

Written statement of your employment details

This statement is given to you under the Employment Rights Act 1996 (Section 1). It forms part of your contract of employment together with the letter of appointment and the Terms and Conditions of Employment, the Code of Ethics and Standards and other contractual policies and procedures. We will give you copies of the Terms and Conditions of Employment and the Code of Ethics and Standards on your first day of employment.

Basic details

Your full name: Edward Lister

Our name and address: Greater London Authority
City Hall
The Queen's Walk
London SE1 2AA

Date of this statement: 18 April 2011

Date you started working for us: to be confirmed

Your entitlement to employment protection rights begins from this date, even if you change your role within the Greater London Authority (GLA) or are absent due to pregnancy or illness.

Continuous service

Date of continuous service for your employment rights: to be confirmed

Details of employment

You are employed as Chief of Staff and Deputy Mayor - Planning working in the Mayor's Office on a fixed term basis.

Your appointment is for a fixed term starting on a date to be confirmed and will end without further notice at the end of the Mayor's term of office.

A description of the duties of your job is set out in the attached job description. We have the right to update your job description to reflect changes in or to the job. We will consult you about any proposed changes.

You will need to have a flexible approach to the duties and responsibilities of your job. You may be required to do other duties that are not listed in the job description or that are suitable for the level of your job. This also includes working across organisational and professional boundaries, where necessary.

Political restriction

Your job is 'politically restricted' under the Local Government and Housing Act 1989. This means that while you are working for us in this job you cannot take part in certain political

activities, such as being or trying to be an elected Councillor or campaigning for a political group. You can get more details about this from the Human Resources Group.

You can apply for exemption from political restriction, by writing to The Monitoring Officer. If you wish to apply for exemption you should contact the Human Resources Group who will advise you of the procedure to follow.

Work place

Your place of work is City Hall, The Queen's Walk, London, SE1 2AA

We will give you reasonable notice if we want you to work in a different place in the Greater London area.

Pay

Your pay will be £127,784 per annum, pro rata.

Your pay will be reviewed annually to take account of changes in the cost of living.

Pay arrangements

We pay you on the 28th day of each month, unless it is a weekend or statutory holiday, in which case we will pay you on the Friday beforehand. You will be paid a month in arrears.

We pay you straight into your bank or building society account. You must always have a suitable bank or building society account that we can pay your salary into (we cannot pay into Building Society Share accounts).

You must give the HR group your bank details. If you change your banking arrangements you must give HR one month's notice of the change to allow us time to make the necessary amendments. If you do not give us these details, it will delay payment of your salary.

Travel to work loans

We will give you an interest free loan of up to £5000 to buy an annual season ticket or £500 to buy a bicycle for travel from home to work. You pay the money back over 11 months starting in the month after you receive the money. We will give you a leaflet setting out the conditions of the loan and an application form on your first day.

Deductions from pay

We have the right to take money from your pay if we pay you salary, allowances, expenses or any other payments that are more than you are entitled to. We will tell you before we deduct any money, and we will discuss with you how and when we will deduct the money.

These deductions do not affect any deductions that we may make because of:

- a legal requirement or court order;
- a misconduct decision;
- any other contractual arrangement that you have authorised for paying money to other organisations, for example, Council Tax; or
- you taking part in industrial action.

We can also take money from your pay if you have taken too much annual leave when you leave the GLA.

Working hours

You are employed full time.

Your normal working week is 37 hours plus any extra hours that you need to work to do your job.

Annual leave entitlement

You are entitled to 30 days annual leave per annum, pro rata. You are entitled to paid time off on each of the eight public if you would have usually worked on that day. Your annual leave includes your legal right to 20 days paid holiday, pro rata, under the Working Time Regulations 1998. Your manager must approve any leave before you take it.

Our leave year is from 1 April to 31 March and you should take all your annual leave within this time. In exceptional circumstances (for example, you were not able to take leave because your Line Manager needed you to do urgent work for a particular time or reason) your line manager may let you carry over up to 5 days leave into the next leave year.

Probationary period

The first six months of your employment is a probationary period.

On your first day we will give you some more detailed guidelines about the probationary period and a form that should be completed at regular meetings with your line manager.

If, after six months, your conduct, attendance and performance have been satisfactory, we will confirm your appointment.

If your conduct, attendance or performance has been unsatisfactory at any time during or at the end of the probationary period, we may extend this beyond the initial six months or we may end your employment giving you one month's notice. The probationary period is not covered by the performance or disciplinary procedures set out in our Code of Ethics and Standards. If we end your employment for gross misconduct during your probationary period, you will not be entitled to any notice.

Ending your employment

Despite the fact that your contract is for a fixed term, we reserve the right to end your employment at any time during your employment by giving you three month's notice in writing.

We may pay you instead of insisting that you work the notice period. If we end your employment for gross misconduct, you are not entitled to any notice period, or payment.

If you want to stop working for us before your contract ends, you must give us three month's notice in writing.

