

GREATER LONDON AUTHORITY

Request for Head of Paid Service Decision CO43

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 revised GLA Expenses and Benefits Framework in relation to the Framework's application to those GLA members of staff appointed by the Head of Paid Service under Section 67(2) of the GLA Act 1999.

Head of Paid Service

The above proposal has my approval.

Signature

M. J. Belle

Date

30.7.19

1. Staffing proposals

- 1.1 The GLA seeks to review its principal governance documents on a regular basis and at least every two years. One such document is the Expenses and Benefits Framework. The Framework was last updated in April 2017, with further minor updates made under delegated authority in October 2018.
- 1.2 The current Framework is at Appendix A and the revised Framework is at Appendix B.
- 1.3 This decision form seeks the Chief Officer's approval of the revised Framework in relation to those GLA members of staff appointed by the Chief Officer – in her role as the GLA's Head of Paid Service – under Section 67(2) of the GLA Act.
- 1.4 In line with the requirements of the GLA Act, the Mayor (via MD2483) and the Assembly (via its 18 July 2019 meeting) have approved, as a joint decision, the revised Framework as it applies to the GLA's statutory officers, the Mayor and Assembly Members. Under that same MD, the Mayor has also approved the revised Framework as it applies to the 13 GLA staff which he appoints directly under section 67(1) of the GLA Act
- 1.5 The proposed changes are set out immediately below and in the revised Framework at Appendix B. The current Framework is included for comparative purposes at Appendix A.

Environmental considerations

- 1.6 Greater emphasis and clarity have been provided on environmental considerations so as to highlight the GLA's commitment to environmentally friendly travel options, particularly by minimising flight bookings. This has been done through two new paragraphs: 1.7 in Part A and 3.2 in Part C.

Approval of expenses and of foreign travel

- 1.7 Updates have been made in respect of the approval of both expenses and of foreign travel. The underlying principle is that individuals should not sign off their own expenses and/or foreign travel. In addition, it should be noted that the Chief of Staff acts as the Executive Director for staff in the Mayor's Office for this purpose. Further details are included in the revised Framework: paragraph 2.3 of Part B (approval of expenses) and paragraph 3.1 of Part C (approval of foreign travel).

Interest free loans for British citizenship, EU settled status and leave to remain costs

- 1.8 It is viewed as desirable for the GLA to make available interest free loans in respect of costs incurred by staff seeking to obtain British citizenship, EU settled status, extensions to limited leave to remain or indefinite leave to remain. It is proposed that the costs that would be covered by the loan are the application fee (where applicable) and any associated reasonable legal costs incurred in making the application. Such loans would comply with HMRC rules. Further details are included in paragraphs 2.1 and 3.1 of Part F of the revised Framework, with the latter paragraph covering staff trade-in of annual leave.

2. Consultation

- 2.1 In accordance with the GLA Head of Paid Service Staffing Protocol and Scheme of Delegation (the Staffing Protocol), formal consultation with Unison is required for this proposal. Unison has been consulted and agrees to the proposed changes.
- 2.2 The Chief Officer's approval will follow on from consultation the Chief Officer has undertaken with the Assembly via the 1 July 2019 meeting of its GLA Oversight Committee and with the Mayor via his Chief of Staff. In accordance with paragraph 5.6 of the Staffing Protocol, a report has been sent 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), containing the proposed changes and appropriate background information.

3. Table of changes

3.1 There are no staffing changes being proposed.

4. Financial comments

4.1 The financial implications arising are viewed as minimal. There would be a very minor potential impact on the GLA's cash flow and there would be a small risk of a very limited amount of bad debt being created. In the context of the GLA's budget and financial standing, these risks are minimal.

5. Legal comments

5.1 Under the Greater London Authority Act 1999 (as amended), the Head of Paid Service (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 7.2 of the Staffing Protocol says that, "*The HOPS is responsible for determining terms and conditions for GLA staff (outside of the statutory officers and the Mayoral appointees) with the exclusion of staff transferred under a statutory transfer.*" Paragraph 7.1 of the Staffing Protocol says that "*Terms and conditions for the purposes of this Protocol means terms and conditions of employment that apply to all GLA staff appointed by the HoPS and includes all employment policies and procedures (whether contractual or not).*"

5.5 The proposals set out in this Chief Officer Form fall within the definition of 'determining terms and conditions' contained within the Staffing Protocol so require approval from the HoPS. Paragraph 2 confirms that Unison has been consulted and the HoPS has taken its views into consideration when making this decision. Paragraph 2 also confirms that a report has been sent 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) containing the proposed changes and appropriate background information.

5.6 The HoPS has considered all the information in this Chief Officer Form and is satisfied that the proposals are appropriate, taking into account the:

- i. Priorities of the Authority;
- ii. Need for the Authority to properly discharge its functions;
- iii. Available resources of the Authority; and
- iv. Need to comply with legislative changes/ statutory requirements.

5.7 The HoPS has the power to make this decision.

6. Equalities considerations

6.1 There are no specific equalities issues arising.

7. Appendices

Appendix A: Current Framework

Appendix B: Revised Framework

8. Approval

| | <i>Tick to indicate approval</i> |
|--|----------------------------------|
| | ✓ |
| Executive Director/Chief Officer Mary Harpley has reviewed and commented on this proposal. | ✓ |
| Assistant Director Tom Middleton has reviewed and commented on this proposal. | ✓ |
| HR & OD Lead Officer Laura Heywood 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 does not need to be considered by CMT as it does not involve staffing changes. | |

Expenses and Benefits Framework

| | |
|-------------------------------|--|
| Date of approval and issue | By the Assembly on 8 March 2017 By the Head of Paid Service on 11 April 2017 By the Mayor on 24 April 2017 under MD2085 This version was issued on 18 October 2018 under delegated authority |
| Changes from Previous version | Processes updated, specifically to reflect new travel booking system Minor changes, e.g. to job titles |
| Review date | October 2020 |
| Senior owner | Executive Director of Resources |
| Document Owner | Assistant Director, Finance and Governance |

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Part A. Policy

1. Policy statement

1.1 The Greater London Authority's (GLA) governance arrangements are designed to ensure:

- we conduct our business in line with the law and proper standards
- public money is safeguarded, properly accounted for and used economically, efficiently and effectively

They also 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.

1.2 To that end it is important we have clear rules and procedures for expenses and benefits: so there is clarity about what we can and cannot claim; so we have robust and auditable processes; and ultimately so we get value for money from and account for how we use public funds. That is the purpose of this framework. It applies to everyone at the GLA: the Mayor, Assembly Members and staff.

1.3 The primary principle underpinning the GLA's approach is that you may only claim for expenses that have been reasonably and wholly incurred in carrying out the business of the GLA. In most circumstances such expenses will be for travel or subsistence.

1.4 In addition to the guidelines in this document, there may be occasions when you need to exercise your judgement. At all times you must remember we are a public authority that spends taxpayers' money. Ask yourself: 'could I reasonably justify the cost I'm incurring to a member of the public?'

1.5 Generally speaking you will need to get approval to incur expenses before doing so. The expenses regime must not be used for the express purpose of circumventing spending and approval processes set out, in particular, in our Financial Regulations.

1.6 There is a helpful quick reference guide to expenses in the Appendix. Speak to the Finance and Governance team if you have any queries or feedback. Contact details, as well as supporting information and relevant forms, are available via the team's [intranet page](#).

2. Outcomes

2.1 The outcomes sought from this framework are to:

- establish, communicate and embed the GLA's commitment to managing expenses in a way that is robust, transparent, promotes high standards of behaviour and ensures value for money
- bring clarity to the rules and procedures for expenses and benefits and give practical guidance to Members and staff
- ensure the expenses and benefits regime at the GLA is effective and efficient

3. Scope and definitions

Scope

3.1 This framework applies to the Mayor, Assembly Members and all GLA staff – whatever their contractual status – and at all times. There are rules too for consultants and those, such as individuals on a work placement at the GLA, who are working for us unpaid.

3.2 The framework is part of a wider set of mutually supporting arrangements for corporate governance at the GLA. In particular this document should be read in conjunction with:

- GLA Group Corporate Governance Framework Agreement
- Contracts and Funding Code
- Financial Regulations
- Mayoral Decision-Making in the GLA
- Gifts and Hospitality Policy
- Codes of Conduct for Members and of Ethics and Standards for Staff
- Use of Resources Policy
- GLA’s policy on registering interests
- Anti-Fraud and Corruption Framework
- the GLA’s published transparency commitment and reporting arrangements, including to comply with the Local Government Transparency Code

Definitions

3.3 This framework is not based on a strict definition of an ‘expense’ or a ‘benefit’. Rather it is simplest to review the contents of this document to get a sense of its scope.

3.4 In broad terms, however, an expense is a necessary cost incurred wholly in conducting GLA business either by an individual directly (i.e. it is paid for in the first instance by the staff member rather than by the GLA) or outside of the GLA’s usual purchase ordering process (for example, by using a corporate credit card or through the travel and accommodation booking system). Often there are particular tax implications or rules.

3.5 This framework does not cover the full range of benefits available to staff. For example, the staff pension scheme and non-monetary benefits are outside of its scope. Rather its focus is the annual travelcard available to Members, staff loans and the salary sacrifice scheme. It also has something to say on the GLA’s broad approach to benefits, which is that the GLA does not normally provide benefits – or indeed expenses – that are taxable. There are two notable exceptions: the bicycle loans scheme and, again, the annual travelcard available to Members.

4. Core responsibilities

Agreeing and developing the framework

4.1 The framework and any substantive changes to it are agreed formally by the Mayor and the Assembly (so as to apply it to themselves, the statutory officers and officers appointed by the Mayor under section 67(1) of the GLA Act) and it must also have approval from the Head of Paid Service (so as to apply to other GLA staff). Approving the document at the highest level serves to underpin and communicate the GLA's commitment to giving effect to the policy statement and outcomes at, respectively, sections 1 and 2 above.

4.2 Updates to this document will be undertaken periodically, subject to at least biennial review.

Delegated authority

4.3 The Executive Director of Resources, noting all substantive changes must be formally agreed as per paragraph 4.1, has delegated authority to:

- make minor drafting, presentational and other non-substantive changes to this document
- amend expense and benefits rates on an annual basis, having regard to inflation
- adapt processes and forms supporting this framework
- approve expenditure relating to expenses and benefits outside of the procedures set down in this framework, subject to expenses being reasonably incurred in carrying out GLA business (noting the reporting and other requirements below)

4.4 For practical purposes, the Executive Director of Resources has further delegated their responsibilities under this framework to the Assistant Director, Finance and Governance. References to the Executive Director of Resources therefore include also the Assistant Director, Finance and Governance.

Implementation

4.5 The responsibility for day-to-day implementation rests with the Assistant Director, Finance and Governance and their team. This includes communicating, advising on and administering GLA expenses and benefits rules and procedures. To this end they will ensure the Expenses and Benefits Framework is supported by clear supplementary guidance and well-understood and effective processes, with appropriate reinforcement, training and support.

4.6 At the directorate and team level, directors and managers have a responsibility to ensure the framework is implemented by staff working to them.

4.7 Everyone at the GLA is responsible for applying and adhering to the framework.

Monitoring, reporting and assurance

4.8 The Assistant Director, Finance and Governance will on behalf of the Executive Director of Resources monitor the implementation of this framework. They will report to the Audit Panel, which is responsible for scrutinising the framework and its application, including in particular on any exemptions given to the rules set down within it. They will further ensure any significant issues are reported to the Panel and reflected on also within the Annual Governance Statement.

Appendix A – Current Framework

4.9 The Assistant Director, Finance and Governance will ensure the GLA meets its transparency commitments pertaining to expenses and benefits. This includes reporting the expenses of the Mayor, Assembly Members and Senior Officers to the Audit Panel at each of its meetings. It means also meeting the broader requirements of the Local Government Transparency Code and Accounts and Audit Regulations and making information available publicly via london.gov.uk.

4.10 Internal Audit has a role in assuring and testing the application of the GLA's expenses and benefits regime.

Authorising expenses and benefits

4.11 Pre and in-principle approval must normally be sought as per the table in Part B, section 2.3. Some particular classes of expense have specific rules. In particular, foreign travel has its own authorisation process, while arrangements for booking foreign and domestic accommodation and non-London travel are with effect from May 2018 made on a dedicated system and are subject to separate procedures. Procurement of a travel booking system was authorised by DD2129 in August 2017. It is therefore important you refer to the relevant section of this framework in advance.

Part B. General approach to incurring and claiming expenses

1. Overarching principles

1.1 As Part A of this framework makes clear:

- the expenses regime must never be used as means of avoiding GLA ordering systems¹ (i.e. via the SAP finance system or the Travel Management system (See Part C), procedures or rules (for example, as set down in the Contracts and Funding Code and Financial Regulations)
- the GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business (and nor does it normally provide taxable benefits)
- approval must be sought, wherever possible in advance, for incurring expenses – and in line with this framework
- in all circumstances, the principles of securing value for money and ensuring proper, efficient and effective use of public money must apply

2. Procedure for incurring and claiming expenses through the HR system

2.1 The majority of expenses are claimed through the HR system, the exceptions being foreign travel and procuring travel and accommodation covered by the travel management system, which have different authorisations and processes which are covered in Part C, sections 1-4. The steps to be followed when using the HR system are:

- before incurring expenditure, obtain in principle approval (see section 2.3 below for authorising officers)
- having incurred the expense, retain any and all receipts and other documents providing proof of purchase. Originals must be retained for 18 months
- **submit your expense using the HR system² completing all sections of the relevant pages³ and ensuring you attach the scanned receipts and proof of purchase – otherwise your claim will not be approved**

¹ So, for example, training courses, conferences, stationery, IT consumables and other such goods and services should not, as a general rule, be purchased on personal or corporate debit/credit cards. Such goods and services should be procured via SAP and the purchase order process. The cost for such goods will not normally be reimbursed to individuals as an expense.

² Refer to the detailed guidance available via the intranet

³ You must first indicate whether your claim is for up to and including £500 or for greater than that sum. This is to ensure the correct approval process is followed. You must then fill in the page that applies to the type of expense incurred. The main categories are: travel, subsistence, business entertainment, and mileage. There is also a page for other types of expenses.

