

AGENDA

Meeting **London Assembly
(Mayor's Question Time)**

Date **Thursday 18 July 2019**

Time **10.00 am**

Place **Chamber, City Hall, The Queen's
Walk, London, SE1 2AA**

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Most meetings of the London Assembly and its Committees are webcast live at
www.london.gov.uk/mayor-assembly/london-assembly/webcasts where you can also view past meetings.

A meeting of the Assembly will be held to deal with the business listed below.

Jennette Arnold OBE AM
Chair of the London Assembly

Tony Arbour AM
Deputy Chairman
Wednesday 10 July 2019

Further Information

If you have questions, would like further information about the meeting or require special facilities please contact: Sacha Than, Committee Services Manager, Tel: 020 7084 2956;
Email: sacha.than@london.gov.uk

For media enquiries please contact: Alison Bell, Head of Communications; Telephone: 020 7983 5769;
Email: alison.bell@london.gov.uk; Minicom: 020 7983 4458. If you have any questions about individual items please contact the author whose details are at the end of the report.

This meeting will be open to the public, except for where exempt information is being discussed as noted on the agenda. A guide for the press and public on attending and reporting meetings of local government bodies, including the use of film, photography, social media and other means is available at www.london.gov.uk/sites/default/files/Openness-in-Meetings.pdf.

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Proper Officer: Ed Williams, Executive Director of Secretariat.

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Certificate Number: FS 80233

Agenda
London Assembly (Mayor's Question Time)
Thursday 18 July 2019

1 Apologies for Absence and Chair's Announcements

To receive any apologies for absence and any announcements from the Chair.

2 Declarations of Interests (Pages 1 - 4)

The Assembly is recommended to:

- (a) Note the list of offices held by Assembly Members, as set out in the table at Agenda Item 2, as disclosable pecuniary interests;**
- (b) Note the declaration by any Member(s) of any disclosable pecuniary interests in specific items listed on the agenda and the necessary action taken by the Member(s) regarding withdrawal following such declaration(s); and**
- (c) Note the declaration by any Member(s) of any other interests deemed to be relevant (including any interests arising from gifts and hospitality received which are not at the time of the meeting reflected on the Authority's register of gifts and hospitality, and noting also the advice from the GLA's Monitoring Officer set out at Agenda Item 2) and to note any necessary action taken by the Member(s) following such declaration(s).**

3 Minutes (Pages 5 - 8)

The Assembly is recommended to confirm the minutes of the London Assembly (Mayor's Question Time) meeting held on 20 June 2019 to be signed by the Chair as a correct record.

The appendices to the minutes of the London Assembly (Mayor's Question Time) meeting have been circulated to Assembly Members separately. Transcripts and written answers for past meetings can be downloaded from

www.london.gov.uk/mayor-assembly/london-assembly/whole-assembly

4 **Mayor's Report** (Pages 9 - 54)

The Assembly is recommended to note the Mayor's Report covering the period from 7 June 2019 to 4 July 2019.

A list of all the decisions taken during the same period is attached, for Members only, on pages 41 to 54, as a background complementary paper to the Mayor's Report (and as previously published). This document can also be downloaded at www.london.gov.uk/mayor-assembly/london-assembly/whole-assembly

5 **Questions to the Mayor**

(To be circulated separately)

Part A:

The Assembly will put questions to the Mayor.

Part B:

Motion submitted in the name of the Chair:

"That the Assembly notes the answers to the questions asked."

(The list of questions to be put to the Mayor can also be downloaded at www.london.gov.uk/mayor-assembly/london-assembly/whole-assembly)

6 **Revised GLA Expenses and Benefits Framework** (Pages 55 - 118)

Report of the Chief Officer

Contact: Tom Middleton, tom.middleton@london.gov.uk, 020 7983 4257

The Assembly is recommended to agree the revised GLA Expenses and Benefits Framework as a joint decision with the Mayor in relation to the Framework's application to the GLA's statutory officers and to the Mayor and Assembly Members.

The appendices to the report set out on pages 59 to 118 are attached for Members and officers only but are available from the following area of the GLA's website:

www.london.gov.uk/mayor-assembly/london-assembly/whole-assembly

7 Future Meetings of the London Assembly

It is proposed that the Assembly uses the 5 September 2019 Plenary meeting principally to hold a question and answer session with Lyn Garner, Chief Executive, and Sir Peter Hendy CBE, Chair of the London Legacy Development Corporation (LLDC).

The Assembly is recommended to agree that, under section 61 of the Greater London Authority Act 1999, Sir Peter Hendy CBE (Chair, LLDC) and Lyn Garner (Chief Executive, LLDC) be required to attend the London Assembly (Plenary) meeting on 5 September 2019 at 10am, for which notice will be given in accordance with section 62 of the Greater London Authority Act 1999 in due course, to answer questions in relation to the policies and work of the London Legacy Development Corporation.

It is proposed that the Assembly uses the 31 October 2019 Plenary meeting principally to hold a question and answer session with the Mayor and Cressida Dick CBE QPM, Commissioner of Police of the Metropolis.

The Assembly is recommended to agree to use the 31 October 2019 Plenary meeting to hold a question and answer session with the Mayor of London and the Commissioner of Police of the Metropolis, Cressida Dick CBE QPM regarding policing issues in London.

8 Proposed Delegation of Authority to the Chair of the Assembly

(Pages 119 - 120)

Report of: Executive Director of Secretariat
Contact: Rebecca Arnold, rebecca.arnold@London.gov.uk; telephone 0207 983 4421

The Assembly is recommended to agree, in relation to urgent matters only, a general delegation of authority in respect of the Assembly's powers and functions (apart from those that cannot under the Greater London Authority Act 1999 be delegated) be given to the Chair of the Assembly, in consultation with the Deputy Chairman, party Group Leaders and relevant Committee Chair(s), from the close of this meeting until the next meeting of the Assembly, which will be the Plenary meeting on 5 September 2019, subject to the decision taken under Item 7 of the agenda.

9 Date of Next Meeting

The next scheduled meeting of the London Assembly will be the Plenary meeting which will take place at 10.00am on Thursday, 5 September 2019 in the Chamber, City Hall.

10 Any Other Business the Chair Considers Urgent

Subject: Declarations of Interests

Report to: London Assembly (Mayor's Question Time)

Report of: Executive Director of Secretariat

Date: 18 July 2019

This report will be considered in public

1. Summary

- 1.1 This report sets out details of offices held by Assembly Members for noting as disclosable pecuniary interests and requires additional relevant declarations relating to disclosable pecuniary interests, and gifts and hospitality to be made.

2. Recommendations

- 2.1 **That the list of offices held by Assembly Members, as set out in the table below, be noted as disclosable pecuniary interests¹;**
- 2.2 **That the declaration by any Member(s) of any disclosable pecuniary interests in specific items listed on the agenda and the necessary action taken by the Member(s) regarding withdrawal following such declaration(s) be noted; and**
- 2.3 **That the declaration by any Member(s) of any other interests deemed to be relevant (including any interests arising from gifts and hospitality received which are not at the time of the meeting reflected on the Authority's register of gifts and hospitality, and noting also the advice from the GLA's Monitoring Officer set out at below) and any necessary action taken by the Member(s) following such declaration(s) be noted.**

3. Issues for Consideration

- 3.1 Relevant offices held by Assembly Members are listed in the table overleaf:

¹ The Monitoring Officer advises that: Paragraph 10 of the Code of Conduct will only preclude a Member from participating in any matter to be considered or being considered at, for example, a meeting of the Assembly, where the Member has a direct Disclosable Pecuniary Interest in that particular matter. The effect of this is that the 'matter to be considered, or being considered' must be about the Member's interest. So, by way of example, if an Assembly Member is also a councillor of London Borough X, that Assembly Member will be precluded from participating in an Assembly meeting where the Assembly is to consider a matter about the Member's role / employment as a councillor of London Borough X; the Member will not be precluded from participating in a meeting where the Assembly is to consider a matter about an activity or decision of London Borough X.

Member	Interest
Tony Arbour AM	
Jennette Arnold OBE AM	European Committee of the Regions
Gareth Bacon AM	Member, LB Bexley
Shaun Bailey AM	
Sian Berry AM	Member, LB Camden
Andrew Boff AM	Congress of Local and Regional Authorities (Council of Europe)
Leonie Cooper AM	Member, LB Wandsworth
Tom Copley AM	Member, LB Lewisham
Unmesh Desai AM	
Tony Devenish AM	Member, City of Westminster
Andrew Dismore AM	
Len Duvall AM	
Florence Eshalomi AM	
Nicky Gavron AM	
Susan Hall AM	Member, LB Harrow
David Kurten AM	
Joanne McCartney AM	Deputy Mayor
Steve O'Connell AM	Member, LB Croydon
Caroline Pidgeon MBE AM	
Keith Prince AM	Alternate Member, European Committee of the Regions
Caroline Russell AM	Member, LB Islington
Dr Onkar Sahota AM	
Navin Shah AM	
Fiona Twycross AM	Deputy Mayor for Fire and Resilience; Chair of the London Local Resilience Forum
Peter Whittle AM	

[Note: LB - London Borough]

3.2 Paragraph 10 of the GLA's Code of Conduct, which reflects the relevant provisions of the Localism Act 2011, provides that:

- where an Assembly Member has a Disclosable Pecuniary Interest in any matter to be considered or being considered or at
 - (i) a meeting of the Assembly and any of its committees or sub-committees; or
 - (ii) any formal meeting held by the Mayor in connection with the exercise of the Authority's functions
- they must disclose that interest to the meeting (or, if it is a sensitive interest, disclose the fact that they have a sensitive interest to the meeting); and
- must not (i) participate, or participate any further, in any discussion of the matter at the meeting; or (ii) participate in any vote, or further vote, taken on the matter at the meeting

UNLESS

- they have obtained a dispensation from the GLA's Monitoring Officer (in accordance with section 2 of the Procedure for registration and declarations of interests, gifts and hospitality – Appendix 5 to the Code).

3.3 Failure to comply with the above requirements, without reasonable excuse, is a criminal offence; as is knowingly or recklessly providing information about your interests that is false or misleading.

- 3.4 In addition, the Monitoring Officer has advised Assembly Members to continue to apply the test that was previously applied to help determine whether a pecuniary / prejudicial interest was arising - namely, that Members rely on a reasonable estimation of whether a member of the public, with knowledge of the relevant facts, could, with justification, regard the matter as so significant that it would be likely to prejudice the Member's judgement of the public interest.
- 3.5 Members should then exercise their judgement as to whether or not, in view of their interests and the interests of others close to them, they should participate in any given discussions and/or decisions business of within and by the GLA. It remains the responsibility of individual Members to make further declarations about their actual or apparent interests at formal meetings noting also that a Member's failure to disclose relevant interest(s) has become a potential criminal offence.
- 3.6 Members are also required, where considering a matter which relates to or is likely to affect a person from whom they have received a gift or hospitality with an estimated value of at least £25 within the previous three years or from the date of election to the London Assembly, whichever is the later, to disclose the existence and nature of that interest at any meeting of the Authority which they attend at which that business is considered.
- 3.7 The obligation to declare any gift or hospitality at a meeting is discharged, subject to the proviso set out below, by registering gifts and hospitality received on the Authority's on-line database. The on-line database may be viewed here:
<https://www.london.gov.uk/mayor-assembly/gifts-and-hospitality>.
- 3.8 If any gift or hospitality received by a Member is not set out on the on-line database at the time of the meeting, and under consideration is a matter which relates to or is likely to affect a person from whom a Member has received a gift or hospitality with an estimated value of at least £25, Members are asked to disclose these at the meeting, either at the declarations of interest agenda item or when the interest becomes apparent.
- 3.9 It is for Members to decide, in light of the particular circumstances, whether their receipt of a gift or hospitality, could, on a reasonable estimation of a member of the public with knowledge of the relevant facts, with justification, be regarded as so significant that it would be likely to prejudice the Member's judgement of the public interest. Where receipt of a gift or hospitality could be so regarded, the Member must exercise their judgement as to whether or not, they should participate in any given discussions and/or decisions business of within and by the GLA.

4. Legal Implications

- 4.1 The legal implications are as set out in the body of this report.

5. Financial Implications

- 5.1 There are no financial implications arising directly from this report.

Local Government (Access to Information) Act 1985	
List of Background Papers: None	
Contact Officer:	Sacha Than, Committee Services Manager
Telephone:	020 7084 2956
E-mail:	sacha.than@london.gov.uk

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MINUTES

**Meeting: London Assembly
(Mayor's Question Time)**
Date: Thursday 20 June 2019
Time: 10.00 am
**Place: Chamber, City Hall, The Queen's
Walk, London, SE1 2AA**

Copies of the minutes may be found at:

www.london.gov.uk/mayor-assembly/london-assembly/whole-assembly

Present:

Jennette Arnold OBE AM (Chair)	Susan Hall AM
Tony Arbour AM (Deputy Chairman)	Nicky Gavron AM
Gareth Bacon AM	David Kurten AM
Shaun Bailey AM	Joanne McCartney AM
Sian Berry AM	Steve O'Connell AM
Andrew Boff AM	Caroline Pidgeon MBE AM
Tom Copley AM	Keith Prince AM
Unmesh Desai AM	Caroline Russell AM
Tony Devenish AM	Navin Shah AM
Andrew Dismore AM	Fiona Twycross AM
Len Duvall AM	Dr Onkar Sahota AM
Florence Eshalomi AM	Peter Whittle AM

1 Apologies for Absence and Chair's Announcements (Item 1)

- 1.1 Apologies for absence were received from Léonie Cooper AM.
- 1.2 The Chair welcomed to the public gallery sixth form pupils from St Michael's Catholic College, pupils from the Thomas Tallis School, and Clerks visiting from the House of Commons.
- 1.3 The Chair provided an update on some recent Assembly activity, including: a recent focus on housing with letters sent on the work of Housing First and the publication of the Affordable Housing Monitor, tracking the Mayor's progress; the Transport Committee's visit to the Croydon Tram Depot and the Health Committee's visit to an Archway Children's Centre; and recent motions on water supplies, islamophobia, D-Day, teaching staff, freedom passes and hopper fares, a Blair Peach inquiry, police conduct investigations and the importance of London being a safe place for people of all political persuasions.
- 1.4 The Assembly remembered the second anniversary of the tragic Grenfell Tower fire and the second anniversary of the Finsbury mosque attack.
- 1.5 The Chair reminded those present that the 22 June 2019 marked the anniversary of the arrival of HMT Empire Windrush and explained that she had been invited to the Speaker's luncheon and reception in Parliament taking place later that day to celebrate the Windrush Anniversary which she would attend on behalf of the Assembly.
- 1.6 The Chair on behalf of the Assembly congratulated all Londoners and those within the GLA family who had been recipients of honours in Her Majesty The Queen's Birthday honours list.

2 Declarations of Interests (Item 2)

2.1 Resolved:

That the list of offices held by Assembly Members, as set out in the table at Agenda Item 2, be noted as disclosable pecuniary interests.

3 Mayor's Report (Item 3)

- 3.1 The Assembly noted the Mayor's Report covering the period from 3 May to 6 June 2019.
- 3.2 In accordance with Standing Order 5.4A, the Mayor gave an oral update on matters occurring since the publication of his report. Further to the announcement made by the Mayor in relation to the forthcoming retirement of the London Fire Commissioner, Dany Cotton QFSM, and as reflected at Appendix 1, Andrew Dismore AM, Gareth Bacon AM, Caroline Russell AM, David Kurten AM, Caroline Pidgeon MBE AM, and Fiona Twycross AM paid tribute to work of the London Fire Commissioner. The record of the oral update is attached at **Appendix 1**.

4 Questions to the Mayor (Item 4)

- 4.1 The record of the discussion with the Mayor, including oral answers given by the Mayor to Members' questions, is attached as **Appendix 2**.
- 4.2 The written answers to those questions not asked or unanswered during the meeting is attached as **Appendix 3**.
- 4.3 During the course of the question and answer session the Chair proposed, and it was agreed, that Standing Order 2.9B be suspended to extend the meeting in order to allow the remaining questions on the priority order paper to be put to the Mayor and for the remaining items of business on the agenda to be considered.
- 4.4 The Deputy Chairman assumed the Chair for the duration of question 2019/12078 and also assumed the Chair from 12.10pm onwards.
- 4.5 At the conclusion of the question and answer session, the Assembly agreed the motion set out on the agenda in the name of the Chair, namely:

"That the Assembly notes the answers to the questions asked".

5 Date of Next Meeting (Item 5)

- 5.1 The next meeting of the London Assembly would be the Plenary meeting which was scheduled to take place at 10.00am on Thursday 4 July 2019 in the Chamber, City Hall.

6 Any Other Business the Chair Considers Urgent (Item 6)

- 6.1 There were no items of urgent business.

7 Close of Meeting

7.1 The meeting ended at 13.00pm.

Chair

Date

Contact Officer: Sacha Than
Committee Services Manager
GLA Secretariat, City Hall
The Queen's Walk, London, SE1 2AA
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Email: sacha.than@london.gov.uk

33rd Mayor's Report to the Assembly

Mayor's Question Time – 18th July 2019

This is my Thirty-Third Mayor's Report to the Assembly, fulfilling my duty under Section 45 of the Greater London Authority Act 1999. It covers the period from 7th June – 4th July 2019.

Executive Summary

Start of construction on East Bank

On 2 July, I broke ground to mark the start of construction at East Bank – the country's new powerhouse of culture, education, innovation and growth. Work began at the new UCL East and Stratford Waterfront sites at Queen Elizabeth Olympic Park, which will become the largest culture and education project for a generation. East Bank will help to cement the capital's reputation as a world leader in these fields, with a new purpose-built east London hub.

The transformative scheme – spread across three sites – will be at the heart of a growing east London cluster of commerce, technology, manufacture, retail, education, culture and the creative industries. It will provide skills and jobs for local people, attracting visitors from around the world, bringing more than 10,000 students to the site, delivering 2,500 jobs and a £1.5 billion boost to the economy.

Capital's first London Climate Action Week

On 1 July, to kick start the Capital's first London Climate Action Week, I have called for an end to the delaying tactics of the Government and those who say we must act but fail to take the necessary action.

The biggest obstacle to meaningfully reducing our carbon emissions isn't the climate change deniers but the climate change delayers. They say we must act, but they refuse to put in place the plans, action or funding we desperately need – often citing the costs to business and consumers as their pretext when we know the costs of not acting are far greater and far graver. We need to hold these climate delayers to account and put pressure on the next Prime Minister to urgently show real leadership.

New research shows how London's strength as a global climate hub is growing, in spite of the challenges of Brexit uncertainty. In London, total sales of Low Carbon Goods and services have grown from £20.9billion to £39.7billion over the last decade (2007/8– 2017/18), a total increase of 90 per cent, with a 20 per cent increase between 2015/16 and 2017/18 alone.

I have declared a climate emergency in London and am helping bring together world-leading climate expertise from across business, community, NGO, and cultural sectors for events focusing on local, national and international climate action and solutions, to mark London's first Climate Action Week.

Survey of Londoners reveals city's social and economic challenges

On 27 June, I published one of the most comprehensive survey of Londoners ever setting out the social and economic challenges facing the capital and revealing that four in 10 Londoners owe money on unsecured debts.

This survey lays bare the true impact of government cuts to public services and welfare support on Londoners. Economic inequality in our city and our country is simply too high. It should concern us all that so many Londoners are having to turn to loans and credit cards to get by, while others simply do not have enough money to keep their homes warm during the winter months.

I am committed to doing everything in my power to ensure all Londoners benefit from the city's success. I've invested £1 billion to help build new council homes and used my planning powers to make available thousands of low rent homes for low-income families, as well as implementing a range of measures to make childcare more affordable and accessible for Londoners. But the impact of the Government's austerity measures and welfare reforms have hit the budgets of low-income Londoners the hardest.

I will continue to lobby the Government on welfare, Universal Credit and the Living Wage, and hopes this stark new data will prompt ministers to act on properly tackling poverty and its causes. This must be a top priority for the new Prime Minister, starting with putting an end to the failed austerity agenda and ensuring the benefits system in our country is fair and works for all. City Hall has commissioned further research into the impact of welfare changes on all groups of Londoners which will be published later this summer.

Landmark report shows £4.9 billion a year needed to deliver affordable homes

On 24 June, I released a report highlighting that if City Hall, housing associations, and councils are going to be able to meet Londoners' housing needs, vastly increased Government investment is urgently needed.

I am using all the resources and powers at my disposal to tackle the housing crisis, and last year started a record 14,544 affordable homes, including nearly 4,000 at social rent levels – more than in any year since City Hall took control of housing investment in the capital, and exceeding the target of 14,000 agreed with Government ministers.

But the amount of grant funding required to deliver the affordable homes Londoners desperately need is £4.9 billion a year – seven times more than the capital currently receives. As a new Prime Minister takes the helm, they must put their money where their mouth is and provide the funding we need to turn this crisis around.

Paying tribute to British Armed Forces

On 24 June, I was proud to welcome representatives from our Armed Forces to City Hall today to acknowledge their tireless bravery and dedication to keeping us safe.

I also signed an updated Armed Forces Covenant committing to supporting the Armed Forces community right across the capital. The Covenant was last signed by the previous Mayor in 2012 and has been updated following consultation with the Ministry of Defence and the Armed Forces community to include measures around housing, welfare and collecting data on veterans

sleeping rough. The Covenant names London Assembly Member Len Duval as an informal Armed Forces champion, who will chair a series of stakeholder roundtables on my behalf.

I am committed to doing everything I can to continue supporting our Armed Forces.

Marking Windrush Day and funding legal advice to help Londoners

On 22 June, to mark Windrush Day, I pledged to invest up to £370,000 to support the immigration advice sector to help Londoners with insecure immigration status and prevent injustices like the Windrush scandal from happening again.

This financial support will help to widen access to legal advice and strengthen the vital service that London's immigration sector provides. The sector has been decimated by cuts to legal aid amounting to £350 million over the last decade, removing access to affordable advice for thousands of people. This new funding includes appointing London's first Insecure Status Coordinator at City Hall, in order to have a long-term impact on improving the access and quality of immigration advice across the whole city.

The Windrush generation have made an enormous contribution to our country and to the success of our great city, influencing almost every aspect of our culture and modern life. We owe them an enormous debt of gratitude. But the disgraceful way the Windrush generation and their families have been treated by the Government is a national scandal. Their experiences clearly demonstrate that the immigration process is difficult to navigate, and the increasing severity of the hostile environment is putting Londoners with the right to be here at risk of destitution.

Securing 100 per cent social housing in Kensington development

On 21 June, I approved a development including 100 per cent affordable housing and a new hotel. My intervention led to more than triple the number of genuinely affordable homes originally proposed. The application to redevelop the Kensington Forum Hotel will deliver 62 new homes, all of which will be available at social rent levels for Londoners on low incomes.

The proposals were rejected by the Royal Borough of Kensington and Chelsea in September 2018, before I assumed responsibility for the application – known as 'calling-in' – in order to subject it to further scrutiny in November. Following my intervention, the developer agreed to increase the number of homes to 62 and make all of them affordable. It had previously only proposed for 20 of the original 46 homes to be affordable. The scheme also includes a 749-bedroom hotel and 340 serviced apartments.

Kensington and Chelsea Council has consistently failed to meet my housing targets in recent years, and I have pushed my planning powers to their limits in order to deliver more affordable homes in the borough.

Biggest ever Car Free Day celebrations planned for London

On Clean Air Day, 20 June, I announced major plans to help Londoners reclaim the streets and get out and about enjoying free events across the city for London's biggest ever Car Free Day celebrations on Sunday 22 September 2019.

Hundreds of free activities for all ages and abilities will take place on more than 12 miles of closed streets in Central London including Tower Bridge (closed to all traffic), London Bridge

(buses only) and much of the City of London. Eighteen boroughs are also organising events including working with residents to create local 'Play Streets' - safe spaces where children can play and communities get together.

Urging the Prime Minister to do the right thing for rough sleepers

On 18 June, I joined council leaders and homeless charities to call out the Government's completely unacceptable record on rough sleeping and urged the outgoing Prime Minister to do the right thing and make the changes we need to help those living on the streets. We sent a joint letter to Theresa May co-signed by members of the my No Nights Sleeping Rough Taskforce outlining how Government policies are fuelling the rough sleeping crisis, and made three specific asks to help the huge numbers non-UK nationals off the streets.

Plans for a major expansion of London's Electric Vehicle charging network

On 17 June, I set out my plans for a major expansion of London's electric vehicle charging network. To tackle the twin dangers of London's toxic air crisis and the climate change emergency, I brought together the public and private sector to deliver the electric vehicle infrastructure Londoners need. This includes commitments by businesses and retailers to transform EV charging provision in London over the coming years.

We need to reject the fossil fuels of the past and embrace an electric revolution in London's transport.

Second anniversary of the Grenfell Fire

On 14 June 2017, a fire broke out in Grenfell Tower resulting in the tragic loss of 72 lives and devastating the community of North Kensington. Two years on we also forever remember the heroic efforts of our emergency services that night and the inspiring way the community has come together in the face of such adversity. We must never forget.

Two years on from this tragedy the dismal lack of action from Government has been utterly shameful. Seventeen households remain in emergency and temporary accommodation. The community continues to feel ignored and neglected, having to fight for every piece of support from the council - from receiving legal advice, to accessing mental health services, or simply understanding their rights.

In addition, the failed building regulations system remains largely unchanged. Thousands of people across the country are still living in homes wrapped with unsafe or potentially unsafe cladding and worry how they are going to cover the costs for making sure those homes are safe. And the response to the social housing green paper, lauded as the Government's answer to the institutional indifference that social housing residents have faced for years, is still not published. This is unacceptable.

The safety and well-being of Londoners is my top priority. I regularly meet with the bereaved, survivors and residents of Grenfell Tower and the wider community, including businesses that were affected by the fire. In December 2018, I visited Kensington Aldridge Academy (KAA) to announce a £50,000 donation to a Trust for KAA students. After meeting with business tenants of Transport for London affected by the Grenfell Tower fire, I made available a relief scheme to help them recover from the disaster. Last year, I gave social housing residents a new right to be balloted where their landlord wants City Hall funding towards large estate regeneration schemes

that involve existing homes being demolished. And I have for the first time introduced fire safety measures in my new Draft London Plan.

But my powers as Mayor are limited, and I do not have a role in designing and implementing the changes the Government promised, nor in delivering the services desperately needed by the bereaved, survivors and local residents.

In memory of the 72 lives we lost, it is vital that nothing like this can ever happen again. That is why I have promised to continue pressing the Government to deliver the changes that must be the lasting legacy of this horrific tragedy

Mayor to launch Night Time Enterprise Zone and new music partnership

On 7 June, I announced a bold new programme to boost the capital's high streets at night, alongside an innovative new partnership to support London's live music scene.