Sickness absence and sick pay

If you are unable to work because you are ill or injured you must telephone your line manager by 10.00am on your first day of absence. If you are unable to work for more than 7 days (including weekends), you must get a medical certificate from your Doctor. For shorter periods you must fill in a self-certification form. You should read and follow our sickness reporting procedure that is set out on our Intranet. If you do not follow this procedure, we may stop your pay, and this may also affect your entitlement to claim any statutory benefits.

We have a sick pay scheme that gives you financial help if you are ill or injured and this illness or injury stops you from working in your usual role or carrying out any other reasonable duties.

Your sick pay entitlement and rate of pay is determined by how long you have worked for us. The following table sets out the amount of sick pay you can receive in any rolling 12-month period:

Length of continuous service with the GLA	Sick Pay entitlement	Sick Pay rate
Less than six months	One month	Full Pay
Six months and over	Four months, and then Four months	Full Pay Half Pay

If your period of sickness continues beyond these entitlements in any rolling 12-month period you will not receive any pay from us. However, we may consider extending these entitlements depending on exceptional individual circumstances.

Medical assessment

We have the right to refer you to our medical advisers when necessary, so we can seek advice on your fitness to undertake your role and carry out your duties and responsibilities. You must attend any medical appointment that we make for you.

Pension scheme

When you start employment with us, you are automatically admitted to our pension scheme, under the Local Government Pension Scheme Regulations 2008. This scheme is a voluntary, contributory scheme, where both you and the GLA pay contributions, which make up a pension that is calculated using your final salary when you retire.

According to the Local Government Pension Scheme Regulations, the normal retirement age for GLA employees is 65 years. You can retire between 60 and 65, but your pension may be subject to deductions. The scheme also provides for a lump sum 'death in service' benefit. This is paid to the person you choose, if you were to die while you worked for us.

Your contribution rate is dependent on your salary, in accordance with the pay bands set out below. The pay bands will be adjusted each April in line with the cost of living.

Pay range 2008/9	Contribution rate
£0 - £12,000	5.5%
>£12,000 - £14,000	5.8%
>£14,000 - £18,000	5.9%
>£18,000 - £30,000	6.5%
>£30,000 - £40,000	6.8%
>£40,000 - £75,000	7.2%
>£75,000	7.5%

Your contribution is 7.5% of the pay before tax that you receive for your contractual hours, including any allowances that you receive. Our contribution varies depending on the membership of the scheme and economic conditions. If you work part-time, your rate will be based on the whole time pay rate for your job, although you will only pay contributions on the pay you actually earn.

If your whole-time equivalent pay rate changes in the future we will need to check whether, due to that change, you should be reallocated to a different contribution band. The change might be caused by an incremental rise, a promotion, regrading or receipt of an acting allowance or honorarium. We will make any required change from the time when your whole-time equivalent rate of pay changes for any reason.

If you believe that, based on your whole-time equivalent pay rate, we have allocated you to the wrong contribution band you have the right of appeal under the pension scheme's Internal Dispute Resolution Procedure. For further details, please contact the Human Resources Group.

The scheme is contracted out of the State Earnings Related Pension Scheme (SERPS). This means that you pay lower National Insurance contributions and you get tax relief on your pension contributions from the Inland Revenue while you contribute to our scheme.

We will send you a booklet with full details of the scheme before you start employment with us. You should fill in the form in the middle of the pension booklet indicating whether or not you want to join. If you do not want to join our pension scheme you must tell us in writing. Please speak to the HR Group for advice about this.

Terms and conditions of employment

The Mayor sets your terms and conditions of employment. These are currently the same as Head of Paid Service appointed staff.

Terms and conditions of your employment are contained in three key documents:

- This document
- The GLA's terms and conditions of employment
- The Code of Ethics and Standards

Other terms and conditions are found in other policies and procedures, which include:

- Dignity at work procedure
- The Ill Health and Sickness Absence Procedure
- The Sickness Absence Reporting Procedure
- The Management of Change and Redeployment Procedure

In the event of any conflict of terms and conditions, this document shall take precedence.

These policies and procedures have been agreed with the recognised Trade Union.

From time to time your conditions of employment may change as a result of updating due to new legislation, mayoral decisions or negotiations or agreements with the recognised trade union. Where appropriate, we will consult employees directly on the proposed variation. These changes will be included in your contract of employment. We will tell you about the change within one month of the change.

Trade union recognition

We recognise UNISON and UNISON is able represent employees and negotiate terms and conditions on their behalf. Your terms and conditions of employment may be varied by agreements made between UNISON and us whether or not you are a member of the Trade Union.

If you want to join a trade union, it is your responsibility to do so. If you were a member of a trade union in your previous employment, your membership will not automatically transfer.

We have agreed to give the recognised trade union your:

- name;
- payroll number; and
- workplace.

We will give this information to the trade union, unless you tell us otherwise. If you **do not** want us to give this information to the trade union, please tick the box at the bottom of this statement of employment details.

Code of Ethics and Standards

We will give you a copy of the Code of Ethics and Standards on your first day. This document sets out the standards of conduct and behaviour that we expect from all employees who work for us.