Appendix A – Current Framework

- the system will automatically request approval from your line manager and you will receive confirmation that it has been approved (or rejected)
- the claim will be sent to Finance and Governance for review and approval and, again, you will get an email confirming it has been processed (or rejected)
- the expense will be reimbursed to you in the next payroll round

2.2 It is important you submit your expense claim promptly. The GLA will not reimburse any credit card or bank charges you incur for late or partial payment or for becoming overdrawn. The deadlines for submissions in order for the payment to be made in the next payroll round are available [via the intranet](#).

2.3 Expenses that are being claimed through the HR system must be authorised as set out below. This applies both at the in-principle pre-approval stage and for approving the claim itself (the latter being routed and processed via the HR system).

| Claimant | Authorising person |
|---|---|
| Mayor | Executive Director of Resources |
| Assembly Member ⁴ | Executive Director of Secretariat |
| Chief of Staff | Mayor |
| Mayoral Advisor | Chief of Staff |
| Head of Paid Service | Executive Director of Resources |
| Executive Director | Head of Paid Service |
| <i>All other staff</i> | |
| Over £5,000 | Executive Director of Resources |
| Over £500 (and for all business entertaining and hospitality) | Executive Director for the area in question |
| Up to £500 | Line manager |

3. Authorising exemptions to this framework

3.1 Claims that fall outside the normal rules and procedures set down in this framework may in certain circumstances be acceptable, but must be supported by the authorising person and then discussed with and approved by the Assistant Director, Finance and Governance (who will refer the most significant exemptions to the Executive Director of Resources). In such circumstances, and wherever possible in advance, a note must be made and retained setting out how value for money is being / has been secured and/or why it is or was not possible to comply with the framework.

3.2 Such exemptions will be reported to the Audit Panel.

⁴ This includes an expense claim by an Assembly Member related to Mayoral activity.

4. Tax treatment of expenses

4.1 On 6 April 2016 dispensations for expenses were repealed and replaced by legislation that exempts from tax, expenses incurred wholly, exclusively and necessarily in the performance of GLA business. This includes travel and subsistence expenses, business entertainment and professional fees and subscriptions to organisations on the [HMRC List 3](#). Staff will not be taxed on the reimbursement of these expenses and there is no requirement to report them to HMRC on the P11D form.

4.2 The GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business. Nor does it normally provide taxable benefits. The main exceptions are travelcards to Members and the transfer of bicycles to staff at the end of the cycle to work agreement. These are taxable benefits and so are reported by the GLA to HMRC on P11D after the end of each tax year. Employees in receipt of such benefits will receive a copy of the P11D form for their own tax returns.

5. Tipping

5.1 Service charges are permitted only on business entertaining and are limited to 12.5 per cent of the total bill within the UK and up to 20 per cent of the total bill overseas, depending on the convention within the country. The claimant must pay for any excess.

5.2 Tips on subsistence and for taxis will not normally be reimbursed. It is recognised, however, there may be exceptions to this rule overseas – taking account of the cultural norms in the territory in question and providing the tip is proportionate. All costs including any tip paid must, however, be supported by a receipt.

Part C. Approach to specific types of expenses

1. General rules for travel and the travel management service

1.1 Rail travel (excluding within London), air travel and accommodation must be booked in advance via the GLA's travel management system.

1.2 There must be a clear business purpose to the travel for it to be a legitimate expense. **Travel to and from your permanent place of work is not, as general rule and subject to a few exceptions detailed below, an expense: you will not be reimbursed for the costs incurred.**

1.3 The GLA has a contract with Capita Travel and Events Ltd to provide a fully managed travel management service for booking work-related travel and accommodation. This online system should be used for booking all rail travel outside of London, flights and accommodation. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, or use a corporate credit card, as Capita will invoice the GLA directly. Approval is through a list of approvers, normally at Assistant Director level and above, which is maintained by HR, to whom any requests to add or amend approvers should be sent. The guidance in this framework over pre-approvals should still be followed. Further information on using the travel management system is available on the intranet.

2. Travelling in the United Kingdom

Prioritising public transport

2.1 The Mayor and Assembly are committed to the use of public transport: everyone at the GLA is expected to use public transport for work purposes wherever possible. Taxis and private cars should only be used when public transport is unavailable or impractical – and these reasons must be made clear when the claim is submitted, for example the time of day; that it would have taken three hours to get a local bus; early flight; conference location on the edge of city. A statement to the effect that 'public transport was not available' without more detailed reasons is not sufficient.

2.2 The requirement to use public transport extends to transport used by or booked for third parties such as consultants and guests. Again, if a taxi is booked the rationale must be explained.

Reclaiming expenses for travelling via TfL services to meetings and other wholly work-related events

2.3 Claims must be made on the basis of the actual cost you incur. You cannot, for example, claim for a journey covered by your travelcard or that costs you no extra because you have already reached your daily, weekly or monthly cap (as applied by TfL).

2.4 Ensure you:

- get agreement for the journey, as per the table at paragraph 2.3 of Part B

Appendix A – Current Framework

- retain the receipt, ticket and/or print-out your TfL journey history (all that apply) as proof of expenditure and record the reason for the journey

London public transport (i.e. within the Oyster network)

2.5 Journeys on public transport within London will only be reimbursed up to the cost of the journey applicable when using an Oyster Card or contactless payment – i.e. the ‘capped’ aggregate cost or most cost-effective single journey payment – and where you incur an actual cost. You should avoid paper tickets for travel, which are often more expensive. If in doubt, refer to TfL’s website for [information on fares](#).

2.6 For journeys via cycle hire schemes, the total amount that will be reimbursed is limited to the equivalent cost of using public transport

2.7 All claims must be supported by a statement showing the journeys undertaken. Oyster and, particularly, contactless cards should be registered via the TfL website to ensure you can use the journey history function.

| Examples | Comments |
|--|---|
| You live in zone 6 and you travel from home directly to a meeting near Marble Arch (zone 1) and then on to City Hall. The entire journey is covered by your travelcard. | This is not substantially different from ordinary commuting and there is no additional cost incurred by you: you cannot make a claim. |
| You travel from home by train to London Bridge and then by tube to Marble Arch (zone 1) for a meeting. Subsequently you get the tube to City Hall. Your annual rail ticket only covers mainline services into London Bridge. | You have to pay additional fares, which you can claim for. But you can only claim for the tube fares to and from Marble Arch and not the part of the journey into London Bridge. You should use an Oyster Card or contactless payment to ensure the cost of the journey is kept to a minimum. |

Trains

2.8 Members and staff are expected to travel standard class on trains, except where non-standard class is cheaper. The travel management system must be used when booking train tickets outside London and this will show the cheapest options available. Where an option other than the cheapest is selected, a reason has to be provided why this choice is made.

Other circumstances in which travel expenses may be claimed

2.9 There are some specific circumstances in which the GLA will pay for travel that is not by public transport and/or is to or from your home.

| Travel expense for... | Criteria |
|--|---|
| Travelling from home to work by taxi late at night | The GLA will not normally reimburse you for travel to and from home and work. There is, however, an exception to this general rule when you are working late at night. The following conditions must be met: <ul style="list-style-type: none">• late means after 9pm |

| | |
|--|--|
| | <ul style="list-style-type: none"> • you only work late occasionally and irregularly: not more than 60 times a year and not to a predictable pattern (this relates to tax rules) • by the time you are heading home, public transport has stopped, it is in the circumstances not reasonable to expect you to use public transport, or you need a taxi as a reasonable adjustment for a disability |
| Travelling by taxi to transport files or equipment related to GLA business | <p>Such expenses will be reimbursed provided:</p> <ul style="list-style-type: none"> • the equipment or files are clearly for GLA business • you do not usually drive to work in your own car • it is not practical to use public transport • this only happens occasionally or it is a reasonable adjustment <p>Note: using a taxi to carry files or equipment is a taxable benefit.</p> |
| Travelling to a temporary workplace | <p>You can claim the cost of travel to/from home to a location other than your permanent workplace (e.g. City Hall, Union Street or the Brussels European Office) where:</p> <ul style="list-style-type: none"> • you must attend that place of work to undertake your GLA duties • the journey is significantly different to your ordinary commute (so you cannot claim for a journey to Union Street if you normally work at City Hall) <p>You must travel by public transport unless it is not practical or reasonable to do so – and this must be agreed by the authorising officer.</p> |

| Example | Comments |
|--|---|
| <p>You go to a meeting in Croydon on behalf of the GLA at 7pm and this goes on until 9pm. To get there you take the train from London Bridge to Croydon and then a bus to the venue. After the meeting, you get a taxi to your home, which is five miles away.</p> <p>Your existing annual travelcard covered the main line journey. However, you had to pay extra for the bus and the taxi.</p> | <p>You can claim for the bus and taxi fares. However, the taxi fare home is only allowable because it was late at night and it was not practical to use public transport. Under HMRC guidelines, this must not be a regular occurrence.</p> |

Mileage allowances

2.10 If you are using your private vehicle rather than a taxi, you will be reimbursed as per the rates determined by HMRC. You must have and provide proof of business insurance – which you, not the GLA, are responsible for – and secure prior approval to use your own vehicle. The rules at paragraph 2.9 apply, noting you may not claim expenses for home to work journeys.

3. Foreign travel

Approval process

3.1 You must complete and submit to Finance and Governance a signed foreign travel approval form well in advance of your trip, setting out the details of your journey and the reasons for the trip. On receipt of the fully signed form, Finance and Governance will issue an FTA number which you should keep for your records. Your form must be approved in line with the below:

| Claimant | Authorising officer |
|---|----------------------------------|
| Mayor and all staff (except officers appointed by the Mayor but including the Chief of Staff) | GLA’s Chief Officer |
| Staff appointed by the Mayor (but excluding the Chief of Staff) | Chief of Staff |
| Assembly Members | Chair of the Assembly |
| Chief Officer | Executive Director for Resources |

Air travel for Assembly Members

3.2 Assembly Members have agreed they will not travel by air to Paris, Brussels and destinations in mainland Britain where alternative modes of transport with a lower environmental impact are available and practical.

Class or mode of travel

3.3 The following rules apply to all staff and Members:

| Flight duration | Class |
|-----------------------------|-------------------------------|
| Up to three hours | Economy |
| Between three and six hours | Premium economy or equivalent |
| Over six hours | Business class |

3.4 All flights should be booked using the travel management system. This will show available flights in order of cost, with the cheapest first. If a flight that is a higher class than those indicated in 3.3 is available at a lower cost than the authorised class, this can be booked. The system will show the authoriser all the flights that were offered and they will be able to see that the lower cost flight was selected. The only other exception is where there is a sound business or health-related reason. In this situation, the authorising officer must be satisfied a higher class is justified and represents value for money. Any upgrades should be booked in advance and prior authorisation must be sought as part of the approval process. Where it proves not possible to secure prior approval, the person travelling must accept the risk that she or he will need to bear any additional cost arising if the upgrade is deemed unjustified.

Frequent flyer schemes

3.5 Where Members or staff belong to a frequent flyer scheme or similar, this must not influence travel decisions or choice of airline: such decisions must be made in line with the Contracts and Funding Code and with a view to obtaining value for money.

3.6 If staff do accrue points (or something similar) when travelling on GLA business, then where applicable they should seek to apply those points to any future flights being undertaken for work purposes, and they should discuss this with a Capita Travel and Events Consultant when booking tickets in the future.

Other travel costs when abroad

3.7 Members and staff will be reimbursed for any reasonable business-related travel expenses incurred abroad. Again, public transport should be considered in the first instance and the principle of securing value for money must be applied. In considering what is 'reasonable', the Executive Director of Resources will be guided by the rules and examples elsewhere in this framework.

4. Hotel accommodation

4.1 All hotel accommodation bookings should be made on the travel management system. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, nor use a corporate credit card. The system should only be used to book accommodation where the stay is wholly for GLA related business. It should never be used for personal bookings, even if it is intended to pay the cost of the booking back to the GLA.

Approval and value for money

4.2 As per the rule generally applicable for expenses, the stay must be authorised in advance by the relevant officer (as per Part B.) Where unforeseen situations arise and the authorising officer cannot be contacted to give approval in advance, approval must be obtained at the earliest possible opportunity.

4.3 There is no explicit upper limit to the star rating of hotel accommodation that can be used. The travel management system will show a range of available accommodation. Where accommodation other than the cheapest available is selected, a reason for not selecting the cheapest will have to be given. The authoriser will then see this reason when they are asked to authorise the booking. The imperative of securing value for money must be applied and lower priced – but suitable – accommodation should be used whenever possible. Ask yourself if the cost could reasonably be justified to a member of the public.

4.4 Higher costs may be incurred where it is necessary to accommodate the needs of a member of staff with a disability or special needs – or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be identified as part of the pre-approval process, and the reason should be provided on the travel management system.

4.5 The GLA will not reimburse hotel extras such as laundry, room service, use of the mini-bar and newspapers.

5. Subsistence while in the UK

5.1 As a general rule, subsistence (food, drink and consumables) will only be paid to cover the cost of evening meals or breakfast (not lunch). Claims for dinner are only permitted when you have travelled away from home or the office and cannot return home in reasonable time for dinner. Claims for breakfast will normally be associated with an overnight stay. The limits are:

| Meal | Limit |
|-----------|-------|
| Breakfast | £10 |
| Dinner | £30 |

5.2 Any costs in excess of these amounts require an exemption to this framework, agreed by the Assistant Director, Finance and Governance. There is no guarantee that approval will be given and if costs are not justified the excess may not be reimbursed.

