

# Mayoral Decision-Making in the Greater London Authority

Date of approval and issue	N/A – Draft for approval, April 2017
Approved by	To be approved by the Mayor
Review date	March 2018
Senior owner	Head of Paid Service
Document owner	Head of Governance

## Summary of Decision Form requirements

What	Decision Form required
<ul style="list-style-type: none"> <li>Anything Novel, Contentious or Repercussive (NCR)</li> <li>Decisions involving Non-Routine (Programme) Expenditure of more than £150,000</li> <li>Reserved Mayoral Matters</li> </ul>	<ul style="list-style-type: none"> <li>A decision for the Mayor to be taken via a Mayoral Decision Form (MD)</li> </ul>
<ul style="list-style-type: none"> <li>Decisions involving Non-Routine (Programme) Expenditure of up to and including £150,000</li> </ul>	<ul style="list-style-type: none"> <li>A decision for a Corporate Director to be taken via a Director Decision Form (DD)</li> </ul>
<ul style="list-style-type: none"> <li>Decisions involving Non-Routine (Programme) Expenditure of up to and including £50,000</li> </ul>	<ul style="list-style-type: none"> <li>A decision for an Assistant Director or Head of, to be taken via an Assistant Director Decision Form (ADD)</li> </ul>
<ul style="list-style-type: none"> <li>Decisions involving Non-Routine (Programme) Expenditure of up to and including £10,000</li> </ul>	<ul style="list-style-type: none"> <li>A decision for a Manager to be taken via a Delegated Authority Record (DAR)</li> </ul>

# Contents

---

Part A. Preamble	4
1. Purpose and scope	4
2. Core responsibilities	6
Part B. The Reserved Mayoral Matters	8
3. The two categories of Reserved Mayoral Matters	8
4. Urgency and Unavailability Arrangements for Category 2 Matters	9
5. If the Mayor is Temporarily Unable to Act	9
Part C. The General Delegation to Senior Members of Staff	10
6. The essentials of the General Delegation	10
7. The responsibilities and ambit of Senior Members of Staff	11
Part D. The General Staff Authorisation	13
Part E. Planning matters	14
8. Background to PSI Application Powers	14
9. The PSI Application Powers Delegation	14
10. The Local Development Document Delegation	15
11. Recording planning decisions	15
Part F. The GLA's Companies and their delegations	16
12. Background	16
13. The Implementing Action Authorisation	17
14. Exercising Company Powers and the Company Director Delegation	17
Part G. Rules and procedures for taking and recording GLA Decisions	19
15. The focus of this part of the Framework: the Decision Form	19
16. Progressing and authorising a decision using a Decision Form	19
17. Important considerations, definitions and requirements	22
18. Rules concerning the Affordable Homes Programme	24
19. Recording decisions	25
Part H. The Signatory Permission for Formal Documents	26
20. Formal Documents	26
21. Exercising the Signatory Permission	26
22. Related limitations, requirements and considerations	27
Part I. Functional Bodies	28
23. The Mayor's role vis-à-vis the Functional Bodies	28
Appendix 1. Reserved Mayoral Matters	30
Appendix 2. Actions that can be taken under the General Delegation	33
Appendix 3. Specified Senior Members of Staff	35

Appendix 4. List of GLA Subsidiary Companies	37
Appendix 5. Format for progressing and recording decisions	38
Appendix 6. Examples of Formal Documents	42
Appendix 7. Definitions and interpretation	44

# Part A. Preamble

---

## 1. Purpose and scope

1.1 The London Mayoralty was created by an Act of Parliament: the Greater London Authority Act 1999 ('the GLA Act'). Just as the Mayoralty was created by legislation, so nearly every decision the Mayor takes exercises a legal power – enabling that decision to be taken.

1.2 While the Mayor is the GLA's executive decision maker, he can, under the GLA Act, authorise staff to exercise most – but not all – of his powers<sup>1</sup>. This document – 'Mayoral Decision-Making in the GLA'<sup>2</sup> – provides the framework within which the Mayor's Powers are retained by him, delegated to others and exercised; that is, it is a scheme of delegation. It sets down the rules and parameters for and within which decision-making in the GLA takes place.

1.3 The scope of this Framework is formal decisions taken by the Mayor within the GLA, or by a member of GLA staff on the Mayor's behalf, that involve the exercise of a Mayoral Power. It applies not only to decisions that are financial in nature, but to certain non-financial decisions as well. It applies also to the GLA's Companies.

1.4 This Framework explains and sets the bounds of:

- the Mayoral Powers that normally may only be exercised by the Mayor himself, either because they are reserved to him by law or as a matter of policy ('Reserved Mayoral Matters')
- the associated 'Urgency and Unavailability Arrangements'
- a 'General Delegation' that authorises specified 'Senior Members of Staff' to exercise any non-Reserved Mayoral Matter, providing it is within her or his area of responsibility
- a 'General Staff Authorisation' to all GLA staff allowing a staff member to formulate and lay the groundwork for a decision and/or to implement or give it practical effect
- a 'PSI Application Powers Delegation' for the Mayor's powers to call-in and determine planning applications of Potential Strategic Importance and a 'Local Development Document Delegation'
- a 'Company Director Delegation', similar to the General Delegation, to directors of GLA Subsidiary Companies who are also specified Senior Members of Staff

### What is a Mayoral Power?

It is the Mayor's ability, or the requirement on him, to do something through the exercising of a legal power or duty (a 'function'), whatever its source.

Mayoral Powers include those conferred on the office of the Mayor of London directly and also those conferred on the GLA but that are exercisable by the Mayor.

Doing something that facilitates or is conducive or incidental to the exercise of a function falls within the scope of the Mayoral Power in question.

In this document, 'power' and 'decision' are used interchangeably. More precisely, a decision is the act of determining to exercise a Mayoral Power.

A more detailed definition, and definitions of other terms used in this Framework, is at Appendix 7.

---

<sup>1</sup> Specifically, the Mayor may authorise the Statutory Deputy Mayor and GLA staff to exercise his powers under sections 38 and 380 of the GLA Act, which are the powers this document and the delegations set down in it are authorised by.

<sup>2</sup> In previous iterations known as 'The Mayoral Scheme of Delegation'.

- a standing 'Implementing Action Authorisation' to GLA Subsidiary Companies and their directors to implement decisions taken by the Mayor and GLA Staff
- how decisions are to be progressed and recorded and at what level they must be taken
- who has authority to execute or sign any formal, official, legal and other documents ('Formal Document') constituting or connected with the decision (ie. to give 'Signatory Permission')

### *What is outside the scope of this Framework?*

1.5 Since this Framework is concerned with the powers of the Mayor as the GLA's executive, it does not directly cover:

- decisions concerning the Assembly and its committees. The Assembly has its own Scheme of Delegation and associated guidance
- decisions made by the Head of Paid Service (HOPS) in exercising his staffing powers under the GLA Act, for which a separate protocol exists
- any specific functions transferred, conferred or imposed directly by legislation on a particular office or position at the GLA and not directly referenced in this document, such as the Greater London Returning Officer (GLRO), the Chief Finance Officer and the Monitoring Officer
- decisions by companies and their directors, shareholders or members where the company or other body in question is not a GLA Subsidiary
- the exercise by the Mayor of his powers as the occupant of the Mayor's Office for Policing and Crime (MOPAC), which is covered by MOPAC's Scheme of Delegation
- the detail of how the GLA manages its financial affairs and how it procures its supplies and services and awards grants, which are covered by the Financial Regulations and Contracts and Funding Code respectively
- the finer details of how the decision-making process is administered at the GLA

1.6 This Framework is the default position that applies. It does not, however, prevent the Mayor using his section 38 and 380 GLA Act powers to make other delegations outside this Framework. It is, nonetheless, general policy to avoid giving such authorisations so this Framework remains as far as possible and practical a complete and authoritative record of the delegations in place.

1.7 The most common exception to this general rule is the giving of a delegation to commit to Non-Routine Expenditure of more than £150,000. Even when a Senior Member of Staff has been given delegated authority, the rules and procedures for taking decisions under this Framework – via a Decision Form – must still be followed.

### *The GLA's wider governance arrangements*

1.8 Collectively, the GLA's governance arrangements are designed to ensure we:

- conduct our business in line with the law and proper standards
- safeguard and properly account for public money and spend it economically, efficiently and effectively

They set clear expectations for the Mayor, Assembly Members and staff – and in particular that all of us uphold the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

1.9 Mayoral Decision-Making in the GLA is therefore part of a wider set of mutually supporting arrangements for corporate governance – and the exercising of Mayoral Powers must be in line with these other protocols and policies and the law. In addition to the aforementioned Financial Regulations and Contracts and Funding Code, both of which are especially important companions to Mayoral Decision-Making in the GLA, this document relates to and interacts with the following in particular:

- GLA Group Corporate Governance Framework Agreement
- Head of Paid Service Staffing Protocol
- Statutory Officers Staffing Protocol
- the two protocols for staff covering the GLA’s planning functions: for General and Delegated Planning Functions
- Protocol on Mayoral Appointments
- Codes of Conduct for Members and of Ethics and Standards for Staff
- Use of Resources Policy
- Expenses and Benefits Framework
- Gifts and Hospitality Policy
- the GLA’s policy on registering interests
- Records Management Policy
- the GLA’s published transparency commitment and reporting arrangements, including to comply with the Local Government Transparency Code

## 2. Core responsibilities

### *Approval and review*

2.1 This Framework was approved by Mayoral Decision 2085. It supersedes all previous versions (referred to as ‘The Mayoral Scheme of Delegation’). Decisions taken under previous versions do, however, remain effective. This Framework may be amended from time to time by a further Mayoral Decision.

2.2 The Head of Paid Service will ensure this Framework is reviewed each year and that this review informs any subsequent update. Any significant issues will be captured and reflected on in the Annual Governance Statement.

2.3 The Head of Governance is responsible for reviewing how the Framework is applied and adhered to on an ongoing basis.

2.4 This document will be reported to the London Assembly at least annually for information, or following any significant updates.

### *Delegated authority to make updates and amendments*

2.5 The Head of Paid Service has delegated authority to update the list of Senior Members of Staff (Appendix 3) and other job titles referenced in this document. He may also, having consulted with the Mayor, amend the provisions of this Framework. In making these changes, he must ensure the basis on which Mayoral Powers have been delegated is not significantly or materially altered: that requires a Mayoral Decision Form.

2.6 The Head of Paid Service may, in addition, issue instructions and guidance as to the scope of this Framework and its operation, including the delegations it sets down, the use of the Signatory Permission, what is regarded as a Formal Document and on those matters relating to GLA Company Directors and GLA Subsidiary Companies.

2.7 The Head of Governance has authority to make minor drafting, corrections and presentational changes to this document. He may not, however, amend its provisions.

### *Implementation*

2.8 The responsibility for day-to-day implementation rests with the Head of Governance and his team. This includes communicating, advising on and administering the GLA's corporate decision-making procedures. To this end he will ensure this Framework is supported by clear supplementary guidance and well-understood and effective processes, with appropriate reinforcement and support.

2.9 The Head of Governance will raise any significant issues concerning the implementation of this Framework with the Executive Director of Resources and Head of Paid Services in the first instance. The Chief of Staff and, if appropriate, the Mayor will also be made aware of any significant risks arising.

2.10 Practical guidance and forms, supporting this Framework, are available via [the intranet](#). Staff are strongly encouraged to review that guidance alongside this Framework.

2.11 At the directorate and team level, Corporate Directors and Managers have a responsibility to ensure the Framework is implemented by staff under them.

2.12 Everyone at the GLA is responsible for adhering to and applying this Framework.

## Part B. The Reserved Mayoral Matters

---

### 3. The two categories of Reserved Mayoral Matters

3.1 ‘Reserved Mayoral Matters’ are powers that should normally only be exercised by the Mayor. It follows these powers fall outside of the parameters of the General Delegation and other delegations to staff described later in this document.

