

Appendix 2

Measuring Jobs Guidance

A major commitment of the Mayor's election manifesto is to create 200,000 jobs in London over the course of the Mayoral term.

To measure progress against this commitment data will be collected through consultation with project managers. Project managers have been provided with the definitions set out in this note. The aim is to give project managers a consistent framework for recording employment impacts of their projects, and to influence commissioning for future grant agreements.

Project managers are required to provide details of gross employment outcomes in the following four categories:

- Direct jobs created
- Construction jobs facilitated
- Other jobs facilitated
- Apprenticeships started

Project managers should record both full and part time positions where possible.

We are looking to report gross employment impacts for live projects over the following timescales:

Actual jobs created
The number of employment outcomes recorded from the start of the Mayoral term to the end of the relevant reporting quarter/half-year.

Forecast jobs created for remainder of Mayoral term
The number of expected or targeted outcomes from the start of the next relevant quarter/half-year to the end of the Mayoral term. This date refers to all expected outcomes to the expected end of the Mayoral term, hereby defined as 30 th April 2016.

Forecast jobs created beyond this Mayoral term
The number of expected jobs to be created from a project after April 2016.

Variations in reporting

Whilst the aim is to have as consistent a method as possible to record the employment outcomes of GLA Group activity, some functional areas will have pre-existing definitions and verification requirements. In such cases we are likely to defer to existing methods and use currently collected monitoring data.

The following tables set out the reporting outcomes and definitions that are to be used in reporting on jobs created from projects/programmes.

[Type text]

Outputs Definitions and Measurements

1. Direct Jobs Created	
Definition	<ul style="list-style-type: none">• The number of new permanent jobs that are created as a direct result of GLA Group investment and associated spend (i.e. levered funding, match funding) in a project or programme.• A new job created represents a new permanent post (a paid position) within a business and can only be counted when the position has been filled.
Measurement	<ul style="list-style-type: none">• The unit of measurement is either a full-time or part-time position.• Full-time normally refers to a job of at least 35 hours per week; part time refers to less than 35 hours. Where possible the number of hours worked should be recorded.• The unit of measurement is the post itself, rather than the person who fills the position.• For a created job to be considered permanent, it must be expected to last for at least 26 weeks.• In some instances, a project or programme may result in a number of positions being created (many of which may not last for 26 weeks). For instance, this situation may arise where a project or programme results in a stream of work which requires a number of different roles/specialisms to deliver. In this instance, where possible, the number of person hours worked should be recorded.• Projects which have private sector leverage or match funding should be included here – gross jobs created by the project as a whole is to be recorded as part of this.• For a job to be recorded, it must be located in a London borough.
Exclusions	<ul style="list-style-type: none">• To avoid double counting, a job must not be counted again if it is filled over time by different people.• Safeguarded jobs (i.e. those that may have been lost without the intervention) are not included.• Positions created before the start of the current Mayoral term are not to be included, even if they are recorded as achieved after the start of the Mayoral term (for example referring to outcomes recorded after 26 weeks).

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2. Construction jobs facilitated	
Definition	<ul style="list-style-type: none">• The number of permanent jobs that have resulted through the development or construction phase of a project through GLA Group and associated spend. Construction jobs relate to employment site acquisition or preparation, physical construction, or procurement, legal and business operations related to a development.
Measurement	<ul style="list-style-type: none">• For permanent positions (those that are expected to last longer than 26 weeks), both full and part time positions are to be recorded (using the same criteria as for direct jobs created). The number of hours worked should be recorded where possible.• In some instances, a project or programme may result in a number of positions being created (many of which may not last for 26 weeks). For instance, this situation may arise where a project or programme results in a stream of work which requires a number of different roles/specialisms to deliver. In this instance, where possible, the number of person hours worked should be recorded.• The activities related to the construction must be located within a London borough.

3. Other jobs facilitated	
Definition	<ul style="list-style-type: none">• Permanent jobs that result through the delivery of a project or programme (for example, facilitators in an employability programme paid for out of the programme budget).
Measurement	<ul style="list-style-type: none">• For permanent positions (those that are expected to last longer than 26 weeks), both full and part time positions are to be recorded (using the same criteria as for direct jobs created). The number of hours worked should be recorded where possible.• In some instances, a project or programme may result in a number of positions being created (many of which may not last for 26 weeks). For instance, this situation may arise where a project or programme results in a stream of work which requires a number of different roles/specialisms to deliver. In this instance, where possible, the number of person hours worked should be recorded.• These jobs must be located in a London borough.

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4. Apprenticeships Started	
Definition	<ul style="list-style-type: none">• The number of apprenticeships that start as a result of GLA Group investment.• Apprenticeships relate to work-based training programmes for people aged 16 – 24. These must relate to standard definitions of apprenticeships as outlined by the National Apprenticeship Service.
Measurement	<ul style="list-style-type: none">• Apprenticeships can be counted only if they represent a new post in an organisation.• Apprenticeship work placements must be expected to last for 26 weeks for it to be recorded as a successful apprenticeship start.• The apprenticeship work placement must be located within a London borough.
Exclusions	<ul style="list-style-type: none">• An apprenticeship post which replaces an existing post in a business cannot be recorded.