

Mayoral Decision-Making in the Greater London Authority

June 2024

Summary of Decision Form requirements

What	Decision Form required ¹
<ul style="list-style-type: none">Anything Novel, Contentious or Repercussive (NCR)Decisions involving Non-Routine (Programme) Expenditure of more than £250,000Reserved Mayoral Matters	<ul style="list-style-type: none">A decision for the Mayor to be taken via a Mayoral Decision Form (MD)
<ul style="list-style-type: none">Decisions involving Non-Routine (Programme) Expenditure of up to and including £250,000	<ul style="list-style-type: none">A decision for a Corporate Director to be taken via a Director Decision Form (DD)
<ul style="list-style-type: none">Decisions involving Non-Routine (Programme) Expenditure of up to and including £75,000	<ul style="list-style-type: none">A decision for an Assistant Director or Head of, to be taken via an Assistant Director Decision Form (ADD)
<ul style="list-style-type: none">Decisions involving Non-Routine (Programme) Expenditure of up to and including £10,000	<ul style="list-style-type: none">A decision for a Manager to be taken via a Delegated Authority Record (DAR)

¹ Para 6.2 defines the positions referred to in this column

Contents

Summary of Decision Form requirements	1
Document information	4
Part A. Preamble	5
1. Purpose and scope	5
2. Core responsibilities	7
Part B. The Reserved Mayoral Matters	10
3. The two categories of Reserved Mayoral Matters	10
4. Urgency and Unavailability Arrangements for Category 2 Matters	11
5. If the Mayor is Temporarily Unable to Act	11
Part C. The General Delegation to Senior Members of Staff	12
6. The essentials of the General Delegation	12
7. The responsibilities and ambit of Senior Members of Staff	13
Part D. The General Staff Authorisation	15
Part E. Planning matters	16
8. Background to PSI Application Powers	16
9. The PSI Application Powers Delegation	17
10. The Local Development Document Delegation	17
11. Recording planning decisions	17
Part F. The GLA's Companies and their delegations	19
12. Background	19
13. The Implementing Action Authorisation for GLA-Managed Companies	20
14. Exercising Company Powers and the Managed Company Director Delegation for GLA-Managed Companies	21
15. Arm's-Length GLA Companies	22
Part G. Rules and procedures for taking and recording GLA Decisions	24
16. The focus of this part of the Framework: the Decision Form	24
17. Progressing and authorising a decision using a Decision Form	24
18. Important considerations, definitions and requirements	27
19. Portfolio Management	30
20. The Adult Education Budget	31
21. Recording decisions	31
Part H. The Signatory Permission for Formal Documents	33
22. Formal Documents	33
23. Exercising the Signatory Permission	33
24. Related limitations, requirements and considerations	34
Part I. Functional Bodies	35

25. The Mayor's role vis-à-vis the Functional Bodies	35
Appendix 1. Reserved Mayoral Matters	38
1. Matters reserved by law to be exercised only by the Mayor (Category 1)	38
2. Matters by policy choice for exercise normally only by the Mayor (Category 2)	39
Appendix 2. Actions that can be taken under the General Delegation	42
Appendix 3. Specified Senior Members of Staff	45
1. Corporate Directors	45
2. Mayoral Appointees	45
3. Other Members of Senior Staff	46
Appendix 4. List of GLA Subsidiary Companies	48
1. Greater London Authority Holdings Limited	48
2. GLA Land and Property Limited	48
3. SME Wholesale Finance London Limited (trading as Funding London)	49
4. GLIF Limited	49
5. London Treasury Limited	49
6. London Power Co. Ltd	50
7. LTLF GP Ltd	50
Appendix 5. Format for progressing and recording decisions	51
Appendix 6. Examples of Formal Documents	58
Appendix 7. Definitions and interpretation	60

Document information

Date of approval and issue	June 2024
Key changes from previous version	<p>From April 2022 version:</p> <ul style="list-style-type: none">• Expanded section on key role of Mayoral Delivery Board• New section outlining requirements of Portfolio Management Framework• Updating financial thresholds for decision making in line with inflation since last reviewed in 2014• Omission of detail on the separate rules regarding Affordable Homes Programme and Land Investment programmes, which will now be contained within the relevant Mayoral Decisions approving activity in this area• Incorporating changes approved by other Mayoral Decisions relating to assessment of housing stock transfer applications; and on the delegation of powers to Homes England in respect of assistance to housing and regeneration schemes• Factual changes including post titles, list of Senior Members of Staff, updating details of GLA companies.
Approved by	Mayor, under cover of MD3274
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Senior owner	Chief Officer (Head of Paid Service)
Document owner	Head of Performance and Governance

Part A. Preamble

1. Purpose and scope

1.1 The London Mayoralty was created by an Act of Parliament: the Greater London Authority Act 1999 ('the GLA Act'). Just as the Mayoralty was created by legislation, so nearly every decision the Mayor takes exercises a legal power – enabling that decision to be taken.

1.2 While the Mayor is the GLA's executive decision maker, they can, under the GLA Act, authorise staff to exercise most – but not all – of their powers.² This document – 'Mayoral Decision-Making in the GLA'³ – provides the default framework within which the Mayor's powers are retained by them, delegated to others and exercised; that is, it is a scheme of delegation. It sets down the rules and parameters for and within which decision-making in the GLA normally takes place.

1.3 The scope of this Framework is formal decisions taken by the Mayor within the GLA, or by a member of GLA staff on the Mayor's behalf, that involve the exercise of a Mayoral Power. It applies not only to decisions that are financial in nature, but to certain non-financial decisions as well. It applies also to the GLA's Companies.

1.4 This Framework explains and sets the bounds of:

- the Mayoral powers that normally may only be exercised by the Mayor themselves, either because they are reserved to them by law or as a matter of policy ('Reserved Mayoral Matters')
- the associated 'Urgency and Unavailability Arrangements'
- a 'General Delegation' that authorises specified 'Senior Members of Staff' to exercise any non-Reserved Mayoral Matter, providing it is within their area of responsibility
- a 'General Staff Authorisation' to all GLA staff allowing a staff member to formulate and lay the groundwork for a decision and/or to implement or give it practical effect
- a 'PSI Application Powers Delegation' for the Mayor's powers to call-in and determine planning applications of Potential Strategic Importance and a 'Local Development Document Delegation'

What is a Mayoral Power?

It is the Mayor's ability, or the requirement on them, to do something through the exercising of a legal power or duty (a 'function'), whatever its source.

Mayoral Powers include those conferred on the office of the Mayor of London directly and also those conferred on the GLA but that are exercisable by the Mayor.

Doing something that facilitates or is conducive or incidental to the exercise of a function falls within the scope of the Mayoral Power in question.

In this document, 'power' and 'decision' are used interchangeably. More precisely, a decision is the act of determining to exercise a Mayoral Power.

Definitions of terms used in this Framework are at Appendix 7.

² Specifically, the Mayor may authorise the Statutory Deputy Mayor and GLA staff to exercise their powers under sections 38 and 380 of the GLA Act, which are the powers this document and the delegations set down in it are authorised by.

³ At a previous point in time, known as 'The Mayoral Scheme of Delegation'.

- a 'Managed Company Director Delegation', similar to the General Delegation, to directors of GLA Subsidiary Companies (excluding those operating at arm's length) who are also specified Senior Members of Staff
- a standing 'Implementing Action Authorisation' to GLA-Managed Companies and their directors to implement decisions taken by the Mayor and GLA Staff
- how decisions are to be progressed and recorded and at what level they must be taken
- who has authority to execute or sign any formal, official, legal and other documents ('Formal Document') constituting or connected with the decision (i.e. to give 'Signatory Permission').

What is outside the scope of this Framework?

1.5 Since this Framework is concerned with the powers of the Mayor as the GLA's executive, it does not directly cover:

- decisions concerning the Assembly and its committees. The Assembly has its own Scheme of Delegation and associated guidance
- decisions made by the Chief Officer in exercising the staffing powers of the Head of Paid Service (HOPS) under the GLA Act, for which a separate protocol exists
- any specific functions transferred, conferred or imposed directly by legislation on a particular office or position at the GLA and not directly referenced in this document, such as the Greater London Returning Officer (GLRO), the Chief Finance Officer and the Monitoring Officer
- decisions by companies and their directors, shareholders or members where the company or other body in question is not a GLA Subsidiary
- the exercise by the Mayor of their powers as the occupant of the Mayor's Office for Policing and Crime (MOPAC), which is covered by MOPAC's Scheme of Delegation
- the detail of how the GLA manages its financial affairs and how it procures its supplies and services and awards grants, which are covered by the Financial Regulations and Contracts and Funding Code respectively
- the finer details of how the decision-making process is administered at the GLA.

Giving delegations outside this Framework

This Framework is the default position that applies. It does not, however, prevent the Mayor using their section 38 and 380 GLA Act powers to make other delegations outside this Framework. It is, nonetheless, general policy to avoid giving such authorisations so this Framework remains as far as possible and practical a complete and authoritative record of the delegations in place.

The most common exception to this general rule is the giving of time-limited and/or one-off delegations to commit Non-Routine Expenditure of more than £250,000. When a Senior Member of Staff is given delegated authority, the rules and procedures for taking decisions under this Framework must still be followed. Usually decisions under any such delegation are effected using a Decision Form – unless, in the giving of the delegation, it is specified a Decision Form is not required. If there is uncertainty, the Governance Team may determine if a Decision Form is required to exercise a delegation.

Other standing delegations and directions may be given outside this document if necessary but should be incorporated into Mayoral Decision-Making at its next update.

The GLA's wider governance arrangements

1.6 Collectively, the GLA's governance arrangements are designed to ensure we:

- conduct our business in line with the law and proper standards
- safeguard and properly account for public money and spend it economically, efficiently and effectively.

They 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.

1.7 Mayoral Decision-Making in the GLA is part of a wider set of mutually supporting arrangements for corporate governance – and the exercising of Mayoral Powers must be in line with these other protocols and policies and the law. In addition to the aforementioned Financial Regulations and Contracts and Funding Code, both of which are important companions to Mayoral Decision-Making in the GLA, this document relates to and interacts with the following:

- the GLA Group Corporate Governance Framework Agreement
- Head of Paid Service Staffing Protocol
- Statutory Officers Staffing Protocol
- Unified Planning Code of Conduct
- Protocol on Mayoral Appointments
- Codes of Conduct for Members and of Ethics and Standards for Staff
- Use of Resources Policy
- Expenses and Benefits Framework
- Gifts and Hospitality Policy
- the GLA’s policy on registering interests
- Records Management Policy
- the GLA’s published transparency commitment and reporting arrangements, including to comply with the Local Government Transparency Code
- Adult Education Budget Assurance Framework.
- Portfolio Management Framework.

2. Core responsibilities

Approval and review

2.1 The following changes, clarifications and updates have been made from the previous version (that being the version approved by Mayoral Decision 2830 in April 2022):

- section 16 begins with an expanded section on key role of Mayoral Delivery Board
- new section 19 which outlines the requirements of the new Portfolio Management Framework in relation to decision making
- uprating financial thresholds for decision making in line with inflation and/or Chief Finance Officer guidance since last reviewed in 2014

- omission of the separate rules regarding Affordable Homes Programme and Land Investment programmes. The revised rules for these will now be contained within relevant Mayoral Decisions. Pending the approval of the latter, the delegations to the Executive Director of Housing and Land as set out in the previous Framework (see MD2830) will still apply
- the section on GLA Companies, and the relevant Appendix, have been updated to reflect the decisions in MD2976 and MD3128 regarding London Treasury Ltd and SMEWFL (Funding London) and the latter's change from 'Arms Length' to 'Managed GLA Company' status
- updates have been made to the list of Senior Members of Staff (Appendix 3), to job titles and to make other minor factual changes.

2.2 This version supersedes all previous versions. Decisions taken under previous versions do, however, remain effective. This Framework may be amended from time to time by a further Mayoral Decision, noting that certain changes may be made under delegation, as set out below.

2.3 The Chief Officer (Head of Paid Service) will ensure this Framework is reviewed each year and that this review informs any subsequent update. Any significant issues will be captured on and reflected in the Annual Governance Statement.

2.4 The Head of Performance and Governance is responsible for keeping under review how the Framework is applied and adhered to on an ongoing basis.

2.5 This document will be reported to the London Assembly at least annually for information. Updates will also be provided to the Assembly where significant changes are made to this document in-year (i.e. any updates requiring approval through a Mayoral Decision Form); for example, by referencing the update in the Mayor's periodic reports to the Assembly.

Delegated authority to make updates and amendments

2.6 The Chief Officer, as the Head of Paid Service, has delegated authority to update the list of Senior Members of Staff (Appendix 3) and other job titles referenced in this document. They may also, having consulted with the Mayor, amend the provisions of this Framework. In making these changes, they must ensure the basis on which Mayoral powers have been delegated is not significantly or materially altered: that requires a Mayoral Decision Form.

2.7 The Chief Officer may, in addition, and including via the Governance Team on behalf of the Chief Officer, issue instructions and guidance as to the scope of this Framework and its operation, including the delegations it sets down, the use of the Signatory Permission, the exercising of specific delegations given outside this Framework, what is regarded as a Formal Document and on those matters relating to GLA Company Directors and GLA Subsidiary Companies.

2.8 The Head of Performance and Governance has authority to make minor drafting and presentational changes to this document provided these amendments do not materially change its provisions. This delegation includes consolidating changes to the GLA's decision-making framework into this document where such changes are approved by the Mayor via an MD.

Implementation

2.9 The responsibility for day-to-day implementation rests with the Head of Performance and Governance and their team. This includes communicating and advising on the GLA's corporate decision-making procedures. To this end, they will ensure this Framework is supported, where necessary, by clear supplementary guidance and well-understood and effective processes, with

appropriate reinforcement and support. Practical guidance and forms, supporting this Framework, are available via the intranet. Staff are strongly encouraged to review that guidance alongside this Framework.

2.10 Responsibility for the day-to-day administration of the process for approving Decision Forms and keeping records of approvals rests with the Mayoral Boards team in Assembly Secretariat. The Assistant Director, Committee and Member Services will ensure there are effective related processes, working with the Head of Performance and Governance.

2.11 The Head of Performance and Governance will raise any significant issues concerning the implementation of this Framework with the Chief Officer and Chief Finance Officer in the first instance. The Chief of Staff and, if appropriate, the Mayor will also be made aware of any significant risks arising.

2.12 At the directorate and team level, Corporate Directors and Managers have a responsibility to ensure the Framework is implemented by staff under them and that high-quality information is produced to support any decisions put forward for approval.