3.2 These powers are divided into Category 1 and Category 2 Reserved Mayoral Matters.

Category of Reserved Mayoral Matter	Characteristics
<i>Category 1 Matters</i> Matters reserved by law for the personal exercise of the Mayor only. Decisions relating to these matters may not be delegated under any circumstances.	<ul style="list-style-type: none"><li>• Mayoral Powers and duties that by law are prohibited from being delegated by the Mayor to anyone; or which it is otherwise apparent may only to be exercised by the Mayor on a personal basis.</li><li>• Collectively they form a short list of specific powers and duties. They include, among other things, the Mayor’s attendance at Mayor’s and People’s Question Time meetings and the State of London Debate, the making of byelaws, considering certain reports of the GLA’s Statutory Officers and setting GLA borrowing limits. Importantly, the Mayor may not delegate the power to delegate.</li><li>• The Urgency and Unavailability Arrangements described at section 4 do not apply: even in such circumstances these powers may not be delegated.</li><li>• A non-exhaustive list of these powers is set out under the Category 1 heading of Appendix 1.</li></ul>
<i>Category 2 Matters</i> Matters by policy choice exercised normally only by the Mayor. Decisions relating to these matters can, in certain and narrowly defined circumstances, be delegated to Senior Members of Staff.	<ul style="list-style-type: none"><li>• Powers the Mayor is not prevented by law from delegating, but which, rather, he wishes not to and so normally retains for himself.</li><li>• They can be divided into three subcategories:<ul style="list-style-type: none"><li>○ Novel, Contentious or Repercussive matters (NCR Decisions)<sup>3</sup>. The financial value of the decision is not relevant</li><li>○ a decision to commit Programme Expenditure, or to enter into any other type of Non-Routine Financial Commitment, of more than £150,000</li><li>○ those ‘Specific Matters’ listed at Appendix 1, including, but not limited to, certain Mayoral appointments, disposing of and acquiring land under particular conditions, and directing the Functional Bodies</li></ul></li><li>• May be exercised by other, specified post holders if the Mayor is unavailable and the situation is urgent or it would be otherwise inappropriate for him to act (see section 4).</li><li>• A definitive list of these powers is set out under the Category 2 heading of Appendix 1.</li></ul>

---

<sup>3</sup> If Permission to Proceed has been granted, the matter is not considered NCR. See paragraph 17.4.



## 4. Urgency and Unavailability Arrangements for Category 2 Matters

4.1 The below post holders are authorised, separately and individually, to exercise a Category 2 Mayoral Powers in place of and to the same extent as the Mayor in the following circumstances.

Circumstance	Post holders authorised to act	Following consultation with...
a) The Mayor is unavailable to act and the power needs to be exercised urgently	<ul style="list-style-type: none"><li>• Chief of Staff</li><li>• Head of Paid Service</li></ul>	Normally the Mayor and each other, unless impractical in the circumstances
b) The Mayor is unavailable but the power <u>does not</u> need to be exercised urgently	<ul style="list-style-type: none"><li>• Chief of Staff</li><li>• Head of Paid Service</li><li>• Any Mayoral Appointee</li><li>• Any Corporate Director</li></ul>	The Mayor and also the Chief of Staff and the Head of Paid Service (with each other if one or other of the latter two is exercising the power)
c) The Mayor considers it would be inappropriate to personally exercise the power (eg. because of a potential conflict of interest; or a risk of pre-determination; or he does not wish to prejudice his future involvement in the matter)	<ul style="list-style-type: none"><li>• Chief of Staff</li><li>• Head of Paid Service</li><li>• Any Mayoral Appointee</li><li>• Any Corporate Director</li></ul>	The Chief of Staff and the Head of Paid Service (with each other if one or other of the two is exercising the power)

## 5. If the Mayor is Temporarily Unable to Act

5.1 The GLA Act<sup>4</sup> foresees a situation in which the Mayor may be ‘Temporarily Unable to Act’: because of illness, imprisonment, absence abroad or for another reason. This is not the same as simply being ‘Unavailable’. In these limited circumstances the Statutory Deputy Mayor<sup>5</sup> becomes the Acting Mayor and can exercise most functions normally exercisable by the Mayor, including Mayoral Reserved Matters (Categories 1 and 2).

5.2 Where there is an Acting Mayor, that person takes the place of the Mayor under this Framework.

---

<sup>4</sup> Schedule 4 of the Act.

<sup>5</sup> The Head of Paid Service must first give notice of the Mayor’s temporary unavailability to both the Statutory Deputy Mayor and the Chair of the Assembly. If there is no Statutory Deputy Mayor at the time, then the Chair of the Assembly becomes the Acting Mayor.

# Part C. The General Delegation to Senior Members of Staff

---

## 6. The essentials of the General Delegation

6.1 Under the **‘General Delegation’**, all Senior Members of Staff are authorised to exercise:

- any power that is not a Reserved Mayoral Matter (Appendix 1), provided
- it is within that person’s area of responsibility, and
- the exceptions, terms and decision-making process set down in this Framework are followed

6.2 ‘Senior Members of Staff’ are those listed at Appendix 3. Broadly, they comprise:

- the GLA’s Chief of Staff, Head of Paid Service and Executive Directors (‘Corporate Directors’)
- those individuals appointed to his team by the Mayor, known as the 10+2<sup>6</sup> and including also the Statutory Deputy Mayor<sup>7</sup> (‘Mayoral Appointees’)
- Assistant Directors and Heads of Unit (‘Other Senior Members of Staff’)

6.3 It should be noted, in particular:

- the Mayor may himself exercise a power delegated to a Senior Member of Staff under the General Delegation
- there is a separate delegation for exercising the Mayor’s Potential Strategic Importance (PSI) Application Powers and these fall outside this General Delegation
- there is also a separate but complementary GLA Company Director Delegation
- the exercise of a Mayoral Power under the General Delegation includes doing something that facilitates or is conducive or incidental to the exercise of the function in question
- not all Senior Members of Staff have the same level of permissions; there is a distinction between those at Executive Director level and those at Assistant Director / Head of level

### Delegating Category 2 Mayoral Reserved Matters

As Part B of this Framework makes clear, the Mayor has determined he will exercise certain powers himself: there is a strong expectation he will not normally delegate them and so they fall outside the General Delegation. This is particularly the case for NCR Decisions and the Specified Matters at Appendix 1.

For practical reasons and to help the GLA conduct its business efficiently, it is, however, expedient for the Mayor to delegate from time to time project spending allocations within an approved programme (ie. non-routine spending decisions of greater than £150k). Where a specific delegation of this type has been put in place – through the decision-making procedures set down in this Framework – then a Senior Member of Staff may take these spending decisions as if they were within the General Delegation.

---

<sup>6</sup> ie. Appointments made by the Mayor under section 67(1) of the GLA Act

<sup>7</sup> In her role as Deputy Mayor for Education and Childcare. Note also the Chief of Staff is both a Corporate Director and a Mayor Appointee for this Framework.

## 7. The responsibilities and ambit of Senior Members of Staff

7.1 The Chief of Staff has broad and cross-cutting responsibilities – in addition to particular and specific responsibilities. He may therefore, for the purposes of this General Delegation, act in place of any Mayoral Appointee and can indeed exercise any power falling within the delegation. The Head of Paid Service may similarly exercise any power falling within the responsibilities of a particular Corporate Director or one of the Other Senior Members of Staff. Again, his responsibilities are deemed to encompass all of those areas falling within the General Delegation.

7.2 Below the Chief of Staff and Head of Paid Service, areas of responsibility are still not always mutually exclusive. In such cases there will usually be a recognised lead who should in the first instance exercise the power in question. But another Senior Member of Staff may, providing the matter falls broadly within her or his responsibilities, and as far as practicable they have consulted others who have related responsibilities, exercise the power in question.

7.3 A more senior post holder may act in place of a junior one.

### *Acting Senior Members of Staff*

7.4 A Senior Member of Staff may ask another member of staff to act in her or his place for the purposes of this Framework and for a specified period of time while they are absent from the office or otherwise unavailable. The arrangement should be set out in writing, circulated to interested parties, including the Governance Team, and make clear what areas of responsibility are being covered by the Acting Senior Member of Staff and for what period of time. Normally the Acting Senior Member of Staff will be at the same level of seniority or one level below.

7.5 Any member of staff may ‘act up’ into the otherwise vacant post of one of the Senior Members of Staff, providing the arrangement has been agreed with the Head of Paid Service and set out in writing by the relevant Corporate Director as described above. The individual acting-up is then considered a Senior Member of Staff for the purpose of this Framework.

### *Clarifying areas of responsibility*

7.6 If there are any questions about whether a Mayoral Power lies within the area of responsibility of a Senior Member of Staff, then:

- in the case of a Specified Mayoral Appointee, the Chief of Staff’s decision is final
- in any other case, the Head of Paid Service’s decision is final

7.7 The Head of Paid Service may from time to time confirm, update and/or issue:

- the list of posts to be regarded as Senior Members of Staff for the purposes of this Scheme

### **The Greater London Returning Officer (GLRO)**

To preserve impartiality and independence, normally only the GLRO will exercise Mayoral Powers under the General Delegation in support of:

- his functions under the GLA Act, and/or
- as Proper Officer under the Representation of the People Acts and elections law generally (ie. to prepare and conduct Mayor of London and London Assembly elections)

If the GLRO is unavailable to act, then the Deputy GLRO may act in place of him.

Where the Mayor is exercising a power that may be deemed to impact on the GLRO’s functions, he will first consult with the GLRO.

Note GLRO Decisions are subject to their own process and Decision Form and while there are parallels, fall outside of this Framework.

- a description of, and boundaries for, the pre-existing areas of responsibility of any Senior Member of Staff, and in both cases
- having consulted with the Chief of Staff in respect of Mayoral Appointees

## Part D. The General Staff Authorisation

---

7.8 Although certain powers are reserved to the Mayor and other powers may only be exercised by Senior Members of Staff under the General Delegation<sup>8</sup>, all members of GLA staff – at any grade – are given a ‘General Staff Authorisation’ to take action in their area of work to support the Mayor, Senior Members of Staff and GLA Subsidiary Companies (including their Directors) in the decisions they take under this Framework

7.9 In other words, a member of staff may not necessarily take or authorise a decision that draws on a Mayoral or Company Power; but she or he can support and take an action connected to an approved decision. For example, a member of staff can help to formulate and lay the groundwork for a decision. And s/he can take actions to implement or give it practical effect.

7.10 Under the **General Staff Authorisation**:

- a member of staff has permission to do anything on behalf of the GLA<sup>9</sup> that facilitates, or is conducive or incidental to preparing for, making or implementing a decision or other legitimate activity under this Framework
- all staff may in addition commit the GLA or a GLA Company to Non-Programme Expenditure and other Routine Financial Commitments, including Routine Land and Property Transactions
- all staff can undertake routine administrative matters

noting that

- this Authorisation is bound by the terms and requirements set out elsewhere in this Framework, including the Signatory Permission
- staff should normally act within their area of responsibility
- staff should involve their line manager as appropriate, securing the manager’s consent particularly for items of relatively large expenditure
- staff should use appropriate record keeping to record their actions

7.11 Staff who are Managers reporting to have an additional authorisation:

- to approve Non-Routine Financial Commitments within their areas of responsibility up to a value of £10,000, subject a Delegated Authority Record (DAR) being completed

A Manager, for the purpose of this additional authorisation, is anyone who reports to an Assistant Director or Head of, or has an equivalent level of seniority in the area in question.

---

<sup>8</sup> Or under the Local Development Document Delegation.

<sup>9</sup> Including the Mayor, Senior Members of Staff and a GLA Subsidiary Company or its Directors.

# Part E. Planning matters

---

## 8. Background to PSI Application Powers

8.1 The Mayor plays an important statutory role in town planning in London. That includes in respect of planning applications of Potential Strategic Importance to the capital.