A new Night Time Enterprise Zone project will help councils, businesses and residents test new ideas to boost their high streets after 6pm. Councils across the capital can now bid to become the first pilot zone and receive £75,000 to develop ideas that will support town centres at night. The pilot zone will be an opportunity for a borough to trial a range of approaches for the high street – such as running night-time markets, testing longer opening hours, or helping shops and hotels host cultural events. The results of the pilot will be used to shape future plans across the capital.

£6 million funding for projects tackling toxic air

On 7 June, I invested £6 million from my Air Quality Fund in 15 new projects across London with the aim of improving the capital's air quality and tackling our climate emergency. This fund will help boroughs clean up some of our most polluted streets, making them safer for pedestrians and cyclists, providing electric vehicle charging points and supporting businesses and residents in adopting cleaner modes of transport.

Four new Low Emission Neighbourhoods (LENs) will be established in Hackney, Dagenham, Southwark and Camden. These Low Emission Neighbourhoods receive funding and support to install electric vehicle charge points, expand cycle lanes, establish green walls and investigate traffic reduction schemes.

This funding will be matched with almost £3 million from the relevant boroughs. The funding is the final round of my £22 million Mayor's Air Quality Fund which has delivered hard-hitting air quality projects across London and has now supported the creation of nine Low Emission Neighbourhoods, and 60 other projects to improve the capital's air quality.

The introduction of the ULEZ in April this year was a major and necessary step in addressing our filthy air and protecting the health of all Londoners. Now this local funding is helping boroughs continue to do their part to improve air quality. Not only that but it is also helping Londoners to experience what a zero-emission city could be like, especially as we work to tackle our climate crisis. But London politicians can't solve these issues alone. We need government ministers to wake up and recognise the true scale of this health emergency and give us new clean air legislation and a national vehicle scrappage fund to truly improve the quality of the air we breathe.

Policing, Crime and Security

Pan London Youth Day

On 13th June I was honoured to attend the Pan London Youth Day at Alexandra Palace, a precursor to the Haringey Box Cup which is supported by the MPS, MOPAC and Haringey Police & Community Amateur Boxing Club (ABC).

The event offers the opportunity for all secondary school and college pupils in London to come together in a safe environment that is free, inclusive and educational. Since its' inception in 1999, there has been year on year growth in both the Pan London Youth Day and Box Cup, which now attract thousands of London students.

I was delighted to meet so many young Londoners, and the fantastic people behind these events. By investing in projects and events like the Pan-London Youth Day that are dedicated to giving young Londoners an opportunity to get involved in positive activities, we can work to take every child and teenager at risk off the streets, and away from the dangers of crime.

Violence Reduction Unit – learning from Scotland's success

On 17th June, Lib Peck, Director of London's Violence Reduction Unit, travelled to Scotland to meet with counterparts from their long-established and highly effective Unit which has contributed to a 35% reduction in serious assault and attempted murder cases there between 2008/09 and 2017/18.

City Hall is investing a total of £7.3 million to spearhead a long-term, public health approach to addressing the underlying causes of violence in London, and while we recognise that the context in Scotland is very different to London, there is much that can be learned in terms of partnership working and effective intervention with those at greatest risk of becoming victims or perpetrators of violence.

Countering Violent Extremism

On 25th June, I was delighted to welcome Mayors from across Europe to City Hall for a Summit to discuss some of the key issues we face as capital cities.

One of those shared issues is the continued threat of extremism and terror, and on the day of the Summit I published the final report from my Countering Violent Extremism Programme, which has been hard at work over the last year engaging with communities and gathering views on how we can better protect our city.

The report recognises that City Hall cannot solve violent extremism on its own and calls on the Government to reverse cuts which have forced local authorities to reduce youth provision and community services and invest more in schemes that encourage and support communities to stand up to extremism.

The key themes of the report were:

- Strengthening communities by building resilience to extremism – Two-thirds of Londoners see strong, integrated communities as effective in reducing the risk of extremism, hate crime and terrorism. Evidence indicates that government cuts to youth

and community services and English language courses are putting at risk efforts to support all communities.

- Encouraging communities to stand up to extremism – Concerns were raised about a lack of support, resources and information which is holding back communities from standing up to extremism.
- Safeguarding vulnerable Londoners from radicalisation – While 66 per cent of Londoners would want to tell the police if they were worried about someone being exploited towards extremism, research also showed 64 per cent would not know how to seek help from the authorities. The Government, National Counter Terror police and local authorities must take action to address this awareness gap.
- Stopping the spread of extremist ideologies – Research found a quarter of Londoners experienced or witnessed views promoting, endorsing or supporting extremism over the last 12 months. Tech companies and the government should reduce the ability of those intending to spread hate online and increase awareness for the public to refer content when it appears.

To build on this important work, I have announced new investment of £1million to fund a new Countering Violence Extremism small grants programme for civil society groups and radicalisation awareness learning for key groups working with vulnerable Londoners.

With the police in Tulse Hill

Again, London has been shocked by a number of horrific murders, and the MPS continues its determined efforts to tackle the senseless violence wrecking lives in our city. On 24 June I joined MPS officers from the Violent Crime Task Force as they conducted a weapons sweep in Tulse Hill, which days before had been the scene of an appalling shooting.

During the sweep, officers found a knife hidden in undergrowth, underlining the importance and impact of this kind of proactive policing in getting potentially deadly weapons off our streets. I am deeply grateful to the officers and staff of the MPS, who are working incredibly hard right across the city to keep people safe from violent crime. While I have made unprecedented investment from City Hall into policing, in the face of hundreds of millions of pounds of Government funding cuts the MPS remains under serious pressure.

The police are here to protect us, and I call on all Londoners to help the police by coming forward with information if they have concerns about potentially criminal activity in their area. Together, we can all play a part in making London safer.

Transport

Contract awarded to replace oldest DLR trains

Customers using the Docklands Light Railway (DLR) will benefit from more frequent and reliable journeys from 2023, after TfL awarded a contract to replace the oldest trains currently serving the railway.

The order, awarded to Construcciones y Auxiliar de Ferrocarriles, S.A (CAF) will see the replacement of the oldest rolling stock on the DLR which are nearly thirty years old and have come to the end of their design life. These are in vital need of replacement to ensure a reliable service is maintained for customers.

With over 400,000 journeys made each weekday, the DLR is currently the busiest light railway in the UK. The new trains will provide more frequent direct services to the growing employment centre and cultural hub at Stratford, allowing people from across South East London to reach new jobs in East London without the need to travel through Zone 1. It also serves Canary Wharf, a vitally important centre for the financial and professional service industries.

The modernisation of the DLR is a key part of our strategy to make London a greener, more accessible place to live, work and visit as well as supporting new jobs and homes. The investment in improving public transport will help reduce reliance on the car and contribute to my target of 80 per cent of journeys made by public transport, cycling or walking by 2041.

Consultations open on major safety improvements at five dangerous London junctions

TfL has invited the public to have their say on proposals to make five of the capital's most dangerous junctions safer, as part of its Vision Zero commitment to eliminate death and serious injuries from London's roads.

The £7.2million planned improvements aim to reduce the number of collisions and make the junctions safer for everyone. They will also make junctions easier to use for people walking, cycling and travelling by public transport. The proposals include new road layouts, wider crossings, segregated cycle bypasses and closures of some roads to motor traffic.

Consultations have opened on the following junctions:

- Balls Pond Road/Kingsland Road
- Kennington Park Road/Braganza Street
- East India Dock Road/Birchfield Street/Canton Street
- Edgware Road/Harrow Road
- Clapham Road/Union Road

Work is planned to start on the five junctions in the next 12 months, subject to consultation, and is being funded by TfL's £2.3 billion Healthy Streets programme, which is making London's streets safer, more attractive, accessible and people-friendly places. The consultations close on 25 July.

Engineering train travels full length of the Northern Line Extension for the first time

On 14 June, TfL announced that the Northern Line Extension had passed a major milestone after an engineering train successfully travelled the entire length of the new tunnels from Kennington to Battersea, for the first time. To mark the occasion, TfL released footage of this first trip.

This first journey along the full length of the Northern Line Extension marked the completion of the tunnels and track. Work to extend the line is now focusing on the fit-out of the new stations, installing the power supply, and extending the signalling used on the Northern line to the extension.

The extension – which is expected to be completed in autumn 2021, with a target of September – is the first major Tube line extension since the Jubilee line in the late 1990s. The opening timetable continues to align with the wider regeneration of the Vauxhall Nine Elms Battersea area and ensures that new Northern line services will operate when demand for the line is there.

The extension will bring Battersea and surrounding areas to within 15 minutes of the West End and City. In addition, construction of the extension is boosting the UK economy and supporting around 1,000 jobs, including 50 apprenticeships.

TfL innovation challenge finds new ways of tackling congestion on London's roads

TfL recently announced the winners of London RoadLab, an innovation challenge to develop new technology that could help to make London's roads safer and smarter during roadworks. Working in partnership with Plexal, the innovation centre, suppliers were invited to pitch ideas for tackling some of the biggest problems caused by roadworks last year.

Nine innovative solutions were shortlisted and awarded £20,000 each. They joined a ten-week programme and worked closely with subject matter experts across TfL, London Councils and the utilities to further develop products that could have a positive impact right across the capital.

Construction work to begin on major new Cycleway in South-East London

Work will start on 5 July on the first section of Cycleway 4, between Tower Bridge and Rotherhithe Roundabout, includes new pedestrian crossings along Tooley Street and Jamaica Road and, the overhaul of the dangerous Rotherhithe roundabout.

TfL is working closely with Southwark, Lewisham and Greenwich councils on this major new high-quality route which, when complete, will connect neighbourhoods between Tower Bridge and Greenwich to London's growing network of Cycleways. This scheme involves £54million of investment from our Healthy Streets budget and will enable thousands more journeys in South-East London to be made more safely.

This is also part of our Vision Zero commitment to eliminate death and serious injuries on our roads and promoting active travel, to achieve 80 per cent of Londoner's trips to be on foot, by cycle or on public transport by 2041. Cycleway 4 will transform streets for local people between Tower Bridge and Greenwich, making local streets more pleasant places to spend time. We'd like to thank local residents, visitors and businesses for their patience while construction work takes place and encourage people in the area to plan ahead while work to create the route is underway.

TfL sets out plans to make streets safer for walking and cycling in Barking and Barking Riverside

TfL is inviting people to have their say on plans to transform the growing neighbourhoods of Barking and Barking Riverside, creating safer streets that are less dominated by motor traffic and are instead much more welcoming to people walking, cycling and using public transport.

The proposed 7km Cycleway is the second new cycling route to be consulted on following TfL's Strategic Cycling Analysis, which used data to identify 25 areas which showed the best potential for growing cycling numbers. The route would connect the development at Barking Riverside, where more than 10,000 new homes are being built, with Barking Town Centre. It is part of wider proposals to connect with Ilford Town Centre, where an Elizabeth line station is due to open. The new route will also connect with Cycle Superhighway 3 at Mayesbrook Bridge, which provides a direct link to Canary Wharf and Central London.

New 'continuous' pedestrian crossings in the area will give priority to people moving on foot and a new walking and cycling footbridge over Mayes Brook will make journeys between Barking and Barking Riverside safer, faster and more direct.

The proposed upgrades include:

- A new 7km high-quality cycle route including a new stepped cycling track on Wakering Road providing two-way cycle access
- A new wider pedestrian and cycle footbridge over Mayes Brook. Lighting and green space improvements will be included as part of this bridge upgrade
- An upgraded walking and cycling crossing on Bastable Avenue will provide safer and easier access to Thames View Junior and Infant School and local businesses
- New 'continuous' pedestrian crossings at junction of St Awdrys and Eldred Road
- Links to both existing and proposed cycling routes including Cycle Superhighway 3 (Barking to Tower Gateway) and the proposed walking and cycling improvements at Ripple Greenway in Barking Riverside

The consultation is now open for people to have their say at tfl.gov.uk/Ilford-barking until 5 August 2019.

Celebrating diversity with new roundels for Pride

Along with TfL, I celebrated Pride this year with a trio of inclusive roundels ahead of Pride in London on Saturday 6 July. For the first time ever, the Bi Pride roundel has been seen across the transport network alongside the now iconic colours of the rainbow and Trans Pride flags to celebrate the LGBT+ community.

To reflect the diversity of sexualities and gender identities, the ever-popular rainbow roundel has returned with additional black and brown stripes to mark the representation of the BAME LGBT+ community. The new Bi Pride roundel uses the pink and purple colours of the Bisexual Pride flag, and the light blue and pink stripes of the Trans Pride flag represent the transgender community. All three roundels carried the hashtag #EveryStoryMatters.

This year's initiative builds on TfL's strong legacy in supporting Pride, following the introduction of diversity traffic signals and a range of rainbow-wrapped vehicles on the transport network.

Fire and Resilience

Fire at Samuel Garside House, Barking

Like all Londoners I was deeply shocked by the fire at Samuel Garside House in Barking on Sunday 9 June. On the day of the incident I was in close contact with the London Fire Brigade as they made sure residents were safe and got the fire under control. The following day (Monday 10 June) I visited the site and the Thames View Community Centre, with my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, and my Deputy Mayor for Housing and Residential development, James Murray, where I met local residents to hear their concerns and members of the London Fire Brigade to thank them for all their work.

On June 14th, I wrote to Bellway Homes, Mace Group Ltd and HomeGround about fire safety at Samuel Garside House and other buildings nearby with external timber material, pushing them to make changes immediately to ensure the safety of residents.

In addition, I and Councillor Darren Rodwell wrote to the Government on June 17th to raise our urgent concerns that combustible materials could still be used on new buildings which, like Samuel Garside, are below 18m.

Finally, I wrote a letter to all residents, updating them on my actions over the week following the fire and offering guidance on where to find information.

LCCI Resilience Breakfast

On 4 July, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM chaired a roundtable breakfast in partnership with London Chamber of Commerce and Industry to consult with businesses on what role they can play in achieving London's resilience aims as part of the broad stakeholder engagement we are carrying out for the emerging London Resilience Strategy.

Cape Town – Resilience Shift Panel

On the 3 July as part of Climate Action Week my Deputy Mayor for Fire and Resilience Fiona Twycross spoke on a panel discussion hosted by ARUP about transferable lessons from Cape Town's experience of drought to London.

Hosting the Chief Resilience Officer from Christchurch

On 2 July, my Deputy Mayor for Fire and Resilience Fiona Twycross hosted the Chief Resilience Officer for Christchurch City Council NZ, Mike Gillooly and updated him on the Counter Terrorism Preparedness Network which London leads.

Cadet Visit

On 1 July, I visited Old Kent Road Fire Station with my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, to see the work of the London Fire Cadets. I recently announced £1.1 million of extra City Hall funding for the London Fire Cadets programme, which will help create 15 new units across the capital over the next two years, meaning every London borough will have at least one unit.

Hosting the Chief Resilience Officer of Lisbon

On 21 June, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, hosted a delegation from the City of Lisbon, including their Deputy Mayor and Chief Resilience Officer and senior officers from the Lisbon Fire Brigade and Resilience team. The visit provided an opportunity for the two cities to share recent experiences and current strategies to inform the London 100 Resilient Cities Project.

London Resilience Forum

On 20 June, I attended the London Resilience Forum chaired by my Deputy Mayor for Fire and Resilience, Fiona Twycross AM.

UCL Institute for Risk and Disaster Reduction Annual Conference

On 19 June, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, spoke at the Ninth Annual Conference panel discussion at UCL's Institute for Risk and Disaster Reduction. The panel explored some of the challenges posed by the complexity of modern life in the face of hazards and threats that may cause serious harm or disruption. The conference provided the opportunity to explain how London is preparing for emergencies, highlighting the work of the London Resilience Partnership in keeping London communities safe and the role of the emerging Resilience Strategy in achieving long-term, community-centred resilience.

London Fire Brigade Long Service Awards

On 17 June, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, spoke at the London Fire Brigade's Long Service Awards. The Awards recognise the contribution both uniformed and non-uniformed London Fire Brigade staff make to keeping London safe.

Brexit Contingency Planning Group

On 13 June, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, chaired a meeting of the London Resilience Partnership's Brexit Contingency Planning Group. The Group continues to oversee the Partnership's preparedness for EU Exit.

Sounding Board

On 13 June, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, chaired a meeting of the 100 Resilient Cities London Sounding Board. The Sounding Board has been established to support the 100 Resilient Cities Project, providing advice and expertise to the Chief Resilience Officer.

London and South East Resilience Chair's meeting

On 12 June, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, attended a meeting of the Local Resilience Forum Chairs from London and the South East.

Growth, Skills and Regeneration

Good Growth by Design – Supporting Diversity Handbook

On 18 June, my Deputy Mayor for Planning, Regeneration and Skills, Jules Pipe and my Deputy Mayor for Social Integration, Social Mobility and Community Engagement, Debbie Weekes-Bernard, launched the 'Supporting Diversity Handbook' during this year's London Festival of Architecture at Rich Mix in Bethnal Green.

London's diversity is key to its success. That's why I've made 'Supporting Diversity' an important part of the Good Growth by Design programme, with the aim of fostering equality and inclusion in the built environment sector. My Supporting Diversity Handbook is a key outcome from this work. Written in collaboration with the Mayor's Design Advocates, the handbook highlights barriers to participation and progression, makes recommendations for practical action, and showcases examples of where leadership is already being taken.

I now want to encourage the sector, and anyone involved in shaping our built environment, to take practical action on overcoming barriers to equality, diversity and inclusion within the sector. This will allow a more diverse profession to emerge to design and deliver inclusive places that enable Londoners to come together and share in the success of our city.

Crystal Palace Park

On 17 June, My Deputy Mayor for Planning, Regeneration & Skills, Jules Pipe, officially opened the new café and community space in Crystal Palace Park. This marked the final element in my £2 million programme of investment into one of London's most important parks.

Other projects funded include a new skate park and the partial restoration of the park's much-loved Victorian dinosaurs. These projects were chosen from a long list drawn up by local people. The new café is already proving to be an important local asset, allowing community group use to deliver wide ranging programmes of activity.

Meridian Water Station

Meridian Water Station officially opened with the help of my Deputy Mayor for Transport, Heidi Alexander. The scheme received £2.5million in capital loan from my Growing Places Fund and is part of the wider Lee Valley Rail Programme, to which I have contributed £30.7million in grant. Meridian Water station will unlock the development of 10,000 homes and 6,700 jobs in the surrounding area in the next 20 years.

Housing

Grenfell two years on - and still no action from Government.

Ahead of the second anniversary of the Grenfell Tower fire, I wrote to the Prime Minister setting out that the Government's failure to meet its pledges made following the fire had been nothing short of shameful.

In my letter, I urged the Prime Minister to use her remaining time in office to increase support for the Grenfell Tower community, deliver meaningful and lasting reforms to building regulations, speed up remediation of existing buildings with dangerous cladding, and commit to installing sprinklers in high rise blocks.

I also encouraged her to implement the kind of national reform of social housing and tenant participation that could have prevented this tragedy from happening in the first place, and I made clear the next Prime Minister must make it a priority to take meaningful action to solve the problems faced by the Grenfell community and people across the country who fear for their safety.

Small Sites Small Builders

On 1 July, my Deputy Mayor for Housing and Residential development, James Murray, joined London councils to plan the next stages of our 'Small Sites, Small Builders' programme. So far, 19 TfL sites have been made available through the programme and the first borough site was launched on the Small Sites portal at the beginning of June. We are working with several boroughs to bring forward another tranche of sites later this year.

Accelerating affordable home delivery

On 28 June, we launched 'PRISM' - a new, free, open-source app aimed at accelerating the design and construction of precision-manufactured factory-built homes. London is the first city in the world to create software of this kind and I was pleased City Hall played a key role alongside the industry in supporting its development.

London Housing Panel

The London Housing Panel held its inaugural meeting on 25 June, which was attended by my Deputy Mayor for Housing and Residential development, James Murray. This new independent panel brings together 15 leading organisations from across the voluntary and community sectors and builds on my team's work over the past three years to involve tenants, campaigners, and other Londoners in developing my housing policies.

At the meeting the Panel discussed policy areas that they wish to explore over the coming months, and James Murray took their questions. The next formal meeting of the Panel will be in November, and from September onwards, its chair Raji Hunjan will also be joining my Homes for Londoners Board, to ensure that the views of the Panel are represented.

Working with Manchester

On 25 June, my Deputy Mayor for Housing and Residential development, James Murray met with colleagues from the Greater Manchester Combined Authority, including City Mayor of

Salford Paul Dennett, to share learning on affordable housing programmes, building council homes, and tackling rough sleeping.

£4.9 Billion for new affordable homes.

On 24 June, I launched a new report setting out that £4.9billion a year would be required from 2022/23 to build the affordable homes that Londoners need. This is seven times more than London currently receives and shows how much further Government needs to go to support London's housing supply. This figure is based on detailed analysis that City Hall has carried out with the g15 housing associations, London councils, and housing sector experts, and represents the funding needed to build 32,500 affordable homes a year – 70 per cent of which would be for social rent – the number identified as needed by the draft London Plan.

No Nights Sleeping Rough

Ahead of annual rough sleeping statistics being published on 19 June, a group of homelessness charities including Crisis, St Mungos, Thamesreach, and Homeless Link, joined me and London councils in writing to the Prime Minister urging her to take action in her final days in office to help rough sleepers and to tackle the causes of homelessness.

In particular, our letter set out our frustration at Government policy which means many rough sleeping services in London can offer little or no support non-UK nationals, who now make up the majority of people seen sleeping rough on London's streets.

London Assembly Housing Committee

On 13 June, my Deputy Mayor for Housing and Residential development, James Murray appeared before the London Assembly Housing Committee to discuss affordable housing delivery in London, including our record-breaking numbers of affordable housing starts last year.

The Economy, Business and Enterprise

Engagement with Council and business leaders from UK cities

On 18 June, my Deputy Mayor for Business, Rajesh Agrawal, visited Manchester and on 25 June, he visited Leeds. During these visits, Rajesh met with regional authorities to establish opportunities to collaborate across business support and economic development. He also met with entrepreneurs to understand their challenges and explore how we can best support businesses with dual locations.

London Tech Week

It was great to take part in London Tech Week and highlight London's leading role in the global tech sector. London Tech Week 2019 hosted over 300 events, welcoming 58,000 attendees with over 35 per cent international delegates.

On 10 June, I spoke at CogX, an event hosted by leading artificial intelligence (AI) firm CognitionX on the opening day of London Tech Week 2019. I highlighted how important it is

that London and Britain become true world-leaders in AI – both in our development of new tech, and in how we implement it for good.

On 12 June, as part of Founders Forum London 2019, I took part in a conversation with Zanny Minton Beddoes, Editor-in-Chief of The Economist and some of the world's leading digital and tech entrepreneurs to talk about the challenges we face from Brexit and why London will always be a hub for tech and open to global talent.

Welcoming the Nepalese Prime Minister

On 11 June, my Deputy Mayor for Business, Rajesh Agrawal, welcomed the Prime Minister of Nepal, the Rt. Hon Mr K P Sharma to London. Together, they addressed businesses at a gathering organised by the Confederation of British Industry (CBI). Rajesh, the Prime Minister and businesses agreed that there were many opportunities for cross working between London and Nepal, particularly in Nepal's priority economic sectors – energy, construction and infrastructure.

GovTech Tech Invest

On 12 June, my Chief Digital Officer – Theo Blackwell, held the 8th TechInvest event, run by UK Business Angels Association, in the Chamber at City Hall, focussing on GovTech. It's sector that holds great promise to transform public services making them more effective, personalised and accessible. Theo presented 10 innovative businesses disrupting the market, drawing on emerging technologies to provide innovative solutions, including machine learning, blockchain, IOT and robotics offering new channels to engage with and communicate with citizens, improve delivery and access to services and public information.

Environment

London Climate Action Week speaking engagement

On 3 July, my Deputy Mayor for Fire and Resilience, Fiona Twycross AM, spoke at an event on 'Prospering from climate-resilient development and growth in cities' during London Climate Action Week. The event introduced London's current work in preparing for climate-related risks and highlighted the impact of climate change and the likelihood of both sudden shocks and long-term stresses affecting the city in the future.

London Climate Action Week and the growing green sector

On 1 July, I kicked off the first ever London Climate Action Week with a launch event at City Hall. The week of action, running 1-8 July, is part of my commitment to addressing the climate emergency. The week saw almost 150 events held by Londoners, businesses, civil society groups and local, national and international governments. The events focused on scaling up and identifying new solutions to help cut our carbon emissions to keep global temperature increases within 1.5C degrees and support the Paris Agreement.

On the same day I published a new report on London's Low Carbon Goods and Environmental Services sector. The report found that total sales in the sector have grown from £20.9billion to £39.7 billion over the last decade (2007/8 – 2017/18), a total increase of 90 per cent. Whilst the number of employees working in the sector in London has expanded from 155,953 to

246,073 a total increase of 58 per cent in the same period. These figures demonstrate that London's strength as a global climate hub is growing.

Third round of the London Community Energy Fund opens

Also, on 1 July, to coincide with the launch of London Climate Action Week, I opened the third round of my London Community Energy Fund (LCEF). Community groups can apply for up to £15,000 to cover the development costs associated with making their energy project 'investor-ready'.

Through previous rounds of funding, LCEF has already provided development grants to 31 different community energy projects in London, supporting 17 different community groups. Together these projects are expected to deliver 1.4MW of solar energy, energy efficiency improvements in buildings and even EV charging points.

Deadline for applications is 9 September and the prospectus and application form can be found online: <https://www.london.gov.uk/what-we-do/environment/energy/london-community-energy-fund>

Deputy Mayor speech at Croydon Sustainable Business Summit

On 27 June my Deputy Mayor for Environment and Energy, Shirley Rodrigues, spoke at the Croydon Sustainable Summit. This event brought together representatives from business, the borough and local communities to identify how Croydon could develop policies and actions to make the borough more economic, socially and environmentally sustainable. My Deputy Mayor set out the action we are taking to clean up London's toxic air, address the climate emergency and make London the world's first National Park City.

Deputy Mayor attended the Schools Forum

My Deputy Mayor for Environment and Energy, Shirley Rodrigues attended the GLA's Schools Forum on Thursday 27 June. The Forum continues the sharing of best practice between schools, boroughs and other partners following the completion of my school audit programme.

Support for Climate Change Mass Lobby

I have been clear that more ambitious action is needed by the UK Government on climate change to ensure London is able to achieve my objective of becoming a zero-carbon city. On 26 June, I supported the "The Time Is Now" a mass lobby on parliament, organised by The Climate Coalition, and attended by over 10,000 campaigners. I thanked campaigners for coming to London to take action on climate change and reiterated my calls on government to devolve more powers to London to enable me to accelerate climate action.

