

Request for Head of Paid Service Decision CO-048

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Decision Required

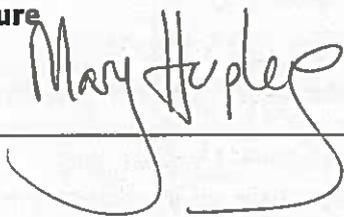
That the Head of Paid Service approves:

the creation of one full-time Grade 8 two-year Fixed Term post, Small Sites Programme Officer

Head of Paid Service

The above proposal has my approval.

Signature



Date

04/07/2019

1. Staffing proposals

The GLA has established a Small Sites Small Builders programme under MD2133 giving public landowners an alternative mechanism to bring small sites forward for development. The programme was launched initially with a pilot of ten TfL sites in February 2019 using existing staff resources. Following a review of the pilot in June 2018, authority to continue in 2018/19 was provided through DD2263. The 18/19 programme provided land owners with funding for site identification, due diligence and capital funding to unlock unviable sites. There has been a good level of interest from public landowners to access funding for site identification, due diligence and unlocking unviable sites and to take sites through the GLA portal, with work now underway to get organisations into contract, completion of due diligence and placing sites on the portal.

To date the continuation of and funding for the Programme has been agreed on an annual basis and therefore the need for an additional post was not included in the growth bids prepared last year. A further DD (DD2355) was signed on 31 May 2019, authorising expenditure of up to £11.842m across 2019/20 and 2020/21 on the Programme and noting the intention to increase the project management resource through the recruitment of a two-year fixed-term Small Sites Programme Officer. A new prospectus to apply for funding was issued to boroughs on 4 June 2019, with an event taking place on 1 July 2019, to promote the Programme and secure further applications for funding and use of the GLA portal. As the Programme gathers pace there is a need for an additional staff resource to work with public sector landowners to bring forward suitable sites, administer and monitor the award of GLA funding to landowners, support landowners in assessing bids for sites, maintain the portal and provide programme reporting to the Local Economic Action Partnership. Without this support, there is a high risk that the full LEAP funding will not be spent.

Increasing the amount of housing delivered on small sites and on public land are important contributions to meeting the Mayor's increased housing target, these objectives are set out in the Housing Strategy (policy 3.3) and the implementation of policy H2 (Small Sites) of the draft London Plan.

A draft job description for the Small Sites Programme Officer post is attached. The post will report to the Senior Project Manager and will be based in the Strategic Projects and Property Team in Housing & Land at Union Street.

This indicative Grade 8 post will be funded from the Small Sites budget.

It is proposed to recruit to this post, in the first instance, via Public Practice. Public Practice is a not-for-profit social enterprise established by the Mayor of London that brokers 12- or 18-month placements for built environment professionals for public sector bodies. The bespoke placement programme offers an alternative, cost-effective route to access high quality planning and development expertise. The programme has been designed to attract talented, motivated and experienced candidates, with expertise in a range of disciplines including planning, placemaking, surveying, housing delivery, architecture, community engagement and regeneration. The skill set of Public Practice placements would be well matched to the expectations of this role. Two thirds of applicants from previous rounds have not applied to the public sector before; using Public Practice would be an effective way of attracting talent to the GLA.

Many of the current cohort of placements to London boroughs are working on projects that involve small sites. In addition, the Homebuilding Capacity Fund, which is funding various small site related projects, has encouraged councils to consider using Public Practice. Therefore, there are likely to be further placements working on small sites in some form. Public Practice runs a R&D Programme to support collaboration and knowledge-sharing, with placements devoting 10% of their time to participating in the R&D Programme. A GLA Placement working on the Small Sites - Small Builders Programme would provide a neat strategic fit with placements in London boroughs, with the ability to use the collaboration and knowledge sharing to promote the Programme to the boroughs and work with borough placements to submit bids and build a Programme pipeline.

Public Practice will work with the GLA HR Team to ensure that specific HR requirements can be accommodated within the selection process. The recruitment process is designed to be open, equal and unbiased at every stage. It is of note that over 60% of current associates are woman and over 20% are from BAME backgrounds.

2. Consultation

In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) is not required for this proposal as fewer than five posts in one unit are being created or deleted. However, the Head of Paid Service (the "HoPS") is required to inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them and has done so. The decision is not considered to be contentious.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	-	
Permanent posts to be (deleted)	-	
Fixed-term posts to be created	1	Grade 8 two-year Fixed Term post, Small Sites Programme Officer
Fixed-terms posts to be (deleted)	-	
Net total of posts created / (deleted)	1	
Permanent posts to be regraded	-	
Fixed-terms posts to be regraded	-	

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

This decision is seeking approval to create a two-year fixed term post at Grade 8. The post is to be funded from the Small Sites revenue budget. Salary costs for the post will be £116,000 including oncosts, the new post will also incur a further £12,000 internal recharge for support service costs and £7,000 for recruitment, coming to a total of £135,000.

The GLA may become liable for redundancy and/or pension capital costs if the appointee has ongoing continuous service, for which the costs will have to be met from the existing Housing & Land budget.

5. Legal comments

5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:

- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposals set out in this HoPS Decision Form do not fall within the definition of a 'major restructure' contained within the Staffing Protocol so do not require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly).
- 5.6 However, paragraph 5.3 of the Staffing Protocol states that *"The HoPS will also inform the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee (on behalf of the Assembly) on any proposals for restructures involving fewer than five posts before taking a decision on them"*. Paragraph 3 confirms that the Chief of Staff (on behalf of the Mayor) and the Chair and Deputy Chair of the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) have been informed of the proposals set out above. The proposals are not considered to be contentious.
- 5.7 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant posts.
- 5.8 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee after four years of service.
- 5.9 The HoPS has the power to make this decision.