8.2 The following 'PSI Application Powers' can be exercised by the Mayor personally or delegated<sup>10</sup> to a post holder specified below and in accordance with the relevant town and county planning legislation<sup>11</sup>:

- directing that the Mayor will become the local planning authority to determine a planning application of potential strategic importance (a PSI Application) – that is, the Mayor's power to 'call-in' and take over planning application
- determining such called-in PSI Applications<sup>12</sup>

8.3 The function of determining a PSI Application includes the power to:

- refuse planning permission and to determine reasons for refusal, or
- grant planning permission and determine the conditions, 'informatives' or notes of that permission and the reasons for them

8.4 The PSI Application Powers must by law, and if delegated, only be exercised by one of the 10+2 staff<sup>13</sup> appointed by the Mayor or by the Statutory Deputy Mayor. They cannot be delegated to staff appointed by the Head of Paid Service.

8.5 The Mayor's other functions under town and county planning legislation can be exercised by Senior Members of Staff under the General Delegation and by other staff under the Local Development Documents Delegation (see section 10 below) or the General Authorisation – as applicable.

## 9. The PSI Application Powers Delegation

9.1 Under this Framework, the following Mayoral Appointees are separately and individually authorised (in no particular order) to exercise the PSI Application Powers referred to at paragraph 8.2:

- Deputy Mayor for Planning, Regeneration and Skills
- Deputy Mayor for Housing and Residential Development
- Deputy Mayor for Education and Childcare (the Statutory Deputy Mayor)

---

<sup>10</sup> As a consequence of section 28 of the Growth and Infrastructure Act 2013.

<sup>11</sup> For example, functions under the Town and Country Planning (Mayor of London) Order 2008 (SI 2008/ 580, as amended).

<sup>12</sup> By virtue of section 2A or 2B of that Act.

<sup>13</sup> Staff appointed by the Mayor under section 67(1) of the GLA Act.

9.2 The above post holders may exercise different functions in relation to the same PSI Application. For example, one may call-in an application and another may determine that application.

9.3 As with all other Mayoral Powers, the Mayor reserves the right to exercise the PSI Application Powers himself. He may also appoint other 10+2 staff from time to time to exercise the PSI Application powers. Any such appointments will be documented by a Record in Writing.

## 10. The Local Development Document Delegation

10.1 The Mayor must be consulted on a wide range of Local Development Documents, both from within London and from the wider south east. He responds to these consultations to ensure such Documents are in general conformity with the London Plan and that London's strategic interests are protected. This involves a wider range of staff than empowered under the General Delegation and so a specific delegation – the 'Local Development Document Delegation' – has been put in place to cover GLA staff involved in this work.

10.2 Under the **Local Development Document Delegation**, the GLA staff specified in the Local Development Document Delegation Table at Appendix 5 are delegated the power to respond to consultations on the specified documents on the Mayor's behalf.

10.3 Note that as with the principles generally established in this Framework:

- the Mayor may exercise his powers in this regard himself and does not need to rely on the delegation
- the Executive Director of Development, Enterprise and Environment and the Assistant Director of Planning may act in place of any staff junior to them
- the Assistant Director Planning may authorise by Record in Writing any other staff member to act in her place in respect of this Delegation

10.4 The decision to issue a direction in relation to a borough's Local Development Scheme under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) is a Category 1 Reserved Mayoral Matter and so does not fall within this delegation.

## 11. Recording planning decisions

11.1 The need to record decisions, described generally at section 19, applies to planning decisions. The Assistant Director of Planning may determine the precise format for recording the exercising of the town and county planning consultation powers set out in Appendix 5.

# Part F. The GLA's Companies and their delegations

---

## 12. Background

12.1 The GLA can establish or become formally involved in companies to facilitate the exercise of Mayoral Powers. It may own shares in the company (where it is a company limited by shares) or be a member of the company (where a company limited by guarantee)<sup>14</sup>. The GLA will normally appoint one or more of its Senior Members of Staff to the Board of Directors.

12.2 A company may be wholly owned by the GLA or the extent of the GLA's interest in it<sup>15</sup> may be such that it is essentially controlled by the GLA. In such cases the company is classed under company law as a subsidiary of the GLA<sup>16</sup> (a 'GLA Subsidiary Company' / 'Company').  
Note:

### The GLA's Subsidiary Companies

The GLA Act and GLA (Specified Activities) Order 2013 requires the GLA to channel all its commercial activities through a trading company so as to create a level playing field with the private sector on tax. The company in question is GLAP. The GLA has also established an umbrella company: GLA Holdings, which could provide the scope for a tax group for accounting purposes for a number of trading companies, were the GLA ever to have more than one.

- the GLA may only conduct particular, defined activities for a commercial purpose ('Specified Activities'<sup>17</sup>) if it does so through a GLA Subsidiary Company<sup>18</sup>
- the Mayor may not transfer his ability to exercise Mayoral Powers to a GLA Subsidiary Company. But he can implement his decisions through a Company and can authorise it and its Directors to implement those decisions on his behalf

12.3 The GLA, at the time of writing, had two Subsidiary Companies:

- Greater London Authority Holdings Limited (GLA Holdings)
- GLA Land and Property Limited (GLAP)

See Appendix 4 for more information.

---

<sup>14</sup> Where a GLA Subsidiary Company takes the form of a limited liability partnership then the provisions in this section and the rest of this Framework that are applicable should be adapted accordingly; for example, 'Incorporation Document' replaces 'Articles'.

<sup>15</sup> Together with rights under any connected shareholders or members' agreements.

<sup>16</sup> As defined by section 1159 of the Companies Act 2006.

<sup>17</sup> See the Greater London Authority (Specified Activities) Order 2013 (SI 2013/973).

<sup>18</sup> See section 34B of the GLA Act



## 13. The Implementing Action Authorisation

13.1 Every GLA Subsidiary Company, and each GLA Company Director, is authorised to take any action through the Company (an 'Implementing Action') to implement an approved GLA Decision, subject to any contrary requirement under company law. Such action includes doing anything incidental or conducive to, or which facilitates, the implementation of that decision.

A 'GLA Decision' is any decision taken by the Mayor or a Senior Member of Staff that involves the exercise of a Mayoral Power.

13.2 The authorising of a GLA Decision, as required by this Framework, is sufficient to authorise the Company's Implementing Action. Therefore, if the GLA Decision requires an approved Decision Form, then that is in of itself sufficient and no further Decision Form is required.<sup>19</sup>

## 14. Exercising Company Powers and the Company Director Delegation

14.1 This section applies only to 'GLA Company Decisions'. These are:

- decisions and actions of a GLA Subsidiary Company unconnected to implementing a GLA Decision (ie. that are not Implementing Actions)
- decisions that do not draw on Mayoral or GLA powers or which otherwise would in their own right require a Decision Form
- decisions of such a Company itself; for example, approving its accounts

14.2 Every GLA Subsidiary Company Director<sup>20</sup> is authorised under the '**Company Director Delegation**' to take any action or decision that involves the exercise of a Company Power where the matter:

- is within the powers of the Mayor and/or the GLA
- is not by law a decision reserved for: the Company in general meeting and/or is not delegated to its Board or a meeting of its Board
- is not contrary to company law (but where the authorisation granted under this paragraph shall so far as possible operate to accommodate any such provision or rule)

14.3 In exercising this Delegation, the Director is expected to seek in advance the views of the relevant Mayoral Appointee.

### Company Powers

In a similar fashion to Mayoral Powers, a company has legal powers to do things described in its Memorandum or Articles of Association – through common law powers and through statutory powers transferred, conferred or imposed by legislation on the company itself ('Company Powers'). Generally speaking, a GLA Subsidiary Company cannot do things that the Mayor and/or GLA have no Mayoral Power to do.

Company law and a company's Articles of Association govern who can exercise Company Powers and take decisions on its behalf. Some decisions may only be taken by its members/shareholders in a Company general meeting; others are delegated to or to be exercised by the Company's Board of Directors, collectively or a single Director individually.

<sup>19</sup> The Decision Form does not need to expressly authorise the Company to implement the decision in question.

<sup>20</sup> Only Senior Members of Staff will be appointed Directors of GLA Subsidiary Companies. The Directors of GLA Holdings and GLAP are listed at Appendix 4.

14.4 Note the General Staff Authorisation (see 0) applies to GLA Subsidiary Companies too, subject to anything that under company law is required to be done by a Company Director or by the Company's Secretary.

#### *Recording GLA Company Decisions*

14.5 The actions and decisions of a GLA Subsidiary Company and/or a Company Director, unconnected with the implementation of a GLA Decision, must be recorded in the manner required by the Company's Articles, or as otherwise determined by the Company.

#### *Signatory Permission of GLA Company Directors and other staff*

14.6 Each GLA Company Director has, individually, Signatory Permission under the Company Director Delegation to sign or execute any Formal Document for and on behalf of the GLA Subsidiary Company that he or she is a Director of. That includes applying and authenticating any company seal to do so.

14.7 Any single GLA Company Director may give a power of attorney to any member of GLA staff or to one of the GLA Legal Advisors, for the purposes of section 47 of the Companies Act 2006. This is so as to authorise that staff member to exercise Signatory Permission and execute<sup>21</sup> any Formal Document (including deeds or other documents) on the GLA Subsidiary Company's behalf. The power of attorney may be given unconditionally or subject to conditions, generally or specifically, and on a standing or occasional basis. The Company Director must first consult with the Governance Team and GLA Legal Advisors.

---

<sup>21</sup> Including applying and authenticating the use of any company seal.

# Part G. Rules and procedures for taking and recording GLA Decisions

---

## 15. The focus of this part of the Framework: the Decision Form

15.1 The primary mechanism for taking decisions<sup>22</sup> is the Decision Form. The Form is important in of itself. But equally important is the process and the authorisations through which it must pass.

15.2 The focus of this section is on those decisions requiring an authorised Decision Form, and in particular:

- decisions that are Novel, Contentious or Repercussive (this is a Reserved Mayoral Matter) irrespective of the type or value (if any) of Financial Commitment involved
- decisions involving a Non-Routine Financial Commitment, which may either be a Reserved Mayoral Matter (if of a value greater than £150,000) or within the scope of the General Delegation)

It does, however, have something to say about other types of decision taken in the GLA and the associated requirements.

15.3 The definitions of Routine and Non-Routine Financial Commitments are set out from paragraph 17.5.

## 16. Progressing and authorising a decision using a Decision Form

16.1 The Decision Form and the process it helps structure fulfils a number of purposes. It:

- clarifies what is being proposed and precisely what the required decision is (or what the related decisions are)
- describes the background to and important considerations for the taking of the decision
- allows for the setting out of options for different approaches
- links decisions to Mayoral strategies and priorities, including priority outcomes

### **The Corporate Investment Board (CIB)**

CIB is an informal advisory board that reviews Decisions Forms before they are approved by, as applicable, the Mayor, an Executive Director or Assistant Director. It also reviews, among other things, matters of significance or potential significance that may involve the exercise of a Mayoral Power.

CIB is chaired by the Chief of Staff and attended by the Mayor's Appointees and Executive Directors. It helps coordinate GLA decisions and ensure there is appropriate review before decisions are taken and executed.

It is important GLA staff are familiar with the process and requirements for engaging with CIB.

### **Decision Form templates and the role of the Governance Team**

GLA staff must use the specified and appropriate Decision Form template. These templates are available on the intranet together with the guidance on the process that must be followed.

The templates are updated from time to time. So it is important staff ensure they are using the latest version.

The process for Mayoral, Director and Assistant Director Decisions is coordinated and administered by the Governance Team. This helps ensure each decision has the required authorisations and input. An underlying imperative is to ensure the decision-making process is initiated in a timely manner and the Governance Team should be involved early on.

---

<sup>22</sup> ie. Authorising the exercising of a Mayoral Power.