2.13 Everyone at the GLA is responsible for adhering to and applying this Framework.

Part B. The Reserved Mayoral Matters

3. The two categories of Reserved Mayoral Matters

3.1 ‘Reserved Mayoral Matters’ are powers that should normally only be exercised by the Mayor. It follows these powers fall outside of the parameters of the General Delegation and other delegations to staff described later in this document.

3.2 These powers are divided into Category 1 and Category 2 Reserved Mayoral Matters.

Category of Reserved Mayoral Matter	Characteristics
<i>Category 1 Matters</i> Matters reserved by law for the personal exercise of the Mayor only. Decisions relating to these matters may not be delegated under any circumstances.	<ul style="list-style-type: none">• Mayoral Powers and duties that by law are prohibited from being delegated by the Mayor to anyone; or which it is otherwise apparent may only be exercised by the Mayor on a personal basis.• Collectively they form a short list of specific powers and duties. They include, among other things, the Mayor’s attendance at Mayor’s and People’s Question Time meetings and the State of London Debate, the making of byelaws, considering certain reports of the GLA’s Statutory Officers and setting GLA borrowing limits. Importantly, the Mayor may not delegate the power to delegate.• The Urgency and Unavailability Arrangements described at section 4 do not apply: even in such circumstances, these powers may not be delegated.• A non-exhaustive list of these powers is set out under the Category 1 heading of Appendix 1.
<i>Category 2 Matters</i> Matters by policy choice exercised normally only by the Mayor. Decisions relating to these matters can, in certain and narrowly defined circumstances, be delegated to Senior Members of Staff.	<ul style="list-style-type: none">• Powers the Mayor is not prevented by law from delegating, but which, rather, they wish not to and so normally retain for themselves.• They can be divided into three subcategories:<ul style="list-style-type: none">○ Novel, Contentious or Repercussive matters (NCR Decisions).⁴ The financial value of the decision is not relevant○ a decision to commit Programme Expenditure, or to enter into any other type of Non-Routine Financial Commitment, of more than £250,000○ those ‘Specific Matters’ listed at Appendix 1, including, but not limited to, certain Mayoral appointments and directing the Functional Bodies.• May be exercised by other, specified post holders if the Mayor is unavailable and the situation is urgent or it would be otherwise inappropriate for them to act (see section 4).• A definitive list of these powers is set out under the Category 2 heading of Appendix 1.

⁴ If Permission to Proceed has been granted, the matter is not considered NCR. See paragraph 18.4

4. Urgency and Unavailability Arrangements for Category 2 Matters

4.1 The below post holders are authorised, separately and individually, to exercise Category 2 Mayoral Powers in place of and to the same extent as the Mayor in the following circumstances.

Circumstance	Post holders authorised to act	Following consultation with...
a) The Mayor is unavailable to act and the power needs to be exercised before the Mayor is likely to become available	<ul style="list-style-type: none">• Chief of Staff• Chief Officer	Where practicable: <ul style="list-style-type: none">• If the Chief of Staff is exercising the power, then the Chief Officer – and vice versa.• Normally also the relevant Mayoral Appointee and Corporate Director.• The Mayor, noting this may well not be feasible.
b) The Mayor considers it would be inappropriate to personally exercise the power (e.g. because of a potential conflict of interest; or a risk of pre-determination; or they do not wish to prejudice their future involvement in the matter)	<ul style="list-style-type: none">• Chief of Staff• Chief Officer• Any Mayoral Appointee• Any Corporate Director	<ul style="list-style-type: none">• All of the relevant (i.e. those within whose remit the matter rests) authorised post holders not acting in the given instance.

5. If the Mayor is Temporarily Unable to Act

5.1 The GLA Act⁵ foresees a situation in which the Mayor may be ‘Temporarily Unable to Act’: because of illness, imprisonment, absence abroad or for another reason. This is not the same as simply being ‘Unavailable’. In these limited circumstances the Statutory Deputy Mayor⁶ becomes the Acting Mayor and can exercise most functions normally exercisable by the Mayor, including Mayoral Reserved Matters (Categories 1 and 2).

5.2 Where there is an Acting Mayor, that person takes the place of the Mayor under this Framework.

⁵ Schedule 4 of the Act.

⁶ The Head of Paid Service must first give notice of the Mayor’s temporary unavailability to both the Statutory Deputy Mayor and the Chair of the Assembly. If there is no Statutory Deputy Mayor at the time, then the Chair of the Assembly becomes the Acting Mayor.

Part C. The General Delegation to Senior Members of Staff

6. The essentials of the General Delegation

6.1 Under the **‘General Delegation’**, all Senior Members of Staff are authorised to exercise:

- any power that is not a Reserved Mayoral Matter (Appendix 1), provided
- it is within that person’s area of responsibility, and
- the exceptions, terms and decision-making process set down in this Framework are followed.

6.2 ‘Senior Members of Staff’ are listed at Appendix 3. Broadly, they comprise:

- the GLA’s Chief of Staff, Chief Officer (Head of Paid Service) and Executive Directors (‘Corporate Directors’)
- those individuals appointed to their team by the Mayor, known as the 11+2⁷ and including also the Statutory Deputy Mayor⁸ (‘Mayoral Appointees’)
- Assistant Directors and Heads of Unit (‘Other Senior Members of Staff’)

6.3 It should be noted, in particular:

- the Mayor may themselves exercise a power delegated to a Senior Member of Staff under the General Delegation
- there is a separate delegation for exercising the Mayor’s Potential Strategic Importance (PSI) Application Powers and these fall outside this General Delegation
- there is also a separate but complementary GLA Managed Company Director Delegation
- the exercise of a Mayoral Power under the General Delegation includes doing something that facilitates or is conducive or incidental to the exercise of the function in question
- not all Senior Members of Staff have the same level of permissions; there is a distinction between those at Executive Director level and those at Assistant Director / Head of Unit level.

Delegating Category 2 Mayoral Reserved Matters

As Part B of this Framework makes clear, the Mayor has determined they will exercise certain powers themselves: there is a strong expectation they will not normally delegate them and so they fall outside the General Delegation. This is particularly the case for NCR Decisions and the Specified Matters at Appendix 1.

For practical reasons and to help the GLA conduct its business efficiently, it is, however, expedient for the Mayor to delegate from time to time project spending allocations within an approved programme (i.e. non-routine spending decisions of greater than £250k). Where a specific delegation of this type has been put in place – through the decision-making procedures set down in this Framework – then a Senior Member of Staff may take these spending decisions as if they were within the General Delegation.

⁷ i.e. Appointments made by the Mayor under section 67(1) of the GLA Act.

⁸ In their role as Deputy Mayor for Children and Families. Note also the Chief of Staff is both a Corporate Director and a Mayoral Appointee for this Framework.

7. The responsibilities and ambit of Senior Members of Staff

7.1 The Chief of Staff has broad and cross-cutting responsibilities – in addition to particular and specific responsibilities. They may therefore, for the purposes of this General Delegation, act in place of any Mayoral Appointee and can indeed exercise any power falling within the delegation. The Chief Officer may similarly exercise any power falling within the responsibilities of a particular Corporate Director or one of the Other Senior Members of Staff.⁹ Again, their responsibilities are deemed to encompass all of those areas falling within the General Delegation.

7.2 Below the Chief of Staff and Chief Officer, areas of responsibility are still not always mutually exclusive. In such cases there will usually be a recognised lead who should in the first instance exercise the power in question. But another Senior Member of Staff may, providing the matter falls broadly within their responsibilities, and as far as practicable they have consulted others who have related responsibilities, exercise the power in question. A delegation issued to a named post can be exercised by a different postholder, provided they are of equivalent level of seniority and the matter falls within their ambit.

7.3 A senior post holder may act in place of a more junior one.

Acting Senior Members of Staff

7.4 A Senior Member of Staff may ask another member of staff to act in their place for the purposes of this Framework and for a specified period of time while they are absent from the office or otherwise unavailable. This should be formalised, for example, by setting the arrangement out in writing – and circulating relevant details to interested parties, including the Governance Team, making clear what areas of responsibility are being covered by the Acting Senior Member of Staff and for what period of time. Normally the Acting Senior Member of Staff will be at the same level of seniority or one level below.

7.5 Any member of staff may ‘act up’ into a post of one of the Senior Members of Staff, providing the arrangement has been agreed with the Chief Officer and formalised by the relevant Corporate Director as described above. The individual acting-up is then considered a Senior Member of Staff for the purpose of this Framework.

Clarifying areas of responsibility

7.6 If there are any questions about whether a Mayoral Power lies within the area of responsibility of a Senior Member of Staff, then:

- in the case of a specified Mayoral Appointee, the Chief of Staff’s decision is final

The Greater London Returning Officer (GLRO)

To preserve impartiality and independence, normally only the GLRO will exercise Mayoral Powers under the General Delegation in support of:

- their functions under the GLA Act, and/or
- as Proper Officer under the Representation of the People Acts and elections law generally (i.e. to prepare and conduct Mayor of London and London Assembly elections).

If the GLRO is unavailable to act, then the Deputy GLRO may act in place of them.

Where the Mayor is exercising a power that may be deemed to impact on the GLRO’s functions, they will first consult with the GLRO.

Note GLRO Decisions are subject to their own process and Decision Form and while there are parallels, fall outside of this Framework.

⁹ Noting this is not referring to powers conferred directly on a Statutory Officer by virtue of legislation.

- in any other case, the Chief Officer's decision is final.

7.7 The Chief Officer may from time to time confirm, update and/or issue:

- the list of posts to be regarded as Senior Members of Staff for the purposes of this Scheme
- a description of, and boundaries for, the pre-existing areas of responsibility of any Senior Member of Staff
- a clarification as to which Senior Member of Staff may exercise a given delegation, including where there have been changes to responsibilities and/or posts since the giving of that delegation, and in all cases

having consulted with the Chief of Staff in respect of Mayoral Appointees.

Part D. The General Staff Authorisation

7.8 Although certain powers are reserved to the Mayor and other powers may only be exercised by Senior Members of Staff under the General Delegation,¹⁰ all members of GLA staff – at any grade – are given a ‘General Staff Authorisation’ to take action in their area of work to support the Mayor, Senior Members of Staff and GLA Subsidiary Companies (including their Directors) in the decisions they take under this Framework.

7.9 In other words, a member of staff may not necessarily take or authorise a decision that draws on a Mayoral or Company Power; but they can support and take an action connected to an approved decision. For example, a member of staff can help to formulate and lay the groundwork for a decision. And they can take actions to implement or give it practical effect.

7.10 Under the **General Staff Authorisation**:

- a member of staff has permission to do anything on behalf of the GLA¹¹ that facilitates or is conducive or incidental to preparing for, making or implementing a decision or other legitimate activity under this Framework
- all staff may in addition commit the GLA or a GLA Company to Non-Programme Expenditure and other Routine Financial Commitments, including Routine Land and Property Transactions
- all staff can undertake routine administrative matters

noting that

- this Authorisation is bound by the terms and requirements set out elsewhere in this Framework, including the Signatory Permission
- staff should normally act within their area of responsibility
- staff should involve their line manager as appropriate, securing the manager’s consent particularly for items of relatively large expenditure
- staff should use appropriate record keeping to document their actions.

7.11 Staff who are Managers have an additional authorisation:

- to approve Non-Routine Financial Commitments within their areas of responsibility up to a value of £10,000, subject to a Delegated Authority Record (DAR) being completed.

A Manager, for the purpose of this additional authorisation, is anyone who reports to an Assistant Director or Head of Unit, or has an equivalent level of seniority in the area in question. Where the authorising Manager is not the Budget Holder, then they must separately seek, receive and retain approval from the relevant Budget Holder.

¹⁰ Or under the Local Development Document Delegation.

¹¹ Including the Mayor, Senior Members of Staff and a GLA Subsidiary Company or its Directors.

Part E. Planning matters

8. Background to PSI Application Powers

8.1 The Mayor plays an important statutory role in town planning in Greater London. That includes the Mayor's powers in respect of "applications of Potential Strategic Importance"¹² under sections 2A to 2F of the Town and Country Planning Act 1990, and the Town and Country Planning (Mayor of London) Order 2008. These are the "PSI Application Powers".

8.2 The following two specific powers relating to the call-in of PSI Applications can, in addition to the Mayor, only be exercised by delegation to the Statutory Deputy Mayor or to one or more of the 11+2, in accordance with the relevant town and country planning legislation¹³:

- directing that the Mayor will become the local planning authority to determine a planning application of potential strategic importance (a PSI Application) – that is, the Mayor's power to 'call-in' and take over the planning application under s 2A(1) or (1B) of the Town and Country Planning Act 1990
- determining such a called-in PSI Applications under s 2A or 2B of that Act

(See paragraph 9.1 below for the posts delegated these two powers.)

8.3 The function of determining a PSI Application includes the power to:

- refuse planning permission and to determine reasons for refusal, or
- grant planning permission and determine the conditions, 'informatives' or notes of that permission and the reasons for them.

8.4 All other PSI Application Powers (including the power to direct a borough to refuse a planning application) and also the Mayor's other functions under town and country planning legislation can be exercised, as applicable, by:

- Senior Members of Staff under the General Delegation
- other staff under the Local Development Documents Delegation (see section 10 below) or the General Authorisation.

¹² These are defined in the Schedule to the Town and Country Planning (Mayor of London) Order 2008 (SI 2008/ 580, as amended).

¹³ Under section 38 GLA Act the function of giving a direction under s 2A(1) or (1B) of the Town and Country Planning Act 1990 (call-in of planning applications by the Mayor) and the function of determining an application by virtue of sections 2A or 2B of that Act can only, in addition to the Mayor, be delegated under s 38 of the GLA Act to the Statutory Deputy Mayor (see s38(2(a)) or to or one or more of the 11+2 staff (see s 38(2)(b)). These two powers cannot be delegated to staff appointed by the Head of Paid Service. Paragraph 9.1 is a standing delegation to the 11+2 positions listed there. In addition, where necessary the Mayor may appoint, by Record in Writing, other staff within the 11+2 to exercise these powers on an ad hoc basis (under paragraph 9.39.3).

9. The PSI Application Powers Delegation

9.1 Under this Framework, the following Mayoral Appointees are separately and individually authorised on a standing basis (in no particular order) to exercise the 'call-in powers' concerning PSI Application Powers referred to at paragraph 8.1:

- Deputy Mayor for Planning, Regeneration and the Fire Service
- Deputy Mayor for Housing and Residential Development
- the Statutory Deputy Mayor (currently also the Deputy Mayor for Children and Families).

