

GREATER LONDON AUTHORITY

REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD2220

Title: Skills & Employment Unit Team Development

Executive Summary:

The Skills & Employment Unit is a new Unit in the Development, Enterprise & Environment Directorate of the GLA. The Unit was only established in November 2017, and significant recruitment has taken place to establish 31 posts with a further 19 staff either being recruited currently or will be recruited prior to 2019. In addition, there is currently a consultation to merge the ESF Delivery team currently located within Regeneration with the Skills & Employment Unit.

The new Unit will bring together team members from across the GLA as well as a number of new colleagues recruited from outside the organisation to join the original core team. This ADD is to approve £21,550 for Greenbank to deliver a programme of team development activities over the next 12 months.

Decision:

That the Assistant Director of Skills and Employment approves £21,550 for Greenbank to deliver a programme of team development activities for the Skills & Employment Unit over the next 12 months.

AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:

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

It has my approval.

Name: Michelle Cuomo Boorer

Position: Assistant Director of Skills & Employment

Signature:



Date:

27th March 2018

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

The Skills & Employment Unit is a new Unit in the Development, Enterprise & Environment Directorate of the GLA. The Unit was only established in November 2017, and significant recruitment has taken place to establish 31 posts with a further 19 staff either being recruited currently or will be recruited prior to 2019. In addition, there is currently a consultation to merge the ESF Delivery team currently located within Regeneration with the Skills & Employment Unit.

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2. Objectives and expected outcomes

Greenbank will lead a programme of team development aimed at helping the team to achieve the following objectives:

- Building a new management team and ensuring good working practices are established quickly
- Ensuring the strategy and goals of the Unit and individual teams are understood and communicated effectively.
- Ensuring that the management team are accessible and approachable to rest of the team.
- Ensuring team successes are celebrated
- Building a new high performing team unit – understanding how individual management and working styles/strengths/personalities compliment and how to address any challenges whilst understanding this.
- Building trust between new team members
- Building and ramping up performance of the team with challenging deadlines while maintaining motivation in the short term i.e. until August 2019.
- Ensuring high performance is maintained in the long term. (The Implementation phase of the majority of the team's activity will be until August 2019. From 2019 the programme will be business as usual).

Based on 4 'touch points' with the SMT and 3 'touch points' with the wider team, Greenbank will deliver a programme of work which will include both workshop sessions and activities between these workshops in order to sustain momentum and continue development throughout the 12 months.

Facilitation Budget

SMT 4 x half-day workshops

Wider Team 3 x half-day workshops (2 x facilitators)

Half-day design and development for each workshop

	Design & Development	Delivery	Total Facilitation Cost
SMT (5 people)	£3,000	£3,800	£6,800
Wider Team (approx. 50 People)	£2,250	£5,700	£7,950

Insights Discovery reports, colour blocks and workshop materials @ £100 pp			6,800
		Total	£21,550

3. Equality comments

The programme has been designed to take account of equality and diversity of team members within the Skills & employment Unit whilst also recognising different learning styles, communication techniques and requirements of the team to maintain and promote an inclusive learning environment.

4. Other considerations

N/A

5. Financial comments

The estimated cost of £21,550 for this proposal will be funded from the Adult Education Budget for 2018-19 held within the Skill & Employment Unit.

7. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	w/c 26 March 2018
Delivery Start Date - First Team Away Day	12 th April 2018
Programme Delivery	April '18 to March '19
Delivery End Date	March 2019

Appendices and supporting papers:

N/A

Public access to information

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

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

Note: This form (Part 1) will either be published within one working day after approval or on the defer date.

Part 1 Deferral:

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

If YES, for what reason:

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

Part 2 Confidentiality: Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form – NO

ORIGINATING OFFICER DECLARATION:**Drafting officer:**

Michelle Cuomo Boorer has drafted this report in accordance with GLA procedures and confirms that the Finance and –if relevant- Legal teams have commented on this proposal as required, and this decision reflects their comments.

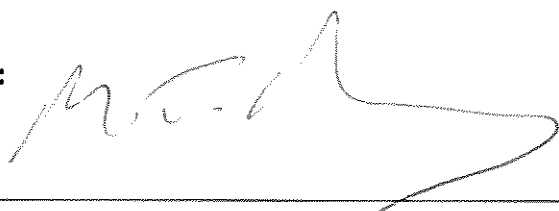
Corporate Investment Board:

The Corporate Investment Board reviewed this proposal on 26 March 2018.

HEAD OF FINANCE AND GOVERNANCE:

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

Signature:



Date:

26.03.18