

Subject: Work Programme for the GLA Oversight Committee 2013-14

Report to: GLA Oversight Committee

Report of: Executive Director of Secretariat

Date: 18 July 2013

This report will be considered in public

1. Summary

- 1.1 This report provides details of the proposed work for the meetings of the Committee in this 2013-14 Assembly year.

2. Recommendation

- 2.1 **That the Committee note its work programme for 2013-14, as set out in this report and identifies any additional issues it wishes to consider at future meetings.**

3. Background

- 3.1 The GLA Oversight Committee has the following overall functions:
- Management and administration of the budget of the Assembly and Secretariat, and overseeing the Assembly's scrutiny work programme;
 - Having oversight, on behalf of the London Assembly, of the Greater London Authority's (GLA) corporate governance policies and activities;
 - Maintaining a watching brief in respect of the activities of the senior officers appointed by the Mayor; and
 - Responding to consultations from the Head of Paid Service and scrutinising the Head of Paid Service function.

4. Issues for Consideration

- 4.1 The main work areas of the Committee are summarised below.

Assembly Budget and Scrutiny Work Programme

- 4.2 The Committee allocates the Assembly's budget and receives a report in March each year on that subject (following the approval of the overall amount of the budget and in advance of the start of the financial year in question).
- 4.3 The Committee receives quarterly financial and performance monitoring reports from the Secretariat in July, October, January and April/May each year.
- 4.4 The Committee approves individual proposals for non-routine expenditure from the scrutiny programme budget which are referred to the Committee by the subject-related committees during the year. The timing of these reports depends upon when the subject-related committees approve projects and refer proposals for expenditure.
- 4.5 The Committee approves proposals for rapporteurships referred from subject-related committees during the course of the year.
- 4.6 The Committee also has the power to consider any issue which does not fall into the remit of one of the subject-related committees (for instance, cross-cutting equalities and governance issues).

Staffing Consultations and Appointments

- 4.7 The Committee will be invited to respond to consultations from the Head of Paid Service (HoPS) from time to time during the year. The Committee's role in relation to these consultations is reactive and therefore the work programme does not predict what reports will be presented and when.
- 4.8 The Assembly has a role in appointing the statutory officers to the Authority, and this Committee has delegated authority to fulfil that role as and when the need arises.

Other Items of Consideration

- 4.9 At the Committee's meeting of 29 January 2013, it was proposed that the following items be included in the Committee's work programme:
 - The GLA's accommodation review; and
 - Quarterly updates on the evaluation of the Mayor's Mentoring Programme.
- 4.10 The quarterly updates for the Mayor's Mentoring Programme will be considered at the Oversight Committee meeting held on June, September, December and March. The GLA's accommodation review has been provisionally scheduled for discussion at the Committee's September meeting.
- 4.11 At its meeting on 21 March 2013, the Committee also asked that it be consulted formally on the annual staff pay review. This item is dealt elsewhere on this agenda..

Scrutiny of the Head of Paid Service Function

- 4.12 The Committee usually receives reports on the following issues during the course of the year:
 - Annual Workforce Monitoring Report, incorporating complaints monitoring (plus a six-monthly update); and

- Governance.

4.13 The Committee usually receives a report on the Draft Annual Governance Statement in June (together with the GLA's Audit Panel).

GLA Group Transparency

4.14 The Committee appointed John Biggs AM as rapporteur investigating levels of transparency around the GLA group on behalf of the GLA Oversight Committee, and its final report was published on 26 June 2013. The report is formally agreed elsewhere on this agenda and a question and answer session with invited guests will take place at this meeting.

Shared Services

4.15 In the past, the Assembly's business management committee received regular updates on the progress of shared services in the GLA group and considered a number of consultation proposals from the Mayor for shared services. The GLA Oversight Committee has requested that it continues to receive updates on the progress of shared services and consider any proposals that may come forward and these have been scheduled for May and November. In addition, representatives of functional bodies have been invited to the November meeting to discuss the matter with the Committee.

4.16 The table set out below shows the Committee's provisional meeting dates for the forthcoming 2013-14 Assembly year and anticipated agenda items. This timetable and agenda items will be reviewed and updated as appropriate.

Date of Meeting	Main Agenda Items
Tuesday, 10 September 2013 at 3.30pm in CR5	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • Pay Awards 2013/14 • The Mayor's Mentoring Programme • GLA Accommodation Review (tbc) • GLA Annual Equalities Report – Draft Assembly Contribution • Proposed marketing and communications research project - Director of Communications & External Affairs
Thursday, 3 October 2013 at 3.30pm in CR3	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • Assembly/ Secretariat Budget Requirements 2013/14 • Secretariat Quarterly Monitoring Report Q2 • Mayor's Volunteering Programme – Mayor's Senior Adviser for Team London, Volunteering, Charities and Sponsorship

Date of Meeting	Main Agenda Items
Thursday, 7 November 2013 at 2pm in CR5	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • Shared Services Update (Mayor's Chief of Staff and functional body representatives) • Elections Review Working Group • Draft Committee Timetable of Meetings 2014-15
Wednesday, 11 December 2013 at 2.00pm in CR5	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • Mayor's Mentoring Programme • LPFA: question and answer session with the Chairman (agreed at 15 Jan 2013 Plenary)
Wednesday, 22 January 2014 at 2.00pm in CR5	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • People's Question Time – consultation for the March 2014 event • Secretariat Quarterly Monitoring Report Q3 • Workforce Report (6-monthly update)
Tuesday, 25 February 2014 at 10am in CR5	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • The Mayor's Annual Equalities Report 2013/14 (Deputy Mayor and SMT invited) • Assembly Annual Report • Assembly's Requirements for Information to be Included in the Mayor's Annual Report
Wednesday, 12 March 2014 at 2.00pm in CR5	<ul style="list-style-type: none"> • HoPS Oral Update • HoPS Consultation Reports (if any) • State of London Debate • The Mayor's Mentoring Programme • Secretariat Quarterly Monitoring Report Q4 – 2013/14 • Assembly Events • Allocation of Assembly Budget 2014-15 • Quarterly Shared Services Update

5. Legal Implications

- 5.1 The Assembly has the power to establish committees to discharge its functions, and the GLA Oversight Committee is one such committee. The work programme is in accordance with the GLA Oversight Committee's terms of reference.

6. Financial Implications

6.1 There are no financial implications for the purposes of 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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