sent: 10 June 2009 11:46
To: [REDACTED]
Subject: FW: London Chair

fyi - we maybe getting more applications.
[REDACTED]

-----Original Message-----

London Chair 11.06.09
From: [REDACTED]@artscouncil.org.uk
[mailto:[REDACTED]@artscouncil.org.uk]
Sent: 10 June 2009 11:43
To: [REDACTED]
Subject: FW: London chair

From: [REDACTED]
Sent: 10 June 2009 11:38
To: Liz Forgan [REDACTED]; [REDACTED] - L
Cc: [REDACTED] - NAT
Subject: London Chair

An update from Saxham on further approaches for the London Chair position:

we have spoken in person with [REDACTED], [REDACTED] and [REDACTED]. All got the information pack, and know they need to be in touch direct with GLA today if they are interested. All suggested they would call back again, later today.

we understand [REDACTED], [REDACTED] and [REDACTED] have submitted applications

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 11 June 2009 09:44
To: [REDACTED]
Subject: RE: Application

[REDACTED], she is the head of appointments, it can be sent to the same address.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 11 June 2009 09:41
To: [REDACTED]
Subject: RE: Application

Hi [REDACTED]

Yes I agree we need to send them today. I know one of the packs is for Liz at Arts Council. Who is the other pack for?

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 11 June 2009 09:37
To: [REDACTED]
Subject: RE: Application

Thanks [REDACTED] - I'm back tomorrow.

I think this should be the last, we cannot delay shortlisting any longer as we have to keep with the minister's recess etc. and also it's unfair on others.

Once you bring the final packs please can you courier two packs to ACE.

If you need to call me I'm on [REDACTED]

Best
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 11 June 2009 09:33
To: [REDACTED]
Subject: Application

Just to let you know another application came in from [REDACTED] I have given this to HR. Are you in the office today?

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries
The Mayor's Office

Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]@artscouncil.org.uk
Sent: 10 June 2009 12:12
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ACE CHAIR

Hi [REDACTED]

It might help to have a talk about this; do you intend to pre-sift the candidates for Liz and Munira?

[REDACTED]
Head of Governance
Arts Council England
Ph 0207973 [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 10 June 2009 11:51
To: [REDACTED] - NAT
Cc: [REDACTED]
Subject: FW: ACE CHAIR

Hi [REDACTED]

Please see below shortlist grid.

Best
[REDACTED]

Please note: I am away from the Office until Friday.

-----Original Message-----

From: [REDACTED]
Sent: 10 June 2009 11:02
To: [REDACTED]
Subject: RE: ACE CHAIR

Hi [REDACTED]

Please see attached the shortlisting grid. The packs should be with [REDACTED] before lunch time.

<<Shortlisting Decisions form - ACM01.xls>>

Let me know if you need any more information.

GREATERLONDONAUTHORITY

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<http://www.london.gov.uk/email-notice.jsp>

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GLA Recruitment: Shortlisting decisions form

Post:	National Member for London (Chair) - Arts Council England
Panel/Circle(s):	
Pack distributed date:	10/06/2009
Target shortlist date:	Within 2 weeks
Criteria:	<ul style="list-style-type: none"> 1 = unacceptable performance 2 = marginally acceptable performance 3 = acceptable performance 4 = good performance 5 = outstanding performance

No.	Surname	PS1	PS2	PS3	PS4	PS5	PS6	PS7	PS8	PS9	PS10	TOTAL	Comments
1	[REDACTED]												
2	[REDACTED]												
3	[REDACTED]												
4	[REDACTED]												
5	[REDACTED]												
6	[REDACTED]												
7	[REDACTED]												
8	[REDACTED]												

10/06/09

An absolute commitment to the value of the arts and their essential role in enriching our lives

A strong knowledge and understanding of the arts and a commitment to championing them at the highest level

The ability to think strategically and imaginatively, to make an effective contribution to decision making across the full range of the Council's responsibilities

A knowledge and understanding of the London region and the ability to command respect amongst key regional stakeholders at the most senior level, including the arts sector, local authorities, Regional Development Agency, business sector, MPs, and the media

The ability to act as an advocate and spokesperson for the arts and to represent the work of the national organisation in the region, in the media, and on occasion with senior leaders and politicians in the region and nationally

The ability to offer strategic challenge and support to the executive and facilitating effective decision making

Good communication skills, and experience of chairing meetings

Have held high-level leadership roles in, for example, successful businesses, institutions, or other organisations

Have a commitment to equal opportunities and diversity

An understanding of, and commitment to, the strategic practicalities of Arts Council England, as set out in its plan 'Great Art for Everyone' <http://www.artscouncil.org.uk/plan/>

No.	Surname	PS1	PS2	PS3	PS4	PS5	PS6	PS7	PS8	PS9	PS10	TOTAL	Comments
9	Wadley												
10	[REDACTED]												
11	[REDACTED]												
12	[REDACTED]												
13	[REDACTED]												
14	[REDACTED]												
Proposed shortlist [name/score]												2	
												4	
												5	

With the introduction of the Freedom of Information Act candidates are now able to request access to any information that the GLA may hold about them please support the GLA Recruitment team's efforts to provide this information by ensuring that all notes made or e-mails (including attachments) sent to recruitment@glaregion.gov.uk and any email regarding candidates are forwarded to the Human Resources representative for Recruitment team postpoint 12, thank you.

[REDACTED]

From: [REDACTED]
Sent: 10 June 2009 11:46
To: [REDACTED], [REDACTED]
Subject: FW: London Chair

fyi - we maybe getting more applications.

[REDACTED]
-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 10 June 2009 11:43
To: [REDACTED]
Subject: FW: London Chair

From: [REDACTED] - NAT
Sent: 10 June 2009 11:38
To: Liz Forgan [REDACTED], [REDACTED]
Cc: [REDACTED] - NAT
Subject: London Chair.

An update from Saxbam on further approaches for the London Chair position: we have spoken in person with [REDACTED] and [REDACTED]. All got the information pack, and know they need to be in touch direct with GLA today if they are interested. All suggested they would call back again, later today. We understand [REDACTED] and [REDACTED] have submitted applications

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
From: [REDACTED]
Sent: 10 June 2009 11:35
To: [REDACTED]
Subject: RE: ACE CHAIR

[REDACTED], 2 packs for GLA (Munira and me) and 2 for ACE.

[REDACTED] - perhaps clarify with both [REDACTED] and [REDACTED] who it should be addressed to.

Thank you
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 10 June 2009 11:28
To: [REDACTED]
Subject: RE: ACE CHAIR

Hi [REDACTED]

I have four packs apparently all the same can you let me know who they are all for please?

[REDACTED]
PA to Munira Mirza - Director of Policy for Arts, Culture and Creative Industries
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 10 June 2009 11:19
To: [REDACTED]
Subject: ACE CHAIR
Importance: High

Hi [REDACTED]

I just asked hr to give you the application packs, please can you pass it to Munira and also courier it to Liz Forgan, [REDACTED] should have details.

Thank you
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED] [REDACTED]@btinternet.com]

Sent: 09 June 2009 18:31

To: Munira Mirza

Subject: Arts Council London chair

Munira

Liz Forgan, chair of the Arts Council, and the headhunters, are urging me to apply for chair of Arts C London.

Is this a good idea?

best [REDACTED]

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[REDACTED]

[REDACTED]

1-83

38

[REDACTED]

2011

[Redacted]

From: [Redacted]@artscouncil.org.uk
Sent: 09 June 2009 14:10
To: [Redacted]
Cc: [Redacted]
Subject: RE: Urgent

Hi [Redacted]
Can you call me so that we can have a discussion about what this information will look like?

[Redacted]
Head of Governance
Arts Council England
Ph 0207073 [Redacted]

From: [Redacted] [mailto:[Redacted]@london.gov.uk]
Sent: 09 June 2009 13:45
To: [Redacted] - NAT; [Redacted] - NAT; [Redacted] - NAT; [Redacted]@Culture.gsl.gov.uk
Cc: [Redacted]
Subject: RE: Urgent

Hi Maria

We will have them posted to you for Friday.

Best
[Redacted]

-----Original Message-----

From: [Redacted]@artscouncil.org.uk [mailto:[Redacted]@artscouncil.org.uk]
Sent: 09 June 2009 13:22
To: [Redacted]; [Redacted]@artscouncil.org.uk; [Redacted]@artscouncil.org.uk;
[Redacted]@Culture.gsl.gov.uk
Cc: [Redacted]
Subject: RE: Urgent

Hi [Redacted]
Please can you confirm when we will receive the final applications for the short-listing next week. I know the closing date is tomorrow but Liz will need them by close of play Friday at the latest to have time to consider them fully before the meeting.
Many thanks,
[Redacted]

[Redacted]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [Redacted]
Email: [Redacted]@artscouncil.org.uk

From: [Redacted] [mailto:[Redacted]@london.gov.uk]
Sent: 04 June 2009 12:17
To: [Redacted] - NAT; [Redacted] - NAT; [Redacted]@Culture.gsl.gov.uk
Cc: [Redacted]
Subject: RE: Urgent
Hi all

London chair dates:
 Application deadline extended - 10th June
 Shortlist meeting - 18th June
 Interviews - 1st July
 [redacted] can you please advise on the members appointments.
 Best
 [redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]r@artscouncil.org.uk]
 Sent: 04 June 2009 12:12
 To: [redacted]@artscouncil.org.uk; [redacted]; [redacted]@Culture.gsl.gov.uk
 Subject: Urgent

Hi all
 Could you please give [redacted] a summary of where we are at with the appointment processes that are underway at the moment (London chair and National Member)? There is some confusion about dates for appis and shortlisting and our Chair Liz Forgan needs clarity.
 [redacted] if, for some reason you don't hear from either [redacted] or [redacted] their details are below.

The London Chair appts are being managed by [redacted] at GLA

[redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
www.london.gov.uk

The National member appointments are being managed by [redacted] at DCMS
 Department for Culture, Media & Sport
 2-4 Cockspur Street
 London SW1Y 5DH
 (020) 7211 [redacted]

www.artscouncil.org.uk

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[REDACTED]

From: [REDACTED]
Sent: 03 June 2009 16:40
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Arts Council National Member for London
Attachments: Arts Council 1; [REDACTED].xx.doc

Dear [REDACTED]

[REDACTED] has asked us that we remove her role as the [REDACTED] on her application form, as she no longer does the role.

Thank you

[REDACTED]

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]@googlemail.com]
Sent: 26 May 2009 22:15
To: Gla Jobs; [REDACTED] [REDACTED]@artscouncil.org.uk
Subject: Arts Council National Member for London

Dear All

Attached is my application for the Arts Council England for which I have been urged to apply.

My referees:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Please accept my signature by email- if not acceptable please ring me so I can catch a train and run - currently in Marlborough.

[REDACTED] [REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 03 June 2009 16:37
To: [REDACTED]
Subject: FW: Veronica Wadley application

Hi

Just to let you know the deadline for applications is Wednesday 10th June.

Thank you
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 28 May 2009 10:40
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Veronica Wadley application

Hi [REDACTED]

Has Munira decided on a new date for the applications? [REDACTED] has prepared the shortlisting packs so far. Please forward any further applications to [REDACTED] and can you let her know when you're happy for the shortlist packs to be finalised and forwarded to you.

I'm out of the office from 1st to 22nd June inclusive. Please liaise with [REDACTED] and [REDACTED] on this campaign whilst I'm away.

Kind regards
[REDACTED]

From: [REDACTED]
Sent: 28 May 2009 10:23
To: [REDACTED]
Subject: RE: Veronica Wadley application

Thanks [REDACTED]

Munira was unhappy with the pool so far and has informally extended the deadline so we might be getting more in the next few days.
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 28 May 2009 10:15
To: [REDACTED]
Subject: RE: Veronica Wadley application

Yes, there were 9 altogether. We are just photocopying them now and will bring them up to you shortly.
[REDACTED]

From: [REDACTED]
Sent: 28 May 2009 10:11
To: [REDACTED]
Subject: FW: Veronica Wadley application

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Importance: High

Hi [REDACTED]

Please can you confirm that you received this application.

Thank you
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 28 May 2009 09:44
To: [REDACTED]
Cc: Munira Mirza
Subject: Veronlca Wadley application

Hi [REDACTED]

I managed to track this down because it was sent registered post. Turns out HR had it already. Could you double check with them what they have received and let Munira know please.

Thanks

[REDACTED]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

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██████████

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[Redacted]

From: [Redacted]
Sent: 02 June 2009 10:01
To: [Redacted]; [Redacted]@artscouncil.org.uk'; [Redacted]@artscouncil.org.uk'
Subject: RE: London Chair

Hi [Redacted]

We have extended the deadline to the end of this week so we should have applications to you for sifting next week.

Best
[Redacted]

-----Original Message-----

From: [Redacted]
Sent: 02 June 2009 09:39
To: [Redacted]@artscouncil.org.uk'; [Redacted]; [Redacted]@artscouncil.org.uk
Subject: RE: London Chair

Hi [Redacted]

I assume Liz know's we have have cancelled the 8 June? [Redacted] could you let [Redacted] know when we will have the shortlist ready please.

Thanks

[Redacted]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [Redacted]

-----Original Message-----

From: [Redacted]@artscouncil.org.uk [mailto:[Redacted]@artscouncil.org.uk]
Sent: 02 June 2009 09:34
To: [Redacted]; [Redacted]; [Redacted]@artscouncil.org.uk
Subject: FW: London Chair

Hi all

Do we have the shortlist to be sifted for 18 June yet?

Thanks
[Redacted]

From: Forgan, Liz - NAT
Sent: 01 June 2009 18:10
To: [Redacted] - NAT
Subject: London Chair

The other thing I need tomorrow pls is the short list to be sifted on Monday 8. The only time I

have to do it is Wednesday. liz

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D

[REDACTED]

From: [REDACTED]@artscouncil.org.uk
Sent: 29 May 2009 11:39
To: Munira Mirza
Subject: RE: Arts council recruitment

Hi there

5 regional council meetings and 5 national council meetings at a minimum - 10 - 12 days (some are out of London and require overnight stay)

Ad hoc sub group attendance, Council away days, briefings etc - probably another 7 - 10 days max.

Then attendance at events etc can be co-ordinated to suit

So I would say you can afford to tell people that we can make it work for the right person and that the 30 day specification is for guidance and does not represent full days necessarily - more an indication of the overall time we expect someone to give and it includes reading papers and preparation....

Hope that helps - am back in office Monday

M

[REDACTED]
Executive Director London
Arts Council England
Direct Line 020 7608 [REDACTED]
Fax 020 7340 [REDACTED]
Email [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

From: Munira Mirza [mailto:Munira.Mirza@london.gov.uk]
Sent: 28 May 2009 09:27
To: [REDACTED]
Subject: Arts council recruitment

[REDACTED]

Just getting applications in now for Chair and member. A few people are put off by the 30 days time requirement for chair. I know they have to attend regional and national meetings but is this realistic? I don't want to prevent good people with other jobs from applying unnecessarily. Otherwise we may be limiting ourselves to with wives of rich bankers!

Thanks,
Munira

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Claire Deo

From: [REDACTED]
Sent: 29 May 2009 11:01
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Veronica Wadley application

This is very helpful - thank you

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Sent: Fri May 29 10:49:12 2009
Subject: RE: Veronica Wadley application

Dear [REDACTED]

The list of applicants to date is as follows:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED] Wadley
10. [REDACTED]
11. [REDACTED]

Regards

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 May 2009 10:32
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Veronica Wadley application

Hi [REDACTED]

Munira has asked if you could send us a list of those who have applied.

Thank you

[REDACTED]

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Sent: Thu May 28 10:40:09 2009
Subject: RE: Veronica Wadley application

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Hi [REDACTED]

Has Munira decided on a new date for the applications? [REDACTED] has prepared the shortlisting packs so far. Please forward any further applications to [REDACTED] and can you let her know when you're happy for the shortlist packs to be finalised and forwarded to you.

I'm out of the office from 1st to 22nd June inclusive. Please liase with [REDACTED] and [REDACTED] on this campaign whilst I'm away.

Kind regards
[REDACTED]

From: [REDACTED]
Sent: 28 May 2009 10:23
To: [REDACTED]
Subject: RE: Veronica Wadley application

Thanks [REDACTED].

Munira was unhappy with the pool so far and has informally extended the deadline so we might be getting more in the next few days.

-----Original Message-----
From: [REDACTED]
Sent: 28 May 2009 10:15
To: [REDACTED]
Subject: RE: Veronica Wadley application

Yes, there were 9 altogether. We are just photocopying them now and will bring them up to you shortly.

From: [REDACTED]
Sent: 28 May 2009 10:11
To: [REDACTED]
Subject: FW: Veronica Wadley application
Importance: High

Hi [REDACTED]

Please can you confirm that you received this application.

Thank you
[REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: 28 May 2009 09:44
To: [REDACTED]
Cc: Munira Mirza
Subject: Veronica Wadley application

Hi [REDACTED]

I managed to track this down because it was sent registered post. Turns out HR had it already. Could you double check with them what they have received and let Munira know please.

Thanks

[REDACTED]
PA to Munira Mirza
The Mayor's Office
Greater London Authority

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

362

D.

[Redacted]
From: [Redacted]
Sent: 28 May 2009 15:43
To: [Redacted]
Subject: RE: National member

The week beginning 15th June?

Thanks
[Redacted]

-----Original Message-----
From: [Redacted]
Sent: 28 May 2009 15:39
To: [Redacted]
Subject: RE: National member

Yes of course. What week do you want this to take place now?

[Redacted]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [Redacted]

-----Original Message-----
From: [Redacted]
Sent: 28 May 2009 15:30
To: Munira Mirza
Cc: [Redacted]
Subject: RE: National member

Thanks.

[Redacted] please can you liaise with [Redacted] to reschedule dates for the shortlist.

[Redacted]@artscouncil.org.uk [Redacted]

Thank you
[Redacted]

-----Original Message-----
From: Munira Mirza
Sent: 28 May 2009 13:48
To: [Redacted]
Cc: [Redacted]; [Redacted]
Subject: RE: National member

yes - I think we can be flexible about the deadline

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [Redacted] 020 7983 [Redacted]
[Redacted]@london.gov.uk

-----Original Message-----
From: [Redacted]
Sent: 28 May 2009 13:46
To: Munira Mirza

Cc: Justine Simons; [redacted]
Subject: FW: National member
Importance: High

Hi Munira

ACE are happy to extend deadline, are you happy with a week? this should allow for shortlisting

Thanks

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 28 May 2009 13:41
To: [redacted]; [redacted]@artscouncil.org.uk
Cc: [redacted]@artscouncil.org.uk; [redacted]@saxbam.com; [redacted]@saxbam.com;
[redacted]@saxbam.com
Subject: RE: National member

In principle I think this is fine. How long do you want to extend the application period for? A week? Two weeks? Currently short listing is set for the 8th and interviews for 1 July I believe.
In changing the date you should consider:
- whether there is sufficient time to pre-sift applications before short listing (though if there are not many applications this will not be very burdensome)
- panel's availability to reschedule the short listing (you'll need to talk to O [redacted] about this availability)
- sufficient notice for interviewees - at least a week - however as we published the interview date in our material this should not be a problem.
I'm CC-ing Saxbam who are helping us with the search so that a) they know about the small number of applications b) they know about the possible extension c) may wish to advise on process.

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 28 May 2009 10:19
To: [redacted] - NAT; [redacted] - L
Cc: [redacted]
Subject: RE: National member

Hi [redacted]
We have a very small number of returns, Munira would like to extend the date until next week which would mean changing the shortlist date. We can keep the interview date as planned - what do you think?
Best
[redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 27 May 2009 15:52
To: [redacted]; [redacted]@artscouncil.org.uk
Cc: Justine Simons
Subject: RE: National member
The consultants have told me that they expect the following to apply:



[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted] may also apply - but may struggle to get application in by deadline.
Do any of these names tally with the applications you have in so far?
Sarah

size=2 width="100%" align=center tabIndex=-1>
From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 27 May 2009 11:55
To: [redacted] - NAT
Cc: Justine Simons
Subject: National member
Importance: High

Hi there

So far we have 4 returns, what about you and the consultants

Thanks


Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 
www.london.gov.uk

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Claire Deo

From: [REDACTED]
Sent: 28 May 2009 11:03
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Veronica Wadley application

Hi [REDACTED]

We have not set a date as such but it is likely to be mid week next week.

Thank you for all your help.

-----Original Message-----

From: [REDACTED]
Sent: 28 May 2009 10:40
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Veronica Wadley application

Hi [REDACTED]

Has Munira decided on a new date for the applications? [REDACTED] has prepared the shortlisting packs so far. Please forward any further applications to [REDACTED] and can you let her know when you're happy for the shortlist packs to be finalised and forwarded to you.

I'm out of the office from 1st to 22nd June inclusive. Please liaise with [REDACTED] and [REDACTED] on this campaign whilst I'm away.

Kind regards
[REDACTED]

From: [REDACTED]
Sent: 28 May 2009 10:23
To: [REDACTED]
Subject: RE: Veronica Wadley application

Thanks [REDACTED]

Munira was unhappy with the pool so far and has informally extended the deadline so we might be getting more in the next few days.

-----Original Message-----

From: [REDACTED]
Sent: 28 May 2009 10:15
To: [REDACTED]
Subject: RE: Veronica Wadley application

Yes, there were 9 altogether. We are just photocopying them now and will bring them up to you shortly.

[REDACTED]

From: [REDACTED]

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Sent: 28 May 2009 10:11
To: [REDACTED]
Subject: FW: Veronica Wadley applicatton
Importance: High

Hi [REDACTED]

Please can you confirm that you received this application.

Thank you
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 28 May 2009 09:44
To: [REDACTED]
Cc: Munira Mirza
Subject: Veronica Wadley applicatton

Hi [REDACTED]

I managed to track this down because it was sent registered post. Turns out HR had it already. Could you double check with them what they have received and let Munira know please.

Thanks

[REDACTED]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Veronica Wadley [veronica.wadley [REDACTED]]
Sent: 28 May 2009 09:36
To: [REDACTED]
Subject: RE: Arts Council Application

[REDACTED]

Thanks for all your help and for tracking down the missing envelope. Much appreciated.
Best wishes
Veronica

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 28 May 2009 08:50
To: Veronica Wadley
Subject: RE: Arts Council Application

Hi Veronica

Please find attached the application forms. There are 4 files here because I have included the PDF version x2 and the RTF version x2 depending on whether you are completing them by hand or electronically.

Did the post office give you a reference number when you sent via registered post? I would need this to try and track it in our post room.

I will give you a call just after 9 am.

Thanks

[REDACTED]

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: Veronica Wadley [mailto:veronica.wadley [REDACTED]]
Sent: 27 May 2009 21:32
To: [REDACTED]
Subject: RE: Arts Council Application

[REDACTED]

Any luck with finding my posted application? Just in case it does not emerge by Thursday am, could you kindly email me asap the form which I will then email back to glajobs, with a copy to you? I would be grateful if you could telephone me in my office - 0207-435-[REDACTED] - tomorrow morning, Thursday, soon after 9am to check that your email with the form has arrived.

Regards

Veronica

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 27 May 2009 17:42

To: Veronica Wadley
Subject: RE: Arts Council Application

Thanks Veronica

The email address to send it to is glajobs@london.gov.uk
<mailto:glajobs@london.gov.uk> If you are happy to, you can copy me
in or let me know when you have sent it and I will check it has been received safely
this time.

I you would like me to try and find the posted version then can let me have the
reference number from the post office I can follow this up with our post room. You
may feel this is superseded by emailing it to us, if so then I don't have to follow
this up unless you want me to.

Many thanks

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983

-----Original Message-----

From: Veronica Wadley
[mailto:veronica.wadley@]
Sent: 27 May 2009 17:27
To:
Subject: RE: Arts Council Application

Dear

Thank you for your email regarding my Arts Council Application. My
application was posted to GLA Appointments on Thursday last week, registered post. If
you would like me to send an electronic version, I could do so tomorrow morning.
Please send the email address today and I will deal with it first thing tomorrow as I
know the deadline is this week.

Many thanks

Veronica

From:
[mailto:
@london.gov.uk]
Sent: 27 May 2009 17:13
To: veronica.wadley(
Cc: Munira Mirza
Subject: Arts Council Application

Dear Veronica

I was speaking to Munira about your application. I thought you had sent through to the GLA. Having checked with the relevant departments

here it does not seem to have been received yet. I am not sure if you sent it electronically or by post but would be grateful if you could send it to me again so that I can ensure it finds it's way to the right place.

Please give me a call if you want to discuss this, my number is below.

Regards

[REDACTED]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

GREATERLONDONAUTHORITY

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Version: 8.5.339 / Virus Database: 270.12.42/2137 - Release Date: 05/27/09

07:50:00

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Version: 8.5.339 / Virus Database: 270.12.42/2137 - Release

Date: 05/27/09 07:50:00

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Version: 8.5.339 / Virus Database: 270.12.42/2137 - Release Date: 05/27/09 07:50:00

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 27 May 2009 15:54
To: [REDACTED]
Subject: FW: National member
Importance: High

Hi [REDACTED]

Please can you check if the names below tally with the applications received.