C40 Steering Committee

On 25 June, I joined the C40 Steering Committee meeting by telecall in my capacity as Vice Chair of C40 for Europe. I was joined on the call by fellow mayors of Los Angeles, Accra, Dhaka, Milan, Dubai and Copenhagen, as well as Deputy Mayors from nine further C40 cities. Together we thanked Mayor Hidalgo of Paris for her work leading C40 over the last three years, and I provided an update to cities on the EU Capital Cities meeting that took place in City Hall on 25th June. The outcome declaration included a strong call on EU governments on climate change. My Deputy Mayor Shirley Rodrigues also provided an update to cities on my work to declare

and address the climate emergency in London. My role on the C40 Steering Committee is part of my commitment to regain London's international climate leadership and contribute to global efforts by cities to advocate for climate action.

CLEVER Cities project greening Thamesmead estate

On 20 of June, my Deputy Mayor for Environment and Energy, Shirley Rodrigues, visited Thamesmead. She met Brendan Sarsfield, Chief Executive of Peabody, to find out about the CLEVER Cities programme. This programme will support greening of the Thamesmead Estate as part of the wider regeneration of the area, helping London become a National Park City. The visit was the final day of a three-day CLEVER Cities event, that welcomed over 60 European Partners to London to discuss how we can make cities greener and more inclusive.

CLEVER Cities is a five-year multi-national European Commission funded project totalling €14.2 million, of which the London project is receiving €2.6 million. Residents will be involved in helping redesign public spaces across the estate, including greening walkways, creating new green roofs, walls and play features as well as improving Southmead lake for wildlife

The visit to Thamesmead also provided an opportunity to meet with partners from the other participating cities (including Hamburg, Milan, Belgrade, Madrid and Malmo) who were in London as part of the CLEVER Cities Annual Assembly.

More details on the project are available at: <http://clevercities.eu/the-project/>

Deputy Mayor speech at Bloomberg Sustainable Business Summit

On 18 June, my Deputy Mayor for Environment and Energy, Shirley Rodrigues, spoke at the Bloomberg Sustainable Business Summit. Shirley took part in a one-to-one interview on London's action to tackle the climate emergency and reach my zero carbon ambition. The event was attended by business leaders, investors, thought-leaders and prominent experts seeking to drive innovation and scale up best practice in sustainable business and finance.

London's first ever delivery plan for electric vehicle infrastructure

I want London to lead the world in embracing an electric vehicle revolution to tackle the challenges of both London's toxic air crisis and the climate change emergency. That's why on 17 June, I launched London's first ever Electric Vehicle Infrastructure Delivery Plan. This plan was the result of the collective endeavours of over 140 organisations, including leaders from London's business community. It sets out how we'll be working with the private sector and boroughs to expand charging points in the capital out to 2025.

The Taskforce and other industry partners will support me in driving forward a number of initiatives in the plan. This includes installing the next generation of ultra-rapid charging points at London petrol stations later this year and delivering five flagship charging hubs which can quickly charge multiple cars at once. The first of these hubs will be operational in the heart of the Square Mile. Transport for London also support our targets and approach and we now have over 1,700 zero emission capable taxis and 180 rapid charge points, many dedicated to the trade.

Investment of £6 million into 15 new air quality projects across London

On 7 June, as part of my work to tackle London's toxic air, I announced 15 successful bids to the third round of my Air Quality Fund. Funding will go towards establishing four new Low Emission Neighbourhoods (LENs) in Hackney, Dagenham, Southwark and Camden. LENs will receive funding and support to install electric vehicle charge points, expand cycle lanes, establish green walls and investigate traffic reduction schemes. This funding will be matched with almost £3 million from the relevant boroughs.

Through this funding I am also working with boroughs to deliver 11 further projects to improve air quality, including: a project to tackle emissions from South London construction sites, an anti-engine-idling campaign spread across 27 boroughs, school streets in Redbridge, a zero-emission zone in the City, cargo bikes in Camden and retrofitting boats to cut emissions on the Thames. These projects will share £4 million from my fund, match funded with almost £6 million from the boroughs.

Deputy Mayor speech to International Urban Health Conference

On 6 June, my Deputy Mayor for Environment and Energy, Shirley Rodrigues, spoke at the Kings Fund International Urban Health Conference. The conference brought together representatives from the health professions and my Deputy Mayor highlighted the action that we are taking to clean up London's dangerously polluted air, and the impact they are having. Measures include the Ultra Low Emission Zone in central London, cleaning up buses and only licensing zero emission capable taxis.

Education and Youth

Visiting London's Early Years Hubs

On 8 July, my Deputy Mayor for Education and Childcare, Joanne McCartney AM, accompanied Tracy Brabin MP to visit Sheringham Nursery and Children's Centre. Sheringham lead one of my three Early Years Hubs - the Working Together Hub in Newham. The Early Years Hubs programme aims to bring together early years providers in their local area to improve access to quality early education for London's most disadvantaged families. Tracy and Joanne had a tour of Sheringham and were able to meet lead practitioners who are driving the hub's work to improve local provision. We know how important this work is in ensuring that all young Londoners get the best chance in life.

On 26 June, my Deputy Mayor for Education and Childcare, Joanne McCartney AM, visited Puddleducks Nursery in Barnet. Puddleducks are a member of another of my Early Years Hubs - the BEYA Early Years Hub in East Central Barnet, which is run by Barnet Early Years Alliance.

Joanne was keen to see first-hand how local providers such as Puddleducks are benefiting from our funding. She was able to meet the nursery's manager and staff, as well as some of the children and parents. Through joining the Hub, Puddleducks have made valuable links with other local providers, improved their access to training and networking opportunities and received more support with referring families to wider services in the area.

Getting Ahead London

Applications to the fourth year of my school leadership development programme, Getting Ahead London, closed on 28 June. As well as continuing to support senior school leaders to step up to headship, this year will include a pilot for middle leaders who are aspiring to senior leadership.

The diversity of the participants has increased year on year and I am encouraged to see high numbers of women and BAME applicants again this year. I am also pleased to be sending certificates to the 60 participants who took part in the third year of the programme, who enjoyed their end of year reflection and celebration event in City Hall on 28 June.

Schools for Success

My Schools for Success programme will enter its third year in 2019/20. On 21 June, I wrote to 150 London schools inviting them to be recognised as one of my new Schools for Success. The programme showcases London's schools that are tackling low student achievement and are willing to help others.

Schools for Success gives exceptional schools the chance to share their story with others, including how they meet the needs of different groups of vulnerable students or those students with other additional needs. Eligible schools that join the programme will be recognised at an awards ceremony on 27 September at City Hall.

Young Londoners Fund - information sessions

To support those looking to apply to Round 2 of my Young Londoners Fund, 36 local information sessions were held across the city through May and June. These sessions were delivered in partnership with the Young Londoners Fund Local Networks and were attended by hundreds of organisations. The Young Londoners Fund provides an opportunity for community groups, schools and boroughs to deliver projects to support young people to reach their full potential. In its first 6 months, round 1 of the Fund has already supported over 6,000 young people and thousands more will be supported over the next 3 years. The deadline to apply for Round 2 is 12 July.

For more information visit: www.london.gov.uk/young-londoners-fund.

Community Apprentice awards

On 1 July, my Deputy Mayor for Education and Childcare, Joanne McCartney AM, attended a celebration event at City Hall for young people who have taken part in a Community Apprentice programme run by Envision. Envision is a charity which helps young people to develop themselves through the act of supporting others.

Their Community Apprentice programme is an interschool competition, which requires teams of young people to design and deliver a social action project. Joanne presented the award to the winning team from Acland Burghley School in Camden. Their project encouraged shops to display stickers in their windows to identify as safe spaces for people who have experienced verbal sexual abuse or have been made to feel unsafe.

Communities and Social Policy

Survey of Londoners

On 27 June, I published the headline findings from my Survey of Londoners study. This report helps us to understand the lives of people living in London and these findings will support work to make living in London better for everyone, including tackling poverty, tackling food insecurity, supporting new parents, bringing together people from different backgrounds and making the city a fairer place to live.

Windrush Day 2019

Saturday 22 June marked the first ever Windrush Day. Deputy Mayor Debbie Weekes-Bernard attended the Windrush Foundation's event at Catford Bridge Theatre on 21st June to celebrate and honour the Windrush Generation who have made huge contributions to the city and UK. To mark this day, I have pledged £370,000 to improve legal advice to Londoners with insecure immigration status

Gypsy, Roma and Traveller History Month

On the 14 June, I was delighted to attend an event at City Hall in celebration of Gypsy, Roma and Traveller History Month. With over 150 attendees, the event highlighted the huge contribution that these communities have made to London and the UK.

Annual Equality Report

On Friday 7 June I published the 2018-19 Mayor's Annual Equality Report. This report contains a summary of actions taken in the 2018-19 financial year against each of the 39 objectives outlined in my Equality, Diversity and Inclusion Strategy that was published in May 2018.

Health

First NHS Clinical Director for Violence Reduction, Martin Griffiths

On 28 June, I welcomed Martin Griffiths as the new NHS Clinical Director of Violence Reduction in London. Martin is a leading consultant trauma surgeon at Barts Health NHS Trust and has spent the last decade visiting schools to lecture on the dangers of carrying weapons. Martin will work closely with my Violence Reduction Unit, and his role will be an important contribution to the public health approach I am taking to tackle violence in the capital.

Healthy Schools London celebration event

On Thursday 27 June, my Deputy Mayor for Education and Childcare, Joanne McCartney AM hosted the annual Healthy Schools London celebration event. Over 300 people came together, including 55 London schools, to celebrate the achievements of London's schools in supporting the health and wellbeing of their pupils.

Speakers included Leon Taylor, Olympic Medallist, Performance & Wellness Coach and Mentor, Elaine Wyllie MBE, Founder of The Daily Mile, Paul Lindley OBE, Chair of my Child Obesity Task

Force and representatives from four London schools who shared their stories of how they are supporting their pupils to be physically active and look after their mental health and wellbeing.

Health Inequalities Strategy Rapid Reviews

In October 2018 I published my London Health Inequalities Strategy, which outlines action that London needs to take to improve health and reduce health inequalities. To support implementation, we are holding five mobilisation workshops in 2019, focusing on some of the most pressing issues within the five key aims of the strategy. Each workshop will look at a different complex health inequalities challenge.

On 26 June my health advisor, Dr Tom Coffey OBE, brought together the NHS, local councils, and the voluntary sector to look at the development and growth of social prescribing in London.

A second workshop on 3 July focused on supporting the health of homeless Londoners, with a focus on how partners across London can prevent people being discharged from hospital to the streets. Three further workshops are planned later this year.

Meeting with Sir David Sloman, Regional Director of NHS England and NHS Improvement

On the 20 June, I had my regular meeting with the senior leadership of London's NHS. Sir David and I discussed the developing London Health and Care Vision, and upcoming agenda items for the London Health Board taking place later this month. We discussed the NHS's performance against a range of targets. A number of concerns about recent performance have been raised with me, including by the Assembly, so I challenged Sir David to outline what NHS in London is doing to address these issues.

First Healthy Early Years London celebration event

On 12 June, I joined my Deputy Mayor for Education and Childcare and early years practitioners and settings from across London to celebrate my new Healthy Early Years London Programme at our first annual Celebration Event at City Hall. I thanked them for their dedicated and hard work, and the vital contribution they make to the health of young Londoners.

Speakers at the event included June O'Sullivan MBE, member of my Child Obesity Taskforce, Kim Roberts, CEO of HENRY, Penny Fisher, Senior Her Majesty's Inspector for Early Years at Ofsted, Dr Mike Loosemore MBE, NHS Consultant in Sport and Exercise Medicine, along with presentations from Award participants from Islington, Redbridge, Barking and Dagenham and Havering.

I congratulated those who have already achieved HEYL Bronze, Silver and Gold awards in 2018-19, and we celebrated the fact that the programme has almost reached its uptake target nine months ahead of schedule.

Meeting with my interim Statutory Health Advisor, Professor Paul Plant

On 12 June, I met for the first time with my interim Statutory Health Advisor, Professor Paul Plant. We discussed a number of important public health issues including progress against the delivery of my Health Inequalities Strategy, the development of a new Health and Care Vision for London, the work of the London Child Obesity Taskforce, my public health approach to

violence reduction and my concerns about access to Pre-exposure Prophylaxis for Londoners who are at risk of HIV. I look forward to continuing to work with Paul in the coming months.

Team London, Sports and Volunteering

Big Advice Day, Small Charities Week 2019

On Tuesday 18 June City Hall hosted the Big Advice Day for the fourth year running. This event is delivered by the Foundation for Social Improvement and connected expert volunteer advisors with staff from small charities and not for profit organisations. This year a new record was set, over 520 hours of expert advice on a range of key operational areas was given in one-to-one surgeries, skype and phone calls, by over 100 business volunteers to staff from 86 small charities.

London Squad UEFA EUROs 2020 Volunteer programme applications

Applications to join my London Squad volunteer programme for UEFA EUROs 2020 opened on 12 June. I am recruiting 2,000 volunteers from all backgrounds to assist next summer at transport hubs, fan zones and tourist hotspots. Applications are now open and successful applicants will be invited to attend a selection centre between August and November to continue their volunteer journey.

Team London Youth Summit – Environment and Sustainability

On Monday 10 June, 170 of my Team London Young Ambassadors came to City Hall to create impactful social action projects that they will use to help London address key environmental priorities, such as single-use plastics and air quality. The summit hosted a wide range of environmental experts – including my Environment team – who informed and supported the young people to make powerful change in their communities.

Mayor of London's Volunteering Awards 2019

On 7 June, the nominations opened for my 'Mayor of London's Volunteering Awards'. Volunteer Centres across London are promoting the Awards to ensure that grassroots charities and organisations are supported to nominate their fantastic volunteers. This event highlights my commitment to value and recognise the role of volunteering and to celebrate all those who give their time to make London a better place to live.

Culture and Events

Launch of Lambeth Council's London Borough of Culture Impact Award

On 4 July, my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE, launched ELEVATE, Lambeth's Cultural Impact Award programme. Through this, young people, including Black, Asian and minority ethnic (BAME) and underrepresented Londoners, will develop their careers in the arts, inspiring the next generation of creative leaders. ELEVATE is a three-year project. Year-round activity will culminate in an ELEVATE Festival week, which this year ran

from 3-6 July, aiming to involve 2000 residents, 50% of whom will be BAME. Lambeth is one of my Cultural Impact Awards, strategic projects delivering exemplary programmes as part of the wider London Borough of Culture programme.

Rising Star Awards

On 3 July, my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE, was one of the judges for the Rising Star Awards. These Awards recognise achievements of women who are below Senior Management or Director level, representing the talent pipeline of women and the next generation of future leaders. The Awards also recognise efforts of senior leaders who champion gender equality.

State of London Debate

On Thursday 27 June, I held my fourth annual State of London debate at Indigo, O2, where Londoners had the opportunity to question me on their thoughts and concerns for London. LBC radio broadcast the debate live and their presenter, James O'Brien, chaired.

I was joined on stage by five of my Deputy Mayors, Sophie Linden, James Murray, Shirley Rodrigues, Rajesh Agrawal and Heidi Alexander. A wide range of topics and issues were discussed including housing, policing and crime, and transport as well as my future plans for the capital.

Armed Forces Day

Monday 24 June marked the beginning of the week-long celebratory events leading up to National Armed Forces Day, celebrated across the nation on Saturday 29 June. I was proud to welcome representatives from our Armed Forces to City Hall for our annual flag raising service and celebrate their tremendous dedication.

The event included participation from the Cadets. Cdt Cpl Dilsha Eugene and Cdt CSM Rajiv Guha from the Army Cadets gave moving poem readings, and Cdt Sgt Harjot Viridi and Cdt Oscar Sanfilipoo from the RAF Cadets raised the flag.

In addition to celebrating and honouring the Armed Forces at the event, I was joined by General Major Ben Bathurst and Jennette Arnold OBE AM in signing the renewed Armed Forces Covenant which reflects the support and services we already offer from City Hall, and those we have pledged to offer, for our reservists, veterans, the armed forces community and their families.

Serpentine Gallery Summer Fundraiser

On 25 June my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE, and I attended the annual fundraising event at the Serpentine Galleries, hosted by Michael R. Bloomberg and Lady Elena Foster. This annual event is a key moment for this leading London institution to raise funds for its free, internationally renowned exhibition programme. This year, the Serpentine's annual architectural pavilion has been designed by Japanese architect Junya Ishigami and runs in parallel with an exhibition by pioneering African-American artist and activist Faith Ringgold, her first exhibition in a European institution.

Launch of Kingston Council's London Borough of Culture Impact Award

On 26 June, my Night Czar Amy Lamé launched Kingston's Cultural Impact Award winning festival CirKT, which will support local creative talent, local venues and community spaces, helping to develop the night-time economy of the borough. Building on Kingston's rich musical heritage, it will present a programme of music events, music industry conferences and public workshops from August to November 2019. A talent competition judged by leading music professionals is supporting independent and young musicians and providing performance platforms for emerging talent in Kingston. Kingston is one of my Cultural Impact Awards, strategic projects delivering exemplary programmes as part of the wider London Borough of Culture programme.

London Design Biennale Summit

On 25 June, my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE, gave a keynote speech at the inaugural London Design Biennale Summit. The event addressed the power of design to improve major global issues including the climate crisis and international relations. The summit was attended by international designers, diplomats and cultural institutions and was an opportunity to demonstrate that London remains open to global creative talent and businesses.

Launch of Lewisham Council's London Borough of Culture Impact Award

On 24 June, my Culture team and Lewisham Council announced their brand-new festival of creative ageing, Age Against the Machine. Running from 13 September to 6 October 2019, it will engage local residents through nearly seventy events from live music, theatre, dance, film and exhibitions, to discussions, pop-up choirs and large-scale outdoor performances. Lewisham is one of my Cultural Impact Awards – which are strategic projects delivering exemplary programmes as part of the wider London Borough of Culture programme.

Grenfell two years on

On 14 June, I joined the local community near Grenfell Tower to commemorate the two-year anniversary of the fire and to remember the 72 lives we tragically lost. I attended and spoke at the church service at St Helen's Church in North Kensington. I also joined the Muslim community for Friday prayers at Al Manaar Mosque who offered shelter to anyone affected in the aftermath of the fire. The mosque has been providing support, services and a safe space for the community ever since.

UNESCO Creative Cities Annual meeting

On 13 June, my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE, gave the keynote speech at the Annual Conference of UNESCO Creative Cities, attended by 480 delegates from over 150 cities including key European and worldwide cities. Justine showcased my innovative cultural policies and flagship projects including London Borough of Culture, Creative Enterprise Zones and London's Cultural Infrastructure Plan to Mayors, Deputy Mayors and city officials, and reinforced the international message that London is open to visitors, businesses and talent.

‘Get Up, Stand Up Now’ and ‘Kaleidoscope’ exhibitions at Somerset House

On 11 June, my Deputy Mayor for Social Integration, Social Mobility and Community Engagement, Debbie Weekes-Bernard and my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE attended the opening of two major exhibitions at Somerset House celebrating Britain’s diversity and the contribution of immigrants.

‘Get Up, Stand Up Now – A Generation of Black Pioneers’ curated by Zak Ove features work by more than 100 artists. ‘Kaleidoscope: Immigration in Modern Britain’, celebrates the history of immigration and its reflection in everyday life and culture in Britain. The exhibitions aim to inspire the next generation of diverse young Londoners and includes events for young people.

Eid Festival

On Saturday 8 June, I was proud to once again host the Eid Festival in Trafalgar Square, where I was joined by Londoners, Riz Ahmed and Asma Khan onstage.

Hosted by journalist and broadcaster Myriam Francois and actor and comedian Abdullah Afzal, this year’s free event welcomed thousands of Londoners on to the square to mark the end of Ramadan and celebrate the rich diversity of London’s Muslim communities through performances, cultural exhibits, story-telling and food. Once again the support of our community advisory group and sponsors was crucial to this successful celebration.

London Fashion Week Men’s

On 8 June, my Deputy Mayor for Culture and Creative Industries, Justine Simons OBE, attended London Fashion Week Men’s, part of my creative industries investment programme. This season featured over 40 international designer businesses showcasing their latest collections and supporting emerging UK designers with opportunities for business to trade and exhibit. The UK menswear market was worth £15.5 billion in 2018, up 3.5% from 2017, making a major contribution to the UK economy. This season celebrated diversity, with a collaboration with progressive online retailer Ejden who created a pop-up shop giving designers from diverse backgrounds and heritage an opportunity to showcase their products and talent.

Launch of new Night Time Enterprise Zone pilot

On 7 June, I published my response to the London Night Time Commission’s ‘Think Night’ report. I welcomed the recommendations of the Commission and set out how my teams across City Hall will respond to the opportunities the Commission have identified to support Londoners and London’s 24-hour economy. I announced a new £75,000 grant for boroughs to bid to deliver a Night Time Enterprise Zone pilot aimed at boosting the high street after 6pm.

Announcement of new Safer Sounds Partnership

On 7 June, I announced seed funding of £35,000 to a new Safer Sounds Partnership for London. It was set up to help music venues, promoters and artists share best practice and intelligence following the scrapping of Form 696. The partnership is led by the music industry and will promote high standards for live music events and offer training for venues and promoters. It is supported by the police and council licensing teams and Night Czar Amy Lamé. The partnership will promote good licensing practice across the capital, addressing concerns about equal treatment of artists. The controversial risk assessment Form 696 was scrapped by the Metropolitan Police in August 2018 after I requested it be reviewed.

Africa in London

African culture is embedded in London's identity and has created vibrant communities in neighbourhoods that have helped shape our city. That's why I was so pleased to launch 'Africa in London' in June, a campaign to highlight African cultural events across the city.

On 24 May, the day before Africa Day, I held an event at City Hall to launch the new programme of events. The event was attended by over 200 influencers and trailblazers. Since then, over 30 events taking place this summer have been added to the programme by grass-roots organisations and community led initiatives, and the webpage has been visited over 60,000 times.

International

Bilateral meetings with international counterparts

I met with several city leaders and ambassadors this month to continue to strengthen relationships between London and our international partners.

On 4 July, I met with H.E. Saida Muna Tesneem, High Commissioner of Bangladesh to the UK. We discussed the High Commissioner's priorities whilst she is in London and our engagement with the Bangladeshi community in London.

On 4 July, I also met with HE Ms. Manisha Gunasekera, High Commissioner of Sri Lanka to the UK. I offered my condolences following the terrorist attacks across Sri Lanka on 21 April that killed 253 people. We discussed the importance of the Sri Lankan community in London

On 2 July, I met with Lianne Dalziel, Mayor of Christchurch. I offered my condolences following the attacks that took place on 15 March 2019, when 50 people were killed and another 50 injured during terrorist attacks at the Al Noor Mosque and the Linwood Islamic Centre. We discussed the pressing need to make social media companies more accountable for the content on their sites.

On 11 June, I met with Mansur Yavaş, the newly elected Mayor of Ankara, and discussed the issues that face our cities and how we can share examples of best policy and practice in the future.

EU Capital City Mayor's meeting

On the 25 June, I hosted the 8th EU Capital City Mayor's meeting here in City Hall. This was the first time London had hosted the meeting. Mayors from 13 European capital cities attended the meeting, along with senior representatives from six other European capital cities and representatives of the European Commission.

We discussed how cities can forge stronger links to tackle some of the most pressing issues of our time, with a particular focus on climate change and countering the rise of violent extremism. I also reminded the other Mayors that London will always consider itself to be a proud European city and was heartened by the strong desire expressed by all present that London retains strong links with the rest of Europe.

London Legacy Development Corporation

Start of construction at East Bank

On 2 July, I broke ground as construction began at East Bank at the sites of the UCL East and Stratford Waterfront at Queen Elizabeth Olympic Park. East Bank will be a new world-leading culture and education district at Queen Elizabeth Olympic Park and cement London's reputation as a world leader in these fields.

The transformative scheme marks the largest culture and education project in a generation, with the new purpose-built East London hub bringing together world-class institutions including new campuses for UCL and UAL's London College of Fashion, BBC Music, new Sadler's Wells theatre and hip-hop academy Sadler's Wells, the V&A and the Smithsonian Institution.

East Bank will attract visitors from all around the world, bringing more than 10,000 students to the park, generating 2,500 jobs, a £1.5billion boost to the economy and 600 new homes.

I also announced a £10million donation from Unibail-Rodamco-Westfield and £1million from the City of London that will enable the Foundation for Future London to deliver even more arts, culture, innovation and education programmes in East London with the East Bank partners. This new funding will support community, local arts and culture groups across Newham, Tower Hamlets, Waltham Forest and Hackney, as well as helping to provide paid internships, learning mentoring and training opportunities across the four boroughs.

Major League Baseball's London Series 2019

On 29 - 30 June, London Stadium hosted Boston Red Sox v New York Yankees, representing the first two Major League Baseball (MLB) fixtures ever to be staged in Europe. Welcoming almost 120,000 attendees across the two days, and broadcast across the UK and US, the games showcased London on the global stage, cementing the capital's reputation as sporting capital of the world.

I was delighted to attend the first of these fixtures and hear about MLB's work with local schools in the run up to the games. The league developed a programme of fan engagement and youth development activities, making use of the Community Track next to London Stadium as local schoolchildren engaged with the sport.

We now look forward to building on the success of the MLB London Series 2019, with MLB announcing on 7 June that St. Louis Cardinals will face Chicago Cubs in the London Series 2020.

Here East

On 10 June, I joined over 200 of the most influential global tech leaders at Here East for the formal launch of London Tech Week. The event was an opportunity to celebrate London's burgeoning tech sector, while showcasing Here East and Plexal Innovation Centre as the country's leading tech and innovation hub.

Here East also hosted activities as part of Regeneration Brainery from 1-5 July, as 20 local young people participated in a pioneering programme to encourage young people into careers.

Planning

Planning Decisions (Stage III representation hearings)

Holiday Inn, Kensington Forum Hotel, 97-109 Cromwell Road, RB Kensington and Chelsea

Having decided to become the local planning authority for the above case, at the hearing on 21 June 2019, I decided to grant planning permission, subject to planning conditions and prior written conclusion of a section 106 agreement.

Planning Decisions (Stage II referrals)

30-38 Addiscombe Road, East Croydon, LB Croydon

I have written to the London Borough of Croydon stating that I am content to allow the Council to determine the application itself.