5.3 Claims should be made on the basis of actual expenditure incurred and excluding alcohol, which is not recoverable. Remember, itemised receipts must be sought, retained and submitted with all claims.

| Example | Comments |
|---|---|
| You travel to Newcastle as part of a research project and stay overnight. You have an evening meal in a restaurant. | You can claim for the meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt. |

5.4 As Members and staff have to provide their own lunch in the usual course of events, time spent away from the office during the day should not lead to an expense claim.⁵

| Example | Comments |
|---|---|
| You go to a meeting in Harrow from 9am to 12pm. On the way back to City Hall you stop and buy a sandwich. | Staff are expected to provide their own lunch. Therefore you cannot claim for the cost of the sandwich. |

5.5 Snacks between meals and hotel extras such as drinks, snacks and newspaper will not be reimbursed.

5.6 Business entertaining is covered in a separate section of this framework. Different rules apply.

6. Subsistence while abroad

6.1 No allowances will be paid to those undertaking any foreign travel on behalf of the GLA. Officers and Members will, however, be reimbursed for legitimate expenses incurred in the course of the travel. These include breakfast, dinner and other incidental expenses.

⁵ Lunches are similarly not claimable in Belgium for those staff based in Brussels.

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6.2 The spending limits applying to breakfast and dinner in the UK apply abroad also (applying the relevant exchange rate). It is permissible for claims of up to £15 to be made for lunch while on overseas travel by staff.

| Meal | Limit |
|-----------|-------|
| Breakfast | £10 |
| Lunch | £15 |
| Dinner | £30 |

Incidental expenses

6.3 In exceptional circumstances, the Executive Director of Resources can make a sterling cash advance that can be converted into the relevant foreign currency by the Mayor, an Assembly Member or senior GLA officer where they are travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this framework. If the Executive Director of Resources agrees to the use of this exceptional provision, they will report the fact to the Audit Panel.

7. Business entertaining and the giving of hospitality

Business entertainment (taking non-GLA staff out for lunch or dinner)

7.1 The cost of entertaining other GLA staff is not ‘business entertaining’ and so is not a valid expense: business entertaining must involve representatives of outside organisations. Such entertaining is, in addition and by definition, for business purposes only: it must not be predominantly social in nature.

7.2 Functional bodies are not ‘outside organisations’. Similarly, GLA-engaged contractors (external contractors contracted in) are not deemed to be from outside organisations.

| Example | Comments |
|---|--|
| You have a meeting with an officer from MOPAC and decide to hold it at a restaurant near City Hall. | You cannot claim for this as MOPAC does not count as an external organisation. |

7.3 The GLA does not as a general rule make resources available for entertaining. You should not therefore take people out to lunch or dinner as a GLA employee or Member and, it follows, you should not expect to be reimbursed for any costs incurred. There are facilities at City Hall for hosting meetings and these should be used wherever possible. You should always bear in mind that we spend and safeguard taxpayers’ money and need to demonstrate value for money. You must also be aware of the rules flowing from the Bribery Act 2010 and the need to maintain impartiality.

7.4 Exceptions may, however, be made:

- for the Mayor, Assembly Members, the Statutory Deputy Mayor and senior members of staff (Deputy Mayors, Mayoral Directors and Executive Directors) when representing the GLA

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- if your role requires occasional business entertaining and you have obtained specific agreement from your Executive Director in advance
- you are hosting a visit from overseas

7.5 In all such cases:

- there must be good reason to use a restaurant or other facilities instead of GLA facilities
- you must clearly demonstrate that the purpose of the meeting is GLA business – and is not simply for socialising – and that there is a benefit to the GLA
- you must choose a reasonably priced location, seek value for money and ask yourself if the business entertainment could reasonably be justified to a member of the public

7.6 The spending limits that apply are:

| Meal | Limit |
|--|-------------------------------|
| Lunch, including all alcoholic drinks | £40 per head inclusive of VAT |
| Dinner, including all alcoholic drinks | £50 per head inclusive of VAT |

7.7 Alcoholic drinks, although permissible, should be kept to a minimum. As VAT is not recoverable on business entertaining, it is included in the above limits.

| Example | Comments |
|---|---|
| You agree in advance with your Executive Director that you should take a senior official from a leading homelessness charity out for lunch to discuss the GLA's role in housing. You cannot hold the meeting at GLA offices as s/he can only meet you in Camden for an hour from midday. The purpose of the meeting is to ensure the charity understands the GLA's role in this field and to see if they are interested in participating in a project to reduce homelessness. | You can claim up to £40 a head (including VAT) for the lunch, subject to submitting proper receipts. You must identify the organisation which the person you are lunching with works for and specify the purpose and circumstances of the meeting. This is a lunch for which the general expectation would be that no alcohol is claimed for. |

7.8 The Mayor or Chair of the Assembly – or someone acting expressly on their behalf such as the Statutory Deputy Mayor or Deputy Chair of the Assembly – may in certain circumstances make a higher claim if hosting:

- a Government Minister
- a foreign dignitary
- a senior representative of an important stakeholder
- an occasion of significant importance to the GLA

The claim must still be within reasonable limits and kept to a minimum.

7.9 For all business entertaining claims you must:

- give the name and organisation of the recipients

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- explain the purpose of the business entertaining

7.10 The rules for business entertaining are also applicable to foreign trips on which such entertaining is necessary. Costs of business entertaining abroad, however, should be reflective of local prices and should, as far as practicable, not exceed the limits applicable to the UK. If possible, all business entertaining should be booked prior to leaving the UK. As with all entertaining, it must be met from within approved budgets.

Civic hospitality

7.11 Civic hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise hospitality events that are for Members and staff only)
- the purpose is clearly GLA business and not political
- there is sufficient budget available to meet the cost
- the hospitality represents value for money; again, ask yourself if it could be reasonably justified to a member of the public

7.12 Where you need to organise a function at City Hall or elsewhere you should:

- confirm the budget available and that approval for spend has been given via the GLA's usual decision making arrangements
- seek approval from your Executive Director for the specifics of the hospitality
- order and pay for the hire of premises and refreshments in advance through the official procedures wherever possible
- make use of pre-existing arrangements the GLA has with suppliers

Alcohol

7.13 Alcohol is permissible in certain circumstances and for gatherings involving the Mayor, Assembly Members or senior officers (the Mayor's senior team and Executive Directors). Outside visitors must also be present and the volume of alcohol must be kept to a minimum.

Benefiting from business entertaining paid for by others

7.14 You may, in certain circumstances and subject to strict rules, accept gifts, benefits and hospitality. You must, however, at all times be, and be seen to be, fair, impartial and unbiased. You must adhere to and declare hospitality in line with the GLA's Gifts and Hospitality Policy.

8. Light refreshments and catering at meetings

8.1 As a general rule, Members and staff should only order tea and coffee for meetings at which outside visitors are present. Similarly, lunch should only be ordered for long meetings that span the lunch period and also include outside visitors. Lunches should be modest and be of reasonable cost; for example, constrained to sandwiches, fruit and soft drinks.

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8.2 Note that free or subsidised refreshments for Assembly Meetings (including invited guests) and for interview panels are a taxable benefit. The GLA has a PAYE settlement agreement with HMRC and pays any tax on behalf of Members and staff.

Assembly committee meetings

8.3 Buffets and similar provided on a regular basis for Assembly committee meetings are a taxable benefit and as such will be declared to HMRC at year-end. The GLA will pay the tax on behalf of Members. As a guide, the cost should be limited to £15 per head.

8.4 The GLA will not pay for refreshments for Assembly party group meetings. Group Managers may, however, organise refreshments and arrange for Assembly Members to meet the cost privately.

Ordering procedure

8.5 Orders for catering should be made with the in-house caterers and paid for in advance via SAP. If you wish to order food from other suppliers – for example, to meet a specific dietary requirement – you must be able to demonstrate value for money.

8.6 It is not appropriate to go out and buy food and drinks for official GLA-related meetings and events and claim this back on expenses. This may not comply with the Contracts and Funding Code. Those wishing to do so must present a business case to the relevant budget holder in advance.

9. Training, conferences and away-days

Short external courses and conferences

9.1 All courses and conferences must be job-related and of clear benefit to your work at the GLA. You must, in advance, agree you can attend with your line manager. Always check before booking there is sufficient budget.

9.2 The standard ordering procedure should be followed when booking short external courses and conferences. Shopping carts should state the names of the staff member attending and provide a brief description of how the training/conference relates to the attendee's job.

9.3 The rules at section 5 above on subsistence, including meals, apply.

9.4 The GLA has a scheme for sponsoring and funding longer courses leading to an accredited qualification. Details are available on the [intranet](#).

| Examples | Comments |
|--|---|
| You attend a course that ends at 6pm. The length of the journey means you will not get home until 9pm. | You can pay and then be reimbursed for an evening meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt. |
| You attend a conference that ends at 6pm and your journey home will take one hour. | You cannot claim for an evening meal. |

Away days

9.5 Away days and similar events for Members and staff must have a clearly defined purpose: they must be for work and not social reasons. There must similarly be a clear benefit or practical reasons for having an away day rather than meeting at City Hall. All arrangements should be made in advance where possible. This includes hiring premises and catering. As a guide, you should spend no more than £15 a head on lunch.

10. Party conferences

The Mayor and Assembly Members

10.1 Members of the London Assembly, recognising the party political aspect of attending conferences, have decided the costs of their attendance will not fall on the GLA's budget.

10.2 The Mayor similarly recognises the party political aspect of attending conferences and has decided the cost of attending the conference of his own political party will not fall on the GLA's budget. However, expenses could be incurred and claimed for carrying out functions of the office of the Mayor of London when attending other party conferences.

Staff (whether appointed by the Mayor, the Head of Paid Service or the Mayor and Assembly jointly)

10.3 Attendance at party conferences, as at any other external event, is acceptable for the following purposes:

- explaining the role of the GLA and how we work
- promoting the GLA's work
- gathering information to enable you to perform your job better

10.4 A distinction has to be drawn between these purposes and any promotion of or participation in political activity for its own sake; particularly activity unrelated to the role and functions of the GLA. Any expenditure on this type of activity would be unlawful. Therefore, staff that attend party political conferences wholly as a party member and not representing the GLA in any respect are not entitled to reclaim any of the expenditure incurred. In addition, they must follow the GLA's rules on politically restricted activity, must take annual leave as necessary and abide by the Authority's rules on the use of GLA resources.

10.5 Attendance at a party conference may combine both official GLA and political activities; for example, GLA-related activity at a fringe meeting or exhibition as well as participation in the political debate of the conference. In this circumstance, an apportionment between these two activities would be appropriate and that apportionment would be applied to the officer's costs (i.e. travel and subsistence). This will ensure that, if challenged, we could demonstrate no personal or party advantage was, or appeared to be, obtained from the GLA's budgets.

10.6 Similarly, if non-GLA activity were conducted in what would normally be regarded as working hours, a proportional deduction of leave (or pay, if the person opted for unpaid leave) would be appropriate to demonstrate transparently a clear and unequivocal separation of activities. In this respect, staff that attend party political conferences as party members and not as GLA staff must book annual leave for the time incurred. Some political activities, however, are restricted at all

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times if the employee is in a politically restricted post (employees should seek guidance from HR&OD).

10.7 In summary, the proportion of time and claimable expenses for staff should be as follows:

- if your attendance is wholly for the purposes of the GLA, the whole cost of your travel and subsistence would be reimbursable by the Authority and you would not need to take annual leave to attend
- if you attended in support of an elected Member at a conference (including any fringe meetings or other events) other than of that Member's party, or if you are not a member of the party whose conference you are attending, the whole cost of travel and subsistence shall be similarly reimbursable

10.8 Where you are a member of the political party concerned, an abatement in respect of expenses to be claimed from the GLA applies.

10.9 The level of abatements applied to any expenses claimed by any officer – whether appointed by the Mayor or the Head of Paid Service or by the Mayor and Assembly jointly – in relation to party conferences are:

- if you attend purely in relation to GLA activities and you accrue no personal benefit (for example, by being a member of the political party concerned) no abatement will be applied
- if you attend and are a member of the political party concerned and/or undertake non-GLA related activities at the conference – an abatement of 25 per cent will be applied to your expenses claims (and annual leave should be taken as necessary, noting that certain activities are prohibited if you are politically restricted)

10.10 Budget holders must ensure, in advance, that the levels of GLA expenditure incurred and resources applied (for example, the number of staff from any one team attending) in are reasonable, proportionate and can be fully justified. All relevant line managers should seek to ensure, in advance, that there is clarity and agreement on the activities to be undertaken by any member of staff attending a party conference.

10.11 Staff will be notified of any costs that need to be recovered from them relating to party conferences and this will be deducted from the next available pay round, unless they advise Finance and Governance otherwise.

11. ICT equipment

Mobile devices

11.1 Mobile devices can be purchased – for clear GLA business purposes – at the budget holder's discretion. The principle of securing value for money and best use of public funds should always be observed. For example, an upgrade to the latest product release is unlikely to be acceptable – unless it facilitates new and more productive ways of working or communicating commensurate to the cost. Information about mobile devices is available on the [Technology Group section of the intranet](#). TG can also be contacted to discuss requirements.

11.2 The Mayor and Assembly Members have three options for procuring and using a mobile device. Option (a) – requesting a GLA device – is preferred. Staff must, as a general rule, take this

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option. Calls may only be claimed by staff through the expenses process (as under option (c)) with their line manager's express permission.

| Option | Ordering and use |
|---|--|
| a) Request a mobile device for GLA use | <p>A choice of devices is available and TG will order the most suitable via the GLA's mobile phone contractor.</p> <p>The contract provides for free UK calls and texts and a generous UK data use allowance. There are provisions for roaming when abroad although, broadly speaking, these are significantly less generous. You should seek to stay within these allowances and must not exceed the allowances through personal usage. Calls to non-UK numbers are not included within the allowances and so must be for business purposes only and where unavoidable. If in doubt, speak to TG.</p> |
| b) Get a second number and account on your existing handset | <p>Some companies can provide this facility. You will have one phone/handset but two numbers (work and personal) and two separate bills that will be sent separately to you and to the GLA. The business number should be for work-related calls only.</p> |
| c) Use your existing phone and account for GLA business | <p>This option should only be used if the majority of calls are private. In this case you will need to submit a copy of your phone bill, highlighting the business calls, as part of an expense claim. VAT must be shown separately. You will not be entitled to claim for line rental or other account charges.</p> |

Equipment at home

11.3 TG maintains an asset management system that records equipment provided to Members and staff for use at home. This includes computers and printers, for example, but excludes mobile phones.

