Priority areas for Phase Two of the GLA Group Convergence Programme (Delivering Effective Regional Government for London) – Work plan

Theme	Action	Approach	Timescale	Lead Group	GLA Sponsor / Coordinator
Internal Comms.	Communicate the convergence programme to GLA group staff	Delivered using existing local channels: newsletter, intranets, and team briefs.	On-going (Already underway)	Internal Communication leads	Janet Worth / Benedicte Chung
Communicate the Mayor's priorities	Quarterly through existing local channels (above) and also through staff presentation and yearly staff question time event and through existing, new if required, channels for the Mayor to engage directly with the functional bodies	On-going starting November 2006		Internal Communication leads	Janet Worth / Benedicte Chung
Procurement	Identify common contractors across the group	Procurement workstream to scope work to identify top common contractors for each workstream	Short-term (information gathering)	Procurement Officers Network	Lee Jasper / Janet Worth
Seek joint contractors for: • Temporary staff • Training • Recruitment advertising • Staff search and selection	Share information on current contracts in selected areas with a view to moving to joint contracts on expiration	Workplan to be developed for re-letting of contracts		Procurement Officers Network Heads of HR Network	Lee Jasper and Murziline Parchment / Janet Worth
Common process for commissioning environmental research adopted across the group		Medium-term		Environmental Issues workstream	Mark Watts / David Lunts

Business case developed for a corporate sustainable development resource to support the implementation of the GLA group Sustainable Procurement Policy	This should be viewed as an invest to save initiative	Short-term	Procurement workstream – through the Sustainable Procurement Working Group	Lee Jasper / Janet Worth

Legal	Establish common legal advice on key proposals from the Phase One worksteams	Advise each of the workstreams as required	On-going	Heads of Law Group	Murziline Parchment / Howard Carter (TfL)
	Continue to develop the overarching legal framework to support the Programme	Through the development of the Scheme of Delegation and the Use of Directions, Delegations etc	On-going	Heads of Law Group	Murziline Parchment / Howard Carter (TfL)
Human Resources	Joint training and development on: • Core equalities issues • Legal • Sustainable procurement • Senior management • Induction programmes • Group-wide secondments programme	The Learning and Development Network will need to work with subject specialists to develop training programmes	Timetable for implementation to be developed as a priority	The Learning and Development Network	Murziline Parchment / Janet Worth
	Development of common policies and standards or volunteering, redeployment and recruitment of disabled staff	Share good practice	Timetable for implementation to be developed as a priority	Heads of Human Resources Network	Murziline Parchment / Janet Worth
IT Infrastructure	Standardisation of IT infrastructure	Through the delivery of the joint programme agreed by the GLA group	As set out in agreed programme	The GLA Technology Forum and the GLA IT Programme Managers Meeting	Murziline Parchment / Janet Worth

| Intelligence | Make intelligence data more consistent and accessible to officers across the group, avoiding the duplication of effort | Map existing expertise across the GLA group Explore opportunities offered by developments such as SNEN. | Short-term | Research and Analytical Services workstream | John Ross/ Bridget Rosewell |
| Individual workstreams also need to explore opportunities for joint commissioning and the alignment of capacity to support the effective collection and maintenance of intelligence data. | | Each workstream | | N/A | |

Climate Change Policy Team	Establish a specific framework to support and monitor the GLA group's work in this area	Establish a common definition, good guidance and providing practical support.	Medium-term	Environmental Issues workstream	Mark Watts / David Lunts
Property	Investigate opportunities for greater convergence around the use of property	Property workstream needs to be established	Short-term (workstream to be established and develop detailed longer term workplan)	Janet Worth, Executive Director of Corporate Services	N/A
Cross GLA Group Networks	Ensure existing networks and policy teams are capable of contributing to the objectives of the Convergence Programme and are fully accountable.	Audit of current networks and policy teams and review of terms of reference and accountability	Short-term	Anne McMeel, Executive Director of Finance and Performance	N/A

Note:
Short term = within six months
Medium term= within a year
Long term = up to 2008 elections