

Leaders' Committee

Minutes and Summaries

Item no: 12

Report by: Lisa Dominic **Job title:** Senior Governance Support Officer

Date: 24th March 2020

Contact Officer: Christiane Jenkins

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Summary Summaries of the minutes of London Councils

Recommendations Leader's Committee is recommended to note the attached minutes:

- YPES – 30 January 2020
- Grants Executive – 5 February 2020
- TEC Executive – 6 February 2020
- CAB – 13 February 2020
- GLEF – 21 February 2020

Young People's Education and Skills Board

Date	30 January 2020	Venue	London Councils
Meeting Chair	Cllr Georgia Gould, Leader of Camden Council and London Councils Lead Member for Employment and Skills		
Contact Officer	Peter O'Brien		
Telephone	020 7934 9743	Email	peter.obrien@londoncouncils.gov.uk

Present

Cllr Georgia Gould	Leader, Camden Council and London Councils Lead Member for Employment and Skills
Ben Anderson	Landsec (Employer Representative on the London Economic Action Partnership (LEAP))
Dr Graeme Atherton	Access HE
Yolande Burgess	London Councils
Brian McKeown	Department of Work and Pensions (DWP)
John Prior	Orchard Hill College (representing NATSPEC)
Tim Shields	London Borough of Hackney (representing the Chief Executive London Committee (CELC))
Jacques Szemalikowski	Association of School and College Leaders (ASCL)
Gail Tolley	London Borough of Brent (Representing the Association of London Directors of Children's Services (ALDCS))
Mary Vine-Morris	Association of Colleges (AoC) London Regional Director
Sarah Wilkins	Greater London Authority (GLA)

Officers

Peter O'Brien	London Councils
Tim Gallagher	London Councils

Apologies

Dave Keogh	DWP
Jane Hickie	Association of Employment and Learning Providers
Michael Heanue	GLA/LEAP
Paul Wakeling	Havering Colleges (representing AoC/Sixth Form Colleges)
Dr Sam Parrett OBE	London South East Colleges Group (representing AoC – General Further Education Colleges)

1 Welcome, Introductions and apologies

- 1.1 The Chair welcomed Board members, who introduced themselves and noted apologies for absence.

2 Declarations of interest

- 2.1 There were no declarations of interest.

3 Minutes of previous meeting and actions arising

- 3.1 The notes of the previous meeting were agreed and the progress of actions agreed at previous meetings was noted.

4 Youth Jobs Gap

- 4.1 Yolande Burgess presented an overview of the contents of a report commissioned by London Councils - *Youth Jobs Gap: The Employment Gap in London*. The report considers the progression of young people who are disadvantaged (i.e. eligible for free school meal) into employment. Yolande noted that the report will be launched in February 2020 and added that London Councils will be publishing its recommendations.

- 4.2 In debate, Board members stated that:

- London Councils should identify where good practice exists in London and indicate how it will be shared
- ideally, this report would sit alongside the report on post-16 education trajectories (when published)
- the report should be disseminated to sub-regional skills and employment boards;
- London Councils' recommendations should also pay reference to the *London Business 1000 Survey*¹, discussed at the last Board meeting
- it would be helpful to explore employment gaps using other measures of socioeconomic disadvantage (i.e. not only free school meal eligibility).

Action: Young People's Education and Skills team to work with the policy and communications team at London Councils to communicate the key messages from the research to sub-regional skills and employment boards

Action: Yolande to investigate the possibility of reporting on employment gaps based on a broader range of socioeconomic disadvantage measures

5 Policy Update

- 5.1 Peter O'Brien spoke to the paper that had been sent with the agenda and tabled a supplement, which will be incorporated into the post-meeting note.

