

AC 17/03/22 - 7 HR Update

Audit committee		AC 17/03/22 - 7
HR Update		
Report by	Wayne Hubbard	
Job Title	Chief Executive Officer	
Date of decision	Audit Committee Meeting 11/11/2021	

Summary

This paper presents an update on staff changes since the previous meeting, planned recruitment activity and presents a proposal for the cost of living salary increment for 2022/24.

Recommendation

The committee is recommended to:

- Note the updates presented;
- Review the considerations presented for the proposed for the cost of living increment presented;
- Approve a cost of living increment of 4% to be applied across all grades on the ReLondon payscale, to take effect from 1st April 2022.

Originating Officer	Adam Leibowitz
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Report

Staff turnover

Since the last meeting of the committee the following staff changes have taken place, or will do so in the next few months.

Leavers

- Aparna Reddy – Intern
- Gemma Scott – Senior Advisor, Local Authority Support Team
- Olivia Shaw – Communications and Campaigns Executive (latterly acting up to the Communications and Campaigns Lead – Love Not Landfill)
- Rosario Di Dio – Commercial Manager
- Ingrina Shieh – CIRCUiT Project Coordinator (leaving early May).
- Sarah Craddock – Senior Advisor, Local Authority Support Team (leaving end March)
- Pippa Lockwood – Intern (leaving end March)

Starters

- Berthe Biyak – HR and Project Delivery Executive
- Elizabeth Woods – Communications and Campaigns Executive.
- Georgie Eldridge – Corporate Communications Executive (Fixed Term)
- Jo Rogers – Director of Operations and Governance
- Rachel Singer – Circular Economy Research Assistant (60% FTE)
- Rebecca Child – Communications and Campaigns Lead
- Tessa Devreese – Project Manager (CIRCUiT) (Fixed Term, from April)

Moves

Andrea Charlson has been appointed as Commercial Manager and Built Environment Lead.

Recruitment

Recruitment is underway for the following positions in the Business Transformation Team:

- Business Engagement Lead (maternity cover for one year).
- Online Community Manager (fixed term). This position is being filled through the On Purpose Associate Programme. Two associates will be placed for six months each from April 2022. On Purpose is a 1-year leadership programme for professionals seeking to work in areas with social impact (www.onpurpose.org).

Other Changes

The departure of two Grade 8 (one full-time and one 60% FTE) Senior Advisors in the Local Authority Support Team, has prompted a re-consideration of the makeup of the team. Rather than fill these vacancies on a like-for-like basis, they will be replaced by one full-time Grade 7 position and one full-time Grade 6 position.

These more junior positions will allow resources in the LA Support Team to be utilised more efficiently. The full specifications of these positions are still being finalised. The change will increase the staff compliment in the team by 0.4 FTE, but overall costs will decrease by approximately £4,000 per annum. Note that the 60% FTE Senior Advisor had been occupying a full-time position within the establishment for several years, so no increase in the permanent establishment is proposed.

We have been unable to find a suitable candidate to fill the fixed-term, part-time position of Economic Analyst in the CIRCUiT team notified to the Committee at its last meeting. The position has been deleted and alternative resources are to be utilised.

The CIRCUiT Project Coordinator will be leaving ReLondon in May and we are assessing the project needs to decide on the plan for her replacement.

Cost of living increase

The salary lines in the budget recommendations for 2022/23 have been calculated to include anticipated pay scale changes, change in National Insurance contributions (1.25 percentage points) and a 4% cost of living increase. This is based on approximately 75% of staff being eligible for an incremental progression award.

Historically ReLondon has aligned cost of living increases with those agreed by the National Joint Council for Local Government Services, however ultimately the organisation has autonomy over this decision and must have regard to ReLondon’s current financial position. In 2021/22 the Committee amended the pay policy to seek to align cost of living increases with inflation rather than with the NJC settlement.

Cost of living increases and inflation in the past three years are shown below.

	2021	2020	2019
Consumer Price Index	1.5%	0.9%	2.1%
ReLondon COL increases	1.5%	2.75%	2%

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At time of writing the most recent CPI figure being reported is 4.9%, the highest it has been in 30 years. Whilst as an employer ReLondon wants to do its best to retain competitive salaries it needs to ensure that it does not over commit to the detriment of financial stability.

Recommendation

The 4% recommendation has been made in an attempt to remain competitive without baking in exceptional costs for the organisation.

Approximately 75% of staff eligible for an incremental pay rise would see a salary increase of c6.5% and those not eligible would get 4% but are either at the top of pay bands or not yet in post.

Assuming a 4% salary increase, staff costs to ReLondon including project funded staff and board members (including NI and pension contributions) will be £2,478,500 in 2022/23. For every additional 0.5% the cost increases by £12,500.

Appendix

Appendix 1: Staff structure chart



Chief Executive Officer
Wayne Hubbard

Strategic Finance
Support
(External)

HR Operational &
Strategic Support
(External)

Head of Programme
Business
Transformation &
Sector Support
Pauline Metvier

Head of Programme –
Local Authority Support
Antony Buchan

Head of
Communications &
Behaviour Change
Ali Moore

Director of Operations
and Governance
Jo Rogers

Business
Transformation
Manager
Lamia Sbiti

Advisor – Circular
Economy
Rachel Shairp

Commercial
Manager and Built
Environment Lead
Andrea Charlson

Senior Advisor
Beverley
Simonson

Communications
and Campaigns
Lead
Hannah Carter

Corporate
Communications
Lead
Cecilia Law

Governance & PM
Lead
Adam Leibowitz

Fundraising Lead
Rohit Badwhar

Finance Controller
Sharif Rivera

Senior Business
Advisor
VACANT

Senior Advisor – CE
Analytics &
Knowledge
Sarah Malone

Senior Advisor
Circular Economy
Doug Simpson

Project Manager
Tessa Devreese

Senior Advisor
VACANT
(Under review)

Communications
and Campaigns
Lead
Rebecca Child

Corporate
Communications
Executive
Georgina Eldridge

HR & Project
Delivery Executive
Berthe Biyak

Finance Admin
Executive
Ade Layole

Circular Economy
Advisor
Graeme English

Research Assistant
Rachel Singer

Digital Product
Manager
Lalinya Maroulakis

Project
Coordinator
Ingrina Shieh (to
May 2022).

Senior Advisor
Cathy Cook

Communications
and Campaigns
Executive
Elizabeth Woods

Food Wave
Campaign Lead
Arielle Vetro

Business Advisor
Lara Pohl-Martell

Senior Business
Advisor
Jean Billiant

Online
Community
Manager
VACANT

Project Manager
Sarah Beaton

Senior Advisor
VACANT
(Under review)

Project
Coordinator
Amy Casey

Project
Coordinator
Liz Horsfield

Business
Engagement
Coordinator
Ryan Clark

Business
Engagement Lead
VACANT
(Maternity Cover)

Project Co-
ordinator
Hilda Alinda

Fixed term
positions
(interns & temps
not included)