Thanks

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 27 May 2009 15:52
To: [REDACTED] [mailto:[REDACTED]@artscouncil.org.uk]
Cc: Justine Simons
Subject: RE: National member

The consultants have told me that they expect the following to apply:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] may also apply - but may struggle to get application in by deadline.
Do any of these names tally with the applications you have in so far?

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 27 May 2009 11:55
To: [REDACTED] L; [REDACTED] - NAT
Cc: Justine Simons
Subject: National member
Importance: High

Hi there

So far we have 4 returns, what about you and the consultants?

Thanks

[REDACTED]

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

GREATERLONDONAUTHORITY

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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www.artscouncil.org.uk

Arts Council England is the trading name of the Arts Council of England registered charity no. 1036733

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[REDACTED]

From: [REDACTED]
Sent: 27 May 2009 11:53
To: [REDACTED]
Cc: Justine Simons
Subject: RE: ACE appointments

On that's not much!

We need at least 2 copies and we would like to send 2 copies to the ACE.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 27 May 2009 11:51
To: [REDACTED]
Cc: Justine Simons
Subject: RE: ACE appointments

Just 4 so far. We will make copies for you and create a scoring sheet for shortlisting this afternoon.

How many copies of the applications do you need?
[REDACTED]

From: [REDACTED]
Sent: 27 May 2009 11:12
To: [REDACTED]
Cc: Justine Simons
Subject: ACE appointments
Importance: High

Hi [REDACTED]

Have we received any applications yet?

Thanks
[REDACTED]

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 27 May 2009 11:49
To: Gla Jobs; [REDACTED]
Subject: FW: Arts Council
Attachments: arts council application doc; Arts Council 1; [REDACTED] xx.doc

fyl

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]@gmail.com]
Sent: 27 May 2009 11:44
To: [REDACTED]
Subject: Fwd: Arts Council

Dear [REDACTED]

Hope you can open these attachments!

Best

[REDACTED]

----- Forwarded message -----

From: [REDACTED]@gmail.com>
Date: Wed, May 27, 2009 at 11:33 AM
Subject: Arts Council
To: glajobs@london.gov.uk

Dear All

I now send my application form as an attachment and have added my supporting statement and cv.

Many thanks for your consideration for this exciting position.

Yours

[REDACTED]

.....
This message has been scanned for viruses.
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.....

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

From: [Redacted]
Sent: 27 May 2009 11:49
To: Gla Jobs; [Redacted]
Subject: FW: Arts Council
Attachments: arts council application doc; Arts Council 1; [Redacted].x.doc

fyl

-----Original Message-----

From: [Redacted] [mailto:[Redacted]@gmail.com]
Sent: 27 May 2009 11:44
To: [Redacted]; [Redacted]@artscouncil.org.uk
Subject: Fwd: Arts Council

Dear [Redacted]

Hope you can open these attachments!

Best

[Redacted]

----- Forwarded message -----

From: [Redacted]@gmail.com>
Date: Wed, May 27, 2009 at 11:33 AM
Subject: Arts Council
To: glajobs@london.gov.uk

Dear All

I now send my application form as an attachment and have added my supporting statement and cv.

Many thanks for your consideration for this exciting position.

Yours

[Redacted]

.....
This message has been scanned for viruses.
Click [here](#) to report this email as spam.
.....

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 13 May 2009 13:01
To: Cultureteam; Events for London; [REDACTED]; [REDACTED]
Subject: Mayor's Board Appointments

Importance: High

Attachments: Final advert for guardian May2009.doc; AD.pdf

Hi there

As some of you know, under the review of the GLA ACT 2007 the Mayor gained new powers to make appointments on the boards of Arts Council London, Museum, Libraries and Archives London and the Museum of London.

Over the next few years a number of appointments will be made by the Mayor, this includes:

ACE - 1 Chair and 4 members <

MLA - 1 Chair and 1 member

MOL - 9 members (GLA is also responsible for part funding and steering of MOL jointly with the Corporation of London.)

We are currently looking for exceptional candidates for the **Arts Council London** appointments (particularly for the Chair position). An advert has been placed in the Guardian and on the GLA/ACE websites. There is a recruitment consultant working with us for the Chair position.

It would be great if you can make suggestions and also circulate the advert to your extensive networks.

Thank you



Final advert for guardian May2...

AD.pdf (156 KB)

Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

From: [REDACTED]
Sent: 12 May 2009 10:25
To: Munira Mirza
Subject: RE: deadline

Attachments: Final advert for guardian May2009.doc; AD.pdf



Final advert for guardian May2...

AD.pdf (156 KB)

Deadline for Chair - 27th May

Deadline for members - 5th June

-----Original Message-----

From: Munira Mirza
Sent: 11 May 2009 17:21
To: [REDACTED]
Subject: deadline
Importance: High

When is the deadline for Arts Council applications? I have 5th June on one advert, but the recruitment consultants told me it was end of May. Please can you send me the final advert?

thanks

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

1998-1999

1999-2000

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1999-2000

1999-2000

Mayor of London Board Appointments

National Member for London (Chair) - Arts Council England
September 2009
Ref: ACM01

The Mayor of London would like to invite applications for a vacancy on Arts Council England's National Council. The role will also act as the Chair of the London Regional Arts Council.

The arts are vital to the social, economic and cultural life of London, and as the the national development agency for the arts, the Arts Council England plays a critical role in providing strategic support and investment in nurturing, developing and promoting the arts for the benefit of as many people as possible.

Candidates will be expected to demonstrate strong knowledge and understanding of arts and culture in London. We are looking for people with substantial experience at a senior level who can think strategically and imaginatively and can make an effective contribution to decision making across the full range of the Council's responsibilities.

The successful candidate will be expected to spend around 30 days a year on the work of Arts Council England including representing the work of the region at regular national meetings.

For applications details and further information about the role please visit our website www.london.gov.uk/jobs or call GLA recruitment team on 020 7983 4230 quoting the relevant reference.

Closing date for receipt of completed applications is: **12 noon 27th May 2009**

Member, Arts Council England, London
September 2009.
Ref: ACM02

In London, we are also looking to appoint 4 dynamic arts advocates to join the London Regional Council.

We would love to hear from you if you are:

- Passionate and knowledgeable about the arts in London
- An imaginative and strategic thinker
- Committed to diversity in its broadest sense
- Able to command respect within the arts constituency
- We would be pleased to invite applications from people with a background in running a major cultural institution and new media/digital distribution and production.

Members of the regional council serve on a voluntary basis – although expenses are paid – and must live or work in the region.

We want to be as diverse as the city we represent and welcome applications from all backgrounds.

For application details and further information about the role please contact Reema Fadda by email: Reema.Fadda@artscouncil.org.uk by post: Arts Council England, 2 Pear Tree Court, London EC1R 0DS, or by phone: 020 7608 6181.

Closing date for receipt of completed applications is: **12 noon 5th June 2009**
www.london.gov.uk www.artscouncil.org.uk

[REDACTED]

From: Munira Mirza
Sent: 12 May 2009 18:40
To: [REDACTED]
Subject: Arts Council London

Dear Veronica,

Following your letter to the Mayor on April 28th, I am pleased that you would like to apply for the role of Chair of Arts Council London. There is a recruitment process currently underway and an advertisement has been posted in newspapers.

The details of the role can be found here: http://www.artscouncil.org.uk/aboutus/project_detail.php?browse=recent&id=1137

We will also post you the forms for your convenience. The deadline is 27th May.

If you have any questions, please don't hesitate to contact me.

With best wishes,

Munira Mirza

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

[REDACTED]

[REDACTED]

[REDACTED]

D

From: [REDACTED]
Sent: 11 May 2009 20:17
To: Munira Mirza
Subject: Re: deadline

27 May is the deadline for the chair and 5 June for members.

Sent from my BlackBerry Wireless Handheld

----- Original Message -----
From: Munira Mirza
To: [REDACTED]
Sent: Mon May 11 17:20:53 2009
Subject: deadline

When is the deadline for Arts Council applications? I have 5th June on one advert, but the recruitment consultants told me it was end of May. Please can you send me the final advert?

thanks

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]@london.gov.uk

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

From: Munira Mirza
Sent: 11 May 2009 18:01
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Introduction

Hi,

Apologies, the advert I sent you was out of date - the deadline for the Arts Council applications is 27th May, not 5th June. If either [REDACTED] or anyone else you know is interested in applying, please let me know.

http://www.artscouncil.org.uk/aboutus/project_detail.php?browse=recent&id=1137

Best wishes,
M

Munira Mirza
 Director of Policy for Arts, Culture and the Creative Industries
 Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

-----Original Message-----

From: Munira Mirza
Sent: 11 May 2009 08:44
To: [REDACTED] Munira Mirza
Cc: [REDACTED]
Subject: RE: Introduction

Hi

I'd be very happy to meet for lunch - I'll ask [REDACTED] to contact you about some dates.

Is this the [REDACTED] who is a barrister and married to [REDACTED]? If so, she may be interested in applying to be on the regional council of Arts Council London. We are currently in the process of recruiting one member and a chair. I've attached the advert.

Best wishes,

Munira

Munira Mirza
 Director of Policy for Arts, Culture and the Creative Industries
 Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]

[REDACTED]@london.gov.uk

-----Original Message-----

From: [REDACTED]@googlemail.com [mailto:[REDACTED]@googlemail.com] On Behalf Of [REDACTED]

Sent: 06 May 2009 12:46

To: Munira Mirza; Munira Mirza

Subject: Introduction

Dear Munira

Knowing how interested you are in reviving musical education in London, I would very much like to introduce you to [REDACTED] who is the chairman and founder of a charity called [REDACTED] which is bringing music education to schools in [REDACTED]. Is there any chance that the three of us could meet up sometime over lunch. Alternatively, I would be happy to bring [REDACTED] to meet with you at City Hall.

All the best

[REDACTED]

.....
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.....

ACE CHAIR PANEL [REDACTED] 12.05.09

From: [REDACTED]
Sent: 12 May 2009 15:05
To: [REDACTED]
Subject: RE: ACE CHAIR PANEL

Hi [REDACTED]

Below is a list of standards committee members who are willing to assist with interview panels: would you like us to see if anyone is available for the 1st July?

Seye Aina: (yes to interviews)

[REDACTED]
020 [REDACTED]

Sir David Durie KCMG: (yes to interviews)

[REDACTED]
020 [REDACTED]

Diane Mark: (yes to interviews)

[REDACTED]
[REDACTED]

Sam Younger: (yes to interviews) syounger [REDACTED]

020 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 12 May 2009 14:39
To: [REDACTED]
Subject: FW: ACE CHAIR PANEL
Importance: High

Hi [REDACTED]

Please see Munira's email and advise.

Thanks

[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 12 May 2009 14:36
To: [REDACTED]
Subject: Re: ACE CHAIR PANEL

[REDACTED]

Pls can you find out from HR what their system of independent panellists is ie who they use, whether they pay them, etc. I know they use them as [REDACTED] was there for my interview.

If they have a regular list of people they use, we could choose one of them and HR would make contact; not me. Otherwise, we can go for someone else.

M

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Munira Mirza; Justine Simons
Sent: Tue May 12 14:26:36 2009
Subject: RE: ACE CHAIR PANEL

Hi Munira

ACE CHAIR PANEL [REDACTED] 12.05.09 [REDACTED]

Yes, [REDACTED] is funded by ACE.

No mention of payment so far, that would be your decision. If you prefer [REDACTED] please can you check if he would do it.

Thanks
[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 11 May 2009 10:12
To: [REDACTED]
Subject: RE: ACE CHAIR PANEL [REDACTED]

I think the third panellist may need to be more independent. [REDACTED] is conflicted because Whitechapel receives money from Arts Council. [REDACTED] are quite busy so not sure about using them. [REDACTED] could be good, but does [REDACTED] get funding from AC London? Can you check?

Or can we go for someone neutral who the GLA has used on other occasions, like [REDACTED]? Also, can you find out if we'd have to pay them? It may affect whether we ask them just to come in for the final shortlist interviews.

Thanks

-----Original Message-----

From: Junna Begum
Sent: 05 May 2009 15:14
To: Munira Mirza; Justine Simons
Subject: ACE CHAIR PANEL

Hi Munira

We do not need a third member if we choose not to.

Suggestions for the third panel member:

[REDACTED]
[REDACTED]
[REDACTED] (Royal Academy of Arts)
[REDACTED] (Royal Historical Palaces)
[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 04 May 2009 09:13
To: [REDACTED]; Justine Simons
Subject: Re: Ace chair - please check

Can check, does our advert include the post of regional member as well as regional chair? I didn't see this on the LCSG newsletter. Thanks

Munira Mirza

----- Original Message -----

From: [REDACTED]

ACE CHAIR PANEL [REDACTED] 12.05.09

To: [REDACTED]; Munira Mirza
Sent: Fri Apr 24 17:23:45 2009
Subject: RE: Ace chair - please check

We are not legally required to have a third person but might be useful if there is a need to 'vote' and its good practice - let me know what you think?

Thanks
[REDACTED]

-----Original Message-----
From: Justine Simons
Sent: 24 April 2009 17:11
To: [REDACTED]; Munira Mirza
Subject: RE: Ace chair - please check

[REDACTED]
also - can you double check whether Munira has to go on GLA interview training - I know they are very hard line about this and insist that there is always one or two people on the panel who have been on it. the training is frankly quite light weight but we don't want to end up inadvertently blocked by GLA process.

J

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 [REDACTED]
www.london.gov.uk

-----Original Message-----
From: [REDACTED]
Sent: 24 April 2009 17:05
To: Munira Mirza; Justine Simons
Subject: FW: Ace chair - please check

Hi Munira/Justine

We have dates fixed for the interviews etc. We now need to identify a third member of the panel - please can you suggest names and contacts. I will also ask the same of ACE.

Thanks
[REDACTED]

-----Original Message-----
From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 24 April 2009 16:55
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk; [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair - please check

Hi [REDACTED]

Liz has already responded and 24 June 9.30am - 11.30am is her preferred option for the short listing too.

ACE CHAIR PANEL [REDACTED] 12.05.09

Of the interview dates she can only do 17 July so I'm holding this in her diary.

Please confirm ASAP if these dates are definite.

Many thanks and have a good weekend,

[REDACTED]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: maria.hampton@artscouncil.org.uk

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 24 April 2009 16:48
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Ace chair - please check

Hi [REDACTED]

I thought I would just send you a quick email to confirm the slots I am holding and so that you have all my contact details.

shortlisting

- 22 June 11.30 am - 13.30 am (if at all possible 12pm - 2pm would be better)
- 24 June 9.30 am - 11.30 am Munira's preferred option

Interviews

- 17 July All day
- 22 July All day

I will speak to you next week sometime when you have had a chance to consider these dates.

Best wishes

ACE CHAIR PANEL [REDACTED] 12.05.09

[REDACTED]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 24 April 2009 16:14
To: [REDACTED]
Subject: FW: Ace chair - please check

FYI - please can you get back to them.

[REDACTED]
Thank you.

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 24 April 2009 15:59
To: [REDACTED]
Subject: FW: Ace chair - please check

Dear [REDACTED]

Further to your correspondence with [REDACTED] below we have not heard anything from Munira's office re dates for short-listing, interviews etc. Do you know when we might hear? I'm just conscious that diaries are rapidly getting filled.

Many thanks,

[REDACTED]
[REDACTED]
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

From: [REDACTED] - NAT
Sent: 16 April 2009 16:04
To: [REDACTED] NAT
Subject: FW: Ace chair - please check

FYI

ACE CHAIR PANEL [REDACTED] 12.05.09
From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 16 April 2009 16:04
To: [REDACTED] - NAT
Subject: RE: Ace chair - please check

Munira's PA will contact [REDACTED] with dates in the next few days.

Best

Junna

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 16 April 2009 15:58
To: [REDACTED]
Subject: RE: Ace chair - please check

Great, any joy with interview and short listing dates? As discussed, setting these is always a nightmare so the sooner you can contact [REDACTED] about it the better!

Btw it was a very good Easter thank you.

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 16 April 2009 15:56
To: [REDACTED] - NAT
Subject: RE: Ace chair - please check

Munira is away until May but I have asked for comments from others so should be able to send it to you next week.

Thanks

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 16 April 2009 15:49
To: [REDACTED]
Subject: RE: Ace chair - please check

Thanks will have a look [REDACTED]

Is the role description agreed yet?

Best

From: [REDACTED] [mailto:Junna.Begum@london.gov.uk]
Sent: 16 April 2009 15:30
To: [REDACTED] - NAT
Subject: RE: Ace chair - please check

Dear [REDACTED]

ACE CHAIR PANEL [REDACTED] 12.05.09

Hope you had a good Easter.

I've attached a first draft of the advert for your comments/suggestions.

Best

[REDACTED]
-----Original Message-----From: [REDACTED]@artscouncil.org.uk
[mailto:[REDACTED]@artscouncil.org.uk]
Sent: 06 April 2009 18:40
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair - please check

[REDACTED] can you contact [REDACTED] who manages our chair's diary with dates for these meetings as soon as possible.

As discussed June / July is already very busy.

Many thanks.

[REDACTED]
From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 06 April 2009 15:23
To: [REDACTED] - NAT
Cc: [REDACTED] - L; [REDACTED]; Munira Mirza
Subject: RE: Ace chair - please check

Hi [REDACTED]

Yes, ACE will be part of the shortlist and interview.

Proposed timetable for advert, shortlist and interviews

Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

Best wishes

[REDACTED]
-----Original Message-----
From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 06 April 2009 14:29
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk; Justine Simons
Subject: RE: Ace chair - please check

Hi [REDACTED]

please see my comments below.

ACE CHAIR PANEL [REDACTED] 12.05.09

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 06 April 2009 12:30
To: [REDACTED] - NAT
Cc: [REDACTED]@culture.gsi.gov.uk; [REDACTED] - L; Justine Simons [REDACTED]
Subject: RE: Ace chair - please check

Hi [REDACTED]

At the GLA/ACE meeting last Friday it was agreed that:

* ACE would sit on the initial interviews panel will ACE also sit on the short listing panel? We think this is important.

* The independent element should be someone everyone was happy with.

Boris is yet to confirm whether Liz would be in the final meetings with him to meet shortlist candidates.

The Independent Element.

For board appointments the GLA requires independent assessors to be present on the panel. We have a list of approved assessors which GLA/ACE can shortlist from.

Panel

GLA

ACE

Independent Assessor

Timetable

I have asked HR to look over the timetable and they suggested some minor changes, I will send an updated version in another email. I'm also liaising with Munira's PA on dates so should get back to shortly.

Advert

We are looking at quotes for various publications, would you be contributing to the recruitment costs? We have no budget set aside for print advertising the London Chair vacancy specifically - what is the timing of the advert?

Job Brief

This is being reviewed by HR and we will send to you for comments/consultation.

Happy to discuss.

Best

[REDACTED]

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 02 April 2009 16:52
To: [REDACTED]
Cc: [REDACTED]@culture.gsi.gov.uk; [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair - please check

Hi [REDACTED]

A few points:

ACE CHAIR PANEL [REDACTED] 12.05.09

Also, if you have a previous advert for board appointment that would also be helpful.

Thanks

[REDACTED]
[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 18 March 2009 10:06
To: [REDACTED]; Justine Simons; [REDACTED]@artscouncil.org.uk
Cc: Munira Mirza
Subject: RE:

Hello [REDACTED]

No problem, happy to meet and discuss if you would like.

In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 17 March 2009 11:15
To: [REDACTED] - NAT; [REDACTED] [REDACTED] - L
Cc: Munira Mirza
Subject: RE:

Dear [REDACTED]

Thank you for the brief - it is very helpful.

I will digest this information and get back to you shortly.

Best

[REDACTED]
[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 13 March 2009 16:06
To: [REDACTED]; [REDACTED]@artscouncil.org.uk
Cc: Munira Mirza; [REDACTED]
Subject: RE:

* Our National Chair should have representation on the appointment panel too - do you agree?

* Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.

* Could you consult us on any tweaks to the job description?

* Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our Board (skills mix / personality / diversity etc) it might be useful for our national chair to attend the meeting too?

* In terms of the timetable, we will need the short listing and interview dates asap as July is already filling up in our Chair's diary.

* Advertising approach sounds fine

[REDACTED] would you mind sending [REDACTED] the National Chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS's end. [REDACTED] could you send [REDACTED] a copy of an old advert? [REDACTED] happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.

[REDACTED] CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday....and also in case you have any points to feed into [REDACTED]

Regards
[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 02 April 2009 16:13
To: [REDACTED] - NAT
Subject: FW: Ace chair - please check

Hi [REDACTED]

Apologies for not getting back earlier, needed to clarify some points.

We envisage the interview panel to include Munira, GLA hr and an independent member (Munira to suggest). The Mayor may like to meet the final two prospective candidates.

The timings you suggested below sounds good, though we missed a month. I have included some suggestions for advertising.

April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.

May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts professional (also, CSG newsletter, GLA, ACE networks and website).

July 2009 - short listing / interviews /selection (at the GLA)

September 2009 - appointments made and announced.

The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.

ACE CHAIR PANEL [REDACTED] 12.05.09

Hi [REDACTED]

Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating). You may have already received this from [REDACTED]

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACE, set appts panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews / selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.

Regards

[REDACTED]
Head of Governance
Arts Council England
Ph 0207973 [REDACTED]

-----Original Message-----

From: Justine Simons [mailto:[REDACTED]@london.gov.uk]
Sent: 13 March 2009 15:10
To: [REDACTED] - L
Cc: Munira Mirza; [REDACTED] - NAT; [REDACTED]
Subject: Re:

Hi [REDACTED]

Thanks for this, agree we need to get moving.

Am copying [REDACTED] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

*Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?

*Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps junna can start to pull together a plan of all the various networks we might want to circulate it through eg csg database? nca database? Other ace/gia our networks? List of senior people from the sector we might want to ask

ACE CHAIR PANEL [REDACTED] 12.05.09

for ideas? And other key influencers depending on the kind of person we want?

*Advert

would welcome all thoughts [REDACTED]

All the best

[REDACTED]
Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 [REDACTED]

----- Original Message -----

From: [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>
To: Justine Simons
Cc: Munira Mirza; [REDACTED]@artscouncil.org.uk
<Sarah.Exeter@artscouncil.org.uk>
Sent: Fri Mar 13 10:46:00 2009
Subject:

Hi [REDACTED]

I had Liz Forgan on my case last night about the process and timetable for sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should be moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying [REDACTED] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[REDACTED]
[REDACTED]
Executive Director London
Arts Council England
Direct Line 020 7608 [REDACTED]
Fax 020 7340 [REDACTED]
Email [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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PROOF READ BY

MAYOR OF LONDON BOARD APPOINTMENTS

National Member for London (Chair) – Arts Council England

START DATE SEPTEMBER 2009

REF: ACM01

The Mayor of London would like to invite applications for a vacancy on Arts Council England's National Council. The role will also act as the Chair of the London Regional Arts Council.

The arts are vital to the social, economic and cultural life of London, and as the national development agency for the arts, the Arts Council England plays a critical role in providing strategic support and investment in nurturing, developing and promoting the arts for the benefit of as many people as possible.

Candidates will be expected to demonstrate strong knowledge and understanding of arts and culture in London. We are looking for people with substantial experience at a senior level, who can think

strategically and imaginatively and can make an effective contribution to decision-making across the full range of the Council's responsibilities. The successful candidate will be expected to spend around 30 days a year on the work of Arts Council England, including representing the work of the region at regular national meetings.

For application details and further information about the role, please visit our website www.london.gov.uk/jobs or call the GLA recruitment team on 020 7983 4230 quoting the reference number.

Closing date for receipt of completed applications is: noon, 27th May 2009.

Member, Arts Council England, London

START DATE SEPTEMBER 2009

REF: ACM02

In London, we are also looking to appoint four dynamic arts advocates to join the London Regional Council.

We would love to hear from you if you are:

- Passionate and knowledgeable about the arts in London.
- An imaginative and strategic thinker.
- Committed to diversity in its broadest sense.
- Able to command respect within the arts constituency.

We want to be as diverse as the city we represent and welcome applications from all backgrounds.

For application details and further information about

the role, please contact Reema Fadda by email:

Reema.Fadda@artscouncil.org.uk by post: Arts Council

England, 2 Pear Tree Court, London ECR 0DS, or by phone:

020 7608 6181.

Closing date for receipt of completed applications is: noon, 5th June 2009.



MAYOR OF LONDON



www.london.gov.uk www.artscouncil.org.uk

NOT
Date: 29/4/09
Printer: BLD
Sheet: 1306153.dcn
© tnp:worldwide

City: Simon
City: Mark
A/E: Amy
Event: 241991
Pub: Guardian

disagree

From: [redacted]
Sent: 08 May 2009 14:33
To: [redacted]
Subject: RE: Arts Council Chair recruitment
Attachments: acm01-application-pack[1].rtf; acm01-application-pack.pdf

 
acm01-application-pack[1].rtf ... acm01-application-pack.pdf (12...)

-----Original Message-----

From: [redacted]
Sent: 08 May 2009 14:06
To: [redacted]
Subject: RE: Arts Council Chair recruitment

Thanks [redacted]

We have decided that we will send them the attachments in the email rather than let them download it. Some of these people are VIP's you see.