Former LEB Building, 255 -279 Cambridge Heath Road, LB Tower Hamlets

I have written to the London Borough of Tower Hamlets stating that I am content to allow the Council to determine the application itself.

Former Stewarts Plastics site, Croydon, LB Croydon

I have written to the London Borough of Croydon stating that I am content to allow the Council to determine the application itself.

The Deputy Mayor for Planning, Regeneration and Skills, under powers I delegated to him, has sent letters in response to the following statutory referrals:

Denison House, 292 Vauxhall Bridge Road, Victoria, City of Westminster

The Deputy Mayor has written to the City of Westminster stating that he is content to allow the Council to determine the application itself.

9, 11 & 19 Osiers Road, LB Wandsworth

The Deputy Mayor has written to the London Borough of Wandsworth stating that I will act as the local planning authority for the purposes of determining the planning application.

Planning Decisions (Stage I referrals)

I have asked officers to send letters giving comments about the following stage one referrals:

- 21-23 Parkhouse Street, Camberwell, LB Southwark
- 5-9 Rockingham Street and 2-4 Tiverton Street, LB Southwark
- 9 Nestles Avenue, Hayes, LB Hillingdon
- 75-117 Boston Road, Hanwell, LB Ealing
- Plot G, Brentford Riverside, Brentford, LB Hounslow
- Site at former Greenwich Magistrates Court, Greenwich, RB Greenwich
- Former Honey Monster Factory site, Southall, LB Ealing
- Former GlaxoSmithKline site and Sunblest Bakery site, Greenford Green, LB Ealing
- Westhorpe Gardens and Mills Grove Estate, LB Barnet
- Kensington Aldridge Academy, Parade Ground, Wormwood Scrubs, OPDC

- Whiteley's Shopping Centre, Bayswater, City of Westminster
- Emmaus Retreat Centre, West Wickham, LB Bromley
- Central Park, Rush Green Road, LB Barking & Dagenham
- 29-43 Oxford Street and 16-19 Soho Square, City of Westminster
- Hero of Switzerland PH, Loughborough Road, Brixton, LB Lambeth
- 63-71 Rye Hill Park, Nunhead, LB Southwark
- Wembley Tesco Extra, LB Brent
- Former St Georges Hospital, Hornchurch, LB Havering
- Travelodge Hotel Boord Street, Greenwich, RB Greenwich

Decisions made under delegation to Assistant Director
Planning Application – Stage 1 (delegated decision)

- 8 Albert Embankment, Lambeth, LB Lambeth

Planning Decisions – (Development Consent Order)

I have sent a letter in response to the following development consent order referral:

Thames Tideway Tunnel - Heathwall Pumping Station, Nine Elms, Wandsworth

Planning Decisions - (Stopping Up Order)

124-126 St John's Wood High Street, City of Westminster

Stopping up of part of public highway.

I have decided that due to the special circumstances of the case, it is unnecessary to hold an inquiry.

Land bounded by New Zealand Way, Queenstown Gardens and Gisborne Gardens, Rainham, LB Havering.

I have decided that due to the special circumstances of the case, it is unnecessary to hold an inquiry.

Key Engagements

Among my additional engagements since my last report were the following:

- I visited Shoreditch on 7 June to announce the successful Mayor's Air Quality Fund Round 3 projects at the City Fringe Low Emission Neighbourhood (LEN) which spans Hackney, Tower Hamlets and Islington
- I attended the Eid Festival taking place on Trafalgar Square on 8 June
- I addressed the AI festival CogX on 10 June on the first day of London Tech Week
- I visited the site of the building block fire at De Pass Gardens and also the Thames View Community Centre in Barking on 10 June to meet local residents to hear their concerns and members of the London Fire Brigade to thank them for all their work
- I addressed the GMB Conference in Brighton on 10 June
- I had an introductory meeting with Dr Bandarr Hajjar, President of the Islamic Development Bank, on 11 June
- I had an introductory meeting with Mansur Yavas, Mayor of Ankara, on 11 June
- I attended the Young Presidents Organisation Annual Summer Gala Dinner on 11 June
- I attended the Founders Forum CEO Breakfast on 12 June
- I chaired the London Economic Action Partnership Board meeting on 12 June
- I attended the first annual celebration of the Healthy Early Years London awards programme on 12 June
- I had my regular meeting with Paul Plant, the interim Director for PHE London and Statutory Health Advisor, on 12 June
- I attended the Pan London Youth Day at Alexandra Palace on 13 June
- I had my regular meeting with Liz Peace, Chair OPDC on 13 June
- I had my regular meeting with Transport for London on 13 June
- I attended a ULEZ stakeholder event hosted by L&P on 13 June
- I attended the Grenfell 2nd Anniversary Service at St Helens Church on 14 June
- I visited The Muslim Cultural Heritage Centre (MCHC) Trust at the Al Manaar Mosque on 14 June on the 2nd anniversary of the Grenfell Tower fire
- I attended the Gypsy, Roma and Traveller History Month: A Celebration on 14 June
- I attended the Grenfell 2nd Anniversary wreath laying and multi-faith vigil at the foot of Grenfell Tower 14 June
- I launched the Electric Vehicle Infrastructure Delivery Plan at the Institution of Engineering and Technology on 17 June
- I chaired my regular planning decisions meeting on 17 June
- I attended the Mayor's Fund 10th Birthday Celebration on 17 June
- I visited the Kensington Forum Hotel development site on 18 June
- I hosted a meeting of the Metro Mayors (M9) at City Hall on 18 June
- I attended the Muslim Leadership Dinner on 18 June
- I attended Mayor's Question Time on 20 June
- I attended the London Resilience Forum on 20 June
- I had my regular meeting with Sir David Sloman, the joint Regional Director for NHS England & Improvement London, on 20 June
- I attended the opening of Second Home London Fields on 20 June
- I chaired the Kensington Forum Hotel Representation Hearing on 21 June
- I addressed the Together for Education Rally at the Methodist Central Hall on 22 June

- I attended the Armed Forces Day flag raising event hosted jointly with the London Assembly at City Hall on 24 June
- I visited the Tulse Hill Estate on 24 June to join the Met's Violent Crime Task Force and borough officers on patrol in the estate
- I chaired my regular planning decisions meeting on 24 June
- I met with Rafal Trzaskowski, the Mayor of Warsaw, on 24 June as part of his attendance at the EU Capital City Mayors meeting
- I attended the EU Capital City Mayors Welcome Dinner at Tate Modern on 24 June
- I hosted the EU Capital City Mayors meeting at City Hall on 25 June
- I met with Michael Müller, the Governing Mayor of Berlin on 25 June as part of his attendance at the EU Capital City Mayors meeting
- I took part in a conference call with the C40 Steering Committee on 25 June
- I attended the Serpentine Summer Party in Kensington Gardens on 25 June
- I visited Richard Ratcliffe, husband of Nazanin Zaghari-Ratcliffe, outside the Iranian Embassy on 25 June
- I attended the Serious Violence Taskforce at the Home Office on 26 June
- I hosted a meeting with Directors of National Museums and Galleries based in London on 26 June to discuss my Culture Strategy
- I had my regular meeting with Transport for London on 27 June
- I attended the annual State of London Debate at the O2 on 27 June
- I hosted a breakfast meeting with representatives of London's Black Majority Churches on 28 June to discuss how we can work together to tackle violent crime in London
- I met with Dr Martin Griffiths, Consultant vascular, endovascular and trauma surgeon at Barts Health NHS Trust, on 28 June
- I opened the Chiswick Oasis, a new green space with a living wall at St Mary's Catholic Primary School in Chiswick, Hounslow, on 29 June
- I attended the Major League Baseball game between the New York Yankees and the Boston Red Sox taking place at the London Stadium on 29 June
- I attend the opening of the Climate Change Action Week on 1 July
- I visited the Old Kent Road Fire Station on 1 July to meet with Fire Cadets of various ranks and to watch a Fire Cadet Operational Drill
- I chaired my regular planning decisions meeting on 1 July
- I attended the ground-breaking ceremony to mark the start of the construction phase of East Bank on the UCL site at the Queen Elizabeth Olympic Park on 2 July
- I met with Manoj Ladwa, Chief Executive of the India Inc. Group, on 2 July to discuss business engagement
- I had an introductory meeting with Lianne Dalziel, the Mayor of Christchurch on 2 July
- I met with representatives of Operation Shutdown on 3 July
- I attended the Pride reception at City Hall on 3 July
- I attended my monthly Speak to Sadiq radio phone in at LBC on 4 July
- I had an introductory meeting with H.E. Saida Muna Tesneem, the High Commissioner of Bangladesh, on 4 July
- I had an introductory meeting with H.E. Manisha Gunasekera, High Commissioner of Sri Lanka, on 4 July
- I had my regular meeting with Sir Stephen House, the Deputy Police Commissioner, on 4 July
- I addressed the CBI London summer reception on 4 July

Ends

Mayor's Report to the Assembly

Background Document – List of decisions published between 7 June 2019 and 4 July 2019.

The Part 1 of Mayoral Decisions (from 6 April 2009), Executive Director Decisions (from 1 November 2010), Assistant Director Decisions (from 18 April 2013) and the non-confidential facts and advice supporting those decisions, are published on the GLA website [here](#) within one working day of approval, unless deferred. * = previously deferred publication.

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Ref	Decision	Date Signed	Approved by/ Mayoral Advisor	Financial Implications (summarised where long)
MD2294*	Information Services Shared Service The Mayor: <ol style="list-style-type: none"> 1. Approved the GLA's entry into a shared service arrangement, under section 401A of the Greater London Authority Act 1999, with the LFB, for the provision of information services on a cost recovery basis. It is anticipated that the contract will be entered into for four years, with an anticipated value of £468,000, with an option to extend for a further two years. 2. Delegated authority to the Executive Director of Resources to prepare, finalise and subsequently execute on behalf on the GLA documentation putting into place the arrangements under section 401A. 	13/07/18	Sadiq Khan/ David Bellamy	Approval is sought for expenditure of up to £468,000, to enter into a shared service agreement with the London Fire Brigade (LFB) for the provision of the GLA's information services, with costs incurred over 4 financial years in 2018-19 (£117k), 2019-20 (£117k), 2020-21 (£117k), and 2021-22 (£117k). The 2018-19 costs will be funded from the Information Services budget within the Intelligence Unit. Future years' budgets are indicative and subject to the GLA's annual budget setting process.
MD2456	Excel Centre (Plots WE4A and WE4B) Approved: <ol style="list-style-type: none"> 1. An increase in the level of affordable housing on two plots (WE4A and WE4B) on the Excel estate from 35 to 40 per cent; and 	11/06/19	Sadiq Khan/ James Murray	This decision seek approval to increase the affordable housing on three plots of land at the Excel Centre. There will be a reduction in the GLAP land receipt from the development of the land to compensate the developer. The payment to GLAP will also be delayed.

	<p>2. A consequent adjustment in the terms of the commercial agreement with Excel, and their Joint Venture (JV) with Mount Anvil, regarding the development these plots (as set out in Part 2 of this MD).</p>			
MD2464	<p>Royal Docks DLR station improvements</p> <p>Approved:</p> <p>Payment of a capital grant of up to £3.75m to TfL under section 120(1) of the GLA Act 1999, to be paid in relation to costs incurred in financial year 2019-20.</p>	11/06/19	Sadiq Khan/ James Murray	<p>This decision requests the approval of the Mayor for £3.75m of capital expenditure to be granted to TfL to fund the detailed design and management of Docklands Light Railway improvements set out in DD2297.</p> <p>The expenditure will be funded from the Connectivity theme of the Delivery Plan set out in MD2338.</p>
MD2473	<p>Hindmans Way road infrastructure upgrade (pursuant to EastPlus development agreement)</p> <p>Approved:</p> <ol style="list-style-type: none"> 1. Entering into a deed of variation to an existing development agreement with SEGRO Development Properties Ltd, so that the delivery of the proposed highway works, and a construction oversight methodology can be included; 2. Expenditure of up to £4.89m in 2019-2020 for the upgrade of Hindmans Way in Dagenham Dock, in the London Borough of Barking & Dagenham, to be funded from an adjustment to the GLA Land and Property Limited ('GLAP') capital receipt from their EastPlus development agreement with SEGRO; and 3. GLAP entering into an agreement under s.38 of the Highways Act (or a similar legal arrangement) for the 	11/06/19	Sadiq Khan/ James Murray	<p>This decision requests approval for expenditure of £4.89m for the upgrade of Hindman's Way in Dagenham Dock to improve access to underused brownfield land. The road will then be adopted by the London Borough of Barking and Dagenham.</p> <p>The expenditure will be funded from GLAP receipts from the sale of land in the EastPlus portfolio. There is provision in the EastPlus development agreement with SEGRO, who will be upgrading the road, for the cost of it to be deducted from sale receipts. However the last land receipt was paid to GLAP gross, before deduction of the costs of the work set out in this decision. The work will therefore be funded from GLAP.</p>

	adoption of Hindmans Way by the local highway authority, and providing a bond (or refundable deposit) designed to ensure completion of the works to an adoptable standard.			
MD2475	Development Management Review of External Fees and Charges Approved: <ol style="list-style-type: none"> 1. The implementation of bespoke Planning Performance Agreements (PPAs) for complex schemes; 2. A standing delegation to the Assistant Director of Planning to enter into such schemes up to a cap of £250,000 on a cost recovery basis from the developer to cover GLA officer and, if required, consultant costs; with the delegation to be exercised via an ADD decision form for each individual Planning Performance Agreement; 3. An increase to the charge from £65,000 + VAT to £95,000 + VAT for fixed price PPAs for all applications that have been recovered by the Mayor; 4. An increase to the charge from £7,500 + VAT to £10,000 + VAT for Level 2 Pre-Application Advice meetings for users of the service to reflect full cost recovery under s.93 of the Local Government Act 2003; and 5. The new charges and arrangements coming into effect on 10 June 2019. 	11/06/19	Sadiq Khan/ Jules Pipe	<p>The implementation of a new bespoke Planning Performance Agreement for complex major strategic planning applications and the proposed increases to existing service charges set out in this report reflect a full cost recovery model. The new charges will be published on the GLA website and come into effect on 10 June 2019.</p> <p>As outlined within the Local Government Act 2003, income derived from charging fees cannot exceed the costs of providing the service but allows the budget to be balanced over a period of time. Consequently, and in-line with previous financial years any surplus income received beyond expenditure from pre-application charges and Planning Performance Agreements will be placed in the Authority's Pre-application and Smoothing reserves at the end of the financial year (in-line with Section 93 of the Local Government Act which allows the GLA to establish a reserve to ensure all income generated is utilised on the service).</p>
MD2477	Commitment of the European Regional Development Fund to applications under London Call 7	11/06/19	Sadiq Khan/ Rajesh Agrawal	Approval is being sought for the commitment and award of ERDF up to a total of £26.61 million.

	<p>Approved:</p> <p>The commitment and award of up to £26.61million ERDF to applicants of the seventh call for proposals to support jobs and growth, as set out in Part 2.</p>			<p>Should changes in the sterling/euro exchange rate result in fluctuations in individual claims, and in turn the overall total level of funding required, EPMU officers should ensure variations are authorised in line with the financial delegation limits laid out in MD1583. Any gains or losses in sterling/euro exchange rate fluctuations will be contained and managed by MHCLG.</p>
MD2478	<p>London & Partners – Domestic Tourism Consortium</p> <p>Approved:</p> <p>£600,000 of funding to London & Partners to coordinate an industry-led public-private ‘Domestic Tourism Consortium’ to help promote London to a UK audience over two financial years:</p> <ul style="list-style-type: none"> • 2019-20 - £320,000 • 2020-21 - £280,000 	21/06/19	Sadiq Khan/ David Bellamy	<p>The proposed funding of £600,000 for this initiative was identified during the GLA Group’s 2019/20 budget process and placed in the Authority’s earmarked reserves. It will be drawn down and administered by way of grant funding to London & Partners (L&P), spanning two financial-years as follows:</p> <ul style="list-style-type: none"> • 2019-20 - £320,000 • 2020-21 - £280,000 <p>It should be noted that this funding is to support L&P’s work for the Domestic Tourism Consortium and is separate from their core funding of £13.136m for 2019-20, approved by MD2449.</p>
MD2488	<p>East Bank - Power Lines Underground Asset Protection Agreements</p> <p>Approved that LLDC proceed to:</p> <p>Enter into APAs with UKPN and National Grid to enable piling works to commence on the Stratford Waterfront Site at East Bank, noting the indemnities to be provided by LLDC in favour of UKPN and NG under such APAs (as described in Part 2 of</p>	24/06/19	Sadiq Khan/ David Bellamy	<p>The APAs require LLDC to have minimum insurance in place to cover costs that could potentially arise to rectify any damage to the tunnels during the piling works and/or any consequential losses. LLDC has confirmed that it has the required insurance cover in place and will only incur minor expenses within existing budgetary provision to put the required</p>

	this form).			agreements in place, and in allowing the Corporation to proceed this would not increase GLA financial support for LLDC. LLDC would retain risk if any claims were not covered by insurance or could not be passed down to the relevant contractor or designer. However, although LLDC regards the risk of damage occurring as low this is a contingent liability. As the agreements have a 12-year liability limit for contractual claims, this liability would fall directly to the GLA if LLDC is wound up before this expired and could not be passed on to a successor body.
DD2288*	Homes for Londoners Conference 2019 Approved: <ol style="list-style-type: none"> 1. The single source procurement of New London Architecture (NLA) with expenditure of up to £95,000 to provide event design and programme curation services; 2. Expenditure of up to £50,000 to hire a venue for the event and all associated costs; and 3. An exemption from the requirement of section 9 of the GLA Contracts and Funding Code to procure services competitively for the procurement of NLA and hire of an event venue. 	20/11/18	David Lunts	The above expenditure will be funded from the Housing and Land Management and Consultancy budget with £46,850 incurred in 2018-19, and £98,150 in 2019/2020.
DD2316*	Team London Volunteer Portal 2019-2022 Approved: Expenditure of up to £115,000 on a volunteer portal for the Team London Ambassador and Major Events Programme.	06/02/19	Sarah Mulley	Approval is sought for expenditure of up to £115,000 towards a volunteer portal for the Team London Ambassador and Major Events Programme, with costs to be incurred over 3 financial years in 2019-20 (£50k), 2020-21 (£45k) and 2021-22

				<p>(£20k).</p> <p>The 2019-20 costs will be funded the Visitor Welcome Programme budget with The Team London and Sport Unit.</p> <p>Future years' budgets are indicative and subject to the GLA's annual budget setting process.</p>
DD2332*	<p>Bridport Road Enfield (North Middlesex Stage 1)</p> <p>Approved:</p> <p>Following the agreement of the Investment Committee and as per the delegation in MD2396, expenditure from the Land Assembly Fund budget for the purchase of the Bridport Road site in Enfield and the costs of subsequent preparatory work to facilitate the disposal of the site via the GLA's London Development Panel 2, up to the amounts as set out in section 3 of Part 2 of this Director's Decision and agrees receipt of any incomes arising from tenancies or other uses taking place within the site.</p>	27/03/19	David Lunts	<p>The decision is seeking approval for GLAP to purchase the Bridport Road site in Enfield and take over the management of the leaseback arrangement by March 2019 for residential development. The site is contained within the grounds of the North Middlesex University Hospital and owned by MHCLG through its agent, LocatED (an operational agency for the Department of Education).</p> <p>The purchase will be funded from the Land Assembly Fund Budget and includes the cost of subsequent preparatory work to facilitate future disposal via the GLA's London Development Panel.</p> <p>There are further financial comments in Part 2, including tax comments.</p>
DD2352	<p>Good Growth Fund – Additional projects at Round 2 Stage 2</p> <p>Approved:</p> <p>Capital expenditure of £2,183,379 to support the delivery of Better Bankside's 'Crossing the Line' project and the London Borough of Redbridge's 'The Forge – Hainault Country Park'</p>	06/06/19	Debbie Jackson	<p>Capital budget of £2,215,000 is to be transferred from the Small Sites programme underspend in 2018/19 to fund two Good Growth Fund reserve projects costing £2,183,379, the remaining balance of £31,621 will be available to use in future application rounds of the Good Growth Fund. Both</p>

	project. This will take total approved capital expenditure through the Good Growth Fund to £60,855,085.			the Good Growth Fund and Small Sites are funded as part of the LEAP's Growth Deal 3 programme. The transfer of Small Sites underspends was approved in principle by MD2133.
DD2358	Riverside Energy Park Examination legal and consultant costs Approved: <ol style="list-style-type: none"> 1. Expenditure of up to £90,000 on legal representation and consultant input to support GLA and TfL officers in expanding on and presenting the Mayor's opposition to the proposed development at the forthcoming Examination for the Nationally Significant Infrastructure Project. 2. In relation to services to be procured from SLR consult for up to £20,000, a related exemption from the requirement in the Contracts and Funding Code to procure such services competitively on the grounds set out in para 1.9. 	06/06/19	Debbie Jackson	Approval is sought for the Executive Director of Development, Enterprise and Environment to approve expenditure of up to £90k on legal representation and consultancy services to support GLA officers in the development, collation and refinement of submission material for the Examination. This work is to be funded by a draw-down on the Authority's earmarked reserves.
DD2360	Rough Sleeping and Mental Health Pilot – Evaluation and Monitoring Framework and Programme Coordinator Approved: Expenditure comprising: <ul style="list-style-type: none"> - A further £4,500 expenditure under Imperial College Health Partners' existing agreement with the GLA (taking the total value to £29,500) to develop an evaluation and monitoring framework for the Mental Health Pilot and an attendant exemption from the requirements of the Contracts and Funding Code; and 	06/06/19	David Lunts	The above expenditure will be funded from within the £400,000 receipts from the Ministry for Housing, Communities and Local Government (MHCLG) and £1.25m funding allocated to this initiative by the Mayor. The breakdown of expenditure by year is as follows: <ul style="list-style-type: none"> • 2019/20: £68,000 (MHCLG funding) • 2020/21: £78,500 (Mayoral allocation).

	<ul style="list-style-type: none"> - £142,000 for external services to coordinate and evaluate the project. 			
DD2363	<p>Local Implementation Plan approvals 2019 – Batch 2</p> <p>Approved:</p> <p>In accordance with section 146 of the Greater London Authority Act 1999, the Local Implementation Plans submitted by the London borough councils listed in Appendix A, on the basis that they are consistent with the Mayor’s Transport Strategy and adequate for the purposes of implementing the Mayor’s Transport Strategy.</p>	06/06/19	Debbie Jackson	There are no financial implications of this decision for the GLA.
DD2366	<p>Agreement to transfer funding from Transport for London (TfL) to the Greater London Authority (GLA) for GLA support on implementing the Mayoral Community Infrastructure Levy (MCIL)</p> <p>Approved:</p> <ol style="list-style-type: none"> 1. Transport for London’s transfer of £60,000 to the Greater London Authority (with TfL’s expenditure paid for from the revenue it retains from the MCIL to cover administrative costs); and 2. The use of this funding to cover the cost of GLA officer time spent supporting TfL in connection with the MCIL. 	06/06/19	Debbie Jackson	This decision recommends that the Director agrees to a transfer of £60,000 from TfL for the GLA’s Planning Team’s costs incurred on MCIL in 2018-19. This payment is to be funded from the annual 1% administrative fee TfL are entitled to levy against MCIL receipts. As the GLA will be receiving virtually all MCIL receipts from TfL from 2019-20 onwards, this year and future year costs arising to the GLA’s Planning Team will be paid by the GLA.
DD2362	<p>Development of Design District, Greenwich Peninsula</p> <p>Approved:</p> <ol style="list-style-type: none"> 1. The granting of a lease to Knight Dragon under the terms of the Land Disposal Agreement to enable development of the Design District project. The 	10/06/19	David Lunts/ Martin Clarke	This decision requests the Executive Director of Housing and Land and Executive Director of Resources to approve the grant of a lease to Knight Dragon. The lease is for Plot 11 of the Peninsula Central District and will be used to develop workspace for small and

	<p>proposed lease length and value of the premium are set out in Part 2 of this paper.</p> <p>2. That GLAP's investment in this project will take the form of an equity stake in proportion to its Minimum Land Value, payable to GLAP under the terms of the LDA. GLAP will recover its land value through rental payments from occupiers once operational costs have been deducted. Land value will be recovered in full (with annual value indexation) within 25 years.</p>			<p>medium enterprises. The rents for the space will be at a blended affordable rate, indexed for ten years. After ten years 25% will continue at the indexed blended rate with flexibility over the remaining 75%.</p> <p>The investment by GLAP will be an equity stake in the venture equal to its Minimum Land Value due under the Land Disposal Agreement. Rents, after paying for operational costs, will be split between GLAP and Knight Dragon in proportion to their equity stakes. The Minimum Land Value, with indexation, will be recovered by GLAP through rents, with a lump sum payment by KD making up any shortfall no later than year 25 of the project.</p>
DD2372	<p>Corporate gifts</p> <p>Approved, following consultation with the Monitoring Officer:</p> <p>The GLA's approach for dealing with corporate gifts as set out in this decision form.</p>	01/07/19	Martin Clarke	<p>Finance officers will ensure that corporate gifts are securely stored while held by the GLA and that they have valuations attached to them for insurance purposes.</p> <p>There are no budget implications for the GLA as no income from corporate gifts is budgeted for and so there are no financial implications arising from corporate gifts being donated to a charity.</p> <p>Any additional insurance costs arising from holding corporate gifts are marginal.</p>
DD2369	<p>City Operations team – data platforms</p> <p>Approved:</p>	02/07/19	Emma Strain	<p>This decision seeks approval to spend up to £150,000 in 2019-20 on licences for the City Operations team which will be funded from the Directorate Programme reserve.</p>

	Expenditure of up to £150,000 for ten licences for access to data platforms for the City Operations team.			Funding for licences for future years will be secured via the forthcoming GLA budget-setting process.
ADD2270*	<p>Safer Nights Partnership (working title)</p> <p>Approved:</p> <p>One off grant funding of up to £35,000 to the Safer Business Network as a contribution to its costs incurred in starting up the Safer Nights Partnership.</p>	17/12/18	Shonagh Manson	<p>A contribution of £35,000 is required from the Authority to fund the creation of a Safer Sounds Network. The Safer Business Network will work with the music industry to secure the remaining match funding.</p> <p>This contribution will be issued as one-off grant during 2018/19 with no plans for future funding.</p> <p>To mitigate any risk, payment will be made in arrears once key milestones have been met.</p> <p>The expenditure will be met from within the Culture and Creative Industries 2018/19 budget and subsequently managed by the Unit.</p>
ADD2339*	<p>Voluntary and Community Sector housing forum</p> <p>Approved:</p> <p>A grant of £30,000 to Trust for London to deliver its VCS housing forum project.</p>	18/03/19	Jamie Ratcliff	<p>This decision seeks approval for expenditure of £30,000 in 2018/2019 to award a grant to Trust for London to deliver the Voluntary and Community Sector housing forum project. Trust for London will be responsible for running the forum and will provide match funding of £20,000 to meet the total project cost of £50,000.</p> <p>The expenditure will be funded from the</p>

