

# GREATER LONDON AUTHORITY

## REQUEST FOR MAYORAL DECISION – MD2483

### Title: Revised GLA Expenses and Benefits Framework

#### Executive summary

The Greater London Authority (GLA) seeks to review its principal governance documents on a regular basis and at least every two years or so. One such document is the Expenses and Benefits Framework. The Framework was last revised in April 2017, with further minor updates made under delegated authority in October 2018. There are four sets of changes proposed to the Framework which are set out in this decision form and for which the Mayor's approval is sought in relation to their application to: the GLA's statutory officers, the Mayor, Assembly Members and to those 13 GLA members of staff directly appointed by the Mayor under section 67(1) of the GLA Act 1999. For the GLA statutory officers, the Mayor and Assembly Members, the GLA Act sets out that the Mayor needs to take a joint decision on any changes to the Framework with the London Assembly. Accordingly, the Assembly approved the proposed changes at its meeting on 18 July 2019. The proposed changes to the Framework relate to: environmental considerations, approval of expenses, approval of foreign travel and interest free loans for UK citizenship costs.

#### Decision

That the Mayor:

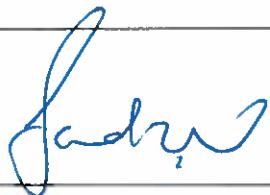
Approves the revised GLA Expenses and Benefits Framework as: (i) a joint decision with the London Assembly in relation to the Framework's application to the GLA's statutory officers and to the Mayor and Assembly Members; and (ii) the Mayor's own decision in relation to the Framework's application to those 13 GLA members of staff directly appointed by the Mayor under Section 67(1) of the GLA Act 1999.

#### Mayor of London

I confirm that I do not have any disclosable pecuniary interests in the proposed decision and take the decision in compliance with the Code of Conduct for elected Members of the Authority.

The above request has my approval.

Signature:



Date:

27/7/19

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE MAYOR**

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1 The GLA seeks to review its principal governance documents on a regular basis and at least every two years. One such document is the Expenses and Benefits Framework. The Framework was last updated in April 2017, with further minor updates made under delegated authority in October 2018.
- 1.2 The current Framework is at Appendix A and the revised Framework is at Appendix B.
- 1.3 This decision form seeks the Mayor's approval of the revised Framework in relation to the GLA's statutory officers, the Mayor and Assembly Members, noting that – under the GLA Act – it constitutes a joint decision with the London Assembly and that the Assembly approved the proposed changes at its 18 July 2019 meeting.
- 1.4 The Mayor's approval of the revised Framework is also being sought in relation to the 13 GLA staff which he appoints directly under section 67(1) of the GLA Act 1999.
- 1.5 The Chief Officer's approval will be sought (via a Chief Officer form) in relation to implementing the changes to the Framework for all other GLA staff, given the Chief Officer's statutory role as the GLA's Head of Paid Service.
- 1.6 The Chief Officer's approval will follow on from consultation the Chief Officer has undertaken with the Assembly via the 1 July 2019 meeting of its GLA Oversight Committee, with the Mayor via his Chief of Staff and with Unison as the recognised trade union for GLA staff. No further changes to the Framework arose from that consultation exercise.
- 1.7 The proposed changes are set out immediately below and in the revised Framework at Appendix B. The current Framework is included for comparative purposes at Appendix A.

#### *Environmental considerations*

- 1.8 Greater emphasis and clarity have been provided on environmental considerations so as to highlight the GLA's commitment to environmentally friendly travel options, particularly by minimising flight bookings. This has been done through two new paragraphs: 1.7 in Part A and 3.2 in Part C.

#### *Approval of expenses and of foreign travel*

- 1.9 Updates have been made in respect of the approval of both expenses and of foreign travel. The underlying principle is that individuals should not sign off their own expenses and/or foreign travel. In addition, it should be noted that the Chief of Staff acts as the Executive Director for staff in the Mayor's Office for this purpose. Further details are included in the revised Framework: paragraph 2.3 of Part B (approval of expenses) and paragraph 3.1 of Part C (approval of foreign travel).