If you could send me them as PDF and RTF I would appreciate it.

Thanks

[redacted]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [redacted]

-----Original Message-----

From: [redacted]
Sent: 08 May 2009 12:22
To: [redacted]
Subject: RE: Arts Council Chair recruitment

Hi [redacted]

Here are details of two others - [redacted] email address is [redacted] and [redacted] is [redacted]

If you give them the link to the GLA website they can download it -
<http://www.london.gov.uk/gla/jobs/20090527/acm01.jsp>

Thanks
[redacted]

-----Original Message-----

From: [redacted]
Sent: 06 May 2009 18:50

To: [REDACTED]
Subject: RE: Arts Council Chair recruitment

Hi [REDACTED]

I have just about got all of these together now. Having spoken to Munira we have decided the information should be sent out from Munira so I will organise this. Can you send me the most recent version of the advert and also the application form/paperwork they need to return as we are going to send this as well.

Thanks

[REDACTED]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 06 May 2009 11:15
To: Munira Mirza
Cc: Justine Simons; [REDACTED]
Subject: RE: Arts Council Chair recruitment

Hi

I managed to find some (below in red), but need help with others.

Thanks
[REDACTED]

-----Original Message-----

From: Munira Mirza
Sent: 04 May 2009 13:18
To: [REDACTED]
Cc: Justine Simons; [REDACTED]
Subject: FW: Arts Council Chair recruitment
Importance: High

I want to send the Arts Council advert to a few people who may be interested in applying - ([REDACTED] would you be able to research their contact details? Maybe ask [REDACTED] for some help on where to start if you're stuck:

Veronica Wadley (former editor of the Standard)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Of course, feel free to suggest any others you may know of. I will also ask [REDACTED] and [REDACTED] if they have any suggestions.

Also, did we decide to use a headhunter?

Can you also think about what e-lists, networks, mailings, we can advertise through? Let's make sure the advert is seen by lots of people and in diverse networks. Also, does [REDACTED] have a list of BME professionals?

M

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 10:46
To: Munira Mirza; Justine Simons
Cc: [REDACTED]
Subject: FW: Arts Council Chair recruitment.
Importance: High

Hi Munira/Justine

Please can you let me know if you are happy with the following:

Proposed timetable:

- Advert published - 1st week of May
- Advert close - 1st/2nd week of June
- Shortlist meeting - 1 week after close date
- Interview date - 2 weeks after shortlist meeting

Advertising costs:

The Times (Friday). For [REDACTED] + VAT we can get a full page in black and white. We could also think about doing 1/4 page colour maybe or 1/2 page in black and white and be under 10k.

Arts professional magazine have said that we cannot advertise on their website without also placing an ad in their print magazine, unless the closing date is under 2 weeks away. A half page in black and white is [REDACTED] plus VAT and a quarter page [REDACTED]. For colour you add an extra 10%.

Next steps:

Munira to confirm publications we wish to use, based on price information provided above.

Justine to advise on budget process.

HR will arrange for advert and application information to be available on gla jobs pages.

[REDACTED] to provide JD for HR and legal to review and comment

Draft advert to be provided by Junna

HR suggest panel could be Munira, arts council representative plus independent element.

HR to provide list of names of independent elements.

[REDACTED] to look at dates for shortlist and interviews - we would like to include a full and confirmed timeline in the application booklet.

Thank you

[REDACTED]
[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

From: [REDACTED]
Sent: 07 May 2009 16:13
To: [REDACTED]
Cc: [REDACTED]; Justine Simons
Subject: RE: Advert for approval

Importance: High

Attachments: RE: Advert for approval

Dear [REDACTED]

Further to our conversation earlier today, the advert has been approved by Munira Mirza. Her only suggestion is to say "START DATE" before September 2009 on both ads.



RE: Advert for approval

We will send you the PO tomorrow.

Please let me know if you need anything further.

Kind regards

[REDACTED]
Cultural Strategy Coordinator, Mayor's Office
Greater London Authority
PP25, City Hall, The Queen's Walk
London SE1 2AA
020.7983 [REDACTED]
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 07 May 2009 11:15
To: [REDACTED]; Justine Simons
Subject: FW: Advert for approval

Hi [REDACTED] and Justine

In [REDACTED] absence, please could you approve the attached Arts Council advert by close of play today and provide me with a PO number for booking the advert with the Guardian.

Thank you
[REDACTED]

From: [REDACTED]
Sent: 07 May 2009 11:12
To: [REDACTED]
Subject: Advert for approval

Hi [REDACTED]

*

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Please see attached updated advert. To publish in the guardian on Monday 11th, we need to sign this advert off by close of play today. Along with your confirmation that you are happy with the advert I'll also need a PO number to book the advert. The PO should be raised for TMP Worldwide and the cost is [REDACTED]+VAT.

<< File: 832164 GLA x158.pdf >>
Thank you

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA
Tel: 020 7983 [REDACTED]
Fax: 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

[REDACTED]

From: [REDACTED]
Sent: 07 May 2009 16:14
To: [REDACTED]
Subject: RE: Advert for approval

Very very sorry. I missed it.

Thanks for this!

-----Original Message-----

From: [REDACTED]
Sent: 07 May 2009 16:10
To: [REDACTED]
Subject: FW: Advert for approval

[REDACTED]

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 07 May 2009 13:42
To: [REDACTED]
Cc: Justine Simons
Subject: RE: Advert for approval

Munira is happy with these. Just one addition though. Can we write 'Start date' before September 2009 on both of the jobs.

So they will then read 'START DATE: SEPTEMBER 2009'

Many thanks

[REDACTED]

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA

Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 07 May 2009 13:34
To: [REDACTED]
Cc: Justine Simons
Subject: FW: Advert for approval
Importance: High

Hi [REDACTED]

Can you please make sure that Munira has seen this and is happy with it? [REDACTED] is on leave so not sure if it has already been done.

<< File: 832164 GLA x158.pdf >>

Please let me know soon as deadline is today.

Many thanks

-----Original Message-----

From: [REDACTED]
Sent: 07 May 2009 11:15
To: [REDACTED] Justine Simons
Subject: FW: Advert for approval

Hi [REDACTED] and Justine

In [REDACTED] absence, please could you approve the attached Arts Council advert by close of play today and provide me with a PO number for booking the advert with the Guardian.

Thank you

From: [REDACTED]
Sent: 07 May 2009 11:12
To: [REDACTED]
Subject: Advert for approval

Hi [REDACTED]

Please see attached updated advert. To publish in the guardian on Monday 11th, we need to sign this advert off by close of play today. Along with your confirmation that you are happy with the advert I'll also need a PO number to book the advert. The PO should be raised for TMP Worldwide and the cost is £[REDACTED]

Thank you

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA
Tel: 020 7983 [REDACTED]
Fax: 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

PROOF READ BY

MAYOR OF LONDON BOARD APPOINTMENTS

National Member for London (Chair) – Arts Council England

SEPTEMBER 2009

The Mayor of London would like to invite applications for a vacancy on Arts Council England's National Council. The role will also act as the Chair of the London Regional Arts Council.

The arts are vital to the social, economic and cultural life of London, and as the national development agency for the arts, the Arts Council England plays a critical role in providing strategic support and investment in nurturing, developing and promoting the arts for the benefit of as many people as possible.

Candidates will be expected to demonstrate strong knowledge and understanding of arts and culture in London. We are looking for people with substantial experience at a senior level, who can think

REF: ACM01

strategically and imaginatively and can make an effective contribution to decision-making across the full range of the Council's responsibilities.

The successful candidate will be expected to spend around 30 days a year on the work of Arts Council England, including representing the work of the region at regular national meetings.

For application details and further information about the role, please visit our website www.london.gov.uk/jobs or call the GLA recruitment team on 020 7983 4250 quoting the reference number.

Closing date for receipt of completed applications is: noon, 27th May 2009.

Member, Arts Council England, London

SEPTEMBER 2009

In London, we are also looking to appoint four dynamic arts advocates to join the London Regional Council.

We would love to hear from you if you are:

- Passionate and knowledgeable about the arts in London.
- An imaginative and strategic thinker.
- Committed to diversity in its broadest sense.
- Able to command respect within the arts constituency.

Closing date for receipt of completed applications is: noon, 5th June 2009.

REF: ACM02

We want to be as diverse as the city we represent and welcome applications from all backgrounds.

For application details and further information about the role, please contact Roema Fadda by email:

Roema.Fadda@artscouncil.org.uk by post: Arts Council England, 2 Pear Tree Court, London EC1R 0DS, or by phone: 020 7608 6181.



MAYOR OF LONDON

www.london.gov.uk www.artscouncil.org.uk

Date: 20.4.09
Revised: 6.5.09
Size: 130x188 cm
© zmp.worldwide

Opt: Screen
at: LSC
Art: Any
Board: 241991
Plus: Guardian

[REDACTED]

From: [REDACTED]
Sent: 07 May 2009 11:12
To: [REDACTED]
Subject: Advert for approval

Attachments: 832164 GLA x158.pdf

Hi [REDACTED]

Please see attached updated advert. To publish in the guardian on Monday 11th, we need to sign this advert off by close of play today. Along with your confirmation that you are happy with the advert I'll also need a PO number to book the advert. The PO should be raised for TMP Worldwide and the cost is [REDACTED]+VAT.



832164 GLA
x158.pdf (153 KB)

Thank you

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA
Tel: 020 7983 [REDACTED]
Fax: 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

9.
(15.12)
1.1.11

From: [REDACTED]
Sent: 07 May 2009 09:47
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk'; [REDACTED]
Subject: RE: Ace chair - please check
Hi [REDACTED]

It was nice to speak to you on the phone again just now. To confirm the meeting with Munira will be on 11 May at 4.30 pm here at City Hall. Please find directions and a map by following the link below.

<http://www.london.gov.uk/gla/locationmap.jsp>

If there is anything else you need to know please get in touch.

Best wishes

[REDACTED]
PA to Munira Mirza
 The Mayor's Office
Greater London Authority
 City Hall, The Queens Walk, London SE1 2AA
 Tel: +44 (0)20 7983 [REDACTED]

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]@saxbam.com]
Sent: 05 May 2009 17:03
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk'
Subject: FW: Ace chair - please check

Dear [REDACTED]
 I was wondering if we could arrange this meeting below between Munira, [REDACTED] and [REDACTED]?
 Would it be easier to call you directly to look at dates and I will do that?
 I look forward to hearing from you,
 With best wishes,
 [REDACTED]

Assistant to [REDACTED] and [REDACTED]
 Saxton Bampfyde
 35 Old Queen Street
 London SW1H 9JA

Tel: +44 20 7227 [REDACTED]
 Fax: +44 20 7222 [REDACTED]
 www.saxbam.com

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 05 May 2009 13:25
To: [REDACTED]
Cc: [REDACTED]@london.gov.uk; [REDACTED]; [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair - please check

Dear [REDACTED]
 Can you please get in touch with [REDACTED] (CC-ed) to arrange a meeting between Munira Mirza, [REDACTED] and [REDACTED] regarding the National Member for London, Arts Council Appointment?

Regards
Sarah

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 05 May 2009 12:07
To: [redacted] - NAT; Munira Mirza
Cc: [redacted] - L; Justine Simons; [redacted] - NAT; [redacted] NAT; [redacted]
Subject: RE: Ace chair - please check

Dear [redacted]
 Munira is happy to meet with the consultants. Please can you liaise directly with her PA [redacted] (copied above) to arrange this.
 Thanks
 [redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 27 April 2009 12:43
To: [redacted] Munira Mirza
Cc: [redacted]@artscouncil.org.uk; [redacted];
 [redacted]@artscouncil.org.uk; [redacted]@artscouncil.org.uk; [redacted]
 [redacted]

Subject: RE: Ace chair - please check

Dear Munira and [redacted]
 [redacted] our CE [redacted] and I met today with [redacted] and [redacted] from Saxton Bamfylde who are a company of recruitment consultants that we made a contract with about 18 months ago to provide us with assistance in seeking some strong applicants for the following appointments we had to make to our National Council:
 National Member - North West
 National Member - East of England
 National Member
 National Chair
 National Member - London

The other appointments they have helped us with are now complete and the London member is the final campaign in their contract with us. Today we discussed, at a high level, the kind of candidate Arts Council would like to attract - referring to the draft person specification and more general conversation about the demands of the role.
Munira -as this is the Mayor's appointment and you are his representative on the appointments panel, they felt that it would be helpful to meet with you to discuss the role - are you happy to do so?
 They will also have a conversation with Liz Forgan and [redacted] from DCMS.

They will come up with a long list of ideas of people to approach to suggest to apply, at which point [redacted] and [redacted] will take a view on this list and then they will go ahead and have conversations with people.
 [redacted] they made a helpful point about the appointment process that I hoped you could consider:

- The shortlist date is set for 24 June and the interview date is set for 17 July. The parliamentary recess starts on 21 July and continues until October. Therefore there is no opportunity for the Mayor will be able to write to the Secretary of State with a name and for the SOS to respond before the recess begins. Its probable that this will hold up the appointment going forward until October.

- Therefore, could I suggest that we shorten the advertising period to 4 weeks (rather than 6 as it is at the moment) so that it goes from the beginning of May to the beginning of June. This will allow us to move the short listing date and interview date forward (if possible) to create a few more weeks for the consultation with the SOS to occur. Even so we will need to ensure that the consultation goes as smoothly as possible by continuing to talk to the DCMS during the process. [REDACTED] for information]

Regards
[REDACTED]

<hr size=2 width="100%" align=center tabIndex=-1>

s. Please read the full email notice at <http://www.london.gov.uk/email-notice.jsp>

www.artscouncil.org.uk

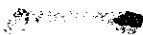
Arts Council England is the trading name of the Arts Council of England registered charity no. 1036733

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s 4317)
40

From: [REDACTED]
Sent: 05 May 2009 11:11
To: Munira Mirza
Cc: Justine Simons; [REDACTED]; [REDACTED]
Subject: RE: Arts Council Chair recruitment

Attachments: Final advert for guardian, May2009.doc

No, but it doesn't cost the GLA anymore for advertising their posts.

Also, they will cover the cost for the head hunters.


Final advert for
guardian May2...

-----Original Message-----

From: [REDACTED]
Sent: 05 May 2009 11:01
To: [REDACTED]
Cc: Justine Simons; [REDACTED]; [REDACTED]
Subject: RE: Arts Council Chair recruitment

Yes - happy to meet. Can you also send me the advert?

If we're advertising the other 3 posts for the arts council, are they contributing to the cost of the advert?

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [REDACTED] 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 05 May 2009 10:25
To: Munira Mirza
Cc: Justine Simons; [REDACTED]; [REDACTED]
Subject: RE: Arts Council Chair recruitment

Sure,

The Arts Council have a contract with head hunters and suggested they meet with you (email attached)

Advertising in the Guardian is less than the Times, which also includes the 4 other posts - we have a lost in the Monday paper next week. If you would prefer it goes in the Times please let me know asap.

Thanks
[REDACTED]

<< File: ACE CHAIR HH.htm >>

-----Original Message-----

From: Munira Mirza
Sent: 04 May 2009 13:18
To: [REDACTED]

Please can you let me know if you are happy with the following:

Proposed timetable:

Advert published - 1st week of May
Advert close - 1st/2nd week of June
Shortlist meeting - 1 week after close date
Interview date - 2 weeks after shortlist meeting

Advertising costs:

The Times (Friday). For [REDACTED] + VAT we can get a full page in black and white. We could also think about doing 1/4 page colour maybe or 1/2 page in black and white and be under 10k.

Arts professional magazine have said that we cannot advertise on their website without also placing an ad in their print magazine, unless the closing date is under 2 weeks away. A half page in black and white is [REDACTED] plus VAT and a quarter page [REDACTED] 15. For colour you add an extra 10%.

Next steps:

Munira to confirm publications we wish to use, based on price information provided above.

Justine to advise on budget process.

HR will arrange for advert and application information to be available on gla jobs pages.

[REDACTED] to provide JD for HR and legal to review and comment

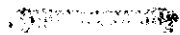
Draft advert to be provided by [REDACTED]

HR suggest panel could be Munira, arts council representative plus independent element. HR to provide list of names of independent elements.

[REDACTED] to look at dates for shortlist and interviews - we would like to include a full and confirmed timeline in the application booklet.

Thank you

[REDACTED]
[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk



[REDACTED]

From: [REDACTED]
Sent: 01 May 2009 16:51
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts Council Advert & information pack

Attachments: ACE Appointments.zip; Chair Info and application pack May 2009.doc; Final advert for guardian May2009.doc

Hi [REDACTED]

I've made the changes to the advert as suggested. The zip file contains the application info for the members posts and the word document is the chairs application pack.

Please can we get this on our website on Tuesday.

Thank you and have a weekend.

[REDACTED]



ACE Appointments.zip (125



Chair Info and application pac...



Final advert for guardian May2...

-----Original Message-----

From: [REDACTED]
Sent: 30 April 2009 17:19
To: [REDACTED]
Subject: Arts Council Advert

Hi [REDACTED]

Attached is your Arts Council ad for you to review and amend if you wish. The Arts Council contact number looks like there is one digit short.

The cost for the advert is [REDACTED] + VAT. You'll need to raise a PO for this amount for TMP Worldwide to enable us to book the advert.

I'm out of the office tomorrow but back in on Tuesday so can look at any changes or book the advert for you then.

Kind regards

[REDACTED]
<< File: 832164 GLA x158.pdf >>

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,

London SE1 2AA

Tel: 020 7983 [REDACTED]

Fax: 020 7983 [REDACTED]

[REDACTED]@london.gov.uk

SECRET

[REDACTED]

From: [REDACTED]
Sent: 30 April 2009 17:29
To: [REDACTED]
Subject: Mayor of London Board Appointment

Mayor of London Board Appointment

National Member for London - Arts Council England
September 2009
Ref: ACM01

The Mayor of London would like to invite applications for the National Member, who will act as the Chair of the London region of the Arts Council.

The arts are vital to the social, economic and cultural life of London, and as the national development agency for the arts, the Arts Council England plays a critical role in providing strategic support and investment in nurturing, developing and promoting the arts for the benefit of as many people as possible. The Arts Council's aim is to bring great art to more people and between 2008 to 2011 will be investing £1.6 billion of public funds from government and National Lottery in the arts.

Candidates will be expected to demonstrate strong knowledge and understanding of arts and culture in London. We are looking for people with substantial experience at a senior level who can think strategically and imaginatively and can make an effective contribution to decision making across the full range of the Council's responsibilities.

The successful candidate will be expected to spend around 30 days a year on the work of Arts Council England including representing the work of the region at regular national meetings.

For applications details and further information about the role please visit our website www.london.gov.uk/jobs or call GLA recruitment team on 020 7983 4230 quoting the relevant reference.

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

From: [REDACTED]
Sent: 29 April 2009 16:09
To: [REDACTED]@artscouncil.org.uk; [REDACTED]@artscouncil.org.uk
Cc: Justine Simons; Munira Mirza; [REDACTED]@artscouncil.org.uk
Subject: ACE APPOINTMENTS

Hi [REDACTED]

Due to Monday 4th May being a bank holiday we have decided not to advertise in the Guardian, the readership during bank holiday is very poor. We will now place the advert the following week, 11th May 2009 (which is tight). However, the advert will be on the GLA/ACE website on Tuesday 5th May. We can also start circulating the advert to our networks.

We would also like to extend the deadline for the members posts as we need to confirm a new panel and set dates etc. Munira may want to be on this panel, if not Justine is happy to do it.

[REDACTED] will confirm the closing date, send the members application packs and suggest ACE panel representative by Friday.

I will send the advert and the Chair applications pack to both web teams by Friday.

Happy to talk through

Thanks
[REDACTED]

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

From: [REDACTED]
Sent: 30 April 2009 17:19
To: [REDACTED]
Subject: Arts Council Advert

Attachments: 832164 GLA x158.pdf

Hi [REDACTED]

Attached is your Arts Council ad for you to review and amend if you wish. The Arts Council contact number looks like there is one digit short.

The cost for the advert is £[REDACTED] + VAT. You'll need to raise a PO for this amount for TMP Worldwide to enable us to book the advert.

I'm out of the office tomorrow but back in on Tuesday so can look at any changes or book the advert for you then.

Kind regards



832164 GLA
x158.pdf (153 KB)

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA
Tel: 020 7983 [REDACTED]
Fax: 020 7983 [REDACTED]
[REDACTED]@london.gov.uk

442

442

[REDACTED]

From: [REDACTED]
Sent: 29 April 2009 16:37
To: [REDACTED]
Cc: [REDACTED] Justine Simons
Subject: RE: Arts advert

Hi [REDACTED]

Lets advertise the following Monday 11th May, it will be tight but we can start the recruitment via GLA/ACE websites from Tuesday 5th.

The closing date for the other 4 members will b extended. I will send you the updated advert and the applications pack by Friday.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 April 2009 14:27
To: [REDACTED]
Cc: [REDACTED] Justine Simons
Subject: RE: Arts advert

Our agency have advised for us to wait for the following week if you can do so.

[REDACTED]

From: [REDACTED]
Sent: 29 April 2009 14:16
To: [REDACTED]
Cc: [REDACTED] Justine Simons
Subject: RE: Arts advert
Importance: High

Hi [REDACTED]

Just had a thought, can we find out what the readership is on a Bank holiday, I'm just concerned that we won't get enough people to see it?

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 April 2009 10:49
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts advert

The quote will come back with the set advert - should be by tomorrow morning.

Thanks
[REDACTED]

From: [REDACTED]
Sent: 29 April 2009 10:48

620

620

620

620

620

To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts advert

Hi [REDACTED]

All sounds good, one thing I still don't have a quote from the Guardian which I need to get sign off from Munira.

We will have information packs for the 4 members posts for our website but they would need to be returned to Arts Council, we just don't have the capacity to deal with it here.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 April 2009 10:28
To: [REDACTED]
Cc: [REDACTED]
Subject: Arts advert

<< File: Final advert for guardina.doc >>

Hi [REDACTED]

Monday is fine, I'll send the advert across today to be set and then we'll have it back and will need to sign it off and raise a PO for the cost by 11am on Friday to book the space for Monday.

I think the advert looks good. Once comment - will we get the information pack for the other 4 posts to put onto the GLA website. I think applicants will probably get confused by the two different contact details for the chair and then the four members so we should have the information available for the four members and the Arts council the information for the chair so that we can respond to all candidate requests. Also possibility that candidates will confuse where they need to return their applications too - not sure there's anything we can do about this, but wanted to flag it up as in our experience applicants don't read all of the information you provide on the advert and will often not notice two different addresses/contact details for different jobs.

[REDACTED]

ACE CHAIR PANEL 11.05.09

From: Munira Mirza
Sent: 11 May 2009 10:12
To: [REDACTED] Justine Simons
Subject: RE: ACE CHAIR PANEL

I think the third panellist may need to be more independent. [REDACTED] is conflicted because [REDACTED] receives money from Arts Council. [REDACTED] [REDACTED] are quite busy so not sure about using them. [REDACTED] could be good, but does [REDACTED] get funding from AC London? Can you check?

Or can we go for someone neutral who the GLA has used on other occasions, like [REDACTED]. Also, can you find out if we'd have to pay them? It may affect whether we ask them just to come in for the final shortlist interviews.

Thanks

-----Original Message-----

From: [REDACTED]
Sent: 05 May 2009 15:14
To: Munira Mirza; Justine Simons
Subject: ACE CHAIR PANEL

Hi Munira

We do not need a third member if we choose not to.

suggestions for the third panel member:

[REDACTED]
[REDACTED] (Royal Academy of Arts)
[REDACTED] (Royal Historical Palaces)

-----Original Message-----

From: Munira Mirza
Sent: 04 May 2009 09:13
To: [REDACTED] Justine Simons
Subject: Re: Ace chair - please check

Can check, does our advert include the post of regional member as well as regional chair? I didn't see this on the LCSG newsletter. Thanks

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: Justine Simons; Munira Mirza
Sent: Fri Apr 24 17:23:45 2009
Subject: RE: Ace chair - please check

We are not legally required to have a third person but might be useful if there is a need to 'vote' and its good practice - let me know what you think?

Thanks
[REDACTED]

-----Original Message-----

From: Justine Simons

ACE CHAIR PANEL 11.05.09

Sent: 24 April 2009 17:11
To: [REDACTED]; Munira Mirza
Subject: RE: Ace chair - please check

[REDACTED]
also - can you double check whether [REDACTED] to go on GLA interview training - I know they are very hard line about this and insist that there is always one or two people on the panel who have been on it. the training is frankly quite light weight but we don't want to end up inadvertently blocked by GLA process.

j

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 24 April 2009 17:05
To: Munira Mirza; Justine Simons
Subject: FW: Ace chair - please check

Hi Munira/Justine

We have dates fixed for the interviews etc. We now need to identify a third member of the panel - please can you suggest names and contacts. I will also ask the same of ACE.

Thanks

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 24 April 2009 16:55
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk; [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair - please check

Hi [REDACTED]

Liz has already responded and 24 June 9.30am - 11.30am is her preferred option for the short listing too.

of the interview dates she can only do 17 July so I'm holding this in her diary.