				H&L Management & Consultancy budget and will be spent in 2018/19 financial year.
ADD2348	Victoria Place Plan Approved: A one-off grant of £50,000 in 2019/20 to Victoria Business Improvement District to enable the commissioning and delivery of the Victoria Place Plan comprising: <ul style="list-style-type: none"> - £25,000 from the Good Growth Fund research and evidence budget (DD2181); and - £25,000 income from Westminster City Council, repurposed from the West End Good Growth Study, receipt of which was approved under ADD2281. 	11/06/19	Patrick Dubeck	<p>The cost of £25,000 for this project will be funded from the £6.088 million revenue funding allocated as part of the overall Good Growth Fund total of £61.095 million in MD 2163. This total for revenue funding has been identified for expenditure on costs to support applicants in the development of their project proposals and to provide for associated operational expenditure and programme support costs to enable the delivery of the programme. Included within the revenue funding total is a specific indicative allocation for research of £240,000. This project would meet the definition of research to be funded from this budget and sufficient funding is available.</p> <p>The remaining £25,000 will be funded utilising a receipt of funding from Westminster City Council for the West End Good Growth Study. Previously £50,000 had been allocated from the Strategic Investment Fund, for this study, as approved in ADD 2281. However, this receipt of funding means the net contribution from the GLA to the West End study is only £25,000 enabling the receipt to be re-allocated and applied to the Victoria Place Plan.</p>

DMFD21 *	<p>London Fire Brigade – Portable Hygiene Unit Provision</p> <p>The Deputy Mayor for Fire and Resilience:</p> <p>Consented to the London Fire Commissioner’s decision to spend up to £470,321 on services from Site-Equip Limited for the provision of two portable hygiene units.</p>	18/06/19	Fiona Twycross	<p>LFC-0096x to the London Fire Commissioner sets out four different options with regard to the future provision of Portable Hygiene Units and recommends Option 4 – to purchase two PHUs built to LFB specification, hosted with a third-party supplier.</p> <p>The total cost of the proposal is up to £470,321 comprising of an annual revenue cost of approximately £126,400 for three years and a one-off capital cost for the two custom Portable Hygiene Units at £91,000, which will be incurred in 2019/20 financial year. If the capital purchase is funded by external borrowing, the annual debt charges would be £32,000 per annum, being £30,000 debt repayment based on a three-year life and £2,000 interest payable based on an interest rate of 2%.</p>
DMFD22	<p>Payment of the Ultra-Low Emission Zone charge for personnel based in the charging zone</p> <p>The Deputy Mayor for Fire and Resilience:</p> <p>Consents to the implementation of the recommendations above, which have been fully consulted on with the representative bodies, for the temporary reimbursements of the Ultra-Low Emission Zone charges at an estimated one-off cost of £234.5k in 2019/20, within the parameters described in the recommendations to the London Fire Commissioner in report LFC-0178z and outlined in paragraph 2.1 below.</p>	21/06/19	Fiona Twycross	<p>The expenditure is to be funded through sums available to the Commissioner. There are no direct financial implications for the GLA.</p>

DMFD26	<p>Procurement of Travel and Accommodation Services</p> <p>Approved:</p> <p>The expenditure of circa £1m by the London Fire Commissioner for the purpose of awarding a contract with Corporate Travel Management Limited for the delivery of travel and accommodation services.</p>	06/06/19	Fiona Twycross	The new contract is expected to streamline processes and also provide a savings on transaction fees. The current annual spend of £240k includes transaction fees of approximately 3-4%, i.e., £7.2k – £9.6k. Based on an average savings of 37% on transaction fees, it is expected that there would be a savings of £2.7k – £3.6k per annum that can be incorporated into the budget process.
DMFD29	<p>Fuel Cards and Associated Services: Contract Award</p> <p>The Deputy Mayor for Fire and Resilience:</p> <p>Consented to the commitment of £6.5m by the London Fire Commissioner for the award of a fuel card and associated services contract with Allstar Business Solutions.</p>	10/06/19	Fiona Twycross	Report LFC-0167 to the London Fire Commissioner recommends the award of a five-year contract for the provision of Fuel Cards and Associated Services. The report notes that spend on this service over the last five years was £5.3 million and that the annual contract spend going forwards will depend on vehicle use and inflation. For 2018/19 the annual budget for this was £1.2million with an outturn spend of £1.3 million. The budget provision for this will be considered as part of the budget process for 2020/21 to assess any inflationary requirements. The expenditure is to be funded through sums available to the Commissioner. There are no direct financial implications for the GLA.

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Subject: Revised GLA Expenses and Benefits Framework

Report to: London Assembly

Report of: Chief Officer

Date: 18 July 2019

This report will be considered in public

1. Summary

- 1.1 The Greater London Authority (GLA) seeks to review its principal governance documents on a regular basis and at least every two years or so. One such document is the Expenses and Benefits Framework. The Framework was last revised in April 2017, with further minor updates made under delegated authority in October 2018. There are four sets of changes proposed to the Framework which are set out in this paper and for which Members' agreement are sought. They relate to:
- Environmental considerations;
 - Approval of expenses;
 - Approval of foreign travel; and
 - Interest free loans for UK citizenship costs.

2. Recommendation

- 2.1 **That the Assembly agrees the revised GLA Expenses and Benefits Framework as a joint decision with the Mayor in relation to the Framework's application to the GLA's statutory officers and to the Mayor and Assembly Members.**

3. Background

- 3.1 The GLA seeks to review its principal governance documents on a regular basis and at least every two years. One such document is the Expenses and Benefits Framework. The Framework was last updated in April 2017, with further minor updates made under delegated authority in October 2018.
- 3.2 The current Framework is at **Appendix 1** and the revised Framework is at **Appendix 2**.
- 3.3 This paper seeks the Assembly's agreement to the revised Framework in relation to the GLA's statutory officers, the Mayor and Assembly Members.

- 3.4 The Mayor's approval is also being sought via a Mayoral decision form (MD). This is because, in accordance with the GLA Act 1999, the Mayor and Assembly take a joint decision on any changes to the Framework in relation to the Framework's application to the GLA's statutory officers and to the Mayor and Assembly Members.
- 3.5 The Mayor's approval to the changes to the Framework is also required in relation to the 13 GLA staff which he appoints directly under section 67(1) of the GLA Act 1999.
- 3.6 The Chief Officer's approval is also being sought (via a Chief Officer form) in relation to implementing the changes to the Framework for all other GLA staff and in her statutory role as Head of Paid Service.
- 3.7 The Chief Officer's approval follows on from consultation the Chief Officer has undertaken with the Assembly via the 1 July 2019 meeting of its GLA Oversight Committee, with the Mayor via his Chief of Staff and with Unison as the recognised trade union for GLA staff. No further changes to the Framework arose from that consultation exercise.

4. Issues for consideration

Environmental considerations

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

Approval of expenses and of foreign travel

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

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

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

5. Consultation

- 5.1 Consultation on the Framework has already taken place, as set out above.

6. Legal implications

- 6.1 Under the GLA Act 1999 (as amended), the Head of Paid Service (HoPS) may, after consultation with the Mayor and the Assembly, and having regard to the resources available and priorities of the Authority:
- Appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - Make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 6.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 6.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the GLA Act 1999 (as amended).
- 6.4 Paragraph 7.2 of the Staffing Protocol says that, *"The HoPS is responsible for determining terms and conditions for GLA staff (outside of the statutory officers and the Mayoral appointees) with the exclusion of staff transferred under a statutory transfer."* Paragraph 7.1 of the Staffing Protocol says that *"Terms and conditions for the purposes of this Protocol means terms and conditions of employment that apply to all GLA staff appointed by the HoPS and includes all employment policies and procedures (whether contractual or not)".* Furthermore, section 4.1 of the Expenses and Benefits Framework states that: *"The Framework and any substantive changes to it must be agreed formally by the Mayor and the Assembly (so as to apply it to themselves, the statutory officers and officers appointed by the Mayor under section 67(1) of the GLA Act) and it must also have approval from the Chief Officer acting as the HoPS (so as to apply to other GLA staff)".*
- 6.5 As set out at paragraphs 3.6 and 3.7 above, the Chief Officer's approval is being sought in relation to implementing the changes to the Expenses and Benefits Framework for GLA staff outside of the statutory officers and the Mayoral appointees (following consultation with the Assembly and the Mayor).
- 6.6 This paper seeks the Assembly's agreement to the revised GLA Expenses and Benefits Framework so as to apply the Framework to the GLA's statutory officers, the Mayor and themselves.
- 6.7 As set out in paragraphs 3.4 and 3.5 above, Mayoral approval is also being sought.

7. Financial implications

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

List of appendices to this report:

Appendix 1 – Current Framework

Appendix 2 – Revised Framework

Local Government (Access to Information) Act 1985
List of Background Papers: None.
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Expenses and Benefits Framework

Date of approval and issue	By the Assembly on 8 March 2017 By the Head of Paid Service on 11 April 2017 By the Mayor on 24 April 2017 under MD2085 This version was issued on 18 October 2018 under delegated authority
Changes from Previous version	Processes updated, specifically to reflect new travel booking system Minor changes, e.g. to job titles
Review date	October 2020
Senior owner	Executive Director of Resources
Document Owner	Assistant Director, Finance and Governance

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Part A. Policy

1. Policy statement

1.1 The Greater London Authority's (GLA) governance arrangements are designed to ensure:

- we conduct our business in line with the law and proper standards
- public money is safeguarded, properly accounted for and used economically, efficiently and effectively

They also 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.

1.2 To that end it is important we have clear rules and procedures for expenses and benefits: so there is clarity about what we can and cannot claim; so we have robust and auditable processes; and ultimately so we get value for money from and account for how we use public funds. That is the purpose of this framework. It applies to everyone at the GLA: the Mayor, Assembly Members and staff.

1.3 The primary principle underpinning the GLA's approach is that you may only claim for expenses that have been reasonably and wholly incurred in carrying out the business of the GLA. In most circumstances such expenses will be for travel or subsistence.

1.4 In addition to the guidelines in this document, there may be occasions when you need to exercise your judgement. At all times you must remember we are a public authority that spends taxpayers' money. Ask yourself: 'could I reasonably justify the cost I'm incurring to a member of the public?'

1.5 Generally speaking you will need to get approval to incur expenses before doing so. The expenses regime must not be used for the express purpose of circumventing spending and approval processes set out, in particular, in our Financial Regulations.

1.6 There is a helpful quick reference guide to expenses in the Appendix. Speak to the Finance and Governance team if you have any queries or feedback. Contact details, as well as supporting information and relevant forms, are available via the team's [intranet page](#).

2. Outcomes

2.1 The outcomes sought from this framework are to:

- establish, communicate and embed the GLA's commitment to managing expenses in a way that is robust, transparent, promotes high standards of behaviour and ensures value for money
- bring clarity to the rules and procedures for expenses and benefits and give practical guidance to Members and staff
- ensure the expenses and benefits regime at the GLA is effective and efficient

3. Scope and definitions

Scope

3.1 This framework applies to the Mayor, Assembly Members and all GLA staff – whatever their contractual status – and at all times. There are rules too for consultants and those, such as individuals on a work placement at the GLA, who are working for us unpaid.

3.2 The framework is part of a wider set of mutually supporting arrangements for corporate governance at the GLA. In particular this document should be read in conjunction with:

- GLA Group Corporate Governance Framework Agreement
- Contracts and Funding Code
- Financial Regulations
- Mayoral Decision-Making in the GLA
- Gifts and Hospitality Policy
- Codes of Conduct for Members and of Ethics and Standards for Staff
- Use of Resources Policy
- GLA's policy on registering interests
- Anti-Fraud and Corruption Framework
- the GLA's published [transparency commitment](#) and reporting arrangements, including to comply with the Local Government Transparency Code

Definitions

3.3 This framework is not based on a strict definition of an 'expense' or a 'benefit'. Rather it is simplest to review the contents of this document to get a sense of its scope.

3.4 In broad terms, however, an expense is a necessary cost incurred wholly in conducting GLA business either by an individual directly (i.e. it is paid for in the first instance by the staff member rather than by the GLA) or outside of the GLA's usual purchase ordering process (for example, by using a corporate credit card or through the travel and accommodation booking system). Often there are particular tax implications or rules.

3.5 This framework does not cover the full range of benefits available to staff. For example, the staff pension scheme and non-monetary benefits are outside of its scope. Rather its focus is the annual travelcard available to Members, staff loans and the salary sacrifice scheme. It also has something to say on the GLA's broad approach to benefits, which is that the GLA does not normally provide benefits – or indeed expenses – that are taxable. There are two notable exceptions: the bicycle loans scheme and, again, the annual travelcard available to Members.

4. Core responsibilities

Agreeing and developing the framework

4.1 The framework and any substantive changes to it are agreed formally by the Mayor and the Assembly (so as to apply it to themselves, the statutory officers and officers appointed by the Mayor under section 67(1) of the GLA Act) and it must also have approval from the Head of Paid Service (so as to apply to other GLA staff). Approving the document at the highest level serves to underpin and communicate the GLA's commitment to giving effect to the policy statement and outcomes at, respectively, sections 1 and 2 above.

4.2 Updates to this document will be undertaken periodically, subject to at least biennial review.

Delegated authority

4.3 The Executive Director of Resources, noting all substantive changes must be formally agreed as per paragraph 4.1, has delegated authority to:

- make minor drafting, presentational and other non-substantive changes to this document
- amend expense and benefits rates on an annual basis, having regard to inflation
- adapt processes and forms supporting this framework
- approve expenditure relating to expenses and benefits outside of the procedures set down in this framework, subject to expenses being reasonably incurred in carrying out GLA business (noting the reporting and other requirements below)

4.4 For practical purposes, the Executive Director of Resources has further delegated their responsibilities under this framework to the Assistant Director, Finance and Governance. References to the Executive Director of Resources therefore include also the Assistant Director, Finance and Governance.

Implementation

4.5 The responsibility for day-to-day implementation rests with the Assistant Director, Finance and Governance and their team. This includes communicating, advising on and administering GLA expenses and benefits rules and procedures. To this end they will ensure the Expenses and Benefits Framework is supported by clear supplementary guidance and well-understood and effective processes, with appropriate reinforcement, training and support.

4.6 At the directorate and team level, directors and managers have a responsibility to ensure the framework is implemented by staff working to them.

4.7 Everyone at the GLA is responsible for applying and adhering to the framework.

Monitoring, reporting and assurance

4.8 The Assistant Director, Finance and Governance will on behalf of the Executive Director of Resources monitor the implementation of this framework. They will report to the Audit Panel, which is responsible for scrutinising the framework and its application, including in particular on any exemptions given to the rules set down within it. They will further ensure any significant issues are reported to the Panel and reflected on also within the Annual Governance Statement.

4.9 The Assistant Director, Finance and Governance will ensure the GLA meets its transparency commitments pertaining to expenses and benefits. This includes reporting the expenses of the Mayor, Assembly Members and Senior Officers to the Audit Panel at each of its meetings. It means also meeting the broader requirements of the Local Government Transparency Code and Accounts and Audit Regulations and making information available publicly via london.gov.uk.

4.10 Internal Audit has a role in assuring and testing the application of the GLA's expenses and benefits regime.

Authorising expenses and benefits

4.11 Pre and in-principle approval must normally be sought as per the table in Part B, section 2.3. Some particular classes of expense have specific rules. In particular, foreign travel has its own authorisation process, while arrangements for booking foreign and domestic accommodation and non-London travel are with effect from May 2018 made on a dedicated system and are subject to separate procedures. Procurement of a travel booking system was authorised by DD2129 in August 2017. It is therefore important you refer to the relevant section of this framework in advance.

Part B. General approach to incurring and claiming expenses

1. Overarching principles

1.1 As Part A of this framework makes clear:

- the expenses regime must never be used as means of avoiding GLA ordering systems¹ (i.e. via the SAP finance system or the Travel Management system (See Part C), procedures or rules (for example, as set down in the Contracts and Funding Code and Financial Regulations)
- the GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business (and nor does it normally provide taxable benefits)
- approval must be sought, wherever possible in advance, for incurring expenses – and in line with this framework
- in all circumstances, the principles of securing value for money and ensuring proper, efficient and effective use of public money must apply

2. Procedure for incurring and claiming expenses through the HR system

2.1 The majority of expenses are claimed through the HR system, the exceptions being foreign travel and procuring travel and accommodation covered by the travel management system, which have different authorisations and processes which are covered in Part C, sections 1-4. The steps to be followed when using the HR system are:

- before incurring expenditure, obtain in principle approval (see section 2.3 below for authorising officers)
- having incurred the expense, retain any and all receipts and other documents providing proof of purchase. Originals must be retained for 18 months
- **submit your expense using the HR system² completing all sections of the relevant pages³ and ensuring you attach the scanned receipts and proof of purchase – otherwise your claim will not be approved**

¹ So, for example, training courses, conferences, stationery, IT consumables and other such goods and services should not, as a general rule, be purchased on personal or corporate debit/credit cards. Such goods and services should be procured via SAP and the purchase order process. The cost for such goods will not normally be reimbursed to individuals as an expense.

² Refer to the detailed guidance available via the intranet

³ You must first indicate whether your claim is for up to and including £500 or for greater than that sum. This is to ensure the correct approval process is followed. You must then fill in the page that applies to the type of expense incurred. The main categories are: travel, subsistence, business entertainment, and mileage. There is also a page for other types of expenses.

- the system will automatically request approval from your line manager and you will receive confirmation that it has been approved (or rejected)
- the claim will be sent to Finance and Governance for review and approval and, again, you will get an email confirming it has been processed (or rejected)
- the expense will be reimbursed to you in the next payroll round

2.2 It is important you submit your expense claim promptly. The GLA will not reimburse any credit card or bank charges you incur for late or partial payment or for becoming overdrawn. The deadlines for submissions in order for the payment to be made in the next payroll round are available [via the intranet](#).

2.3 Expenses that are being claimed through the HR system must be authorised as set out below. This applies both at the in-principle pre-approval stage and for approving the claim itself (the latter being routed and processed via the HR system).

Claimant	Authorising person
Mayor	Executive Director of Resources
Assembly Member ⁴	Executive Director of Secretariat
Chief of Staff	Mayor
Mayoral Advisor	Chief of Staff
Head of Paid Service	Executive Director of Resources
Executive Director	Head of Paid Service
<i>All other staff</i>	
Over £5,000	Executive Director of Resources
Over £500 (and for all business entertaining and hospitality)	Executive Director for the area in question
Up to £500	Line manager

3. Authorising exemptions to this framework

3.1 Claims that fall outside the normal rules and procedures set down in this framework may in certain circumstances be acceptable, but must be supported by the authorising person and then discussed with and approved by the Assistant Director, Finance and Governance (who will refer the most significant exemptions to the Executive Director of Resources). In such circumstances, and wherever possible in advance, a note must be made and retained setting out how value for money is being / has been secured and/or why it is or was not possible to comply with the framework.

3.2 Such exemptions will be reported to the Audit Panel.

⁴ This includes an expense claim by an Assembly Member related to Mayoral activity.

4. Tax treatment of expenses

4.1 On 6 April 2016 dispensations for expenses were repealed and replaced by legislation that exempts from tax, expenses incurred wholly, exclusively and necessarily in the performance of GLA business. This includes travel and subsistence expenses, business entertainment and professional fees and subscriptions to organisations on the [HMRC List 3](#). Staff will not be taxed on the reimbursement of these expenses and there is no requirement to report them to HMRC on the P11D form.

4.2 The GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business. Nor does it normally provide taxable benefits. The main exceptions are travelcards to Members and the transfer of bicycles to staff at the end of the cycle to work agreement. These are taxable benefits and so are reported by the GLA to HMRC on P11D after the end of each tax year. Employees in receipt of such benefits will receive a copy of the P11D form for their own tax returns.

5. Tipping

5.1 Service charges are permitted only on business entertaining and are limited to 12.5 per cent of the total bill within the UK and up to 20 per cent of the total bill overseas, depending on the convention within the country. The claimant must pay for any excess.

5.2 Tips on subsistence and for taxis will not normally be reimbursed. It is recognised, however, there may be exceptions to this rule overseas – taking account of the cultural norms in the territory in question and providing the tip is proportionate. All costs including any tip paid must, however, be supported by a receipt.

Part C. Approach to specific types of expenses

1. General rules for travel and the travel management service

1.1 Rail travel (excluding within London), air travel and accommodation must be booked in advance via the GLA's travel management system.

1.2 There must be a clear business purpose to the travel for it to be a legitimate expense.

Travel to and from your permanent place of work is not, as general rule and subject to a few exceptions detailed below, an expense: you will not be reimbursed for the costs incurred.

1.3 The GLA has a contract with Capita Travel and Events Ltd to provide a fully managed travel management service for booking work-related travel and accommodation. This online system should be used for booking all rail travel outside of London, flights and accommodation. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, or use a corporate credit card, as Capita will invoice the GLA directly. Approval is through a list of approvers, normally at Assistant Director level and above, which is maintained by HR, to whom any requests to add or amend approvers should be sent. The guidance in this framework over pre-approvals should still be followed. Further information on using the travel management system is available on the intranet.

2. Travelling in the United Kingdom

Prioritising public transport

2.1 The Mayor and Assembly are committed to the use of public transport: everyone at the GLA is expected to use public transport for work purposes wherever possible. Taxis and private cars should only be used when public transport is unavailable or impractical – and these reasons must be made clear when the claim is submitted, for example the time of day; that it would have taken three hours to get a local bus; early flight; conference location on the edge of city. A statement to the effect that 'public transport was not available' without more detailed reasons is not sufficient.

2.2 The requirement to use public transport extends to transport used by or booked for third parties such as consultants and guests. Again, if a taxi is booked the rationale must be explained.

Reclaiming expenses for travelling via TfL services to meetings and other wholly work-related events

2.3 Claims must be made on the basis of the actual cost you incur. You cannot, for example, claim for a journey covered by your travelcard or that costs you no extra because you have already reached your daily, weekly or monthly cap (as applied by TfL).

2.4 Ensure you:

- get agreement for the journey, as per the table at paragraph 2.3 of Part B

- retain the receipt, ticket and/or print-out your TfL journey history (all that apply) as proof of expenditure and record the reason for the journey

London public transport (i.e. within the Oyster network)

2.5 Journeys on public transport within London will only be reimbursed up to the cost of the journey applicable when using an Oyster Card or contactless payment – i.e. the ‘capped’ aggregate cost or most cost-effective single journey payment – and where you incur an actual cost. You should avoid paper tickets for travel, which are often more expensive. If in doubt, refer to TfL’s website for [information on fares](#).

2.6 For journeys via cycle hire schemes, the total amount that will be reimbursed is limited to the equivalent cost of using public transport

2.7 All claims must be supported by a statement showing the journeys undertaken. Oyster and, particularly, contactless cards should be registered via the TfL website to ensure you can use the journey history function.

Examples	Comments
You live in zone 6 and you travel from home directly to a meeting near Marble Arch (zone 1) and then on to City Hall. The entire journey is covered by your travelcard.	This is not substantially different from ordinary commuting and there is no additional cost incurred by you: you cannot make a claim.
You travel from home by train to London Bridge and then by tube to Marble Arch (zone 1) for a meeting. Subsequently you get the tube to City Hall. Your annual rail ticket only covers mainline services into London Bridge.	You have to pay additional fares, which you can claim for. But you can only claim for the tube fares to and from Marble Arch and not the part of the journey into London Bridge. You should use an Oyster Card or contactless payment to ensure the cost of the journey is kept to a minimum.

Trains

2.8 Members and staff are expected to travel standard class on trains, except where non-standard class is cheaper. The travel management system must be used when booking train tickets outside London and this will show the cheapest options available. Where an option other than the cheapest is selected, a reason has to be provided why this choice is made.

Other circumstances in which travel expenses may be claimed

2.9 There are some specific circumstances in which the GLA will pay for travel that is not by public transport and/or is to or from your home.

Travel expense for...	Criteria
Travelling from home to work by taxi late at night	<p>The GLA will not normally reimburse you for travel to and from home and work. There is, however, an exception to this general rule when you are working late at night. The following conditions must be met:</p> <ul style="list-style-type: none"> • late means after 9pm • you only work late occasionally and irregularly: not more than 60 times a year and not to a predictable pattern (this relates to tax

	<p>rules)</p> <ul style="list-style-type: none"> by the time you are heading home, public transport has stopped, it is in the circumstances not reasonable to expect you to use public transport, or you need a taxi as a reasonable adjustment for a disability
Travelling by taxi to transport files or equipment related to GLA business	<p>Such expenses will be reimbursed provided:</p> <ul style="list-style-type: none"> the equipment or files are clearly for GLA business you do not usually drive to work in your own car it is not practical to use public transport this only happens occasionally or it is a reasonable adjustment <p>Note: using a taxi to carry files or equipment is a taxable benefit.</p>
Travelling to a temporary workplace	<p>You can claim the cost of travel to/from home to a location other than your permanent workplace (e.g. City Hall, Union Street or the Brussels European Office) where:</p> <ul style="list-style-type: none"> you must attend that place of work to undertake your GLA duties the journey is significantly different to your ordinary commute (so you cannot claim for a journey to Union Street if you normally work at City Hall) <p>You must travel by public transport unless it is not practical or reasonable to do so – and this must be agreed by the authorising officer.</p>

Example	Comments
<p>You go to a meeting in Croydon on behalf of the GLA at 7pm and this goes on until 9pm. To get there you take the train from London Bridge to Croydon and then a bus to the venue. After the meeting, you get a taxi to your home, which is five miles away.</p> <p>Your existing annual travelcard covered the main line journey. However, you had to pay extra for the bus and the taxi.</p>	<p>You can claim for the bus and taxi fares. However, the taxi fare home is only allowable because it was late at night and it was not practical to use public transport. Under HMRC guidelines, this must not be a regular occurrence.</p>

Mileage allowances

2.10 If you are using your private vehicle rather than a taxi, you will be reimbursed as per the rates determined by HMRC. You must have and provide proof of business insurance – which you, not the GLA, are responsible for – and secure prior approval to use your own vehicle. The rules at paragraph 2.9 apply, noting you may not claim expenses for home to work journeys.