9.2 The above post holders may exercise different functions in relation to the same PSI Application. For example, one may call-in an application and another may determine that application.

9.3 As with all other Mayoral Powers, the Mayor reserves the right to exercise the PSI Application Powers themselves. They may also appoint other 11+2 staff from time to time to exercise the PSI Application powers. Any such appointments will be documented by a Record in Writing.

10. The Local Development Document Delegation

10.1 The Mayor must be consulted on a wide range of Local Development Documents, both from within London and from the wider south east. They respond to these consultations to ensure such Documents are in general conformity with the London Plan and that London's strategic interests are protected. This involves a wider range of staff than those empowered under the General Delegation and so a specific delegation – the 'Local Development Document Delegation' – has been put in place to cover GLA staff involved in this work.

10.2 Under the **Local Development Document Delegation**, the GLA staff specified in the Local Development Document Delegation Table at Appendix 5 are delegated the power to respond to consultations on the specified documents on the Mayor's behalf.

10.3 Note that as with the principles generally established in this Framework:

- the Mayor may exercise their powers in this regard themselves and does not need to rely on the delegation
- the Executive Director of Good Growth and the Assistant Director for Planning and Regeneration may act in place of any staff junior to them
- the Assistant Director for Planning and Regeneration may authorise by Record in Writing any other staff member to act in their place in respect of this Delegation.

10.4 The decision to issue a direction in relation to a borough's Local Development Scheme under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) is a Category 1 Reserved Mayoral Matter and so does not fall within this delegation.

11. Recording planning decisions

11.1 The need to record decisions, described generally at section 21, applies to planning decisions. The Assistant Director for Planning and Regeneration may determine the precise format

for recording the exercising of the town and country planning consultation powers set out in Appendix 5.

Part F. The GLA's Companies and their delegations

12. Background

12.1 The GLA can establish or become formally involved in companies to facilitate the exercise of Mayoral Powers. It may own shares in the company (where it is a company limited by shares) or be a member of the company (where a company limited by guarantee)¹⁴. The GLA will normally appoint one or more of its Senior Members of Staff to the Board of Directors.

12.2 A company may be wholly owned by the GLA or the extent of the GLA's interest in it¹⁵ may be such that it is essentially controlled by the GLA. In such cases the company is classed under company law as a subsidiary of the GLA¹⁶ (a 'GLA Subsidiary Company', or simply, 'Company'). Note:

- the GLA may only conduct particular, defined activities for a commercial purpose ('Specified Activities'¹⁷) if it does so through a GLA Subsidiary Company¹⁸
- the Mayor may not transfer their ability to exercise Mayoral Powers to a GLA Subsidiary Company. But they can implement their decisions through a Company and can authorise it and its Directors to implement those decisions on their behalf.

Company Powers

In a similar fashion to Mayoral Powers, a company has legal powers to do things described in its Articles of Association, as well as through common law powers and through statutory powers transferred, conferred or imposed by legislation on the company itself ('Company Powers'). Generally speaking, a GLA Subsidiary Company cannot do things that the Mayor and/or GLA have no Mayoral Power to do.

Company law and a company's Articles of Association govern who can exercise Company Powers and take decisions on its behalf. Some decisions may only be taken by its members/shareholders in a Company general meeting; others are delegated to or to be exercised by the Company's Board of Directors, collectively or a single Director individually.

12.3 The GLA, at the time of writing, had seven Subsidiary Companies:

- Greater London Authority Holdings Limited (GLA Holdings)
- GLA Land and Property Limited (GLAP), a wholly-owned subsidiary of GLA Holdings
- London Power Co., a wholly-owned subsidiary of GLA Holdings
- SME Wholesale Finance London Limited (SMEWFL)
- GLIF Ltd, a wholly-owned subsidiary of SMEWFL¹⁹

¹⁴ Where a GLA Subsidiary Company takes the form of a limited liability partnership then the provisions in this section and the rest of this Framework that are applicable should be adapted accordingly; for example, 'Incorporation Document' replaces 'Articles'.

¹⁵ Together with rights under any connected shareholders or members' agreements.

¹⁶ As defined by section 1159 of the Companies Act 2006.

¹⁷ See the Greater London Authority (Specified Activities) Order 2013 (SI 2013/973).

¹⁸ See section 34B of the GLA Act

¹⁹ SMEWFL is also a member, together with Capital Enterprise Ltd, of LCIF Limited Liability Partnership (LLP).

- London Treasury Limited (LTL), a wholly owned subsidiary of GLA Holdings
- LTLF GP Ltd, a wholly-owned subsidiary of LTL

See Appendix 4 for more details.

12.4 For the purposes of the GLA’s decision-making framework, GLA Subsidiary Companies are divided into two broad classes:

- those Companies with decision-making that is, noting the requirements of company law, fully integrated with that of the GLA, namely GLA Holdings, GLAP, London Power Co and SMEWFL. (‘GLA-Managed Companies’). These companies exist to implement GLA Decisions
- any company operating at arm’s length (‘Arm’s-Length Companies’) of the GLA and for which the interaction between the Company and GLA decision-making is restricted to specified areas, as set out in the company’s Articles. At the time of writing, LTL, LTLF GP Ltd and GLIF were Arm’s-Length Companies.

12.5 It is axiomatic that GLA-Managed Companies fall within the auspices of this document. Except for decisions narrowly required to fulfil requirements under company law (see section 14) – governed by the Company’s Articles of Association – company decisions should be taken as GLA Decisions; that is, via a GLA Decision Form. Arm’s-Length Companies are, on the other hand, for the most part excluded from this document, noting the requirements at section 15.

12.6 Arm’s-Length Companies are, as a general rule, also not automatically covered by internal GLA policies (in contrast to GLA-Managed Companies, where the default position is these entities are covered by relevant policies and procedures). Arm’s-Length Company Directors should, however, consider adhering to the principles of the GLA’s core governance documents and may choose to adopt or implement elements of internal GLA procedures, subject to any provisions in company law, which must for both categories of Company take precedence.

13. The Implementing Action Authorisation for GLA-Managed Companies

13.1 Every GLA-Managed Company, and each GLA Company Director, is authorised to take any action through the Company (an ‘Implementing Action’) to implement an approved GLA Decision, subject to any contrary requirement under company law. Such action includes doing anything incidental or conducive to, or which facilitates, the implementation of that decision.

13.2 A ‘GLA Decision’ is any decision taken by the Mayor or a Senior Member of Staff that involves the exercise of a Mayoral Power.

13.3 In the case of GLA Holdings, GLAP, London Power and SMEWFL, the authorising of a GLA Decision, as required by this Framework, is sufficient to authorise the Company’s Implementing

Action. Therefore, if the GLA Decision requires an approved Decision Form, then that is in of itself sufficient and no further Decision Form is required.²⁰

14. Exercising Company Powers and the Managed Company Director Delegation for GLA-Managed Companies

14.1 This section applies only to ‘GLA-Managed Company Decisions’. These are:

- decisions and actions of a GLA-Managed Company unconnected to implementing a GLA Decision (i.e. that are not Implementing Actions)
- decisions that do not draw on Mayoral or GLA powers or which otherwise would in their own right require a Decision Form
- decisions of such a Company itself; for example, approving its accounts.

GLA Specified Activities Order

The Local Government Act 2003, GLA Act and GLA (Specified Activities) Order 2013 require the GLA to channel all its commercial activities through a trading company so as to create a level playing field with the private sector on tax. This was the driver for establishing GLAP. The GLA has also established an umbrella company: GLA Holdings, to provide the scope for a tax group for accounting purposes for a number of trading companies. Seek advice from Finance and TfL Legal if commercial activities are contemplated.

14.2 Every GLA-Managed Company Director²¹ is authorised under the **‘Managed Company Director Delegation’** to take any action or decision that involves the exercise of a Company Power where the matter:

- is within the powers of the Mayor and/or the GLA
- is not by law a decision reserved for: the Company in general meeting and/or is not delegated to its Board or a meeting of its Board
- is not contrary to company law (but where the authorisation granted under this paragraph shall so far as possible operate to accommodate any such provision or rule).

14.3 In exercising this Delegation, the Director is expected to seek in advance the views of the relevant Mayoral Appointee where the decision is more than simply administrative in nature.

14.4 Note that where GLA staff give their time to GLA-Managed Companies, the General Staff Authorisation (see Part D) applies to them too, subject to anything that under company law is required to be done by a Company Director or by the Company’s Secretary.

Recording GLA-Managed Company Decisions

14.5 The actions and decisions of a GLA-Managed Company and/or a Company Director, unconnected with the implementation of a GLA Decision, must be recorded in the manner required by the Company’s Articles, or as otherwise determined by the Company.

Signatory Permission of GLA-Managed Company Directors and other staff

14.6 Each GLA-Managed Company Director has, individually, Signatory Permission under the Managed Company Director Delegation to sign or execute any Formal Document for and on behalf

²⁰ The Decision Form does not need to expressly authorise the Company to implement the decision in question.

²¹ In normal circumstances, and unless a specialist role is required, only Senior Members of Staff will be appointed Directors of GLA Subsidiary Companies. The Directors of GLA Holdings and GLAP are listed at Appendix 4.

of the GLA Subsidiary Company that they are a Director of. That includes applying and authenticating any company seal to do so.

14.7 Any single GLA-Managed Company Director may give a power of attorney to any member of GLA staff or to one of the GLA Legal Advisors, for the purposes of section 47 of the Companies Act 2006. This is so as to authorise that staff member to exercise Signatory Permission and execute²² any Formal Document (including deeds or other documents) on the GLA-Managed Company's behalf. The power of attorney may be given unconditionally or subject to conditions, generally or specifically, and on a standing or occasional basis. The Company Director must first consult with the Governance Team and GLA Legal Advisors.

15. Arm's-Length GLA Companies

GLIF Limited

15.1 SMEWFL has established GLIF Ltd, a company limited by guarantee as a wholly-owned subsidiary. It is a Special Purpose Vehicle (SPV) to operate the London SME Fund of Funds (LSF). Under its Articles of Association there are a number of matters which are reserved for i) Mayoral and ii) officer approval.

London Treasury Limited (LTL) and LSR GP Ltd

15.2 London Treasury Limited (LTL) is a wholly owned and controlled subsidiary of GLA Holdings Limited. It is authorised and regulated by the Financial Conduct Authority and an authorised person for the purposes of the Financial Services and Markets Act 2000. LTL's purpose is to undertake investment management, other regulated activity and related support functions for the GLA and third parties with whom the GLA is collaborating. LTL acts as the principal portfolio manager for the London Treasury Liquidity Fund (LTLF), a partnership between the GLA Group and the London Pensions Fund Authority (LPFA) for collective investment of cash balances; supports the Chief Investment Officer in delivering treasury management shared services to the GLA and others; provides green finance services to the GLA and provides executive and administrative resources to SMEWFL and its subsidiaries.

15.3 LTL is also an Arm's-Length Company for the purposes of this document. Day-to-day operations take place within a framework established by the GLA through an Investment Management Agreement, which sets out the parameters within which LTL may act.

15.4 Under LTL's Articles of Association, a schedule sets out a number of matters that are reserved for i) Mayoral or ii) officer approval:

- Mayoral consent is required for such matters as amending the articles; arrangements for asset sale and disposal; winding up and/or cessation; Board appointments; the annual business plan and budget; and borrowing and property transactions over the value of £250,000. These are Category 2 Reserved Mayoral Matters.
- GLA consent covers such issues as making of grants and loans, litigation, senior level remuneration and borrowing and property transactions below the £250,000 threshold. These decisions can be taken by members of GLA staff under either the General Delegation or other staff under the General Staff Authorisation. Officers can determine whether the decision

²² Including applying and authenticating the use of any company seal.

requires a Director or Assistant Director Decision Form – taking into account the potential financial and reputational impact for the GLA associated with the decision – or if it can be actioned through some other type of Record in Writing (for example, an exchange of emails).

15.5 The Mayor approved the appointment of the Chief Finance Officer (or their substitute) to represent the Mayor and to exercise any functions of the GLA or GLA Holdings Ltd (in its capacity as the sole shareholder of LTL) outside of the matters specifically reserved to the Mayor in the Articles of Association.

15.6 In March 2020, MD2616 approved the creation of LTLF GP Limited as a new Arm's-Length Company limited by shares and incorporated in Scotland as a wholly owned subsidiary of LTL. The entity's purpose is to act as the General Partner (GP) of the London Treasury Liquidity Fund LP (LTLF) a Scottish Private Fund Limited Partnership registered as an Alternative Investment Fund and a created as a successor structure to the GLA's long-standing treasury collective investment arrangements. The company was incorporated in November 2020 and its Articles of Association have broadly similar provisions to those governing LTL other than in respect of appointment and number of directors, amount of share capital, and arrangements specific to its status as a Scottish incorporated company and its purpose as a GP.

15.7 Directors may be appointed (or removed) by the LTL board with the consent of the Chief Finance Officer as the Mayor's shareholder representative to LTL, following consultation with the Mayor's Chief of Staff.

Part G. Rules and procedures for taking and recording GLA Decisions

16. The focus of this part of the Framework: the Decision Form

16.1 The primary mechanism for taking decisions²³ is the Decision Form. The Form is important in of itself. But equally important is the process and the authorisations through which it must pass.

16.2 The focus of this section is on those decisions requiring an authorised Decision Form, and in particular:

- decisions that are Novel, Contentious or Repercussive (such decisions are a Reserved Mayoral Matter) irrespective of the type or value (if any) of Financial Commitment involved
- decisions involving a Non-Routine Financial Commitment, which may either be a Reserved Mayoral Matter (if of a value greater than £250,000) or within the scope of the General Delegation.

It does, however, have something to say about other types of decision taken in the GLA and the associated requirements.

16.3 The definitions of Routine and Non-Routine Financial Commitments are set out from paragraph 18.8.

17. Progressing and authorising a decision using a Decision Form

17.1 The Decision Form and the process it helps structure fulfils a number of purposes. It:

- clarifies what is being proposed and precisely what the required decision is (or what the related decisions are)
- describes the background to and important considerations for the taking of the decision
- allows for the setting out of options for different approaches
- links decisions to Mayoral strategies and priorities, including priority outcomes
- helps ensure financial and legal implications are identified and there is corresponding advice
- similarly helps ensure the GLA meets its duties under the Public Sector Equality Duty and generally to further equality for all Londoners

The Mayoral Delivery Board (MDB)

The Mayoral Delivery Board plays a central role in Decision Making arrangements. Its purpose is to support the Mayor in ensuring he can deliver his priorities for Londoners. It is chaired by the Chief of Staff and attended by the Mayor's Appointees and Executive Directors and relevant senior officials from the Functional Bodies.