Please confirm ASAP if these dates are definite.

Many thanks and have a good weekend,

ACE CHAIR PANEL 11.05.09

PA to the Chief Executive & chair
Arts Council England
14 Great Peter Street
London, SW1P 3NO
Tel: 020 7973 [redacted]
Email: [redacted]@artscouncil.org.uk

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 24 April 2009 16:48
To: [redacted] - NAT
CC: [redacted]
Subject: FW: Ace chair - please check

Hi [redacted]

I thought I would just send you a quick email to confirm the slots I am holding and so that you have all my contact details.

Shortlisting

22 June 11.30 am - 13.30 am (if at all possible 12pm - 2pm would be better)
24 June 9.30 am - 11.30 am Munira's preferred option

Interviews

17 July All day
22 July All day

I will speak to you next week sometime when you have had a chance to consider these dates.

Best wishes

[redacted]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [redacted]

-----Original Message-----
From: [redacted]
Sent: 24 April 2009 16:14

ACE CHAIR PANEL 11.05.09.

To: [REDACTED]
Subject: FW: Ace chair - please check
FYI - please can you get back to them.

Thank, you.

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]

Sent: 24 April 2009 15:59
To: [REDACTED]
Subject: FW: Ace chair - please check

Dear [REDACTED]

Further to your correspondence with [REDACTED] below we have not heard anything from Munira's office re dates for short-listing, interviews etc. Do you know when we might hear? I'm just conscious that diaries are rapidly getting filled.

Many thanks,

[REDACTED]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

From: [REDACTED] NAT
Sent: 16 April 2009 16:04
To: [REDACTED] NAT
Subject: FW: Ace chair - please check

FYI

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 16 April 2009 16:04
To: [REDACTED] - NAT
Subject: RE: Ace chair - please check

Munira's PA will contact [REDACTED] with dates in the next few days.

Best
[REDACTED]

-----Original Message-----

ACE CHAIR PANEL 11.05.09

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 16 April 2009 15:58
To: [redacted]
Subject: RE: Ace chair - please check

Great, any joy with interview and short listing dates? As discussed, setting these is always a nightmare so the sooner you can contact [redacted] about it the better!

Btw it was a very good Easter thank you.

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 16 April 2009 15:56
To: [redacted] - NAT
Subject: RE: Ace chair - please check

Munira is away until May but I have asked for comments from others so should be able to send it to you next week.

Thanks

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 16 April 2009 15:49
To: [redacted]
Subject: RE: Ace chair - please check

Thanks will have a look [redacted]

Is the role description agreed yet?

Best

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 16 April 2009 15:30
To: [redacted] - NAT
Subject: RE: Ace chair - please check

Dear [redacted]

Hope you had a good Easter.

I've attached a first draft of the advert for your comments/suggestions.

Best

-----Original Message-----From: [redacted]@artscouncil.org.uk
[mailto:[redacted]@artscouncil.org.uk]
Sent: 06 April 2009 18:40
To: [redacted]

ACE CHAIR PANEL 11.05.09

Cc: [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair - please check

[REDACTED] can you contact [REDACTED] who manages our chair's diary with dates for these meetings as soon as possible.

As discussed June / July is already very busy.

Many thanks
[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 06 April 2009 15:23
To: [REDACTED] - NAT
Cc: [REDACTED] - L; Justine Simons; Munira Mirza
Subject: RE: Ace chair - please check

Hi [REDACTED]

Yes, ACE will be part of the shortlist and interview.

Proposed timetable for advert, shortlist and interviews

Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

Best wishes
[REDACTED]

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 06 April 2009 14:29
To: [REDACTED]
Cc: [REDACTED]@artscouncil.org.uk; Justine Simons
Subject: RE: Ace chair - please check

Hi [REDACTED]

please see my comments below.
[REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 06 April 2009 12:30
To: [REDACTED] - NAT
Cc: [REDACTED]@culture.gsi.gov.uk; [REDACTED] - L; Justine Simons
Subject: RE: Ace chair - please check

Hi [REDACTED]

At the GLA/ACE meeting last Friday it was agreed that:

ACE CHAIR PANEL 11.05.09

* ACE would sit on the initial interviews panel will ACE also sit on the short listing panel? We think this is important.

* The independent element should be someone everyone was happy with

Boris is yet to confirm whether Liz would be in the final meetings with him to meet shortlist candidates.

The Independent Element.

For board appointments the GLA requires independent assessors to be present on the panel. We have a list of approved assessors which GLA/ACE can shortlist from.

Panel

GLA

ACE

Independent Assessor

Timetable

I have asked HR to look over the timetable and they suggested some minor changes, I will send an updated version in another email. I'm also liaising with Munira's PA on dates so should get back to shortly.

Advert

We are looking at quotes for various publications, would you be contributing to the recruitment costs? We have no budget set aside for print advertising the London Chair vacancy specifically - what is the timing of the advert?

Job Brief

This is being reviewed by HR and we will send to you for comments/consultation.

Happy to discuss.

Best

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]

Sent: 02 April 2009 16:52

To: [redacted]

Cc: [redacted]@culture.gsi.gov.uk; [redacted]@artscouncil.org.uk

Subject: RE: Ace chair - please check

Hi [redacted]

A few points:

* Our National Chair should have representation on the appointment panel too - do you agree?

* Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.

* Could you consult us on any tweaks to the job description?

* Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our

ACE CHAIR PANEL 11.05.09

Board (skills mix / personality / diversity etc) it might be useful for our national chair to attend the meeting too?

* In terms of the timetable, we will need the short listing and interview dates asap as July is already filling up in our chair's diary:

* Advertising approach sounds fine

Would you mind sending the National Chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS's end. Could you send a copy of an old advert? Happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.

CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday...and also in case you have any points to feed into

Regards

From: [mailto: [redacted]@london.gov.uk]
Sent: 02 April 2009 16:13
To: [redacted] - NAT
Subject: FW: Ace chair - please check

Hi [redacted]

Apologies for not getting back earlier, needed to clarify some points.

We envisage the interview panel to include Munira, GLA hr and an independent member (Munira to suggest). The Mayor may like to meet the final two prospective candidates.

The timings you suggested below sounds good, though we missed a month. I have included some suggestions for advertising.

April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.

May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts professional (also, CSG newsletter, GLA, ACE networks and website)

July 2009 - short listing / interview selection (at the GLA)

September 2009 - appointments made and announced.

The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.

Also, if you have a previous advert for board appointment that would also be helpful.

Thanks

[redacted]
[redacted]
Mayor's Office
City Hall
Queen's Walk
London. SE1 2AA

ACE CHAIR PANEL 11.05.09

Tel: 020 7983 [REDACTED]
www.london.gov.uk

-----Original Message-----

From: S [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 18 March 2009 10:06
To: [REDACTED]; Justine Simons; [REDACTED]@artscouncil.org.uk
Cc: Munira Mirza
Subject: RE:

Hello [REDACTED]

No problem, happy to meet and discuss if you would like.

In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
Sent: 17 March 2009 11:15
To: [REDACTED] NAT; Justine Simons; [REDACTED] - L
Cc: Munira Mirza
Subject: RE:

Dear [REDACTED]

Thank you for the brief - it is very helpful.

I will digest this information and get back to you shortly.

Best

[REDACTED]
[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 13 March 2009 16:06
To: Justine Simons; [REDACTED]@artscouncil.org.uk
Cc: Munira Mirza; [REDACTED]
Subject: RE:

Hi Justine

Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating). You may have already received this from Moira.

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

ACE CHAIR PANEL 11.05.09

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACE, set appts panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews / selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.

Regards

Head of Governance
Arts Council England
Ph 020797

-----Original Message-----
From: Justine Simons [mailto:Justine.Simons@london.gov.uk]
Sent: 13 March 2009 15:10
To: L
Cc: Munira Mirza; NAT;
Subject: Re:

Hi

Thanks for this, agree we need to get moving.

Am copying who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head here are a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

*Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?

*Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps junna can start to pull together a plan of various networks we might want to circulate it through eg csg database? nca database? Other ace/gla our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

*Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
Head of Cultural Strategy

ACE CHAIR PANEL 11.05.09

Mayor's Office
020 7983 5753

----- Original Message -----

From: [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>
To: Justine Simons
Cc: Munira Mirza [REDACTED]@artscouncil.org.uk
<[REDACTED]@artscouncil.org.uk>
Sent: Fri Mar 13 10:46:00 2009
Subject:

Hi Justine

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SOS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying [REDACTED] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[REDACTED]
Executive Director London
Arts Council England
Direct Line 020 7608 [REDACTED]
Fax 020 7340 [REDACTED]
Email [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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<<https://www.mailcontrol.com/sr/wQw0zmjPoHdJTZGyOCrrhg==>> to report this email as spam.

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[REDACTED]

From: [REDACTED]
Sent: 28 April 2009 17:27
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ACE appointments
Importance: High
Attachments: Draft advert (2).doc

Hi [REDACTED]

Some changes to our plans -

- There are 5 posts that needs to be filled (1 chair and 4 members)
- All posts will be advertised via the Monday Guardian as one advert and via GLA/ACE websites
- To put the advert up on the websites by Monday 4th May and to print at the same time if possible
- Downloadable application packs to be included on the websites
- We will manage the chair's recruitment as planned, and ACE will manage the other 4 members
- Dates for shortlist/interviews for the Chair - 8th June, 4-6 for shortlist & 1st July for interviewing
- Suggested closing date for applications is 27th May 2009

Your thoughts are welcome.

Attached is the approved advert.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 26 April 2009 11:12
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ACE chair advert

Hi [REDACTED]

We work with an advertising agency who book the adverts for us. are you able to locate a copy of the Arts Council logo? I'll need to send this over to the agency for them to include in the advert.

Thanks
[REDACTED]

From: [REDACTED]
Sent: Fri 24/04/2009 17:36
To: [REDACTED]
Cc: [REDACTED]

Subject: RE: ACE chair advert

Hi [REDACTED]

Sorry what do you mean by agency?

We would need like to include both logos and also put the closing date for either 5th June or 8th [REDACTED]

Yes [REDACTED] did it slipped my mind.

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 24 April 2009 16:27
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ACE chair advert

Hi [REDACTED]

I'll send this across to our agency and ask them to set this and provide you with final costs. Do you want to include the Mayor of London and Arts Council logos on the ad? If so, can you forward me the Arts Council logo please.

Re: independent assessors. Before [REDACTED] left a couple of weeks back he advised that this post would not require an independent assessor and that he'd spoken to you or someone in the Mayor's office about this.

Kind regards
[REDACTED]

From: [REDACTED]
Sent: 24 April 2009 12:48
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ACE chair advert
Importance: High

Hi [REDACTED]

Here is the approved text for the advert. Please let me know what the next steps are.

Thank you
[REDACTED]

<< File: Draft advert (2).doc >>

-----Original Message-----

From: [REDACTED]
Sent: 08 April 2009 12:46
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: ACE chair advert

Hi [REDACTED] a couple of comments.

Do you want to include a statement about diversity on the ad? It's not compulsory, but if you did want to include something it could look like

" We want to be as diverse as the city we represent and welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability".

It may be an idea to include a sentence about time commitment and remuneration so that people can decide if it's a possibility for them without needing to see further info from the application pack. Again, not compulsory but could look like:

" the Chair is expected to spend approximately 30 days per year on the work of Arts Council England including attendance at regular national and regional meetings and.... The post is remunerated.

I'd also leave the recruitment team contacts on for the application process, but would include your name on the advert and maybe the arts council name for queries that people might have about the role.

Thanks
[REDACTED]

From: [REDACTED]
Sent: 07 April 2009 15:36
To: [REDACTED]
Subject: ACE chair advert

Hi [REDACTED]

Here is a draft advert - please comment/edit as you wish.

Thank you
[REDACTED]

<< File: Draft advert.doc >>

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk



check for dates

From: [redacted]
Sent: 28 April 2009 17:49
To: [redacted]
Subject: RE: Ace chair - please check

Hi [redacted]

Please set a side some time for Munira to shortlist - closing date for applications is 27th May and the shortlist meeting is set for 8th June.

I'll send through a criteria grid near to the time.

Thanks

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 28 April 2009 14:43
To: [redacted]
Cc: [redacted]@artscouncil.org.uk; [redacted]@artscouncil.org.uk
Subject: RE: Ace chair - please check
Importance: High

Hi [redacted]

I'm pleased to say that Liz Forgan can make the following dates
Monday 8 June, 4-6pm for Shortlisting
Wednesday 1 July all for Interviewing
Both of the above sessions to be held at the GLA.
Kind regards,

[redacted]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [redacted]
Email: [redacted]@artscouncil.org.uk

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 24 April 2009 17:23
To: [redacted] - NAT
Cc: [redacted] - NAT; [redacted] - NAT

Subject: RE: Ace chair - please check
I understand the third panel member has not been confirmed but yes lets confirm the 24 June 9.30am - 11.30am for shortlisting and 17 July all day for the interviews in Munira and Liz's diaries so we don't lose the slots.
I wasn't aware they were being held at the GLA but I have just confirmed with Junna who is making the arrangements, that they will be here. So I will book some rooms/refreshments.
Many thanks

[redacted]
PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 24 April 2009 16:55
To: [redacted]
Cc: [redacted]@artscouncil.org.uk; [redacted]@artscouncil.org.uk
Subject: RE: Ace chair - please check

Hi [redacted]
Liz has already responded and 24 June 9.30am - 11.30am is her preferred option for the short listing too.
Of the interview dates she can only do 17 July so I'm holding this in her diary.
Please confirm ASAP if these dates are definite.
Many thanks and have a good weekend,
Maria

[redacted]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [redacted]
Email: maria.hampton@artscouncil.org.uk

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 24 April 2009 16:48
To: [redacted]
Cc: [redacted]

Subject: FW: Ace chair - please check
Hi [redacted]
I thought I would just send you a quick email to confirm the slots I am holding and so that you have all my contact details.
Shortlisting
22 June 11.30 am - 13.30 am (If at all possible 12pm - 2pm would be better)
24 June 9.30 am - 11.30 am Munira's preferred option
Interviews
17 July All day
22 July All day

I will speak to you next week sometime when you have had a chance to consider these dates.
Best wishes

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983

-----Original Message-----

From: [redacted]
Sent: 24 April 2009 16:14
To: [redacted]
Subject: FW: Ace chair - please check
FYI - please can you get back to them.
Thank you,

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 24 April 2009 15:59
To: [redacted]
Subject: FW: Ace chair - please check

Dear [redacted]
Further to your correspondence with [redacted] below we have not heard anything from Munira's office re dates for short-listing, interviews etc. Do you know when we might hear? I'm just conscious that diaries are rapidly getting filled.
Many thanks,

PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973
Email: [redacted]@artscouncil.org.uk

From: [redacted] - HAT
Sent: 16 April 2009 16:04
To: [redacted] - HAT
Subject: FW: Ace chair - please check
FYI

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 16 April 2009 16:04
To: [redacted]
Subject: RE: Ace chair - please check
Munira's PA will contact Maria with dates in the next few days.
Best

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 16 April 2009 15:58
To: [redacted]
Subject: RE: Ace chair - please check
Great, any joy with interview and short listing dates? As discussed, setting these is always a nightmare so the sooner you can contact [redacted] about it the better!
Btw it was a very good Easter thank you.

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 16 April 2009 15:56
To: [redacted] - NAT
Subject: RE: Ace chair - please check
Munira is away until May but I have asked for comments from others so should be able to send it to you next week.
Thanks

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 16 April 2009 15:49
To: [redacted]
Subject: RE: Ace chair - please check
Thanks will have a look [redacted]
Is the role description agreed yet?
Best

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 16 April 2009 15:30
To: [redacted] - NAT
Subject: RE: Ace chair - please check
Dear [redacted]
Hope you had a good Easter.
I've attached a first draft of the advert for your comments/suggestions.
Best

-----Original Message----- From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]

Sent: 06 April 2009 18:40
To: [redacted]
Cc: [redacted]@artscouncil.org.uk
Subject: RE: Ace chair - please check
[redacted] can you contact [redacted] who manages our Chair's diary with dates for these meetings

as soon as possible.
As discussed June / July is already very busy.
Many thanks

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 06 April 2009 15:23
To: [redacted] - NAT
Cc: [redacted] - L; [redacted] Munira Mirza
Subject: RE: Ace chair - please check
Hi [redacted]
Yes, ACE will be part of the shortlist and interview.
Proposed timetable for advert, shortlist and interviews
Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

Best wishes

-----Original Message-----

From: [redacted]@artscouncil.org.uk (mailto:[redacted]@artscouncil.org.uk)
Sent: 06 April 2009 14:29
To: [redacted]
Cc: [redacted]@artscouncil.org.uk; Justine Simons
Subject: RE: Ace chair - please check
Hi [redacted]
please see my comments below.

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 06 April 2009 12:30
To: [redacted] - NAT
Cc: [redacted]@Culture.gsl.gov.uk; [redacted] - L; Justine Simons
Subject: RE: Ace chair - please check
Hi [redacted]
At the GLA/ACE meeting last Friday it was agreed that:

- ACE would sit on the initial interviews panel Will ACE also sit on the short listing panel? We think this is important.
 - The independent element should be someone everyone was happy with
- Boris is yet to confirm whether Liz would be in the final meetings with him to meet shortlist candidates.
- The Independent Element**
For board appointments the GLA requires independent assessors to be present on the panel. We have a list of approved assessors which GLA/ACE can shortlist from.
- Panel**
GLA
ACE
Independent Assessor
- Timetable**
I have asked HR to look over the timetable and they suggested some minor changes, I will send an updated version in another email. I'm also liaising with Munira's PA on that. [redacted] should get back to shortly.
- Advert**
We are looking at quotes for various publications, would you be contributing to the recruitment costs? We have no budget set aside for print advertising the London Chair vacancy specifically - what is the timing of the advert?
- Job Brief**
This is being reviewed by HR and we will send to you for comments/consultation.
Happy to discuss.
Best

-----Original Message-----

From: [redacted]@artscouncil.org.uk (mailto:[redacted]@artscouncil.org.uk)
Sent: 02 April 2009 16:52
To: [redacted]
Cc: [redacted]@Culture.gsl.gov.uk; [redacted]@artscouncil.org.uk
Subject: RE: Ace chair - please check
Hi [redacted]
A few points:

- Our National Chair should have representation on the appointment panel too - do you agree?
- Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.
- Could you consult us on any tweaks to the job description?
- Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our Board (skills mix / personality / diversity etc) it might be useful for our national Chair to attend the meeting too?
- In terms of the timetable, we will need the short listing and interview

dates asap as July is already filling up in our Chair's diary.

Advertising approach sounds fine
would you mind sending [redacted] the National Chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS's end. [redacted] could you send [redacted] a copy of an old advert? [redacted] happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.

CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday....and also in case you have any points to feed into [redacted]

Regards
[redacted]

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 02 April 2009 16:13
To: [redacted] HAT
Subject: FW: Ace chair - please check

Hi [redacted]
Apologies for not getting back earlier, needed to clarify some points. We envisage the interview panel to include Munira, GLA hr and an independent member (Munira to suggest). The Mayor may like to meet the final two prospective candidates. The timings you suggested below sounds good, though we missed a month. I have included some suggestions for advertising.

April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.

May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts professional (also, CSG newsletter, GLA, ACE networks and website).

July 2009 - short listing / interviews / selection (at the GLA)

September 2009 - appointments made and announced.

The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.

Also, if you have a previous advert for board appointment that would also be helpful. Thanks

[redacted]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [redacted]
www.london.gov.uk

-----Original Message-----

From: [redacted]@artscouncil.org.uk (mailto:[redacted]@artscouncil.org.uk)

Sent: 18 March 2009 10:06
To: [redacted] Justine Simons; [redacted]@artscouncil.org.uk
Cc: Munira Mirza
Subject: RE:

Hello [redacted]
No problem, happy to meet and discuss if you would like.
In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 17 March 2009 11:15
To: [redacted] HAT; [redacted]
Cc: Munira Mirza
Subject: RE:
Dear [redacted]

Thank you for the brief - it is very helpful. I will digest this information and get back to you shortly.
Best
[redacted]

[redacted]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [redacted]
www.london.gov.uk

-----Original Message-----

From: [redacted]@artscouncil.org.uk (mailto:[redacted]@artscouncil.org.uk)
Sent: 13 March 2009 16:06
To: Justine Simons; [redacted]@artscouncil.org.uk
Cc: Munira Mirza; [redacted]
Subject: RE:

Hi [redacted]
Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating). You may have already received this from [redacted]

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACR, set apply panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews / selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.
Regards

Head of Governance
Arts Council England
Ph 0207973

-----Original Message-----

From: Justine Simons
[mailto:justine.simons@london.gov.uk]
Sent: 13 March 2009 15:10
To: L
Cc: Munira Mirza; NAT;
Subject: Re:

Hi

Thanks for this, agree we need to get moving.

Am copying who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

* Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?

* Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps Junna can start to pull together a plan of all the various networks we might want to circulate it through eg csg database? nca database? Other acs/pla our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

* Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 798

-----Original Message-----

From: @artscouncil.org.uk
<@artscouncil.org.uk>
To: Justine Simons
Cc: Munira Mirza; @artscouncil.org.uk
<@artscouncil.org.uk>
Sent: Fri Mar 13 10:46:00 2009
Subject:

Hi

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[Redacted]
[Redacted]
Executive Director London
Arts Council England
Direct Line 020 7603 [Redacted]
Fax 020 7340 [Redacted]
Email [Redacted]@artscouncil.org.uk
www.artscouncil.org.uk

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Chair for...

From: [redacted]
Sent: 27 April 2009 16:02
To: Justine Simons; Munira Mirza
Subject: FW: Ace chair advert
Importance: High

My only concern with these dates is that we only have 2 weeks for a print advert - if you think this is ok then happy to go with it. Any suggestions?

-----Original Message-----

From: [redacted]
Sent: 27 April 2009 15:50
To: [redacted]@artsouncil.org.uk; Munira Mirza
Cc: [redacted]@artsouncil.org.uk; Justine Simons; [redacted]@artsouncil.org.uk; [redacted]@artsouncil.org.uk
Subject: RE: Ace chair - please check

We can advertise next week if we have sign off of the advert, at the moment we have wording for the chair and not the other Mayoral appointments. If you can provide information for the other vacancies I can include that in the print advert to save costs. And yes we can start advertising via our websites.

Best

-----Original Message-----

From: [redacted]@artsouncil.org.uk [mailto:[redacted]@artsouncil.org.uk]
Sent: 27 April 2009 15:36
To: [redacted]; Munira Mirza
Cc: [redacted]@artsouncil.org.uk; Justine Simons; [redacted]@artsouncil.org.uk; [redacted]@artsouncil.org.uk
Subject: RE: Ace chair - please check

Hi

It seems to me that we need to provide at least 3 weeks for Mayoral and SOS sign off before recruitment (below) won't do it. Incidentally I happen to know that the w/c 6 July probably won't be ideal for Liz Forgan as we are holding a National Council meeting in Manchester on 8/9 July and she is visiting the West Midlands region afterwards. If we miss sign off before recess we will be without a London Chair for October and possibly early November 2009. If this is the case, we'll need to plan for it and anticipate the implications of being without a chair for this period.

Possible solution:

Is it possible for us to advertise earlier than the 11th? I.e. there is no reason why we can't begin the application process via our websites - we don't have to commence it with the print advertisement - though of course this would be favourable.

My view is that we should not wait until the 11th to advertise. We should aim to commence the application period this time next week via an announcement on our respective websites.

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 27 April 2009 15:03
To: [redacted] NAT; Munira Mirza
Cc: [redacted]; Justine Simons; [redacted] NAT; [redacted] NAT; [redacted] NAT
Subject: RE: Ace chair - please check

Hi

Having discussed with Justine we suggest the following dates:

- Advert for all 3 appointments - 11th May (if we can agree on the ad wording, jd for the other members by tomorrow we can do this next week bringing all the dates forward by a week)
 - Closing date - 8th June (we want it to be open for at least 4 weeks)
 - Shortlist - w/c 22nd June
 - Interviews - w/c 6th July
- Best wishes

-----Original Message-----

From: [redacted]@artsouncil.org.uk [mailto:[redacted]@artsouncil.org.uk]
Sent: 27 April 2009 13:17
To: [redacted]; Munira Mirza
Cc: [redacted]@artsouncil.org.uk; Justine Simons; [redacted]@artsouncil.org.uk; [redacted]@artsouncil.org.uk
Subject: RE: Ace chair - please check

Hi

Arts Council are paying for the recruitment consultants. No, there contract with us does not cover the recruitment of the two Regional Council members.

My view is that it would be best to bring both forward - i.e. the shortlisting to the w/c 8 June and the interviews to the w/c 22 June. This will then allow 3 weeks for:

- Mayor to make a decision, and possibly meet candidate (if possible space for this should be lined up in his diary now)
- Mayor to write to the SOS
- SOS to respond.

This is almost doable.

[redacted] is off this week - [redacted] is managing Liz's diary in her absence.