6. Equalities considerations

8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director David Lunts has reviewed and commented on this proposal.	✓
Assistant Director Simon Powell has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Dawn James has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 1 July 2019.	

Appendices
Appendix A Table of changes
Appendix B MD2133
Appendix C DD2263
Appendix D DD2355
Appendix E job description

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-50

CO number to be allocated via the 'Decisions' inbox (Decisions@london.gov.uk)

Once approved, this form will be published on london.gov.uk

Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number;
- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/Senior HR Advisers can provide the dates of those CMT meetings.

Decision Required

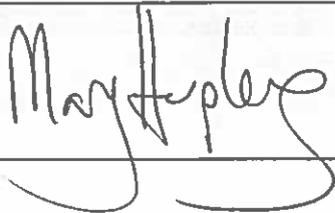
That the Head of Paid Service:

Approves the creation of a 13-month fixed-term Grade 6 UEFA EURO 2020 City Volunteer Recruitment and Training Coordinator post.

Head of Paid Service

The above proposal has my approval.

Signature



Date

04/07/2019

1. Staffing proposals

Background and reasons why the role is required

The UEFA European Championship is held every four years in June/July. The event is the largest sporting event in Europe and the 3rd largest globally after the Summer Olympics and FIFA World Cup. In 2020, UEFA is breaking with tradition and spreading the event around 12 countries and cities across the continent – a so-called EURO for Europe – to celebrate 60 years of the tournament's existence.

UEFA made 13 packages of matches available: 12 'Standard' packages (consisting of 3 group matches and one Round of 16 or Quarter-Final game) and 1 'Finals' package (consisting of the two semi-finals and the Final). Working with the Football Association (the FA), the GLA bid successfully for both the Finals package and one Standard package, meaning London will host seven matches as part of the tournament, including the closing stages of the tournament.

The Mayor of London has signed the EURO 2020 Host City Agreement. The agreement sets out the GLA's obligations to deliver the event in London which include:

- Agreement to host matches and other associated events;
- Provision of public land, if required, for specified UEFA EURO 2020 events;
- Development of a 'host city concept', covering event logistics, host city volunteering, licensing, and provision of land and venues;
- Ensuring availability of airports;
- Ensuring availability of sufficient accommodation;
- Development of an event 'safety and security concept';
- Development of a 'host city promotional programme';
- Delivery of a Fan Zone for the event;
- Protection and enforcement of the intellectual property rights of UEFA and UEFA's corporate partners; and
- Provision of advertising space to UEFA and UEFA's corporate partners.

The GLA Major Sports Events Team is responsible for managing the GLA's activities relating to the event. Significant staffing resource is required to manage the project for the GLA, over and above existing staff numbers. Costs for additional staffing will be managed within the programme budget for the event and there will be no requests of the GLA's central staffing budget.

Staffing of the EURO 2020 project has been planned in three phases:

Phase 1 – COMPLETE

- January 2018 to March 2019
- Project Manager recruited to lead project mobilisation
- Operational and Promotional leads recruited
- Review and agree requirement for Phase 2 of the project

Phase 2 – IN PROGRESS

- April 2019 to September 2019
- City Volunteer Manager recruited- been through recruitment but not been able to fill
- Culture Programme Manager recruited- Complete
- Community Projects Officer recruited- Complete
- Project Support Officer recruited- Complete
- City Volunteering Team (x4) recruited – In process
- Review and agree requirement for Phase 3 of the project

Phase 3 –

- October 2019 to August 2020
- Implement outcome of Phase 3 Review

This CO decision form seeks approval for the early recruitment of the second EURO 2020 City Volunteer Recruitment and Training Coordinator. This is a creation of a temporary role (a 13 month fixed-term post) at a Grade 6. The recruitment and selection process for the first EURO 2020 City Volunteer Recruitment and Training Coordinator has been completed, and there were three appointable candidates. As such, it is suggested that the second Coordinator post (originally planned to start in October 2019) is offered to the second-choice candidate (or third-choice candidate if the second-choice candidate declines the offer). This was done for two reasons: a. to increase capacity in this critical period following timeline slippage, and b. to avoid a lengthy and potentially unsuccessful recruitment process later in 2019.

Project Governance

The GLA's obligations for the tournament are defined in the EURO 2020 Host City Agreement.

The GLA has established the UEFA EURO 2020 GLA Programme Management Group as the senior internal forum for overseeing delivery of its obligations to UEFA for the 2020 European Football Championship.

The Group is chaired by the Mayoral Director for External and International Affairs, Leah Kreitzman, and brings together senior representatives of all GLA teams that are involved in delivering London's obligations to UEFA, as agreed in the Host City Agreement.

As defined in its Terms of Reference, the Group aims to: identify key strategic and operational issues/opportunities associated with the event; plan how the GLA can maximise the opportunity of hosting the event for London and Londoners; oversee project resource; monitor project risk and oversee delivery of the GLA's obligations to UEFA.