- helps ensure financial and legal implications are identified and there is corresponding advice
- similarly helps ensure the GLA meets its duties under the Public Sector Equality Duty and generally to further equality for all Londoners
- ensures decisions receive the appropriate authorisation and relevant others have been consulted and agreed the proposal
- records the decision that has been taken and so also aids accountability and transparency

16.2 The table below summarises the main types of GLA Decision and specifies where a Decision Form is required. The type of form corresponds to the level of authorisation required: primarily from the Mayor (Mayoral Decisions) or from a Senior Member of Staff (Director and Assistant Director Decisions).

16.3 Note this not an exhaustive list and there are other types of GLA Decision that require a Decision Form. Section 19 has something to say about the requirements for recording decisions generally. A fuller, but still not exhaustive, list of how to progress and record a decision is at Appendix 5.

What/Value	Form/Method	Notes
<i>Requiring a Decision Form and <u>within</u> the process administered by the Governance Team</i>		
Any matter that is Novel, Contentious or Repercussive, irrespective of value (including nil value)	Mayoral Decision Form (MD)	<ul style="list-style-type: none"> <li>• A Category 2 Reserved Mayoral Matter.</li> <li>• Applies irrespective of the type and value of expenditure or Financial Commitment (if any).</li> <li>• The relevant Mayoral Appointee in the Mayoral Team must be consulted and confirm she or he agrees with the proposal.</li> <li>• Permission to Proceed can be sought, if there is doubt, to clarify if a matter is or is not NCR.</li> </ul>
Programme Expenditure / Non-Routine Financial Commitments of: More than £150,000 or where unlimited	Mayoral Decision Form (MD)	<ul style="list-style-type: none"> <li>• A Category 2 Reserved Mayoral Matter.</li> <li>• The relevant Mayoral Appointee in the Mayoral Team must be consulted and confirm she or he agrees with the proposal.</li> <li>• Can be authorised via a lower order Decision Form if a specific delegation for the programme in question has been put in place (via a prior Decision Form).</li> <li>• A Decision Form of any kind <u>is not</u> required for <ul style="list-style-type: none"> <li>○ detailed allocations within the approved Affordable Homes Programme, noting the caveats at section 18</li> <li>○ CPO compensation payments</li> </ul> </li> </ul>
Programme Expenditure / Non-Routine Financial Commitments of: Up to £150,000	Director Decision Form (DD)	<ul style="list-style-type: none"> <li>• Covered by the General Delegation.</li> <li>• Authorised by the responsible Director listed at Appendix 3. Can also be authorised by the relevant Mayoral Appointee.</li> <li>• Can be authorised via an ADD if a specific delegation for the programme in question has been put in place.</li> </ul>

What/Value	Form/Method	Notes
		<ul style="list-style-type: none"> <li>A DD is required for Financial Commitments within the envelope of the Affordable Homes Programme that are complex and/or if agreements being entered into are bespoke</li> </ul>
Programme Expenditure / Non-Routine Financial Commitments of: Up to £50,000	Assistant Director Decision Form (ADD)	<ul style="list-style-type: none"> <li>Covered by the General Delegation.</li> <li>Authorised by the responsible Other Member of Senior Staff listed at Appendix 3.</li> </ul>
<i>Requiring a Decision Form but <u>outside</u> the process administered by the Governance Team</i>		
Programme Expenditure / Non-Routine Financial Commitments of: Up to £10,000	Delegated Authority Record (DAR) – Manager	<ul style="list-style-type: none"> <li>Falls outside of the process administered by the Governance Team. But there is still a set template that must be used.</li> </ul>
<i>Not requiring a Decision Form</i>		
Non-Programme Expenditure and other Routine Financial Commitments of: Any value	Routine record keeping (ensuring an appropriate audit trail) – Any member of staff	<ul style="list-style-type: none"> <li>Covered by the General Staff Authorisation: every member of GLA Staff (whether listed at Appendix 3 or not) may, in the ordinary course of their duties and subject to the supervision or direction of their line manager, authorise the entering into of Routine Expenditure or another type of Routine Financial Commitment (including a Routine Land and Property Transaction, see definition at Appendix 7).</li> <li>This is the case even where the value is above £150,000 or unlimited. At higher values the approval of a Manager should be sought.</li> <li>Decision Forms are not normally used for Routine Expenditure or other Routine Financial Commitments. But advice should be sought from the Governance Team regarding the documenting of significant decisions or stages in implementing agreed budgets and programmes</li> <li>Decisions authorising Routine Expenditure and other types of Routine Financial Commitment should be documented by a Record in Writing.</li> <li>The above rules also apply to expenditure under the Affordable Homes Programme where the Financial Commitment does not relate to a scheme that is bespoke or complex, noting all approvals must be published on a quarterly basis.</li> </ul>

## 17. Important considerations, definitions and requirements

### *Consultation with Mayoral Appointees*

17.1 Where an MD is required, the relevant Mayoral Appointee must confirm on the Form that the proposal has their endorsement. But even if an MD is not required, in exercising the General Delegation Senior Members of Staff are expected to seek the views of the relevant Mayoral Appointee. In doing so, staff will need to exercise their judgement. In particular there will often be a distinction between:

- narrowly technical and administrative things: sign-off from the lead Mayoral Appointee is not required, and
- things with significant policy implications and/or that could be attributed to the Mayor as his policy: sign-off is required from the lead Mayoral Appointee and the Mayoral Director for Policy should also be involved

### *Novel, Contentious or Repercussive (NCR) proposals*

17.2 If any proposed action or decision can be considered NCR, then the matter in question is a Category 2 Reserved Mayoral Matter and must be referred to the Mayor for approval (ie. by an MD in the normal way). A matter can be NCR even if it involves nil expenditure and irrespective of whether it involves a Routine or Non-Routine Financial Commitment.

17.3 The following fall outside the NCR provisions:

- the GLRO's functions
- any town and country planning functions of the Mayor or GLA, including the PSI Application Powers and those exercised under the Local Development Document Consultation Delegation
- the Executive Director of Resources' enforcement of Trafalgar Square and Parliament Square byelaws

17.4 If there is doubt as to whether a matter is NCR, then any one of the following can, by Record in Writing, give Permission to Proceed (that is, clarify conclusively that a matter is not NCR):

- the Mayor
- the Chief of Staff
- the Head of Paid Service
- the Executive Director of Resources
- the Governance Team (copied to the Executive Director of Resources)

Providing there is not a material change in circumstance, and it is not otherwise a Reserved Mayoral Matter, then the proposal is within the General Delegation and can be determined by a Senior Member of Staff in the normal way.

### *The GLA Budget and Financial Commitments*

17.5 The Mayor agrees a detailed GLA-wide budget in late March each year, via an MD, for the next financial year. Within the overall envelope of expenditure, this budget delineates between 'Programme' and 'Non-Programme' Budgets.

17.6 Non-Programme Expenditure is a type of ‘Routine Financial Commitment’. Unless the Governance Team advise otherwise, all other expenditure is Programme (and therefore a ‘Non-Routine Financial Commitment’) for the purposes of this Framework.

17.7 All Non-Programme elements of the GLA-wide budget are approved at the point the Mayor agrees the detailed budget: a subsequent Decision Form is not required, whatever the value, and providing the Non- Routine Financial Commitment in question does not relate to a Reserved Mayoral Matter. Conversely, the approval of the budget does not give approval for Programme Expenditure: this is a Non-Routine Financial Commitment and a Decision Form must be approved before the budget can be spent.

17.8 The table below gives examples – and as such is not exhaustive – of items that can and cannot be considered Routine Financial Commitments.

Routine (Decision Form not required)	Non-Routine (Decision Form is required)
<ul style="list-style-type: none"> <li>• Staff salaries and payments to temporary staff and secondees</li> <li>• Indirect employee costs such as travel</li> <li>• Office supplies and services such as stationery and printing</li> <li>• Purchase of books, publications and data; renewal of subscriptions to organisations</li> <li>• Accommodation costs including rent, rates, insurance, and service charges</li> <li>• Payments made under contracts for cleaning, maintenance, catering and for other facilities and estate management services</li> <li>• Routine IT expenditure, such as purchase of IT equipment and payment for mobile devices</li> <li>• Routine Land and Property Transactions<sup>23</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Expenditure falling within a Programme Budget</li> <li>• Income or monetary payments in favour of the GLA: unless a Routine Land and Property Transaction or the Governance Team advise otherwise, creating an obligation to pay income or make a monetary payment to the GLA is Non-Routine</li> <li>• Guarantees and contingent liabilities: unless a Routine Land and Property Transaction, on normal commercial terms, or the Governance Team advise otherwise, the creation any new contingent liability by the GLA in favour of a third party is Non-Routine</li> </ul>

17.9 The value of the Financial Commitment must be determined on the basis of the aggregate value arising. So, for example:

- a ten year contract or lease with an annual payment or annual income of £20,000 should be valued at £200,000 and an MD is required

17.10 Some decisions involve a mix of different Financial Commitment types and/or values: as the table above indicates, expenditure is only one form of Financial Commitment. Where this is the case, the decision should be taken at the level determined by the aggregate value of all Financial Commitment types. For example:

- Non-Routine Expenditure of £105,000 and a future receipt of £115,000 is a Financial Commitment of £220,000 and an MD is required

<sup>23</sup> Note that the acquisition or disposal by the GLA of the freehold of any land or the leasehold of land where the lease is for a term of seven years or more is a Reserved Mayoral Matter.

17.11 However, where the income is being received for a specific purpose, then it is the value of the income or expenditure – whichever is higher – that is relevant:

- a £100,000 grant from Government to part fund a GLA project involving £140,000 of expenditure requires a DD (the relevant value is £140,000)

Both the income and the expenditure must be approved, which can be done through a single decision form.

### Variations

17.12 Where the value of a Financial Commitment associated with a decision changes, then a new Decision Form is required in the following circumstances.

Commitment value	Change in value	Action
More than £500,000	<ul style="list-style-type: none"><li>• An increase in the total value of the Financial Commitment of more than £50,000</li><li>• An increase or a decrease in expenditure of more than £50,000<sup>24</sup></li><li>• An increase or a decrease in income of more than £50,000</li></ul>	Draft and progress a Decision Form commensurate with the new value of the Financial Commitment calculated as at paragraphs 17.9 to 17.10 above. It is the revised total value that is relevant to deciding which Decision Form to use – not the value of the change.
£500,000 or less	<ul style="list-style-type: none"><li>• An increase in the total value of the Financial Commitment of more than ten per cent</li><li>• An increase or a decrease in expenditure of more than ten per cent</li><li>• An increase or a decrease in income of more than ten per cent</li></ul>	

17.13 The Financial Regulations set down the rules concerning any variations that may arise from a change in the value of a Financial Commitment.

17.14 Similarly if there are significant changes to the nature of a decision, the basis on which it was taken or to the outcomes being pursued, then a new Decision Form may also be required. For example, if it became apparent the implementation of a particular scheme would be NCR having been approved via a DD, an MD would then be required. Similarly a new Decision Form, in most cases at the same level as the original authorisation, would be required if the nature of the outcomes to be delivered changed significantly. Note a new Decision Form is not required solely where there is a performance issue, though the authorising officer and relevant Mayoral Appointee should be informed.

17.15 GLA staff should inform and seek advice from the Governance Team where there are variations.

## 18. Rules concerning the Affordable Homes Programme

18.1 The Affordable Homes Programme 2016 to 2021 has as its aim increasing the supply of new, genuinely affordable homes, drawing on Government funding. Due to the scale of the

<sup>24</sup> It is the absolute expenditure that is relevant, not expenditure net of income.



funding and the number of Financial Commitments entered into, different decision-making criteria apply:

- the overall programme is approved through an MD
- any decisions within the funding envelope and scope of that MD are delegated to the Executive Director of Housing and Land and Decision Forms are not required unless:
  - the decision is NCR, in which case an MD is required as normal
  - the decision involves a complex Financial Commitment or relates to a bespoke agreement (Formal Document), in which case a DD is required
- any decisions taken under this delegation not requiring a Decision Form must be documented via a Record in Writing in the normal way and should be reported quarterly

18.2 Responsibility for identifying complex and bespoke schemes rests in the first instance with the Executive Director for Housing and Land. Advice should, however, be sought from the GLA's Legal Advisors and/or the Governance Team if there is any doubt.