You are also required to follow any standards that the law, the GLA's Standing Orders and Financial Regulations set out. These are available on the GLA intranet. If you are not sure about

these or any part of the Code of Ethics and Standards, you should get advice from your line manager or the Human Resources Group.

Below we set out some key parts of the Code, but it is important that you read and understand it all.

Performance standard

We expect all employees to work to both individual and general performance standards. Individual performance standards will be set and measured through performance management procedures such as the probationary procedure and annual performance review process. Section 4 of the Code of Ethics and Standards sets out some general performance standards and the way that we will handle poor performance.

Disciplinary rules and disciplinary procedure

The disciplinary rules are set out in the Code of Ethics and Standards (Section 5) and describe conduct that may result in disciplinary action. These rules apply until such time as you are notified otherwise.

The disciplinary procedure sets out what disciplinary measures we can take, and the procedure that we will follow.

Disciplinary appeals procedure

If you are dissatisfied with any disciplinary decision that affects you, you may appeal, setting out your reasons for doing so in writing to either your Line Manager. You must appeal within 10 working days of the date that we send you the written notification of the disciplinary decision.

If you want to appeal against dismissal you should write to the Head of Human Resources and Administration within 10 working days of the date that we send you the written notification of the disciplinary decision and setting out your reasons for the appeal.

Further details of the Disciplinary Appeals Procedure are set out in the Code of Ethics and Standards.

Grievances

If you have a grievance about your employment, you should discuss this with your line manager. If the grievance relates to your line manager, you should speak to a more senior manager in your group or to the Head of Human Resources and Administration. More details on the procedure for raising a grievance, including one relating to discrimination, harassment, bullying or victimisation are set out in the Code of Ethics and Standards Section.

Register of interests

If you have an interest (financial or otherwise) in any organisation that has business dealings with us, or the functional bodies you must register the interest with the Monitoring Officer immediately. You must also register an interest with the Monitoring Officer where you are advising the Mayor (or Assembly) on any issue which affects an interest held by you, or any person related to you or a person with whom you have a close personal relationship with. Your register of interests will be held by the Monitoring Officer, is open to public inspection, and will be placed on the Authority's intranet and internet in accordance with the Authority's commitment

to the principles of good governance (integrity, openness and accountability.) If you do not tell the Monitoring Officer about such interests, we will treat this as gross misconduct.

Hospitality and gifts

You must treat any offers of hospitality or gifts with caution. You should get advice from Legal and Procurement if in doubt. If you receive any hospitality or gifts, you must record it on the Gifts and Hospitality Register which is held by the Legal and Procurement Group. Your register is open to public inspection, and will be placed on the Authority's intranet and internet, in accordance with the Authority's commitment to the principles of good governance (integrity, openness and accountability.) Forms to register your gifts and hospitality are found on the Legal and Procurement intranet page.

Other employment

If you want to take up other employment (paid or unpaid), you must first get the permission in writing of the Mayor. Other employment includes membership of managing committees and advisory boards. Before giving permission, the Mayor will look at any conflicts of interests as well as the requirements of the Working Time Regulations 1998 and other general health and safety rules.

We will not allow other employment if there is a conflict of interest or a health and safety issue is identified. You will also have to declare any additional employment or outside interests such as voluntary membership of charitable bodies in our Register of Interests (see above).

Health and safety

We aim to provide and maintain a safe and healthy working environment for our employees and will take all reasonable steps to achieve this aim. We expect you to work in a safe way and to follow our Health and Safety Standard. This is set out in the Code of Ethics and Standards, Section 6. Under this Standard and the law you must take reasonable care for your own health and safety and that of the people you work with.

Data protection

By signing this statement you agree to us holding and processing the personal data that relates to you. We may use this information for monitoring purposes and for providing management information or to fulfil any statutory requirements.

GLA staff directory (Connect)

Office telephone numbers and email addresses are contained in a directory (Connect) on the GLA intranet. The directory also includes staff photographs. The directory is only accessible by GLA staff and staff in the Functional Bodies but if you do not want your photograph included you should contact your Director.

Personal details

You must tell the Human Resources Group in writing of any change to your personal details (e.g. name, address, telephone number, emergency contact details). You must do this as soon as the change happens so we can keep our records up to date. If you do not do this, information we send to you may not reach you.

Signed: _____ (HR Group)

Date: _____

ACKNOWLEDGEMENT OF ACCEPTANCE

To confirm that you accept the appointment on the terms and conditions set out in this document and accompanying letter, please sign below and return one copy to:

Carolyn Best
Greater London Authority
Human Resources Group
5th Floor, City Hall
The Queen’s Walk
London SE1 2AA

I have read, understood and accept the above appointment on the terms and conditions set out in this Statement of Employment Details.

Signature: _____

Printed Name: _____

Date: _____

My start date with the GLA will be:
Please enter the date if known, however, if you would prefer to wait for an unconditional offer before indicating please state ‘to be advised’.

I do not want my name to be passed on to the recognised Trade Union