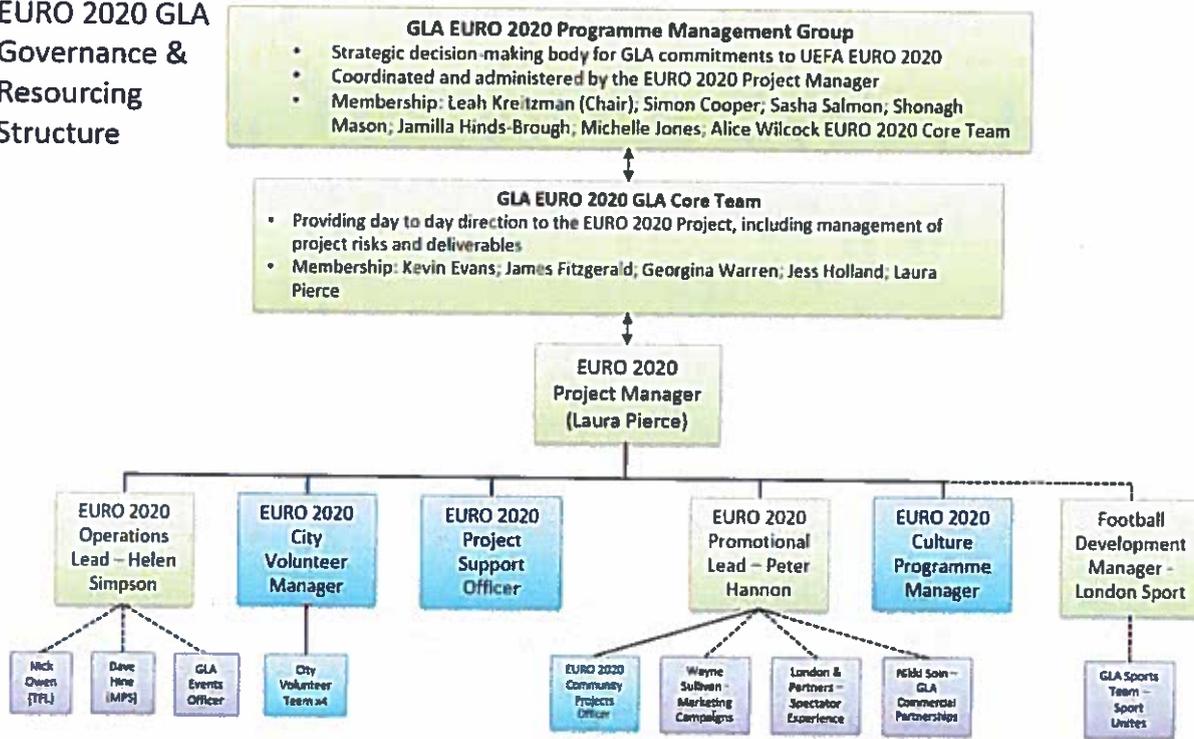
The proposed Phase 2 staffing plan that this CO decision form seeks approval for has been approved by the UEFA EURO 2020 GLA Programme Management Group.

Staffing Resource and Structure

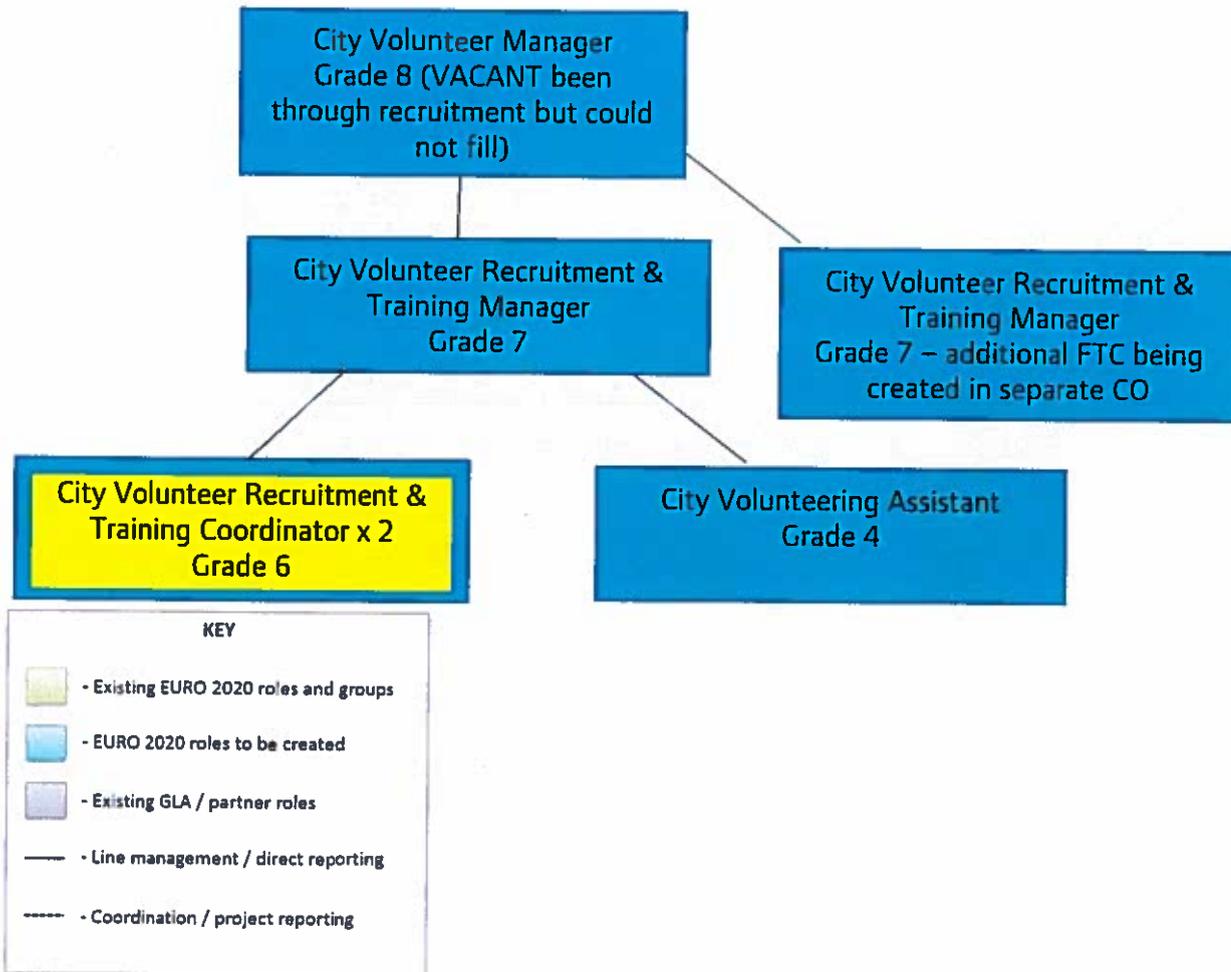
As per Phase 2 of the staffing plan described above, a total of five new posts are proposed to deliver the UEFA EURO 2020 Host City Volunteer Programme. This form seeks approval to create one of those roles – the EURO 2020 City Volunteer Recruitment and Training Coordinator post (one of two).