MDB may establish sub-committees to support it in its work, appoint members to them and define their terms of references. These may include requiring them to review relevant Decision Forms (Mayoral, Director or Assistant Director) before submission to MDB for approval that they may be signed, to ensure corporate co-ordination and review.

MDB also acts as an important sense check for flagging any concerns about the details of imminent decisions and ensures factors such as communications and stakeholder engagement are considered. It reviews, among other things, matters of significance or potential significance that may involve the exercise of a Mayoral Power.

It is important GLA staff are familiar with the process and requirements for engaging with MDB.

²³ i.e. Authorising the exercising of a Mayoral Power.

- ensures decisions receive the appropriate authorisation and relevant others have been consulted and agreed the proposal
- records the decision that has been taken and so also aids accountability and transparency.

17.2 Decision Forms must be prepared with care and rigour: they are published documents that serve as a record of the decision and also provide sufficient information and advice to the decision taker to enable them to take an informed and evidence-based decision. Executive Directors are therefore expected to take responsibility for the quality of submitted forms within their directorates.

17.3 The table below summarises the main types of GLA Decision and specifies where a Decision Form is required. The type of form corresponds to the level of authorisation required: primarily from the Mayor (Mayoral Decisions) or from a Senior Member of Staff (Director and Assistant Director Decisions).

17.4 Note this is not an exhaustive list and there are other types of GLA Decision that require a Decision Form. Section 21 has something to say about the requirements for recording decisions generally. A fuller, but still not exhaustive, list of how to progress and record a decision is at Appendix 5.

What/Value	Form/Method	Notes
<i>Requiring a Decision Form and <u>within</u> the process administered by the Mayoral Boards Team</i>		
Any matter that is Novel, Contentious or Repercussive, irrespective of value (including nil value)	Mayoral Decision Form (MD)	<ul style="list-style-type: none"> • A Category 2 Reserved Mayoral Matter. • Applies irrespective of the type and value of expenditure or Financial Commitment (if any). • The relevant Mayoral Appointee in the Mayoral Team must be consulted and confirm they agree with the proposal. • Permission to Proceed can be sought, if there is doubt, to clarify if a matter is or is not NCR.
Programme Expenditure / Non-Routine Financial Commitments of: More than £250,000 or where unlimited	MD	<ul style="list-style-type: none"> • A Category 2 Reserved Mayoral Matter. • The relevant Mayoral Appointee in the Mayoral Team must be consulted and confirm they agree with the proposal. • Can be authorised via a lower order Decision Form if a specific delegation for the programme in question has been put in place (via a prior Decision Form). • Is required to be approved by the relevant sponsor Group and MDB in accordance with Portfolio Management Framework. • Separate rules apply for detailed allocations within the approved Affordable Homes Programme and Land Fund programmes (included within the relevant mandate and delivery plans). • A Decision Form of any kind <u>is not</u> required for CPO compensation payments.

What/Value	Form/Method	Notes
Programme Expenditure / Non-Routine Financial Commitments of: Up to and including £250,000	Director Decision Form (DD)	<ul style="list-style-type: none"> Covered by the General Delegation. Authorised by the responsible Director listed at Appendix 3. Can also be authorised by the relevant Mayoral Appointee. Can be authorised via an ADD if a specific delegation for the programme in question has been put in place. Is required to be approved by the relevant sponsor Group and MDB in accordance with Portfolio Management Framework.
Programme Expenditure / Non-Routine Financial Commitments of: Up to and including £75,000	Assistant Director Decision Form (ADD)	<ul style="list-style-type: none"> Covered by the General Delegation. Authorised by the responsible Other Member of Senior Staff listed at Appendix 3. Is required to be approved by the MDB in accordance with Portfolio Management Framework.
<i>Requiring a Decision Form but <u>outside</u> the process administered by the Mayoral Boards Team</i>		
Programme Expenditure / Non-Routine Financial Commitments of: Up to and including £10,000	Delegated Authority Record (DAR) – Manager	<ul style="list-style-type: none"> Falls outside of the process administered by the Mayoral Boards Team. But there is still a set template that must be used.
<i>Not requiring a Decision Form</i>		
Non-Programme Expenditure and other Routine Financial Commitments of: Any value	Routine record keeping (ensuring an appropriate audit trail) – Any member of staff	<ul style="list-style-type: none"> Covered by the General Staff Authorisation: every member of GLA Staff (whether listed at Appendix 3 or not) may, in the ordinary course of their duties and subject to the supervision or direction of their line manager, authorise the entering into of Routine Expenditure or another type of Routine Financial Commitment (including a Routine Land and Property Transaction, see definition at Appendix 7). This is the case even where the value is above £250,000 or unlimited. At higher values the approval of a Manager should be sought. Decision Forms are not normally used for Routine Expenditure or other Routine Financial Commitments. But advice should be sought from the Governance Team regarding the documenting of significant decisions or stages in implementing agreed budgets and programmes. Decisions authorising Routine Expenditure and other types of Routine Financial Commitment should be documented by a Record in Writing. Some Mayoral decisions in respect of the Adult Education Budget do not require an MD, but

What/Value	Form/Method	Notes
		instead are agreed by the Mayor at the AEB Mayoral Board (see Section 20). These are documented by a dedicated proforma rather than a Mayoral Decision Form.

18. Important considerations, definitions and requirements

Consultation with Mayoral Appointees

18.1 Where an MD is required, the relevant Mayoral Appointee or special appointee must confirm on the Form that the proposal has their endorsement. But even if an MD is not required, in exercising the General Delegation Senior Members of Staff are expected to seek the views of the relevant Mayoral Appointee. In doing so, staff will need to exercise their judgement. In particular there will often be a distinction between:

- narrowly technical and administrative things: sign-off from the lead Mayoral Appointee is not required, and
- things with significant policy implications and/or that could be attributed to the Mayor as their policy: sign-off is required from the lead Mayoral Appointee and the Chief of Staff or Deputy Chief of Staff (as appropriate) and the Mayoral Head of Policy should also be involved.

Novel, Contentious or Repercussive (NCR) proposals

18.2 If any proposed action or decision can be considered NCR, then the matter in question is a Category 2 Reserved Mayoral Matter and must be referred to the Mayor for approval (i.e. by an MD in the normal way). A matter can be NCR even if it involves nil expenditure and irrespective of whether it involves a Routine or Non-Routine Financial Commitment.

18.3 The following fall outside the NCR provisions:

- the GLRO's functions
- any town and country planning functions of the Mayor or GLA, including the PSI Application Powers and those exercised under the Local Development Document Consultation Delegation
- the enforcement of Trafalgar Square and Parliament Square byelaws.

18.4 If there is doubt as to whether a matter is NCR, then any one of the following can, by Record in Writing, give Permission to Proceed (that is, clarify conclusively that a matter is not NCR):

- the Mayor
- the Chief of Staff
- the Chief Officer (Head of Paid Service)
- the Chief Finance Officer
- the Governance Team (copied to the Chief Finance Officer)

Providing there is not a material change in circumstance, and it is not otherwise a Reserved Mayoral Matter, then the proposal is within the General Delegation and can be determined by a Senior Member of Staff in the normal way.

The GLA Budget and Financial Commitments

18.5 The Mayor agrees a detailed GLA-wide budget in March each year, via an MD, for the next financial year. Within the overall envelope of expenditure, this budget delineates between ‘Programme’ and ‘Non-Programme’ Budgets. GLA Financial Regulations require budget holders to manage their budgets prudently, whichever category expenditure falls within.

18.6 Non-Programme Expenditure is, generally, a type of ‘Routine Financial Commitment’. Unless the Governance Team advise otherwise, all other expenditure is Programme (and therefore a ‘Non-Routine Financial Commitment’) for the purposes of this Framework.

18.7 Most Non-Programme elements of the GLA-wide budget are approved at the point the Mayor agrees the detailed budget: a subsequent Decision Form is not required, whatever the value, and providing the Non-Routine Financial Commitment in question does not relate to a Reserved Mayoral Matter. Conversely, the approval of the budget does not give approval for Programme Expenditure: this is a Non-Routine Financial Commitment and a Decision Form must be approved before the budget can be spent.

18.8 There are exceptions to the general rule above. Certain items are deemed Non-Routine Financial Commitments and so do require a Decision Form despite being funded from Non-Programme Expenditure. These are captured in the table below.

Routine (Decision Form not required) ²⁴	Non-Routine (Decision Form is required)
<ul style="list-style-type: none"> • Staff salaries and payments to temporary staff and secondees • Indirect employee costs such as travel • Office supplies and services such as stationery and printing • Purchase of books, publications and data; renewal of subscriptions to organisations • Accommodation costs including rent, rates, insurance, and service charges • Payments made under contracts for cleaning, maintenance, catering and for other facilities and estate management services • Routine IT expenditure, such as purchase of IT equipment and payment for mobile devices • Routine Land and Property Transactions²⁵ 	<ul style="list-style-type: none"> • Expenditure falling within a Programme Budget • Income or monetary payments in favour of the GLA: unless a Routine Land and Property Transaction or the Governance Team advise otherwise, creating an obligation to pay income or make a monetary payment to the GLA is Non-Routine • Guarantees and contingent liabilities: unless a Routine Land and Property Transaction, on normal commercial terms, or the Governance Team advise otherwise, the creation any new contingent liability by the GLA in favour of a third party is Non-Routine • Large contracts for services – primarily in FM and IT – or expenditure on infrastructure works that have significant financial implications for the GLA and its ability to secure value for money • Framework contracts that do not in of themselves require a commitment of spend, but which nonetheless are significant (for example, because they commit the GLA to a single

²⁴ Note this is not an exhaustive list.

²⁵ Note that the acquisition or disposal by the GLA of the freehold of any land or the leasehold of land where the lease is for a term of seven years or more is a Reserved Mayoral Matter and will require an MD, subject to the delegations for property disposals set out in Appendix 1.

supplier and where spend is expected to be at scale or the service is critical)

18.9 The value of the Financial Commitment must be determined on the basis of the aggregate value arising. So, for example:

- a ten-year contract or lease with an annual payment or annual income of £30,000 should be valued at £300,000 and an MD is required.

18.10 Some decisions involve a mix of different Financial Commitment types and/or values: as the table above indicates, expenditure is only one form of Financial Commitment. Where this is the case, the decision should be taken at the level determined by the aggregate value of all Financial Commitment types. For example:

- Non-Routine Expenditure of £205,000 of GLA funds and a future receipt of £215,000 is a Financial Commitment of £420,000 and an MD is required.

18.11 However, where the income is being received for the direct purpose of funding the expenditure with which the Form is concerned, then it is the discrete value of the income or expenditure – whichever is higher – that is relevant:

- a £120,000 grant from Government to part fund a GLA project involving £140,000 of expenditure requires a DD (the relevant value is £140,000).

Both the income and the expenditure must be approved, which can be done through a single Decision Form.

Variations

18.12 Where the value of a Financial Commitment associated with a decision changes, then a new Decision Form is required in the following circumstances.²⁶

Commitment value	Change in value	Action
More than £500,000	<ul style="list-style-type: none">• An increase in the total value of the Financial Commitment of more than £50,000.• An increase in expenditure of more than £50,000.²⁷• An increase or a decrease in income of more than £50,000.²⁸	Draft and progress a Decision Form commensurate with the new value of the Financial Commitment calculated as at paragraphs 18.9 to 18.10 above. It is normally, with the Governance Team able to advise, the revised total value that is relevant to deciding which Decision Form to use – not the value of the change.
£500,000 or less	<ul style="list-style-type: none">• An increase in the total value of the Financial Commitment of more than ten per cent.• An increase in expenditure of more than ten per cent.• An increase or a decrease in income of more than ten per cent.	

²⁷ It is the absolute expenditure that is relevant, not expenditure net of income.

²⁸ Where income increases, but net expenditure does not, and there are no other risks to performance or delivery or indirect costs to the GLA, the Governance Team, in consultation with the Chief Finance Officer, may waive this requirement. This must be set out in a Record in Writing.

18.13 The Financial Regulations set down the rules concerning any budget transfers that may arise from a change in the value of a Financial Commitment.

18.14 If there are significant changes to the nature of a decision, the basis on which it was taken or to the outcomes being pursued, then a new Decision Form may also be required. If it became apparent the implementation of a scheme would be NCR having been approved via a DD, an MD would then be required. Similarly a new Decision Form, in most cases at the same level as the original authorisation, would be required if the nature of the outcomes to be delivered changed significantly or there was a significant change in attendant risks. The Portfolio Management framework sets a series of detailed rules for variations in delivery and the tolerances before requiring a new form. A new Decision Form is not required solely where there is a performance issue, though the authorising officer and relevant Mayoral Appointee should be informed. Similarly, a Decision Form is not necessarily required to extend the length of a programme, reprofile expenditure across years or draw on a different budget (noting the provisos above about outcomes and risks); the procedures set down in the Financial Regulations must, however, be followed.²⁹

18.15 GLA staff should inform and seek advice from the Governance Team where there are variations.

Staffing costs

18.16 Approval for expenditure on staffing costs is governed by separate processes and procedures. However, where these costs form part of programme expenditure, they should also be approved through the relevant Decision Form.

19. Portfolio Management

19.1 GLA programmes are delivered through a portfolio management approach. The detailed rules are set out in a Portfolio Management Framework (PMF) which must be followed.

19.2 There are some key principles that govern the approval of programme expenditure and the approval of Decision Forms:

- Mayoral Delivery Board has oversight of the entire GLA portfolio, supported by a number of sub-committees.
- Through a Mayoral Decision Form, the Mayor will issue a mandate for the development of a programme to deliver specific outcomes. Mandates will set out the purpose and objectives of the programme, as well as high-level requirements for budget and staffing.
- In response to each mandate, a corresponding delivery plan will be developed, requiring approval through a Mayoral Decision Form. This plan is to set out detailed and costed activities that will deliver those outcomes.
- Separate Decision Forms will not be required to approve expenditure in accordance with the delivery plan, unless changes are outside the agreed financial and delivery delegations as set out in the delivery plan.

²⁹ The Governance Team will maintain, and may from time to time update, supplementary, more detailed guidance to clarify when a further Decision Form is and is not required where there has been a change to the proposals agreed through the original Decision.

- Decision Forms will still be required ‘in-year’ for NCR matters (see paragraph 18.2) and any other matters not covered by an existing delivery plan. Decision forms on non-programme matters will not routinely be covered by the Portfolio Management Framework.