From: [redacted] (mailto:[redacted]@london.gov.uk)
Sent: 27 April 2009 13:09
To: [redacted] NAT; Munira Mirza
Cc: [redacted]; Justine Simons; [redacted] - NAT; Priko; [redacted]
Subject: RE: Ace chair - please check

Dear

Please can you clarify a couple points - firstly is this a cost that ACE will pick up, as we have not budgeted for this. Secondly will the consultants assist with the recruitment of the other two members?

I'm sure we can change the dates, lets keep the 24th June and bring the 17th July forward. please can you liaise with [redacted] thanks
Best

-----Original Message-----

From: [redacted]@arts council.org.uk [mailto:[redacted]@arts council.org.uk]
Sent: 27 April 2009 12:43
To: Munira Mirza
Cc: [redacted]@arts council.org.uk; Justine Simons, [redacted]@arts council.org.uk, [redacted]@arts council.org.uk; [redacted]
Subject: RE: Ace chair - please check

Dear Munira and [redacted],
our CE [redacted] and I met today with [redacted] and [redacted] from Saxton Bamfylde who are a company of recruitment consultants that we made a contract with about 18 months ago to provide us with assistance in seeking some strong applicants for the following appointments we had to make to our National Council:
National Member - North West
National Member - East of England
National Member
National Chair
National Member - London

The other appointments they have helped us with are now complete and the London member is the final campaign in their contract with us.

Today we discussed, at a high level, the kind of candidate Arts Council would like to attract - referring to the draft person specification and more general conversation about the demands of the role.
Munira - as this is the Mayor's appointment and you are his representative on the appointments panel, they felt that it would be helpful to meet with you to discuss the role - are you happy to do so?
They will also have a conversation with Liz Forgan and [redacted] from DCMS.
They will come up with a long list of ideas of people to approach to suggest to apply, at which point [redacted] no [redacted] will take a view on this list and then they will go ahead and have conversations with people.

[redacted] they made a helpful point about the appointment process that I hoped you could consider:

- The shortlist date is set for 24 June and the interview date is set for 17 July. The parliamentary recess starts on 21 July and continues until October. Therefore there is no opportunity for the Mayor will be able to write to the Secretary of State with a name and for the SOS to respond before the recess begins. Its probable that this will hold up the appointment going forward until October.
- Therefore [redacted] suggest that we shorten the advertising period to [redacted] weeks (rather than 6 as it is at the moment) so that it goes from the beginning of May to the beginning of June. This will allow us to move the short listing date and interview date forward (if possible) to create a few more weeks for the consultation with the SOS to occur. Even so we will need to ensure that the consultation goes as smoothly as possible by continuing to talk to the DCMS during the process. [redacted] for Information]

Regards

<HRsize=2 width="100%" align=center tabIndex=+1>
From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 06 April 2009 15:23
To: [redacted] HAT
Cc: [redacted]; Justine Simons; Munira Mirza
Subject: RE: Ace chair - please check
Hi [redacted]

Yes, ACE will be part of the shortlist and interview.
Proposed timetable for advert, shortlist and interviews
Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

Best wishes

-----Original Message-----

From: [redacted]@arts council.org.uk [mailto:[redacted]@arts council.org.uk]
Sent: 06 April 2009 14:29
To: [redacted]
Cc: [redacted]@arts council.org.uk; Justine Simons
Subject: RE: Ace chair - please check
Hi [redacted]

please see my comments below.

From: [redacted] [mailto:[redacted]@london.gov.uk]
Sent: 06 April 2009 12:30
To: [redacted] HAT
Cc: [redacted]@culture.gsi.gov.uk; [redacted]; Justine Simons
Subject: RE: Ace chair - please check
Hi [redacted]

At the GLA/ACE meeting last Friday it was agreed that:

- ACE would sit on the initial interviews panel Will ACE also sit on the short listing panel? We think this is important.
 - The independent element should be someone everyone was happy with
- Boris is yet to confirm whether Liz would be in the final meetings with him to meet shortlist candidates.

The Independent Element.

For board appointments the GLA requires independent assessors to be present on the panel. We have a list of approved assessors which GLA/ACE can shortlist from.

Panel
GLA
ACE
Independent Assessor

TImetable

I have asked HR to look over the timetable and they suggested some minor changes, I will send an updated version in another email. I'm also liaising with Munira's PA on dates so should get back to shortly.

Advert

We are looking at quotes for various publications, would you be contributing to the recruitment costs? We have no budget set aside for print advertising the London Chair vacancy specifically - what is the timing of the advert?

Job Brief

This is being reviewed by HR and we will send to you for comments/consultation.

Happy to discuss.

Best

-----Original Message-----

From: [redacted]@artsCouncil.org.uk [mailto:[redacted]@artsCouncil.org.uk]
 Sent: 02 April 2009 16:52
 To: [redacted]
 Cc: [redacted]@culture.gsi.gov.uk; [redacted]@artsCouncil.org.uk
 Subject: RE: Ace chair - please check

Hi [redacted]

A few points:

- Our National Chair should have representation on the appointment panel too - do you agree?
- Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.
- Could you consult us on any tweaks to the job description?
- Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our Board (skills mix / personality / diversity etc) it might be useful for our national Chair to attend the meeting too?
- In terms of the timetable, we will need the short listing and interview dates asap as July is already filling up in our Chair's diary.

• Advertising approach sounds fine

[redacted] would you mind sending [redacted] the National Chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS's end. [redacted] could you send [redacted] a copy of an old advert? [redacted] happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.

[redacted] CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday...and also in case you have any points to feed into [redacted]

Regards

[redacted]

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 02 April 2009 16:13
 To: [redacted]@AT
 Subject: FW: Ace chair - please check
 Hi [redacted]

Apologies for not getting back earlier, needed to clarify some points.

We envisage the interview panel to include Munira, GLA hr and an independent member (Munira to suggest). The Mayor may like to meet the final two prospective candidates.

The timings you suggested below sounds good, though we missed a month. I have included some suggestions for advertising.

April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.

May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts professional (also, CSG newsletter, GLA, ACE networks and website).

July 2009 - short listing / interviews / selection (at the GLA)

September 2009 - appointments made and announced.

The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.

Also, if you have a previous advert for board appointment that would also be helpful.

Thanks

[redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
 www.london.gov.uk

-----Original Message-----

From: [redacted]@artsCouncil.org.uk [mailto:[redacted]@artsCouncil.org.uk]
 Sent: 18 March 2009 10:06
 To: [redacted]; Justine Simons; [redacted]@artsCouncil.org.uk
 Cc: Munira Mirza
 Subject: RE:

Hi [redacted]

No problem, happy to meet and discuss if you would like.

In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

[redacted]

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 17 March 2009 11:15
 To: [redacted]@AT; Justine Simons; [redacted] L.
 Cc: Munira Mirza
 Subject: RE:
 Dear [redacted]

Thank you for the brief - it is very helpful.
I will digest this information and get back to you shortly.
Best

Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983
www.london.gov.uk

-----Original Message-----

From: [redacted]@artsCouncil.org.uk

Sent: 13 March 2009 16:06

To: Justine Simons [redacted]@artsCouncil.org.uk

Cc: Munira Mirza; [redacted]

Subject: RE:

Hi Justine

Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating). You may have already received this from [redacted]

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACU, set appts panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews / selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.
Regards

Head of Governance
Arts Council England
Ph 02079

-----Original Message-----

From: Justine Simons [mailto:Justine.Simons@london.gov.uk]

Sent: 13 March 2009 15:10

To: [redacted]

Cc: Munira Mirza; [redacted] NAT; [redacted]

Subject: Re:

Hi [redacted]

Thanks for this, agree we need to get moving.

Am copying [redacted] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

* Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?

* Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps janna can start to pull together a plan of all the various networks you might want to circulate it through eg csg database? nea database? Others? eg/la our networks? List of [redacted] from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

* Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753

-----Original Message-----

From: [redacted]@artsCouncil.org.uk

To: Justine Simons

Cc: Munira Mirza; [redacted]@artsCouncil.org.uk

Sent: Fri Mar 13 10:46:00 2009

Subject:

Hi Justine

I had Liz Forgan on my case last night about the process and timetable for [redacted] replacement.

[redacted] last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying [redacted] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[redacted]

Executive Director London
Arts Council England
Direct Line 020 7608 4120
Fax 020 7340 1088
Email [redacted]@artscouncil.org.uk

www.artscouncil.org.uk

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From: [REDACTED]@artscouncil.org.uk
 Sent: 21 May 2009 12:31
 To: [REDACTED]
 Subject: FW: London Chair interview

Flag Status: Flagged

Hi [REDACTED]
 Hope you are well.
 Do you have many applications for the role yet?
 Any news on the independent member of the panel?
 [REDACTED]

From: [REDACTED] - L
 Sent: 27 April 2009 16:27
 To: [REDACTED] - NAT; [REDACTED] - NAT
 Cc: [REDACTED] - NAT
 Subject: RE: London Chair Interview
 For the independent, I would be happy to see someone like [REDACTED] or [REDACTED], both of whom have an understanding of the Arts Council and London politics.....
 [REDACTED] also possible

From: [REDACTED] - NAT
 Sent: 27 April 2009 13:49
 To: [REDACTED] - NAT; [REDACTED] - L
 Cc: [REDACTED] - NAT
 Subject: FW: London Chair Interview
 Hi [REDACTED]
 Following on from our meeting today:

- [REDACTED] at your 1:1 with Liz tomorrow, could you please seek her consideration/agreement of the person specification for the London Chair position? I will provide [REDACTED] with a few copies for your meeting with her. Once we have her agreement GLA can go ahead and advertise.
- Also, GLA are seeking ideas from us on the Independent member for the appointments panel. The member should be someone free from conflicts of interest with ACE and GLA (i.e. no one funded by us, or by the London pot specifically). Their role on the panel is to provide an independent opinion on the best candidate for the role (against the person specification) - they are not a 'guardian of the process' and need not be a arts sector person - though it might be good if they were.

Can you give me some names? Could you discuss this with Liz tomorrow too [REDACTED]?
 Thank you,
 [REDACTED]

From: [REDACTED] [mailto:[REDACTED]@london.gov.uk]
 Sent: 24 April 2009 17:14
 To: [REDACTED] - NAT
 Subject: RE: London Chair Interview
 Dear [REDACTED]
 Please can you make suggestions for the third member of the panel.
 Thanks
 [REDACTED]

-----Original Message-----

From: [REDACTED]
 Sent: 24 April 2009 16:51
 To: [REDACTED]@artscouncil.org.uk; [REDACTED]n@artscouncil.org.uk
 Cc: [REDACTED]
 Subject: RE: London Chair Interview
 Dear [REDACTED]
 I can confirm the interviews will take place at the GLA. The panel will include Munira Mirza, Liz Forgan and an independent element (tbc).
 Best wishes
 [REDACTED]

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
 Sent: 24 April 2009 16:44
 To: [REDACTED]@artscouncil.org.uk
 Cc: [REDACTED]
 Subject: RE: London Chair Interview
 Hi [REDACTED]

This is the GLA's appointment process and therefore I assume that the shortlisting meeting, and interviews will take place at GLA - [REDACTED] can you confirm the location?

Liz Forgan is our only representative on the appointments panel therefore you don't need to involve anyone else. DCMS are not involved in this process other than once the Mayor has a preferred candidate they need to allow the SOS to exercise their power of veto if they wish.

Regards

Proposed timetable for advert, shortlist and interviews
Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

<HRsize=2,width="100%" align=center tabIndex=-1>

From: [REDACTED] NAT
Sent: 24 April 2009 16:30
To: [REDACTED] NAT
Subject: London Chair Interview

Hi [REDACTED]
Have now spoken to Munira's office and we have some tentative times but who else do I need to involve, where are the interviews going to be held - here/DCMS etc?
FYI we are tentatively looking at short-listing on 22 or 24 June and interviewing on 17 or 22 July
M

[REDACTED]
PA to the Chief Executive & Chair
Arts Council England
14 Great Peter Street
London, SW1P 3NQ
Tel: 020 7973 [REDACTED]
Email: [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

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[REDACTED]

From: [REDACTED]
Sent: 24 April 2009 14:41
To: [REDACTED]; [REDACTED]
Subject: ACE chair

Hi [REDACTED]

Please can you provide the list of the Independent Assessors.

Thanks

[REDACTED]

Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

Handwritten notes:
Wed 24/4/09

From: [Redacted]
Sent: 24 April 2009 14:37
To: [Redacted]
Subject: RE: Ace chair - please check

Ok, if we say 6th or 8th June for closing date, then leave 1-1/2 week gap for the shortlist date, and then another 2 weeks for the interview.

Thank you

-----Original Message-----

From: [Redacted]
Sent: 24 April 2009 14:00
To: [Redacted]
Subject: RE: Ace chair - please check

That's great thanks. And do we have a confirmed date for the closing date? So that I can find out which week to start looking from. Do you want a weeks gap from the closing date for the applications to be collated before we try and get in a shortlisting meeting?

Thanks

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [Redacted]

-----Original Message-----

From: [Redacted]
Sent: 21 April 2009 15:57
To: [Redacted]
Subject: RE: Ace chair - please check

Hi

Shortlist meeting - 2 hours

Interviews - depending on number of candidates, can we book most of the day

Thank you

-----Original Message-----

From: [Redacted]
Sent: 21 April 2009 15:49
To: [Redacted]
Subject: RE: Ace chair - please check

Hi

Can you confirm the length of time that will be needed for the following meetings please.

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Thanks

PA to Munira Mirza
The Mayor's Office
Greater London Authority
City Hall, The Queens Walk, London SE1 2AA
Tel: +44 (0)20 7983 [Redacted]

-----Original Message-----

From: [Redacted]
Sent: 15 April 2009 11:17
To: [Redacted]
Cc: Munira Mirza; Justine Simons
Subject: FW: Ace chair - please check

Hi

Please can you contact Maria at ACE to check dates with Munira's availability for shortlist meeting and interviews.

Thank you

-----Original Message-----

From: [Redacted]@artsCouncil.org.uk [mailto:[Redacted]@artsCouncil.org.uk]
Sent: 06 April 2009 18:40
To: [Redacted]
Cc: [Redacted]@artsCouncil.org.uk
Subject: Re: Ace chair - please check

Can you contact [Redacted] who manages our Chair's diary with dates for these meetings as soon as possible.

As discussed June / July is already very busy.

Many thanks

From: [Redacted]@london.gov.uk
Sent: 06 April 2009 15:23
To: [Redacted] NAT

Cc: [redacted]; Justine Simons; Munira Mirza
 Subject: RE: Ace chair - please check
 Yes, ACE will be part of the shortlist and interview.
 Proposed timetable for advert, shortlist and interviews
 Advert published - 1st week of May

Advert close - 1st/2nd week of June
 Shortlist meeting - 1 week after close date
 Interview date - 2 weeks after shortlist meeting (July)
 Announcement - September
 Best wishes
 [redacted]

-----Original Message-----

From: [redacted]@artsCouncil.org.uk [mailto:[redacted]@artsCouncil.org.uk]
 Sent: 06 April 2009 14:29
 To: [redacted]
 Cc: [redacted]@artsCouncil.org.uk; Justine Simons
 Subject: RE: Ace chair - please check
 Hi [redacted]
 please see my comments below.

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 06 April 2009 12:30
 To: [redacted] - NAT
 Cc: [redacted]@Culture.gov.uk; [redacted]; Justine Simons
 Subject: RE: ace chair - please check
 Hi [redacted]

At the GLA/ACE meeting last Friday it was agreed that:

- ACE would sit on the initial interviews panel Will ACE also sit on the short listing panel? We think this is important
 - The independent element should be someone everyone was happy with
- Boris is yet to confirm whether Liz would be in the final meetings with him to meet shortlist candidates.
 The Independent Element.
 For board appointments the GLA requires independent assessors to be present on the panel. We have a list of approved assessors which GLA/ACE can shortlist from.

Panel
 GLA
 ACE
 Independent Assessor
 Timetable

I have asked HR to look over the timetable and they suggested some minor changes, I will send an updated version in another email. I'm also liaising with Munira's PA on dates so should get back to shortly.

Advert
 We are looking at quotes for various publications, would you be contributing to the recruitment costs? We have no budget set aside for print advertising the London Chair vacancy specifically - what is the timing of the advert?

Job Brief
 This is being reviewed by HR and we will send to you for comments/consultation.
 Happy to discuss.
 Best
 [redacted]

-----Original Message-----

From: [redacted]@artsCouncil.org.uk [mailto:[redacted]@artsCouncil.org.uk]
 Sent: 02 April 2009 16:52
 To: [redacted]
 Cc: [redacted]@Culture.gov.uk; [redacted]@artsCouncil.org.uk
 Subject: RE: Ace chair - please check
 Hi [redacted]

A few points:

- Our National Chair should have representation on the appointment panel too... do you agree?
- Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.
- Could you consult us on any tweaks to the job description?
- Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our Board (skills mix / personality / diversity etc) it might be useful for our national Chair to attend the meeting too?
- In terms of the timetable, we will need the short listing and interview dates asap as July is already filling up in our Chair's diary.

• Advertising approach sounds fine
 [redacted] would you mind sending [redacted] the National Chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS. [redacted] could you send [redacted] a copy of an old advert? [redacted] happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.
 [redacted] CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday...and also in case you have any points to feed into [redacted]

Regards

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 02 April 2009 16:13

To: [redacted] NAT
 Subject: FW: Ace chair - please check

Hi [redacted]
 Apologies for not getting back earlier, needed to clarify some points.
 We envisage the interview panel to include Munira, GLA hr and an Independent member (Munira to suggest). The Mayor may like to meet the final two prospective candidates.
 The timings you suggested for job sounds good, though I missed a month. I have included some suggestions for advertising.
 April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.
 May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts professional (also, CSG newsletter, GLA, ACE networks and website).
 July 2009 - short listing / interviews /selection (at the GLA)
 September 2009 - appointments made and announced.
 The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.
 Also, if you have a previous advert for board appointment that would also be helpful.

Thanks

[redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 793 [redacted]
 www.london.gov.uk

-----Original Message-----
 From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
 Sent: 18 March 2009 10:06
 To: [redacted]; Justine Simons; [redacted]@artscouncil.org.uk
 Cc: Munira Mirza
 Subject: RE:

Hello [redacted]
 No problem, happy to meet and discuss if you would like.
 In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 19 March 2009 11:15
 To: [redacted]; Justine Simons; [redacted] - L
 Cc: Munira Mirza
 Subject: RE:

Dear [redacted]
 Thank you for the brief - It is very helpful.
 I will digest this information and get back to you shortly.

Best
 [redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
 www.london.gov.uk

-----Original Message-----
 From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
 Sent: 13 March 2009 16:06
 To: Justine Simons; [redacted]@artscouncil.org.uk
 Cc: Munira Mirza;
 Subject: RE:

Hi Justine

Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating).
 You may have already received this from [redacted]

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACE, set appts panel, set short listing and interview dates, agree advertising approach).

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews /selection

September - appointment made and announced in time for [redacted] departure at the end of the month

Happy to discuss further.
 Regards

[redacted]
 Head of Governance
 Arts Council England
 Ph 020 [redacted]

-----Original Message-----
 From: Justina Simons [mailto:Justina.Simons@london.gov.uk]
 Sent: 13 March 2009, 14:10
 To: [REDACTED]
 Co: Munira Mirza; [REDACTED]
 Subject: Re: [REDACTED]

Hi [REDACTED]

Thanks for this, agree we need to get moving.

Am copying [REDACTED] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stub at the immediate actions:

- * flesh out timetable for recruitment, selection and interview.
- * process, who needs to be involved at what stage.
- * Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?
- * Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps Junna can start to pull together a plan of all the various networks we might want to circulate through eg csq database? nca database? Other acad/gla our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

* Advert

Would welcome all thoughts.

All the best

Justina

Justina Simons
 Head of Cultural Strategy
 Mayor's Office
 020 7987 [REDACTED]

-----Original Message-----
 From: [REDACTED]@artscouncil.org.uk
 To: Justina Simons
 Co: Munira Mirza; [REDACTED]@artscouncil.org.uk
 Sent: Fri Mar 13 10:46:00 2009
 Subject: [REDACTED]

Hi Justina

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

[REDACTED] st Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is assured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the [REDACTED].

Could you let me know what is happening? I am copying [REDACTED] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[REDACTED]
 Executive Director London
 Arts Council England
 Direct Line 020 7608 4120
 Fax 020 7240 1038
 Email [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

[REDACTED]
 www.artscouncil.org.uk

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Stevie White- McQuillan

From: Munira Mirza
Sent: 08 April 2009 21:03
To: [REDACTED]; Justine Simons
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

Yes, good to add a line about What 'Arts Council England, London' office actually is, i.e. the regional council for London which advises on funding and strategic support, etc. Get precise wording from them probably

Cheers
M

-----Original Message-----

From: [REDACTED]
Sent: 08 April 2009 14:29
To: Justine Simons; Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment
Importance: High

Hi Munira/Justine

This is the draft advert, please comment/edit.

This has not been passed to ACE yet.

<< File: Draft advert.doc >>

Thank you
[REDACTED]

-----Original Message-----

From: Justine Simons
Sent: 07 April 2009 14:47
To: [REDACTED]; Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

[REDACTED] can we do a broad outline of the timetable i.e. who needs trustees when. And then we can look at any sensible clustering v/s adverts and cost out the programme?

I agree on Arts Professional, but I think we probably shouldn't go smaller than half a page as wont get noticed.

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 14:40
To: Munira Mirza; Justine Simons - 491

Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

We can go a bit smaller than half a page, its important that it is noticeable particularly if it is the only publication we are advertising in.

The appointments come up at different times, but we would not normally advertise vacancies together if they are more than 3 months apart, the response is usually poor. MLA have already said that they would not be ready to appoint to their boards at the same time as ACE. Of course we can group some of the MOL vacancies together.

Will get a quote for Monday Guardian.

-----Original Message-----

From: Munira Mirza
Sent: 07 April 2009 14:23
To: Justine Simons
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

The price for adverts in the Times seemed quite expensive. Do we need a full page or even half page ad if we're doing just one appointment? Black and white is also fine.

Alternatively, can you see whether we can put all our cultural appointments (Arts Council, Museum of London, etc) in one advert, but make it clear that these will become available at different times in 2009. Would legal, and Arts Council/Museum of London be happy with this?

I don't think Arts Professional is that important, I don't know many people who actually read it.

How much is the Guardian?

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 14:18
To: Justine Simons; Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

Hi all

Just to clarify, this budget is for the chair appointment only. We have a total of 19 appointments under the GLA Act, we need to consider the budget implications for all the appointments.

Happy to do the costing to make a case for additional resources?

In the mean time please can we agree on which publication to use based on the price quoted in the previous email.

Thank you

-----Original Message-----

From: Justine Simons
Sent: 07 April 2009 12:59
To: Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

On budget - we can make a pitch to use the cultural strategy budget but I am wondering whether there is a case to be made that this is an extra work stream/area of

responsibility flowing from amendment in the GLA Act and therefore additional resource should be found? I am sure other teams who have inherited extras from this will have had corresponding resource.

M - do you have a view on this?

Cheers

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 10:46
To: Munira Mirza; Justine Simons
Cc: [REDACTED]
Subject: FW: Arts Council Chair recruitment
Importance: High

Hi Munira/Justine

Please can you let me know if you are happy with the following:

Proposed timetable:

Advert published - 1st week of May
Advert close - 1st/2nd week of June
Shortlist meeting - 1 week after close date
Interview date - 2 weeks after shortlist meeting

Advertising costs:

The Times (Friday). For £ [REDACTED] + VAT we can get a full page in black and white. We could also think about doing 1/4 page colour maybe or 1/2 page in black and white and be under [REDACTED]

Arts professional magazine have said that we cannot advertise on their website without also placing an ad in their print magazine, unless the closing date is under 2 weeks away. A half page in black and white is £ [REDACTED] plus VAT and a quarter page £ [REDACTED]. For colour you add an extra 10%.

Next steps:

Munira to confirm publications we wish to use, based on price information provided above.

Justine to advise on budget process.

HR will arrange for advert and application information to be available on gla jobs pages.

[REDACTED] to provide JD for HR and legal to review and comment

Draft advert to be provided by [REDACTED]

HR suggest panel could be Munira, arts council representative plus independent

element. HR to provide list of names of independent elements.
Junna to look at dates for shortlist and interviews - we would like to include a full
and confirmed timeline in the application booklet.

Thank you

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

D

From: [REDACTED]
 Sent: 22 April 2009 12:52
 To: Munira Mirza
 Co: Justine Simons
 Subject: FW: Ace chair - comments
 Importance: High
 Attachments: Draft advert (2).doc

Dear [REDACTED]

Please see below ACE comments on the advert - do we want to change title from 'Chair' to 'National Member'?

Thanks

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
 Sent: 21 April 2009 11:03
 To: [REDACTED]
 Cc: [REDACTED]@artscouncil.org.uk
 Subject: RE: Ace chair - please check

Dear [REDACTED]

Here are my comments on the advert as requested.

The main change I've made is to amend the title of the role to National Member for London.

Our National Council decided in October last year that this is what 'regional chairs' should be referred to in an attempt to describe their dual role and responsibilities in the region and the nation.