The post holder will jointly support and coordinate the recruitment, selection and training processes for all EURO 2020 Host City volunteers.

EURO 2020 GLA Governance & Resourcing Structure



Detail of City Volunteer Team Structure



2. Consultation

This proposal is to create a temporary staff post (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. This proposal must be reported by the Head of Paid Service (the "HoPS") to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.

This is a new fixed term post, specifically to work on the EURO 2020 tournament so no existing staff are affected by the role creation.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	1	(13 months based on a start date of 1 st July 2019)
Fixed-terms posts to be (deleted)		
Net total of posts created	1	
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

- 4.1 The proposed creation of a of a full time EURO 2020 City Volunteer Recruitment and Training Coordinator post, at grade 6 for a period of 13 months starting 1st July 2019, has costs equating to £54,000 (including on-costs and the annual service charge of £6,000).
- 4.2 The total costs will be funded from the EURO 2020 Programme Budget held within the Team London and Sports unit (WBS Code GG.0270.004.004).
- 4.3 The GLA may become liable for redundancy costs if the post holder has on-going continuous service from a local authority or equivalent body. Such costs cannot yet be quantified but if applicable will be subject to further approval via the Authority's decision-making process and contained within the EURO 2020 Programme Budget.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that *"Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service"*. Paragraph 6.2 of the Staffing Protocol says that *"These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report"*. As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This HOPS form seeks to obtain the approval of the HoPS for the proposal to create a temporary post as set out above. Paragraph 3 confirms that the proposal will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.
- 5.6 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.7 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.
- 5.8 The GLA should ensure that its Recruitment and Selection Policy and Equal Opportunities Standard are followed when recruiting to the vacant post.
- 5.9 The HoPS has the power to make this decision.

6. Equalities considerations

The EURO City Volunteer team has a focus on ensuring that the volunteering benefits of the programme can be accessed by all Londoners and that a volunteer programme is designed and delivered which is accessible and open to all. This will include a particular focus on recruitment of young Londoners and those from protected characteristic groups.

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers – n/a

Appendix B: GLA Oversight Committee paper (if there is one) – n/a

Titles of any other Appendices – n/a

8. Approval

	Tick to indicate approval ✓
Executive Director Emma Strain has reviewed and commented on this proposal.	✓
Assistant Director Alice Wilcock has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Linda Laurent-Hughes has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 1 July 2019.	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
UEFA Euro Host City Volunteering Assistant	6	N/A	1 st August 2019	31 st July 2020	Creation
Post B					
Post C					
Etc.					

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-053

CO number to be allocated via the 'Decisions' inbox

Once approved, this form will be published on london.gov.uk

Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number;
- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/or HR Business Partners can provide the dates of those CMT meetings.

Decision Required

That the Head of Paid Service:

Approve the deletion of 30 fixed term posts and creation of 30 permanent posts as set out in Appendix 1.

Head of Paid Service

The above proposal has my approval.

Signature



Date

04/07/2019

1. Staffing proposals

- 1.1 This paper seeks the Chief Officer's approval to delete 30 fixed term posts and create the same number of permanent posts with the job holders being invited to accept the revised terms and conditions of employment through offering them permanent contracts after due process.
- 1.2 The GLA employs staff on a mixture of permanent and fixed term contracts with approximately 20% being fixed term. As part of the review of the GLA's use of fixed term contracts it was agreed that where appropriate in terms of business reasons and funding being assured for the posts, the posts would be made permanent. This Chief Officer form requests that 30 fixed term posts are deleted and 30 permanent posts created in their place. These proposals have been subject to consultation with the Mayor and the Assembly (via the Greater London Authority Oversight Committee) and the papers are attached.
- 1.3 The GLA used data from its HR system to identify fixed term posts and decisions were made to convert them following criteria set out in the GLAOC paper dated 27 February 2019. Affordability of those posts to be converted was confirmed via a financial appraisal.

2. Consultation

- 2.1 This proposal involves the deletion of 30 fixed-term posts and the creation of 30 permanent posts. Therefore, in accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) is required for this proposal as five or more posts within one unit are being created or deleted.
- 2.2 Extensive consultation has taken place in respect of the conversion of fixed term posts to permanent posts. The Greater London Authority Oversight Committee (on behalf of the Assembly) were first consulted on 27 February 2019. Further consultation with the GLA Oversight Committee took place on 8 April 2019 about the conversion of 24 fixed-term posts in tranche one of this exercise and they were content with the proposals. The Mayor's Chief of Staff was also consulted (on behalf of the Mayor) regarding the conversion of the first tranche of 24 posts and he was content with the proposals as well.
- 2.3 Consultation with the Greater London Authority's Oversight Committee (on 1 July 2019) and the Mayor's Chief of Staff has also taken place in respect of tranche two of this exercise which covers a further 30 fixed-term posts as set out in this paper.
- 2.4 Unison were consulted at a JCC meeting on 5 March and this was followed up in writing. Unison confirmed they welcomed the work being done in this area and offered to work with the organisation on the application of the criteria.
- 2.5 This marked the end of the review of the GLA's use of fixed term contracts and no further posts will be converted as part of this piece of work. Any decisions on future fixed term posts requiring conversion to permanent will be undertaken as part of the 2020/2021 budget setting process.
- 2.5 The Head of Paid Service (the "HoPS") has taken the views of the GLA Oversight Committee, the Chief of Staff and Unison into consideration when making this decision.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created	30	See Appendix 1
Permanent posts to be (deleted)		