- 5.2 The meeting made the following observations:

- there are three Institutes of Technology (IoT) in London (Barking and Dagenham College, Newham College and South Thames Colleges Group); the expansion announced by the government is expected to lead with more IoTs opening in areas that currently have none.
- All members agreed should take every opportunity to push for a definitive response to the Timpson Review.
- Mental health and wellbeing are of increasing concern to young people and a wide range of institutions. Board members referred to the work of Healthy London and mental health trailblazers in south London. John Prior said that Orchard Hill College is being approached regularly to offer specialist support in mainstream schools. Gail Tolley said that Brent Council is providing sessions on Trauma Informed Practice to staff and this is also being delivered in other boroughs.
- Research is needed, urgently, into changes in the child population in London; unanticipated decreases in some boroughs are having a significant impact on

¹ <https://www.londoncouncils.gov.uk/press-release/10-october-2019/london-chamber-and-london-councils-urge-full-apprenticeship-devolution>

schools. Sarah Wilkins said that this will be discussed at the London Education Officers Network meeting to be held on 4 March and Yolande will discuss the issue with the policy team.

Action: London Councils and the GLA to report back to the next meeting on work to establish demographic changes and any information on impact on school place planning

6 Performance Update

- 6.1 Peter O'Brien talked through the paper and said that a full performance report will be sent to Board members within a working week of the publication of updated figures from the Department for Education. This was accepted by the Board. An up-to-date membership list of the Operational Sub-Group (OSG) was also requested.

Action: Peter O'Brien to provide an updated Performance Report and a list of the members of the Operational Sub-Group to Board members

7 Apprenticeships Update

- 7.1 Tim Gallagher, Policy Officer at London Councils, delivered a presentation about Apprenticeship pay, the use of the Apprenticeship levy across London's borough councils and the systemic changes London Councils is proposing, highlighting:

- the different experiences of the use of the levy by public sector bodies
- flexibility in using the levy for provision that prepares young people for an Apprenticeship is crucial
- it was proving very difficult to get SMEs on board
- employers/providers need to understand the English and maths flexibilities that are available following the Maynard Review.

Action: Young People's Education and Skills to provide a briefing of flexibilities that can be applied to Apprenticeships

Action: Tim Gallagher to explore the activities of London boroughs with the most effective utilisation of Apprenticeship levy funds and report back to the Board

8 Policy Briefing

- 8.1 Subject to minor amendments and clarifications, the Board agreed both the draft Policy Briefing and Work Plan.

9 Any Other Business

- 9.1 Sarah Wilkins informed the Board of the GLAs progress in commissioning ESF provision and said that the next phase would start shortly.

- 9.2 Mary Vine-Morris advised the Board that the Independent Colleges of the Future project, commissioned by the AoC nationally, is nearing completion and undertook to provide access to the report when it is available.

- 9.3 Congratulations were offered to Dr Sam Parrett OBE, on her appointment as a National Leader of Further Education, Dr Caroline Allen DBE, who was recently honoured, and John Prior on the results of the recent Ofsted inspection of Orchard Hill College.

Date of the next meeting: Thursday 30 April 2020 at 13:00 at London Councils

Report from the Grants Executive Committee – 5 February 2020

Item no:

Report by: Ana Gradiska **Job title:** Principal Governance and Projects Officer

Date: 24 March 2020

Contact Officer: Ana Gradiska

Telephone: 020 7934 9781 **Email:** Ana.gradiska@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' Grants Executive Committee held on 5 February 2020.

Recommendations: For information.

In attendance:

Members Mayor Philip Glanville (Chair), LB Hackney, Cllr Paul Ellis (Vice Chair), LB Wandsworth, Cllr Gareth Roberts (Vice Chair), LB Richmond upon Thames, Cllr Charlene McLean, LB Newham, Cllr Jonathan Slater, LB Lewisham, Dhruv Patel OBE, City of London.
London Councils officers Yolande Burgess, Strategy Director, Frank Smith, Director of Corporate Resources (by telephone link, for Item 7), Daniel Houghton, Liberal Democrat Political Advisor, Jade Appleton, Conservative Political Advisor, Mehboob Khan, Labour Political Advisor, Ana Gradiska, Principal Governance and Projects Officer

The Chair welcomed members and London Councils officers to the meeting. The Conservative party advisor told members that Cllr Iain Bott had moved to a different role within City of Westminster and would no longer serve on the Grants Committee. It was expected that Cllr Bott would be replaced by Cllr Paul Swaddle, but formal notification of this was not expected until the March 2020 meeting of the Grants Committee.