20. The Adult Education Budget

20.1 Functions relating to London’s Adult Education Budget are exercised by the Mayor under delegation from the Secretary of State for Education. The delegation route (section 39A of the GLA Act 1999) means the Mayor cannot delegate decisions further and must take any decisions personally. That does not preclude officers from taking action to implement the Mayor’s decisions (as per the General Staff Authorisation). But it does mean the decisions pertaining to the AEB are Category 1 Reserved Mayoral Matters and so cannot be taken under the General Delegation.

20.2 AEB decisions must be considered by the Mayor through the AEB Mayoral Board. While all AEB decisions are Category 1 Mayoral Reserved Matters under Part B of the MDM framework, some also meet the criteria for being a Category 2 Reserved Mayoral Matter, which would usually require a Mayoral Decision Form (i.e. for areas outside of the AEB). Where this is the case, then the AEB decision in question requires approval through an MD Form, as well as prior consideration at the AEB Mayoral Board. Where the matter would not generally (i.e. for areas other than AEB) require an MD, then no MD Form is necessary and approval by the Mayor at the AEB Mayoral Board is sufficient. The Mayor executes such decisions by signing a short proforma (following his consideration of the matter), which includes all the matters that the Mayor must consider when making a decision.

20.3 The AEB Assurance Framework provides further guidelines on what matters do, and those matters which may, require an MD. Matters requiring an MD include approval of the AEB Assurance Framework, commissioning strategy, budget, strategic direction and annual funding rules and rates.

20.4 An AEB MD may provide for subsequent and consequential decisions to be taken by the Mayor at the AEB Mayoral Board without the need for a further MD form, including where an overarching MD is approved. The MD should set the parameters within which these decisions can be taken (i.e. in what circumstances a further MD would be required).

21. Recording decisions

21.1 Every decision or action supported by the exercise of a Mayoral Power should normally be recorded in writing and preserved in an auditable form. Where a Decision Form (including a DAR) has been executed, then that and its referenced and supporting documents serve as the record and no further documenting is required. Note the requirement to record applies even where the value is nil or there are no Financial Commitments or financial implications;³⁰ for example, if the Mayor is appointing someone to a Board or other body.

21.2 Where a Decision Form is not required, then the method of progressing and recording the decision will be some other type of Record in Writing. The record must make clear the action or decision being taken and in an auditable form that is properly filed and can be retrieved. It should set out relevant considerations and implications and can, for example, be in an email, memo, report or file note. The Governance Team can advise as to how decisions should be recorded.

³⁰ Direct or indirect and including contingent liabilities.

21.3 GLA Company Decisions should be recorded in accordance with paragraph 14.5.

21.4 A non-exhaustive list of the format Records in Writing should take is at Appendix 5.

Transparency expectations

21.5 The GLA has a formal commitment to transparency and openness. The Mayoral Boards Team therefore publishes MDs, DDs and ADDs on london.gov.uk. A Decision Form, or part of it (known as a 'Part 2'), may be withheld from publication if the information it contains is likely to be exempt under the Freedom of Information of Act 2000. In other circumstances, the entire Decision Form may be deferred for release at a later date. Such circumstances are relatively rare and unless the Governance Team advise otherwise, Decision Forms should be prepared on the basis that they will be publicly available. They should therefore be written so that Londoners and other interested parties are able to understand the nature of the decision and the background.

Decision Form templates and the role of the Governance Team

GLA staff must use the specified relevant Decision Form template. These templates are available on the intranet together with the guidance on the process that must be followed.

The templates are updated from time to time. So it is important staff ensure they are using the latest version.

The framework for Mayoral, Director and Assistant Director Decisions is overseen by the Governance Team and coordinated and administered by the Mayoral Boards Team in Secretariat. This helps ensure each decision has the required authorisations and input. An underlying imperative is to ensure the decision-making process is initiated in a timely manner and the Governance Team should be involved early on.

Part H. The Signatory Permission for Formal Documents

22. Formal Documents

22.1 Some decisions are taken and implemented simply by the decision-maker – the Mayor or a Senior Member of Staff – executing (signing) the relevant Decision Form. Other decisions, however, require a separate or stand-alone instrument or document to be signed and it is this ‘Formal Document’ that constitutes the exercise of the particular legal power (for example, a direction, notice, order or byelaw). In other cases, a recognised or legal document is required to implement a decision that has already been taken (for example, a contract or a lease).

The definition of ‘Formal Document’ here also extends to an official document of any sort.

Definition of a Formal Document

A ‘Formal Document’ is a document other than a Decision Form that constitutes or implements the exercise of a Mayoral Power or a Company Power, in whatever form and by whatever name the document takes, where the document has or is intended to have legal force and effect.

22.2 There is more detail on the definition at Appendix 7; and 0 contains a non-exhaustive list of documents that fall within the definition of a Formal Document.

23. Exercising the Signatory Permission

23.1 Under the Signatory Permission set down in this Framework, Formal Documents can be executed (signed and dated) by:

- the Mayor
- a Senior Member of Staff, relying on the General Delegation
- a Manager, where the relevant Senior Member of Staff has, through a Record in Writing, put in place specific provision for that individual to exercise the Signatory Permission in certain, properly and narrowly defined circumstances (generally this will be where there are high volumes of low value Formal Documents requiring signature)
- a Company Director, relying on the Company Delegation or a person authorised by a power of attorney under section 47 of the Companies Act 2006 (see paragraphs 14.6 and 14.7) and in so doing
- taking account of the limitations and requirements below.

23.2 For the sake of clarity, Signatory Permission:

- is the authorisation to execute a Formal Document that constitutes, implements or is otherwise connected or related to the discharge or implementation of a Mayoral Power or a decision supported by a Mayoral Power (or in the context of a GLA Subsidiary Company, a Company Power)
- the Formal Document can be executed for or on behalf of the Mayor, GLA and/or GLA Subsidiary Company

- includes the subsequent variation of the terms of the Formal Document in accordance with the original decision, provided that the basis for that decision and the risks associated with it have not changed materially.

23.3 The Contracts and Funding Code, and related guidance, explains, how, within the parameters directly above and below, contracts and grant agreements must be executed.

24. Related limitations, requirements and considerations

Mayoral Reserved Matters

24.1 The Mayor may execute any Formal Document on their own behalf. But only the Mayor may execute one connected or relating to a Category 1 or Category 2 Reserved Mayoral Matter, unless:

- the Urgency Procedures at section 4 apply, but only in respect of Category 2 Matters
- a Decision Form relating to the matter in question has been approved and the Formal Document is part of implementing the approved decision
- in any other case, the Mayor has authorised a Senior Member of Staff to execute the Formal Document on their behalf.

Areas of responsibility

24.2 In the first instance, the Signatory Permission should be exercised by the Senior Member of Staff whose ambit the Formal Document and any preceding decision falls within, noting:

- the Chief of Staff, Chief Officer, Chief Finance Officer and Assistant Director, Group Finance and Performance may exercise the Signatory Permission on behalf of any Specified Senior Member of Staff
- the person providing the Signatory Permission does not have to be the same individual or at same level as the decision taker.

GLA Legal Advisors

24.3 The GLA's Legal Advisors have authority to act as agents for the Mayor, GLA, a GLA Company Director and/or any GLA Subsidiary Company. As such, the GLA's Legal Advisors have Signatory Permission on their behalf in respect of any Formal Document those persons could themselves sign or execute.

Corporate seal

24.4 The GLA has a corporate seal. The application of the GLA corporate seal shall be authenticated by the signature of any one of the following:

- the Mayor
- any specified Senior Member of Staff, or, if authorised by such a person
- one of the GLA's Legal Advisors.

24.5 The majority of the GLA's formal documents are executed electronically via DocuSign and staff should follow the relevant guidance on the Intranet.

Part I. Functional Bodies

25. The Mayor's role vis-à-vis the Functional Bodies

25.1 This Framework does not cover the Mayor's powers and duties where they are acting in a different and specified role within one of the GLA's Functional Bodies; for example, as Chair of TfL. When acting in such roles they are subject to the schemes of delegation and other protocols belonging to the body in question.

25.2 That notwithstanding, the Mayor does have particular powers and duties in respect of these bodies in their Mayoral capacity when operating in the GLA context – and therefore this Framework.

25.3 Specific legislation applicable to the Functional Bodies may require the Mayor to do something themselves; to provide their consent or agree to others doing something; or for them to be consulted. The most important requirements are summarised below and includes where the Functional Body is required to do something under a statutory Mayoral Direction.³¹ Unless specifically listed as a Reserved Mayoral Matter, these decisions may be taken by Senior Members of Staff under the General Delegation.

Functional Body	Governance arrangements falling within the ambit of the Mayor acting in GLA context
London Legacy Development Corporation (LLDC)	<ul style="list-style-type: none">• The Mayor has powers of appointment in respect of LLDC's Board and Committees, including appointing the Chair (a Category 2 Reserved Mayoral Matter), subject to the Assembly non-binding confirmation hearing procedures. They may themselves Chair LLDC, but at the time this Framework was updated, they were not the Chair.• The Mayor is required to provide consent to certain matters under the Localism Act 2011 and such consent may be given on their behalf by Senior Members of Staff under the General Delegation.• The Mayor has directed that LLDC (under the LLDC Governance Direction (MD1227 as amended by MD2502)) has standing consent to exercise some of those powers without the matter being referred to the Mayor or following consultation with the Mayor. Other matters must be determined by the Mayor. This Framework and the Direction allows Senior Members of Staff to provide that consent on his behalf under the General Delegation, which can be given via a Director Decision Form or, where a minor matter, via another form of Record in Writing. Where, however, a proposal has significant budgetary, legal or delivery implications for the GLA, or is NCR for the GLA, then the Senior Member of Staff in question should ensure consent is provided not under delegation but by the Mayor through an MD.• The Mayor may issue guidance or Directions to LLDC as to the manner in which it is to exercise its functions, and/or specific Directions as to the exercise of its functions.

³¹ A Category 2 Reserved Mayoral Matter requiring an MD.

Functional Body	Governance arrangements falling within the ambit of the Mayor acting in GLA context
Old Oak and Park Royal Development Corporation (OPDC)	<ul style="list-style-type: none"> • The Mayor has powers of appointment in respect of OPDC's Board and Committees, including appointing the Chair (a Category 2 Reserved Mayoral Matter), subject to the Assembly non-binding confirmation hearing procedures. They may themselves Chair OPDC, but at the time this Framework was updated they were not the Chair. • The Mayor is required to provide consent to certain matters under the Localism Act 2011. Consent may be given on their behalf by Senior Members of Staff under the General Delegation. • MD2502 approved the OPDC Governance Direction 2019 under which the Mayor has directed that OPDC has standing consent to exercise some of those powers without the matter being referred to the Mayor or following consultation with the Mayor. Other matters must be determined by the Mayor. This Framework and the Direction allows Senior Members of Staff to provide that consent on his behalf under the General Delegation. Where, however, a proposal has significant budgetary, legal or delivery implications for the GLA, or is NCR for the GLA, then the Senior Member of Staff in question should ensure consent is provided not under delegation but by the Mayor through an MD. • The Mayor may direct OPDC.
Transport for London (TfL)	<ul style="list-style-type: none"> • The Mayor appoints the TfL Board, including its Chair (a Category 2 Reserved Mayoral Matter), subject to the non-binding Assembly confirmation hearing procedures. The Mayor may personally Chair TfL and at the time of writing did fulfil that role. • The formal approval of the statutory Transport Strategy and annual fares setting direction under section 174(1) of the GLA Act are Category 2 Reserved Mayoral Matters. • The statutory Transport Strategy falls within the GLA Act and must be also approved via an MD. • The Mayor may direct TfL.
London Fire Commissioner (LFC)	<ul style="list-style-type: none"> • The Mayor appoints the LFC, a corporation sole, and may also appoint a Deputy Mayor for Fire (a GLA employee or an Assembly Member), subject to the Assembly confirmation hearing procedures (binding if the Deputy Mayor is not an Assembly Member, noting that the LFC cannot be an Assembly member). • The Mayor retains oversight for strategy and budget setting for the LFC, and the LFC in turn is responsible for providing London's fire and rescue service. • The Mayor may direct the LFC. • A standing governance direction is in place (MD2260, March 2018) that delineates those matters requiring Mayoral approval before an LFC decision is taken (the appointment of a Deputy London Fire Commissioner and the final proposed text of the draft London Safety Plan) and other matters requiring the approval of, or prior consultation with, the Deputy Mayor for Fire.

Functional Body	Governance arrangements falling within the ambit of the Mayor acting in GLA context
Mayor's Office for Policing and Crime (MOPAC)	<ul style="list-style-type: none"> • The Mayor is the sole occupant of MOPAC and in that role has oversight and strategy and budget setting responsibilities for the Metropolitan Police Service. • The Mayor may appoint a Deputy Mayor for Policing and Crime, subject to the Assembly confirmation hearing procedures (binding if the DMPC is not an Assembly Member). They may delegate matters to them subject to certain matters being reserved to the Mayor under Police and Social Responsibility Act 2011. • The Mayor has no power of direction over MOPAC: they cannot direct themselves.

Appendix 1. Reserved Mayoral Matters

1. Matters reserved by law to be exercised only by the Mayor (Category 1)

The Mayor may not under statute delegate certain matters; that includes under sections 38 and 380 of the GLA Act. The following is a non-exhaustive list. Each Mayoral Power should be checked to confirm it can be delegated.

GLA Act

- The Mayor's functions under section 36 concerning the making of standing orders for the GLA by the Assembly: see section 36(12).
- The power to delegate functions under section 38 and the power to delegate the Mayor's Culture, Media and Sport functions under Part X of the GLA Act: see sections 38(6)(a) and 380(6)(a) respectively. (This means that the Mayor cannot delegate the power to delegate.)
- The exercise of the functions of a Minister of the Crown delegated to the Mayor under section 39A: see section 39A (6).
- Attendance by the Mayor at Mayor's Question Time (MQT) meetings and answering questions put to them at such meetings under section 45(3).
- Attendance by the Mayor at the annual State of London debate meeting held under section 46.
- Attendance by the Mayor at People's Question Time meetings held under section 48.
- The exercise of the Mayor's power of appointment of any of the 11+2 GLA staff under section 67(1) as amended: see section 36(6)(b).
- Appointments to the London based Regional Council of the Arts Council of England; the London regional committee or panel of the English Sports Council under section 377A and the Greater London Authority (Mayor of London Appointments) Order 2008 (SI 2008/ 701): see section 380(6)(aa).
- The making of byelaws concerning Trafalgar Square and Parliament Square Gardens under section 385(1) of the GLA Act: see section 380.
- The duty to consider a report of the Head of Paid Service prepared under section 2 of the Local Government and Housing Act 1989 and the duty to consider a Monitoring Officer or Chief Finance Officer report.

