

GREATERLONDONAUTHORITY

Chief Executive

City Hall
The Queen's Walk
More London
London SE1 2AA
Switchboard: 020 7983 4000
Minicom: 020 7983 4157
Web: www.london.gov.uk

Jennette Arnold OBE AM

Chair
Business Management and Administration Committee
London Assembly
City Hall
The Queen's Walk
London SE1 2AA

Ref: arnold221210

Date: 22 December 2010

Dear Jennette

Re: Payments to Consultants and Interim/Temporary Members of staff

Thank you for your letter of 7 December 2010. I have responded separately to the letter from Len Duvall on the subject of agency postholders in the London Engagement Unit. I have set out the processes for the booking and payment of agency staff below.

Requesting a temp from the agency

- All requests are now booked centrally through HR
- HR provide the agency with the annual salary for the role (or an equivalent role) on the GLA's pay and grading scales to determine the hourly/daily rate to the temp.
- The agency are asked to provide suitable candidates at the offered salary.
- On some occasions it is not possible to recruit a temp at the offered salary due to the interim market rate for roles being higher than the GLA's permanent salary scales.
- If this is the case, the manager would have fully considered candidates at the lower rate and would determine them as unsuitable for the role before the agency are asked to provide CVs of candidates at a higher rate.

Requests to increase pay rate for temps

- There have been very few requests to increase pay rates for temps, once they are in post.
- Where these have been agreed, it is to reflect an increase in the level of responsibility or a change in the scope of the role being covered by the temp, not an inflationary pay rise.

New process agreed

- Following a recent audit, the guidance for managers has been updated to ensure that all requests to increase pay rates for temps are processed through the HR unit, which hadn't happened previously.

- All requests to increase pay rates for temps will now be considered by the Executive Director Resources or the Head of Paid Service, following a written justification from the line manager.
- The Executive Director Resources and Head of Paid Service will also consider the requirement to raise the offered rate when booking a temp. The recruiting line manager is required to provide a full business case and explanation as to why they have not been able to secure a temp in line with the GLA's salary scales.

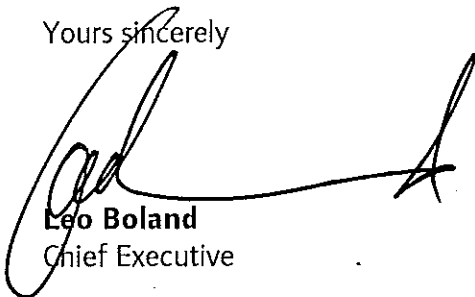
Consultancy pay is normally determined through a procurement process. The rates of pay do not necessarily correspond to employee rates of pay and reflect the particular requirements for the work to be undertaken by the consultant.

The Authority's financial regulations require that consultants should only be appointed where they have specialist skills or knowledge not available from within the Authority's establishment and adequate budget provision exists to cover the anticipated costs. The decision to appoint consultants requires Mayoral, Director or delegated authority and any procurement must be in accordance with the Contracts Code of Practice.

Any appointments exceeding £600 per day per person must be referred to the Chief Executive for initial approval, setting out the justification. This should be obtained prior to submitting an MD, DD or DAR for final approval.

I should point out that following work on consolidating the booking process for agency staff we now have significantly reduced numbers of agency staff in the GLA, as has been reflected in recent MQT responses.

Yours sincerely



Leo Boland
Chief Executive