1. Apologies for Absence and Announcement of Deputies

1.1 Apologies were received from Cllr Saima Ashraf, Cllr Miranda Williams, and Cllr David Leaf, who is currently on jury duty.

2. Declarations of Interests

2.1 There were no declarations of interest.

3. Minutes of the Grants Executive held on 12 September 2019

3.1 The minutes of the Grants Executive meeting held on 12 September 2019 were agreed.

4. Minutes of the Grants Committee meeting held on 13 November 2019 (for noting)

4.1 Members noted the minutes of the Grants Committee meeting held on 13 November 2019.

5. Grants Programme 2021-2025: Planning and Implementation

5.1 The Strategy Director said that the consultation regarding the 2021-2025 programme will be launched on Monday 10 February 2020. Members' views were sought on the content and format of the consultation, and they were invited to propose amendments or additions to the survey. They were also invited to propose additional stakeholders or groups that could contribute to the consultation.

5.2 The Strategy Director talked through the different parts of the consultation, namely: Combatting Homelessness, Tackling Sexual and Domestic Abuse, and Tackling Poverty, with a focus on youth. Consultees would also be invited to name other emerging or important issues that they felt should be covered under the existing priorities. She added that one of the emerging issues with regards to youth poverty was the issue of accessing opportunities. Apprenticeships were discussed; it was thought that a system similar to UCAS, which young people and those supporting them would be taught to navigate, would help young people get better access to available apprenticeships.

5.3 The Grants consultation has been set up through Survey Monkey and has been tested internally through London Councils. The consultation, which took 15-20 minutes to complete could be carried out on different types of devices e.g. mobile phones, iPads and laptops, but hard copies would also be made available. The consultation could be saved and did not need to be completed all at once. Measures were introduced within the consultation so that the respondents would be asked to clarify certain responses, for example, if they said an area or work was not a priority, they would be asked to say why they thought that, before moving on to the next stage of the consultation. There were no word limits on the comment boxes, in order to encourage thorough and informative answers.

5.4 Members made a number of suggestions on how to improve the consultation. The Strategy Director thanked members for their suggestions and said that she would talk to the Director of Communications at London Councils to help improve the consultation format. She said that the updated consultation would be sent to all Grants Committee members, who would be invited to reply by the end of Friday 7 February 2020, so that the consultation was ready to be released on Monday, 10 February 2020. Members of the Executive were also invited to send any further comments to the Grants team by Friday 7 February 2020.

5.5 The Strategy Director added that groups would be formed shortly to focus on developing specifications for the three priorities. Members were invited to volunteer to act as sponsors for the groups to support the work. A doodle poll will be circulated when the groups are set up to ascertain members' availability. Members would be encouraged to participate remotely if they were not able to come to the workshops, which would be held at London Councils. Cllr Slater said he was interested in the Tackling Poverty group.

5.6 Members agreed the activity timetable in Appendix 2.

6. Advice services for Priority 1 and Priority 2: service users with no recourse to public funds.

6.1 The Strategy Director said that the Leaders' Committee had approved recommendations for the £1,019,000 Priority 3 underspend to be redirected to helping service users with No Recourse to Public Funds (NRPF). She added that Leaders had recognised concerns that were expressed at the last Grants' Committee and agreed that the funds would provide additional value and help boroughs save resources with regards to NRPF issues. The Grants' Committee had asked that the new NRPF services, in addition to meeting the needs of users, should also reduce the support that was required from boroughs. Most of the

support currently given by local authorities to residents with NRPF was through section 17 of the Children's Act 1989.

6.2 The condition of receiving the additional NRPF grants was that the proposed services would lead to resolving and/or speeding up the resolutions of Supported Cases, which would reduce costs incurred by local authorities. The outcomes and outputs would be assessed on the understanding that this funding was for a year only, and the number of complex cases resolved in a year was likely to be low.

6.3 Organisations who had submitted an expression of interest in receiving the NRPF funding included Solace, Women's Resource Centre, Shelter and St Mungo's, whose clients were not supported under Section 17, but were still in need of advice, particularly related to the EU settlement scheme. Charities supporting women who came to the UK on spousal visas but did not have children, whilst not covered by Section 17, were also included in proposals as there were benefits to boroughs. In addition, Shelter has partnered with Praxis, a specialist immigration advice charity.

