FORM OF CONTRACT AND CALL-OFF TERMS

FORM OF CONTRACT

This contract is made on the 9th day of May 2019

BETWEEN

1. Greater London Authority (GLA) (the **"Customer"**); and

2. Allen Lane Limited whose registered office is Acre House, 11-15 William Road, London, NW1 3ER whose company number is 05115229 (the **"Service Provider"**)

WHEREAS the Customer wishes to have provided the following goods and/or services namely Strategic HR Services pursuant to the ESPO Framework Agreement (reference 3S_18)

NOW IT IS AGREED THAT

(1) The Service Provider will provide the goods and/or services in accordance with the terms of the call-off contract reference number GLA 81372 and Contract Documents.

(2) The Customer will pay the Service Provider the amount due in accordance with the terms of the call off agreement and the Contract Documents.

(3) The following documents comprise the Contract Documents and shall be deemed to form and be read and construed as part of this agreement:

1. This Form of Contract

2. The Master Contract Schedule

3. The documents as listed below

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IN WITNESS OF the hands of the Parties or their duly authorised representatives:

Signed for and on behalf of

GLA

by Chloe Wickham an authorised officer

[redacted]

Signed by

Allen Lane Limited

[redacted]

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This document relates to and forms part of the Call-Off Terms

(Document Reference GLA 81372)

MASTER CONTRACT SCHEDULE

(ESPO Framework Reference 3S_18 Strategic HR Services)

1. TERM

Commencement Date

13 May 2019

Expiry Date

12 September 2019

Extension Period

0 months

2. GOODS AND/OR SERVICES REQUIREMENTS

Goods required

N/A

Services and Deliverables required

The Service Provider shall provide a Temporary worker to the GLA to fulfil the following:

1. **Candidate name:** [redacted]
2. **Position:** Policy Adviser
3. Full Time – 37 hours per week
4. Rate (including Service Provider's Margin) – [redacted]
   The above rate is based on 38 days holiday and is AWR compliant
5. Engagement duration – up to 4 months (until 12 September 2019)
6. 7 day notice period
7. **Job Purpose:**
   To lead, produce and deliver projects, research, briefings, reports and a wide-range of outputs for the London Assembly, its committees and its Members.
8. **Principal Accountabilities**
   a. Under the direction of the Assistant Director and Senior Policy Adviser(s) and as allocated, to lead, produce and deliver a wide-range of projects, research, briefings, reports and outputs for the London Assembly, its committees and its Members.
   b. To manage and deliver projects and outputs in a timely, effective way, seeking

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innovative approaches and working closely with others in the team and wider Secretariat to maximize the quality, profile and impact of the work.

c. To play a lead role in the Secretariat for the delivery of the Directorate's business plan and strategic goals, in order to ensure the Assembly's impact and profile is measurably improved over time.
d. To develop and maintain effective working relationships with Assembly Members, officers within the Assembly's Secretariat and senior officers within the GLA to ensure appropriate support and delivery for projects, ensuring that all relevant people are properly briefed on key issues in advance of meetings and that early warning of issues is provided in a timely and effective manner to senior managers.
e. To initiate, co-ordinate and monitor action to support the Assistant Director and senior Secretariat manager to ensure successful delivery of the Assembly's annual work programme within the post-holder's areas of responsibility; and proactively to play a positive, lead role in the development of the Assembly's annual work programme, providing support and information to senior managers in that regard at all times.
f. To develop and maintain effective working relationships with the Authority's partner organisations, to ensure effective stakeholder management and to contribute to a continuous improvement in the reputation of the London Assembly with its partners.
g. To undertake the full range of related activities, including the development of project plans, preparation of reports for Assembly committees, the preparation of reports and outputs arising from projects, correspondence and other such actions required, to ensure timely delivery of high quality work for the London Assembly and its committees.
h. To ensure that all work and outputs are produced to the highest possible communications and research standards.
i. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