Other legislation

- The duties imposed on the Mayor to consider a report of the Head of Paid Service or GLA Monitoring Officer under sections 2 and 5 of the Local Government and Housing Act 1989: see sections 72(8) and 73(12) of the GLA Act.
- The Mayor's consideration and attendance at a meeting of the Assembly called to consider a report by the GLA's Chief Finance Officer (section 127 officer under the GLA Act) under section 114 of the Local Government Finance Act 1988.
- The Mayor's consideration and attendance at a meeting of the Assembly called to consider a report under section 8 or recommendations under section 11(3) of the Audit Commission Act 1998 in accordance with section 11A of that Act: section 11A(11) ACA 1998.

- The decision to issue a direction in relation to a borough's Local Development Scheme under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).
- The functions of determining and keeping under review how much money the GLA or a Functional Body can afford to borrow under section 3(2) of the Local Government Act 2003: section 3(9) LGA 2003.
- Decisions pertaining to the Adult Education Budget (see Section 20) under section 39A of the GLA Act 1999.

2. Matters by policy choice for exercise normally only by the Mayor (Category 2)

The Mayor does not wish to delegate the following matters³²:

- any decision, to exercise a power, that is Novel, Contentious or Repercussive
- a decision to commit Programme Expenditure or to enter into any other type of Non-Routine Financial Commitment of more than £250,000
- those Specified Matters listed below.

This list of matters the Mayor does not by policy choice wish to delegate can be considered exhaustive.

Specified Matters

- Appointments to any of the following offices (specified in section 60A of the GLA Act or other legislation as ones to which the Assembly's confirmation hearing procedures under Schedule 4A apply):
 - Chair (if not the Mayor) and/or Deputy Chair of Transport for London
 - Deputy Mayor for Policing and Crime
 - London Fire Commissioner and Deputy Mayor for Fire
 - Chair (if not the Mayor) of a Mayoral Development Corporation
 - the Mayor's representative as Chair of the London Waste and Recycling Board
 - Chair of the Cultural Strategy Group (currently fulfilled by the Cultural Leadership Board)
 - Chair and/or Deputy Chair of the London Pensions Fund Authority.
- Appointment to a remunerated position established under section 30 of the GLA Act (disregarding the payment of travel or subsistence expenses and allowances when on official business).
- Any other Mayoral appointment not falling within the above and where not otherwise expressly delegated, including:
 - any statutory power of appointment to any other position, office or body
 - any appointment to a non-remunerated position, relying solely on section 30 of the GLA Act
 - any appointment of directors of or Mayoral representatives on GLA companies.
- Authorising any member of 11+2 staff not listed at paragraph 9.1 of this Framework to exercise the PSI Application Powers, whether generally or specifically.

³² Though these matters are subject to the Urgency and Unavailability procedures in section 4.

- The GLA forming or acquiring interests in any company or other corporate body.
- The disposal of land held by the GLA or a GLA Company for the purposes of housing or regeneration for less than the best consideration that can reasonably be obtained in circumstances where the General Consent issued under section 333ZC of the GLA Act requires that a specific consent from the Secretary of State is required.
- The acquisition by the GLA (including a GLA-Managed Company) of the freehold of any land or the leasehold of land where the lease is for a term of seven years or more.
- The disposal by the GLA (including a GLA-Managed Company) of the freehold of any land or the leasehold of land for a term of seven years or more that does not meet the definition of a Minor Property Disposal.
- Approval in principle to the making of any Compulsory Purchase Order by the GLA under section 333ZA of the GLA Act.
- Approval of the text of the Mayoral strategies listed in section 41(1) for the purpose of submission to the Assembly under section 42B of the GLA Act and their subsequent approval for the purposes of publication as the Mayor's official strategy (other than the making of non-material changes to the text including the correction of errors³³).
- Approval of the final proposed text of the draft London Safety Plan in accordance with the standing governance direction (set out in MD2260, March 2018).
- The giving of statutory directions and/or guidance to:
 - Functional Bodies: TfL under sections 155(1) and 174(1)³⁴ of the GLA Act; to the LFC under section 327D of the GLA Act as amended by the Policing and Crime Act 2017; and to an MDC under section 220 of the Localism Act 2011
 - the London Waste and Recycling Board under sections 356, 357 and 358 of the GLA Act
 - London borough councils as regards their local air quality control functions under section 85 of the Environment Act 1995
 - any other person or body where such a statutory power exists.
- The Mayor's functions concerning the annual budget process as set out in sections 85 to 99 of the GLA Act, including the Mayor's functions under Schedules 6 and 7, and the presentation of the draft consolidated and final draft budgets to the Assembly under that Schedule.
- The granting of an exemption under section 36 of the Freedom of Information Act 2000 (only in exceptional circumstances and providing it would not be unlawful in the circumstances for the Mayor to grant the exemption).
- The confirmation by the Mayor of an order establishing a road user charging scheme under section 295 and Schedule 23 of the GLA Act including the confirmation of any order varying or revoking such a scheme.
- The approval (where required) of arrangements involving the GLA for the provision or delegation of professional technical or administrative services or functions under section 401A of the GLA Act.

³³ Such corrections and non-material changes are covered by the General Delegation

³⁴ Section 174 of the GLA Act concerns the setting by the Mayor of the general level and structure of TfL public transport fares.

- The giving of Mayoral consent under sections 120 or 121 of the GLA Act to the making of capital or revenue grants between the GLA and a Functional Body and/or between Functional Bodies where the value is over £250,000.
- The giving of Mayoral consent to either of: a) the disposal of land by an MDC for less than the best consideration that can reasonably be obtained; or b) the disposal of land which has been compulsorily acquired by the MDC, as respectively required by section 209 (1) and (3) of the Localism Act 2011.
- Any matter listed in a GLA Company's Articles of Association as requiring the consent of or a decision by the Mayor, including amending the Articles themselves.
- Conducting a Safeguarded Wharves Review and making consequential recommendations to the Secretary of State on removing, applying or reissuing safeguarding directions.

Appendix 2. Actions that can be taken under the General Delegation

The following is a non-exhaustive, illustrative list of the actions that can be taken at any time by specified Senior Members of Staff under the General Delegation.

Action	Notes and requirements
Making a Non-Routine Financial Commitment (including Programme Expenditure) of a value up to and including £250,000	<ul style="list-style-type: none"> The power to enter into a Non-Routine Financial Commitment (including Programme Expenditure) valued at up to and including £250,000.
Conducting procurement exercises and award of contracts/grants	<ul style="list-style-type: none"> The power to undertake on the GLA's behalf any value for money, public procurement or grant award exercise necessary or expedient to implementing a decision. This power must be exercised in accordance with the Contracts and Funding Code. This includes approving any matter involved in such processes; for example, the procurement procedure to follow, publishing procurement notices, approving specifications, evaluation criteria and tender documents, and selecting the winning bidder. If, however, the exercise of any procurement function is NCR then a Mayoral Decision must be sought first. Similarly, if the proposal the procurement relates to involves Non-Routine Expenditure of greater than £10,000, then an approved Decision Form is anyway required and should be finalised prior to procurement beginning formally. Decision Forms should cover procurement options where that is a planned route for implementing the decision. If a single source procurement route is being sought, that should form part of the decision.
Setting fees and charges	<ul style="list-style-type: none"> The power to waive or to require the payment by any person of any fee, monetary payment or charge and to set these on any permitted basis or scale (for example: cost-recovery, not for profit, commercial or trading). There must be a relevant Mayoral or other power expressly permitting the setting of the fee or charge. These most commonly derive from section 401A of the GLA Act; sections 93 to 99 of the Local Government Act 2003, and under the Local Authorities (Goods and Services) Act 1970). The Chief Finance Officer must have been consulted about any potential budgetary implications of making or waiving the fee, payment or charge. The setting of TfL's fares is a Reserved Mayoral Matter.
Making CPO compensation payments	<ul style="list-style-type: none"> The power to settle CPO Compensation Claims of any value (including over £250,000) may be approved by the Executive Director of Housing and Land and the Assistant Director, Financial Services acting jointly and

Action	Notes and requirements
	<p>following advice from the GLA's retained professional advisors as to the appropriate level of payment.</p> <ul style="list-style-type: none"> • In the absence or unavailability of either of the above officers, the Assistant Director of Strategic Projects and Property and the Senior Finance Manager (Budgeting and Monitoring) respectively may act in their place. • Given the commercial requirement to act quickly in these cases, the exercise of this delegation does not require a Decision Form.
Minor Property Disposals (MPD)	<ul style="list-style-type: none"> • The power to undertake certain property and land transactions that fall within the category of Non-Routine Financial Commitment. An MPD constitutes any of the following: <ul style="list-style-type: none"> • the disposal of any land holding for £250,000 or less • the granting of investment or meanwhile leases for seven years or more where the rental value is below £10,000 per annum • the granting of leases for seven years or more to utility companies or statutory bodies to enable them to provide services to a GLA or GLA-Managed Company development or to a third-party development supported by or in alignment with the priorities of the GLA / a GLA-Managed Company • the transferring of land to or from the GLA or a GLA-Managed Company to correct errors (or discrepancies with official plans at Land Registry) in boundary lines or rights of access in legal documents with adjoining owners up to the value of £250,000. • But noting the following are not MPDs, irrespective of whether or not they meet any of the criteria above: <ul style="list-style-type: none"> • the disposal of land or property for less than best consideration • any disposal that might be considered NCR • any disposal that does not clearly align to the strategic priorities of the GLA or relevant GLA-Managed Company • any Routine Land and Property Transaction, which is considered a Routine Financial Commitment under this framework.
Conducting negotiations and agreeing the terms of Formal Documents	<ul style="list-style-type: none"> • The power to undertake on the GLA's behalf discussions or negotiations with relevant parties and to agree the terms of any decision or action to be taken and the terms of any connected or related Formal Document.
Taking legal advice and instructing legal proceedings	<ul style="list-style-type: none"> • The power to take advice from the GLA's Legal Advisors and to instruct them to undertake any legal proceedings for or on behalf of the Mayor and/or GLA. Includes taking any action considered necessary or expedient in order to pursue, protect or defend the Mayor's or GLA's interests in any actual or threatened legal proceedings • In exercising this power, GLA staff should: <ul style="list-style-type: none"> • liaise with the Chief Finance Officer, including in relation to: incurring expenditure on legal or expert support; and any significant proposal to commence or be a party to or to settle or

Action	Notes and requirements
	<p>withdraw from proceedings or to pay damages, compensation or costs</p> <ul style="list-style-type: none"> • cooperate with the GLA's Legal Advisors, who are to have sole care and conduct of the proceedings • keep a Record in Writing of decisions or actions taken regarding significant steps or stages in the proceedings <ul style="list-style-type: none"> • The requirement to complete a Decision Form at the appropriate level where Non-Routine Expenditure is involved and/or the matter is NCR remains.
Publishing material	<ul style="list-style-type: none"> • The power to publish on the Mayor's and/or GLA's behalf any appropriate material or document on the GLA's website or within other publications (including advertising); and to arrange for any printing and supply (including at a fee) to any person. • The Assistant Director of External Relations or the Head of Media should be consulted.
Signing Formal Documents (Signatory Permission)	<ul style="list-style-type: none"> • The power to execute or sign, for or on behalf of the Mayor and/or the GLA, GLA Subsidiary Company or Company Director any Formal Document connected or related to the decision in question or necessary or expedient to implementing it. • This power must be exercised in accordance with Part H.
Providing consent to the decision of a GLA Arm's-Length Company (where not a matter reserved for the Mayor)	<ul style="list-style-type: none"> • Officers are expected to take a risk-based decision as to whether or not a Decision Form should be used to progress the consent, with reference to the financial, reputational and other potential impacts on the GLA.
Traffic Designation Orders	<ul style="list-style-type: none"> • Can be exercised at Director/Assistant Director level through a Decision Form.

Appendix 3. Specified Senior Members of Staff

1. Corporate Directors

GLA staff classified as Corporate Directors for the purposes of this Scheme.

- Chief of Staff *
- Chief Officer (incorporating roles as Head of Paid Service and GLRO)
- Executive Director of Communities and Skills
- Executive Director of Corporate Resources and Business Improvement
- Executive Director of Housing and Land
- Executive Director of Good Growth
- Executive Director of Strategy and Communications
- Executive Director of Assembly Secretariat
- Chief Finance Officer

2. Mayoral Appointees

Mayoral Appointees for the purposes of this Scheme.

- Statutory Deputy Mayor and Deputy Mayor for Children and Families #
- Deputy Mayor for Housing and Residential Development *
- Deputy Mayor for Planning, Regeneration and the Fire Service *
- Deputy Mayor for Culture and the Creative Industries *
- Deputy Mayor for Communities and Social Justice*
- Deputy Mayor for Business and Growth*
- Deputy Mayor for Environment and Energy *
- Deputy Mayor for Transport *
- Deputy Chief of Staff *
- Mayoral Director for Mayoral Operations *
- Mayoral Director for Communications *
- Mayoral Director for Political and Public Affairs *

* Denotes GLA staff appointed by the Mayor under section 67(1) of the GLA Act (as amended by the Policing and Crime Act 2017). Note the Chief of Staff is both a Corporate Director and a Mayoral Appointee under this scheme.

Appointed as Statutory Deputy Mayor under section 49(1) of the GLA Act; the appointee is therefore an Assembly Member and not a member of staff. The Statutory Deputy Mayor is

authorised by the Mayor to exercise Mayoral Powers in accordance with the framework set out in this Mayoral Decision-Making document under sections 38(1) and (2)(a) of the GLA Act.