7. Month 9 Revenue Forecast

7.1 The Director of Resources dialled in remotely and introduced the final budget monitoring report for this financial year. He said that:

- There was a slight movement in the projected surplus, which had reduced to £21,000 from £40,000 as at Month 6.
- Total reserves have reduced fractionally, from £1.7m to £1.67m.
- Within this sum, there is £1.025million available due to the closure of the S.48 ESF programme, relating to borough contributions collected towards the funding of the ESF commissions (Priority 3) between 2015/16 and 2017/18. It was decided at the Grants Committee in December 2019 that these funds would be used for NRPF work that falls under Priorities 1 and 2.

7.2 Members agreed to consider options on the application of the £742,000 projected residual Priority 1 and 2 reserves at the AGM in July 2020.

8. Any Other Business

8.1 The Strategy Director said she was currently recruiting a Programme Manager ahead of the implementation of the 2021-2025 Grants Programme, and asked members to let her know if they knew of any suitable candidates. Members recommended LinkedIn.

Leaders' Committee

Report from the TEC Executive Sub Committee – 6 February 2020

Item no:

Report by: Alan Edwards **Job title:** Governance Manager
Date: 24 March 2020
Contact Officer: Alan Edwards
Telephone: 020 7934 9911 **Email:** Alan.e@londoncouncils.gov.uk

Summary: Summary of the minutes of the London Councils' TEC Executive Sub Committee held on 6 February 2020.

Recommendations: For information.

1. Attendance: Cllr Julian Bell (LB Ealing – Chair), Cllr William Huntington-Thresher (LB Bromley), Cllr Stuart King (LB Croydon), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Phil Graham (LB Islington - Deputy), Cllr Claire Holland (LB Lambeth), Cllr Richard Livingstone (LB Southwark), Cllr Manuel Abellan (LB Sutton), Cllr Richard Field (LB Wandsworth) and Cllr Tim Mitchell (City of Westminster).

2. Apologies for Absence

Apologies for absence had been received from Cllr Scott-McDonald (RB Greenwich) and Spencer Palmer (London Councils).

3. Update on the Expansion of the Ultra-Low Emission Zone (ULEZ)

Alex Williams, Director of Borough Planning, Transport for London, introduced the item and made some of the following comments:

- Action was being taken to reduce the illegal and life-threatening levels of NO² in London. Road transport contributed a major part of the NO² emissions in London.
- In April 2019, the ULEZ replaced the T-Charge. In October 2020, the Low Emission Zone (LEZ) standards would be strengthened, and in October 2021, the ULEZ would be expanded to the North and South Circular.
- Compliance with standards had doubled since the ULEZ had been introduced - 39% in 2017 to 77% in 2019 for all vehicles.
- The introduction of the ULEZ has also had a big impact on reducing NO² concentrations outside central London, resulting in roads on the ULEZ boundary becoming cleaner.
- Over 4,500 people had now applied to the scrappage schemes. A scrappage scheme was currently in the process of being introduced for heavier vehicles

A Q and A session took place

The TEC Executive Sub Committee: **(i)** noted that local knowledge from borough officers would be needed to look into the impacts on specific roads (eg A205 in Richmond), **(ii)** noted that TfL would talk to borough officers regarding signage before Section 8s were submitted, **(iii)** noted that Section 8 approval would also be needed for the introduction of intra-zone cameras to ensure the Scheme was enforceable,

and **(iv)** agreed to send TEC Executive members an electronic version of the presentation and the first 6-month ULEZ Evaluation report.

4. Urban Design London (UDL) Update by Daniel Moylan and Councillor Nigel Haselden

Daniel Moylan, co-chair, Urban Design London, introduced the item and made some of the following comments:

- The UDL was set-up in 2003 and had expanded considerably since then.
- UDL was a not for profit organisation and was run by the UDL Board and hosted by TfL.
- UDL made a modest yearly surplus which was put back into the running of the organisation.
- UDL sponsored a wide range of events
- Support was given from member organisations – London boroughs paid £4,000 to be a member of UDL. This gave members access to a large number of training programmes.
- UDL had undertaken a Governance review in 2019. This led to five new non-voting independent members. UDL would now like to amend this so there could be six independent members. There was a very good spread of expertise among the Non-Executive members.