11.4 There is no tax charge arising if the equipment is provided and used for work purposes and private use is not significant.

Returning equipment

11.5 You are responsible for returning all equipment supplied to you by the GLA when you leave.

Part D. Corporate credit cards

1. Overarching principles

1.1 The GLA has a limited number of corporate credit cards for purchasing goods and services in certain circumstances. The overarching principles are that:

- credit cards must only be used for GLA business. They should never be used for private expenditure
- the credit card should only be used for the express purpose for which it was issued and should not be used as a general credit facility
- the first course of action should always be to use the GLA's usual purchase ordering processes
- irrespective of whether a credit card is being used, the rules and approvals in this framework and the Contracts and Funding Code apply at all times (particularly in relation to subsistence, accommodation and business entertaining)
- the cardholder is responsible for securing value for money at all times

1.2 While corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses – and then reclaiming them as per the rules and processes described in this framework.

1.3 When travelling abroad, the card should only be used for incidental expenses such as meals.

1.4 If at any time a corporate credit card is subject to improper use, such as for personal transactions, it will be withdrawn.

2. Accounting for expenditure

2.1 The cardholder must account to the Treasury Team for all expenditure on the card and provide receipts and supporting documentation monthly. A form will have been provided to this end. Both transaction receipts (for VAT purposes and listing purchased items) and credit card receipts must be requested and retained (the credit card receipt may be part of the transaction receipt).

Part E. Expense payments to external persons

1. Individuals from outside bodies

1.1 Payments can be made to individuals from outside bodies for expenses they incur while working on a GLA project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.

1.2 Claims must be made using the non-GLA personnel expense claim form. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

1.3 Any approved ongoing allowances – for example, attendance allowances – may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the GLA. Any such proposals must be discussed with the Assistant Director, Finance and Governance before entering into an agreement.

2. Unpaid work-experience placements

2.1 Work placements will be reimbursed by Bacs for actual expenses incurred on travel. Reimbursement for meals and other subsistence is restricted to a maximum of £7.50 per day.

2.2 Claims must be made using the non-GLA personnel expense claim form. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

3. Payments to Independent Persons

3.1 Under the Localism Act 2011, the GLA has appointed a number of Independent Persons who are consulted on matters referred to them by the Monitoring Officer. Independent Persons may be paid an allowance for reviewing formal complaints referred to them by the Monitoring Officer. The level of the allowance will be determined from time to time by the Mayor and Assembly acting jointly. Independent Persons may also claim for actual travel and subsistence costs incurred as per paragraph 1.2 above.

Part F. Member and staff benefits

1. Annual travelcards for the Mayor and Assembly Members

1.1 Members can on request be provided with an annual, up to zone six, fixed fee travelcard.

1.2 The process that applies is:

- the designated travelcard application form is completed in full and submitted to Finance and Governance
- the GLA makes a payment equal to the cost of the travelcard to your bank account using Bacs transfer
- you buy a travelcard from TfL in the usual way; for example, using a personal bank card
- you then provide proof of purchase to Finance and Governance (either a receipt or a bank statement or similar showing the transaction)

Replacement of lost travelcards

1.3 You should ensure your Oyster Card is registered with TfL and if lost you should apply to TfL for a replacement via [its website](#).

Tax rules

1.4 Travelcards are a taxable benefit, which is reported on your P11D form. HMRC has advised that, as the card is likely to be used primarily for travel to and from home, you will be taxed on the full value of the card⁶. It is then up to you to demonstrate the extent of any business use to your tax office at year-end.

1.5 If you have already purchased a travelcard and are seeking reimbursement (i.e. the process at 1.2 has not been followed):

- this is deemed a cash benefit by HMRC
- the GLA will inform payroll and the necessary tax deductions will be made in the same month as the reimbursement
- you can claim the business use element (to be agreed between the Member and the tax inspector) as allowable expenditure on your annual tax return.

2. Staff loans

2.1 Staff can apply for a number of loans to help with specific costs, as listed below. All loans are interest free and deducted directly from staff salaries across an 11 month period. More information, including on how to apply, is available on the [intranet](#).

- season ticket (i.e. annual travelcard)

⁶ So if you apply for a zone six travelcard and you are paying tax at 40 per cent, then the tax and National Insurance contribution due will be approximately £960.

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- tenancy loan
- annual gym membership
- childcare (to help cover fees paid in advance to set-up childcare arrangements)

2.2 The bicycle loan scheme operates differently and more information is available from HR&OD.

Annual limit and tax treatment

2.3 HMRC sets an annual limit on the value of tax-free loans that an employer may provide: £10,000 at the time of writing. The aggregate value of loans you are able to claim will not exceed this sum.

3. Leave trade-in

3.1 Under the GLA's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in one or two days annual leave towards to help with certain costs incurred. At the time of writing, leave could be traded-in towards:

- annual subscription to a professional body
- personal training or development
- additional voluntary contributions to pension
- membership of any health scheme, benefits or facilities, or fitness or sports facilities
- medical treatment
- private health insurance
- spectacles or contact lenses
- a laptop
- a bicycle or cycling equipment and accessories
- a bicycle loan
- an annual season ticket loan
- a personal student loan
- a childcare loan
- a tenancy loan
- a gym membership loan.

3.2 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. You can find the value of a day's leave on the [intranet](#) (at the time of writing it was £227.25). Payments are subject to deductions for tax and national insurance.

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3.3 Only full days can be reimbursed and only up to the cost of the expenditure. You can, however, trade-in leave against more than one of the items listed above to bring the total value up to that of a whole day (or two).

| Examples | Comments |
|--|--|
| Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost. | Two days leave can be traded-in to cover the cost. But only £400 will be paid – not the full two-day's value of £450. |
| Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost. You have also organised a loan to cover the cost of a £500 annual travelcard. | Two days leave can be traded-in to cover the £400 gym membership. The additional £50 can be paid towards the value of the season ticket. |

4. Other staff benefits

4.1 Full details are available on the [intranet](#) or from HR&OD. You can claim for the below using the usual process: via the HR system and ensuring your claim is supported by proof of purchase.

Eye tests

4.2 The GLA will reimburse the full cost of eye tests up to the NHS standard eye test charge which is currently (2018) £21.31. An up-to-date schedule of fees is attached here:

<http://www.fodo.com/resource-categories/nhs-sight-test-fees>

Glasses

4.3 The GLA will reimburse costs up to £80 for glasses if they are required only for VDU use. Claims must be supported by a letter from your optician verifying that you need glasses solely for VDU use.

Payment of professional subscriptions

4.4 The GLA will support membership of professional bodies where this directly benefits the organisation as well as the individual. Generally the GLA will only pay for one subscription per person, based on the criteria below. Both criteria 1 and 2 must be met, plus one or more of the other criteria.

| Criterion | Detail |
|-----------|---|
| 1 | You are a permanent member of staff who has successfully completed your probationary period (fees can be reimbursed to you if the association requires payment before the probation period ends). You can be full-time or part-time. No payments will be made for those on fixed-term contract or who are secondees, consultants or temporary members of staff. |
| 2 | The body is recognised by HMRC and so approved for tax-relief |
| 3 | Membership is a legal requirement of your job; i.e. you cannot practise otherwise. |

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| Criterion | Detail |
|-----------|---|
| 4 | Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile. |
| 5 | You have been transferred by TUPE and had your subscription was paid by your previous employer. |
| 6 | Payment is agreed at the point of recruitment. This includes where the GLA chooses to honour your existing commitment to a course of study you have partially completed and which requires student membership. |
| 7 | The GLA agrees to fund a course of study for you. You must have student membership. The implications of the undertaking will be described in the GLA's Training Agreement. The GLA will continue to pay full subscriptions once you graduate, providing you remain a permanent member of staff and can make a case for membership using the criteria above. |
| 4.5 | You must attach a copy of your certificate or membership card to your expense claim. |

APPENDIX- Quick reference guide to expenses

All expense claims must be supported by itemised receipts which list what is purchased (the card receipt total or your bank statement on its own are insufficient). Any spend connected with meetings, conference or training should include specific named details of the event.

| Expense | Allowance/Criteria |
|---|--|
| Public transport in London (tube and bus) | <ul style="list-style-type: none"> • The cost of the journey to you using an Oyster Card or contactless payment. • The journey must be agreed in advance with an authorising officer (staff only). • You must retain a receipt or print your journey history from the TfL website as proof of expenditure. • You cannot claim for any journey that is covered by your existing travelcard or that does not incur a cost to you; for example, because it is above the relevant cap. |
| Rail fares | <ul style="list-style-type: none"> • The actual cost of the ticket. Tickets should be purchased on the GLA’s travel management system. The expenses system cannot be used for reimbursing tickets bought directly. • The journey must be agreed in advance with an authorising officer (staff only). • You cannot claim for any journey that is covered by your existing travelcard. • Standard is the normal class of travel. |
| Air Travel | <ul style="list-style-type: none"> • Flights must be booked on the GLA’s travel management system. • Flights up to three hours: Economy Class; three to six hours: Premium Economy; over six hours: Business Class. (Unless the travel management system offers higher class tickets at a cheaper price). • Wherever possible air travel should be booked well in advance ensuring value for money is obtained. • A <u>foreign travel approval (FTA) form</u> must be completed and authorised in advance. |
| Taxi fares | <ul style="list-style-type: none"> • The actual cost of the taxi fare incurred. • A receipt must be obtained. • Taxis should only be used where public transport is not available or not practical and specific reasons provided, e.g. time of day; health reasons; carrying equipment. • Journeys between home and work not reclaimable with exception of taxis booked after 9.00pm for staff working late on authority premises. |

Appendix A – Current Framework

| | |
|------------------------|---|
| Mileage | <ul style="list-style-type: none">• As per HMRC rates.• Journey must be agreed in advance with an authorising officer.• When using your personal car, you must have and provide proof of business insurance, which is your responsibility, and secure prior approval from Finance and Governance.• Cars must only be used where it is essential; e.g. carrying heavy files, there is no public transport or it is more costly. |
| Subsistence | <ul style="list-style-type: none">• Actual cost of meal, not exceeding £10 for breakfast (if connected to overnight stay) or £30 for dinner.• All claims must exclude alcoholic drinks and be supported by VAT receipts.• Lunches cannot be claimed, except for staff on foreign travel, where a limit of up to £15 applies, or as part of an official away day.• If you go above the limit in pounds or foreign currency equivalent, the repayment amount will be reduced to the relevant limit.• For overnight stays, hotel extras such as drinks, snacks and newspapers will not be reimbursed.• Tips are not reimbursed although when abroad local custom can play a role. |
| Eye Tests | <ul style="list-style-type: none">• Eye tests are reimbursed at the NHS standard rate of £22.31. If your eye test costs more it will be reduced to that amount. Please only claim up to the standard rate.• £80 contributions for glasses are only available if the glasses are confirmed in writing by the optician to be solely/specifically for VDU (computer/screen) use and does not apply to those who need prescriptions for other uses.• Category of ‘general prescription including VDU use’ cannot be accepted for repayment. Please check before with Finance and Governance if you are uncertain. |
| Business Entertainment | <ul style="list-style-type: none">• Include all of: name of person; their organisation; any staff present; reason for business entertainment. A full list of attendees must be provided including all GLA staff.• Alcohol is only permitted on business entertainment and VAT is not recoverable. |

Expenses and Benefits Framework

| | |
|-------------------------------|--|
| Date of approval and issue | By the Assembly on 18 July 2019 By the Chief Officer on [date] under CO43 By the Mayor on [date] under MD2483 |
| Changes from previous version | (i) Part A: new para 1.7 & Part C: new para 3.2 – environmental considerations (ii) Part B: para 2.3 – approval of expenses (iii) Part C: para 3.1 – foreign travel approval (iv) Part F: para 2.1, 3.1 – citizenship etc loans |
| Review date | July 2021 |
| Senior owner | Executive Director of Resources |
| Document Owner | Assistant Director, Finance and Governance |

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Part A. Policy

1. Policy statement

1.1 The Greater London Authority's (GLA) governance arrangements are designed to ensure:

- we conduct our business in line with the law and proper standards
- public money is safeguarded, properly accounted for and used economically, efficiently and effectively

They also 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.

1.2 To that end it is important we have clear rules and procedures for expenses and benefits: so there is clarity about what we can and cannot claim; so we have robust and auditable processes; and ultimately so we get value for money from and account for how we use public funds. That is the purpose of this framework. It applies to everyone at the GLA: the Mayor, Assembly Members and staff.

1.3 The primary principle underpinning the GLA's approach is that you may only claim for expenses that have been reasonably and wholly incurred in carrying out the business of the GLA. In most circumstances such expenses will be for travel or subsistence.

1.4 In addition to the guidelines in this document, there may be occasions when you need to exercise your judgement. At all times you must remember we are a public authority that spends taxpayers' money. Ask yourself: 'could I reasonably justify the cost I'm incurring to a member of the public?'

1.5 Generally speaking you will need to get approval to incur expenses before doing so. The expenses regime must not be used for the express purpose of circumventing spending and approval processes set out, in particular, in our Financial Regulations.

1.6 There is a helpful quick reference guide to expenses in the Appendix. Speak to the Finance and Governance team if you have any queries or feedback. Contact details, as well as supporting information and relevant forms, are available via the team's [intranet page](#).

Environmental considerations

1.7 Elected Members and staff must consider using the least environmentally damaging mode of transport for necessary travel. This includes using the train/bus rather than planes/cars/taxis, due to lower per passenger emissions associated with the former modes. Where reasonable alternatives exist, the GLA does not support flying, particularly within the UK or to the near continent. The Mayor and Assembly are committed to the use of public transport: everyone at the GLA is expected to use walking, cycling and public transport for work purposes wherever possible.

2. Outcomes

2.1 The outcomes sought from this framework are to:

- establish, communicate and embed the GLA's commitment to managing expenses in a way that is robust, transparent, promotes high standards of behaviour and ensures value for money
- bring clarity to the rules and procedures for expenses and benefits and give practical guidance to Members and staff
- ensure the expenses and benefits regime at the GLA is effective and efficient

3. Scope and definitions

Scope

3.1 This framework applies to the Mayor, Assembly Members and all GLA staff – whatever their contractual status – and at all times. There are rules too for consultants and those, such as individuals on a work placement at the GLA, who are working for us unpaid.