## 19. Recording decisions

19.1 Every decision or action supported by the exercise of a Mayoral Power should normally be recorded in writing and preserved in an auditable form. Where a Decision Form (including a DAR) has been executed, then that and its referenced and supporting documents serve as the record and no further documenting is required. Note the requirement to record applies even where the value is nil or there are no Financial Commitments or financial implications<sup>25</sup>; for example, if the Mayor is appointing someone to a Board or other body.

19.2 Where a Decision Form is not required, then the method of progressing and recording the decision will be some other type of 'Record in Writing'. The record must make clear the action or decision being taken and in an auditable form that is properly filed and is can be retrieved. It should set out relevant considerations and implications and can, for example, be in an email, memo, report or file note. The Governance Team can advise as to how decisions should be recorded.

19.3 GLA Company Decisions should be recorded in accordance with paragraph 14.5.

19.4 A non-exhaustive list of the format Records in Writing should take is at Appendix 5.

### *Transparency expectations*

19.5 The GLA has a formal commitment to transparency and openness. The Governance Team therefore publishes MDs, DDs and ADDs on [london.gov.uk](https://london.gov.uk). A Decision Form or part of it (known as a 'Part 2') may be withheld from publication if the information it contains would be exempt under the Freedom of Information of Act 2000. In other circumstances, the entire Decision Form may be deferred for release at a later date. Such circumstances are relatively rare and unless the Governance Team advise otherwise, Decision Forms should be prepared on the basis that they will be publicly available. They should therefore be written so that Londoners and other interested parties are able to understand the nature of the decision and the background.

---

<sup>25</sup> Direct or indirect and including contingent liabilities.

# Part H. The Signatory Permission for Formal Documents

---

## 20. Formal Documents

20.1 Some decisions are taken and implemented simply by the decision-maker – the Mayor or a Senior Member of Staff – executing (signing) the relevant Decision Form. Other decisions, however, require a separate or stand-alone instrument or document to be signed and it is this ‘Formal Document’ that constitutes the exercise of the particular legal power (for example, a direction, notice, order or byelaw). In other cases, a recognised or legal document is required to implement a decision that has already been taken (for example, a contract or a lease).

The definition of ‘Formal Document’ here also extends to an official document of any sort.

### Definition of a Formal Document

A ‘Formal Document’ is a document other than a Decision Form that constitutes or implements the exercise of a Mayoral Power or a Company Power, in whatever form and by whatever name the document takes, where the document has or is intended to have legal force and effect.

20.2 There is more detail on the definition at Appendix 7; and Appendix 6 contains a non-exhaustive list of documents that fall within the definition of a Formal Document.

## 21. Exercising the Signatory Permission

21.1 Under the Signatory Permission set down in this Framework, Formal Documents can be executed (signed and dated) by:

- the Mayor
- a Senior Member of Staff, relying on the General Delegation
- a Company Director, relying on the Company Delegation or a person authorised by a power of attorney under section 47 of the Companies Act 2006 (see paragraphs 14.6 and 14.7) and in so doing
- taking account of the limitations and requirements below

21.2 For the sake of clarity, Signatory Permission:

- is the authorisation to execute a Formal Document that constitutes, implements or is otherwise connected or related to the discharge or implementation of a Mayoral Power or a decision supported by a Mayoral Power (or in the context of a GLA Subsidiary Company, a Company Power)
- the Formal Document can be executed for or on behalf of the Mayor, GLA and/or GLA Subsidiary Company
- includes the subsequent variation of the terms of the Formal Document in reliance of the original decision, provided that the basis for that decision and the risks associated with it have not changed materially

## 22. Related limitations, requirements and considerations

### *Mayoral Reserved Matters*

22.1 The Mayor may execute any Formal Document on his own behalf. But only the Mayor may execute one connected or relating to a Category 1 or Category 2 Reserved Mayoral Matter, unless:

- the Urgency Procedures at section 4 apply, but only in respect of Category 2 Matters
- a Decision Form relating to the matter in question has been approved and the Formal Document is part of implementing the approved decision
- in any other case, the Mayor has authorised a Senior Member of Staff to execute the Formal Document on his behalf

### *Areas of responsibility*

22.2 In the first instance, the Signatory Permission should be exercised by the Senior Member of Staff whose ambit the Formal Document and any preceding decision falls within, noting:

- the Chief of Staff, Head of Paid Service, Executive Director of Resources and Head of Governance may exercise the Signatory Permission on behalf of any Specified Senior Member of Staff
- a Senior Member of Staff may authorise by Record in Writing a member of GLA Staff, whether listed at Appendix 3 or not, to exercise Signatory Permission in her or his place
- the person providing the Signatory Permission does not have to be at the same individual or at same level as the decision taker

### *GLA Legal Advisors*

22.3 The GLA's Legal Advisors have authority to act as agents for the Mayor, GLA, a GLA Company Director and/or any GLA Subsidiary Company. As such, the GLA's Legal Advisors have Signatory Permission on their behalf in respect of any Formal Document those persons could themselves sign or execute.

### *Corporate seal*

22.4 The GLA has a corporate seal. The application of the GLA corporate seal shall be authenticated by the signature of any one of the following:

- the Mayor
- any specified Senior Member of Staff, or, if authorised by such a person
- one of the GLA's Legal Advisors

# Part I. Functional Bodies

## 23. The Mayor's role vis-à-vis the Functional Bodies

23.1 This Framework does not cover the Mayor's powers and duties where he is acting in a different and specified role within one of the GLA's Functional Bodies; for example, as Chair of TfL. When acting in such roles he is subject to the schemes of delegation and other protocols belonging to the body in question.

23.2 That notwithstanding, the Mayor does have particular powers and duties in respect of these bodies in his Mayoral capacity when operating in the GLA context – and therefore this Framework.

23.3 Specific legislation applicable to the Functional Bodies may require the Mayor to do something himself; to provide his consent or agree to others doing something; or for him to be consulted. The most important requirements are summarised below and includes where the Functional Body is required to do something under a statutory Mayoral Direction<sup>26</sup>. Unless specifically listed as a Reserved Mayoral Matter, these decisions may be taken by Senior Members of Staff under the General Delegation.

Functional Body	Governance arrangements falling within the ambit of the Mayor acting in GLA context
London Legacy Development Corporation (LLDC)	<ul style="list-style-type: none"><li>• The Mayor has powers of appointment in respect of LLDC's Board and Committees, including appointing the Chair (a Category 2 Reserved Mayoral Matter), subject to the Assembly non-binding confirmation hearing procedures. He may himself Chair LLDC, but at the time this Framework was updated he was not the Chair.</li><li>• The Mayor is required to provide consent to certain matters under the Localism Act 2011 and such consent may be given on his behalf by Senior Members of Staff under the General Delegation.</li><li>• He has directed that LLDC (under the LLDC Governance Direction (MD1227)) has standing consent to exercise some of those powers without the matter being referred to the Mayor, or following consultation with the Mayor. Other matters he has specified he must take a decision on. This Framework and the Direction allows Senior Members of Staff to provide that consent on his behalf under the General Delegation.</li><li>• The Mayor may issue guidance or Directions to LLDC as to the manner in which it is to exercise its functions, and/or specific Directions as to the exercise of its functions.</li></ul>
Old Oak and Park Royal Development Corporation (OPDC)	<ul style="list-style-type: none"><li>• The Mayor has powers of appointment in respect of OPDC's Board and Committees (a Category 2 Reserved Mayoral Matter), including appointing the Chair, subject to the Assembly non-binding confirmation hearing procedures. He may himself Chair OPDC, but at the time this Framework was updated he was not the Chair.</li><li>• The Mayor is required to provide consent to certain matters under the Localism Act 2011. Consent may be given on his behalf by Senior</li></ul>

<sup>26</sup> A Category 2 Reserved Mayoral Matter requiring an MD.

Functional Body	Governance arrangements falling within the ambit of the Mayor acting in GLA context
	<p>Members of Staff under the General Delegation.</p> <ul style="list-style-type: none"> <li>• A governance direction has not yet been put in place.</li> <li>• The Mayor may direct OPDC.</li> </ul>
Transport for London (TfL)	<ul style="list-style-type: none"> <li>• The Mayor appoints the TfL Board, including its Chair (a Category 2 Reserved Mayoral Matter), subject to the non-binding Assembly confirmation hearing procedures. He may himself Chair TfL and at the time of writing did fulfil that role.</li> <li>• The formal approval of the statutory Transport Strategy and annual fares setting direction under section 174(1) of the GLA Act are Category 2 Reserved Mayoral Matters.</li> <li>• The Statutory Transport Strategy falls within the GLA Act and must be also approved via an MD.</li> <li>• The Mayor may direct TfL.</li> </ul>
London Fire and Emergency Planning Authority (LFEPA)	<ul style="list-style-type: none"> <li>• The Mayor appoints LFEPA's Members and may nominate one of those Members to be Chair (a Reserved Mayoral Matter).</li> <li>• The Mayor may direct LFEPA.</li> <li>• The Office of the London Fire Commissioner will be established later this year and that will have implications for this Framework.</li> </ul>
Mayor's Office for Policing and Crime (MOPAC)	<ul style="list-style-type: none"> <li>• The Mayor is the sole occupant of MOPAC and in that role has oversight and strategy and budget setting responsibilities for the Metropolitan Police Service.</li> <li>• The Mayor may appoint a Deputy Mayor for Policing and Crime, subject to the Assembly confirmation hearing procedures (binding if the DMPC is not an Assembly Member). He may delegate matters to her subject to certain matters being reserved to the Mayor under Police and Social Responsibility Act 2011.</li> <li>• He has no power of direction over MOPAC: he cannot direct himself.</li> </ul>

# Appendix 1. Reserved Mayoral Matters

---

## 1. Matters reserved by law to be exercised only by the Mayor (Category 1)

The Mayor may not under statute delegate certain matters; that includes under sections 38 and 380 of the GLA Act. The following is a non-exhaustive list. Each Mayoral Power should be checked to confirm it can be delegated.

### *GLA Act*

- The Mayor's functions under section 36 concerning the making of standing orders for the GLA by the Assembly: see section 36(12).
- The power to delegate functions under section 38 and the power to delegate the Mayor's Culture, Media and Sport functions under Part X of the GLA Act: see sections 38(6)(a) and 380(6)(a) respectively. (This means that the Mayor cannot delegate the power to delegate.)
- The exercise of the functions of a Minister of the Crown delegated to the Mayor under section 39A: see section 39A (6).
- Attendance by the Mayor at MQT meetings and answering questions put to him at such meetings under section 45(3).
- Attendance by the Mayor at the annual State of London debate meeting held under section 46.
- Attendance by the Mayor at People's Question Time meetings held under section 48.
- The exercise of the Mayor's power of appointment of any of the 10+2 GLA staff under section 67(1): see section 36(6)(b).
- Appointments to the London based Regional Council of the Arts Council of England; the London regional committee or panel of the English Sports Council and Museums Libraries and Archives London under section 377A and the Greater London Authority (Mayor of London Appointments) Order 2008 (SI 2008/ 701): see section 380(6)(aa).
- The making of byelaws concerning Trafalgar Square and Parliament Square Gardens under section 385(1) of the GLA Act: see section 380.
- The duty to consider a report of the Head of Paid Service prepared under section 2 of the Local Government and Housing Act 1989 and the duty to consider a Monitoring Officer or Chief Finance Officer report.