The TEC Executive Sub Committee noted the report.

5. Future Mobility Agenda: Task & Finish Group on Smart Mobility & Mobility as a Service (MaaS) Updates

The TEC Executive Sub Committee considered a report that provided members with an update on the final report of the Task and Finish Group on Smart Mobility and Mobility as a Service (MaaS).

Paulius Mackela, Principal Policy and Project Officer, London Councils, introduced the report and made some of the following comments:

- At the moment, a single multi modal journey in London (i.e. dockless bicycle, bus, shared car and then a train) requires different apps to plan, book and pay for the trip. MaaS is an opportunity to combine different modes of travel into one interface by letting users to book, plan, manage and pay in one go. MaaS also provides the tools to incentive certain journeys (i.e. most environmentally friendly or quickest).
- Other cities in Europe have developed plans at both city and national levels.
- The Task and Finish Group had not been asked to deliver MaaS – only to focus on the high-level picture and to analyse the current state of MaaS in London.
- Paragraph 15 (page 4) gave the recommendation that TfL should be the lead organisation to manage a pan-London MaaS solution, with support from London Councils and the boroughs.
- Not one single MaaS model could be used across different cities and countries, and any format developed would have to align with the London's transport and sustainability goals.

A Q and A session took place.

The TEC Executive Sub Committee: **(i)** agreed that TfL should be recognised as the lead organisation the development and management of a pan-London MaaS solution which had the public good at its heart, with collaboration and support from London boroughs and London Councils, **(ii)** agreed that Demand-Response Schemes be the third focus area of the Future Mobility Agenda, and **(iii)** noted that a report on the new Task & Finish Group would be brought to the next TEC Executive in July 2020.

6. Transport & Mobility Services Performance Information

The TEC Executive Sub Committee considered a report that detailed the London Councils' Transport and Mobility Services performance information for Quarter 3 2019/20.

Stephen Boon, Chief Contracts Officer, London Councils introduced the report and gave members an explanation for the targets that had not been met (the "red" and "amber" ratings).

The TEC Executive Sub Committee: **(i)** noted that the less than 40% for the “percentage of appeals allowed” target for the London Lorry Control Scheme would be looked into at the next Services Business Planning meeting, and **(ii)** noted the report and the explanations given for the “amber” and “red” ratings for the performance information in Quarter 3.

7. Royal Borough of Kensington & Chelsea CCTV Enforcement Approval.

The TEC Executive Sub Committee received a report that sought member approval for the Royal Borough of Kensington and Chelsea to commence CCTV enforcement of parking contraventions under the Traffic Management Act 2004, bus lane contraventions under the London Local Authorities Act 1996 and moving traffic contraventions under the London Local Authorities and Transport for London Act 2003.

The TEC Executive Sub Committee agreed that permission be given to the Royal Borough of Kensington and Chelsea to enforce parking, bus lane and moving traffic contraventions using CCTV.

8. Month 9 Revenue Forecast 2019/20

The TEC Executive Sub Committee received a report that outlined actual income and expenditure against the approved budget to the end of December 2019 for TEC and provided a forecast of the outturn position for 2019/20.

The TEC Executive Sub Committee: **(i)** noted the projected surplus of £743,000 for the year, plus the forecast net underspend of £2.590 million for overall Taxicard trips, as detailed in this report, and **(ii)** noted the projected level of Committee reserves, as detailed in paragraph 5 of this report and the commentary on the financial position of the Committee included in paragraphs 6-8.

9. Minutes of the TEC Main Meeting held on 5 December 2019 (for noting)

The minutes of the TEC Main meeting held on 5 December 2019 were noted.

10. Minutes of the TEC Executive Sub Committee held on 14 November 2019 (for agreeing)

The minutes of the TEC Executive Sub Committee held on 14 November 2019 were agreed as an accurate record.