Fixed-term posts to be created		
Fixed-terms posts to be (deleted)	30	See Appendix 1
Net total of posts created / (deleted)		
Permanent posts to be regraded		
Fixed-terms posts to be regraded		

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

- 4.1 The financial criteria set out immediately below have been applied in assessing which fixed term posts should be put forward for conversion to permanent posts as part of the second tranche of this exercise.
- 4.2 All posts must have funding over the next four financial years (i.e. from 2019-20 to 2022-23). In all cases the sources of funding have been agreed and confirmed with the relevant budget holders, and the sources of funding for all affected posts are as shown in the bullet points immediately below:
- Where posts are internally funded via a GLA programme budget, the budget must have the capacity to accommodate a permanent post (e.g. the programme budget remains sufficient to meet future financial obligations and that programme is not reliant on an uncertain source of external income) – this applies to post reference numbers **9 to 13** (Young Londoners’ Fund programme budget), **19, 21 & 22** (Environment programme budget) and **23 to 25** (Development, Enterprise and Environment minor programme budget) in the Appendix;
 - Where posts are internally funded via a staffing budget, the budget must have the capacity to accommodate a permanent post (i.e. there is sufficient base budget) – this applies to post reference numbers **1** (GLAP recharge), **2 to 8** (Communities & Intelligence), **14 to 18** (included in the 2019-20 budget and therefore within the staffing budget) and **30** (Mayor’s Office) in the Appendix; and
 - Where posts are externally funded, the source of that funding and its degree of reliability and sustainability must be assessed as suitable for conversion to permanent posts – this applies to post reference numbers **20** (EU funding: Horizon) and **26 to 29** (EU funding: European Social Fund, known as ESF) in the Appendix.
- 4.3 All directly employed GLA staff, whether fixed term or permanent, are by default members of the Local Government Pension Scheme, unless they actively choose to opt out of the Scheme. In almost all cases, staff are strongly advised to participate in, and benefit from, the Scheme. Employer and employee costs are incurred by the GLA and individuals accordingly. There are therefore no additional costs arising to the GLA or to individuals from the conversion of posts from fixed term to permanent and there is no budget growth arising, as employer pension costs form part of the GLA budget.
- 4.4 As set out in paragraphs 4.2 and 4.3, there is no budget growth arising for the GLA from the staffing proposals in this paper.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the Staffing Protocol was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the GLA Act 1999 (as amended).
- 5.4 Paragraph 5.1 of the Staffing Protocol says that, *"The HoPS will consult the Chief of Staff, on behalf of the Mayor, and the Assembly's staffing committee, on behalf of the Assembly, on any major restructure; namely the creation or deletion of five or more posts within any one unit."* As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 The proposals set out in this Chief Officer Form fall within the definition of a 'major restructure' contained within the Staffing Protocol so require formal consultation with the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly). Paragraphs 2.2 and 2.3 confirm that the Chief of Staff (on behalf of the Mayor) and the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) have been consulted and the HoPS has taken their views into consideration when making this decision.
- 5.6 The GLA will need to follow a proper process in order to convert these posts from fixed-term to permanent because conversion could be seen as a dismissal and will involve a change to the terms and conditions of employment of the affected employees.
- 5.7 Any employees who have been employed on a series of successive fixed-term contracts will be considered to be permanent employees in any event if their contract was renewed after four years of service and there was no objective justification for the continued use of a fixed-term contract at that time.
- 5.8 The HoPS has the power to make this decision.

6. Equalities considerations

A summary of any equalities issues arising and how they have been addressed.

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers

8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director/Chief Officer <u>Mary Harpley</u> has reviewed and commented on this proposal.	✓
Assistant Director <u>Charmaine DeSouza</u> has reviewed and commented on this proposal.	✓
HR & OD Lead Officer <u>Patrick Alleyne</u> has reviewed and commented on this proposal.	✓
Finance and Legal Finance and Legal have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 8 April 2019	

Appendix 1

Details of all affected posts – positions to be deleted and created.

Post Ref.	Directorate	Unit	Post No.	Position	FTE	Grade	Date Agreed	End Date
1	Chief Officer's	Information Technology	003546	Business Support Officer	1.0	5	01/09/2017	30/09/2019
2	Communities and Intelligence	External Relations	003486	Senior Events Officer	1.0	8	02/08/2017	30/09/2019
3	Communities and Intelligence	External Relations	003565	Senior Digital Communications Manager	1.0	9	01/01/2018	28/02/2020
4	Communities and Intelligence	External Relations	003682	Digital Communications Officer	0.6	7	01/01/2018	31/12/2020
5	Communities and Intelligence	External Relations	003683	Digital Communications Officer	0.6	7	01/01/2018	31/12/2020
6	Communities and Intelligence	External Relations	003684	Digital Communications Officer	0.6	7	01/01/2018	31/12/2020
7	Communities and Intelligence	External Relations	003826	Senior Marketing Officer	0.6	8	25/05/2017	30/06/2020
8	Communities and Intelligence	External Relations	004148	Digital Communications Officer	0.6	7	01/01/2018	31/12/2020
9	Communities and Intelligence	Health, Education and Youth	003824	Project Officer	1.0	7	01/06/2018	30/06/2020
10	Communities and Intelligence	Health, Education and Youth	003825	Project Officer	1.0	7	01/06/2018	30/06/2020
11	Communities and Intelligence	Health, Education and Youth	003828	Senior Project Officer	1.0	9	25/05/2018	30/06/2020
12	Communities and Intelligence	Health, Education and Youth	003829	Senior Project Officer	1.0	9	25/05/2018	30/06/2020
13	Communities and Intelligence	Health, Education and Youth	003830	Children and Young People Participation Coordinator	1.0	7	25/05/2018	30/06/2020
14	Development, Enterprise and Environment	Growth and Infrastructure	003388	Policy & Projects Officer - London Infrastructure 2050	1.0	6	29/03/2017	31/07/2019
15	Development, Enterprise and Environment	Growth and Infrastructure	003431	Principal Policy Officer for Digital Connectivity	1.0	10	01/10/2018	31/07/2019
16	Development, Enterprise and Environment	Growth and Infrastructure	003432	Digital Connectivity Officer	1.0	8	05/06/2017	31/07/2019
17	Development, Enterprise and Environment	Growth and Infrastructure	003433	Digital Connectivity Outreach Advisor	1.0	10	05/06/2017	31/07/2019