### *Other legislation*

- The duties imposed on the Mayor to consider a report of the Head of Paid Service or GLA Monitoring Officer under sections 2 and 5 of the Local Government and Housing Act 1989: see sections 72(8) and 73(12) of the GLA Act.
- The Mayor's consideration and attendance at a meeting of the Assembly called to consider a report by the GLA's Chief Finance Officer (section 127 officer under the GLA Act) under section 114 of the Local Government Finance Act 1988.
- The Mayor's consideration and attendance at a meeting of the Assembly called to consider a report under section 8 or recommendations under section 11(3) of the Audit Commission Act 1998 in accordance with section 11A of that Act: section 11A(11) ACA 1998.

- The decision to issue a direction in relation to a borough's Local Development Scheme under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).
- The functions of determining and keeping under review how much money the GLA or a Functional Body can afford to borrow under section 3(2) of the Local Government Act 2003: section 3(9) LGA 2003.

## 2. Matters by policy choice for exercise normally only by the Mayor (Category 2)

The Mayor does not wish to delegate the following matters<sup>27</sup>:

- any decision, to exercise a power, that is Novel, Contentious or Repercussive
- a decision to commit Programme Expenditure or to enter into any other type of Non-Routine Financial Commitment of more than £150,000
- those Specified Matters listed below

This list of matters the Mayor does not by policy choice wish to delegate can be considered exhaustive.

### *Specified Matters*

- Appointments to any of the following offices (specified in section 60A of the GLA Act or other legislation as ones to which the Assembly's confirmation hearing procedures under Schedule 4A apply):
  - Chair (if not the Mayor) and/or Deputy Chair of Transport for London
  - Deputy Mayor for Policing and Crime
  - London Fire Commissioner and Deputy Mayor for Fire (or the Chair of the London Fire and Emergency Planning Authority until the role is abolished)
  - Chair (if not the Mayor) of a Mayoral Development Corporation
  - the Mayor's representative as Chair of the London Waste and Recycling Board
  - Chair of the Cultural Strategy Group
  - Chair and/or Deputy Chair of the London Pensions Fund Authority
- Appointment to a remunerated position established under section 30 of the GLA Act (disregarding the payment of travel or subsistence expenses and allowances when on official business).
- Any other Mayoral appointment not falling within the above, including:
  - any statutory power of appointment to any other position, office or body
  - any appointment to a non-remunerated position, relying solely on section 30 of the GLA Act
- Authorising any member of 10+2 staff not listed at paragraph 9.1 of this Framework to exercise the PSI Application Powers, whether generally or specifically.
- The GLA forming or acquiring interests in any company or other corporate body.
- The disposal of land held by the GLA for the purposes of housing or regeneration for less than the best consideration that can reasonably be obtained in circumstances where the General

---

<sup>27</sup> Though these matters are subject to the Urgency and Unavailability procedures in section 4.

Consent issued under section 333ZC of the GLA Act requires that a specific consent from the Secretary of State is required.

- The acquisition or disposal by the GLA of the freehold of any land or the leasehold of land where the lease is for a term of seven years or more.
- Approval in principle to the making of any Compulsory Purchase Order by the GLA under section 333ZA of the GLA Act.
- Approval of the text of the Mayoral strategies listed in section 41(1) for the purpose of submission to the Assembly under section 42B of the GLA Act and their subsequent approval for the purposes of publication as his official strategy (other than the making of non-material changes to the text including the correction of errors<sup>28</sup>).
- The giving of statutory directions and/or guidance to:
  - Functional Bodies: TfL under sections 155(1) and 174(1)<sup>29</sup> of the GLA Act; to LFEPA under section 328A of the GLA Act; and to a MDC under section 220 of the Localism Act 2011
  - the London Waste and Recycling Board under sections 356, 357 and 358 of the GLA Act
  - London borough councils as regards their local air quality control functions under section 85 of the Environment Act 1995
  - any other person or body where such a statutory power exists
- The Mayor's functions concerning the annual budget process as set out in sections 85 to 99 of the GLA Act, including the Mayor's functions under Schedules 6 and 7, and the presentation of the draft consolidated and final draft budgets to the Assembly under that Schedule.
- The granting of an exemption under section 36 of the Freedom of Information Act 2000 (only in exceptional circumstances and providing it would not be unlawful in the circumstances for the Mayor to grant the exemption).
- The confirmation by the Mayor of an order establishing a road user charging scheme under section 295 and Schedule 23 of the GLA Act including the confirmation of any order varying or revoking such a scheme.
- The approval (where required) of arrangements involving the GLA for the provision or delegation of professional technical or administrative services or functions under section 401A of the GLA Act.
- The giving of Mayoral consent under sections 120 or 121 of the GLA Act to the making of capital or revenue grants between the GLA and a Functional Body and/or between Functional Bodies.
- The giving of Mayoral consent to either of: a) the disposal of land by a MDC for less than the best consideration that can reasonably be obtained; or b) the disposal of land which has been compulsorily acquired by the MDC, as respectively required by section 209 (1) and (3) of the Localism Act 2011.

---

<sup>28</sup> Such corrections and non-material changes are covered by the General Delegation

<sup>29</sup> Section 174 of the GLA Act concerns the setting by the Mayor of the general level and structure of TfL public transport fares.



## Appendix 2. Actions that can be taken under the General Delegation

The following is a non-exhaustive, illustrative list of the actions that can be taken at any time by specified Senior Members of Staff under the General Delegation.

Action	Notes and requirements
Making a Non-Routine Financial Commitment (including Programme Expenditure) of a value up to and including £150,000	<ul style="list-style-type: none"> <li>The power to enter into a Non-Routine Financial Commitment (including Programme Expenditure) valued at up to and including £150,000.</li> </ul>
Conducting procurement exercises and award of contracts/grants	<ul style="list-style-type: none"> <li>The power to undertake on the GLA's behalf any value for money, public procurement or grant award exercise necessary or expedient to implementing a decision. This power must be exercised in accordance with the Contracts and Funding Code.</li> <li>This includes approving any matter involved in such processes; for example, the procurement procedure to follow, publishing OJEU notices, approving specifications, evaluation criteria and tender documents, and selecting the winning bidder.</li> <li>If, however, the exercise of any procurement function is NCR then a Mayoral Decision must be sought first.</li> <li>Similarly if the proposal the procurement relates to is NCR and/or involves Non-Routine Expenditure of greater than £10,000, then an approved Decision Form is anyway required and should be finalised prior to procurement beginning formally.</li> <li>Decision Forms should cover procurement options where that is a planned route for implementing the decision. If a single source procurement route is being sought, that should form part of the decision.</li> </ul>
Setting fees and charges	<ul style="list-style-type: none"> <li>The power to waive or to require the payment by any person of any fee, monetary payment or charge and to set these on any permitted basis or scale (for example: cost-recovery, not for profit, commercial or trading).</li> <li>There must be a relevant Mayoral or other power expressly permitting the setting of the fee or charge. These most commonly derive from section 401A of the GLA Act; sections 93 to 99 of the Local Government Act 2003, and under the Local Authorities (Goods and Services) Act 1970).</li> <li>The Executive Director of Resources must have been consulted about any potential budgetary implications of making or waiving the fee, payment or charge.</li> <li>The setting of TfL's fares is a Reserved Mayoral Matter.</li> </ul>
Making CPO compensation payments	<ul style="list-style-type: none"> <li>The power to settle CPO Compensation Claims of any value (including over £150,000) may be approved by the Executive Director of Housing and Land and the Head of Financial Services acting jointly and following advice from</li> </ul>

Action	Notes and requirements
	<p>the GLA's retained professional advisors as to the appropriate level of payment.</p> <ul style="list-style-type: none"> <li>• In the absence or unavailability of either of the above officers, the Assistant Director of Strategic Projects and Property and the Principal Accountant (Revenue) respectively may act in her/his place.</li> <li>• Given the commercial requirement to act quickly in these cases, the exercise of this delegation does not require a Decision Form.</li> </ul>
Conducting negotiations and agreeing the terms of Formal Documents	<ul style="list-style-type: none"> <li>• The power to undertake on the GLA's behalf discussions or negotiations with relevant parties and to agree the terms of any decision or action to be taken and the terms of any connected or related Formal Document.</li> </ul>
Taking legal advice and instructing legal proceedings	<ul style="list-style-type: none"> <li>• The power to take advice from the GLA's Legal Advisors and to instruct them to undertake any legal proceedings for or on behalf of the Mayor and/or GLA. Includes taking any action considered necessary or expedient in order to pursue, protect or defend the Mayor's or GLA's interests in any actual or threatened legal proceedings</li> <li>• In exercising this power, GLA staff should: <ul style="list-style-type: none"> <li>• liaise with the Executive Director of Resources, including in relation to: incurring expenditure on legal or expert support; and any significant proposal to commence or be a party to or to settle or withdraw from proceedings or to pay damages, compensation or costs</li> <li>• cooperate with the GLA's Legal Advisors, who are to have sole care and conduct of the proceedings</li> <li>• keep a Record in Writing of decisions or actions taken regarding significant steps or stages in the proceedings</li> </ul> </li> <li>• The requirement to complete a Decision Form at the appropriate level where Non-Routine Expenditure is involved and/or the matter is NCR remains.</li> </ul>
Publishing material	<ul style="list-style-type: none"> <li>• The power to publish on the Mayor's and/or GLA's behalf any appropriate material or document on the GLA's website or within other publications (including advertising); and to arrange for any printing and supply (including at a fee) to any person.</li> <li>• The Assistant Director of External Relations or the Head of Media should be consulted.</li> </ul>
Signing Formal Documents (Signatory Permission)	<ul style="list-style-type: none"> <li>• The power to execute or sign, for or on behalf of the Mayor and/or the GLA, GLA Subsidiary Company or Company Director any Formal Document connected or related to the decision in question or necessary or expedient to implementing it.</li> <li>• This power must be exercised in accordance with Part H.</li> </ul>

# Appendix 3. Specified Senior Members of Staff

---

## 1. Corporate Directors

GLA staff classified as Corporate Directors for the purposes of this Scheme.

- Chief of Staff \*
- Head of Paid Service (also Executive Director of Communities and Intelligence; and GLRO)
- Executive Director of Resources
- Executive Director of Housing and Land
- Executive Director of Development, Enterprise and Environment
- Executive Director of Assembly Secretariat (also Deputy GLRO)

## 2. Mayoral Appointees

Mayoral Appointees for the purposes of this Scheme.

- Deputy Mayor for Education and Childcare (also the Statutory Deputy Mayor)
- Deputy Mayor for Housing and Residential Development \*
- Deputy Mayor for Planning, Regeneration and Skills \*
- Deputy Mayor for Culture and the Creative Industries \*
- Deputy Mayor for Social Integration, Social Mobility and Community Engagement \*
- Deputy Mayor for Business \*
- Deputy Mayor for Environment and Energy \*
- Deputy Mayor for Transport \*
- Mayoral Director for Policy \*
- Mayoral Director for Communications \*
- Mayoral Director for External and International Affairs \*
- Mayoral Director for Political and Public Affairs \*

\* Denotes GLA staff appointed by the Mayor under section 67(1) of the GLA Act. Note the Chief of Staff is both a Corporate Director and a Mayoral Appointee under this scheme.