3.2 The framework is part of a wider set of mutually supporting arrangements for corporate governance at the GLA. In particular this document should be read in conjunction with:

- GLA Group Corporate Governance Framework Agreement
- Contracts and Funding Code
- Financial Regulations
- Mayoral Decision-Making in the GLA
- Gifts and Hospitality Policy
- Codes of Conduct for Members and of Ethics and Standards for Staff
- Use of Resources Policy
- GLA's policy on registering interests
- Anti-Fraud and Corruption Framework
- the GLA's published transparency commitment and reporting arrangements, including to comply with the Local Government Transparency Code

Definitions

3.3 This framework is not based on a strict definition of an 'expense' or a 'benefit'. Rather it is simplest to review the contents of this document to get a sense of its scope.

3.4 In broad terms, however, an expense is a necessary cost incurred wholly in conducting GLA business either by an individual directly (i.e. it is paid for in the first instance by the staff member rather than by the GLA) or outside of the GLA's usual purchase ordering process (for example, by using a corporate credit card or through the travel and accommodation booking system). Often there are particular tax implications or rules.

3.5 This framework does not cover the full range of benefits available to staff. For example, the staff pension scheme and non-monetary benefits are outside of its scope. Rather its focus is the annual travelcard available to Members, staff loans and the salary sacrifice scheme. It also has something to say on the GLA's broad approach to benefits, which is that the GLA does not normally provide benefits – or indeed expenses – that are taxable. There are two notable exceptions: the Cycle to Work Scheme and, again, the annual travelcard available to Members.

4. Core responsibilities

Agreeing and developing the framework

4.1 The framework and any substantive changes to it are agreed formally by the Mayor and the Assembly (so as to apply it to themselves, the statutory officers and officers appointed by the Mayor under section 67(1) of the GLA Act) and it must also have approval from the Chief Officer acting as the Head of Paid Service (so as to apply to other GLA staff). Approving the document at the highest level serves to underpin and communicate the GLA's commitment to giving effect to the policy statement and outcomes at, respectively, sections 1 and 2 above.

4.2 Updates to this document will be undertaken periodically, subject to at least biennial review.

Delegated authority

4.3 The Executive Director of Resources, noting all substantive changes must be formally agreed as per paragraph 4.1, has delegated authority to:

- make minor drafting, presentational and other non-substantive changes to this document
- amend expense and benefits rates on an annual basis, having regard to inflation
- adapt processes and forms supporting this framework
- approve expenditure relating to expenses and benefits outside of the procedures set down in this framework, subject to expenses being reasonably incurred in carrying out GLA business (noting the reporting and other requirements below)

4.4 For practical purposes, the Executive Director of Resources has further delegated their responsibilities under this framework to the Assistant Director, Finance and Governance. References to the Executive Director of Resources therefore include also the Assistant Director, Finance and Governance.

Implementation

4.5 The responsibility for day-to-day implementation rests with the Assistant Director, Finance and Governance and their team. This includes communicating, advising on and administering GLA expenses and benefits rules and procedures. To this end they will ensure the Expenses and Benefits Framework is supported by clear supplementary guidance and well-understood and effective processes, with appropriate reinforcement, training and support.

4.6 At the directorate and team level, directors and managers have a responsibility to ensure the framework is implemented by staff working to them.

4.7 Everyone at the GLA is responsible for applying and adhering to the framework.

Monitoring, reporting and assurance

4.8 The Assistant Director, Finance and Governance will on behalf of the Executive Director of Resources monitor the implementation of this framework. They will report to the Audit Panel, which is responsible for scrutinising the framework and its application, including in particular on any exemptions given to the rules set down within it. They will further ensure any significant issues are reported to the Panel and reflected on also within the Annual Governance Statement.

4.9 The Assistant Director, Finance and Governance will ensure the GLA meets its transparency commitments pertaining to expenses and benefits. This includes reporting the expenses of the Mayor, Assembly Members and Senior Officers to the Audit Panel at each of its meetings. It means also meeting the broader requirements of the Local Government Transparency Code and Accounts and Audit Regulations and making information available publicly via london.gov.uk.

4.10 Internal Audit has a role in assuring and testing the application of the GLA's expenses and benefits regime.

Authorising expenses and benefits

4.11 Pre and in-principle approval must normally be sought as per the table in Part B, section 2.3. Some particular classes of expense have specific rules. In particular, foreign travel has its own authorisation process, while arrangements for booking foreign and domestic accommodation and non-London travel are with effect from May 2018 made on a dedicated system and are subject to separate procedures. Procurement of a travel booking system was authorised by DD2129 in August 2017. It is therefore important you refer to the relevant section of this framework in advance.

Part B. General approach to incurring and claiming expenses

1. Overarching principles

1.1 As Part A of this framework makes clear:

- the expenses regime must never be used as means of avoiding GLA ordering systems¹ (i.e. via the SAP finance system or the Travel Management system (See Part C), procedures or rules (for example, as set down in the Contracts and Funding Code and Financial Regulations)
- the GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business (and nor does it normally provide taxable benefits)
- approval must be sought, wherever possible in advance, for incurring expenses – and in line with this framework
- in all circumstances, the principles of securing value for money and ensuring proper, efficient and effective use of public money must apply

2. Procedure for incurring and claiming expenses through the HR system

2.1 The majority of expenses are claimed through the HR system, the exceptions being foreign travel and procuring travel and accommodation covered by the travel management system, which have different authorisations and processes which are covered in Part C, sections 1-4. The steps to be followed when using the HR system are:

- before incurring expenditure, obtain in principle approval (see section 2.3 below for authorising officers)
- having incurred the expense, retain any and all receipts and other documents providing proof of purchase. Originals must be retained for 18 months
- **submit your expense using the HR system² completing all sections of the relevant pages³ and ensuring you attach the scanned receipts and proof of purchase – otherwise your claim will not be approved**

¹ So, for example, training courses, conferences, stationery, IT consumables and other such goods and services should not, as a general rule, be purchased on personal or corporate debit/credit cards. Such goods and services should be procured via SAP and the purchase order process. The cost for such goods will not normally be reimbursed to individuals as an expense.

² Refer to the detailed guidance available via the intranet

³ You must first indicate whether your claim is for up to and including £500 or for greater than that sum. This is to ensure the correct approval process is followed. You must then fill in the page that applies to the type of expense incurred. The main categories are: travel, subsistence, business entertainment, and mileage. There is also a page for other types of expenses.

Appendix B – Revised Framework

- the system will automatically request approval from your line manager and you will receive confirmation that it has been approved (or rejected)
- the claim will be sent to Finance and Governance for review and approval and, again, you will get an email confirming it has been processed (or rejected)
- the expense will be reimbursed to you in the next payroll round

2.2 It is important you submit your expense claim promptly. The GLA will not reimburse any credit card or bank charges you incur for late or partial payment or for becoming overdrawn. The deadlines for submissions in order for the payment to be made in the next payroll round are available [via the intranet](#).

2.3 Expenses that are being claimed through the HR system must be authorised as set out below, with the Chief of Staff acting as the Executive Director for the Mayor’s Office and the underlying principle being that no individual can sign off their own expenses. The approach to authorisation applies both at the in-principle pre-approval stage and for approving the claim itself (the latter being routed and processed via the HR system).

| Claimant | Authorising person |
|---|-----------------------------------|
| The Mayor, the Statutory Deputy Mayor and Executive Directors | Chief Officer |
| Chief of Staff | The Mayor |
| Assembly Members, excluding the Statutory Deputy Mayor | Executive Director of Secretariat |
| Staff appointed by the Mayor, excluding the Chief of Staff | Chief of Staff |
| Chief Officer | Executive Director of Resources |
| All other staff: | |
| Over £5,000 | Executive Director of Resources |
| £500 or over and up to £5,000 | Relevant Executive Director |
| Up to £500 for business entertaining and hospitality | Relevant Executive Director |
| Up to £500, excluding business entertaining and hospitality | Relevant line manager |

3. Authorising exemptions to this framework

3.1 Claims that fall outside the normal rules and procedures set down in this framework may in certain circumstances be acceptable, but must be supported by the authorising person and then discussed with and approved by the Assistant Director, Finance and Governance (who will refer the most significant exemptions to the Executive Director of Resources). In such circumstances, and

wherever possible in advance, a note must be made and retained setting out how value for money is being / has been secured and/or why it is or was not possible to comply with the framework.

3.2 Such exemptions will be reported to the Audit Panel.

4. Tax treatment of expenses

4.1 On 6 April 2016 dispensations for expenses were repealed and replaced by legislation that exempts from tax, expenses incurred wholly, exclusively and necessarily in the performance of GLA business. This includes travel and subsistence expenses, business entertainment and professional fees and subscriptions to organisations on the [HMRC List 3](#). Staff will not be taxed on the reimbursement of these expenses and there is no requirement to report them to HMRC on the P11D form.

4.2 The GLA does not normally reimburse expenses that are not incurred wholly, exclusively and necessarily in the performance of GLA business. Nor does it normally provide taxable benefits. The main exceptions are travelcards to Members and the transfer of bicycles to staff at the end of the Cycle to Work agreement. These are taxable benefits and so are reported by the GLA to HMRC on P11D after the end of each tax year. Employees in receipt of such benefits will receive a copy of the P11D form for their own tax returns.

5. Tipping

5.1 Service charges are permitted only on business entertaining and are limited to 12.5 per cent of the total bill within the UK and up to 20 per cent of the total bill overseas, depending on the convention within the country. The claimant must pay for any excess.

5.2 Tips on subsistence and for taxis will not normally be reimbursed. It is recognised, however, there may be exceptions to this rule overseas – taking account of the cultural norms in the territory in question and providing the tip is proportionate. All costs including any tip paid must, however, be supported by a receipt.

Part C. Approach to specific types of expenses

1. General rules for travel and the travel management service

1.1 Rail travel (excluding within London), air travel and accommodation must be booked in advance via the GLA's travel management system.

1.2 There must be a clear business purpose to the travel for it to be a legitimate expense. **Travel to and from your permanent place of work is not, as general rule and subject to a few exceptions detailed below, an expense: you will not be reimbursed for the costs incurred.**

1.3 The GLA has a contract with Capita Travel and Events Ltd to provide a fully managed travel management service for booking work-related travel and accommodation. This online system should be used for booking all rail travel outside of London, flights and accommodation. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, or use a corporate credit card, as Capita will invoice the GLA directly. Approval is through a list of approvers, normally at Assistant Director level and above, which is maintained by HR, to whom any requests to add or amend approvers should be sent. The guidance in this framework over pre-approvals should still be followed. Further information on using the travel management system is available on the intranet.

2. Travelling in the United Kingdom

Prioritising public transport

2.1 The Mayor and Assembly are committed to the use of public transport: everyone at the GLA is expected to use public transport for work purposes wherever possible. Taxis and private cars should only be used when public transport is unavailable or impractical – and these reasons must be made clear when the claim is submitted, for example the time of day; that it would have taken three hours to get a local bus; early flight; conference location on the edge of city. A statement to the effect that 'public transport was not available' without more detailed reasons is not sufficient.

2.2 The requirement to use public transport extends to transport used by or booked for third parties such as consultants and guests. Again, if a taxi is booked the rationale must be explained.

Reclaiming expenses for travelling via TfL services to meetings and other wholly work-related events

2.3 Claims must be made on the basis of the actual cost you incur. You cannot, for example, claim for a journey covered by your travelcard or that costs you no extra because you have already reached your daily, weekly or monthly cap (as applied by TfL).

2.4 Ensure you:

- get agreement for the journey, as per the table at paragraph 2.3 of Part B

Appendix B – Revised Framework

- retain the receipt, ticket and/or print-out your TfL journey history (all that apply) as proof of expenditure and record the reason for the journey

London public transport (i.e. within the Oyster network)

2.5 Journeys on public transport within London will only be reimbursed up to the cost of the journey applicable when using an Oyster Card or contactless payment – i.e. the ‘capped’ aggregate cost or most cost-effective single journey payment – and where you incur an actual cost. You should avoid paper tickets for travel, which are often more expensive. If in doubt, refer to TfL’s website for [information on fares](#).

2.6 For journeys via cycle hire schemes, the total amount that will be reimbursed is limited to the equivalent cost of using public transport

2.7 All claims must be supported by a statement showing the journeys undertaken. Oyster and, particularly, contactless cards should be registered via the TfL website to ensure you can use the journey history function.

| Examples | Comments |
|--|---|
| You live in zone 6 and you travel from home directly to a meeting near Marble Arch (zone 1) and then on to City Hall. The entire journey is covered by your travelcard. | This is not substantially different from ordinary commuting and there is no additional cost incurred by you: you cannot make a claim. |
| You travel from home by train to London Bridge and then by tube to Marble Arch (zone 1) for a meeting. Subsequently you get the tube to City Hall. Your annual rail ticket only covers mainline services into London Bridge. | You have to pay additional fares, which you can claim for. But you can only claim for the tube fares to and from Marble Arch and not the part of the journey into London Bridge. You should use an Oyster Card or contactless payment to ensure the cost of the journey is kept to a minimum. |

Trains

2.8 Members and staff are expected to travel standard class on trains, except where non-standard class is cheaper. The travel management system must be used when booking train tickets outside London and this will show the cheapest options available. Where an option other than the cheapest is selected, a reason has to be provided why this choice is made.