18	Development, Enterprise and Environment	Growth and Infrastructure	003708	Administrator	1.0	4	01/07/2015	31/03/2020
19	Development, Enterprise and Environment	Environment	003558	Senior Policy and Programme Officer	1.0	8	01/05/2018	31/05/2020
20	Development, Enterprise and Environment	Environment	003697	Project Manager CLEVER Cities Horizon 2020	1.0	9	01/03/2018	31/03/2023
21	Development, Enterprise and Environment	Environment	003821	National Park City Engagement and Events Officer	1.0	8	24/05/2018	31/12/2019
22	Development, Enterprise and Environment	Environment	003867	Senior Policy Coordinator	1.0	10	25/07/2018	31/08/2020
23	Development, Enterprise and Environment	Regeneration and Economic Development	003427	Senior Project Officer	1.0	8	01/05/2017	25/09/2019
24	Development, Enterprise and Environment	Regeneration and Economic Development	003732	Principal Policy Officer	1.0	10	01/04/2018	31/03/2020
25	Development, Enterprise and Environment	Regeneration and Economic Development	003733	Principal Policy Officer	1.0	10	01/04/2018	31/03/2020
26	Development, Enterprise and Environment	Skills and Employment	003981	Principal Project Officer	1.0	10	01/01/2019	30/09/2023
27	Development, Enterprise and Environment	Skills and Employment	003659	Principal Project Officer	1.0	10	01/01/2019	30/09/2023
28	Development, Enterprise and Environment	Skills and Employment	003982	Principal Project Officer	1.0	10	01/01/2019	30/09/2023
29	Development, Enterprise and Environment	Skills and Employment	003983	Principal Project Officer	1.0	10	01/01/2019	30/09/2023
30	Mayor's Office	Mayoral Support Teams	003603	Advisor to Mayoral Director Policy	1.0	11	01/12/2017	21/12/2019

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-057

CO number to be allocated via the 'Decisions' inbox

Once approved, this form will be published on london.gov.uk

Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number;
- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration; and/or
- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/or HR Business Partners can provide the dates of those CMT meetings.

Decision Required

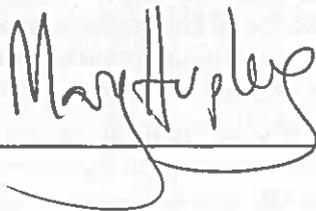
That the Head of Paid Service approves the creation of the following post in the Housing Policy Team in the Housing and Land Directorate:

- a 0.4 FTE Senior Policy Officer post at Grade 9, for a fixed-term period of one year between July 2019-July 2020.

Head of Paid Service

The above proposal has my approval.

Signature



Date

04/07/2019

1. Staffing proposals

A. Details of the proposals, including their justification. Where a paper has been submitted to the Assembly's GLA Oversight Committee, then it should be appended. Details from the Committee paper should not be repeated in the main body of this form.

- 1.1. In June 2019 an existing Senior Policy Officer within the Housing Policy Team was offered an internal secondment for 12 months, to act as Private Rented Sector Programme Manager (PRS Manager). This secondment has been offered on a fixed term basis as cover for the existing PRS Manager's maternity leave. The secondment has been offered as 0.6 FTE, to facilitate a job share with another successful candidate who has sought part time employment as part of the Greater London Authority's flexible working offer. The individual has accepted the secondment on the basis that their substantive post can be retained within the Housing Policy Team as 0.4 FTE.
- 1.2. At the same time, during May and June 2019 the Head of Housing Strategy and Assistant Director of Housing have undertaken a review of the Housing Policy Team's work programme. This identified a capacity shortfall between the committed work and existing resources, due to responsibility for the leadership and administration of the London Community Housing Fund unexpectedly having been retained by the Housing Policy Team.
- 1.3. The London Community Housing Fund was launched in January 2019, following approval through MD2372. The Fund holds a value of £38 million and the Greater London Authority is accountable for delivering 500 starts on site by April 2023. The Fund relates to Mayoral commitments made in the London Housing Strategy:
 - Working with councils and others, the Mayor will support Londoners to be involved in planning and delivering new homes. This will include:
 - Setting a target to identify a pipeline of community-led housing schemes by 2021, with capacity to deliver at least 1,000 homes;
 - Investing in community-led housing schemes and lobbying Government for a share of the national Community Housing Fund
- 1.4. The additional and unexpected responsibility for leading the Fund has already had an impact on the capacity of the team. This has affected their ability to effectively deliver other important initiatives relating to commitments made in the London Housing Strategy, and risks affecting staff wellbeing.
- 1.5. Therefore rather than appointing a 0.6 FTE secondment to backfill the role, I am proposing, an additional 0.4 FTE is agreed for 12 months, this would us to recruit for a Senior Policy Officer (1 FTE) for 12 months.