#### *Interest free loans for British citizenship, EU settled status and leave to remain costs*

- 1.10 It is viewed as desirable for the GLA to make available interest free loans in respect of costs incurred by staff seeking to obtain British citizenship, EU settled status, extensions to limited leave to remain or indefinite leave to remain. It is proposed that the costs that would be covered by the loan are the application fee (where applicable) and any associated reasonable legal costs incurred in making the application. Such loans would comply with HMRC rules. Further details are included in paragraphs 2.1 and 3.1 of Part F of the revised Framework, with the latter paragraph covering staff trade-in of annual leave.

## **2. Objectives and expected outcomes**

2.1 The Framework plays a significant role in the good governance of the GLA.

## **3. Equality comments**

3.1 There are no specific equalities issues arising.

## **4. Other considerations**

4.1 There are no other considerations.

## **5. Financial comments**

5.1 The financial implications arising are viewed as minimal. There would be a very minor potential impact on the GLA's cash flow and there would be a small risk of a very limited amount of bad debt being created. In the context of the GLA's budget and financial standing, these risks are minimal.

## **6. Legal comments**

6.1 Under section 5.1 of the Statutory Officer Protocol, the Mayor and the Assembly are required, acting jointly, to determine the terms and conditions of the statutory officers (i.e. the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer).

6.2 The Mayor's approval must be given via a Mayoral Decision Form. The full Assembly must decide any changes to the statutory officers' terms and conditions.

6.3 By adopting the Statutory Officer Protocol, the Mayor and Assembly jointly agreed that, as a matter of principle, standard terms and conditions that apply to all staff appointed by the Head of Paid Service (the HoPS), should normally also apply to the statutory officers.

6.4 When the HoPS consulted with the Mayor (via the Chief of Staff) and the Assembly (via its staffing committee, the GLA Oversight Committee) on the proposed changes to the Expenses and Benefits Framework that would apply to staff appointed by the HoPS, the Mayor and Assembly agreed to the proposed changes. Paragraph 1.3 above confirms that the Assembly then approved the proposed changes at its 18 July 2019 meeting in respect of the statutory officers, the Mayor and Assembly Members.

6.5 This Mayoral Decision Form seeks the Mayor's approval to the proposed changes to the Expenses and Benefits Framework such that the revised Framework would apply to the statutory officers, Mayor and Assembly Members.

6.6 Under section 70(1) of the GLA Act 1999, a person appointed under section 67(1) shall be employed on such terms and conditions (including conditions as to remuneration) as the Mayor thinks fit, within the financial resources available to the Authority. This Mayoral Decision Form seeks the Mayor's approval to the proposed changes to the Expenses and Benefits Framework such that the revised Framework would apply to the 13 GLA members of staff directly appointed by the Mayor under section 67(1) of the GLA Act 1999.

## 7. Planned delivery approach and next steps

Activity	Timeline
Assembly sign-off	18 July 2019
Mayoral sign-off	Late July 2019
Chief Officer sign-off	Late July 2019
Revised Framework comes into force	Late July 2019

## Appendices and supporting papers

Appendix A: Current Framework

Appendix B: Revised Framework

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) 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 approval or on the defer date.

**Part 1 Deferral:**

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

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be 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:**

Tom Middleton has drafted this report in accordance with GLA procedures and confirms the following:

✓

**Sponsoring Director:**

Martin Clarke has reviewed the request and is satisfied it is correct and consistent with the Mayor's plans and priorities.

✓

**Mayoral Adviser:**

David Bellamy has been consulted about the proposal and agrees the recommendations.

✓

**Advice:**

The Finance and Legal teams have commented on this proposal.

✓

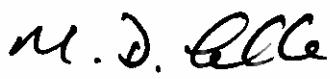
**Corporate Investment Board**

This decision was agreed by the Corporate Investment Board on 22 July 2019.

**EXECUTIVE DIRECTOR, RESOURCES:**

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

Signature



Date

22.7.19

**CHIEF OF STAFF:**

I am satisfied that this is an appropriate request to be submitted to the Mayor

Signature



Date

25/7/2019