The meeting finished at 11:35am

Leaders' Committee

Report from the Greater London Employment Forum – 21 February 2020

Item no:

Report by: Steve Davies **Job title:** Head of Regional Employers Organisation
Date: 24 March 2020
Contact Officer: Steve Davies
Telephone: 020 7934 9963 **Email:** Steve.davies@londoncouncils.gov.uk

Summary: Summary of the minutes of the Greater London Employment Forum held on 21 February 2020

Recommendations: For information.

1. Attendance:

Cllr Sade Bright (Barking & Dagenham), Cllr David Longstaff (Barnet), Cllr Alison Kelly (Camden), Cllr Manju Shalhul-Hameed (Croydon), Cllr Christine Grice (Greenwich), Cllr Carole Williams (Hackney), Cllr Zazar Qayyum (Hammersmith & Fulham), Cllr Tricia Clarke (Islington), Cllr Catherine Faulks (Kensington & Chelsea), Cllr Malcolm Self (Kingston), Cllr Andy Wilson (Lambeth), Cllr Mark Allison (Merton), Mayor Rokhsana Fiaz (Newham), Mayor John Biggs (Tower Hamlets), Cllr Richard Baker (Sub) (Richmond), Cllr Richard Clifton (Sutton), Cllr Guy Senior (Wandsworth), Cllr Melvyn Caplan (Westminster), Helen Reynolds (UNISON), Sean Fox (UNISON), Clara Mason (UNISON), Mary Lancaster (UNISON), Maggie Griffin (UNISON), Gloria Hanson (UNISON), Jackie Lewis (UNISON), Andrea Holden (UNISON), Jennifer Kingaby (Sub) (UNISON), Julie Woods (UNISON), Myra Wale (UNISON), Gary Cummins (Unite), Danny Hoggan (Unite), Henry Mott (Sub) (Unite), Jonathon Coles (GMB), Wendy Whittington (GMB), Peter Murphy (GMB), Donna Spicer (GMB) and Vaughan West (GMB).

2. Apologies for Absence

Apologies were received from Cllr Daniel Thomas (Barnet), Cllr Margaret McLennan (Brent), Cllr Daniel Beales (Camden), Cllr Simon Hall (Croydon), Cllr Kaushika Amin (Haringey), Cllr Candice Atterton (Hounslow), Cllr Amanda de Ryk (Lewisham), Cllr Jas Athwal (Redbridge), Cllr Geoff Acton (Richmond), April Ashley (UNISON), Danny Judge (UNISON), Onay Kasab (Unite), Susan Matthews (Unite), Kath Smith (Unison), Pam McGuffie (Unite), Penny Robinson (GMB) and George Sharkey (GMB).

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Last Meeting Including Matters Arising

The minutes of the meeting held on 27 June 2019 were noted as a correct record.

Matters Arising

Item 6 – London Pensions Collective Investment Vehicle (CIV) Update

Sean Fox (UNISON) enquired whether:

1. The review of CIV took place in 2019; and
2. If it did then the Unions have not been informed so would like to know if they have been granted a seat on the Board.

The Chair responded that he understands that the review has taken place as this has been discussed at Leaders Committee. As the Union's will be aware CIV no longer sits within London Council, they are now a stand-alone organisation.

The Chair offered to raise the matter at a future Leaders Committee.

Steve Davies, Regional Employers' Side Secretary offered to find out the latest state of play and report back to colleagues in June.

Item 7 – Apprenticeships (Page 7)

Jackie Lewis (UNISON) highlighted that the Union's had requested for Apprenticeships to be a standing item on the GLEF agenda and requested that more detail be reported, this item is missing from the agenda today.

The Unions would like there to be regular updates on age profiles, different roles and diversity. We are also keen for information as the picture on type apprenticeships is changing with increasing numbers of people taking up higher level apprenticeships, therefore we would like more information about the level of apprenticeship and type of apprenticeship e.g. social work apprenticeship and numbers of staff taking up these opportunities.

With the social worker apprenticeships there is an opportunity for existing staff who currently do not have qualifications to be upskilled.