Summary of proposals

- 1.6. It is proposed that an additional 0.4 FTE post is created within the team for a fixed-term period of one year. The candidate identified at paragraph 1.5 will be offered a full time Grade 9 Senior Policy Officer position within the Housing Policy Team, to cover the duration of the existing postholder's secondment. The existing postholder will split their time between the Private Rented Sector Programme Manager job share (0.6 FTE) and 0.4 FTE within their existing post. The overall enhancement in Housing Policy Team staffing amounts to 0.4 FTE.
- 1.7. The urgency of the existing capacity demands placed by the administration of the Community Housing Fund, together with the imminent reduction in staffing brought about by the Senior Policy Officer's secondment to the Private Rental Sector Team presents a risk to the successful delivery of the Fund's management. The proposals set out above would facilitate urgent action to get an individual in post and protect the delivery of the Mayor's housing policy commitments. A failure to effectively manage the Community Housing Fund would open significant reputational risks for the Mayor, both publicly (in relation to the delivery of the London Housing Strategy commitments), and with the management of the key stakeholder relationship with the Ministry of Housing, Communities and Local Government.

- 1.8. It is also felt that it is important that a decision is made that contributes towards an environment where flexible working arrangements are supported and accommodated. Flexible working is a key part of the GLA's employee offering and supports the Equality and Diversity agenda. The proposals outlined above will enable existing employees to accept positions which facilitate their personal development on a part time/job share basis, as well as ensuring business critical work can be delivered by the team as a priority.

B. Details of the process undertaken to arrive at the proposals.

- 1.9. This proposal was formulated by the Head of Housing Strategy, and then discussed with the Assistant Director – Housing, and the Executive Director of Housing and Land, both of whom are supportive of it.
- 1.10. The Head of Housing Strategy and the Housing Policy Manager reviewed existing capacity within the team and concluded that it is not possible to undertake this work within existing resources without a significant detrimental impact on other elements of the committed work programme, or a long-term impact on employee wellbeing.

2. Consultation

Where there has been consultation with: (i) the Mayor; (ii) the Assembly; (iii) Unison; & (iv) members of staff; summary details of their consultation responses should be provided along with details of any modifications made in the light of those responses.

- 2.1. This proposal is to create a temporary staff post (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. This proposal must be reported by the Head of Paid Service (the "HoPS") to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six-monthly report.
- 2.2. The members of staff within the PRS team are the only GLA officers affected by the proposal. They have been fully consulted, including about whether they are interested in the opportunity of increasing their hours, and are supportive of the proposal.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	0.4	Senior Policy Officer
Fixed-term posts to be (deleted)		
Net total of posts created / (deleted)	0.4	Senior Policy Officer
Permanent posts to be regraded		
Fixed-term posts to be regraded		

Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

This decision is seeking approval to create a 0.4 FTE one-year fixed term post at Grade 9 in the Housing Policy Team. The post is to be funded from within Housing & Land's Programme, Policy & Services staffing budget. Salary costs for the post will be £25,200 including on costs, the new post will also incur a further £2,400 internal recharge for support service costs, coming to a total of £27,600.

The GLA may become liable for redundancy and/or pension capital costs if the appointee has ongoing continuous service, for which the costs will have to be met from the existing Housing & Land budget.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that "*Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service*". Paragraph 6.2 of the Staffing Protocol says that "*These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report*". As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This HoPS form seeks to obtain the approval of the HoPS for the proposal to create a temporary post as set out above. Paragraph 3 confirms that the proposal will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.
- 5.6 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been

employed on a series of successive fixed-term contracts, then they will be considered to be a permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.

5.7 The HoPS has the power to make this decision.

6. Equalities consideration

6.1.

7. Appendices

Appendix A: Details of all affected posts

Appendix B: MHCLG grant funding allocation confirmation letter

8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director David Lunts has reviewed and commented on this proposal.	✓
Assistant Director Rickardo Hyatt has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Laura Heywood has reviewed and commented on this proposal.	✓
Finance and Legal Finance, Gavin Dawson and Legal' Kate Phelps have reviewed and commented on this proposal.	✓
Corporate Management Team (CMT) This proposal was considered by CMT on 1 July 2019.	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Senior Policy Officer	9		July 2019	July 2020	Creation
Post B					
Post C					
Etc.					

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO-058

CO number to be allocated via the 'Decisions' inbox (Decisions@london.gov.uk)

Once approved, this form will be published on london.gov.uk

Guidance

This form should be used by Executive Directors and/or Assistant Directors seeking approval for the:

- Creation and/or deletion of GLA permanent posts, regardless of their number and laid out as follows in the **Decision Required** box:

Job title	Grade
e.g. Senior Policy Officer	9
e.g. Project Support Officer	5

- Creation and/or deletion of GLA fixed-term posts, regardless of their number or duration;

Job title	Grade	Duration
e.g. Senior Policy Officer	9	2 years
e.g. Project Support Officer	5	18 months

- Regrading of GLA permanent and/or fixed-term posts, regardless of their number or duration.

Job title	Current Grade	New Grade
e.g. Project Support Officer	5	6

This form supersedes: (i) the previous Head of Paid Service decision form which had a "HoPS" rather than a "CO" reference number; (ii) the STAF decision form for fixed-term posts; (iii) the Minor Restructuring decision form; & (iv) the Job Evaluation Review & Request decision form for regradings.

In all cases proposals should be presented in final draft form to the monthly Corporate Management Team (CMT) meeting set aside to look at staffing matters. That should be done via this decision form; i.e. while it is in final draft form and before it is signed off. All sections of the form must be completed prior to CMT. The CMT support team and/Senior HR Advisers can provide the dates of those CMT meetings.

Decision Required

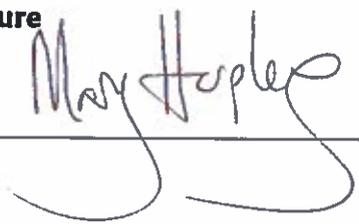
That the Head of Paid Service:

Approves the extension of a fixed-term post (Senior Advisor to the Mayor Stakeholder Relations) at G13 in the Mayor's Office for three months to 27.09.19

Head of Paid Service

The above proposal has my approval.