## 3. Other Members of Senior Staff

### *Mayor's Office*

- Head of Government and EU Relations
- International Relations Manager

### *External Affairs*

- Assistant Director of External Relations
- Head of Media

### *Development, Enterprise and Environment*

- Assistant Director of Economic and Business Policy
- Assistant Director of Planning
- Assistant Director of Regeneration
- Assistant Director of Environment
- Head of Transport

### *Housing and Land*

- Assistant Director of Programme, Policy and Services
- Assistant Director of Strategic Projects and Property
- Head of Area (North West)
- Head of Area (North East)
- Head of Area (South)

### *Communities and Intelligence / Corporate Management Team*

- Assistant Director of Intelligence
- Assistant Director of Health and Communities
- Assistant Director of Team London
- Assistant Director of Culture
- Head of Governance and Performance

### *Resources*

- Assistant Director of Group Finance
- Assistant Director of Human Resources and Organisational Development
- Head of Financial Services
- Head of Facilities Management
- Head of Information Technology
- European Programmes Director

### *Assembly Secretariat*

- Head of Scrutiny and Investigation
- Head of Committee and Member Services

## Appendix 4. List of GLA Subsidiary Companies

---

### 1. Greater London Authority Holdings Limited

Status	GLA Subsidiary Company
Type	UK company limited by shares
Company number	07923665
Directors	<ul style="list-style-type: none"><li>• David Bellamy</li><li>• Martin Clarke</li><li>• David Lunts</li></ul>
Shareholder	Greater London Authority
Shareholder's representative	Executive Director of Resources

### 2. GLA Land and Property Limited

Status	GLA Subsidiary Company
Type	UK company limited by shares
Company number	07911046
Directors	<ul style="list-style-type: none"><li>• David Bellamy</li><li>• James Murray</li><li>• Martin Clarke</li><li>• David Lunts</li></ul>
Shareholder	Greater London Authority Holdings Limited
Shareholder's representative	Executive Director of Resources

## Appendix 5. Format for progressing and recording decisions

The table below sets out the required format for progressing and recording particular decisions by the Mayor, under the General Delegation and by GLA staff generally in other circumstances.

Decision	Document	Notes
Any GLA Decision requiring a Decision Form under the table at paragraph 16.3 (NCR matters and all Non-Routine Financial Commitments)	The Decision Form providing the required level of authorisation	<ul style="list-style-type: none"> <li>The Decision Form is, together with its supporting and referenced documents, a sufficient record of the decision.</li> </ul>
Significant changes to the provisions of Mayoral Decision-Making in the GLA (this Framework)	Mayoral Decision Form	<ul style="list-style-type: none"> <li>See section 2, including the delegated arrangements that are in place and require only that a Record in Writing be made.</li> </ul>
Significant changes to the provisions of other key governance documents	Mayoral Decision Form	<ul style="list-style-type: none"> <li>The Governance Team can advise on what constitutes a 'key' governance document.</li> <li>In some cases, there will be other approvals required; for example, that of the London Assembly and/or Head of Paid Service.</li> </ul>
Category 1 Reserved Mayoral Matters (not otherwise specified in this table)	Mayoral Decision Form	<ul style="list-style-type: none"> <li>The Mayor's attendance at the specified meetings and events does not need to be documented except in so much a record should be kept of the meeting in the usual way.</li> </ul>
Category 2 Reserved Mayoral Matters (not otherwise specified in this table)	Mayoral Decision Form	<ul style="list-style-type: none"> <li>If either a Category 2 decision taken under the Urgency Procedures at section 4 or because Permission to Proceed for a NCR matter has been given under paragraph 17.4, then consult the Governance Team and use a Decision Form appropriate to the seniority of the decision-maker and importance of the matter.</li> <li>Statutory Mayoral Directions may be contained in a letter or other document appended to the MD authorising the Direction.</li> </ul>
Mayor's GLA Group budget proposals and budget	The consultation budget proposals and budget documents themselves	<ul style="list-style-type: none"> <li>This covers the consultation budget proposals, Draft Consolidated Budget and the Final Draft Budget as presented to the Assembly.</li> </ul>
Details of GLA's own	Mayoral Decision Form	<ul style="list-style-type: none"> <li>Determines what is Programme and what is</li> </ul>

Decision	Document	Notes
annual budget		Non-Programme Expenditure for the purpose of this Framework.
Appointment to a remunerated position established under section 30 of the GLA Act	Mayoral Decision Form	<ul style="list-style-type: none"> <li>The payment of travel or subsistence expenses/ allowances when on official business does not amount to remuneration.</li> </ul>
All other Mayoral appointments	Mayoral letter	<ul style="list-style-type: none"> <li>Includes: any appointments subject to the Assembly confirmation hearing procedures under Schedule 4A of the GLA Act, all 10+2 GLA staff appointments under section 67(1) of the GLA Act; any other statutory power of appointment to a position, office or body; and any appointment to a non-remunerated position relying on section 30 of the GLA Act.</li> </ul>
Affordable Homes Programme matters	Initially a Mayoral Decision Form the programme at large. Then a Record in Writing or a Director Decision Form, as per section 18.	<ul style="list-style-type: none"> <li>The Affordable Homes Programme is approved at its inception via an MD and allocations within that envelope are then delegated to the Executive Director of Housing and Land.</li> <li>Decision Forms are not normally then required. If, however, the Financial Commitment is objectively complex or involves a bespoke agreement, then a DD is required.</li> <li>The NCR rules continue to apply: an MD would still be required in these instances.</li> <li>A summary of the additional allocations made under the overall programme approvals should be published on a quarterly basis.</li> </ul>
Approval of Non-Routine Commitments above £150,000 for which the Mayor has given a specific delegation	Director Decision Form (or Assistant Director Decision Form if the delegation was to a specified Other Member of Senior Staff)	<ul style="list-style-type: none"> <li>The Mayor must, via an MD, have given explicit approval for a Corporate Director to take the decision without the need for a further MD.</li> <li>The Decision must remain within the parameters set by the MD.</li> </ul>
CPO Compensation Payments of any value	Routine record keeping (ensuring an appropriate audit trail)	<ul style="list-style-type: none"> <li>Delegated to the Executive Director of Housing and Land and Head of Financial Service.</li> </ul>
Exercise of town and country planning powers	Any of the following, as advised by the Assistant Director of Planning: <ul style="list-style-type: none"> <li>Letter</li> <li>Report to Mayor's / Deputy Mayor's Planning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Includes the exercise of PSI Application Powers by Mayoral Appointees listed at paragraph 9.1.</li> <li>Letters may be signed for and on behalf of the Mayor or on behalf of the Mayoral Appointees by the Assistant Director of Planning, anyone reporting to that post, or</li> </ul>

Decision	Document	Notes
	<ul style="list-style-type: none"> <li>Statutory notice or document in appropriate or prescribed form</li> <li>Decision Form</li> <li>Record in Writing</li> </ul>	as listed in the Local Development Documents Delegation Table, which has further detail about the Local Plan Documents Delegation.
Important internally focussed policies and procedures	A Director Decision Form	<ul style="list-style-type: none"> <li>Where not requiring an MD but of GLA-wide significance; for example, making significant changes to the GLA's Anti-Fraud Framework.</li> </ul>
Other matters falling within the General Delegation	As appropriate according to circumstances but normally either a Director Decision Form or a Record in Writing	<ul style="list-style-type: none"> <li>The Governance Team can advise on the appropriate approval route and record.</li> </ul>
Routine Expenditure of any value	Record in Writing	<ul style="list-style-type: none"> <li>Falls within the General Permission to All GLA Staff.</li> </ul>
Work in support of decisions	Record in Writing	<ul style="list-style-type: none"> <li>Falls within the General Permission to All GLA Staff.</li> </ul>
Actions and decisions of a GLA Subsidiary Company and/or a Company Director, unconnected with the implementation of a GLA Decision	As required by the Company's Articles, or as otherwise determined by the Company or company law	<ul style="list-style-type: none"> <li>Falls within the Company Delegation.</li> </ul>
A GLA Company's Implementing Action	No additional record is required, unless specified by the Company's Articles, or as otherwise determined by the Company or company law	

*Local Development Documents Delegation Table: Approval routes and records required*

Nature of consultation	Consultation with/via	Delegation to
All controversial <sup>30</sup> Local Plan proposals	<ul style="list-style-type: none"> <li>Mayor's Planning Meeting, or</li> <li>Deputy Mayor for Planning</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Director of Planning</li> <li>Senior Manager – London Plan</li> </ul>
Regulation 21 Statement of Conformity	<ul style="list-style-type: none"> <li>Mayor's Planning Meeting, or</li> <li>Deputy Mayor for Planning</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Director of Planning</li> <li>Senior Manager – London Plan</li> </ul>
Regulation 19 (Draft Submission) Local Plan	<ul style="list-style-type: none"> <li>Mayor's Planning Meeting, or</li> <li>Deputy Mayor for Planning</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Director of Planning</li> <li>Senior Manager – London Plan</li> </ul>

<sup>30</sup> As identified by either the Mayor, Deputy Mayor for Planning, Regeneration and Skills or GLA officers



Nature of consultation	Consultation with/via	Delegation to
Consultations		
Regulation 18 (Issues and Options): Non-London Plan conforming	<ul style="list-style-type: none"> <li>Deputy Mayor's Planning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Director of Planning</li> <li>Senior Manager – London Plan</li> </ul>
Regulation 18 (Issues and Options): London Plan Conforming	<ul style="list-style-type: none"> <li>Strategic Planning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans)</li> <li>Other Planning officer above grade 10</li> </ul>
Supplementary Planning Guidance	<ul style="list-style-type: none"> <li>Strategic Planning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans)</li> <li>Other Planning officer above grade 10</li> </ul>
Area Action Plans	<ul style="list-style-type: none"> <li>Strategic Planning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans)</li> <li>Other Planning officer above grade 10</li> </ul>
Borough Community Infrastructure Levies	<ul style="list-style-type: none"> <li>Strategic Planning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans)</li> <li>Other Planning officer above grade 10</li> </ul>
Neighbourhood Plans	<ul style="list-style-type: none"> <li>Strategic Planning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans)</li> <li>Other Planning officer above grade 10</li> </ul>
Evidence/Statements for Examinations	<ul style="list-style-type: none"> <li>Assistant Director of Planning, or</li> <li>Senior Manager – London Plan, or</li> <li>Senior Manager – Planning Decisions</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans)</li> <li>Other Planning officer above grade 10</li> </ul>
Plans outside London	<ul style="list-style-type: none"> <li>Strategic Planning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Principal Planner (Local Plans) or other Planning officer above grade 10</li> </ul>

## Appendix 6. Examples of Formal Documents

---

The following is a non-exhaustive list of documents within the definition of 'Formal Document' in this Framework:

- byelaws, for example for Trafalgar Square and Parliament Square
- certificates, designations, specifications or confirmations of any kind
- company forms: articles and memorandum of association, share certificates, etc
- transfers, conveyances, contracts and agreements relating to land or interests in land of all kinds; for example, to create, acquire, grant, transfer, sell, extinguish or dispose of land and/or interests in land of any type
- contracts of all other kinds; for example, contracts of employment, contracts for works, services or supplies, intellectual and other tangible or intangible property, etc
- consents or approvals of any kind
- 'court process' documents of any kind used before any court or tribunal or arbitrator or similar person/body having appropriate jurisdiction whether in England and Wales or elsewhere; for example, claim forms, summonses, acknowledgements of service, defences, witness statements, orders, notices
- section 106 and development agreements and similar
- agreements under section 5 or section 278 of the Highways Act 1980
- directions of any kind; for example, from the Mayor to a Functional Body, to London boroughs regarding air quality or local implementation plans, to waste disposal and collection authorities
- regulations of any kind
- grant agreements
- guarantees and indemnities
- leases, assignments and similar
- official letters, demands, opinions and accounts
- loan, borrowing and finance agreements
- memoranda of understanding, heads of terms or agreement, side letters and letters of intent and the like (including where subject to contract) – as although not legally binding, they have legal significance
- mortgages or charges or debentures
- notices of any kind; for example, notices of entry or to treat, notices to quit, notices under the Companies Acts, shareholder notices
- orders of all kinds; for example, compulsory purchase orders, road traffic orders, GLA road and side-road designation orders
- partnership agreements; for examples, LLPs or limited partnerships

- procurement documents of all kinds including OJEU notices of any type, invitations to negotiate or tender, conditions of contract and similar
- share certificates, stock forms and similar
- statutory transfer schemes