The Unions want to gain a picture of what boroughs are doing with higher level apprenticeships.

5. Mayor's Good Work Standard – Rachel Williamson, Greater London Authority
Rachel Williamson, Economic Development Team, Greater London Assembly (GLA) and informed colleagues:

- This is an update since the launch of the Mayor's Good Work Standard (GWS) which was launched 200 days ago.
- The GWS is the Mayor's benchmark for improving good work practice.
- The Standard is for any employer of any size.
- The GLA provide guidance and support to organisations.
- Looking to build a community of employers to share information.
- The GWS was a manifesto promise of the Mayor to raise employment standards in London and introduce fair pay – London Living Wage (LLW), fair deal for parents to return to work etc.
- The GLA family are accredited to the Standard.
- The GWS has been developed in conjunction with the trade unions and stakeholders.
- The GWS started pilot testing in 2019. 49 employers have met the benchmark and 120 currently going through the process which covers 194,000 employees. Six London boroughs have signed up and there are others in the pipeline.
- Speaking to early adopters of the Standard the themes are showing they are good employers who promote good work in their communities. Small employers are using the guidance to access support.
- Seeing more employers improving their practices over time. More organisations are paying the LLW following their involvement.
- Wealth of materials available on the GLA website and guidance on how to sign up to the Standard. Organisations initially go through a foundation stage and are asked to provide evidence to become accredited.
- There is a team in place who provide support to organisations wanting to become accredited.
- We are working with councils promoting the Standard to their wider communities.
- This is an employer facing initiative which includes signposting to the unions.

Mary Lancaster (UNISON) enquired whether it was public information on which employers are accredited and who makes up the Panel? Are the trade unions involved?

Rachel responded that information of which organisations are accredited can be found on the London.gov.uk website. In terms of trade union involvement on the panel David Wood and Ben Johnson are involved but no there is currently not any trade union on the panel but would welcome a discussion with the unions.

Danny Hoggan (Unite) informed colleagues that he had looked at and started to complete the application to become accredited as a small organisation and noticed that there were only a few questions around trade union recognition. Would I meet the benchmark if I did not recognise trade unions? In relation to contracted out services was the Mayor in a position to support companies who have sexual harassment cases against them (e.g. Woolwich Ferry case)?

Rachel responded that there are a mix of companies who do and do not recognise trade unions, organisations do not need 100% recognition but a majority do. You do not have to recognise trade unions to get accreditation.

Helen Reynolds, Joint Side Secretary (UNISON) enquired once an employer is accredited how are they reviewed to make sure they are keeping up with the Standard? Is there a route for employees to raise concerns who work within an accredited company?

Helen continued, 'when employers are accredited is there a point where they are asked to provide information on what their terms and conditions are and if they choose to slash these conditions after accreditation how do you know?'

Rachel responded that there is an expectation that any issues will flag up concerns and the employer will be revised by either rectifying or removing their accreditation. The accreditation lasts for four years at which point organisations are reviewed.

Gary Cummins (Unite) stated that in Lewisham the approach is that applying for the accreditation is a piece of work delegated to the HR department who tick boxes to see if they reach the Standard. There are no conversations with staff or the unions to see if they agree the organisation reaches the Standard.

This feels the same as the Investors in People Standard, staff did not feel engaged, but the council was awarded IIP status.

There is an assumption for employers that this is a legal requirement. Would like more information on what the minimum and maximum requirements are for annual leave along with a range of other terms and conditions.

The trade unions want to see actual figures and would welcome discussions with the GLA. We need to begin the dialogue with the GLA.

Rachel responded that there are examples of how people have approached gathering the information required through their corporate structure. We do know that people are completing the process differently.

In terms of legal requirements these will be at the Foundation stage before they get questioned about the application for Standard or Excellence accreditation.

This is a GWS. Some employers find it challenging but the Standard is in reach for all organisations. We would welcome further discussions on figures, numbers and good practice.

Cllr Tricia Clarke (Islington) stated that it is helpful to involve the trade unions at an early stage and thinks they should be on the Panel.

Rachel responded that the conversation is ongoing.

Helen Reynolds (UNISON) stated that it would be helpful if local authorities include the trade unions when they apply for the accreditation.