3. Foreign travel

Approval process

3.1 You must complete and submit to Finance and Governance a signed foreign travel approval form well in advance of your trip, setting out the details of your journey and the reasons for the trip. On receipt of the fully signed form, Finance and Governance will issue an FTA number which you should keep for your records. Your form must be approved in line with the below:

Claimant	Authorising officer
Mayor and all staff (except officers appointed by the Mayor but including the Chief of Staff)	GLA's Chief Officer
Staff appointed by the Mayor (but excluding the Chief of Staff)	Chief of Staff
Assembly Members	Chair of the Assembly
Chief Officer	Executive Director for Resources

Air travel for Assembly Members

3.2 Assembly Members have agreed they will not travel by air to Paris, Brussels and destinations in mainland Britain where alternative modes of transport with a lower environmental impact are available and practical.

Class or mode of travel

3.3 The following rules apply to all staff and Members:

Flight duration	Class
Up to three hours	Economy
Between three and six hours	Premium economy or equivalent
Over six hours	Business class

3.4 All flights should be booked using the travel management system. This will show available flights in order of cost, with the cheapest first. If a flight that is a higher class than those indicated in 3.3 is available at a lower cost than the authorised class, this can be booked. The system will show the authoriser all the flights that were offered and they will be able to see that the lower cost flight was selected. The only other exception is where there is a sound business or health-related reason. In this situation, the authorising officer must be satisfied a higher class is justified and represents value for money. Any upgrades should be booked in advance and prior authorisation must be sought as part of the approval process. Where it proves not possible to secure prior approval, the person travelling must accept the risk that she or he will need to bear any additional cost arising if the upgrade is deemed unjustified.

Frequent flyer schemes

3.5 Where Members or staff belong to a frequent flyer scheme or similar, this must not influence travel decisions or choice of airline: such decisions must be made in line with the Contracts and Funding Code and with a view to obtaining value for money.

3.6 If staff do accrue points (or something similar) when travelling on GLA business, then where applicable they should seek to apply those points to any future flights being undertaken for work purposes, and they should discuss this with a Capita Travel and Events Consultant when booking tickets in the future.

Other travel costs when abroad

3.7 Members and staff will be reimbursed for any reasonable business-related travel expenses incurred abroad. Again, public transport should be considered in the first instance and the principle of securing value for money must be applied. In considering what is 'reasonable', the Executive Director of Resources will be guided by the rules and examples elsewhere in this framework.

4. Hotel accommodation

4.1 All hotel accommodation bookings should be made on the travel management system. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, nor use a corporate credit card. The system should only be used to book accommodation where the stay is wholly for GLA related business. It should never be used for personal bookings, even if it is intended to pay the cost of the booking back to the GLA.

Approval and value for money

4.2 As per the rule generally applicable for expenses, the stay must be authorised in advance by the relevant officer (as per Part B.) Where unforeseen situations arise and the authorising officer cannot be contacted to give approval in advance, approval must be obtained at the earliest possible opportunity.

4.3 There is no explicit upper limit to the star rating of hotel accommodation that can be used. The travel management system will show a range of available accommodation. Where accommodation other than the cheapest available is selected, a reason for not selecting the cheapest will have to be given. The authoriser will then see this reason when they are asked to authorise the booking. The imperative of securing value for money must be applied and lower priced – but suitable – accommodation should be used whenever possible. Ask yourself if the cost could reasonably be justified to a member of the public.

4.4 Higher costs may be incurred where it is necessary to accommodate the needs of a member of staff with a disability or special needs – or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be identified as part of the pre-approval process, and the reason should be provided on the travel management system.

4.5 The GLA will not reimburse hotel extras such as laundry, room service, use of the mini-bar and newspapers.

5. Subsistence while in the UK

5.1 As a general rule, subsistence (food, drink and consumables) will only be paid to cover the cost of evening meals or breakfast (not lunch). Claims for dinner are only permitted when you have travelled away from home or the office and cannot return home in reasonable time for dinner. Claims for breakfast will normally be associated with an overnight stay. The limits are:

Meal	Limit
Breakfast	£10
Dinner	£30

5.2 Any costs in excess of these amounts require an exemption to this framework, agreed by the Assistant Director, Finance and Governance. There is no guarantee that approval will be given and if costs are not justified the excess may not be reimbursed.

5.3 Claims should be made on the basis of actual expenditure incurred and excluding alcohol, which is not recoverable. Remember, itemised receipts must be sought, retained and submitted with all claims.

Example	Comments
You travel to Newcastle as part of a research project and stay overnight. You have an evening meal in a restaurant.	You can claim for the meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.

5.4 As Members and staff have to provide their own lunch in the usual course of events, time spent away from the office during the day should not lead to an expense claim.⁵

Example	Comments
You go to a meeting in Harrow from 9am to 12pm. On the way back to City Hall you stop and buy a sandwich.	Staff are expected to provide their own lunch. Therefore you cannot claim for the cost of the sandwich.

5.5 Snacks between meals and hotel extras such as drinks, snacks and newspaper will not be reimbursed.

5.6 Business entertaining is covered in a separate section of this framework. Different rules apply.

6. Subsistence while abroad

6.1 No allowances will be paid to those undertaking any foreign travel on behalf of the GLA. Officers and Members will, however, be reimbursed for legitimate expenses incurred in the course of the travel. These include breakfast, dinner and other incidental expenses.

⁵ Lunches are similarly not claimable in Belgium for those staff based in Brussels.

6.2 The spending limits applying to breakfast and dinner in the UK apply abroad also (applying the relevant exchange rate). It is permissible for claims of up to £15 to be made for lunch while on overseas travel by staff.

Meal	Limit
Breakfast	£10
Lunch	£15
Dinner	£30

Incidental expenses

6.3 In exceptional circumstances, the Executive Director of Resources can make a sterling cash advance that can be converted into the relevant foreign currency by the Mayor, an Assembly Member or senior GLA officer where they are travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this framework. If the Executive Director of Resources agrees to the use of this exceptional provision, they will report the fact to the Audit Panel.

7. Business entertaining and the giving of hospitality

Business entertainment (taking non-GLA staff out for lunch or dinner)

7.1 The cost of entertaining other GLA staff is not ‘business entertaining’ and so is not a valid expense: business entertaining must involve representatives of outside organisations. Such entertaining is, in addition and by definition, for business purposes only: it must not be predominantly social in nature.

7.2 Functional bodies are not ‘outside organisations’. Similarly, GLA-engaged contractors (external contractors contracted in) are not deemed to be from outside organisations.

Example	Comments
You have a meeting with an officer from MOPAC and decide to hold it at a restaurant near City Hall.	You cannot claim for this as MOPAC does not count as an external organisation.

7.3 The GLA does not as a general rule make resources available for entertaining. You should not therefore take people out to lunch or dinner as a GLA employee or Member and, it follows, you should not expect to be reimbursed for any costs incurred. There are facilities at City Hall for hosting meetings and these should be used wherever possible. You should always bear in mind that we spend and safeguard taxpayers’ money and need to demonstrate value for money. You must also be aware of the rules flowing from the Bribery Act 2010 and the need to maintain impartiality.

7.4 Exceptions may, however, be made:

- for the Mayor, Assembly Members, the Statutory Deputy Mayor and senior members of staff (Deputy Mayors, Mayoral Directors and Executive Directors) when representing the GLA

- if your role requires occasional business entertaining and you have obtained specific agreement from your Executive Director in advance
- you are hosting a visit from overseas

7.5 In all such cases:

- there must be good reason to use a restaurant or other facilities instead of GLA facilities
- you must clearly demonstrate that the purpose of the meeting is GLA business – and is not simply for socialising – and that there is a benefit to the GLA
- you must choose a reasonably priced location, seek value for money and ask yourself if the business entertainment could reasonably be justified to a member of the public

7.6 The spending limits that apply are:

Meal	Limit
Lunch, including all alcoholic drinks	£40 per head inclusive of VAT
Dinner, including all alcoholic drinks	£50 per head inclusive of VAT

7.7 Alcoholic drinks, although permissible, should be kept to a minimum. As VAT is not recoverable on business entertaining, it is included in the above limits.

Example	Comments
You agree in advance with your Executive Director that you should take a senior official from a leading homelessness charity out for lunch to discuss the GLA's role in housing. You cannot hold the meeting at GLA offices as s/he can only meet you in Camden for an hour from midday. The purpose of the meeting is to ensure the charity understands the GLA's role in this field and to see if they are interested in participating in a project to reduce homelessness.	You can claim up to £40 a head (including VAT) for the lunch, subject to submitting proper receipts. You must identify the organisation which the person you are lunching with works for and specify the purpose and circumstances of the meeting. This is a lunch for which the general expectation would be that no alcohol is claimed for.

7.8 The Mayor or Chair of the Assembly – or someone acting expressly on their behalf such as the Statutory Deputy Mayor or Deputy Chair of the Assembly – may in certain circumstances make a higher claim if hosting:

- a Government Minister
- a foreign dignitary
- a senior representative of an important stakeholder
- an occasion of significant importance to the GLA

The claim must still be within reasonable limits and kept to a minimum.

7.9 For all business entertaining claims you must:

- give the name and organisation of the recipients

- explain the purpose of the business entertaining

7.10 The rules for business entertaining are also applicable to foreign trips on which such entertaining is necessary. Costs of business entertaining abroad, however, should be reflective of local prices and should, as far as practicable, not exceed the limits applicable to the UK. If possible, all business entertaining should be booked prior to leaving the UK. As with all entertaining, it must be met from within approved budgets.

Civic hospitality

7.11 Civic hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise hospitality events that are for Members and staff only)
- the purpose is clearly GLA business and not political
- there is sufficient budget available to meet the cost
- the hospitality represents value for money; again, ask yourself if it could be reasonably justified to a member of the public

7.12 Where you need to organise a function at City Hall or elsewhere you should:

- confirm the budget available and that approval for spend has been given via the GLA's usual decision making arrangements
- seek approval from your Executive Director for the specifics of the hospitality
- order and pay for the hire of premises and refreshments in advance through the official procedures wherever possible
- make use of pre-existing arrangements the GLA has with suppliers

Alcohol

7.13 Alcohol is permissible in certain circumstances and for gatherings involving the Mayor, Assembly Members or senior officers (the Mayor's senior team and Executive Directors). Outside visitors must also be present and the volume of alcohol must be kept to a minimum.

Benefiting from business entertaining paid for by others

7.14 You may, in certain circumstances and subject to strict rules, accept gifts, benefits and hospitality. You must, however, at all times be, and be seen to be, fair, impartial and unbiased. You must adhere to and declare hospitality in line with the GLA's Gifts and Hospitality Policy.

8. Light refreshments and catering at meetings

8.1 As a general rule, Members and staff should only order tea and coffee for meetings at which outside visitors are present. Similarly, lunch should only be ordered for long meetings that span the lunch period and also include outside visitors. Lunches should be modest and be of reasonable cost; for example, constrained to sandwiches, fruit and soft drinks.

8.2 Note that free or subsidised refreshments for Assembly Meetings (including invited guests) and for interview panels are a taxable benefit. The GLA has a PAYE settlement agreement with HMRC and pays any tax on behalf of Members and staff.

Assembly committee meetings

8.3 Buffets and similar provided on a regular basis for Assembly committee meetings are a taxable benefit and as such will be declared to HMRC at year-end. The GLA will pay the tax on behalf of Members. As a guide, the cost should be limited to £15 per head.

8.4 The GLA will not pay for refreshments for Assembly party group meetings. Group Managers may, however, organise refreshments and arrange for Assembly Members to meet the cost privately.

Ordering procedure

8.5 Orders for catering should be made with the in-house caterers and paid for in advance via SAP. If you wish to order food from other suppliers – for example, to meet a specific dietary requirement – you must be able to demonstrate value for money.

8.6 It is not appropriate to go out and buy food and drinks for official GLA-related meetings and events and claim this back on expenses. This may not comply with the Contracts and Funding Code. Those wishing to do so must present a business case to the relevant budget holder in advance.

9. Training, conferences and away-days

Short external courses and conferences

9.1 All courses and conferences must be job-related and of clear benefit to your work at the GLA. You must, in advance, agree you can attend with your line manager. Always check before booking there is sufficient budget.

9.2 The standard ordering procedure should be followed when booking short external courses and conferences. Shopping carts should state the names of the staff member attending and provide a brief description of how the training/conference relates to the attendee's job.

9.3 The rules at section 5 above on subsistence, including meals, apply.

9.4 The GLA has a scheme for sponsoring and funding longer courses leading to an accredited qualification. Details are available on the [intranet](#).

Examples	Comments
You attend a course that ends at 6pm. The length of the journey means you will not get home until 9pm.	You can pay and then be reimbursed for an evening meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.
You attend a conference that ends at 6pm and your journey home will take one hour.	You cannot claim for an evening meal.

Away days

9.5 Away days and similar events for Members and staff must have a clearly defined purpose: they must be for work and not social reasons. There must similarly be a clear benefit or practical reasons for having an away day rather than meeting at City Hall. All arrangements should be made in advance where possible. This includes hiring premises and catering. As a guide, you should spend no more than £15 a head on lunch.

10. Party conferences

The Mayor and Assembly Members

10.1 Members of the London Assembly, recognising the party political aspect of attending conferences, have decided the costs of their attendance will not fall on the GLA's budget.

10.2 The Mayor similarly recognises the party political aspect of attending conferences and has decided the cost of attending the conference of his own political party will not fall on the GLA's budget. However, expenses could be incurred and claimed for carrying out functions of the office of the Mayor of London when attending other party conferences.

Staff (whether appointed by the Mayor, the Head of Paid Service or the Mayor and Assembly jointly)

10.3 Attendance at party conferences, as at any other external event, is acceptable for the following purposes:

- explaining the role of the GLA and how we work
- promoting the GLA's work
- gathering information to enable you to perform your job better

10.4 A distinction has to be drawn between these purposes and any promotion of or participation in political activity for its own sake; particularly activity unrelated to the role and functions of the GLA. Any expenditure on this type of activity would be unlawful. Therefore, staff that attend party political conferences wholly as a party member and not representing the GLA in any respect are not entitled to reclaim any of the expenditure incurred. In addition, they must follow the GLA's rules on politically restricted activity, must take annual leave as necessary and abide by the Authority's rules on the use of GLA resources.

10.5 Attendance at a party conference may combine both official GLA and political activities; for example, GLA-related activity at a fringe meeting or exhibition as well as participation in the political debate of the conference. In this circumstance, an apportionment between these two activities would be appropriate and that apportionment would be applied to the officer's costs (i.e. travel and subsistence). This will ensure that, if challenged, we could demonstrate no personal or party advantage was, or appeared to be, obtained from the GLA's budgets.

10.6 Similarly, if non-GLA activity were conducted in what would normally be regarded as working hours, a proportional deduction of leave (or pay, if the person opted for unpaid leave) would be appropriate to demonstrate transparently a clear and unequivocal separation of activities. In this respect, staff that attend party political conferences as party members and not as GLA staff must book annual leave for the time incurred. Some political activities, however, are restricted at all

times if the employee is in a politically restricted post (employees should seek guidance from HR&OD).

10.7 In summary, the proportion of time and claimable expenses for staff should be as follows:

- if your attendance is wholly for the purposes of the GLA, the whole cost of your travel and subsistence would be reimbursable by the Authority and you would not need to take annual leave to attend
- if you attended in support of an elected Member at a conference (including any fringe meetings or other events) other than of that Member's party, or if you are not a member of the party whose conference you are attending, the whole cost of travel and subsistence shall be similarly reimbursable

10.8 Where you are a member of the political party concerned, an abatement in respect of expenses to be claimed from the GLA applies.

10.9 The level of abatements applied to any expenses claimed by any officer – whether appointed by the Mayor or the Head of Paid Service or by the Mayor and Assembly jointly – in relation to party conferences are:

- if you attend purely in relation to GLA activities and you accrue no personal benefit (for example, by being a member of the political party concerned) no abatement will be applied
- if you attend and are a member of the political party concerned and/or undertake non-GLA related activities at the conference – an abatement of 25 per cent will be applied to your expenses claims (and annual leave should be taken as necessary, noting that certain activities are prohibited if you are politically restricted)

10.10 Budget holders must ensure, in advance, that the levels of GLA expenditure incurred and resources applied (for example, the number of staff from any one team attending) in are reasonable, proportionate and can be fully justified. All relevant line managers should seek to ensure, in advance, that there is clarity and agreement on the activities to be undertaken by any member of staff attending a party conference.

10.11 Staff will be notified of any costs that need to be recovered from them relating to party conferences and this will be deducted from the next available pay round, unless they advise Finance and Governance otherwise.

11. ICT equipment

Mobile devices

11.1 Mobile devices can be purchased – for clear GLA business purposes – at the budget holder's discretion. The principle of securing value for money and best use of public funds should always be observed. For example, an upgrade to the latest product release is unlikely to be acceptable – unless it facilitates new and more productive ways of working or communicating commensurate to the cost. Information about mobile devices is available on the Technology Group section of the intranet. TG can also be contacted to discuss requirements.

11.2 The Mayor and Assembly Members have three options for procuring and using a mobile device. Option (a) – requesting a GLA device – is preferred. Staff must, as a general rule, take this

option. Calls may only be claimed by staff through the expenses process (as under option (c)) with their line manager's express permission.

Option	Ordering and use
a) Request a mobile device for GLA use	<p>A choice of devices is available and TG will order the most suitable via the GLA's mobile phone contractor.</p> <p>The contract provides for free UK calls and texts and a generous UK data use allowance. There are provisions for roaming when abroad although, broadly speaking, these are significantly less generous. You should seek to stay within these allowances and must not exceed the allowances through personal usage. Calls to non-UK numbers are not included within the allowances and so must be for business purposes only and where unavoidable. If in doubt, speak to TG.</p>
b) Get a second number and account on your existing handset	<p>Some companies can provide this facility. You will have one phone/handset but two numbers (work and personal) and two separate bills that will be sent separately to you and to the GLA. The business number should be for work-related calls only.</p>
c) Use your existing phone and account for GLA business	<p>This option should only be used if the majority of calls are private. In this case you will need to submit a copy of your phone bill, highlighting the business calls, as part of an expense claim. VAT must be shown separately. You will not be entitled to claim for line rental or other account charges.</p>

Equipment at home

11.3 TG maintains an asset management system that records equipment provided to Members and staff for use at home. This includes computers and printers, for example, but excludes mobile phones.

11.4 There is no tax charge arising if the equipment is provided and used for work purposes and private use is not significant.

Returning equipment

11.5 You are responsible for returning all equipment supplied to you by the GLA when you leave.

Part D. Corporate credit cards

1. Overarching principles

1.1 The GLA has a limited number of corporate credit cards for purchasing goods and services in certain circumstances. The overarching principles are that:

- credit cards must only be used for GLA business. They should never be used for private expenditure
- the credit card should only be used for the express purpose for which it was issued and should not be used as a general credit facility
- the first course of action should always be to use the GLA's usual purchase ordering processes
- irrespective of whether a credit card is being used, the rules and approvals in this framework and the Contracts and Funding Code apply at all times (particularly in relation to subsistence, accommodation and business entertaining)
- the cardholder is responsible for securing value for money at all times

1.2 While corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses – and then reclaiming them as per the rules and processes described in this framework.

1.3 When travelling abroad, the card should only be used for incidental expenses such as meals.

1.4 If at any time a corporate credit card is subject to improper use, such as for personal transactions, it will be withdrawn.

2. Accounting for expenditure

2.1 The cardholder must account to the Treasury Team for all expenditure on the card and provide receipts and supporting documentation monthly. A form will have been provided to this end. Both transaction receipts (for VAT purposes and listing purchased items) and credit card receipts must be requested and retained (the credit card receipt may be part of the transaction receipt).

Part E. Expense payments to external persons

1. Individuals from outside bodies

1.1 Payments can be made to individuals from outside bodies for expenses they incur while working on a GLA project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.

1.2 Claims must be made using the ~~non-GLA personnel expense claim form~~. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

1.3 Any approved ongoing allowances – for example, attendance allowances – may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the GLA. Any such proposals must be discussed with the Assistant Director, Finance and Governance before entering into an agreement.

2. Unpaid work-experience placements

2.1 Work placements will be reimbursed by Bacs for actual expenses incurred on travel. Reimbursement for meals and other subsistence is restricted to a maximum of £7.50 per day.

2.2 Claims must be made using the ~~non-GLA personnel expense claim form~~. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

3. Payments to Independent Persons

3.1 Under the Localism Act 2011, the GLA has appointed a number of Independent Persons who are consulted on matters referred to them by the Monitoring Officer. Independent Persons may be paid an allowance for reviewing formal complaints referred to them by the Monitoring Officer. The level of the allowance will be determined from time to time by the Mayor and Assembly acting jointly. Independent Persons may also claim for actual travel and subsistence costs incurred as per paragraph 1.2 above.

Part F. Member and staff benefits

1. Annual travelcards for the Mayor and Assembly Members

1.1 Members can on request be provided with an annual, up to zone six, fixed fee travelcard.

1.2 The process that applies is:

- the designated travelcard application form is completed in full and submitted to Finance and Governance
- the GLA makes a payment equal to the cost of the travelcard to your bank account using Bacs transfer
- you buy a travelcard from TfL in the usual way; for example, using a personal bank card
- you then provide proof of purchase to Finance and Governance (either a receipt or a bank statement or similar showing the transaction)

Replacement of lost travelcards

1.3 You should ensure your Oyster Card is registered with TfL and if lost you should apply to TfL for a replacement via its website.

Tax rules

1.4 Travelcards are a taxable benefit, which is reported on your P11D form. HMRC has advised that, as the card is likely to be used primarily for travel to and from home, you will be taxed on the full value of the card⁶. It is then up to you to demonstrate the extent of any business use to your tax office at year-end.

1.5 If you have already purchased a travelcard and are seeking reimbursement (i.e. the process at 1.2 has not been followed):

- this is deemed a cash benefit by HMRC
- the GLA will inform payroll and the necessary tax deductions will be made in the same month as the reimbursement
- you can claim the business use element (to be agreed between the Member and the tax inspector) as allowable expenditure on your annual tax return.

2. Staff loans

2.1 Staff can apply for a number of loans to help with specific costs, as listed below. All loans are interest free and deducted directly from staff salaries across an 11 month period. More information, including on how to apply, is available on the [intranet](#).

- season ticket (i.e. annual travelcard)

⁶ So if you apply for a zone six travelcard and you are paying tax at 40 per cent, then the tax and National Insurance contribution due will be approximately £960.

- tenancy loan
- annual gym membership
- childcare (to help cover fees paid in advance to set-up childcare arrangements)

2.2 The bicycle loan scheme operates differently and more information is available from HR&OD.

Annual limit and tax treatment

2.3 HMRC sets an annual limit on the value of tax-free loans that an employer may provide: £10,000 at the time of writing. The aggregate value of loans you are able to claim will not exceed this sum.

3. Leave trade-in

3.1 Under the GLA's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in one or two days annual leave towards to help with certain costs incurred. At the time of writing, leave could be traded-in towards:

- annual subscription to a professional body
- personal training or development
- additional voluntary contributions to pension
- membership of any health scheme, benefits or facilities, or fitness or sports facilities
- medical treatment
- private health insurance
- spectacles or contact lenses
- a laptop
- a bicycle or cycling equipment and accessories
- a bicycle loan
- an annual season ticket loan
- a personal student loan
- a childcare loan
- a tenancy loan
- a gym membership loan.

3.2 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. You can find the value of a day's leave on the [intranet](#) (at the time of writing it was £227.25). Payments are subject to deductions for tax and national insurance.

3.3 Only full days can be reimbursed and only up to the cost of the expenditure. You can, however, trade-in leave against more than one of the items listed above to bring the total value up to that of a whole day (or two).

Examples	Comments
Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost.	Two days leave can be traded-in to cover the cost. But only £400 will be paid – not the full two-day's value of £450.
Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost. You have also organised a loan to cover the cost of a £500 annual travelcard.	Two days leave can be traded-in to cover the £400 gym membership. The additional £50 can be paid towards the value of the season ticket.

4. Other staff benefits

4.1 Full details are available on the [intranet](#) or from HR&OD. You can claim for the below using the usual process: via the HR system and ensuring your claim is supported by proof of purchase.

Eye tests

4.2 The GLA will reimburse the full cost of eye tests up to the NHS standard eye test charge which is currently (2018) £21.31. An up-to-date schedule of fees is attached here:
<http://www.fodo.com/resource-categories/nhs-sight-test-fees>

Glasses

4.3 The GLA will reimburse costs up to £80 for glasses if they are required only for VDU use. Claims must be supported by a letter from your optician verifying that you need glasses solely for VDU use.

Payment of professional subscriptions

4.4 The GLA will support membership of professional bodies where this directly benefits the organisation as well as the individual. Generally the GLA will only pay for one subscription per person, based on the criteria below. Both criteria 1 and 2 must be met, plus one or more of the other criteria.

Criterion	Detail
1	You are a permanent member of staff who has successfully completed your probationary period (fees can be reimbursed to you if the association requires payment before the probation period ends). You can be full-time or part-time. No payments will be made for those on fixed-term contract or who are secondees, consultants or temporary members of staff.
2	The body is recognised by HMRC and so approved for tax-relief
3	Membership is a legal requirement of your job; i.e. you cannot practise otherwise.
4	Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile.

Criterion	Detail
5	You have been transferred by TUPE and had your subscription was paid by your previous employer.
6	Payment is agreed at the point of recruitment. This includes where the GLA chooses to honour your existing commitment to a course of study you have partially completed and which requires student membership.
7	The GLA agrees to fund a course of study for you. You must have student membership. The implications of the undertaking will be described in the GLA's Training Agreement. The GLA will continue to pay full subscriptions once you graduate, providing you remain a permanent member of staff and can make a case for membership using the criteria above.
4.5	You must attach a copy of your certificate or membership card to your expense claim.

APPENDIX- Quick reference guide to expenses

All expense claims must be supported by itemised receipts which list what is purchased (the card receipt total or your bank statement on its own are insufficient). Any spend connected with meetings, conference or training should include specific named details of the event.

Expense	Allowance/Criteria
Public transport in London (tube and bus)	<ul style="list-style-type: none">• The cost of the journey to you using an Oyster Card or contactless payment.• The journey must be agreed in advance with an authorising officer (staff only).• You must retain a receipt or print your journey history from the Tfl website as proof of expenditure.• You cannot claim for any journey that is covered by your existing travelcard or that does not incur a cost to you; for example, because it is above the relevant cap.
Rail fares	<ul style="list-style-type: none">• The actual cost of the ticket. Tickets should be purchased on the GLA's travel management system. The expenses system cannot be used for reimbursing tickets bought directly.• The journey must be agreed in advance with an authorising officer (staff only).• You cannot claim for any journey that is covered by your existing travelcard.• Standard is the normal class of travel.
Air Travel	<ul style="list-style-type: none">• Flights must be booked on the GLA's travel management system.• Flights up to three hours: Economy Class; three to six hours: Premium Economy; over six hours: Business Class. (Unless the travel management system offers higher class tickets at a cheaper price).• Wherever possible air travel should be booked well in advance ensuring value for money is obtained.• A foreign travel approval (FTA) form must be completed and authorised in advance.
Taxi fares	<ul style="list-style-type: none">• The actual cost of the taxi fare incurred.• A receipt must be obtained.• Taxis should only be used where public transport is not available or not practical and specific reasons provided, e.g. time of day; health reasons; carrying equipment.• Journeys between home and work not reclaimable with exception of taxis booked after 9.00pm for staff working late on authority premises.