9. **Key Contacts**

Accountable to: Research and Operations Manager

Accountable for: Staff and resources as may be allocated

Principal contacts: Assistant Director of Scrutiny and Investigation, Assembly Members, Executive Director of Secretariat, Senior Managers in the Secretariat

10. **Person specification**

a. **Technical requirements/experience/qualifications**

i. Knowledge and understanding of political, policy and governance issues relating to London and the UK more widely.
ii. Experience of operating effectively in a political environment.
iii. Experience working on and successfully delivering complex policy projects in one or more of the policy areas the London Assembly is active in.
iv. Degree or equivalent experience.

b. **Behavioral competencies**

i. **Planning and Organising** is thinking ahead, managing time, priorities and risk, and

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developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance:

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

ii. **Communicating and Influencing** is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 3 indicators of effective performance:

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognizes where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

iii. **Research and Analysis** is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 3 indicators of effective performance:

- Expands networks to gain new information sources for research and policy development
- Identifies and implements methods to ensure intelligence is of a high quality
- Encourages others to analyse data from difference angles, using multiple perspectives to identify connections and new insights
- Tailors research investment in line with likely impact for Londoners and policy priorities
- Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the GLA and its stakeholders

iv. **Building and Managing Relationships** is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 indicators of effective performance

- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters and environment where others feel respected
- Identifies opportunities for joint working to minimise duplication and deliver shared

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goals

v. **Responding to Pressure and Change** is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 2 indicators of effective performance:

- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
- Anticipates and adapts flexibly to changing requirements
- Uses challenges as an opportunity to learn and improve
- Participates fully and encourages others to engage in change initiatives
- Manages team's well-being, supporting them to cope with pressure and change

vi. **Organisational Awareness** is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3 indicators of effective performance

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

11. **Political Restriction:** This job is 'politically restricted' under the Local Government and Housing Act 1989.
12. **Reasonable adjustment:** Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

Optional Services required

N/A

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Performance/Delivery Location/Premises

Remotely.

Hired contractor will engage with hiring manager for working location details.

Standards

Quality Standards

N/A

Technical Standards

N/A

Disaster Recovery and Business Continuity

N/A

3. SERVICE PROVIDER SOLUTION

Service Provider Solution

Service provider will source an appropriate candidate.

Key Personnel of the Service Provider to be involved in the provision of the Goods, Services and Deliverables

[redacted]

4. PERFORMANCE OF THE GOODS AND/OR SERVICES AND DELIVERABLES

Implementation Plan and Milestones or e.g. delivery schedule (including dates for completion and/or delivery)

N/A

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Critical Service Failure

N/A

Monitoring

N/A

Management Information

N/A

5. CUSTOMER RESPONSIBILITIES

Customer's Responsibilities (where appropriate)

N/A

Customer's equipment (where appropriate)

N/A

6. CHARGES AND PAYMENT

6.1 Contract Charges payable by the Customer (including any applicable discount but excluding VAT), payment profile and method of payment (e.g. BACS))

The following agreed mark-ups will apply to the contractor's pay rate:

	Assignment Duration		
	Up to 6 Months	Over 6 Months	Gifted Rate
Fee	[redacted]	[redacted]	[redacted]

Temporary to Permanent Fee:

	Assignment Duration			
	0 – 5 weeks	5-10 weeks	10-14 weeks	14 weeks +
Fee	[redacted]	[redacted]	[redacted]	[redacted]

6.2 Details of any Customer Rebate (if any) agreed in accordance with clause 11.5.

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N/A
7. CONFIDENTIAL INFORMATION
The following information shall be deemed Commercially Sensitive Information: N/A
8. PROCESSING, PERSONAL DATA AND DATA SUBJECTS
N/A – the Service Provider is a Data Controller.
9. AGREED AMENDMENTS TO THE CALL-OFF TERMS
The following amendments shall be deemed to be made to the Call-Off Terms: N/A