Jackie Lewis (UNISON) stated that it is not clear from the report what the differences are to signing-up. On page 13 of the report under 'Workplace Being' it says, 'sign up and adhere to the London Healthy Workplace Charter'. Have they not got their own Charter?

The unions would like a separate report specifically on the London Healthy Workplace Charter. Lambeth has signed-up, but it was not difficult to extract what they actually say when signing-up, so this is the same issue as signing up to the GWS.

Rachel responded that the London Healthy Workplace award goes into much more detail. For organisations who have this in place we passport this for organisations who want to go further in terms of wellbeing. This was an opportunity to highlight all difference schemes in one place.

6. Menopause - Support Arrangements – Helen Reynolds and Myra Wale (UNISON)

Helen Reynolds and Myra Wale's presentation covered:

- Why we need to talk about menopause in the workplace
- Why menopause is an issue for UNISON
- The practical considerations
- Possible symptoms and impact on work
- Menopause is an equality issue
- Menopause is a health and safety issue
- The benefits from negotiating a workplace menopause policy
- Getting started
- A word about menopause cafes
- Developing and communicating a strategy

Myra Wale, Area Organiser (UNISON) informed colleagues that she has been working with Kensington & Chelsea who are running menopause cafes which foster an environment where colleagues can engage and have discussions.

The cafes were agreed under the Wellbeing and Adoption Policy and provide a confidential space for people to attend and speak. The cafes are run every two months.

We worked with women on changing terminology such as 'hot desk' to 'cold desk'.

Line managers sometimes felt uncomfortable having discussions, so we now have an in-house champion who attends meetings.

Staff can leave a card on their desk to let colleagues know that they have gone outside for some fresh air.

Uniforms have been changed and for front-facing staff rotas have been put in place for toilet breaks.

Staff need to feel confident and be respected.

The Chair stated that this is an issue which has been raised at lots of officer meetings over the last year or so and they are sharing good practice.

Cllr Catherine Faults (Kensington & Chelsea) informed colleagues that they are leading the way and doing this in other areas like dementia.

Steve Davies, Employers' Side Secretary highlighted that the report covers what boroughs are doing and reiterated what the Chair said that discussions have been taking place at the OD, HR policy and Heads of HR network meetings. As a region London are ahead of the game compared to other regions around the country.

Jackie Lewis (UNISON) stated that this is the law, they have legal obligations to support staff, so employers should have already been doing this. The big thing is to talk, this is not a taboo subject.

The language used is incredibly important and how it is presented. This is not just women of a certain age. There is specific reference guidance on UNISON's website about the language and addresses the issue of who the menopause affects. Would like to urge people developing policies to have a look at the wording on the website.

Cllr Sade Bright (Barking & Dagenham) informed colleagues that Barking & Dagenham has produced written guidance on the menopause in the workplace which has been published on our website since 2018. We also hold workshops, events, celebrated World Menopause Day in both 2018 and 2019 and will also be celebrating again this year. There is a wealth of materials and we also have a women's menopausal support group which also covers support for men.

Cllr Carole Williams (Hackney) thanked union colleagues for the work they have done and for including trans staff in their guidance. This is incredibly important and really appreciate Jackie Lewis highlighting inclusive language and continually talking.

7. EU Settled Status Scheme

The Chair highlighted the report and stated that we need to keep supporting our workforce and keep communicating.

Gary Cummins (Unite) stated that it was useful to have an update, but it raises flags. Whilst we appreciate that authorities are working to get the best outcome for their workforce this is not something for them to just pass to their legal teams to deal with. They are not specialists in this area. It is simple and complex wording which is the factor.

Authorities need to seek advice from the appropriate law experts.

The Chair responded that the Employers' Side appreciate and respect the comments made.

Steve Davies, Employers' Side Secretary stated that he understands that authorities have specialist legal advisers bought in to provide advice to employees and apologised for any simplistic wording in the report that may have given the wrong impression of what councils do in practice.

8. Any Other Business

There was no further business.

The meeting was concluded at 12.52pm

10. Date of Next Meeting: 25 June 2020 (AGM)