Mileage	<ul style="list-style-type: none"> • As per HMRC rates. • Journey must be agreed in advance with an authorising officer. • When using your personal car, you must have and provide proof of business insurance, which is your responsibility, and secure prior approval from Finance and Governance. • Cars must only be used where it is essential; e.g. carrying heavy files, there is no public transport or it is more costly.
Subsistence	<ul style="list-style-type: none"> • Actual cost of meal, not exceeding £10 for breakfast (if connected to overnight stay) or £30 for dinner. • All claims must exclude alcoholic drinks and be supported by VAT receipts. • Lunches cannot be claimed, except for staff on foreign travel, where a limit of up to £15 applies, or as part of an official away day. • If you go above the limit in pounds or foreign currency equivalent, the repayment amount will be reduced to the relevant limit. • For overnight stays, hotel extras such as drinks, snacks and newspapers will not be reimbursed. • Tips are not reimbursed although when abroad local custom can play a role.
Eye Tests	<ul style="list-style-type: none"> • Eye tests are reimbursed at the NHS standard rate of £22.31. If your eye test costs more it will be reduced to that amount. Please only claim up to the standard rate. • £80 contributions for glasses are only available if the glasses are confirmed in writing by the optician to be solely/specifically for VDU (computer/screen) use and does not apply to those who need prescriptions for other uses. • Category of 'general prescription including VDU use' cannot be accepted for repayment. Please check before with Finance and Governance if you are uncertain.
Business Entertainment	<ul style="list-style-type: none"> • Include all of: name of person; their organisation; any staff present; reason for business entertainment. A full list of attendees must be provided including all GLA staff. • Alcohol is only permitted on business entertainment and VAT is not recoverable.

Expenses and Benefits Framework

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Part A. Policy

1. Policy statement

1.1 The Greater London Authority's (GLA) governance arrangements are designed to ensure:

- we conduct our business in line with the law and proper standards
- public money is safeguarded, properly accounted for and used economically, efficiently and effectively

They also 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.

1.2 To that end it is important we have clear rules and procedures for expenses and benefits: so there is clarity about what we can and cannot claim; so we have robust and auditable processes; and ultimately so we get value for money from and account for how we use public funds. That is the purpose of this framework. It applies to everyone at the GLA: the Mayor, Assembly Members and staff.

1.3 The primary principle underpinning the GLA's approach is that you may only claim for expenses that have been reasonably and wholly incurred in carrying out the business of the GLA. In most circumstances such expenses will be for travel or subsistence.

1.4 In addition to the guidelines in this document, there may be occasions when you need to exercise your judgement. At all times you must remember we are a public authority that spends taxpayers' money. Ask yourself: 'could I reasonably justify the cost I'm incurring to a member of the public?'

1.5 Generally speaking you will need to get approval to incur expenses before doing so. The expenses regime must not be used for the express purpose of circumventing spending and approval processes set out, in particular, in our Financial Regulations.

1.6 There is a helpful quick reference guide to expenses in the Appendix. Speak to the Finance and Governance team if you have any queries or feedback. Contact details, as well as supporting information and relevant forms, are available via the team's [intranet page](#).

Environmental considerations

1.7 Elected Members and staff must consider using the least environmentally damaging mode of transport for necessary travel. This includes using the train/bus rather than planes/cars/taxis, due to lower per passenger emissions associated with the former modes. Where reasonable alternatives exist, the GLA does not support flying, particularly within the UK or to the near continent. The Mayor and Assembly are committed to the use of public transport: everyone at the GLA is expected to use walking, cycling and public transport for work purposes wherever possible.

2. Outcomes

2.1 The outcomes sought from this framework are to:

- establish, communicate and embed the GLA's commitment to managing expenses in a way that is robust, transparent, promotes high standards of behaviour and ensures value for money
- bring clarity to the rules and procedures for expenses and benefits and give practical guidance to Members and staff
- ensure the expenses and benefits regime at the GLA is effective and efficient

3. Scope and definitions

Scope

3.1 This framework applies to the Mayor, Assembly Members and all GLA staff – whatever their contractual status – and at all times. There are rules too for consultants and those, such as individuals on a work placement at the GLA, who are working for us unpaid.

3.2 The framework is part of a wider set of mutually supporting arrangements for corporate governance at the GLA. In particular this document should be read in conjunction with:

- GLA Group Corporate Governance Framework Agreement
- Contracts and Funding Code
- Financial Regulations
- Mayoral Decision-Making in the GLA
- Gifts and Hospitality Policy
- Codes of Conduct for Members and of Ethics and Standards for Staff
- Use of Resources Policy
- GLA's policy on registering interests
- Anti-Fraud and Corruption Framework
- the GLA's published transparency commitment and reporting arrangements, including to comply with the Local Government Transparency Code

Definitions

3.3 This framework is not based on a strict definition of an 'expense' or a 'benefit'. Rather it is simplest to review the contents of this document to get a sense of its scope.

3.4 In broad terms, however, an expense is a necessary cost incurred wholly in conducting GLA business either by an individual directly (i.e. it is paid for in the first instance by the staff member rather than by the GLA) or outside of the GLA's usual purchase ordering process (for example, by using a corporate credit card or through the travel and accommodation booking system). Often there are particular tax implications or rules.

3.5 This framework does not cover the full range of benefits available to staff. For example, the staff pension scheme and non-monetary benefits are outside of its scope. Rather its focus is the annual travelcard available to Members, staff loans and the salary sacrifice scheme. It also has something to say on the GLA's broad approach to benefits, which is that the GLA does not normally provide benefits – or indeed expenses – that are taxable. There are two notable exceptions: the bicycle loans scheme and, again, the annual travelcard available to Members.

4. Core responsibilities

Agreeing and developing the framework

4.1 The framework and any substantive changes to it are agreed formally by the Mayor and the Assembly (so as to apply it to themselves, the statutory officers and officers appointed by the Mayor under section 67(1) of the GLA Act) and it must also have approval from the Chief Officer acting as the Head of Paid Service (so as to apply to other GLA staff). Approving the document at the highest level serves to underpin and communicate the GLA's commitment to giving effect to the policy statement and outcomes at, respectively, sections 1 and 2 above.

4.2 Updates to this document will be undertaken periodically, subject to at least biennial review.

Delegated authority

4.3 The Executive Director of Resources, noting all substantive changes must be formally agreed as per paragraph 4.1, has delegated authority to:

- make minor drafting, presentational and other non-substantive changes to this document
- amend expense and benefits rates on an annual basis, having regard to inflation
- adapt processes and forms supporting this framework
- approve expenditure relating to expenses and benefits outside of the procedures set down in this framework, subject to expenses being reasonably incurred in carrying out GLA business (noting the reporting and other requirements below)

4.4 For practical purposes, the Executive Director of Resources has further delegated their responsibilities under this framework to the Assistant Director, Finance and Governance. References to the Executive Director of Resources therefore include also the Assistant Director, Finance and Governance.

Implementation

4.5 The responsibility for day-to-day implementation rests with the Assistant Director, Finance and Governance and their team. This includes communicating, advising on and administering GLA expenses and benefits rules and procedures. To this end they will ensure the Expenses and Benefits Framework is supported by clear supplementary guidance and well-understood and effective processes, with appropriate reinforcement, training and support.

4.6 At the directorate and team level, directors and managers have a responsibility to ensure the framework is implemented by staff working to them.

4.7 Everyone at the GLA is responsible for applying and adhering to the framework.

Monitoring, reporting and assurance

4.8 The Assistant Director, Finance and Governance will on behalf of the Executive Director of Resources monitor the implementation of this framework. They will report to the Audit Panel, which is responsible for scrutinising the framework and its application, including in particular on any exemptions given to the rules set down within it. They will further ensure any significant issues are reported to the Panel and reflected on also within the Annual Governance Statement.

4.9 The Assistant Director, Finance and Governance will ensure the GLA meets its transparency commitments pertaining to expenses and benefits. This includes reporting the expenses of the Mayor, Assembly Members and Senior Officers to the Audit Panel at each of its meetings. It means also meeting the broader requirements of the Local Government Transparency Code and Accounts and Audit Regulations and making information available publicly via london.gov.uk.

4.10 Internal Audit has a role in assuring and testing the application of the GLA's expenses and benefits regime.

Authorising expenses and benefits

4.11 Pre and in-principle approval must normally be sought as per the table in Part B, section 2.3. Some particular classes of expense have specific rules. In particular, foreign travel has its own authorisation process, while arrangements for booking foreign and domestic accommodation and non-London travel are with effect from May 2018 made on a dedicated system and are subject to separate procedures. Procurement of a travel booking system was authorised by DD2129 in August 2017. It is therefore important you refer to the relevant section of this framework in advance.

Part B. General approach to incurring and claiming expenses

1. Overarching principles

1.1 As Part A of this framework makes clear:

- the expenses regime must never be used as means of avoiding GLA ordering systems¹ (i.e. via the SAP finance system or the Travel Management system (See Part C), procedures or rules (for example, as set down in the Contracts and Funding Code and Financial Regulations)
- the GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business (and nor does it normally provide taxable benefits)
- approval must be sought, wherever possible in advance, for incurring expenses – and in line with this framework
- in all circumstances, the principles of securing value for money and ensuring proper, efficient and effective use of public money must apply

2. Procedure for incurring and claiming expenses through the HR system

2.1 The majority of expenses are claimed through the HR system, the exceptions being foreign travel and procuring travel and accommodation covered by the travel management system, which have different authorisations and processes which are covered in Part C, sections 1-4. The steps to be followed when using the HR system are:

- before incurring expenditure, obtain in principle approval (see section 2.3 below for authorising officers)
- having incurred the expense, retain any and all receipts and other documents providing proof of purchase. Originals must be retained for 18 months
- **submit your expense using the HR system² completing all sections of the relevant pages³ and ensuring you attach the scanned receipts and proof of purchase – otherwise your claim will not be approved**

¹ So, for example, training courses, conferences, stationery, IT consumables and other such goods and services should not, as a general rule, be purchased on personal or corporate debit/credit cards. Such goods and services should be procured via SAP and the purchase order process. The cost for such goods will not normally be reimbursed to individuals as an expense.

² Refer to the detailed guidance available via the intranet

³ You must first indicate whether your claim is for up to and including £500 or for greater than that sum. This is to ensure the correct approval process is followed. You must then fill in the page that applies to the type of expense incurred. The main categories are: travel, subsistence, business entertainment, and mileage. There is also a page for other types of expenses.

- the system will automatically request approval from your line manager and you will receive confirmation that it has been approved (or rejected)
- the claim will be sent to Finance and Governance for review and approval and, again, you will get an email confirming it has been processed (or rejected)
- the expense will be reimbursed to you in the next payroll round

2.2 It is important you submit your expense claim promptly. The GLA will not reimburse any credit card or bank charges you incur for late or partial payment or for becoming overdrawn. The deadlines for submissions in order for the payment to be made in the next payroll round are available [via the intranet](#).

2.3 Expenses that are being claimed through the HR system must be authorised as set out below, with the Chief of Staff acting as the Executive Director for the Mayor's Office and the underlying principle being that no individual can sign off their own expenses. The approach to authorisation applies both at the in-principle pre-approval stage and for approving the claim itself (the latter being routed and processed via the HR system).

Claimant	Authorising person
The Mayor, the Statutory Deputy Mayor and Executive Directors	Chief Officer
Chief of Staff	The Mayor
Assembly Members, excluding the Statutory Deputy Mayor	Executive Director of Secretariat
Staff appointed by the Mayor, excluding the Chief of Staff	Chief of Staff
Chief Officer	Executive Director of Resources
All other staff:	
Over £5,000	Executive Director of Resources
£500 or over and up to £5,000	Relevant Executive Director
Up to £500 for business entertaining and hospitality	Relevant Executive Director
Up to £500, excluding business entertaining and hospitality	Relevant line manager

3. Authorising exemptions to this framework

3.1 Claims that fall outside the normal rules and procedures set down in this framework may in certain circumstances be acceptable, but must be supported by the authorising person and then discussed with and approved by the Assistant Director, Finance and Governance (who will refer the most significant exemptions to the Executive Director of Resources). In such circumstances, and

wherever possible in advance, a note must be made and retained setting out how value for money is being / has been secured and/or why it is or was not possible to comply with the framework.

3.2 Such exemptions will be reported to the Audit Panel.

4. Tax treatment of expenses

4.1 On 6 April 2016 dispensations for expenses were repealed and replaced by legislation that exempts from tax, expenses incurred wholly, exclusively and necessarily in the performance of GLA business. This includes travel and subsistence expenses, business entertainment and professional fees and subscriptions to organisations on the HMRC List 3. Staff will not be taxed on the reimbursement of these expenses and there is no requirement to report them to HMRC on the P11D form.

4.2 The GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business. Nor does it normally provide taxable benefits. The main exceptions are travelcards to Members and the transfer of bicycles to staff at the end of the cycle to work agreement. These are taxable benefits and so are reported by the GLA to HMRC on P11D after the end of each tax year. Employees in receipt of such benefits will receive a copy of the P11D form for their own tax returns.

5. Tipping

5.1 Service charges are permitted only on business entertaining and are limited to 12.5 per cent of the total bill within the UK and up to 20 per cent of the total bill overseas, depending on the convention within the country. The claimant must pay for any excess.

5.2 Tips on subsistence and for taxis will not normally be reimbursed. It is recognised, however, there may be exceptions to this rule overseas – taking account of the cultural norms in the territory in question and providing the tip is proportionate. All costs including any tip paid must, however, be supported by a receipt.

Part C. Approach to specific types of expenses

1. General rules for travel and the travel management service

1.1 Rail travel (excluding within London), air travel and accommodation must be booked in advance via the GLA's travel management system.

1.2 There must be a clear business purpose to the travel for it to be a legitimate expense.

Travel to and from your permanent place of work is not, as general rule and subject to a few exceptions detailed below, an expense: you will not be reimbursed for the costs incurred.

1.3 The GLA has a contract with Capita Travel and Events Ltd to provide a fully managed travel management service for booking work-related travel and accommodation. This online system should be used for booking all rail travel outside of London, flights and accommodation. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, or use a corporate credit card, as Capita will invoice the GLA directly. Approval is through a list of approvers, normally at Assistant Director level and above, which is maintained by HR, to whom any requests to add or amend approvers should be sent. The guidance in this framework over pre-approvals should still be followed. Further information on using the travel management system is available on the intranet.

2. Travelling in the United Kingdom

Prioritising public transport

2.1 The Mayor and Assembly are committed to the use of public transport: everyone at the GLA is expected to use public transport for work purposes wherever possible. Taxis and private cars should only be used when public transport is unavailable or impractical – and these reasons must be made clear when the claim is submitted, for example the time of day; that it would have taken three hours to get a local bus; early flight; conference location on the edge of city. A statement to the effect that 'public transport was not available' without more detailed reasons is not sufficient.

2.2 The requirement to use public transport extends to transport used by or booked for third parties such as consultants and guests. Again, if a taxi is booked the rationale must be explained.

Reclaiming expenses for travelling via TfL services to meetings and other wholly work-related events

2.3 Claims must be made on the basis of the actual cost you incur. You cannot, for example, claim for a journey covered by your travelcard or that costs you no extra because you have already reached your daily, weekly or monthly cap (as applied by TfL).

2.4 Ensure you:

- get agreement for the journey, as per the table at paragraph 2.3 of Part B

- retain the receipt, ticket and/or print-out your TfL journey history (all that apply) as proof of expenditure and record the reason for the journey

London public transport (i.e. within the Oyster network)

2.5 Journeys on public transport within London will only be reimbursed up to the cost of the journey applicable when using an Oyster Card or contactless payment – i.e. the ‘capped’ aggregate cost or most cost-effective single journey payment – and where you incur an actual cost. You should avoid paper tickets for travel, which are often more expensive. If in doubt, refer to TfL’s website for [information on fares](#).

2.6 For journeys via cycle hire schemes, the total amount that will be reimbursed is limited to the equivalent cost of using public transport

2.7 All claims must be supported by a statement showing the journeys undertaken. Oyster and, particularly, contactless cards should be registered via the TfL website to ensure you can use the journey history function.

Examples	Comments
You live in zone 6 and you travel from home directly to a meeting near Marble Arch (zone 1) and then on to City Hall. The entire journey is covered by your travelcard.	This is not substantially different from ordinary commuting and there is no additional cost incurred by you: you cannot make a claim.
You travel from home by train to London Bridge and then by tube to Marble Arch (zone 1) for a meeting. Subsequently you get the tube to City Hall. Your annual rail ticket only covers mainline services into London Bridge.	You have to pay additional fares, which you can claim for. But you can only claim for the tube fares to and from Marble Arch and not the part of the journey into London Bridge. You should use an Oyster Card or contactless payment to ensure the cost of the journey is kept to a minimum.

Trains

2.8 Members and staff are expected to travel standard class on trains, except where non-standard class is cheaper. The travel management system must be used when booking train tickets outside London and this will show the cheapest options available. Where an option other than the cheapest is selected, a reason has to be provided why this choice is made.

Other circumstances in which travel expenses may be claimed

2.9 There are some specific circumstances in which the GLA will pay for travel that is not by public transport and/or is to or from your home.

Travel expense for...	Criteria
Travelling from home to work by taxi late at night	<p>The GLA will not normally reimburse you for travel to and from home and work. There is, however, an exception to this general rule when you are working late at night. The following conditions must be met:</p> <ul style="list-style-type: none"> • late means after 9pm • you only work late occasionally and irregularly: not more than 60 times a year and not to a predictable pattern (this relates to tax

	<p>rules)</p> <ul style="list-style-type: none"> by the time you are heading home, public transport has stopped, it is in the circumstances not reasonable to expect you to use public transport, or you need a taxi as a reasonable adjustment for a disability
Travelling by taxi to transport files or equipment related to GLA business	<p>Such expenses will be reimbursed provided:</p> <ul style="list-style-type: none"> the equipment or files are clearly for GLA business you do not usually drive to work in your own car it is not practical to use public transport this only happens occasionally or it is a reasonable adjustment <p>Note: using a taxi to carry files or equipment is a taxable benefit.</p>
Travelling to a temporary workplace	<p>You can claim the cost of travel to/from home to a location other than your permanent workplace (e.g. City Hall, Union Street or the Brussels European Office) where:</p> <ul style="list-style-type: none"> you must attend that place of work to undertake your GLA duties the journey is significantly different to your ordinary commute (so you cannot claim for a journey to Union Street if you normally work at City Hall) <p>You must travel by public transport unless it is not practical or reasonable to do so – and this must be agreed by the authorising officer.</p>

Example	Comments
<p>You go to a meeting in Croydon on behalf of the GLA at 7pm and this goes on until 9pm. To get there you take the train from London Bridge to Croydon and then a bus to the venue. After the meeting, you get a taxi to your home, which is five miles away.</p> <p>Your existing annual travelcard covered the main line journey. However, you had to pay extra for the bus and the taxi.</p>	<p>You can claim for the bus and taxi fares. However, the taxi fare home is only allowable because it was late at night and it was not practical to use public transport. Under HMRC guidelines, this must not be a regular occurrence.</p>

Mileage allowances

2.10 If you are using your private vehicle rather than a taxi, you will be reimbursed as per the rates determined by HMRC. You must have and provide proof of business insurance – which you, not the GLA, are responsible for – and secure prior approval to use your own vehicle. The rules at paragraph 2.9 apply, noting you may not claim expenses for home to work journeys.

3. Foreign travel

Approval process

3.1 You must complete and submit to Finance and Governance a signed foreign travel approval form well in advance of your trip, setting out the details of your journey and the reasons for the trip. On receipt of the fully signed form, Finance and Governance will issue an FTA number which you should keep for your records. Your form must be approved in line with the table below, with the Chief of Staff acting as the Executive Director for the Mayor's Office and with the underlying principle being that no individual can sign off their own foreign travel:

Claimant	Authorising officer
The Mayor, the Statutory Deputy Mayor and Executive Directors	Chief Officer
Chief of Staff	The Mayor
Chief Officer	Executive Director of Resources
Staff appointed by the Mayor, excluding the Chief of Staff	Chief of Staff
All other staff	Relevant Executive Director
Assembly Members, excluding the Statutory Deputy Mayor and the Chair of the Assembly	Chair of the Assembly
Chair of the Assembly	Deputy Chair of the Assembly

Environmental considerations

3.2 Elected Members and staff should not take flights within the UK unless a practical train, ferry or bus route is unavailable. Train or ferry travel to mainland Europe should be the preferred option wherever possible, particularly when travelling to or via Paris or Brussels.

3.3 Assembly Members have agreed they will not travel by air to Paris, Brussels and destinations in mainland Britain where alternative modes of transport with a lower environmental impact are available and practical.

Class or mode of travel

3.4 The following rules apply to all staff and Members:

Flight duration	Class
Up to three hours	Economy
Between three and six hours	Premium economy or equivalent
Over six hours	Business class

3.5 All flights should be booked using the travel management system. This will show available flights in order of cost, with the cheapest first. If a flight that is a higher class than those indicated

in 3.3 is available at a lower cost than the authorised class, this can be booked. The system will show the authoriser all the flights that were offered and they will be able to see that the lower cost flight was selected. The only other exception is where there is a sound business or health-related reason. In this situation, the authorising officer must be satisfied a higher class is justified and represents value for money. Any upgrades should be booked in advance and prior authorisation must be sought as part of the approval process. Where it proves not possible to secure prior approval, the person travelling must accept the risk that she or he will need to bear any additional cost arising if the upgrade is deemed unjustified.

Frequent flyer schemes

3.6 Where Members or staff belong to a frequent flyer scheme or similar, this must not influence travel decisions or choice of airline: such decisions must be made in line with the Contracts and Funding Code and with a view to obtaining value for money.

3.7 If staff do accrue points (or something similar) when travelling on GLA business, then where applicable they should seek to apply those points to any future flights being undertaken for work purposes, and they should discuss this with a Capita Travel and Events Consultant when booking tickets in the future.

Other travel costs when abroad

3.8 Members and staff will be reimbursed for any reasonable business-related travel expenses incurred abroad. Again, public transport should be considered in the first instance and the principle of securing value for money must be applied. In considering what is 'reasonable', the Executive Director of Resources will be guided by the rules and examples elsewhere in this framework.

4. Hotel accommodation

4.1 All hotel accommodation bookings should be made on the travel management system. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, nor use a corporate credit card. The system should only be used to book accommodation where the stay is wholly for GLA related business. It should never be used for personal bookings, even if it is intended to pay the cost of the booking back to the GLA.

Approval and value for money

4.2 As per the rule generally applicable for expenses, the stay must be authorised in advance by the relevant officer (as per Part B.) Where unforeseen situations arise and the authorising officer cannot be contacted to give approval in advance, approval must be obtained at the earliest possible opportunity.

4.3 There is no explicit upper limit to the star rating of hotel accommodation that can be used. The travel management system will show a range of available accommodation. Where accommodation other than the cheapest available is selected, a reason for not selecting the cheapest will have to be given. The authoriser will then see this reason when they are asked to authorise the booking. The imperative of securing value for money must be applied and lower priced – but suitable – accommodation should be used whenever possible. Ask yourself if the cost could reasonably be justified to a member of the public.

4.4 Higher costs may be incurred where it is necessary to accommodate the needs of a member of staff with a disability or special needs – or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be identified as part of the pre-approval process, and the reason should be provided on the travel management system.

4.5 The GLA will not reimburse hotel extras such as laundry, room service, use of the mini-bar and newspapers.

5. Subsistence while in the UK

5.1 As a general rule, subsistence (food, drink and consumables) will only be paid to cover the cost of evening meals or breakfast (not lunch). Claims for dinner are only permitted when you have travelled away from home or the office and cannot return home in reasonable time for dinner. Claims for breakfast will normally be associated with an overnight stay. The limits are:

Meal	Limit
Breakfast	£10
Dinner	£30

5.2 Any costs in excess of these amounts require an exemption to this framework, agreed by the Assistant Director, Finance and Governance. There is no guarantee that approval will be given and if costs are not justified the excess may not be reimbursed.

5.3 Claims should be made on the basis of actual expenditure incurred and excluding alcohol, which is not recoverable. Remember, itemised receipts must be sought, retained and submitted with all claims.

Example	Comments
You travel to Newcastle as part of a research project and stay overnight. You have an evening meal in a restaurant.	You can claim for the meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.

5.4 As Members and staff have to provide their own lunch in the usual course of events, time spent away from the office during the day should not lead to an expense claim.⁴

Example	Comments
You go to a meeting in Harrow from 9am to 12pm. On the way back to City Hall you stop and buy a sandwich.	Staff are expected to provide their own lunch. Therefore you cannot claim for the cost of the sandwich.

5.5 Snacks between meals and hotel extras such as drinks, snacks and newspaper will not be reimbursed.

⁴ Lunches are similarly not claimable in Belgium for those staff based in Brussels.

5.6 Business entertaining is covered in a separate section of this framework. Different rules apply.

6. Subsistence while abroad

6.1 No allowances will be paid to those undertaking any foreign travel on behalf of the GLA. Officers and Members will, however, be reimbursed for legitimate expenses incurred in the course of the travel. These include breakfast, dinner and other incidental expenses.

6.2 The spending limits applying to breakfast and dinner in the UK apply abroad also (applying the relevant exchange rate). It is permissible for claims of up to £15 to be made for lunch while on overseas travel by staff.

Meal	Limit
Breakfast	£10
Lunch	£15
Dinner	£30

Incidental expenses

6.3 In exceptional circumstances, the Executive Director of Resources can make a sterling cash advance that can be converted into the relevant foreign currency by the Mayor, an Assembly Member or senior GLA officer where they are travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this framework. If the Executive Director of Resources agrees to the use of this exceptional provision, they will report the fact to the Audit Panel.

7. Business entertaining and the giving of hospitality

Business entertainment (taking non-GLA staff out for lunch or dinner)

7.1 The cost of entertaining other GLA staff is not 'business entertaining' and so is not a valid expense: business entertaining must involve representatives of outside organisations. Such entertaining is, in addition and by definition, for business purposes only: it must not be predominantly social in nature.