It would be great if you could send through the draft role description as soon as possible (with the change above reflected), as we have a meeting to discuss it on Monday.

Regards

Mayor of London Board Appointment

National Member for London - Arts Council England

September 2009

The Mayor of London would like to invite applications for a National Member for London at Arts Council England.

The arts are vital to the social, economic and cultural life of London, and the Arts Council England plays a critical role in providing strategic support and investment in nurturing, developing and promoting the arts for the benefit of as many people as possible.

Arts Council England is the national development agency for the arts in England.

The Council's aim is to bring great art to more people and between 2008 to 2011 the Arts Council will be investing £1.6 billion of public funds from government and National Lottery in the arts.

Candidates will be expected to demonstrate strong knowledge and understanding of arts and culture in London. We are looking for people with substantial experience at a senior role who can think strategically and imaginatively to make an effective contribution to decision making across the full range of the Council's responsibilities.

The Chair is expected to spend approximately 30 days per year on the work of Arts Council England including attendance at regular national meetings and chairing the London Regional Arts Council. The post is remunerated.

We want to be as diverse as the city we represent and welcome applications from all backgrounds.

For applications details and further information about the role please visit our website www.london.gov.uk/jobs or call GLA recruitment team on 4230 (4195) quoting reference xxxxx.

Closing date for receipt of completed applications is: xxx2009

www.london.gov.uk

www.artscouncil.org.uk

Mayor of London logo

Arts Council logo

From: [REDACTED] [mailto:Junna.Begum@london.gov.uk]
 Sent: 16 April 2009 15:30
 To: [REDACTED] - NAT
 Subject: RE: Ace chair - please check
 Dear [REDACTED]

Hope you had a good Easter.
I've attached a first draft of the advert for your comments/suggestions.
Best

-----Original Message-----
From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 05 April 2009 18:40

To: [redacted]@artscouncil.org.uk
Cc: [redacted]@artscouncil.org.uk
Subject: RE: Ace chair - please check
[redacted] can you contact [redacted] who manages our Chair's diary with dates for these meetings as soon as possible.
As discussed June / July is already very busy.
Many thanks
[redacted]

From: [redacted] (mailto:[redacted]@london.gov.uk)

Sent: 06 April 2009 15:23
To: [redacted] - NAT
Cc: [redacted] - L; [redacted] Munira Mirza
Subject: RE: Ace chair - please check
Hi [redacted]
Yes, ACE will be part of the shortlist and interview.
Proposed timetable for advert, shortlist and interviews
Advert published - 1st week of May

Advert close - 1st/2nd week of June

Shortlist meeting - 1 week after close date

Interview date - 2 weeks after shortlist meeting (July)

Announcement - September

Best wishes
[redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 06 April 2009 14:29

To: [redacted]
Cc: [redacted]@artscouncil.org.uk; Justine Simons
Subject: RE: Ace chair - please check
Hi [redacted]
please see my comments below.

From: [redacted] (mailto:[redacted]@london.gov.uk)

Sent: 06 April 2009 12:30
To: [redacted] - NAT
Cc: [redacted]@Culture.gsi.gov.uk; [redacted] - L; Justine Simons
Subject: RE: Ace chair - please check
Hi [redacted]

At the GLA/ACE meeting last Friday it was agreed that:

- ACE would sit on the initial interviews panel Will ACE also sit on the short listing panel? We think this is important.
- The independent element should be someone everyone was happy with

Boris is yet to confirm whether Liz would be in the final meetings with him to meet shortlist candidates.

The Independent Element.

For board appointments the GLA requires independent assessors to be present on the panel. We have a list of approved assessors which GLA/ACE can shortlist from.

Panel
GLA
ACE
Independent Assessor

Timetable

I have asked HR to look over the timetable and they suggested some minor changes, I will send an updated version in another email. I'm also liaising with Munira's PA on dates so should get back to shortly.

Advert

We are looking at quotes for various publications, would you be contributing to the recruitment costs? We have no budget set aside for print advertising the London Chair vacancy specifically - what is the timing of the advert?

Job Brief

This is being reviewed by HR and we will send to you for comments/consultation.

Happy to discuss.

Best
[redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
Sent: 02 April 2009 16:52

To: [redacted]
Cc: [redacted]@Culture.gsi.gov.uk; [redacted]@artscouncil.org.uk
Subject: RE: Ace chair - please check
Hi [redacted]

A few points:

- Our National Chair should have representation on the appointment panel too - do you agree?
- Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.
- Could you consult us on any tweaks to the job description?

- Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our Board (skills mix / personality / diversity etc) it might be useful for our national Chair to attend the meeting too?
 - In terms of the timetable, we will need the short listing and interview dates asap as July is already filling up in our Chair's diary.
 - Advertising approach sounds fine
 [redacted] would you mind sending [redacted] the National Chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS's end. [redacted] could you send [redacted] a copy of an old advert? [redacted] happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.
 [redacted] CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday....and also in case you have any points to feed into [redacted]
- Regards
Sarah

From: [redacted] [mailto:Junna.Begum@london.gov.uk]
 Sent: 02 April 2009 16:13
 To: [redacted] - NAT
 Subject: FW: Ace chair - please check

Hi [redacted]
 Apologies for not getting back earlier, needed to clarify some points.
 We envisage the interview panel to include Munira, GLA hr and an independent member (Munira to suggest). The Mayor may like to meet the final two prospective candidates.
 The timings you suggested below sounds good, though we missed a month. I have included some suggestions for advertising.
 April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.
 May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts professional (also, CSG newsletter, GLA, ACE networks and website).
 July 2009 - short listing / Interviews /selection (at the GLA)
 September 2009 - appointments made and announced.
 The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.
 Also, if you have a previous advert for board appointment that would also be helpful.

Thanks
 [redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
 www.london.gov.uk

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
 Sent: 18 March 2009 10:06
 To: [redacted]; Justine Simons; [redacted]@artscouncil.org.uk
 Cc: Munira Mirza
 Subject: RE:

Hello [redacted]
 No problem, happy to meet and discuss if you would like.
 In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 17 March 2009 11:15
 To: [redacted] - NAT; [redacted] Simons; [redacted] - L
 Cc: Munira Mirza
 Subject: RE:

Dear [redacted]
 Thank you for the brief - it is very helpful.
 I will digest this information and get back to you shortly.
 Best
 [redacted]

Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
 www.london.gov.uk

-----Original Message-----

From: [redacted]@artscouncil.org.uk [mailto:[redacted]@artscouncil.org.uk]
 Sent: 13 March 2009 16:05
 To: Justine Simons; [redacted]@artscouncil.org.uk
 Cc: Munira Mirza; [redacted]
 Subject: RE:

Hi [redacted]
 Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating).
 You may have already received this from [redacted]
 It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACP, set appts panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews / selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.
Regards

[Redacted]
Head of Governance
Arts Council England
Ph 020797 [Redacted]

-----Original Message-----

From: Justine Simons [mailto:[Redacted]@london.gov.uk]
Sent: 13 March 2009 15:10
To: [Redacted] - L
Cc: Munira Mirza; [Redacted] NAT; [Redacted]
Subject: Re:

Hi [Redacted]

Thanks for this, agree we need to get moving.

Am copying [Redacted] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

* Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?

* Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps Junna can start to pull together a plan of all the various networks we might want to circulate it through eg csq database? nca database? Other ace/ga our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

* Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 [Redacted]

----- Original Message -----

From: [Redacted]@artscouncil.org.uk <[Redacted]@artscouncil.org.uk>
To: Justine Simons
Cc: Munira Mirza; [Redacted]@artscouncil.org.uk <[Redacted]@artscouncil.org.uk>
Sent: Fri Mar 13 10:46:00 2009
Subject:

Hi [Redacted]

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying [Redacted] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[Redacted]
Executive Director London
Arts Council England
Direct Line 020 7608 [Redacted]
Fax 020 7340 [Redacted]
Email molra.sincialt@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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Mayor of London Board Appointment

Chair of Arts Council England, London
September 2009

The Mayor of London would like to invite applications for the 'Chair' of the Arts Council, England London.

Arts Council England is the national development agency for the arts in England. The Council's aim is to bring great art to more people, and between 2008 to 2011 the Arts Council will be investing £1.6 billion of public funds from government and National Lottery in the arts.

Candidates will be expected to demonstrate strong knowledge and understanding of arts and culture in London. We are looking for people with substantial experience at a senior role who can think strategically and imaginatively to make an effective contribution to decision making across the full range of the Council's responsibilities.

The Chair is expected to spend approximately 30 days per year on the work of Arts Council England including attendance at regular national and regional meetings. The post is remunerated.

We want to be as diverse as the city we represent and welcome applications from all backgrounds.

For applications details and further information about the role please visit our website www.london.gov.uk/jobs or call GLA recruitment team on 4230 (4195) quoting reference xxxxx.

Closing date for receipt of completed applications is: xxx2009

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www.artscouncil.org.uk

Mayor of London logo
Arts Council logo

Stevie White- McQuillan

From: Justine Simons
Sent: 08 April 2009 14:32
To: [REDACTED] Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

What about adding in a line about how important the arts are to the capital and the important role the arts council playing in this etc. just so it is positioned in the mayoral/london context?

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 08 April 2009 14:29
To: Justine Simons; Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment
Importance: High

Hi Munira/Justine

This is the draft advert, please comment/edit.

This has not been passed to ACE yet.

<< File: Draft advert.doc >>

Thank you
[REDACTED]

-----Original Message-----

From: Justine Simons
Sent: 07 April 2009 14:47
To: [REDACTED] Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

[REDACTED] - can we do a broad outline of the timetable i.e. who needs trustees when. And then we can look at any sensible clustering vis adverts and cost out the programme?

I agree on Arts Professional, but I think we probably shouldn't go smaller than half a page as wont get noticed.

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 14:40
To: Munira Mirza; Justine Simons
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

We can go a bit smaller than half a page, its important that it is noticeable particularly if it is the only publication we are advertising in.

The appointments come up at different times, hr advised that we would not normally advertise vacancies together if they are more than 3 months apart, the response is usually poor. MLA have already said that they would not be ready to appoint to their boards at the same time as ACE. Of course we can group some of the MOL vacancies together.

Will get a quote for Monday Guardian.

-----Original Message-----

From: Munira Mirza
Sent: 07 April 2009 14:23
To: [REDACTED] Justine Simons
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

The price for adverts in the Times seemed quite expensive. Do we need a full page or even half page ad if we're doing just one appointment? Black and white is also fine.

Alternatively, can you see whether we can put all our cultural appointments (Arts Council, Museum of London, etc) in one advert, but make it clear that these will become available at different times in 2009. Would legal, and Arts Council/Museum of London be happy with this?

I don't think Arts Professional is that important, I don't know many people who actually read it.

How much is the Guardian?

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 14:18
To: Justine Simons; Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

Hi all

Just to clarify, this budget is for the chair appointment only. We have a total of 19 appointments under the GLA Act, we need to consider the budget implications for all the appointments.

Happy to do the costing to make a case for additional resources?

In the mean time please can we agree on which publication to use based on the price quoted in the previous email.

Thank you

-----Original Message-----

From: Justine Simons
Sent: 07 April 2009 12:59

To: [REDACTED] Munira Mirza
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

On budget - we can make a pitch to use the cultural strategy budget but I am wondering whether there is a case to be made that this is an extra work stream/area of responsibility flowing from amendment in the GLA Act and therefore additional resource should be found? I am sure other teams who have inherited extras from this will have had corresponding resource.

M - do you have a view on this?

Cheers

J

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753
www.london.gov.uk

-----Original Message-----

From: [REDACTED]
Sent: 07 April 2009 10:46
To: Munira Mirza; Justine Simons
Cc: [REDACTED]
Subject: FW: Arts Council Chair recruitment
Importance: High

Hi Munira/Justine

Please can you let me know if you are happy with the following:

Proposed timetable:

Advert published - 1st week of May
Advert close - 1st/2nd week of June
Shortlist meeting - 1 week after close date
Interview date - 2 weeks after shortlist meeting

Advertising costs:

The Times (Friday). For £[REDACTED] + VAT we can get a full page in black and white. We could also think about doing 1/4 page colour maybe or 1/2 page in black and white and be under [REDACTED].

Arts professional magazine have said that we cannot advertise on their website without also placing an ad in their print magazine, unless the closing date is under 2 weeks away. A half page in black and white is £[REDACTED] plus VAT and a quarter page £[REDACTED]. For colour you add an extra 10%.

Next steps:

Munira to confirm publications we wish to use, based on price information provided above.

Justine to advise on budget process.

HR will arrange for advert and application information to be available on gla jobs pages.

[REDACTED] to provide JD for HR and legal to review and comment

Draft advert to be provided by [REDACTED]

HR suggest panel could be Munira, arts council representative plus independent element. HR to provide list of names of independent elements.

[REDACTED] look at dates for shortlist and interviews - we would like to include a full and confirmed timeline in the application booklet.

Thank you

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]
www.london.gov.uk

[REDACTED]

From: [REDACTED]
Sent: 08 April 2009 12:54
To: [REDACTED]
Subject: RE: draft info and application pack2

Thanks [REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 08 April 2009 12:32
To: [REDACTED]
Subject: draft info and application pack2

<< File: draft info and application pack2.doc >>

Hi [REDACTED]

I've added some suggestions/questions in red.

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 07 April 2009 14:50
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment

Hi [REDACTED]

Please can we also get a quote for a b/w half a page advert for the Monday Guardian.

Thank you
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 06 April 2009 14:58
To: [REDACTED]
Cc: [REDACTED]
Subject: Arts Council Chair recruitment

Hi [REDACTED]

Below is a summary of our discussion and some cost information for advertising.

Proposed timetable:

Advert published - 1st week of May
Advert close - 1st/2nd week of June
Shortlist meeting - 1 week after close date
Interview date - 2 weeks after shortlist meeting

Advertising costs:

The Times (Friday). For £[REDACTED] VAT you can get a full page in black and white. So it doesn't seem as expensive as we thought, You could therefore think about doing 1/4 page colour maybe or 1/2 page in black and white and be under [REDACTED]. If you'd like to advertise online with the Times this would be another

Arts professional magazine have said that you cannot advertise on their website without also placing an ad in their print magazine, unless the closing date is under 2 weeks away. A half page in black and white is [REDACTED] plus VAT and a quarter page £[REDACTED]. For colour you add an extra 10%.

If someone in the culture team has any contacts at the magazine, maybe you could speak to them and negotiate a package that allows you to advertise online only. The cost for this would be £[REDACTED] + VAT.

Next steps:

To confirm publications we wish to use, based on price information provided above.

HR will arrange for advert and application information to be available on gla jobs pages.

[REDACTED] to provide JD for HR and legal to review and comment

Draft advert to be provided by [REDACTED]

Decision to be made on selection criteria and method of application (standardised application form or CV and supporting statement)

HR suggest panel could be Munira, arts council representative plus independent element. HR to provide list of names we use for independent elements.

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[REDACTED] to look at dates for shortlist and interviews so that we can include a full and confirmed timeline in the application booklet.

[REDACTED]
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA
Tel: 020 7983 [REDACTED]
Fax: 020 7983 [REDACTED]
claire.parker@london.gov.uk



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[REDACTED]

From: [REDACTED]
Sent: 07 April 2009 11:18
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Arts Council Chair recruitment
Attachments: draft info and application pack2.doc

Hi [REDACTED]

This is the draft application pack for the chair. Once you have made your comments/suggestions I will run it by legal. The final copy will need sign off by GLA and ACE.

Thank you for your help.
[REDACTED]



draft info and application pac...

-----Original Message-----

From: [REDACTED]
Sent: 06 April 2009 14:58
To: [REDACTED]
Cc: [REDACTED]
Subject: Arts Council Chair recruitment

Hi [REDACTED]

Below is a summary of our discussion and some cost information for advertising.

Proposed timetable:

Advert published - 1st week of May
Advert close - 1st/2nd week of June
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The Times (Friday). For £[REDACTED] + VAT you can get a full page in black and white. So it doesn't seem as expensive as we thought, You could therefore think about doing 1/4 page colour maybe or 1/2 page in black and white and be under [REDACTED]. If you'd like to advertise online with the Times this would be abother

Arts professional magazine have said that you cannot advertise on their website without also placing an ad in their print magazine, unless the closing date is under 2 weeks away. A half page in black and white is £[REDACTED] plus VAT and a quarter page £[REDACTED]. For colour you add an extra 10%.

If someone in the culture team has any contacts at the magazine, maybe you could speak to them and negotiate a package that allows you to advertise online only. The cost for this would be £[REDACTED] + VAT.

Next steps:

To confirm publications we wish to use, based on price information provided above.
HR will arrange for advert and application information to be available on gla jobs pages.

██████████ to provide JD for HR and legal to review and comment

Draft advert to be provided by ██████████

Decision to be made on selection criteria and method of application (standardised application form or CV and supporting statement)

HR suggest panel could be Munira, arts council representative plus independent element. HR to provide list of names we use for independent elements.

██████████ to look at dates for shortlist and interviews so that we can include a full and confirmed timeline in the application booklet.

██████████
Resourcing Manager

Greater London Authority
5th floor, City Hall, Queens Walk,
London SE1 2AA

Tel: 020 7983 ██████████

Fax: 020 7983 ██████████

██████████@london.gov.uk

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Advice on Independent member 08.04.09

From: [REDACTED]
Sent: 22 October 2009 16:49
To: [REDACTED]
Subject: FW: Ace chair - please check

-----Original Message-----

From: Juliette Carter
Sent: 08 April 2009 13:14
To: [REDACTED]
Subject: FW: Ace chair - please check

[REDACTED]

Did we advise? I don't know when they are required or not, so perhaps we can get a list or direct queries to Finance if necessary. I'm not particularly worried about this - they just take the IA out of the process now. Thanks Juliette

-----Original Message-----

From: [REDACTED]
Sent: 08 April 2009 12:58
To: Juliette Carter
Subject: FW: Ace chair - please check

Juliette

I have been advising [REDACTED] on the appropriate process for the appointment of the Chair of the London Arts Council, and I was a bit surprised to see this advice from HR as of course it is wrong; independent Assessors are not required to be on Board appointment panels. They are required for certain appointments to assess the whole selection process. I have seen a draft GLA protocol however, which suggests that for this appointment no independent assessor is necessary. [REDACTED] may have misunderstood but the upshot is that the mayor's office has also been misadvised.

Good luck with OFD.

-----Original Message-----

From: [REDACTED]
Sent: 06 April 2009 11:54
To: Munira Mirza; [REDACTED], Justine Simons; Roisha Hughes
Cc: [REDACTED]
Subject: RE: Ace chair - please check

Hi Munira

HR advised that for board appointments an independent assessor is required to be present on the panel. The GLA has a list of approved assessors for us to shortlist from (this is the procedure used for the appointments at the LFB, TFL, LDA etc.)

The panel

Munira Mirza
Arts Council
Independent Assessor

I will send you an updated timetable and a proposed budget shortly.

Best

Advice on Independent member 08.04.09

-----Original Message-----

From: Munira Mirza
Sent: 04 April 2009 08:32
To: [REDACTED]; [REDACTED] Justine Simons; Roisha Hughes
Subject: Re: Ace chair - please check

We agreed ACE would sit on the initial interviews panel. We didn't confirm if Liz F would be in the final meetings with him to meet shortlist candidates but they did agree they should find someone they both liked.

I think [REDACTED] comments about Boris meeting final candidates alone make sense but best to ask Boris what he feels as he may prefer her to be present for the sake of good will.

Roisha, please can you ask him and let us know?

Many thanks
M

Munira Mirza

----- Original Message -----

From: [REDACTED]
To: [REDACTED] Justine Simons; Munira Mirza
Sent: Fri Apr 03 14:52:03 2009
Subject: RE: Ace chair - please check

Hi Munira

Did anything come up at the meeting this afternoon about the issues raised below?

Thanks
[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 03 April 2009 12:00
To: [REDACTED] Justine Simons; Munira Mirza
Subject: RE: Ace chair - please check

Just a couple of reactions to the Arts Council's suggestions

It doesn't seem unreasonable that the national arts Council should be represented on the interview panel, as my understanding is that the Regional Arts Council's are constitutionally internal committees of the National Arts Council. I think it should be either the national chair or another Board member tho; I don't think it should be an Arts Council officer.

I don't understand [REDACTED] reference to insurmountable conflicts of interest (does she mean differences of opinion?). I think we should ask the Arts Council for some suggestions for the independent member but if we decide on someone else that is our prerogative.

If the Mayor is going to choose between 2 candidates the national chair shouldn't attend the meeting. The whole point is that is a Mayoral, not a joint appointment. Obviously if the panel effectively recommends one person the

Advice on Independent member 08.04.09
meeting with the Mayor is quite a different one as its a welcome rather than a selection meeting. It is appropriate for the national chair to be present at a meeting like this.

-----Original Message-----

From: [REDACTED]
Sent: 02 April 2009 17:28
To: Justine Simons; Munira Mirza; [REDACTED]
Subject: FW: Ace chair - please check

Hi

Please see email from [REDACTED] in response to my suggestions. Her comments seem fine to me though would like your comments.

Thanks

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 02 April 2009 16:52
To: [REDACTED]
Cc: [REDACTED]@culture.gsi.gov.uk; [REDACTED]@artscouncil.org.uk
Subject: RE: Ace chair.

Hi [REDACTED]

A few points:

- * Our National chair should have representation on the appointment panel too - do you agree?
- * Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.
- * could you consult us on any tweaks to the job description?
- * Also, that sounds fine for the Mayor to meet the final two prospective candidates - however, with a view to ensuring 'fit' with the composition of our Board (skills mix / personality / diversity etc) it might be useful for our national Chair to attend the meeting too?
- * In terms of the timetable, we will need the short listing and interview dates asap as July is already filling up in our chair's diary.
- * Advertising approach sounds fine

[REDACTED] would you mind sending [REDACTED] the National chair's JD? I'm afraid I don't have the final version to hand. Also I don't have any wording for the advertisements - this is done at DCMS's end. [REDACTED] could you send [REDACTED] a copy of an old advert? [REDACTED] happy to discuss, format / language for the advert

Page 3

Advice on Independent member 08.04.09
as it really does make a difference how you convey the role in the print media.

CC-ing you in for information as I know you are meeting with the Mayor
and Liz Forgan on Friday....and also in case you have any points to feed in

Regards

From: [redacted] email to: [redacted] London.gov.uk
Sent: 02 April 2009 16:13
To: [redacted] NA
Subject: FW: Ace chair -

Hi

Apologies for not getting back earlier, needed to clarify some points.

We envisage the interview panel to include Munira, GLA hr and an independent
member (Munira to suggest). The Mayor may like to meet the final two
prospective candidates.

The timings you suggested below sounds good, though we missed a month. I have
included some suggestions for advertising.

April 2009 - agree job description with ACE, set appts panel, set short listing
and interview dates, agree advertising approach.

May-June 2009 - advertising (6-8 week period minimum) - Guardian, Times, Arts
professional (also, CSG newsletter, GLA, ACE networks and website).

July 2009 - short listing / interviews /selection (at the GLA)

September 2009 - appointments made and announced.

The job brief looks good, we may need to tweak it slightly, it would be helpful
if you can share the DCMS chair's brief for reference.

Advice on Independent member 08.04.09

Also, if you have a previous advert s for board appointment that would also be helpful .

Thanks

██████████
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 ██████████
www.london.gov.uk

-----Original Message-----

From: ██████████@artscouncil.org.uk [mailto:██████████@artscouncil.org.uk]
Sent: 18 March 2009 10:06
To: ██████████ Justine Simons; M ██████████@artscouncil.org.uk
Cc: Munira Mirza
Subject: RE:

Hello ██████████

No problem, happy to meet and discuss if you would like.

In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

██████████

From: ██████████ [mailto:██████████@london.gov.uk]
Sent: 17 March 2009 11:15
To: ██████████ - NAT; Justine Simons; ██████████ - L
Cc: Munira Mirza
Subject: RE:

Dear ██████████

Thank you for the brief - it is very helpful.

I will digest this information and get back to you shortly.

Best

██████████
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 ██████████

Advice on Independent member 08.04.09

www.london.gov.uk

-----Original Message-----

From: [REDACTED]@artscouncil.org.uk [mailto:[REDACTED]@artscouncil.org.uk]
Sent: 13 March 2009 16:06
To: Justine Simons; [REDACTED]@artscouncil.org.uk
Cc: Munira Mirza; [REDACTED]
Subject: RE:

Hi Justine

Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating). You may have already received this from Moira.

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACE, set appts panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews /selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.

Regards

[REDACTED]
Head of Governance
Arts Council England
Ph 02079[REDACTED]

-----Original Message-----

From: Justine Simons [mailto:Justine.Simons@london.gov.uk]
Sent: 13 March 2009 15:10
To: [REDACTED]
Cc: Munira Mirza; [REDACTED] - NAT; [REDACTED]
Subject: Re:

Hi [REDACTED]

Thanks for this, agree we need to get moving.

Am copying [REDACTED] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

Page 6

Advice on Independent member 08.04.09

*Brief for the role - perhaps you could send what you have and we could feed in? what kind of person do we need?

*Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps junna can start to pull together a plan of all the various networks we might want to circulate it through eg csg database? nca database? Other ace/gia our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

*Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 5753

----- Original Message -----

From: [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>
To: Justine Simons
Cc: Munira Mirza; [REDACTED]@artscouncil.org.uk
<[REDACTED]@artscouncil.org.uk>
Sent: Fri Mar 13 10:46:00 2009
Subject:

Hi Justine

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying [REDACTED] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[REDACTED]
[REDACTED]
Executive Director London
Arts Council England
Direct Line 020 7608 [REDACTED]
Fax 020 7340 [REDACTED]
Email [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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Page 7

Advice on Independent member 08.04.09
registered charity no. 1036733

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(U: [redacted])

From: [redacted]
 Sent: 03 April 2009 14:52
 To: [redacted]; Justine Simons; Munira Mirza
 Subject: RE: Ace chair - please check

Hi Munira

Did anything come up at the meeting this afternoon about the issues raised below?

Thanks

-----Original Message-----

From: [redacted]
 Sent: 03 April 2009 12:00
 To: [redacted]; Justine Simons; Munira Mirza
 Subject: RE: Ace chair - please check

Just a couple of reactions to the Arts Council's suggestions

It doesn't seem unreasonable that the national arts Council should be represented on the interview panel, as my understanding is that the Regional Arts Council's are constitutionally internal committees of the National Arts Council. I think it should be either the national chair or another Board member tho; I don't think it should be an Arts Council officer.

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 To: Justine Simons; Munira Mirza; [redacted]
 Subject: FW: Ace chair - please check

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Thanks

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 Sent: 02 April 2009 16:52
 To: [redacted]
 Cc: [redacted] @Culture.gsi.gov.uk; [redacted] @artscouncil.org.uk
 Subject: RE: Ace chair

Hi

A few points:

- Our National Chair should have representation on the appointment panel too - do you agree?
- Could the independent member be selected in consultation with our National Chair (perhaps she could view a short list of possibles)? This would help avoid any insurmountable conflicts of interest the person might have with either GLA and ACE.
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copy of an old advert? [redacted] happy to discuss, format / language for the advert as it really does make a difference how you convey the role in the print media.
 [redacted] CC-ing you in for information as I know you are meeting with the Mayor and Liz Forgan on Friday...and also in case you have any points to feed into [redacted]

Regards
 [redacted]

From: [redacted] [mailto:[redacted]@london.gov.uk]
 Sent: 02 April 2009 16:13
 To: [redacted] - NAT
 Subject: FW: Ace chair -

Hi [redacted]
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 The timings you suggested below sounds good, though we missed a month. I have included some suggestions for advertising.
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 The job brief looks good, we may need to tweak it slightly, it would be helpful if you can share the DCMS chair's brief for reference.
 Also, if you have a previous advert for board appointment that would also be helpful.

Thanks

[redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
 www.london.gov.uk

-----Original Message-----

From: [redacted] [mailto:[redacted]@artscouncil.org.uk]
 Sent: 18 March 2009 10:06
 To: [redacted]; Justine Simons; [redacted]@artscouncil.org.uk
 Cc: Munira Mirza
 Subject: RE:

Hello [redacted]
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 In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

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 To: [redacted] - NAT; Justine Simons; [redacted] - I
 Cc: Munira Mirza
 Subject: RE:

Dear [redacted]
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[redacted]
 Mayor's Office
 City Hall
 Queen's Walk
 London SE1 2AA
 Tel: 020 7983 [redacted]
 www.london.gov.uk

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From: [redacted] [mailto:[redacted]@artscouncil.org.uk]
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 To: Justine Simons; [redacted]@artscouncil.org.uk
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September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.
 Regards

[redacted]
 Head of Governance
 Arts Council England
 Ph 020797 [redacted]

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 Sent: 13 March 2009 15:10
 To: [redacted] L
 Cc: Munira Mirza; [redacted] - NAT; [redacted]
 Subject: Re:

Hi [redacted]

Thanks for this, agree we need to get moving.

Am copying [redacted] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

- * flesh out timetable for recruitment, selection and interview.
- * process, who needs to be involved at what stage.
- * Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?
- * Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps jurna can start to pull together a plan of all the various networks we might want to circulate it through eg csg database? nca database? Other ace/gla our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

*Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
 Head of Cultural Strategy
 Mayor's Office
 020 7983 [redacted]

-----Original Message-----

From: [redacted]@artscouncil.org.uk <[redacted]@artscouncil.org.uk>
 To: Justine Simons
 Cc: Munira Mirza; [redacted]@artscouncil.org.uk <[redacted]@artscouncil.org.uk>
 Sent: Fri Mar 13 10:46:00 2009
 Subject:

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Best

[redacted]

Executive Director London
Arts Council England
Direct Line 020 7608 [redacted]
Fax 020 7340 [redacted]
Email moira.sinclair@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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For more information please visit <http://www.messagelabs.com/email>

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Rosemary Cairns

From: Tom Middleton
Sent: 03 April 2009 12:13
To: [REDACTED]
Subject: Re: Board appointments

Pls put sthg in my diary

Tom Middleton

----- Original Message -----

From: [REDACTED]
To: Tom Middleton; [REDACTED]
Cc: Justine Simons; [REDACTED]
Sent: Fri Apr 03 12:12:43 2009
Subject: RE: Board appointments

Hi Tom

That would be great, I'm available Tues and Wednesday between 11 and 1.

Thanks
[REDACTED]

-----Original Message-----

From: Tom Middleton
Sent: 03 April 2009 12:01
To: [REDACTED]
Cc: Justine Simons; [REDACTED]
Subject: Re: Board appointments

Hi [REDACTED] it was me - happy to meet Mon/Tues/Wed next week on this if that suits you
- Tom

Tom Middleton

----- Original Message -----

From: [REDACTED]
To: Tom Middleton; [REDACTED]
Cc: Justine Simons; [REDACTED]
Sent: Fri Apr 03 11:58:55 2009
Subject: Board appointments

Hi [REDACTED]

I understand you were involved in developing the board appointments of the Arts Council England, London and Museum, Libraries and Archives, London.

I have been given this brief and was hoping you could provide some background information and any handover notes from [REDACTED]

Also, do you know if this is a statutory responsibility and what powers it gives the Mayor?

Thank you
[REDACTED]

[REDACTED]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: [REDACTED]
Sent: 01 April 2009 12:28
To: Munira Mirza
Subject: FW: Arts council

Attachments: FW Board appointments (ACE chair) .htm

Re: Chair of Arts council appointment process. [REDACTED] is meeting [REDACTED] on Friday to talk about how best to proceed. Apparently she sent you attached email previously - not sure if you responded? She is also talking to recruitment about advertising (Guardian/Times) but needs to identify a budget for this..I can talk to [REDACTED] that is helpful.

[REDACTED]
FW Board
pointments (ACE ch

Cheers

-----Original Message-----

From: [REDACTED]
Sent: 31 March 2009 18:31
To: [REDACTED]
Subject: Arts council

Hi,
Munira has asked if you could let me know what the process is for appointing the chair of the Arts Council?
Thanks
[REDACTED]

[REDACTED]
Advisor to Director of Arts and Culture Policy
Mayor's Office
City Hall
The Queen's Walk
London SE1 2AA

t: 020 7983 [REDACTED]
m: 07766 [REDACTED]

1998-1999

1999-2000

2000-2001

2001-2002

2002-2003

2003-2004

2004-2005

2005-2006

2006-2007

2007-2008

[REDACTED]

From: [REDACTED]@virgin.net]
Sent: 04 February 2009 17:50
To: Munira Mirza
Subject: lunch etc

Dear Munira

Lovely to meet you at lunch.

One name springs to mind for the Arts Council role. [REDACTED] ex-head of [REDACTED] hugely experienced, takes no prisoners.

Another: [REDACTED] former head of [REDACTED] Bit of an Insider but good on the essentials.

Still thinking.

all best

[REDACTED]

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Stevie White- McQuillan

From: [redacted]@artscouncil.org.uk
Sent: 21 January 2009 11:47
To: Munira Mirza
Subject: Quick question
Importance: High

Hello there

Liz Forgan, our new national Chair, wants to meet Boris to say hello and, I expect, to talk about recruitment of London Chair.

How would you like to go about this? I think she is intending to write to him directly, but am presuming he will then talk to you.....

[redacted]

[redacted]
Executive Director London
Arts Council England
Direct Line 020 766 [redacted]
Fax 020 75 [redacted]
Email [redacted]@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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[REDACTED]

From: Roisha Hughes
Sent: 03 April 2009 08:46
To: [REDACTED]
Subject: FW: Arts council briefing

Attachments: Mayoral Briefing - Arts Council meeting.doc

The briefing is in the word doc

-----Original Message-----

From: Roisha Hughes
Sent: 02 April 2009 18:38
To: PSBorisJohnson
Subject: FW: Arts council briefing

-----Original Message-----

From: Munira Mirza
Sent: 02 April 2009 11:19
To: [REDACTED] Roisha Hughes
Cc: Justine Simons
Subject: Arts council briefing

Apologies for the delay. Here's the briefing.



Mayoral Briefing -
Arts Council...

For my catch up with Boris, agenda is:

[REDACTED]
[REDACTED]
[REDACTED]

I'll ask Justine to stay on for this after the Arts Council meeting to discuss first 2 items.

Thanks
M

Briefing

Date: 3 April 2008
To: Boris Johnson, Mayor of London
From: Munira Mirza, Director of Arts, Culture and Creative Industries Policy, x6524
Re: Meeting with Dame Liz Forgan, Chair of Arts Council England, and Moira Sinclair, Director Arts Council London, 3.00pm in Mayor's Office

GLA Attendees: Boris Johnson
Munira Mirza
Justine Simons

Briefing meeting: No briefing meeting

This meeting was requested by Liz Forgan, new chair of Arts Council England.

AGENDA (tbc)

1. Recruitment of London Arts Council Chair (Liz will talk about what her vision for Arts Council is and how a London Chair might contribute to that).

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

AOB

NOTES

1. Recruitment of Arts Council England, London Chair

Under the GLA Act, you have power to appoint 4 members to the board of Arts Council England (London). You appointed Alan Miller and Cecilia Wee, plus me. You have one board member slot left. You also have power to appoint chair. We asked Lady Sue Hollick to remain as chair for a final year (till Sep 09) to give us time to appoint someone. We will recruit broadly according to Nolan principles (advertising, interview), but you make final choice. We appointed the two board members this way, and Moira and Sue attended the interviews.

Moira is the Director of the Arts Council England's London office. She has responsibility for the development, implementation and advocacy of regional and national policy that promotes external partnerships. Key focus areas for her and her teams include education & learning, diversity, regeneration, local authorities, health and the London 2012 Olympic Games and Paralympic Games. Prior to joining the Arts Council in 2005, Moira was Director of Vital Arts and has previous experience in local government and in theatre and production management.

Not relevant

BIOGRAPHIES

Dame Liz Forgan

Forgan was a founding commissioning editor and then Director of Programmes at the UK's Channel 4 from 1981 to 1990. She joined the BBC in 1993 to become Managing Director, BBC Network Radio where she developed the format for BBC Radio Five Live and launched the DAB digital radio service. She left the BBC in February 1996. She was editor of *The Guardian's* women's pages from 1978 to 1982, a *Guardian* columnist during 1997 and 1998, becoming a non-executive director of the Guardian Media Group^[3] from 1998, and promoted to become the sixth Chair of The Scott Trust in 2003^[4], the owner of the *Guardian* newspapers hence becoming Britain's first female newspaper proprietor. Since April 2001, the Chair of the National Heritage Memorial Fund since 2001 and Heritage Lottery Fund^[5]. She is also board member of the Conservatoire for Dance and Drama^[6], Trustee of the Royal Anniversary Trust, a former Board Member of the British Film Institute, a Trustee of the Media Trust and of the Phoenix Trust, and Chair of the Churches Conservation Trust.

From February 2009 Forgan will be the new Chair of Arts Council England, becoming the first woman to be head of the leading British Arts organisation in its 62-year history. Forgan will replace Sir Christopher Frayling.^{[7][8]}

Maira Sinclair

The timetable is:

March - April 2009 - agree job description with ACE, set appts panel, set short listing and interview dates, agree advertising approach.

May-June 2009 - advertising (6-8 week period minimum) - Guardian, Arts professional and the Museums Journal. (also, CSG newsletter, GLA, ACE networks and website.

July 2009 - short listing / interviews /selection (at the GLA)

September 2009 - appointments made and announced.

The Arts Council would like to use a recruitment consultant and for us to contribute approx £5k to this.

2.

V

Not relevant

3. Outer boroughs funding

Not relevant

From: [REDACTED]
 Sent: 06 March 2009 12:02
 To: Munira Mirza
 Cc: Justine Simons; [REDACTED]
 Subject: RE: Mayoral Appointments

I have taken this up with Legal also and just waiting for them to come back with advise. Then we can look at the best options.

There is no HR budget for recruitment - we would have to pay.

Come back you as soon as I have had a response from Legal.

-----Original Message-----

From: Munira Mirza
 Sent: 06 March 2009 11:51
 To: [REDACTED]
 Cc: Justine Simons; [REDACTED]
 Subject: RE: Mayoral Appointments

Have checked past emails from Arts Council and I imagine we would need to advertise the post in a national paper, in addition to contributing towards [REDACTED] for the recruitment consultant (our share would be probably half). I am undecided about whether we should pay for a recruitment consultant as it is always something the media complains about. Can you just check that there is a precedent for GLA paying for recruitment consultants for similar appointments?

If we pay for an advert/recruitment consultant, it would be best as you say to take from this year's budget (unless it's from HR's budget anyway?).

-----Original Message-----

From: [REDACTED]
 Sent: 06 March 2009 11:23
 To: Munira Mirza
 Subject: FW: Mayoral Appointments

Dear Munira

You emailed me last week with regards to recruitment of Chair to the Arts Council.

I have contacted Juliette Carter to see if the GLA could help with this rather than us paying towards a consultant.

Please see her reply.

If you decide to pay the [REDACTED] or use the GLA process it would be best if we fund this from this years budgets - as next year I am sure they will be pretty tight.

Best regards

[REDACTED]

-----Original Message-----

From: Juliette Carter
 Sent: 06 March 2009 11:07
 To: [REDACTED]
 Subject: RE: Mayoral Appointments

[REDACTED]

Suggest you discuss this with [REDACTED], who I have copied into the e-mail. We could facilitate the process for recruiting to the post, on existing resource. Without a recruitment consultant this would be the advert, and then

organisation of the recruitment process. The advert would be the only cost in this option. The alternative to an advert is to use a recruitment consultant to search for candidates. To be honest [redacted] bounds very little to pay, and not much more than an advert, so not sure where the remainder of the funding comes from for this? What we wouldn't do is the search - ie phoning people up and asking them to apply - and [redacted] would be a small price to pay for that.

Regards

Juliette

From: [redacted]
Sent: 06 March 2009 10:49
To: Juliette Carter
Subject: FW: Mayoral Appointments

Dear Juliette

Please see below - the Arts Council would like us to pay [redacted] towards a recruitment consultant to appoint a Chair to Arts Council London. Is this something the GLA could help with as opposed to giving money.

The GLA is statutory responsible for the Arts Council.

Thanks [redacted]

-----Original Message-----

From: Munira Mirza
Sent: 25 February 2009 13:07
To: [redacted]
Subject: RE: Mayoral Appointments

We're responsible for:

Arts Council
MLA
Cultural Strategy Group
Museum of London
Fourth Plinth
Mayors Commission on African Asian Heritage (this has since evolved into the Heritage Diversity Taskforce)

The first three are statutory and take up a lot of work. Do we have any resource (staff and budget) to spend on recruitment for these posts. The Arts Council in particular want us to pay [redacted] towards a recruitment consultant for a chair to Arts Council London. I'm reluctant to pay recruitment consultants, but would be useful to know what the situation is internally.

thanks

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [redacted]
[redacted]@london.gov.uk

-----Original Message-----

From: [redacted]
Sent: 19 February 2009 10:40
To: Munira Mirza
Subject: Mayoral Appointments

Dear Munira

I have been asked to up date a piece of work regarding Mayoral Appointments,

Attached is a spreadsheet showing Mayoral representatives for different forums. As you can see I have

highlighted 2 areas in red. Both of these areas show the old administration being responsible for these.

It looked to me that these areas come under your remit. Could you please let me know have you taken the steer for these two areas or have you delegated it to a member of staff.

Thank you

<< File: Spreadsheet JANUARY 09.xls >>

[REDACTED]
[REDACTED]
Business Support Manager

Mayor's Office
Greater London Authority
Level 3/Desk E21
City Hall
The Queens Walk
London
SE1 2AA

020 7983 [REDACTED]

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[Redacted]

From: [Redacted]@artscouncil.org.uk
Sent: 18 March 2009 10:06
To: [Redacted]; Justine Simons; [Redacted]@artscouncil.org.uk
Cc: Munira Mirza
Subject: RE:

Hello [Redacted]
No problem, happy to meet and discuss if you would like.

In terms of timetable, I was thinking that it would probably be helpful to obtain the parliamentary summer recess dates so that you can aim to avoid providing the SOS with her right of veto during that period.

[Redacted]

From: [Redacted] [mailto:[Redacted]@london.gov.uk]
Sent: 17 March 2009 11:15
To: [Redacted] - NAT; Justine Simons; [Redacted] - L
Cc: Munira Mirza
Subject: RE:

Dear [Redacted]

Thank you for the brief - It is very helpful.
I will digest this information and get back to you shortly.

Best

[Redacted]

[Redacted]
Mayor's Office
City Hall
Queen's Walk
London SE1 2AA
Tel: 020 7983 [Redacted]
www.london.gov.uk

-----Original Message-----
From: [Redacted]@artscouncil.org.uk [mailto:[Redacted]@artscouncil.org.uk]
Sent: 13 March 2009 16:06
To: Justine Simons; [Redacted]@artscouncil.org.uk
Cc: Munira Mirza; [Redacted]
Subject: RE:

Hi Justine

Please find attached a briefing pack for the London Regional Arts Council Chair appointment which I prepared last year (and therefore may require some updating).
You may have already received this from [Redacted].

It covers a job description and person specification (which we agreed with DCMS and the former Mayor's Office), timetable, information about the process and an application form.

You are welcome to use this document, or not, as you wish.

In terms of a timetable my thoughts would be:

March - April 2009 - preparation (agree timetable, agree job description with DCMS, ACE, set appts panel, set short listing and interview dates, agree advertising approach)

May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews / selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.

Regards

[REDACTED]
Head of Governance
Arts Council England
Ph 0207973 [REDACTED]

-----Original Message-----

From: Justine Simons [<mailto:Justine.Simons@london.gov.uk>]
Sent: 13 March 2009 15:10
To: [REDACTED] - L
Cc: Munira Mirza; [REDACTED] - NAT; [REDACTED]
Subject: Re:

Hi [REDACTED]

Thanks for this, agree we need to get moving.

Am copying [REDACTED] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

* flesh out timetable for recruitment, selection and interview.

* process, who needs to be involved at what stage.

* Brief for the role - perhaps you could send what you have and we could feed in? What kind of person do we need?

* Recruitment plan - I know there was a conversation about bringing in a head hunter but am not sure whether we ditched this in the end due to cost? In any case perhaps junna can start to pull together a plan of all the various networks we might want to circulate it through eg csg database? nca database? Other ace/gla our networks? List of senior people from the sector we might want to ask for ideas? And other key influencers depending on the kind of person we want?

* Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
Head of Cultural Strategy
Mayor's Office
020 7983 [REDACTED]

----- Original Message -----

From: [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>
To: Justine Simons
Cc: Munira Mirza; [REDACTED]@artscouncil.org.uk <[REDACTED]@artscouncil.org.uk>
Sent: Fri Mar 13 10:46:00 2009
Subject:

Hi Justine

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

Knowing how long these things take, not least in the SoS sign off, we should moving things now. And I know that Liz will raise it when she meets Boris at the end of the month.

Could you let me know what is happening? I am copying [REDACTED] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[REDACTED]

[REDACTED]
Executive Director London
Arts Council England
Direct Line 020 7608 [REDACTED]
Fax 020 7340 [REDACTED]
Email [REDACTED]@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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b

[Redacted]

From: Munira Mirza
Sent: 16 March 2009 09:33
To: [Redacted]
Cc: [Redacted]
Subject: RE: ace chair

[Redacted]

I'm not sure if I need to be at an initial meeting to discuss - why don't you put together a plan for how to advertise for these appointments (we have ACE, also a few MoL and poss MLA). Perhaps we could do one advert for them all together to save money?

When we have a plan, maybe then we can meet to discuss.

Thanks
M

[Redacted]

[Redacted]

Munira Mirza
Director of Policy for Arts, Culture and the Creative Industries
Greater London Authority

PA: [Redacted] 020 7983 [Redacted]
[Redacted] london.gov.uk

-----Original Message-----

From: [Redacted]
Sent: 13 March 2009 16:41
To: Munira Mirza; [Redacted]
Cc: [Redacted]
Subject: FW: ace chair
Importance: High

Hi Munira

Please can we meet to discuss how to proceed with this .

Thanks

-----Original Message-----

From: [Redacted]@artscouncil.org.uk [mailto:[Redacted]@artscouncil.org.uk]
Sent: 13 March 2009 16:06
To: Justine Simons; [Redacted]@artscouncil.org.uk
Cc: Munira Mirza; [Redacted]
Subject: RE:

Hi Justine

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May-June - advertising (6-8 week period minimum)

July - August (acknowledging that August has its limitations) short listing / interviews /selection

September - appointment made and announced in time for Sue's departure at the end of the month

Happy to discuss further.

Regards

[REDACTED]
Head of Governance
Arts Council England
Ph 0207 [REDACTED]

-----Original Message-----

From: Justine Simons [mailto:Justine.Simons@london.gov.uk]

Sent: 13 March 2009 15:10

To: [REDACTED] L

Cc: Munira Mirza [REDACTED] NAT; [REDACTED]

Subject: Re:

Hi [REDACTED]

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Am copying [REDACTED] who will lead this from a logistical point of view from our side.

Apologies if some of this is in place anyway but off the top of my head, here is a stab at the immediate actions:

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*Advert

Would welcome all thoughts.

All the best

Justine

Justine Simons
 Head of Cultural Strategy
 Mayor's Office
 020 7983 5753

----- Original Message -----

From: [redacted]@artscouncil.org.uk <[redacted]@artscouncil.org.uk>
 To: Justine Simons
 Cc: Munira Mirza, [redacted]@artscouncil.org.uk <[redacted]@artscouncil.org.uk>
 Sent: Fri Mar 13 10:46:00 2009
 Subject:

Hi Justine

I had Liz Forgan on my case last night about the process and timetable for Sue's replacement.

Sue's last Council meeting will be 23 September and it would be wonderful if her replacement was able to attend National Council on 29 September, so London is ensured consistent representation.

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Could you let me know what is happening? I am copying [redacted] at our head office in as she leads on governance and is compiling our advert for Council members which goes out shortly.....

Best

[redacted]

[redacted]
 Executive Director London
 Arts Council England
 Direct Line 020 7608 [redacted]
 Fax 020 7340 [redacted]
 Email [redacted]@artscouncil.org.uk

www.artscouncil.org.uk

www.artscouncil.org.uk

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Boris Johnson,
Mayor of London,
City Hall,
The Queen's Walk
London, SE1 2AA

April 28th, 2009

Dear Boris,

If I may, I would like to put my hat in the ring for the Arts Council, London role you mentioned. Since we had lunch, I have discovered that there is no conflict with another arts advisory position that I am being offered. Perhaps  could put me in touch with whoever is handling the applications.

Everything seems to be going very well at City Hall and it was good to see today your announcement on the 2012 sports legacy for London.

Very best wishes,

Vernon

████████████████████
████████████████████

██████

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Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Rt Hon Ben Bradshaw MP
Secretary of State
Department of Culture, Media & Sport
2 - 4 Cockspur Street
London SW1Y 5DH

Our ref: MCLA031109-5382

Date: 6 November 2009

Dear Ben

Appointment of the Chair of the London Region of the Arts Council England

Thank you for your letter of 30 October asking me to consider appointing one of the other shortlisted applicants to the above role.

Your earlier letter to me of 7 October stated that "I have concluded that the Greater London Authority process was not conducted to the standards that are expected under Nolan principles". As you are already aware, I strongly disagree with this statement. Indeed the longer this process goes on, and the more I see of your views as relayed by the media, the stronger I feel that is you who is in breach of Nolan principles through your determination to act in a party political fashion.

However, the nature of the way in which you have used your veto and the exceptional circumstances it has created are such that they give me no choice other than to re-run the process. I cannot see how I could make an approach to one of the other candidates when you have ruled that the process as a whole falls short of the standards expected. You have questioned the validity of the GLA's entire approach and therefore the only viable option open to me in these highly unusual circumstances is to start again.

Therefore, I shall re-advertise the role shortly. The re-run process, like the first, will follow Nolan principles and the GLA's appointments protocol.