3. Other Members of Senior Staff

Good Growth

- Assistant Director of Planning and Regeneration
- Assistant Director of Culture and the Creative Industries
- Assistant Director of Economic Development and Programmes
- Assistant Director of Environment and Energy
- Assistant Director Transport, Infrastructure and Digital Connectivity
- Head of Regeneration

Housing and Land

- Assistant Director of Housing
- Royal Docks Programme Director
- Assistant Director of Investment and Operations
- Assistant Director of Strategic Projects and Property
- Head of Area (North West)
- Head of Area (North East)
- Head of Area (South)
- Assistant Director of Building Safety
- Head of Specialist Housing and Services

Communities and Skills

- Assistant Director of Skills and Employment- Policy
- Assistant Director of Skills and Employment- Delivery
- Assistant Director of Health, Education and Youth
- Assistant Director of Communities and Social Policy
- Assistant Director of Civil Society and Sport
- Group Director of Public Health

Strategy and Communications

- Assistant Director of External Relations
- Assistant Director of Strategy, Insight and Intelligence
- Director of London Resilience
- Head of City Operations

Chief Officer

- Director of GLA Group Collaboration
- Monitoring Officer

Resources and Business Improvement

- Director of Digital
- Assistant Director, People
- Head of Facilities Management

Chief Finance Officer's Directorate

- Assistant Director of Group Finance and Performance
- Assistant Director of Financial Services
- Assistant Director of Group Treasury and Chief Investment Officer

Assembly Secretariat

- Assistant Director of Scrutiny and Investigation
- Assistant Director of Committee and Member Services

Appendix 4. List of GLA Subsidiary Companies

1. Greater London Authority Holdings Limited

Status	GLA Managed Subsidiary Company
Type	UK company limited by shares
Company number	07923665
Directors	<ul style="list-style-type: none">• David Bellamy• Tim Steer
Shareholder	Greater London Authority
Shareholder's representative	Chief Finance Officer

2. GLA Land and Property Limited

Status	GLA Managed Subsidiary Company
Type	UK company limited by shares
Company number	07911046
Directors	<ul style="list-style-type: none">• David Bellamy• Tom Copley• Tim Steer• Simon Powell
Shareholder	Greater London Authority Holdings Limited
Shareholder's representative	Chief Finance Officer

3. SME Wholesale Finance London Limited (trading as Funding London)

Status	GLA Managed Subsidiary Company
Type	UK private company limited by guarantee without share capital
Company number	05165896
GLA Director	Alex Conway
Shareholder	N/A
Member's representative	Chief Finance Officer

4. GLIF Limited

Status	GLA Arm's-Length Subsidiary Company of SME Wholesale Finance (London) Ltd
Type	UK private company limited by guarantee without share capital
Company number	11403390
GLA Director	N/A
Shareholder	N/A
Member's representative	N/A (oversight through SMEWFL)

5. London Treasury Limited

Status	GLA Arm's-Length Subsidiary Company of GLA Holdings Ltd
Type	UK company limited by shares
Company number	11035820
GLA Director	Luke Webster
Shareholder	Greater London Authority Holdings Limited
Shareholder's representative	Chief Finance Officer

6. London Power Co. Ltd

Status	GLA Managed Subsidiary Company of GLA Holdings Ltd
Type	UK company limited by shares
Company number	12113294
GLA Directors	<ul style="list-style-type: none">• Richard Watts• Phillip Graham• Catherine Barber
Shareholder	Greater London Authority Holdings Limited
Shareholder's representative	Chief Finance Officer

7. LTLF GP Ltd

Status	GLA Arm's Length Subsidiary Company of London Treasury Ltd
Type	Company limited by shares and incorporated in Scotland
Company number	SC679933
GLA Directors	<ul style="list-style-type: none">• Luke Webster
Shareholder	London Treasury Limited
GLA's representative	N/A (oversight through LTL)

Appendix 5. Format for progressing and recording decisions

The table below sets out the required format for progressing and recording particular decisions by the Mayor, under the General Delegation and by GLA staff generally in other circumstances.

Decision	Document	Notes
Any GLA Decision requiring a Decision Form under the table at paragraph 17.3 (NCR matters and all Non-Routine Financial Commitments)	The Decision Form providing the required level of authorisation	<ul style="list-style-type: none"> The Decision Form is, together with its supporting and referenced documents, a sufficient record of the decision.
Significant changes to the provisions of Mayoral Decision-Making in the GLA (this Framework)	Mayoral Decision Form	<ul style="list-style-type: none"> See section 2, including the delegated arrangements that are in place and require only that a Record in Writing be made.
Significant changes to the provisions of other key governance documents	Mayoral Decision Form	<ul style="list-style-type: none"> The Governance Team can advise on what constitutes a 'key' governance document. In some cases, there will be other approvals required; for example, that of the London Assembly and/or Head of Paid Service.
Significant updates to and the introduction of important internally focussed policies and procedures	A Director Decision Form	<ul style="list-style-type: none"> Where not requiring an MD but of GLA-wide significance; for example, making significant changes to the GLA's Anti-Fraud Framework.
Category 1 Reserved Mayoral Matters (not otherwise specified in this table)	Mayoral Decision Form	<ul style="list-style-type: none"> The Mayor's attendance at the specified meetings and events does not need to be documented except in so much a record should be kept of the meeting in the usual way.
Category 2 Reserved Mayoral Matters (not otherwise specified in this table)	Mayoral Decision Form	<ul style="list-style-type: none"> If either a Category 2 decision taken under the Urgency Procedures at section 4 or because Permission to Proceed for an NCR matter has been given under paragraph 18.4, then consult the Governance Team and use a Decision Form appropriate to the seniority of the decision-maker and importance of the matter. Statutory Mayoral Directions may be contained in a letter or other

Decision	Document	Notes
		document appended to the MD authorising the Direction.
Mayor's GLA Group budget proposals and budget	The consultation budget proposals and budget documents themselves	<ul style="list-style-type: none"> This covers the consultation budget proposals, Draft Consolidated Budget and the Final Draft Budget as presented to the Assembly.
Details of the Mayoral component of the GLA's own annual budget	Mayoral Decision Form	<ul style="list-style-type: none"> Determines what is Programme and what is Non-Programme Expenditure for the purpose of this Framework.
Appointment to a remunerated position established under section 30 of the GLA Act	Mayoral Decision Form	<ul style="list-style-type: none"> The payment of travel or subsistence expenses / allowances when on official business does not amount to remuneration.
All other Mayoral appointments, including Mayoral consent to an appointment by a Functional Body or other entity	Mayoral letter	<ul style="list-style-type: none"> Includes: any appointments subject to the Assembly confirmation hearing procedures under Schedule 4A of the GLA Act, all 11+2 GLA staff appointments under section 67(1) of the GLA Act as amended; any other statutory power of appointment to a position, office or body; any appointment to a non-remunerated position relying on section 30 of the GLA Act; and any appointments as GLA Directors of GLA companies unless otherwise specified in the company articles or the MD establishing the company.
Approval of Non-Routine Commitments above £250,000 for which the Mayor has given a specific delegation	Director Decision Form (or Assistant Director Decision Form if the delegation was to a specified Other Member of Senior Staff)	<ul style="list-style-type: none"> The Mayor must, via an MD, have given approval for a Corporate Director to take the decision without the need for a further MD. The Decision must remain within the parameters set by the MD.
CPO Compensation Payments of any value	Routine record keeping (ensuring an appropriate audit trail)	<ul style="list-style-type: none"> Delegated to the Executive Director of Housing and Land and Assistant Director, Financial Services.
Exercise of town and country planning powers	Any of the following, as advised by the Assistant Director for Planning and Regeneration: <ul style="list-style-type: none"> Letter 	<ul style="list-style-type: none"> Includes the exercise of PSI Application Powers by Mayoral Appointees listed at paragraph 9.1. Letters may be signed for and on behalf of the Mayor or on behalf of the Mayoral Appointees by the Assistant Director for Planning and Regeneration, anyone reporting to

Decision	Document	Notes
	<ul style="list-style-type: none"> • Report to Mayor's / Deputy Mayor's Planning Meeting • Statutory notice or document in appropriate or prescribed form • Decision Form • Record in Writing 	that post, or as listed in the Local Development Documents Delegation Table, which has further detail about the Local Plan Documents Delegation.
Minor Property Disposal (MPD)	A Record in Writing (Decision Form not normally required)	<ul style="list-style-type: none"> • The Record in Writing should set out the relevant facts and advice and confirm that the Senior Member of staff: a) agrees the disposal constitutes an MPD, including it aligns with relevant strategic priorities; and b) agrees with the proposed disposal(s). • The Housing and Land Directorate shall maintain and periodically publish a schedule of all disposals to meet transparency requirements.
Other matters falling within the General Delegation	As appropriate according to circumstances but normally either a Director Decision Form or a Record in Writing	<ul style="list-style-type: none"> • The Governance Team can advise on the appropriate approval route and record.
Routine Expenditure of any value	Record in Writing	<ul style="list-style-type: none"> • Falls within the General Permission to All GLA Staff. • Includes Routine Land and Property Transactions.
Mayoral consent under sections 120 or 121 of the GLA Act to the making of capital or revenue grants between the GLA and a Functional Body and/or between Functional Bodies	A Decision Form as per the overarching financial thresholds set out in this document	<ul style="list-style-type: none"> • The Mayor must provide consent via an MD where the value is over £250,000.
Work in support of decisions	Record in Writing	<ul style="list-style-type: none"> • Falls within the General Permission to All GLA Staff.
Signing off Borough Local Implementation Plans (LIPs)	Director Decision Form	<ul style="list-style-type: none"> • The Mayoral responsibility to approve or refuse LIPs (plans prepared by each London borough which set out how they will deliver the Mayor's Transport Strategy within their borough) may be approved by the relevant Director in

Decision	Document	Notes
		consultation with the Deputy Mayor for Transport.
Traffic Designation Orders	Director or Assistant Director Decision Form	<ul style="list-style-type: none"> Where responsibility for a piece of road transfers between TfL and a borough as part of an improvement scheme, the GLA Act gives the GLA the relevant order-making powers in the Highways Act 1980 and Road Traffic Regulation Act 1984.
Actions and decisions of a GLA Subsidiary Company and/or a Company Director, unconnected with the implementation of a GLA Decision	As required by the Company's Articles, or as otherwise determined by the Company or company law	<ul style="list-style-type: none"> Falls within the Company Delegation.
A GLA Company's Implementing Action	No additional record is required, unless specified by the Company's Articles, or as otherwise determined by the Company or company law	
Mayoral approval of Reserved Matters under the Articles of Association of a GLA Arm's Length Company	Mayoral Letter	<ul style="list-style-type: none"> Except where the Chief of Staff or the Chief Finance Officer determines that the matter is NCR, or otherwise requires a Mayoral Decision Form.
Assessing applications to transfer local authority owned homes in London to a new landlord, made by tenant groups under the Housing (Right to Transfer from a Local Authority Landlord) (England) Regulations 2013, and deciding whether an application should be approved	Mayoral Decision Form or Director Decision Form	<ul style="list-style-type: none"> In line with delegations and criteria set out in MD2866.
Assessing applications to transfer local authority owned homes in London to a new landlord, made by local authorities under the Housing Act 1985, and deciding whether an application should be approved	Mayoral Decision Form or Director Decision Form	<ul style="list-style-type: none"> In line with delegations and criteria set out in MD2866.
Adding new programmes and projects to the list of schemes where the GLA has delegated its powers under Sections 30 and 34 of the GLA Act 1999 to	Record in Writing	<ul style="list-style-type: none"> In line with the delegation to the Executive Director, Housing and Land and related procedures set out in MD3023

Decision	Document	Notes
Homes England to undertake professional, technical or administrative activities		
Decisions relating to the Adult Education Budget	AEB Mayoral Board proforma and/or Mayoral Decision Form, as relevant	<ul style="list-style-type: none"> Paragraph 20 sets out the rules pertaining to AEB decisions and those which do require and those which may not require a Mayoral Decision Form in addition to approval by the Mayor at the AEB Mayoral Board. The AEB Assurance Framework provides further guidance.

Local Development Documents Delegation Table: Approval routes and records required

Nature of consultation	Consultation with/via	Delegation to
All controversial ³⁵ Local Plan proposals	<ul style="list-style-type: none"> • Mayor's Planning Meeting, or • Deputy Mayor with responsibility for Planning 	<ul style="list-style-type: none"> • Assistant Director Planning and Regeneration • Head of London Plan and Growth Strategies
Regulation 21 Statement of Conformity	<ul style="list-style-type: none"> • Mayor's Planning Meeting, or • Deputy Mayor with responsibility for Planning 	<ul style="list-style-type: none"> • Assistant Director Planning and Regeneration • Head of London Plan and Growth Strategies
Regulation 19 (Draft Submission) Local Plan Consultations	<ul style="list-style-type: none"> • Mayor's Planning Meeting, or • Deputy Mayor with responsibility for Planning 	<ul style="list-style-type: none"> • Assistant Director Planning and Regeneration • Head of London Plan and Growth Strategies
Regulation 18 (Issues and Options): Non-London Plan conforming	<ul style="list-style-type: none"> • Deputy Mayor's Planning Meeting 	<ul style="list-style-type: none"> • Assistant Director Planning and Regeneration • Head of London Plan and Growth Strategies
Regulation 18 (Issues and Options): London Plan Conforming	<ul style="list-style-type: none"> • Head of London Plan and Growth Strategies 	<ul style="list-style-type: none"> • Principal Planner/Team Leader-London Plan and Growth Strategies • Other Planning officer above grade 10
Supplementary Planning Guidance	<ul style="list-style-type: none"> • Head of London Plan and Growth Strategies 	<ul style="list-style-type: none"> • Principal Planner/Team Leader-London Plan and Growth Strategies • Other Planning officer above grade 10
Area Action Plans	<ul style="list-style-type: none"> • Head of London Plan and Growth Strategies 	<ul style="list-style-type: none"> • Principal Planner/Team Leader-London Plan and Growth Strategies • Other Planning officer above grade 10
Borough Community Infrastructure Levies	<ul style="list-style-type: none"> • Head of London Plan and Growth Strategies 	<ul style="list-style-type: none"> • Principal Planner/Team Leader-London Plan and Growth Strategies • Other Planning officer above grade 10

³⁵ As identified by either the Mayor, Deputy Mayor for Planning, Regeneration and the Fire Service or GLA officers

Nature of consultation	Consultation with/via	Delegation to
Neighbourhood Plans	<ul style="list-style-type: none"> Head of London Plan and Growth Strategies 	<ul style="list-style-type: none"> Principal Planner/Team Leader-London Plan and Growth Strategies Other Planning officer above grade 10
Evidence/Statements for Examinations	<ul style="list-style-type: none"> Assistant Director Planning and Regeneration, or Head of London Plan and Growth Strategies, or Head of Development Management 	<ul style="list-style-type: none"> Principal Planner/Team Leader-London Plan and Growth Strategies Other Planning officer above grade 10
Plans outside London	<ul style="list-style-type: none"> Head of London Plan and Growth Strategies 	<ul style="list-style-type: none"> Principal Planner/Team Leader-London Plan and Growth Strategies or other Planning officer above grade 10

Appendix 6. Examples of Formal Documents

The following is a non-exhaustive list of documents within the definition of 'Formal Document' in this Framework:

- byelaws, for example for Trafalgar Square and Parliament Square
- certificates, designations, specifications or confirmations of any kind
- company forms: articles and memorandum of association, share certificates, etc
- transfers, conveyances, contracts and agreements relating to land or interests in land of all kinds; for example, to create, acquire, grant, transfer, sell, extinguish or dispose of land and/or interests in land of any type
- contracts of all other kinds; for example, contracts of employment, contracts for works, services or supplies, intellectual and other tangible or intangible property, etc
- consents or approvals of any kind
- 'court process' documents of any kind used before any court or tribunal or arbitrator or similar person/body having appropriate jurisdiction whether in England and Wales or elsewhere; for example, claim forms, summonses, acknowledgements of service, defences, witness statements, orders, notices
- section 106 and development agreements and similar
- agreements under section 5 or section 278 of the Highways Act 1980
- directions of any kind; for example, from the Mayor to a Functional Body, to London boroughs regarding air quality or local implementation plans, to waste disposal and collection authorities
- regulations of any kind
- grant agreements
- guarantees and indemnities
- leases, assignments and similar
- official letters, demands, opinions and accounts
- loan, borrowing and finance agreements
- memoranda of understanding, heads of terms or agreement, side letters and letters of intent and the like (including where subject to contract) – as although not legally binding, they have legal significance
- mortgages or charges or debentures
- notices of any kind; for example, notices of entry or to treat, notices to quit, notices under the Companies Acts, shareholder notices
- orders of all kinds; for example, compulsory purchase orders, road traffic orders, GLA road and side-road designation orders
- partnership agreements; for examples, LLPs or limited partnerships
- procurement documents of all kinds including OJEU notices of any type, invitations to negotiate or tender, conditions of contract and similar

- share certificates, stock forms and similar
- statutory transfer schemes.

