

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2668

Title: Project Management for Workforce Integration Network (WIN)

Executive Summary:

This ADD seeks approval for an additional £25,000 spending for a freelance consultant or organisation to provide project management services to the Workforce Integration Network (WIN) on a short-term basis, taking total expenditure to £35,000. These services are required to manage the completion and dissemination of WIN's Inclusive Employer Toolkits, a flagship resource of the programme, and to give strategic direction and project management to the Design Labs programme during a two-month period of staff absence and pending a new appointment.

Decision:

That the Interim Assistant Director of Communities and Social Policy approves £25,000 for a freelance consultant or organisation to provide project management to two of WIN's main workstreams: the Inclusive Employer Toolkits and the Design Labs, taking total expenditure to £35,000.

AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

Name: Hannah Boylan

Position: Head of Migration (Acting Assistant Director of Communities and Social Policy)

Signature:



Date:

29/08/2023

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1. The Workforce Integration Network (WIN) is seeking expenditure of up to £25,000 for a consultant or organisation to work a short piece of work with WIN, part of the Communities and Social Policy Unit at the GLA. The consultant or organisation will have strong project management skills to manage the WIN Inclusive Employer Toolkits through to completion, including:
 - Supervising the digitisation of the toolkits from documents to an interactive digital tool, with support from the GLA digital team;
 - Managing the creation and execution of a dissemination and comms strategy for the toolkits once published;
 - Overseeing a successful launch event for the toolkits on 20 September 2023.
- 1.2 This additional £25,000 will bring the total expenditure on this strand of work to £35,000, with £10,000 previously approved by [this Delegated Authority Record \(DAR\)](#).
- 1.3 The inclusive employer toolkits will be sector-specific resources that can be accessed online. The existing toolkit, published in October 2020, focuses on the underrepresentation of young Black men in the construction and technology sectors.
- 1.4 The new toolkits will focus on four sectors – green economy, creative and cultural industries, health and hospitality. The toolkits will form part of the core resources available to the Mayor's Skills Academies partners to help those engaged through the hubs to meet the ambitions of the Helping Londoners into Good Work Mission, particularly in relation to equality and diversity in the workplace.
- 1.5 The consultant will also provide overall management and strategic direction for WIN's Design Labs programme, delivered by an external partner.

2. Objectives and expected outcomes

- 2.1. The external consultant or organisation will help to see through the completion, publication and dissemination of WIN's Inclusive Employer Toolkits. The consultant will oversee coordination between the digital and web teams, the WIN team and the Mayor's Academies programme to ensure that the toolkits:
 - reflect WIN's overall strategic aims;
 - provide a user-friendly digital experience;
 - are disseminated and promoted effectively to Mayor's Academies hubs, employers and other relevant stake holders;
- 2.2. The external consultant or organisation will also oversee the delivery of WIN's Design Labs programme by our delivery partner. This will involve providing strategic direction for the programme, ensuring it meets requirements and is in line with policy aims, progresses as per the agreed timeline. The consultant will also provide overall direction on events organised as part of this programme, including liaising with the Mayor's office.

- 2.3. The outcomes of both projects will be to prompt and increase action which London's employers are taking to improve workforce equality, diversity and inclusion in key growth sectors of London's economy.

3. Equality comments

- 3.1. Under section 149 of the Equality Act 2010, the Mayor and GLA are subject to the public sector equality duty and must have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
 - foster good relations between people who share a relevant protected characteristic and those who do not.
- 3.2. The expenditure requested by this ADD builds on the work of the WIN to address inequality of opportunity and underrepresentation in London's labour market. It will contribute to Objective 9 of the Mayor's EDI Strategy: to ensure London's workforce reflects its population at all levels and in all sectors. This work has a particular focus on the structural barriers that prevent access, retention and career progression for underrepresented groups. WIN focuses its work on groups which have been identified as particularly impacted by labour market inequality in London and lack of access to good work:
- Black men, particularly those aged 16-24, and 50+;
 - Pakistani and Bangladeshi women; and
 - Black women.

4. Other considerations

- 4.1. In addition to furthering the objectives of the Mayor's EDI Strategy, this expenditure also contributes to the Mayor's Helping Londoners into Good Work Mission. The Inclusive Employer Toolkits and the Design Labs will create more opportunities for Londoners disadvantaged in the labour market to access good work and progress in their careers.
- 4.2. In accordance with the GLA Contracts & Funding Code, we have conducted a competitive tender process internally via a request for quotes.
- 4.3. No conflicts of interest have been identified for any officers involved in the development of this proposal or drafting or clearance of this decision form.

5. Financial comments

- 5.1. Approval is sought for the expenditure of up to £25,000 for a freelance consultant or organisation to provide project management to two of WIN's main workstreams: the Inclusive Employer Toolkits and the Design Labs, taking total expenditure to £35,000.
- 5.2. This expenditure will be funded from WIN Programme budget in the 2023-24 financial.
- 5.3. This is in line with the budget allocations for 2023-24 financial year.

6. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	7-11 August 2023
Delivery Start Date [for project proposals]	14 August 2023
Delivery End Date [for project proposals]	1 November 2023
Project Closure: [for project proposals]	1 November 2023

Appendices and supporting papers:

None

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FoIA) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary. **Note:** This form (Part 1) will either be published within one working day after it has been approved or on the defer date.

Part 1 - Deferral

Is the publication of Part 1 of this approval to be deferred? NO

Part 2 – Sensitive information

Only the facts or advice that would be exempt from disclosure under FoIA should be included in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form – NO

ORIGINATING OFFICER DECLARATION:

Drafting officer to
confirm the
following (✓)

Drafting officer:

Dugald Johnson has drafted this report in accordance with GLA procedures and confirms the following:

✓

Corporate Investment Board

A summary of this decision was reviewed by the Corporate Investment Board on 29 August 2023.

✓

ASSISTANT DIRECTOR FINANCIAL SERVICES:

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

Signature:

Anna Eastcott

Date:

29/08/2023