7.2 Functional bodies are not 'outside organisations'. Similarly, GLA-engaged contractors (external contractors contracted in) are not deemed to be from outside organisations.

Example	Comments
You have a meeting with an officer from MOPAC and decide to hold it at a restaurant near City Hall.	You cannot claim for this as MOPAC does not count as an external organisation.

7.3 The GLA does not as a general rule make resources available for entertaining. You should not therefore take people out to lunch or dinner as a GLA employee or Member and, it follows, you should not expect to be reimbursed for any costs incurred. There are facilities at City Hall for

hosting meetings and these should be used wherever possible. You should always bear in mind that we spend and safeguard taxpayers' money and need to demonstrate value for money. You must also be aware of the rules flowing from the Bribery Act 2010 and the need to maintain impartiality.

7.4 Exceptions may, however, be made:

- for the Mayor, Assembly Members, the Statutory Deputy Mayor and senior members of staff (Deputy Mayors, Mayoral Directors and Executive Directors) when representing the GLA
- if your role requires occasional business entertaining and you have obtained specific agreement from your Executive Director in advance
- you are hosting a visit from overseas

7.5 In all such cases:

- there must be good reason to use a restaurant or other facilities instead of GLA facilities
- you must clearly demonstrate that the purpose of the meeting is GLA business – and is not simply for socialising – and that there is a benefit to the GLA
- you must choose a reasonably priced location, seek value for money and ask yourself if the business entertainment could reasonably be justified to a member of the public

7.6 The spending limits that apply are:

Meal	Limit
Lunch, including all alcoholic drinks	£40 per head inclusive of VAT
Dinner, including all alcoholic drinks	£50 per head inclusive of VAT

7.7 Alcoholic drinks, although permissible, should be kept to a minimum. As VAT is not recoverable on business entertaining, it is included in the above limits.

Example	Comments
You agree in advance with your Executive Director that you should take a senior official from a leading homelessness charity out for lunch to discuss the GLA's role in housing. You cannot hold the meeting at GLA offices as s/he can only meet you in Camden for an hour from midday. The purpose of the meeting is to ensure the charity understands the GLA's role in this field and to see if they are interested in participating in a project to reduce homelessness.	You can claim up to £40 a head (including VAT) for the lunch, subject to submitting proper receipts. You must identify the organisation which the person you are lunching with works for and specify the purpose and circumstances of the meeting. This is a lunch for which the general expectation would be that no alcohol is claimed for.

7.8 The Mayor or Chair of the Assembly – or someone acting expressly on their behalf such as the Statutory Deputy Mayor or Deputy Chair of the Assembly – may in certain circumstances make a higher claim if hosting:

- a Government Minister
- a foreign dignitary

- a senior representative of an important stakeholder
- an occasion of significant importance to the GLA

The claim must still be within reasonable limits and kept to a minimum.

7.9 For all business entertaining claims you must:

- give the name and organisation of the recipients
- explain the purpose of the business entertaining

7.10 The rules for business entertaining are also applicable to foreign trips on which such entertaining is necessary. Costs of business entertaining abroad, however, should be reflective of local prices and should, as far as practicable, not exceed the limits applicable to the UK. If possible, all business entertaining should be booked prior to leaving the UK. As with all entertaining, it must be met from within approved budgets.

Civic hospitality

7.11 Civic hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise hospitality events that are for Members and staff only)
- the purpose is clearly GLA business and not political
- there is sufficient budget available to meet the cost
- the hospitality represents value for money; again, ask yourself if it could be reasonably justified to a member of the public

7.12 Where you need to organise a function at City Hall or elsewhere you should:

- confirm the budget available and that approval for spend has been given via the GLA's usual decision making arrangements
- seek approval from your Executive Director for the specifics of the hospitality
- order and pay for the hire of premises and refreshments in advance through the official procedures wherever possible
- make use of pre-existing arrangements the GLA has with suppliers

Alcohol

7.13 Alcohol is permissible in certain circumstances and for gatherings involving the Mayor, Assembly Members or senior officers (the Mayor's senior team and Executive Directors). Outside visitors must also be present and the volume of alcohol must be kept to a minimum.

Benefiting from business entertaining paid for by others

7.14 You may, in certain circumstances and subject to strict rules, accept gifts, benefits and hospitality. You must, however, at all times be, and be seen to be, fair, impartial and unbiased. You must adhere to and declare hospitality in line with the GLA's Gifts and Hospitality Policy.

8. Light refreshments and catering at meetings

8.1 As a general rule, Members and staff should only order tea and coffee for meetings at which outside visitors are present. Similarly, lunch should only be ordered for long meetings that span the lunch period and also include outside visitors. Lunches should be modest and be of reasonable cost; for example, constrained to sandwiches, fruit and soft drinks.

8.2 Note that free or subsidised refreshments for Assembly Meetings (including invited guests) and for interview panels are a taxable benefit. The GLA has a PAYE settlement agreement with HMRC and pays any tax on behalf of Members and staff.

Assembly committee meetings

8.3 Buffets and similar provided on a regular basis for Assembly committee meetings are a taxable benefit and as such will be declared to HMRC at year-end. The GLA will pay the tax on behalf of Members. As a guide, the cost should be limited to £15 per head.

8.4 The GLA will not pay for refreshments for Assembly party group meetings. Group Managers may, however, organise refreshments and arrange for Assembly Members to meet the cost privately.

Ordering procedure

8.5 Orders for catering should be made with the in-house caterers and paid for in advance via SAP. If you wish to order food from other suppliers – for example, to meet a specific dietary requirement – you must be able to demonstrate value for money.

8.6 It is not appropriate to go out and buy food and drinks for official GLA-related meetings and events and claim this back on expenses. This may not comply with the Contracts and Funding Code. Those wishing to do so must present a business case to the relevant budget holder in advance.

9. Training, conferences and away-days

Short external courses and conferences

9.1 All courses and conferences must be job-related and of clear benefit to your work at the GLA. You must, in advance, agree you can attend with your line manager. Always check before booking there is sufficient budget.

9.2 The standard ordering procedure should be followed when booking short external courses and conferences. Shopping carts should state the names of the staff member attending and provide a brief description of how the training/conference relates to the attendee's job.

9.3 The rules at section 5 above on subsistence, including meals, apply.

9.4 The GLA has a scheme for sponsoring and funding longer courses leading to an accredited qualification. Details are available on the [intranet](#).

Examples	Comments
You attend a course that ends at 6pm. The length of the journey means you will not get home until 9pm.	You can pay and then be reimbursed for an evening meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt.
You attend a conference that ends at 6pm and your journey home will take one hour.	You cannot claim for an evening meal.

Away days

9.5 Away days and similar events for Members and staff must have a clearly defined purpose: they must be for work and not social reasons. There must similarly be a clear benefit or practical reasons for having an away day rather than meeting at City Hall. All arrangements should be made in advance where possible. This includes hiring premises and catering. As a guide, you should spend no more than £15 a head on lunch.

10. Party conferences

The Mayor and Assembly Members

10.1 Members of the London Assembly, recognising the party political aspect of attending conferences, have decided the costs of their attendance will not fall on the GLA's budget.

10.2 The Mayor similarly recognises the party political aspect of attending conferences and has decided the cost of attending the conference of his own political party will not fall on the GLA's budget. However, expenses could be incurred and claimed for carrying out functions of the office of the Mayor of London when attending other party conferences.

Staff (whether appointed by the Mayor, by the Chief Officer acting as the Head of Paid Service or by the Mayor and Assembly jointly)

10.3 Attendance at party conferences, as at any other external event, is acceptable for the following purposes:

- explaining the role of the GLA and how we work
- promoting the GLA's work
- gathering information to enable you to perform your job better

10.4 A distinction has to be drawn between these purposes and any promotion of or participation in political activity for its own sake; particularly activity unrelated to the role and functions of the GLA. Any expenditure on this type of activity would be unlawful. Therefore, staff that attend party political conferences wholly as a party member and not representing the GLA in any respect are not entitled to reclaim any of the expenditure incurred. In addition, they must follow the GLA's rules on politically restricted activity, must take annual leave as necessary and abide by the Authority's rules on the use of GLA resources.

10.5 Attendance at a party conference may combine both official GLA and political activities; for example, GLA-related activity at a fringe meeting or exhibition as well as participation in the political debate of the conference. In this circumstance, an apportionment between these two

activities would be appropriate and that apportionment would be applied to the officer's costs (i.e. travel and subsistence). This will ensure that, if challenged, we could demonstrate no personal or party advantage was, or appeared to be, obtained from the GLA's budgets.

10.6 Similarly, if non-GLA activity were conducted in what would normally be regarded as working hours, a proportional deduction of leave (or pay, if the person opted for unpaid leave) would be appropriate to demonstrate transparently a clear and unequivocal separation of activities. In this respect, staff that attend party political conferences as party members and not as GLA staff must book annual leave for the time incurred. Some political activities, however, are restricted at all times if the employee is in a politically restricted post (employees should seek guidance from HR&OD).

10.7 In summary, the proportion of time and claimable expenses for staff should be as follows:

- if your attendance is wholly for the purposes of the GLA, the whole cost of your travel and subsistence would be reimbursable by the Authority and you would not need to take annual leave to attend
- if you attended in support of an elected Member at a conference (including any fringe meetings or other events) other than of that Member's party, or if you are not a member of the party whose conference you are attending, the whole cost of travel and subsistence shall be similarly reimbursable

10.8 Where you are a member of the political party concerned, an abatement in respect of expenses to be claimed from the GLA applies.

10.9 The level of abatements applied to any expenses claimed by any officer – whether appointed by the Mayor or by the Chief of Staff acting as the Head of Paid Service or by the Mayor and Assembly jointly – in relation to party conferences are:

- if you attend purely in relation to GLA activities and you accrue no personal benefit (for example, by being a member of the political party concerned) no abatement will be applied
- if you attend and are a member of the political party concerned and/or undertake non-GLA related activities at the conference – an abatement of 25 per cent will be applied to your expenses claims (and annual leave should be taken as necessary, noting that certain activities are prohibited if you are politically restricted)

10.10 Budget holders must ensure, in advance, that the levels of GLA expenditure incurred and resources applied (for example, the number of staff from any one team attending) in are reasonable, proportionate and can be fully justified. All relevant line managers should seek to ensure, in advance, that there is clarity and agreement on the activities to be undertaken by any member of staff attending a party conference.

10.11 Staff will be notified of any costs that need to be recovered from them relating to party conferences and this will be deducted from the next available pay round, unless they advise Finance and Governance otherwise.

11. ICT equipment

Mobile devices

11.1 Mobile devices can be purchased – for clear GLA business purposes – at the budget holder’s discretion. The principle of securing value for money and best use of public funds should always be observed. For example, an upgrade to the latest product release is unlikely to be acceptable – unless it facilitates new and more productive ways of working or communicating commensurate to the cost. Information about mobile devices is available on the Technology Group section of the intranet. TG can also be contacted to discuss requirements.

11.2 The Mayor and Assembly Members have three options for procuring and using a mobile device. Option (a) – requesting a GLA device – is preferred. Staff must, as a general rule, take this option. Calls may only be claimed by staff through the expenses process (as under option (c)) with their line manager’s express permission.

Option	Ordering and use
a) Request a mobile device for GLA use	<p>A choice of devices is available and TG will order the most suitable via the GLA’s mobile phone contractor.</p> <p>The contract provides for free UK calls and texts and a generous UK data use allowance. There are provisions for roaming when abroad although, broadly speaking, these are significantly less generous. You should seek to stay within these allowances and must not exceed the allowances through personal usage. Calls to non-UK numbers are not included within the allowances and so must be for business purposes only and where unavoidable. If in doubt, speak to TG.</p>
b) Get a second number and account on your existing handset	<p>Some companies can provide this facility. You will have one phone/handset but two numbers (work and personal) and two separate bills that will be sent separately to you and to the GLA. The business number should be for work-related calls only.</p>
c) Use your existing phone and account for GLA business	<p>This option should only be used if the majority of calls are private. In this case you will need to submit a copy of your phone bill, highlighting the business calls, as part of an expense claim. VAT must be shown separately. You will not be entitled to claim for line rental or other account charges.</p>

Equipment at home

11.3 TG maintains an asset management system that records equipment provided to Members and staff for use at home. This includes computers and printers, for example, but excludes mobile phones.

11.4 There is no tax charge arising if the equipment is provided and used for work purposes and private use is not significant.

Returning equipment

11.5 You are responsible for returning all equipment supplied to you by the GLA when you leave.

Part D. Corporate credit cards

1. Overarching principles

1.1 The GLA has a limited number of corporate credit cards for purchasing goods and services in certain circumstances. The overarching principles are that:

- credit cards must only be used for GLA business. They should never be used for private expenditure
- the credit card should only be used for the express purpose for which it was issued and should not be used as a general credit facility
- the first course of action should always be to use the GLA's usual purchase ordering processes
- irrespective of whether a credit card is being used, the rules and approvals in this framework and the Contracts and Funding Code apply at all times (particularly in relation to subsistence, accommodation and business entertaining)
- the cardholder is responsible for securing value for money at all times

1.2 While corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses – and then reclaiming them as per the rules and processes described in this framework.

1.3 When travelling abroad, the card should only be used for incidental expenses such as meals.

1.4 If at any time a corporate credit card is subject to improper use, such as for personal transactions, it will be withdrawn.

2. Accounting for expenditure

2.1 The cardholder must account to the Treasury Team for all expenditure on the card and provide receipts and supporting documentation monthly. A form will have been provided to this end. Both transaction receipts (for VAT purposes and listing purchased items) and credit card receipts must be requested and retained (the credit card receipt may be part of the transaction receipt).

Part E. Expense payments to external persons

1. Individuals from outside bodies

1.1 Payments can be made to individuals from outside bodies for expenses they incur while working on a GLA project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.

1.2 Claims must be made using the ~~non-GLA personnel expense claim form~~. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

1.3 Any approved ongoing allowances – for example, attendance allowances – may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the GLA. Any such proposals must be discussed with the Assistant Director, Finance and Governance before entering into an agreement.

2. Unpaid work-experience placements

2.1 Work placements will be reimbursed by Bacs for actual expenses incurred on travel. Reimbursement for meals and other subsistence is restricted to a maximum of £7.50 per day.

2.2 Claims must be made using the ~~non-GLA personnel expense claim form~~. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

3. Payments to Independent Persons

3.1 Under the Localism Act 2011, the GLA has appointed a number of Independent Persons who are consulted on matters referred to them by the Monitoring Officer. Independent Persons may be paid an allowance for reviewing formal complaints referred to them by the Monitoring Officer. The level of the allowance will be determined from time to time by the Mayor and Assembly acting jointly. Independent Persons may also claim for actual travel and subsistence costs incurred as per paragraph 1.2 above.

Part F. Member and staff benefits

1. Annual travelcards for the Mayor and Assembly Members

1.1 Members can on request be provided with an annual, up to zone six, fixed fee travelcard.

1.2 The process that applies is:

- the designated travelcard application form is completed in full and submitted to Finance and Governance
- the GLA makes a payment equal to the cost of the travelcard to your bank account using Bacs transfer
- you buy a travelcard from TfL in the usual way; for example, using a personal bank card
- you then provide proof of purchase to Finance and Governance (either a receipt or a bank statement or similar showing the transaction)

Replacement of lost travelcards

1.3 You should ensure your Oyster Card is registered with TfL and if lost you should apply to TfL for a replacement via its website.

Tax rules

1.4 Travelcards are a taxable benefit, which is reported on your P11D form. HMRC has advised that, as the card is likely to be used primarily for travel to and from home, you will be taxed on the full value of the card⁵. It is then up to you to demonstrate the extent of any business use to your tax office at year-end.

1.5 If you have already purchased a travelcard and are seeking reimbursement (i.e. the process at 1.2 has not been followed):

- this is deemed a cash benefit by HMRC
- the GLA will inform payroll and the necessary tax deductions will be made in the same month as the reimbursement
- you can claim the business use element (to be agreed between the Member and the tax inspector) as allowable expenditure on your annual tax return.

2. Staff loans

2.1 Staff can apply for a number of loans to help with specific costs, as listed below. All loans are interest free and deducted directly from staff salaries across an 11 month period. More information, including on how to apply, is available on the [intranet](#).

- season ticket (i.e. annual travelcard)

⁵ So if you apply for a zone six travelcard and you are paying tax at 40 per cent, then the tax and National Insurance contribution due will be approximately £960.

- tenancy loan
- annual gym membership
- childcare (to help cover fees paid in advance to set-up childcare arrangements)
- fees in respect of an application for British citizenship, EU settled status, extensions to limited leave to remain or applications for indefinite leave to remain (if an application fee is payable) and any associated reasonable legal costs incurred in relation to such an application (which must be properly evidenced)

2.2 The bicycle loan scheme operates differently and more information is available from HR&OD.

Annual limit and tax treatment

2.3 HMRC sets an annual limit on the value of tax-free loans that an employer may provide: £10,000 at the time of writing. The aggregate value of loans you are able to claim will not exceed this sum.

3. Leave trade-in

3.1 Under the GLA's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in one day's or two days' annual leave towards to help with certain costs incurred. At the time of writing, leave could be traded-in towards:

- annual subscription to a professional body
- personal training or development
- additional voluntary contributions to pension
- membership of any health scheme, benefits or facilities, or fitness or sports facilities
- medical treatment
- private health insurance
- spectacles or contact lenses
- a laptop
- a bicycle or cycling equipment and accessories
- a bicycle loan
- an annual season ticket loan
- a personal student loan
- a childcare loan
- a tenancy loan
- a gym membership loan
- a loan in relation to the application fee for applying for British citizenship, EU settled status, extensions to limited leave to remain or applications for indefinite leave to remain (if an

application fee is payable) and any associated reasonable legal costs incurred in relation to making such an application (which must be properly evidenced)

3.2 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. You can find the value of a day's leave on the intranet (at the time of writing it was £227.25). Payments are subject to deductions for tax and national insurance.

3.3 Only full days can be reimbursed and only up to the cost of the expenditure. You can, however, trade-in leave against more than one of the items listed above to bring the total value up to that of a whole day (or two).

Examples	Comments
Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost.	Two days leave can be traded-in to cover the cost. But only £400 will be paid – not the full two-day's value of £450.
Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost. You have also organised a loan to cover the cost of a £500 annual travelcard.	Two days leave can be traded-in to cover the £400 gym membership. The additional £50 can be paid towards the value of the season ticket.

4. Other staff benefits

4.1 Full details are available on the intranet or from HR&OD. You can claim for the below using the usual process: via the HR system and ensuring your claim is supported by proof of purchase.

Eye tests

4.2 The GLA will reimburse the full cost of eye tests up to the NHS standard eye test charge which is currently £21.31. A schedule of fees is attached here: <http://www.fodo.com/resource-categories/nhs-sight-test-fees>

Glasses

4.3 The GLA will reimburse costs up to £80 for glasses if they are required only for VDU use. Claims must be supported by a letter from your optician verifying that you need glasses solely for VDU use.

Payment of professional subscriptions

4.4 The GLA will support membership of professional bodies where this directly benefits the organisation as well as the individual. Generally the GLA will only pay for one subscription per person, based on the criteria below. Both criteria 1 and 2 must be met, plus one or more of the other criteria.

Criterion	Detail
1	You are a permanent member of staff who has successfully completed your probationary period

Criterion	Detail
	(fees can be reimbursed to you if the association requires payment before the probation period ends). You can be full-time or part-time. No payments will be made for those on fixed-term contract or who are secondees, consultants or temporary members of staff.
2	The body is recognised by HMRC and so approved for tax-relief
3	Membership is a legal requirement of your job; i.e. you cannot practise otherwise.
4	Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile.
5	You have been transferred by TUPE and had your subscription was paid by your previous employer.
6	Payment is agreed at the point of recruitment. This includes where the GLA chooses to honour your existing commitment to a course of study you have partially completed and which requires student membership.
7	The GLA agrees to fund a course of study for you. You must have student membership. The implications of the undertaking will be described in the GLA's Training Agreement. The GLA will continue to pay full subscriptions once you graduate, providing you remain a permanent member of staff and can make a case for membership using the criteria above.

4.5 You must attach a copy of your certificate or membership card to your expense claim.

APPENDIX- Quick reference guide to expenses

All expense claims must be supported by itemised receipts which list what is purchased (the card receipt total or your bank statement on its own are insufficient). Any spend connected with meetings, conference or training should include specific named details of the event.

Expense	Allowance/Criteria
Public transport in London (tube and bus)	<ul style="list-style-type: none">• The cost of the journey to you using an Oyster Card or contactless payment.• The journey must be agreed in advance with an authorising officer (staff only).• You must retain a receipt or print your journey history from the TfL website as proof of expenditure.• You cannot claim for any journey that is covered by your existing travelcard or that does not incur a cost to you; for example, because it is above the relevant cap.
Rail fares	<ul style="list-style-type: none">• The actual cost of the ticket. Tickets should be purchased on the GLA's travel management system. The expenses system cannot be used for reimbursing tickets bought directly.• The journey must be agreed in advance with an authorising officer (staff only).• You cannot claim for any journey that is covered by your existing travelcard.• Standard is the normal class of travel.
Air Travel	<ul style="list-style-type: none">• Flights must be booked on the GLA's travel management system.• Flights up to three hours: Economy Class; three to six hours: Premium Economy; over six hours: Business Class. (Unless the travel management system offers higher class tickets at a cheaper price).• Wherever possible air travel should be booked well in advance ensuring value for money is obtained.• A foreign travel approval (FTA) form must be completed and authorised in advance.
Taxi fares	<ul style="list-style-type: none">• The actual cost of the taxi fare incurred.• A receipt must be obtained.• Taxis should only be used where public transport is not available or not practical and specific reasons provided, e.g. time of day; health reasons; carrying equipment.• Journeys between home and work not reclaimable with exception of taxis booked after 9.00pm for staff working late on authority premises.

Mileage	<ul style="list-style-type: none"> • As per HMRC rates. • Journey must be agreed in advance with an authorising officer. • When using your personal car, you must have and provide proof of business insurance, which is your responsibility, and secure prior approval from Finance and Governance. • Cars must only be used where it is essential; e.g. carrying heavy files, there is no public transport or it is more costly.
Subsistence	<ul style="list-style-type: none"> • Actual cost of meal, not exceeding £10 for breakfast (if connected to overnight stay) or £30 for dinner. • All claims must exclude alcoholic drinks and be supported by VAT receipts. • Lunches cannot be claimed, except for staff on foreign travel, where a limit of up to £15 applies, or as part of an official away day. • If you go above the limit in pounds or foreign currency equivalent, the repayment amount will be reduced to the relevant limit. • For overnight stays, hotel extras such as drinks, snacks and newspapers will not be reimbursed. • Tips are not reimbursed although when abroad local custom can play a role.
Eye Tests	<ul style="list-style-type: none"> • Eye tests are reimbursed at the NHS standard rate of £22.31. If your eye test costs more it will be reduced to that amount. Please only claim up to the standard rate. • £80 contributions for glasses are only available if the glasses are confirmed in writing by the optician to be solely/specifically for VDU (computer/screen) use and does not apply to those who need prescriptions for other uses. • Category of 'general prescription including VDU use' cannot be accepted for repayment. Please check before with Finance and Governance if you are uncertain.
Business Entertainment	<ul style="list-style-type: none"> • Include all of: name of person; their organisation; any staff present; reason for business entertainment. A full list of attendees must be provided including all GLA staff. • Alcohol is only permitted on business entertainment and VAT is not recoverable.

Subject: Proposed Delegation of Authority to the Chair of the Assembly

Report to: London Assembly (Mayor's Question Time)

Report of: Executive Director of Secretariat

Date: 18 July 2019

This report will be considered in public

1. Summary

- 1.1 It is proposed that the Assembly agrees a general delegation of authority to the Chair, in consultation with relevant Members, in relation to urgent matters for the period up until the next meeting of the Assembly.

2. Recommendation

- 2.1 **That, in relation to urgent matters only, a general delegation of authority in respect of the Assembly's powers and functions (apart from those that cannot under the Greater London Authority Act 1999 be delegated) be given to the Chair of the Assembly, in consultation with the Deputy Chairman, party Group Leaders and relevant Committee Chair(s), from the close of this meeting until the next meeting of the Assembly, which will be the Plenary meeting on 5 September 2019, subject to the decision taken under Item 7 of the agenda.**

3. Background

- 3.1 The 18 July 2019 meeting of the Assembly (Mayor's Question Time) will be the last meeting of the Assembly until the Plenary meeting on 5 September 2019, subject to the decision taken under Item 7 of the agenda.
- 3.2 It may be prudent to establish a mechanism whereby the Assembly could, if necessary and deemed appropriate, undertake relevant actions during that period between meetings, and it is therefore suggested that, in relation to urgent matters only, a general delegation of authority in respect of the Assembly's powers and functions (apart from those that cannot under the Greater London Authority Act 1999 be delegated) be given to the Chair of the Assembly, in consultation with the Deputy Chairman, party Group Leaders and relevant Committee Chair(s), from the close of this meeting until the Plenary meeting on 5 September 2019, subject to the decision taken under Item 7 of the agenda.

4. Issues for Consideration

- 4.1 The delegation of authority would cover the whole range of powers and functions given to the London Assembly under the Greater London Authority Act 1999 that are capable of being delegated. It is considered unlikely that such authority would need to be used during the relevant period, but, if an issue does arise, the delegation would be used only if absolutely required.
- 4.2 The establishment of such a delegation would not prevent any Committee meeting during the period of the operation of the delegation, nor would it prevent any Committee undertaking and/or determining matters within its own remit during that period.
- 4.3 Any use of delegated authority by the Chair, in consultation with relevant other Members, would be governed by the existing procedure related to delegated actions, which requires prior consultation with the Legal and Finance Services.

5. Legal Implications

- 5.1 Under S. 54(1) of the Greater London Authority Act 1999 as amended (the GLA Act) the Assembly may arrange for “any of the functions exercisable by it to be discharged on its behalf by a committee or sub-committee or single member of the Assembly”. Where a Committee has a delegated power to discharge Assembly functions then, under S. 54(3) and unless otherwise directed by the Assembly, the committee may delegate the function to a sub-committee or single member.
- 5.2 Under S. 54(5) where arrangements are in place for the delegation of functions to committees, single members or staff, the Assembly or a Committee which has made those arrangements may still exercise those functions if it requires.

6. Financial Implications

- 6.1 There are no direct financial implications arising from this report.

List of appendices to this report: None.

Local Government (Access to Information) Act 1985
List of Background Papers: None.
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