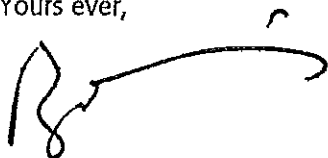
On reflection I find it particularly surprising that you formed your judgment without first asking me for my views and any other relevant information I might be able to provide. Had you done so you would have discovered that when I said to Dame Liz Forgan in a minuted telephone conversation on 17 July that I might need to see all four candidates, Dame Liz Forgan replied that she "couldn't say fairer than that" and also that she thought it would be very helpful for me to see all four candidates. Dame Liz Forgan stated her view in that same conversation that this was my appointment and that she wanted someone with whom I felt comfortable.

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Furthermore you would also have discovered that the independent element in the process, Sir David Durie, had written to the GLA to state that he "cannot conclude that she (Veronica Wadley) would necessarily be incapable of coming up to the required standard". So Sir David Durie has confirmed to the GLA that, within the context of his role as the independent element in this process, it would be reasonable for me to make the proposed appointment.

The outcome of your actions is not only to undermine the devolution arrangements in place in London but also to politicise the administration of arts policy in a way that is totally unacceptable to all those involved.

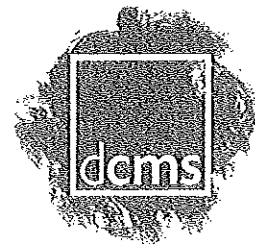
Yours ever,

A handwritten signature in black ink, appearing to be 'Boris Johnson', with a long, sweeping horizontal stroke extending to the right.

Boris Johnson
Mayor of London

CMS 127176/DC

Boris Johnson
Mayor of London
City Hall
The Queen's Walk
LONDON SE1 2AA



department for
culture, media
and sport

October 2009

Dear Ben,

APPOINTMENT OF THE CHAIR OF THE LONDON REGION OF THE ARTS COUNCIL OF ENGLAND

Thank you for your letter of 23 October.

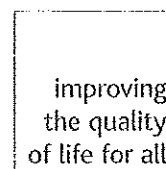
I note your proposal to re-advertise and re-run the recruitment process for the London Region Chair. However, the published briefing pack for applicants for this position, provides that, where the Secretary of State exercises the right of veto to the appointment, the Mayor will go back to the other recommended candidates or, under extreme circumstances, ask officers to re-advertise the vacancy and run the process again.

This published procedure suggests that the first option is for you to go back to the other candidates and to recommend a person from that list. Clearly, this could enable the position to be filled in a shorter timeframe and enable the business of the Arts Council London and the main Arts Council Board to be continued more quickly.

I would be grateful if you could clarify why you feel this is not possible in this instance.

With best wishes,

BEN BRADSHAW



Mayor's Office

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4458
Web: www.london.gov.uk

Rt Hon Ben Bradshaw MP
Secretary of State
Department for Culture Media and Sport
2-4 Cockspur Street
London SW1Y 5DH

Our ref: MGLA131009-3194

Date: 23 October 2009

Dear Ben

Appointment of the Chair of the London Region of the Arts Council of England

Thank you for your letter of 7 October.

You took over two months to reply to my letter of 31 July proposing Veronica Wadley. You then appear to have leaked your reply and correspondence - to which I was not a party - between the Chair of the Arts Council, Dame Liz Forgan and your officials to the national press. And you capped it by doing so during the Conservative Party Conference. I am therefore concerned that your decision to reject my appointment was politically motivated and little else.

I also need to remind you that, contrary to what your letter says, it is I as Mayor of London, and not you, who is responsible for making this appointment. Of course, the appointment requires your approval. But the clear intent of the Government and Parliament in the legislative changes you introduced during Ken Livingstone's mayoralty in 2007/08, and in changing the Royal Arts Council's Royal Charter, was to delegate the power of appointment to the Mayor.

I am quite satisfied that the process of appointment complied with the Nolan principles and followed the published GLA Protocol on Mayoral appointments which I approved and put in place in May - no such published procedure previously existed. For the record: -

- I agreed that Liz Forgan should be involved in the process. She and Dr Munira Mirza together sifted all the candidates who applied against the published selection criteria. They alone decided the shortlist for interview. In other words they decided together that Veronica Wadley, alongside other candidates, met the agreed criteria
- The same two people were on the initial selection panel on 1 July. In accordance with our Protocol, an independent element, Sir David Durie was invited to attend in his role, as set out in the Protocol, '...to confirm, based on the information available that, in their view, the Mayor could reasonably make the appointment he wishes to make ...The independent element has no right of veto in relation to the Mayor's decision or those of the Authority in relation to procedures.'

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- You have the report of the Selection Panel. As you say, there was no clear outcome because there was disagreement about who should be recommended to me - the intention having been to offer me a choice, as with Ministerial appointments. I therefore took advice and concluded that, in order to take account of the views of each of the panel members, I should see the four preferred candidates myself and make my own assessment
- Before doing so, I consulted Liz Forgan by phone on 31 July and she accepted as fair that I should see the candidates. I also asked my Chief of Staff, Sir Simon Milton, to speak to David Durie to hear his views at first hand and to tell him how I proposed to proceed. This he did.
- I then personally interviewed all four candidates. I followed a common question format. I considered the candidates on their merits against the published selection criteria. The Deputy Chief executive of the GLA sat in on the interviews and my Private Secretary took a full note. You have that too.
- In the end, I selected Veronica Wadley as the best candidate against the full range of the published criteria. I am quite clear that I did so following Nolan principles – and I find it hard to see how any reasonable person reading the conclusions of the interviews could disagree.

The whole purpose of the final element of the selection process was to recognise, transparently, the differences of view that existed and to give me, as decision-maker, the opportunity to reach a final decision myself. To hide behind an argument that the process was defective because the initial panel didn't reach an agreed view, is no more than a deliberate act to prevent the Mayor of London making an on merit decision as I am empowered to do.

I maintain that Veronica Wadley would be an excellent servant of the arts in London. As one of the top women journalists in the UK, she demonstrated at the interview a strong knowledge of London and passionate commitment to the arts. During her time as editor of the Evening Standard the paper won many awards for its arts coverage; she chaired the paper's prestigious theatre awards and became a strong advocate for the arts in London. Since leaving the Evening Standard, she has sought to dedicate her time to arts focused roles and has recently been invited to become a member of the Northern Ballet Theatre board in Leeds. My advisor, Dr Munira Mirza, had also been impressed by personal recommendations of Veronica from senior people in the arts.

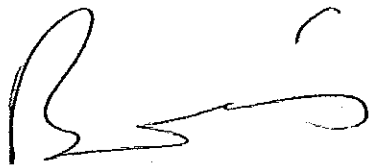
Veronica demonstrated during her interview a clear knowledge of and commitment to my vision for the Arts in London as outlined in the published "Cultural Metropolis" (November 2008): supporting arts provision across all boroughs, engaging young people, ensuring strong private and public support, encouraging greater cross borough collaboration, and promoting London's arts in the run up to 2012. She has not professed to having a professional background in the arts world, and it is the height of hypocrisy to use this against her. Liz Forgan, the current Chair of Arts Council England, had a long career as a journalist with The Guardian and in broadcasting; and a previous Government appointment to the same post, Gerry Robinson, was a businessman, broadcaster and Labour Party donor.

Veronica's background in the media means that she brings no bias towards sectoral interests and also brings a range of other skills; strong advocacy and communication skills; ability to think strategically and leadership qualities – all of which were included in the published selection criteria for this post. You should also be aware that all the other shortlisted candidates were male.

I am sorry therefore that you appear to have taken a narrow and party political approach to this appointment – shown up graphically by the way correspondence about the appointment process was leaked to the media, and hardly in keeping with the Nolan principles which you espouse.

In the interests of the London Regional Arts Council and the arts in London I have no choice but to acknowledge your decision, bad though it is. I am therefore proposing to re-advertise and re-run the recruitment process for the Chair. Since there is a meeting of the London Arts Council during November, I propose to ask members of the Council to consider how to ensure its work can best be led over the coming months and how to ensure that London's voice is heard at the National Council.

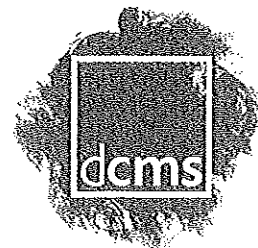
Yours ever,

A handwritten signature in black ink, appearing to be 'Boris Johnson', written in a cursive style.

Boris Johnson
Mayor of London

CMS 125364/DC

Boris Johnson
Mayor of London
City Hall
The Queen's Walk
LONDON SE1 2AA



department for
culture, media
and sport

zn October 2009

Dear Sir,

Appointment of the Chair of the London Region of the Arts Council of England

Thank you for your letter of 31 July, proposing that I appoint Veronica Wadley as Chair of the London Region on the Arts Council of England.

In order to give full consideration to your recommendation and in accord with normal practice, I sought the views of Dame Liz Forgan, the Chair of the Arts Council, who was a member of the selection panel. I have also seen the briefing note on the first stage interviews which Munira Mirza, the panel chair, provided to you and also a report on your own interviews with the four shortlisted candidates.

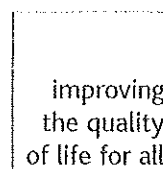
Having considered these papers, carefully, I have concluded that the GLA process was not conducted to the standards that are expected under the Nolan principles. It is apparent that there was not a clear outcome at the first stage interview panel in that the panel did not reach collective agreement to put forward Veronica Wadley to the next stage of interviews with you. Nevertheless, that candidate was submitted to you by the panel chair for second interview. Because of this failure of the process, I have taken the decision not to approve the appointment of Veronica Wadley.

I understand that the published options set out are that you will go back to the other recommended candidates or, ask your officers to re-advertise the vacancy and run the process again. In the event of a re-run, it is important that we should both be satisfied as to the process to be followed.

With best wishes,

A handwritten signature in black ink, appearing to be 'B. Bradshaw', written in a cursive style.

BEN BRADSHAW



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Rt Hon Ben Bradshaw MP
Secretary of State
Department for Culture Media and Sport
2-4 Cockspur Street
London SW1Y 5DH

Date: 31 JUL 2009

Dear Ben

Appointment of the Chair of the London Region of the Arts Council of England

I wish to appoint Veronica Wadley as Chair of the London Region of the Arts Council of England for a four-year period from 1 October 2009.

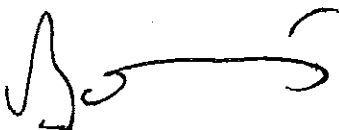
I would first like to pay tribute to the sterling work Lady Sue Woodford Hollick has performed in this office over the last nine years. Sue leaves the arts in the capital in a healthier state than she found them and I am very grateful to her for that.

I am sure you will agree with me that we are very fortunate to have found someone of the calibre of Veronica Wadley to replace Sue. Her commitment to the arts and her understanding of London will be vital in the face of severe challenges -- particularly financial -- which we shall encounter going forward. In the interview Veronica made a persuasive case for funding the arts, and balancing excellence and access. She understood most clearly my priorities, including music education, and she was also the most creative candidate in terms of promoting the arts and culture across all the boroughs in London.

Veronica was chosen from a strong field following a two-stage interview process. On the panel for the first stage were the Chair of Arts Council England, Dame Liz Forgan and my arts and culture advisor, Munira Mirza. Also present was someone independent of the bodies involved in the recruitment process, Sir David Durlé (who among other things is now a member of the GLA's Standards Committee). I conducted the second stage along with the GLA's Deputy Chief Executive, Jeff Jacobs.

I feel confident that Veronica will be an asset to the Arts Council in the years ahead.

Yours ever,



Boris Johnson
Mayor of London

Direct telephone: 020 7983 4100 Fax: 020 7983 4057 Email: Mayor@london.gov.uk

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Sir David Durie

[REDACTED]
[REDACTED]
[REDACTED]

Date: 14 July 2009

Dear Sir David

Thank you for acting as an independent element at the interviews for the Chair of Arts Council England, London on 1st July.

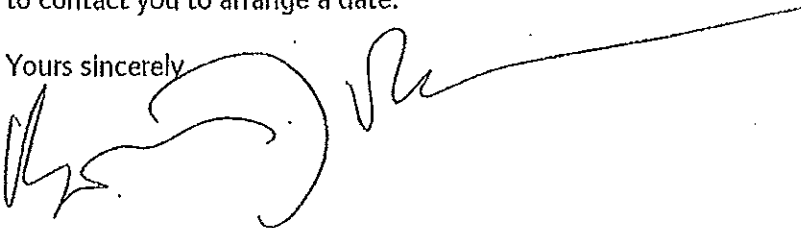
As a result of this process and further discussions I am minded to see four candidates for interview: [REDACTED] Veronica Wadley, [REDACTED] and [REDACTED]

I understand you expressed reservations about one candidate going forward to the next stage: Veronica Wadley.

The Greater London Authority protocol states that the role of the independent element is 'to confirm, based on the information available, that in their view, the Mayor could reasonably make the appointment he wishes to make or otherwise inform the Authority's Monitoring Officer.'

I would welcome the opportunity to understand your position more clearly before proceeding. I would like my Chief of Staff, Sir Simon Milton, to meet with you to discuss this. I will ask his office to contact you to arrange a date.

Yours sincerely



Boris Johnson
Mayor of London

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Dame Liz Forgan
Chair
Arts Council England
14 Great Peter Street
London SW1P 2NQ

Our ref: MGLA080709-4602

Date: 14 July 2009

Dear Liz

Thank you for your letter of 6 July.

As you know, the Arts Council London Chair is a Mayoral appointment and I chose to involve you in the recruitment process as a gesture of goodwill. Thank you for the time and effort you have put into this.

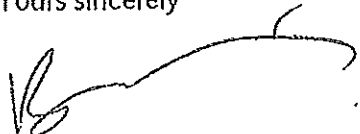
I appreciate you explaining your concerns about the process. I have spoken to Munira Mirza about her view, and have also written to Sir David Durie asking for his opinion.

I note your views about Veronica Wadley. As a result of the interviews and further discussions, plus a review of the marks given to short-listed candidates as well as their application forms, I am minded to meet with four candidates later this month in order to judge the candidates' strengths and weaknesses for myself. These are [REDACTED] and Veronica Wadley.

I must also say, the GLA protocol on appointments is quite clear about the role of the independent element. Sir David Durie's role is to confirm, based on the information available, that in his view, I can reasonably make the appointment that I wish to make. He does not have a right of veto in relation to my decision. Sir Simon Milton, my Chief of Staff, is contacting him separately in order to clarify his position before going forward.

I welcome the opportunity to discuss this with you further by telephone. My office will be in touch with yours to arrange this.

Yours sincerely



Boris Johnson
Mayor of London



30 October 2009

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Dear Munira

I have sent a note around London Council members responding to your note of yesterday. I have to say I found your note rather surprising.

The position I have set out is as follows. What we are doing is exactly as has happened in other cases where, for whatever reason, there has been a gap which is outside of our control. It is a matter of the internal good workings of the Regional Council and of the National Council, and as such it is up to me as chair to make sure proper arrangements are in place.

The Mayor's duties in relation to the London chair are set out in our Royal Charter and in amendments to statute. These together set out a duty for him to provide, when requested by the Arts Council, a name to the Secretary of State for the Secretary of State to approve or not to serve as chair of the London Arts Council for the prescribed term. It does not extend to our own internal workings which include coming to an acting arrangement while he and the Secretary of State are in the process of agreeing a name.

Were we to treat this as anything other than normal, then we are setting a precedent which would mean that in other cases the Secretary of State could have a role in our internal workings and day to day business conduct. This would clearly breach the arms length principle which governs the way the Arts Council does its job, and under which all members of Regional Councils, whoever nominates them, are there for the experience, talent and skill that they bring, not as representative of any interest group.

This is an important principle, and one that is fundamental to the way that the Arts Council works at national and regional level. Destroying the principle which has governed the way the Arts in this country have been funded for over 60 years, and is admired and held up as an exemplar by other countries, would be very regrettable.

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I regret that the Secretary of State and the Mayor have turned an issue of proper process about an appointment into an issue of politics. This is for them to sort out and for a name to be arrived at following proper process. In the meantime the Arts Council needs to go about its work as an independent arms length body.

If you would find it useful to discuss any of this please do get in touch.

Yours sincerely

A handwritten signature in black ink, appearing to read "Liz Forgan".

Dame Liz Forgan
Chair

Mayor's Office

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Liz Forgan

Chair of the Arts Council

By e-mail

Our ref:

Date: 30 October 2009

Dear Liz

Thank you for your letter dated today.

I believe you misunderstand the Mayor's power of appointment as enshrined in the Arts Council's Royal Charter. The Charter makes no distinction between appointments of different durations. Indeed it states that:

"The Mayor of London shall, subject to the approval of the Secretary of State, determine the terms of office, period of appointment and have the power to remove for reasonable cause the Chair of the London based Regional Council."

It is exactly because of this stipulation that each time Mayors Livingstone and Johnson sought to extend Sue Hollick's tenure as chair on a short-term basis they first wrote to the Secretary of State to gain his approval before writing to Sue herself with the details of the extension to her time as chair.

The Mayor's power to appoint the chair on a temporary basis does not undermine the arm's length principle because it is the same power to make an appointment on a more permanent basis (just as the Secretary of State does in the other regions). Therefore the action you took yesterday was not within the jurisdiction of the national chair.

I would understand your actions more if your proposal for chair were to cover just one meeting or be in the very short-term; it is not always convenient to seek formal approval in such a situation. Indeed, the close working relationship between the DCMS and the Arts Council might well mean that for other regions you have tended to assume the Secretary of State's approval without signing off each and every short-term arrangement.

However in this situation it is likely that the interim arrangements for the London chair will go on for some months while the role is re-advertised. Therefore, they should be agreed formally by the person with the power to appoint; in London this is the Mayor and it is important that we are kept fully apprised of the plans moving forward.

I do of course appreciate that the London region has now been without a chair for a month and that action is needed on an interim arrangement so that someone is in place for the next regional council meeting on 18 November. It is for this reason that I have been openly committed to putting someone in place swiftly but only after first canvassing views.

At present more than one council member has offered to act as chair on an interim basis, so I will endeavour to talk to other members and Arts Council colleagues over the next few days to ensure that the Mayor can make an informed decision about who he will nominate early next week.

Finally, you say that both the Secretary of State and the Mayor have turned this into 'an issue of politics'. I cannot accept this. It was the Secretary of State who rejected the Mayor's chosen appointment without adequate reason, and it was his department that leaked private correspondence to the press. The Mayor has acted in the interests of the arts and London, and has sought to consult with the Arts Council throughout this entire process.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Munira Mirza', written in a cursive style.

Munira Mirza

Mayoral Advisor on Arts and Culture



2 November 2009

Munira Mirza
Mayoral Advisor on Arts and Culture
Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Dear Munira

Thank you for your letter e-mailed on Friday evening.

I think you misunderstand the nature of the Mayor's duties in respect of providing a name to be the chair of the London Regional Council, the short term nature of the acting role I have asked Ajay to undertake, and the terms of reference of membership of Regional Councils.

First, these arrangements are clearly very short term. The process for appointing a permanent Chair, which under the Mayor's duties is initiated at the request of the Arts Council, has not yet been completed. The next stage, as set out with clarity in the GLA application pack, is for the Mayor to consider one of the three names that were before him. In this case the appointment could be made very quickly. Only in extremis should the post be re-advertised. The Mayor would have a duty to complete that as soon as is practicable.

So at the most, whoever, as allowed under the terms of reference for regional councils, is delegated by me, as chair of National Council, to act as chair, will only be doing so for at most two meetings of London and National Councils.

It is worth remembering that the London Council is a subcommittee of the National Council, and as chair of National Council I have the authority to make such arrangements in between full Mayoral nominations in order to secure the proper running of the business. This is fundamental to the governance of the Arts Council as a whole.

You mention the position of Sue Hollick. In this case her original appointment and the extension of that appointment was coming to an end. We asked the Mayor on two occasions to extend her permanent appointment, and obtained his permission and that of the Secretary of State and OCPA, who were the overseeing body in her original appointment, to do so. This is the procedure used when seeking to extend appointments beyond the end of the original term.

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The comment you make in the second part of paragraph six of your letter is therefore not relevant - the permission of the Secretary of State in making short term arrangements outside the regular appointments process is not required (unless, as I said, we are seeking an extension to the terms of an existing chair) and is therefore not assumed. We would tell DCMS, as we have done you, what is happening, as a courtesy.

I was surprised by both the content of the penultimate two paragraphs of your letter and your actions over the weekend, when I gather you have been speaking to other members of London Council. It is not clear to me in what role or on whose authority you undertook that action. As an employee of the Mayor, you do not have a role in making these temporary arrangements.

As a member of the London Council you will be aware from the members' handbook that when you are on that body we require members to abide by the Nolan principles of public life - which means among other things that they should not pursue any particular political or professional interest in their conduct as a member of Regional Council.

I think the distinction between your role as the Mayor's advisor and employee and role as a Regional Council member have become entangled in this matter. It would be helpful to know in which capacity you are acting in the future.

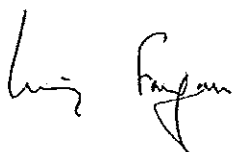
We need to be clear about how we uphold the arms length principle in funding the arts in this country, which all political parties have signed up to protecting.

With regard to the overall process, I hope that it can be settled very quickly so that a Chair can be appointed who will play a full role as Chair of London and in the National Arts Council. As I have always said, I would be very happy to meet with the Mayor at any time to facilitate this. It is not in Arts Council's or the Mayor's interest to see this situation continue and I am sure we could with concerted effort reach a resolution.

I also hope you will give your full support to Ajay over the next short period - the staff and executive in the London office are embarking on a critical phase in the organisation review and are deserving of my and Council's full attention.

I am copying this letter as yours.

Yours sincerely

A handwritten signature in black ink, appearing to read "Liz Forgan".

Dame Liz Forgan
Chair

GREATER LONDON AUTHORITY

Chief Executive's Office

Jonathan Stephens

Permanent Secretary
Department of Culture, Media and Sport
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Our Ref: stephens111109

Date: 11 November 2009

Dear Jonathan

Appointment of the Chair of the London Region of the Arts Council England

The recent process to appoint the Chair of the London Region of the Arts Council England has attracted much media attention. I do not intend to add to that. However I do feel it is important to seek answers to some questions which remain unanswered from a GLA perspective.

I hope you feel able to answer them in the spirit with which they are being asked; that is, an attempt to obtain greater clarity on recent events and a desire to avoid a repeat performance. With this in mind, I am attaching a note I have sent to the Chair of the Assembly's Economic Development, Culture, Sport and Tourism Committee on lessons learned for the GLA.

I have grouped the questions by theme.

Apparent leaks

1. It appears that a piece of correspondence between the Chair of the Arts Council and the DCMS Director of Culture relating to the appointment was leaked to the media in early October. The GLA was not a party to this correspondence and did not see it until we read about it in the press. I am also aware that the Arts Council has strenuously denied responsibility for the leaks. What action have you taken to establish the source of the leaks and with what outcome? What guarantees can you provide that future private correspondence relating to this appointment will not be leaked to the media?

Mayoral views

2. After the first interview stage, the Mayor, who is responsible for making this appointment subject to the Secretary of State's approval, was not asked by DCMS officials for further information (beyond the candidates' applications and notes of the interviews) or his wider views. Yet Dame Liz Forgan was. What advice did DMCS officials provide to you or the Secretary of State as to the appropriateness of this approach?

Telephone: 020 7983 4959 Fax: 020 7983 4977 Email: leo.boland@london.gov.uk

Nolan principles

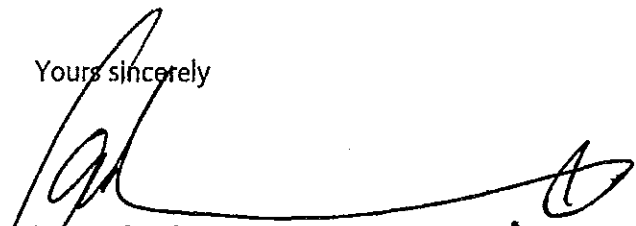
3. In the Secretary of State's letter to the Mayor of 7 October he states that "I have concluded that the GLA process was not conducted to the standards that are expected under the Nolan principles". What advice did DCMS officials provide to you or the Secretary of State as to what might constitute a breach of Nolan principles? Was thought given at any time in the period spanning over two months, during which the Secretary of State was considering whether or not to use his veto, to seeking an informal discussion with GLA officers given the approaches made to the Arts Council?

Consultation with the GLA

4. The Arts Council has told the GLA that it does not need to consult the Mayor on the interim arrangements it has put in place for the London Region chair. This is despite the Arts Council's Royal Charter being absolutely clear that this is the Mayor's appointment. The GLA was not forewarned that an e-mail would be sent out by the Arts Council to the London Region council members on 29 October naming an interim chair. Do you agree with the Arts Council that it does not need to consult the Mayor before putting interim arrangements in place for the chair of the London region? Do you think this is acting within the spirit of the legislation and conducive to harmonious working relationships for the Arts Council to act unilaterally in the way described?

I look forward to hearing back from you. In the meantime, the Mayor has written to the Secretary of State, within a week of the latter's letter of 30 October, about next steps on the appointment process.

Yours sincerely



Leo Boland
Chief Executive