Signature



Date

04/07/2019

1. Staffing proposals

A. *Details of the proposals, including their justification. Where a paper has been submitted to the Assembly's GLA Oversight Committee, then it should be appended. Details from the Committee paper should not be repeated in the main body of this form.*

B. *Details of the process undertaken to arrive at the proposals.*

The role of *Senior Advisor to the Mayor Stakeholder Relations* was initially a 12-month fixed term contract (March 2018- March 2019), due to the permanent incumbent being on maternity leave. The permanent incumbent returned in April 2019 and is working 0.6 FTE. This leaves a 0.4FTE vacancy. Previously the fixed-term post of 12 months was extended by 3 months (STAF 1110) until 28 June 2019, to enable a transitional handover.

It is now clear that there is requirement over the next 3 months (29 June- 28 September 2019) to deliver a specific project in the Mayor's Office and therefore a further 3 month extension is requested. Therefore, the request is to extend the fixed-term post by a further 3 months. The fixed-term post will therefore be 18 months in total.

2. Consultation

Where there has been consultation with: (i) the Mayor; (ii) the Assembly; (iii) Unison; & (iv) members of staff; summary details of their consultation responses should be provided along with details of any modifications made in the light of those responses.

This proposal is to create a temporary staff post (defined as being up to two years in duration) and therefore it is not necessary to formally consult with or inform the Chief of Staff (on behalf of the Mayor) or the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) about the proposal. This proposal must be reported by the Head of Paid Service (the "HoPS") to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six-monthly report.

2.2 The permanent incumbent in the Senior Adviser to the Mayor post and the fixed term employee who was covering the post are the only GLA officers affected by the proposal. They have been fully consulted and are supportive of the proposal to extend the fixed term contract.

3. Table of changes

Posts	FTEs	Notes
Permanent posts to be created		
Permanent posts to be (deleted)		
Fixed-term posts to be created	1	Extension of fixed-term post for 3 months to continue work on a specific project in the Mayor's office
Fixed-terms posts to be (deleted)		
Net total of posts created / (deleted)		
Permanent posts to be regraded		

Fixed-terms posts to be regraded	1	
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Details of all affected posts, including post reference numbers, are to be supplied in Appendix A

4. Financial comments

- 4.1 The cost of the extension of a Grade 13 post for a three-month period is £26,000. This will be met from within the Mayor's Office budget for 2019-20.

5. Legal comments

- 5.1 Under the Greater London Authority Act 1999 (as amended), the HoPS may, after consultation with the Mayor and the Assembly and having regard to the resources available and priorities of the Authority:
- appoint such staff as the HoPS considers necessary for the proper discharge of the functions of the Authority (section 67(2)); and
 - make such appointments on such terms and conditions as the HoPS thinks fit (section 70(2)).
- 5.2 The Assembly has delegated its powers of consultation on staffing matters to the Assembly's staffing committee, currently the GLA Oversight Committee.
- 5.3 After consultation with the Mayor and the Assembly, the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the "Staffing Protocol"), was adopted by the HoPS in November 2009 and revised in July 2018. The Staffing Protocol sets out the Authority's agreed approach as to how the HoPS will discharge the staffing powers contained in sections 67(2) and 70(2) of the Greater London Authority Act 1999 (as amended).
- 5.4 Paragraph 6.1 of the Staffing Protocol says that "Any proposals to create a temporary staff post – defined as being up to two years in duration – must be approved by the Head of Paid Service". Paragraph 6.2 of the Staffing Protocol says that "These will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee (on behalf of the Assembly) in a six-monthly report". As set out above, the Assembly's staffing committee is currently the GLA Oversight Committee.
- 5.5 This HoPS form seeks to obtain the approval of the HoPS for the proposal to create a temporary post as set out above. Paragraph 3 confirms that the proposal will be reported by the HoPS to the Chief of Staff (on behalf of the Mayor) and to the Assembly's staffing committee, currently the GLA Oversight Committee, (on behalf of the Assembly) in a six monthly report.
- 5.6 Fixed term employees have the right to be treated no less favourably than permanent employees due to their fixed term employee status. Once the post holder has been in post beyond two years, they will have the same statutory right as a permanent employee not to be unfairly dismissed. After two years' service, the post holder may also be eligible to receive a redundancy payment should the post come to an end. Any fair dismissal of the employee at the end of the fixed term will necessitate a fair reason and a fair procedure. This will involve considering suitable alternative employment before confirming that their employment is terminated. If the funding continues after the end of their fixed term contract, it may be difficult to dismiss for redundancy (one of the fair reasons) if in fact there is further work to be carried out after the end of the contract. If the employee has been employed on a series of successive fixed-term contracts, then they will be considered to be a

permanent employee if their contract is renewed after four years of service and there is no objective justification for the continued use of fixed-term contracts.

5.7 The HoPS has the power to make this decision.

6. Equalities considerations

A summary of any equalities issues arising and how they have been addressed.

7. Appendices

Appendix A: Details of all affected posts, including post reference numbers

Appendix B: GLA Oversight Committee paper (if there is one)

Titles of any other Appendices

8. Approval

	<i>Tick to indicate approval</i>
	✓
Executive Director David Bellamy has reviewed and commented on this proposal.	✓
Assistant Director Jack Stenner has reviewed and commented on this proposal.	✓
HR & OD Lead Officer Laura Heywood has reviewed and commented on this proposal.	✓
Finance and Legal Renee O'Donnell, Finance and Kate Phelps, Legal have reviewed and commented on this proposal.	Legal ✓ Finance
Corporate Management Team (CMT) This proposal was considered by CMT on [DATE].	

Appendix A

Details of all affected posts

Post title	Post grade - current	Post reference number	Start date	End date (fixed-term/deletions only)	Proposal: creation / deletion / regrade
Post A	13			27.09.19	creation
Post B					
Post C					
Etc.					