Other circumstances in which travel expenses may be claimed

2.9 There are some specific circumstances in which the GLA will pay for travel that is not by public transport and/or is to or from your home.

| Travel expense for... | Criteria |
|--|---|
| Travelling from home to work by taxi late at night | The GLA will not normally reimburse you for travel to and from home and work. There is, however, an exception to this general rule when you are working late at night. The following conditions must be met: <ul style="list-style-type: none">• late means after 9pm |

| | |
|--|--|
| | <ul style="list-style-type: none"> • you only work late occasionally and irregularly: not more than 60 times a year and not to a predictable pattern (this relates to tax rules) • by the time you are heading home, public transport has stopped, it is in the circumstances not reasonable to expect you to use public transport, or you need a taxi as a reasonable adjustment for a disability |
| Travelling by taxi to transport files or equipment related to GLA business | <p>Such expenses will be reimbursed provided:</p> <ul style="list-style-type: none"> • the equipment or files are clearly for GLA business • you do not usually drive to work in your own car • it is not practical to use public transport • this only happens occasionally or it is a reasonable adjustment <p>Note: using a taxi to carry files or equipment is a taxable benefit.</p> |
| Travelling to a temporary workplace | <p>You can claim the cost of travel to/from home to a location other than your permanent workplace (e.g. City Hall, Union Street or the Brussels European Office) where:</p> <ul style="list-style-type: none"> • you must attend that place of work to undertake your GLA duties • the journey is significantly different to your ordinary commute (so you cannot claim for a journey to Union Street if you normally work at City Hall) <p>You must travel by public transport unless it is not practical or reasonable to do so – and this must be agreed by the authorising officer.</p> |

| Example | Comments |
|--|---|
| <p>You go to a meeting in Croydon on behalf of the GLA at 7pm and this goes on until 9pm. To get there you take the train from London Bridge to Croydon and then a bus to the venue. After the meeting, you get a taxi to your home, which is five miles away.</p> <p>Your existing annual travelcard covered the main line journey. However, you had to pay extra for the bus and the taxi.</p> | <p>You can claim for the bus and taxi fares. However, the taxi fare home is only allowable because it was late at night and it was not practical to use public transport. Under HMRC guidelines, this must not be a regular occurrence.</p> |

Mileage allowances

2.10 If you are using your private vehicle rather than a taxi, you will be reimbursed as per the rates determined by HMRC. You must have and provide proof of business insurance – which you, not the GLA, are responsible for – and secure prior approval to use your own vehicle. The rules at paragraph 2.9 apply, noting you may not claim expenses for home to work journeys.

3. Foreign travel

Approval process

3.1 You must complete and submit to Finance and Governance a signed foreign travel approval form well in advance of your trip, setting out the details of your journey and the reasons for the trip. On receipt of the fully signed form, Finance and Governance will issue an FTA number which you should keep for your records. Your form must be approved in line with the table below, with the Chief of Staff acting as the Executive Director for the Mayor’s Office and with the underlying principle being that no individual can sign off their own foreign travel:

| Claimant | Authorising officer |
|--|---------------------------------|
| The Mayor, the Statutory Deputy Mayor and Executive Directors | Chief Officer |
| Chief of Staff | The Mayor |
| Chief Officer | Executive Director of Resources |
| Staff appointed by the Mayor, excluding the Chief of Staff | Chief of Staff |
| All other staff | Relevant Executive Director |
| Assembly Members, excluding the Statutory Deputy Mayor and the Chair of the Assembly | Chair of the Assembly |
| Chair of the Assembly | Deputy Chair of the Assembly |

Environmental considerations

3.2 Elected Members and staff should not take flights within the UK unless a practical train, ferry or bus route is unavailable. Train or ferry travel to mainland Europe should be the preferred option wherever possible, particularly when travelling to or via Paris or Brussels.

3.3 Assembly Members have agreed they will not travel by air to Paris, Brussels and destinations in mainland Britain where alternative modes of transport with a lower environmental impact are available and practical.

Class or mode of travel

3.4 The following rules apply to all staff and Members:

| Flight duration | Class |
|-----------------------------|-------------------------------|
| Up to three hours | Economy |
| Between three and six hours | Premium economy or equivalent |
| Over six hours | Business class |

3.5 All flights should be booked using the travel management system. This will show available flights in order of cost, with the cheapest first. If a flight that is a higher class than those indicated

in 3.3 is available at a lower cost than the authorised class, this can be booked. The system will show the authoriser all the flights that were offered and they will be able to see that the lower cost flight was selected. The only other exception is where there is a sound business or health-related reason. In this situation, the authorising officer must be satisfied a higher class is justified and represents value for money. Any upgrades should be booked in advance and prior authorisation must be sought as part of the approval process. Where it proves not possible to secure prior approval, the person travelling must accept the risk that she or he will need to bear any additional cost arising if the upgrade is deemed unjustified.

Frequent flyer schemes

3.6 Where Members or staff belong to a frequent flyer scheme or similar, this must not influence travel decisions or choice of airline: such decisions must be made in line with the Contracts and Funding Code and with a view to obtaining value for money.

3.7 If staff do accrue points (or something similar) when travelling on GLA business, then where applicable they should seek to apply those points to any future flights being undertaken for work purposes, and they should discuss this with a Capita Travel and Events Consultant when booking tickets in the future.

Other travel costs when abroad

3.8 Members and staff will be reimbursed for any reasonable business-related travel expenses incurred abroad. Again, public transport should be considered in the first instance and the principle of securing value for money must be applied. In considering what is 'reasonable', the Executive Director of Resources will be guided by the rules and examples elsewhere in this framework.

4. Hotel accommodation

4.1 All hotel accommodation bookings should be made on the travel management system. Staff should not pay for travel and accommodation themselves and claim the cost through the expenses system, nor use a corporate credit card. The system should only be used to book accommodation where the stay is wholly for GLA related business. It should never be used for personal bookings, even if it is intended to pay the cost of the booking back to the GLA.

Approval and value for money

4.2 As per the rule generally applicable for expenses, the stay must be authorised in advance by the relevant officer (as per Part B.) Where unforeseen situations arise and the authorising officer cannot be contacted to give approval in advance, approval must be obtained at the earliest possible opportunity.

4.3 There is no explicit upper limit to the star rating of hotel accommodation that can be used. The travel management system will show a range of available accommodation. Where accommodation other than the cheapest available is selected, a reason for not selecting the cheapest will have to be given. The authoriser will then see this reason when they are asked to authorise the booking. The imperative of securing value for money must be applied and lower priced – but suitable – accommodation should be used whenever possible. Ask yourself if the cost could reasonably be justified to a member of the public.

4.4 Higher costs may be incurred where it is necessary to accommodate the needs of a member of staff with a disability or special needs – or where it is essential for a member of staff to use a hotel nominated by an event organiser. In these circumstances such costs must be identified as part of the pre-approval process, and the reason should be provided on the travel management system.

4.5 The GLA will not reimburse hotel extras such as laundry, room service, use of the mini-bar and newspapers.

5. Subsistence while in the UK

5.1 As a general rule, subsistence (food, drink and consumables) will only be paid to cover the cost of evening meals or breakfast (not lunch). Claims for dinner are only permitted when you have travelled away from home or the office and cannot return home in reasonable time for dinner. Claims for breakfast will normally be associated with an overnight stay. The limits are:

| Meal | Limit |
|-----------|-------|
| Breakfast | £10 |
| Dinner | £30 |

5.2 Any costs in excess of these amounts require an exemption to this framework, agreed by the Assistant Director, Finance and Governance. There is no guarantee that approval will be given and if costs are not justified the excess may not be reimbursed.

5.3 Claims should be made on the basis of actual expenditure incurred and excluding alcohol, which is not recoverable. Remember, itemised receipts must be sought, retained and submitted with all claims.

| Example | Comments |
|---|---|
| You travel to Newcastle as part of a research project and stay overnight. You have an evening meal in a restaurant. | You can claim for the meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt. |

5.4 As Members and staff have to provide their own lunch in the usual course of events, time spent away from the office during the day should not lead to an expense claim.⁴

| Example | Comments |
|---|---|
| You go to a meeting in Harrow from 9am to 12pm. On the way back to City Hall you stop and buy a sandwich. | Staff are expected to provide their own lunch. Therefore you cannot claim for the cost of the sandwich. |

5.5 Snacks between meals and hotel extras such as drinks, snacks and newspaper will not be reimbursed.

⁴ Lunches are similarly not claimable in Belgium for those staff based in Brussels.

5.6 Business entertaining is covered in a separate section of this framework. Different rules apply.

6. Subsistence while abroad

6.1 No allowances will be paid to those undertaking any foreign travel on behalf of the GLA. Officers and Members will, however, be reimbursed for legitimate expenses incurred in the course of the travel. These include breakfast, dinner and other incidental expenses.

6.2 The spending limits applying to breakfast and dinner in the UK apply abroad also (applying the relevant exchange rate). It is permissible for claims of up to £15 to be made for lunch while on overseas travel by staff.

| Meal | Limit |
|-----------|-------|
| Breakfast | £10 |
| Lunch | £15 |
| Dinner | £30 |

Incidental expenses

6.3 In exceptional circumstances, the Executive Director of Resources can make a sterling cash advance that can be converted into the relevant foreign currency by the Mayor, an Assembly Member or senior GLA officer where they are travelling abroad. Any such advance will need to be fully accounted for by the claimant in accordance with the principles in this framework. If the Executive Director of Resources agrees to the use of this exceptional provision, they will report the fact to the Audit Panel.

7. Business entertaining and the giving of hospitality

Business entertainment (taking non-GLA staff out for lunch or dinner)

7.1 The cost of entertaining other GLA staff is not ‘business entertaining’ and so is not a valid expense: business entertaining must involve representatives of outside organisations. Such entertaining is, in addition and by definition, for business purposes only: it must not be predominantly social in nature.

7.2 Functional bodies are not ‘outside organisations’. Similarly, GLA-engaged contractors (external contractors contracted in) are not deemed to be from outside organisations.

| Example | Comments |
|---|--|
| You have a meeting with an officer from MOPAC and decide to hold it at a restaurant near City Hall. | You cannot claim for this as MOPAC does not count as an external organisation. |

7.3 The GLA does not as a general rule make resources available for entertaining. You should not therefore take people out to lunch or dinner as a GLA employee or Member and, it follows, you should not expect to be reimbursed for any costs incurred. There are facilities at City Hall for

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hosting meetings and these should be used wherever possible. You should always bear in mind that we spend and safeguard taxpayers' money and need to demonstrate value for money. You must also be aware of the rules flowing from the Bribery Act 2010 and the need to maintain impartiality.

7.4 Exceptions may, however, be made:

- for the Mayor, Assembly Members, the Statutory Deputy Mayor and senior members of staff (Deputy Mayors, Mayoral Directors and Executive Directors) when representing the GLA
- if your role requires occasional business entertaining and you have obtained specific agreement from your Executive Director in advance
- you are hosting a visit from overseas

7.5 In all such cases:

- there must be good reason to use a restaurant or other facilities instead of GLA facilities
- you must clearly demonstrate that the purpose of the meeting is GLA business – and is not simply for socialising – and that there is a benefit to the GLA
- you must choose a reasonably priced location, seek value for money and ask yourself if the business entertainment could reasonably be justified to a member of the public

7.6 The spending limits that apply are:

| Meal | Limit |
|--|-------------------------------|
| Lunch, including all alcoholic drinks | £40 per head inclusive of VAT |
| Dinner, including all alcoholic drinks | £50 per head inclusive of VAT |

7.7 Alcoholic drinks, although permissible, should be kept to a minimum. As VAT is not recoverable on business entertaining, it is included in the above limits.

| Example | Comments |
|---|---|
| You agree in advance with your Executive Director that you should take a senior official from a leading homelessness charity out for lunch to discuss the GLA's role in housing. You cannot hold the meeting at GLA offices as s/he can only meet you in Camden for an hour from midday. The purpose of the meeting is to ensure the charity understands the GLA's role in this field and to see if they are interested in participating in a project to reduce homelessness. | You can claim up to £40 a head (including VAT) for the lunch, subject to submitting proper receipts. You must identify the organisation which the person you are lunching with works for and specify the purpose and circumstances of the meeting. This is a lunch for which the general expectation would be that no alcohol is claimed for. |

7.8 The Mayor or Chair of the Assembly – or someone acting expressly on their behalf such as the Statutory Deputy Mayor or Deputy Chair of the Assembly – may in certain circumstances make a higher claim if hosting:

- a Government Minister
- a foreign dignitary

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- a senior representative of an important stakeholder
- an occasion of significant importance to the GLA

The claim must still be within reasonable limits and kept to a minimum.

7.9 For all business entertaining claims you must:

- give the name and organisation of the recipients
- explain the purpose of the business entertaining

7.10 The rules for business entertaining are also applicable to foreign trips on which such entertaining is necessary. Costs of business entertaining abroad, however, should be reflective of local prices and should, as far as practicable, not exceed the limits applicable to the UK. If possible, all business entertaining should be booked prior to leaving the UK. As with all entertaining, it must be met from within approved budgets.

Civic hospitality

7.11 Civic hospitality can be provided where:

- the guests are predominantly from outside organisations (you should not organise hospitality events that are for Members and staff only)
- the purpose is clearly GLA business and not political
- there is sufficient budget available to meet the cost
- the hospitality represents value for money; again, ask yourself if it could be reasonably justified to a member of the public

7.12 Where you need to organise a function at City Hall or elsewhere you should:

- confirm the budget available and that approval for spend has been given via the GLA's usual decision making arrangements
- seek approval from your Executive Director for the specifics of the hospitality
- order and pay for the hire of premises and refreshments in advance through the official procedures wherever possible
- make use of pre-existing arrangements the GLA has with suppliers

Alcohol

7.13 Alcohol is permissible in certain circumstances and for gatherings involving the Mayor, Assembly Members or senior officers (the Mayor's senior team and Executive Directors). Outside visitors must also be present and the volume of alcohol must be kept to a minimum.

Benefiting from business entertaining paid for by others

7.14 You may, in certain circumstances and subject to strict rules, accept gifts, benefits and hospitality. You must, however, at all times be, and be seen to be, fair, impartial and unbiased. You must adhere to and declare hospitality in line with the GLA's Gifts and Hospitality Policy.

8. Light refreshments and catering at meetings

8.1 As a general rule, Members and staff should only order tea and coffee for meetings at which outside visitors are present. Similarly, lunch should only be ordered for long meetings that span the lunch period and also include outside visitors. Lunches should be modest and be of reasonable cost; for example, constrained to sandwiches, fruit and soft drinks.

8.2 Note that free or subsidised refreshments for Assembly Meetings (including invited guests) and for interview panels are a taxable benefit. The GLA has a PAYE settlement agreement with HMRC and pays any tax on behalf of Members and staff.