Appendix 7. Definitions and interpretation

Term	Definition
11+2	Those staff appointed by the Mayor under section 67(1) of the GLA Act: the two political advisors under subsection 67(1)(a); and the 11 other staff under subsection 67(1)(b) (as amended by the Policing and Crime Act 2017). Note if the Mayor is making the full 11 appointees, one must be a Deputy Mayor for Fire.
Acting Mayor	The Statutory Deputy Mayor (in the first instance) or the Chair of the Assembly (if there is no Statutory Deputy Mayor) when acting as Mayor because the Mayor is Unable to Act in accordance with schedule 4 of the GLA Act. References in this Framework to the Mayor will in such cases include the 'Acting Mayor'.
Acting Senior Member of Staff	An individual acting in the place of one of the Senior Member of Staff listed at Appendix 3. This will be formally documented and either be for a defined period of time while the substantive post holder is away from the office or while someone is acting up. The person in question is, during this period, considered a Senior Member of Staff for the purpose of this Framework.
Affordable Homes Programme	Programme for the funding or provision of affordable homes as that term is defined in the Glossary of the National Planning Policy Framework (March 2012) or any successor document.
GLA Company / Subsidiary Company	A company under the Companies Act 2006 and where relevant a limited liability partnership under the Limited Liability Partnerships Act 2000 and as specified at Appendix 4 ('Subsidiary' has the meaning given it in section 1159 of the Companies Act 2006).
GLA Managed Company	A GLA Company as defined above for which decision-making is largely integrated with that of the GLA. As a consequence, most of its decisions are GLA decisions that are progressed as such and as per this document.
GLA Arm's-Length Company	A GLA Company that operates at arm's length and for which, except for a few specified areas, has decision-making that operates largely independently of that of the GLA.
Category 1/2 Reserved Mayoral Matter	See 'Reserved Mayoral Matter' below.
Company Power	A GLA Company's legal powers to do things that are described in its Memorandum or Articles of Association, common law powers and statutory powers transferred, conferred or imposed by legislation on the company itself. Generally speaking, a company that is a GLA Subsidiary Company cannot do things that the Mayor and/or GLA have no Mayoral Power to do.
Corporate Director (GLA rather than Company)	The Chief of Staff, the Chief Officer or an Executive Director, specified at Appendix 3.

Term	Definition
CPO Compensation Claims	Claims for compensation against the GLA as a result of the making of any Compulsory Purchase Order, including any liabilities transferred to the GLA as statutory successor of the Homes and Communities Agency, London Development Agency, London Thames Gateway Development Corporation or other body under a statutory transfer scheme.
Decision	The act of determining to use a Mayoral Power, or in the context of a GLA Subsidiary Company, a Company Power (including where it takes decisions or actions under the Implementing Action Authorisation).
Decision Form	One of: Mayoral Decision Form (MD), Director Decision Form (DD), Assistant Director Decision Form (ADD) or Delegated Authority Record (DAR). All but the latter must be subject to the formal decision-making process administered by the Mayoral Boards Team.
Formal Document	<p>A document other than a Decision Form that constitutes or implements the exercise of a Mayoral Power or a Company Power, in whatever form and by whatever name the document takes, where the document has or is intended to have legal force and effect or legal significance. Note:</p> <ul style="list-style-type: none"> • this definition applies whether the Mayor, GLA or GLA Subsidiary Company is the sole signatory or a signatory with other parties • it applies where nil or a stated value or other consideration (including nominal consideration or value) passes under the document (i.e. there is nil or only nominal consideration) • it applies whether the document is executed as a deed or not • it applies whether the form of execution is a personal signature or by affixing and attesting a corporate seal or it is executed by electronic means through DocuSign • it includes all associated documentation required by judicial, legal, administrative, public or official bodies undertaking functions in respect of the Formal Document or its subject matter; for example, High Court or County Court process documents, Land Registry forms, Memorandum or Articles of Association and Companies House forms, Charity Commission forms, shares and stock certificates • it also includes side letters, memorandums of understanding, ways of working documents and heads of terms, which are not themselves legally binding but nonetheless have legal significance.
The General Delegation	The authorisation to specified Senior Members of Staff under sections 38 and 380 of the GLA Act to exercise Mayoral Powers where they are not a Reserved Mayoral Matter or covered by a separate delegation within this document.
General Staff Authorisation	The permission given to all GLA Staff under sections 38 and 380 of the GLA Act, set out in Part C, to do anything on behalf of the GLA (including the Mayor, Senior Staff Members a GLA Subsidiary Company or its Directors) that facilitates, or is conducive or incidental to, them preparing for, making or implementing a decision or other legitimate activity under this Framework (where not a Reserved Mayoral Matter or covered by a separate delegation within this document).

Term	Definition
GLA Act	The Greater London Authority Act 1999 (as amended).
GLA Company Director	A Senior Member of Staff who is a director of a GLA Subsidiary Company, listed at Appendix 4.
GLA Decision	Any decision involving the use of a Mayoral Power in a GLA context.
GLA Legal Advisors	Transport for London's General Counsel and its Legal Directorate (or such other Legal Advisors to the GLA as may be appointed by the Executive Director of Corporate Resources and Business Improvement from time to time).
GLRO and Deputy GLRO (and GLRO Decisions)	The Greater London Returning Officer and their appointed Deputy and any decisions made by either. GLRO decision-making is not explicitly covered by this Framework and is subject to separate rules but a similar process involving a GLRO (or DGLRO) Decision From.
Governance Team	The Assistant Director of Group Finance and Performance, the Head of Performance and Governance and the Senior Performance and Governance Manager.
Implementing Action Authorisation	An Implementing Action is one taken by a GLA Managed Company or GLA Company Director to implement an approved GLA Decision. GLA Company Directors have a standing authorisation to undertake Implementing Actions, which includes doing anything incidental or conducive to, or which facilitates, the implementation of that decision.
The Local Development Document Delegation	A delegation from the Mayor to GLA staff to exercise their powers to respond on their behalf when the Mayor is consulted on a Local Development Document. The approval levels are specified in the Local Development Document Delegation Table at Appendix 5.
Managed Company Director Delegation	The authorisation granted by a GLA Managed Company to a GLA Managed Company Director to take actions and decisions, and to exercise Company Powers for and on behalf of the Company, within the limitations and on the terms set out in this Framework.
Manager (for approval of expenditure up to £10,000)	<p>A GLA member of staff who reports directly to an Assistant Director or Head of or otherwise and has senior responsibilities in the area in question.</p> <p>Note, where the authorising Manager is not the Budget Holder, then they must separately seek, receive and retain approval from the relevant Budget Holder.</p>
Mayoral Appointee	One of the 11+2 members of GLA staff appointed by the Mayor under section 67(1) of the GLA Act (as amended by the Policing and Crime Act 2017) and the Statutory Deputy Mayor in respect of their role as part of the Mayor's Team, and as listed at Appendix 3.
Mayoral Power	<p>The Mayor's lawful ability, or the requirement on them, to do something through the exercising of a legal power or duty (a 'function').</p> <p>It includes common law powers and statutory powers transferred, conferred or imposed by any Act of Parliament, any Direction or</p>

Term	Definition
	<p>Regulation of the European Union or secondary or subordinate legislation or byelaw of any kind (whenever passed or amended) on:</p> <ul style="list-style-type: none"> the office of the Mayor of London directly, or the GLA but which, as a result of section 35 of the GLA Act, is exercisable only by the Mayor acting on behalf of the GLA, and includes the exercise by the Mayor of any power they are required to exercise jointly with the Assembly. <p>It includes the power of the Mayor to do something, provide their consent or agreement to another natural or legal person doing things or to respond when consulted including where any such requirement arises as a result of a direction to such a person by the Mayor.</p> <p>A Mayoral Power includes the power to do anything that facilitates or is conducive or is incidental to the exercise of the function in question.</p>
MDC	A Mayoral Development Corporation established under section 198 of the Localism Act 2011, of which there are currently two: the London Legacy Development Corporation (LLDC) and the Old Oak and Park Royal Development Corporation (OPDC).
Minor Property and Land Transactions	Those categories of transaction as defined in Appendix 2.
NCR	A proposal that could be objectively considered Novel, Contentious or Repercussive and is therefore a Category 2 Reserved Mayoral Matter requiring a Mayoral Decision Form. See also 'Permission to Proceed' below.
Non-Routine Expenditure	<p>Any one of:</p> <ul style="list-style-type: none"> Programme Expenditure income or monetary payments in favour of the GLA (unless a Routine Land and Property Transaction, or the Governance Team advise otherwise), including creating an obligation to pay a contingent liability (unless a Routine Land and Property Transaction, on normal commercial terms, or the Governance Team advise otherwise) large contracts for services or expenditure on infrastructure works that have significant financial implications for the GLA and its ability to secure value for money framework contracts that do not in of themselves require a commitment of spend, but which nonetheless are significant anything else falling outside the definition of Routine Expenditure.
Other Specified Member of Senior Staff	An Assistant Director or Head of Unit specified at Appendix 3 and authorised to act under the General Delegation.
Part 2	That part of a Decision Form, where required, setting out information exempt from publication under the Freedom of Information Act 2000 and that is not published – until such time as the information may cease to be exempt.

Term	Definition
Permission to Proceed	The clarification that a proposal is not considered NCR – given by one of the Mayor, Chief of Staff, Head of Paid Service, Chief Finance Officer or Governance Team (as appropriate) – so allowing a Senior Member of Staff to proceed without a Mayoral Decision.
Programme Expenditure	Any expenditure from budgets delineated as Programme Budgets in the detailed GLA annual budget, or budgets otherwise categorised as Programme. A type of Non-Routine Financial Commitment.
PSI (Potential Strategic Importance) Application Powers	The functions exercisable under sections 2A to 2F of the Town and Country Planning Act 1990 (as amended) and the Town and Country Planning (Mayor of London) Order 2008 (SI 2008/ 580, as amended. (Note the definition of what amounts to a PSI Application is set out in the Schedule to the 2008 Order.)
The PSI Application Powers Delegation	The standing delegation of the above powers to certain Mayoral Appointees as per section 8.4 of this Framework.
Record in Writing	A record in auditable form of a decision or a matter related to a decision – whether in hard or softcopy, in a memo, a report or an email – that is properly filed or archived and is capable of retrieval.
Reserved Mayoral Matter	Powers that may only be exercised by the Mayor, either by law (Category 1) or out of policy choice (Category 2) and that as such fall outside the General Delegation (subject to the Urgency procedures). An indicative list of the former and a definitive list of the latter are at Appendix 1.
Routine Expenditure	Expenditure from Non-Programme Budgets that is deemed to be approved at the point the detailed GLA annual budget is approved, noting the exceptions at paragraph 18.8.
Routine Land and Property Transaction (RLPT)	<p>An RLPT includes, noting the caveats below, any transaction by the GLA or a GLA-Managed Company concluded at arm's length on normal commercial terms that involves the disposal of land or any interest in land or any licence or contractual term relating to or connected with land. This covers: the granting of leases, tenancies, assignments, short term licences, consents in relation to easements, rights of light, amendments to existing contractual relationships of a non-financial nature (for example, the relaxation of user clause), amendments to existing contractual relationships of a financial nature (for example, rent review or adjustment of rent or payment period to assist tenant if in the interest of the GLA), relaxation, removal or other aspects relating to charges and historical grant/endowment situations where they relate to property inherited from predecessor bodies.</p> <p>An RLPT excludes: a) the acquisition of land; and b) the i) disposal of the freehold of any land, or ii) the leasehold of land where the lease is for a term of seven years or more.</p>
Senior Member of Staff	<p>A member of staff specified at Appendix 3, comprising:</p> <ul style="list-style-type: none"> the GLA's Corporate Directors Mayoral Appointees Other Senior Members of Staff.

Term	Definition
	Or a member of staff acting up into that role (Acting Senior Member of Staff) generally or, in a specific instance, given permission to act in her or his place as per the requirements set out elsewhere.
Signatory Permission	The ability under this Framework to exercise Formal Documents, as detailed at Part H of this document.
Specified Activities Order	An order made by the Secretary of State under section 34A of the GLA Act requiring the GLA to channel all its commercial activities through a trading company.
Specified Matter	In the context of a Category 2 Reserved Mayoral Matter, a specific power (listed at Appendix 1) the Mayor has decided as a matter of policy choice not to delegate, subject to the Urgency and Unavailability Procedures.
Staff	GLA Staff appointed under either section 67(1) or (2) of the GLA Act.
Unable to Act	Where the Mayor is 'Temporarily Unable to Act' as described under the GLA Act and allowing for the related provisions to come into effect. Distinct from being Unavailable to Act. The Urgency Procedures do not apply.
Unavailable to Act / Urgency and Unavailability Procedures	Where the Mayor is able but otherwise unavailable to act or is conflicted or wishes not to prejudice their future involvement. In this case, Category 2 Reserved Mayoral Matters may be exercised by another individual as per the Urgency Procedures at section 4 .