

GREATER **LONDON** AUTHORITY

REQUEST FOR DIRECTOR DECISION – DD2241

Title: Recruiting to Secretariat's Head of Scrutiny Post

Executive Summary:

The Executive Director of Secretariat intends to contract professional search consultants to assist with recruitment to the Head of Scrutiny and Investigations post within the Secretariat directorate.

Decision:

That the Executive Director of Secretariat approves:

1. Expenditure of up to £20,000.00 on professional search consultants to assist with recruitment to the Head of Scrutiny and Investigations post within the Secretariat directorate;
2. The appointment of Odgers Berndtson to assist with recruitment to the Head of Scrutiny and Investigations post within the Secretariat directorate.

AUTHORISING DIRECTOR

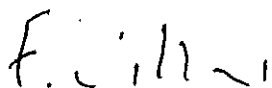
I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

Name: Ed Williams

Position: Executive Director of Secretariat

Signature:



Date:

16.04.18

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction

- 1.1 Further to informal discussions with leading Members of the London Assembly and GLA HR officers, the Executive Director of Secretariat intends to use executive search professionals regarding recruitment to the currently vacant Head of Scrutiny and Investigations post in the Secretariat directorate. The position is of key importance to supporting the discharge of the London Assembly's statutory scrutiny functions. As such, the recruitment process is deemed to require additional input from professional search consultants.
- 1.2 The recruitment process is due to start in mid-April 2018.

2. Equality comments

- 2.1 There is not expected to be any negative impact in terms of equality as part of this recruitment, and it will be mindful of all the requirements set out in the Equality Act 2010.

3. Other considerations

- 3.1 The Executive Director of Secretariat will be the responsible officer for the GLA in relation to the recruitment, ensuring compliance with corporate standards and policies and with the timetable set out above.
- 3.2 This decision falls outside of the terms of reference of the Corporate Investment Board.
- 3.3 As the proposed expenditure is below £25,000, it is proposed to proceed based on the written quotes obtained from prospective companies by GLA HR. Odgers Berndtson demonstrated best value for money for this project.
- 3.4 The decision is to be taken in the context of the London Assembly's GLA Oversight Committee approval (on in March 2017) of the allocations of the London Assembly's component budget for 2017-18.

4. Financial comments

- 4.1 The funding allocated to this recruitment process is a maximum of £20,000.00, coming from the Executive Director's recruitment budget.

5. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract [for externally delivered projects]	March 2018
Announcement [if applicable]	March 2018
Delivery Start Date [for project proposals]	March 2018
Final evaluation start and finish (self/external) [delete as applicable]:	June 2018
Delivery End Date [for project proposals]	July 2018
Project Closure: [for project proposals]	July 2018

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

If YES, for what reason:

Until what date: (a date is required if deferring)

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:

Georgie Abbott has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

Ed Williams has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

Financial and Legal advice:

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

Corporate Investment Board: This decision form is not required to be submitted to CIB.

EXECUTIVE DIRECTOR, RESOURCES:

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

Signature

M. D. Hille

Date

12.4.18