Assembly committee meetings

8.3 Buffets and similar provided on a regular basis for Assembly committee meetings are a taxable benefit and as such will be declared to HMRC at year-end. The GLA will pay the tax on behalf of Members. As a guide, the cost should be limited to £15 per head.

8.4 The GLA will not pay for refreshments for Assembly party group meetings. Group Managers may, however, organise refreshments and arrange for Assembly Members to meet the cost privately.

Ordering procedure

8.5 Orders for catering should be made with the in-house caterers and paid for in advance via SAP. If you wish to order food from other suppliers – for example, to meet a specific dietary requirement – you must be able to demonstrate value for money.

8.6 It is not appropriate to go out and buy food and drinks for official GLA-related meetings and events and claim this back on expenses. This may not comply with the Contracts and Funding Code. Those wishing to do so must present a business case to the relevant budget holder in advance.

9. Training, conferences and away-days

Short external courses and conferences

9.1 All courses and conferences must be job-related and of clear benefit to your work at the GLA. You must, in advance, agree you can attend with your line manager. Always check before booking there is sufficient budget.

9.2 The standard ordering procedure should be followed when booking short external courses and conferences. Shopping carts should state the names of the staff member attending and provide a brief description of how the training/conference relates to the attendee's job.

9.3 The rules at section 5 above on subsistence, including meals, apply.

9.4 The GLA has a scheme for sponsoring and funding longer courses leading to an accredited qualification. Details are available on the [intranet](#).

| Examples | Comments |
|--|---|
| You attend a course that ends at 6pm. The length of the journey means you will not get home until 9pm. | You can pay and then be reimbursed for an evening meal. You should not, however, spend more than £30. Your claim should not include any alcoholic drinks. You must obtain a proper VAT receipt. |
| You attend a conference that ends at 6pm and your journey home will take one hour. | You cannot claim for an evening meal. |

Away days

9.5 Away days and similar events for Members and staff must have a clearly defined purpose: they must be for work and not social reasons. There must similarly be a clear benefit or practical reasons for having an away day rather than meeting at City Hall. All arrangements should be made in advance where possible. This includes hiring premises and catering. As a guide, you should spend no more than £15 a head on lunch.

10. Party conferences

The Mayor and Assembly Members

10.1 Members of the London Assembly, recognising the party political aspect of attending conferences, have decided the costs of their attendance will not fall on the GLA’s budget.

10.2 The Mayor similarly recognises the party political aspect of attending conferences and has decided the cost of attending the conference of his own political party will not fall on the GLA’s budget. However, expenses could be incurred and claimed for carrying out functions of the office of the Mayor of London when attending other party conferences.

Staff (whether appointed by the Mayor, by the Chief Officer acting as the Head of Paid Service or by the Mayor and Assembly jointly)

10.3 Attendance at party conferences, as at any other external event, is acceptable for the following purposes:

- explaining the role of the GLA and how we work
- promoting the GLA’s work
- gathering information to enable you to perform your job better

10.4 A distinction has to be drawn between these purposes and any promotion of or participation in political activity for its own sake; particularly activity unrelated to the role and functions of the GLA. Any expenditure on this type of activity would be unlawful. Therefore, staff that attend party political conferences wholly as a party member and not representing the GLA in any respect are not entitled to reclaim any of the expenditure incurred. In addition, they must follow the GLA’s rules on politically restricted activity, must take annual leave as necessary and abide by the Authority’s rules on the use of GLA resources.

10.5 Attendance at a party conference may combine both official GLA and political activities; for example, GLA-related activity at a fringe meeting or exhibition as well as participation in the political debate of the conference. In this circumstance, an apportionment between these two

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activities would be appropriate and that apportionment would be applied to the officer's costs (i.e. travel and subsistence). This will ensure that, if challenged, we could demonstrate no personal or party advantage was, or appeared to be, obtained from the GLA's budgets.

10.6 Similarly, if non-GLA activity were conducted in what would normally be regarded as working hours, a proportional deduction of leave (or pay, if the person opted for unpaid leave) would be appropriate to demonstrate transparently a clear and unequivocal separation of activities. In this respect, staff that attend party political conferences as party members and not as GLA staff must book annual leave for the time incurred. Some political activities, however, are restricted at all times if the employee is in a politically restricted post (employees should seek guidance from HR&OD).

10.7 In summary, the proportion of time and claimable expenses for staff should be as follows:

- if your attendance is wholly for the purposes of the GLA, the whole cost of your travel and subsistence would be reimbursable by the Authority and you would not need to take annual leave to attend
- if you attended in support of an elected Member at a conference (including any fringe meetings or other events) other than of that Member's party, or if you are not a member of the party whose conference you are attending, the whole cost of travel and subsistence shall be similarly reimbursable

10.8 Where you are a member of the political party concerned, an abatement in respect of expenses to be claimed from the GLA applies.

10.9 The level of abatements applied to any expenses claimed by any officer – whether appointed by the Mayor or by the Chief of Staff acting as the Head of Paid Service or by the Mayor and Assembly jointly – in relation to party conferences are:

- if you attend purely in relation to GLA activities and you accrue no personal benefit (for example, by being a member of the political party concerned) no abatement will be applied
- if you attend and are a member of the political party concerned and/or undertake non-GLA related activities at the conference – an abatement of 25 per cent will be applied to your expenses claims (and annual leave should be taken as necessary, noting that certain activities are prohibited if you are politically restricted)

10.10 Budget holders must ensure, in advance, that the levels of GLA expenditure incurred and resources applied (for example, the number of staff from any one team attending) in are reasonable, proportionate and can be fully justified. All relevant line managers should seek to ensure, in advance, that there is clarity and agreement on the activities to be undertaken by any member of staff attending a party conference.

10.11 Staff will be notified of any costs that need to be recovered from them relating to party conferences and this will be deducted from the next available pay round, unless they advise Finance and Governance otherwise.

11. ICT equipment

Mobile devices

11.1 Mobile devices can be purchased – for clear GLA business purposes – at the budget holder’s discretion. The principle of securing value for money and best use of public funds should always be observed. For example, an upgrade to the latest product release is unlikely to be acceptable – unless it facilitates new and more productive ways of working or communicating commensurate to the cost. Information about mobile devices is available on the [Technology Group section of the intranet](#). TG can also be contacted to discuss requirements.

11.2 The Mayor and Assembly Members have three options for procuring and using a mobile device. Option (a) – requesting a GLA device – is preferred. Staff must, as a general rule, take this option. Calls may only be claimed by staff through the expenses process (as under option (c)) with their line manager’s express permission.

| Option | Ordering and use |
|---|--|
| a) Request a mobile device for GLA use | <p>A choice of devices is available and TG will order the most suitable via the GLA’s mobile phone contractor.</p> <p>The contract provides for free UK calls and texts and a generous UK data use allowance. There are provisions for roaming when abroad although, broadly speaking, these are significantly less generous. You should seek to stay within these allowances and must not exceed the allowances through personal usage. Calls to non-UK numbers are not included within the allowances and so must be for business purposes only and where unavoidable. If in doubt, speak to TG.</p> |
| b) Get a second number and account on your existing handset | <p>Some companies can provide this facility. You will have one phone/handset but two numbers (work and personal) and two separate bills that will be sent separately to you and to the GLA. The business number should be for work-related calls only.</p> |
| c) Use your existing phone and account for GLA business | <p>This option should only be used if the majority of calls are private. In this case you will need to submit a copy of your phone bill, highlighting the business calls, as part of an expense claim. VAT must be shown separately. You will not be entitled to claim for line rental or other account charges.</p> |

Equipment at home

11.3 TG maintains an asset management system that records equipment provided to Members and staff for use at home. This includes computers and printers, for example, but excludes mobile phones.

11.4 There is no tax charge arising if the equipment is provided and used for work purposes and private use is not significant.

Returning equipment

11.5 You are responsible for returning all equipment supplied to you by the GLA when you leave.

Part D. Corporate credit cards

1. Overarching principles

1.1 The GLA has a limited number of corporate credit cards for purchasing goods and services in certain circumstances. The overarching principles are that:

- credit cards must only be used for GLA business. They should never be used for private expenditure
- the credit card should only be used for the express purpose for which it was issued and should not be used as a general credit facility
- the first course of action should always be to use the GLA's usual purchase ordering processes
- irrespective of whether a credit card is being used, the rules and approvals in this framework and the Contracts and Funding Code apply at all times (particularly in relation to subsistence, accommodation and business entertaining)
- the cardholder is responsible for securing value for money at all times

1.2 While corporate credit cards may be used for group expenses, this does not preclude individual members of a group travelling together from using their own funds to meet expenses – and then reclaiming them as per the rules and processes described in this framework.

1.3 When travelling abroad, the card should only be used for incidental expenses such as meals.

1.4 If at any time a corporate credit card is subject to improper use, such as for personal transactions, it will be withdrawn.

2. Accounting for expenditure

2.1 The cardholder must account to the Treasury Team for all expenditure on the card and provide receipts and supporting documentation monthly. A form will have been provided to this end. Both transaction receipts (for VAT purposes and listing purchased items) and credit card receipts must be requested and retained (the credit card receipt may be part of the transaction receipt).

Part E. Expense payments to external persons

1. Individuals from outside bodies

1.1 Payments can be made to individuals from outside bodies for expenses they incur while working on a GLA project or event. The expenses should normally be for travel and subsistence and reimbursement should be on a cost basis.

1.2 Claims must be made using the non-GLA personnel expense claim form. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

1.3 Any approved ongoing allowances – for example, attendance allowances – may be subject to income tax and national insurance and would have to be paid via the payroll or the individual may need to invoice the GLA. Any such proposals must be discussed with the Assistant Director, Finance and Governance before entering into an agreement.

2. Unpaid work-experience placements

2.1 Work placements will be reimbursed by Bacs for actual expenses incurred on travel. Reimbursement for meals and other subsistence is restricted to a maximum of £7.50 per day.

2.2 Claims must be made using the non-GLA personnel expense claim form. VAT receipts must be attached to all claims. Reimbursement will not be made where receipts are missing.

3. Payments to Independent Persons

3.1 Under the Localism Act 2011, the GLA has appointed a number of Independent Persons who are consulted on matters referred to them by the Monitoring Officer. Independent Persons may be paid an allowance for reviewing formal complaints referred to them by the Monitoring Officer. The level of the allowance will be determined from time to time by the Mayor and Assembly acting jointly. Independent Persons may also claim for actual travel and subsistence costs incurred as per paragraph 1.2 above.

Part F. Member and staff benefits

1. Annual travelcards for the Mayor and Assembly Members

1.1 Members can on request be provided with an annual, up to zone six, fixed fee travelcard.

1.2 The process that applies is:

- the designated travelcard application form is completed in full and submitted to Finance and Governance
- the GLA makes a payment equal to the cost of the travelcard to your bank account using Bacs transfer
- you buy a travelcard from TfL in the usual way; for example, using a personal bank card
- you then provide proof of purchase to Finance and Governance (either a receipt or a bank statement or similar showing the transaction)

Replacement of lost travelcards

1.3 You should ensure your Oyster Card is registered with TfL and if lost you should apply to TfL for a replacement via [its website](#).

Tax rules

1.4 Travelcards are a taxable benefit, which is reported on your P11D form. HMRC has advised that, as the card is likely to be used primarily for travel to and from home, you will be taxed on the full value of the card⁵. It is then up to you to demonstrate the extent of any business use to your tax office at year-end.

1.5 If you have already purchased a travelcard and are seeking reimbursement (i.e. the process at 1.2 has not been followed):

- this is deemed a cash benefit by HMRC
- the GLA will inform payroll and the necessary tax deductions will be made in the same month as the reimbursement
- you can claim the business use element (to be agreed between the Member and the tax inspector) as allowable expenditure on your annual tax return.

2. Staff loans

2.1 Staff can apply for a number of loans to help with specific costs, as listed below. All loans are interest free and deducted directly from staff salaries across an 11 month period. More information, including on how to apply, is available on the [intranet](#).

- season ticket (i.e. annual travelcard)

⁵ So if you apply for a zone six travelcard and you are paying tax at 40 per cent, then the tax and National Insurance contribution due will be approximately £960.

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- tenancy loan
- annual gym membership
- childcare (to help cover fees paid in advance to set-up childcare arrangements)
- fees in respect of an application for British citizenship, EU settled status, extensions to limited leave to remain or applications for indefinite leave to remain (if an application fee is payable) and any associated reasonable legal costs incurred in relation to such an application (which must be properly evidenced)

2.2 The Cycle to Work scheme operates differently and more information is available from HR&OD.

Annual limit and tax treatment

2.3 HMRC sets an annual limit on the value of tax-free loans that an employer may provide: £10,000 at the time of writing. The aggregate value of loans you are able to claim will not exceed this sum.

3. Leave trade-in

3.1 Under the GLA's flexible benefits scheme, within the terms and conditions of service, staff are entitled to trade in one day's or two days' annual leave towards to help with certain costs incurred. At the time of writing, leave could be traded-in towards:

- annual subscription to a professional body
- personal training or development
- additional voluntary contributions to pension
- membership of any health scheme, benefits or facilities, or fitness or sports facilities
- medical treatment
- private health insurance
- spectacles or contact lenses
- a laptop
- a bicycle or cycling equipment and accessories
- a bicycle loan
- an annual season ticket loan
- a personal student loan
- a childcare loan
- a tenancy loan
- a gym membership loan
- a loan in relation to the application fee for applying for British citizenship, EU settled status, extensions to limited leave to remain or applications for indefinite leave to remain (if an

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application fee is payable) and any associated reasonable legal costs incurred in relation to making such an application (which must be properly evidenced)

3.2 The value of leave is calculated as a standard rate for all employees and is upgraded each year in line with the cost of living award. You can find the value of a day's leave on the [intranet](#) (at the time of writing it was £227.25). Payments are subject to deductions for tax and national insurance.