## Appendix 7. Definitions and interpretation

Term	Definition
10+2	Those staff appointed by the Mayor under section 67(1) of the GLA Act: the two political advisors under subsection 67(1)(a); and the ten other staff under subsection 67(1)(b).
Acting Mayor	The Statutory Deputy Mayor (in the first instance) or the Chair of the Assembly (if there is no Statutory Deputy Mayor) when acting as Mayor because the Mayor is Unable to Act in accordance with schedule 4 of the GLA Act. References in this Framework to the Mayor will in such cases include the 'Acting Mayor'.
Acting Senior Member of Staff	An individual acting in the place of one of the Senior Member of Staff listed at Appendix 3. This will be formally documented and either be for a defined period of time while the substantive post holder is away from the office or while someone is acting up into an otherwise vacant role. The person in question is, during this period, considered a Senior Member of Staff for the purpose of this Framework.
Affordable Homes Programme	Programme for the funding or provision of affordable homes as that term is defined in the Glossary of the National Planning Policy Framework (March 2012) or any successor document.
GLA Company / Subsidiary Company	A company under the Companies Act 2006 and where relevant a limited liability partnership under the Limited Liability Partnerships Act 2000 and as specified at Appendix 4 ('Subsidiary' has the meaning given it in section 1159 of the Companies Act 2006).
Category 1/2 Reserved Mayoral Matter	See 'Reserved Mayoral Matter' below.
Company Director Delegation	The authorisation granted by a GLA Subsidiary Company to a GLA Company Director to take actions and decisions, and to exercise Company Powers for and on behalf of the Company, within the limitations and on the terms set out in this Framework.
Company Power	A GLA Company's legal powers to do things that are described in its Memorandum or Articles of Association, common law powers and statutory powers transferred, conferred or imposed by legislation on the company itself. Generally speaking, a company that is a GLA Subsidiary Company cannot do things that the Mayor and/or GLA have no Mayoral Power to do.
Corporate Director (GLA rather than Company)	Either the Chief of Staff or an Executive Director, specified at Appendix 3.
CPO Compensation Claims	Claims for compensation against the GLA as a result of the making of any Compulsory Purchase Order, including any liabilities transferred to the GLA as statutory successor of the Homes and Communities Agency, London Development Agency, London Thames Gateway Development Corporation or other body under a statutory transfer scheme.

Term	Definition
Decision	The act of determining to use a Mayoral Power, or in the context of a GLA Subsidiary Company, a Company Power (including where it decisions or actions under the Implementing Action Authorisation).
Decision Form	One of: Mayoral Decision Form (MD), Director Decision Form (DD), Assistant Director Decision Form (ADD) or Delegated Authority Record (DAR). All but the latter must be subject to the formal decision-making process administered by the Governance Team.
Formal Document	<p>A document other than a Decision Form that constitutes or implements the exercise of a Mayoral Power or a Company Power, in whatever form and by whatever name the document takes, where the document has or is intended to have legal force and effect or legal significance. Note:</p> <ul style="list-style-type: none"> <li>• this definition applies whether the Mayor, GLA or GLA Subsidiary Company is the sole signatory or a signatory with other parties</li> <li>• it applies where nil or a stated value or other consideration (including nominal consideration or value) passes under the document (ie. there is nil or only nominal consideration)</li> <li>• it applies whether the document is executed as a deed or not</li> <li>• it applies whether the form of execution is a personal signature or by affixing and attesting a corporate seal or it is executed by electronic means</li> <li>• it includes all associated documentation required by judicial, legal, administrative, public or official bodies undertaking functions in respect of the Formal Document or its subject matter; for example, High Court or County Court process documents, Land Registry forms, Memorandum or Articles of Association and Companies House forms, Charity Commission forms, shares and stock certificates</li> <li>• it also includes side letters, memorandums of understanding, ways of working documents and heads of terms, which are not themselves legally binding but nonetheless have legal significance</li> </ul>
The General Delegation	The authorisation to specified Senior Members of Staff under sections 38 and 380 of the GLA Act to exercise Mayoral Powers where they are not a Reserved Mayoral Matter or covered by a separate delegation within this document.
General Staff Authorisation	The permission given to all GLA Staff under sections 38 and 380 of the GLA Act, set out in Part C, to do anything on behalf of the GLA (including the Mayor, Senior Staff Members a GLA Subsidiary Company or its Directors) that facilitates, or is conducive or incidental to, them preparing for, making or implementing a decision or other legitimate activity under this Framework (where not a Reserved Mayoral Matter or covered by a separate delegation within this document).
GLA Act	The Greater London Authority Act 1999 (as amended).
GLA Company Director	A Senior Member of Staff who is a director of a GLA Subsidiary Company, listed at Appendix 4.
GLA Decision	Any decision involving the use of a Mayoral Power in a GLA context.

Term	Definition
GLA Legal Advisors	Transport for London's General Counsel and its Legal Directorate (or such other Legal Advisors to the GLA as may be appointed by the Executive Director of Resources from time to time).
GLRO and Deputy GLRO (and GLRO Decisions)	The Greater London Returning Officer and his appointed Deputy and any decisions made by either. GLRO decision-making is not explicitly covered by this Framework and is subject to separate rules but a similar process involving a GLRO (or DGLRO) Decision From.
Governance Team	The Head of Governance and the post holders reporting to that position.
Implementing Action Authorisation	An Implementing Action is one taken by a GLA Subsidiary Company or GLA Company Director to implement an approved GLA Decision. GLA Company Directors have a standing authorisation to undertake Implementing Actions, which includes doing anything incidental or conducive to, or which facilitates, the implementation of that decision.
The Local Development Document Delegation	A delegation from the Mayor to GLA staff to exercise his powers to respond on his behalf when the Mayor is consulted on Local Development Document. The approval levels are specified in the Local Development Document Delegation Table at Appendix 5.
Manager (for approval of expenditure up to £10,000)	A GLA member of staff who reports directly to an Assistant Director or Head of or otherwise and has senior responsibilities in the area in question.
Mayoral Appointee	One of the 10+2 members of GLA staff appointed by the Mayor under section 67(1) of the GLA Act and the Statutory Deputy Mayor in respect of her role as part of the Mayor's Team, and as listed at Appendix 3.
Mayoral Power	<p>The Mayor's lawful ability, or the requirement on him, to do something through the exercising of a legal power or duty (a 'function').</p> <p>It includes common law powers and statutory powers transferred, conferred or imposed by any Act of Parliament, any Direction or Regulation of the European Union or secondary or subordinate legislation or byelaw of any kind (whenever passed or amended) on:</p> <ul style="list-style-type: none"> <li>the office of the Mayor of London directly, or</li> <li>the GLA but which, as a result of section 35 of the GLA Act, is exercisable only by the Mayor acting on behalf of the GLA, and includes the exercise by the Mayor of any power he is required to exercise jointly with the Assembly</li> </ul> <p>It includes the power of the Mayor to do something, provide his consent or agreement to another natural or legal person doing things or to respond when consulted including where any such requirement arises as a result of a direction to such a person by the Mayor.</p> <p>A Mayoral Power includes the power to do anything that facilitates or is conducive or is incidental to the exercise of the function in question.</p>
MDC	A Mayoral Development Corporation established under section 198 of the Localism Act 2011, of which there are currently two: the London Legacy Development Corporation (LLDC) and Old Oak and Park Royal Development Corporation (OPDC).

Term	Definition
Mixed Commitments	A GLA Decision involving a mix of different Financial Commitment types and/or values. Where this is the case, the decision should be taken at the level determined by the aggregate value of all Financial Commitment types and as per paragraphs
NCR	A proposal that could be objectively considered Novel, Contentious or Repercussive and is therefore a Category 2 Reserved Mayoral Matter requiring a Mayoral Decision Form. See also 'Permission to Proceed' below.
Non-Routine Expenditure	Any one of: <ul style="list-style-type: none"> <li>• Programme Expenditure</li> <li>• income or monetary payments in favour of the GLA (unless a Routine Land and Property Transaction or the Governance Team advise otherwise), including creating an obligation to pay</li> <li>• a contingent liability (unless a Routine Land and Property Transaction, on normal commercial terms or the Governance Team advise otherwise)</li> <li>• anything else falling outside the definition of Routine Expenditure</li> </ul>
Other Specified Member of Senior Staff	An Assistant Director or Head Of specified at Appendix 3 and authorised to act under the General Delegation.
Part 2	That part of a Decision Form, where required, setting out information exempt from publication under the Freedom of Information Act 2000 and that is not published – until such time as the information may cease to be exempt.
Permission to Proceed	The clarification that a proposal is not considered NCR – given by one of the Mayor, Chief of Staff, Head of Paid Service, Executive Director of Resources or Governance Team (as appropriate) – so allowing a Senior Member of Staff to proceed without a Mayoral Decision.
Programme Expenditure	Any expenditure from budgets delineated as Programme Budgets in the detailed GLA annual budget, or budgets otherwise categorised as Programme. A type of Non-Routine Financial Commitment.
PSI (Potential Strategic Importance) Application Powers	The functions exercisable under sections 2A and 2B of the Town and Country Planning Act 1990 (as amended).
The PSI Application Powers Delegation	The standing delegation of the above powers to certain Mayoral Appointees as per section 9 of this Framework.
Record in Writing	A record in auditable form of a decision or a matter related to a decision – whether in hard or softcopy, in a memo, a report or an email – that is properly filed or archived, and is capable of retrieval.
Reserved Mayoral Matter	Powers that may only be exercised by the Mayor, either by law (Category 1) or out of policy choice (Category 2) and that as such fall outside the General Delegation (subject to the Urgency procedures). An indicative list of the former and a definitive list of the latter are at Appendix 1.

Term	Definition
Routine Expenditure	Expenditure from Non-Programme Budgets that is deemed to be approved at the point the detail GLA annual budget is approved.
Routine Land and Property Transaction	Any transaction by the GLA or a GLA Subsidiary Company concluded at arm's length on normal commercial terms that involves the acquisition or disposal of land or any interest in land or any licence or contractual term relating to or connected with land. Includes: the granting of leases, tenancies, assignments, short term licences, consents in relation to easements, rights of light, amendments to existing contractual relationships of a non-financial nature (for example, the relaxation of user clause), amendments to existing contractual relationships of a financial nature (for example, rent review or adjustment of rent or payment period to assist tenant if in the interest of the GLA), relaxation, removal or other aspects relating to charges and historical grant/endowment situations where they relate to property inherited from predecessor bodies.
Senior Member of Staff	<p>A member of staff specified at Appendix 3, comprising:</p> <ul style="list-style-type: none"> <li>the GLA's Corporate Directors</li> <li>Mayoral Appointees</li> <li>Other Senior Members of Staff</li> </ul> <p>Or a member of staff acting up into that role (Acting Senior Member of Staff) generally or, in a specific instance, given permission to act in her or his place as per the requirements at paragraph.</p>
Signatory Permission	The ability under this Framework to exercise Formal Documents, as detailed at Part H of this document.
Specified Activities Order	An order made by the Secretary of State under section 34A of the GLA Act requiring the GLA to channel all its commercial activities through a trading company.
Specified Matter	In the context of a Category 2 Reserved Mayoral Matter, a specific power (listed at Appendix 1) the Mayor has decided as a matter of policy choice not to delegate, subject to the Urgency and Unavailability Procedures.
Staff	GLA Staff appointed under either section 67(1) or (2) of the GLA Act.
Unable to Act	Where the Mayor is 'Temporarily Unable to Act' as described under the GLA Act and allowing for the related provisions to come into effect. Distinct from being Unavailable to Act. The Urgency Procedures do not apply.
Unavailable to Act / Urgency and Unavailability Procedures	Where the Mayor is able but otherwise unavailable to act or is conflicted or wishes not to prejudice his future involvement. In this case, Category 2 Reserved Mayoral Matters may be exercised by another individual as per the Urgency Procedures at section 4 .