3.3 Only full days can be reimbursed and only up to the cost of the expenditure. You can, however, trade-in leave against more than one of the items listed above to bring the total value up to that of a whole day (or two).

| Examples | Comments |
|--|--|
| Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost. | Two days leave can be traded-in to cover the cost. But only £400 will be paid – not the full two-day's value of £450. |
| Your annual gym membership costs £400 and you have organised an interest free loan from the GLA to cover the cost. You have also organised a loan to cover the cost of a £500 annual travelcard. | Two days leave can be traded-in to cover the £400 gym membership. The additional £50 can be paid towards the value of the season ticket. |

4. Other staff benefits

4.1 Full details are available on the [intranet](#) or from HR&OD. You can claim for the below using the usual process: via the HR system and ensuring your claim is supported by proof of purchase.

Eye tests

4.2 The GLA will reimburse the full cost of eye tests up to the NHS standard eye test charge which is currently £21.31. A schedule of fees is attached here: <http://www.fodo.com/resource-categories/nhs-sight-test-fees>

Glasses

4.3 The GLA will reimburse costs up to £80 for glasses if they are required only for VDU use. Claims must be supported by a letter from your optician verifying that you need glasses solely for VDU use.

Payment of professional subscriptions

4.4 The GLA will support membership of professional bodies where this directly benefits the organisation as well as the individual. Generally the GLA will only pay for one subscription per person, based on the criteria below. Both criteria 1 and 2 must be met, plus one or more of the other criteria.

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| Criterion | Detail |
|-----------|---|
| 1 | You are a permanent member of staff who has successfully completed your probationary period (fees can be reimbursed to you if the association requires payment before the probation period ends). You can be full-time or part-time. No payments will be made for those on fixed-term contract or who are secondees, consultants or temporary members of staff. |
| 2 | The body is recognised by HMRC and so approved for tax-relief |
| 3 | Membership is a legal requirement of your job; i.e. you cannot practise otherwise. |
| 4 | Membership of the professional body is listed as an essential requirement in the recruitment criteria of the job profile. |
| 5 | You have been transferred by TUPE and had your subscription was paid by your previous employer. |
| 6 | Payment is agreed at the point of recruitment. This includes where the GLA chooses to honour your existing commitment to a course of study you have partially completed and which requires student membership. |
| 7 | The GLA agrees to fund a course of study for you. You must have student membership. The implications of the undertaking will be described in the GLA's Training Agreement. The GLA will continue to pay full subscriptions once you graduate, providing you remain a permanent member of staff and can make a case for membership using the criteria above. |
| 4.5 | You must attach a copy of your certificate or membership card to your expense claim. |

Appendix. Quick reference guide to expenses

All expense claims must be supported by itemised receipts which list what is purchased (the card receipt total or your bank statement on its own are insufficient). Any spend connected with meetings, conference or training should include specific named details of the event.

| Expense | Allowance/Criteria |
|---|--|
| Public transport in London (tube and bus) | <ul style="list-style-type: none"> • The cost of the journey to you using an Oyster Card or contactless payment. • The journey must be agreed in advance with an authorising officer (staff only). • You must retain a receipt or print your journey history from the TfL website as proof of expenditure. • You cannot claim for any journey that is covered by your existing travelcard or that does not incur a cost to you; for example, because it is above the relevant cap. |
| Rail fares | <ul style="list-style-type: none"> • The actual cost of the ticket. Tickets should be purchased on the GLA’s travel management system. The expenses system cannot be used for reimbursing tickets bought directly. • The journey must be agreed in advance with an authorising officer (staff only). • You cannot claim for any journey that is covered by your existing travelcard. • Standard is the normal class of travel. |
| Air Travel | <ul style="list-style-type: none"> • Flights must be booked on the GLA’s travel management system. • Flights up to three hours: Economy Class; three to six hours: Premium Economy; over six hours: Business Class. (Unless the travel management system offers higher class tickets at a cheaper price). • Wherever possible air travel should be booked well in advance ensuring value for money is obtained. • A <u>foreign travel approval (FTA) form</u> must be completed and authorised in advance. |
| Taxi fares | <ul style="list-style-type: none"> • The actual cost of the taxi fare incurred. • A receipt must be obtained. • Taxis should only be used where public transport is not available or not practical and specific reasons provided, e.g. time of day; health reasons; carrying equipment. • Journeys between home and work not reclaimable with exception of taxis booked after 9.00pm for staff working late on authority premises. |

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Mileage

- As per [HMRC rates](#).
 - Journey must be agreed in advance with an authorising officer.
 - When using your personal car, you must have and provide proof of business insurance, which is your responsibility, and secure prior approval from Finance and Governance.
 - Cars must only be used where it is essential; e.g. carrying heavy files, there is no public transport or it is more costly.
-

Subsistence

- Actual cost of meal, not exceeding £10 for breakfast (if connected to overnight stay) or £30 for dinner.
 - All claims must exclude alcoholic drinks and be supported by VAT receipts.
 - Lunches cannot be claimed, except for staff on foreign travel, where a limit of up to £15 applies, or as part of an official away day.
 - If you go above the limit in pounds or foreign currency equivalent, the repayment amount will be reduced to the relevant limit.
 - For overnight stays, hotel extras such as drinks, snacks and newspapers will not be reimbursed.
 - Tips are not reimbursed although when abroad local custom can play a role.
-

Eye Tests

- Eye tests are reimbursed at the NHS standard rate of £22.31. If your eye test costs more it will be reduced to that amount. Please only claim up to the standard rate.
 - £80 contributions for glasses are only available if the glasses are confirmed in writing by the optician to be solely/specifically for VDU (computer/screen) use and does not apply to those who need prescriptions for other uses.
 - Category of 'general prescription including VDU use' cannot be accepted for repayment. Please check before with Finance and Governance if you are uncertain.
-

Business Entertainment

- Include all of: name of person; their organisation; any staff present; reason for business entertainment. A full list of attendees must be provided including all GLA staff.
 - Alcohol is only permitted on business entertainment and VAT is not recoverable.
-

Request for Head of Paid Service Decision CO-048

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

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

Decision Required

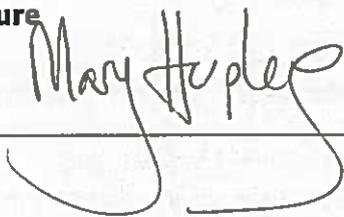
That the Head of Paid Service approves:

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

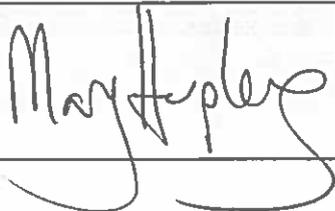
That the Head of Paid Service:

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.

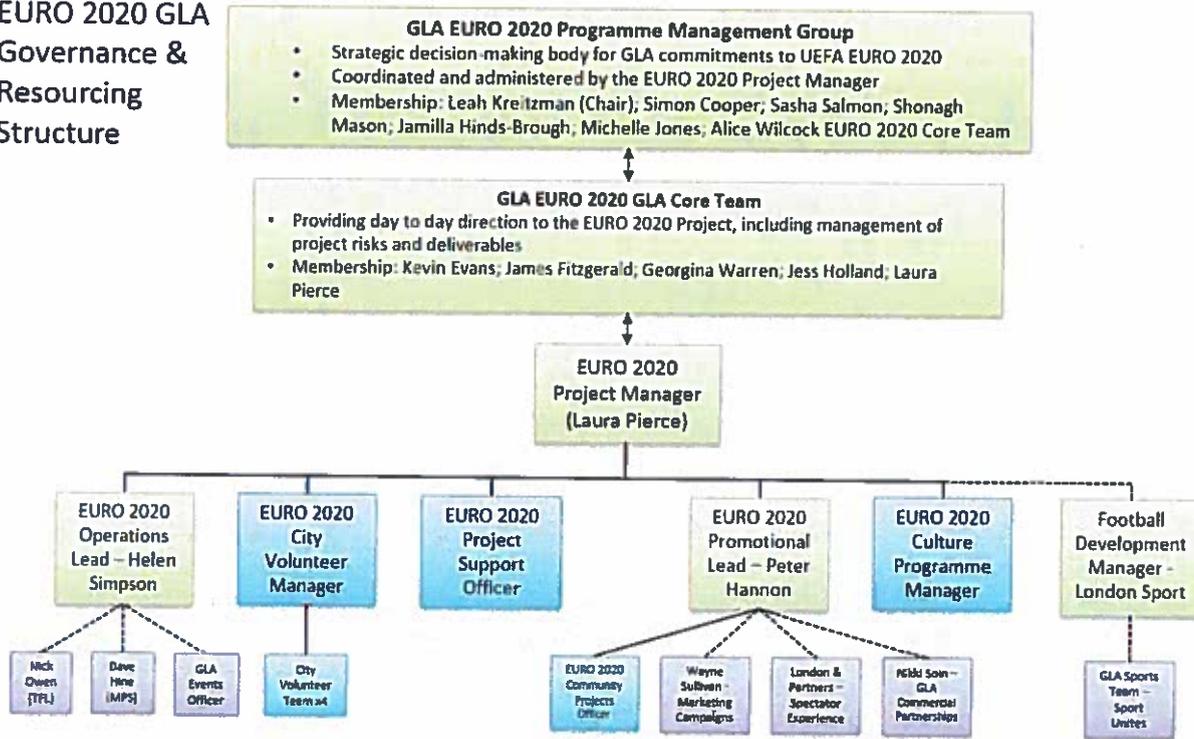
The proposed Phase 2 staffing plan that this CO decision form seeks approval for has been approved by the UEFA EURO 2020 GLA Programme Management Group.

Staffing Resource and Structure

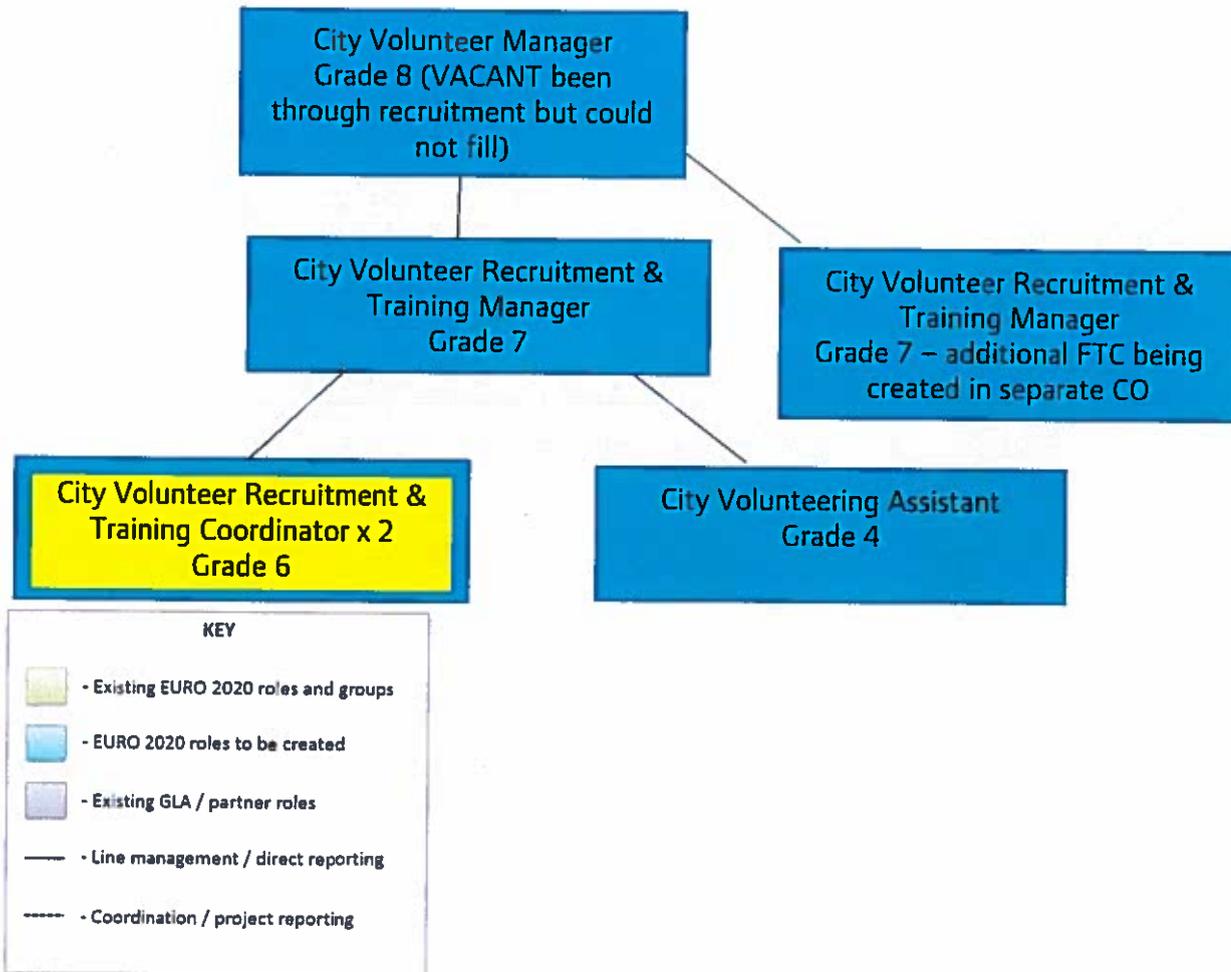
As per Phase 2 of the staffing plan described above, a total of five new posts are proposed to deliver the UEFA EURO 2020 Host City Volunteer Programme. This form seeks approval to create one of those roles – the EURO 2020 City Volunteer Recruitment and Training Coordinator post (one of two).

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

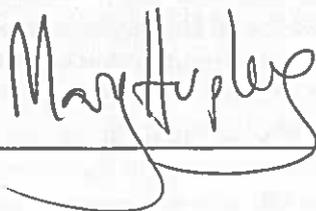
That the Head of Paid Service approves the creation of the following post in the Housing Policy Team in the Housing and Land Directorate:

- 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

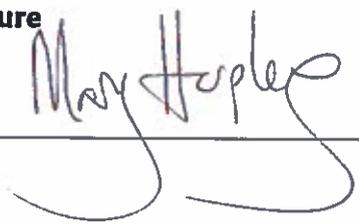
That the Head of Paid Service:

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 | | |

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. | | | | | |