



## General Purposes Committee

**Thursday 17 July 2014 at 6.00 pm**

Conference Hall - Brent Civic Centre, Engineers Way,  
Wembley, HA9 0FJ

### Membership:

#### Members

Councillors:

Butt (Chair)  
Denselow  
Hirani  
Kansagra  
McLennan  
Moher  
Pavey  
Perrin

#### Substitute Members

Councillors:

Colwill, Kabir, Khan, Mahmood, Mashari,  
McLeish, Joshua Mitchell-Murray, Nerva and B M  
Patel

**For further information contact:** Anne Reid, Principal Democratic Services Officer  
020 8937 1359, [anne.reid@brent.gov.uk](mailto:anne.reid@brent.gov.uk)

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**[democracy.brent.gov.uk](http://democracy.brent.gov.uk)**

**The press and public are welcome to attend this meeting**

# Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item	Page
<b>1 Declarations of personal and prejudicial interests</b>	
Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.	
<b>2 Election of Vice Chair</b>	
Nominations are sought for Vice Chair of the General Purposes Committee. Members are invited to nominate at this meeting.	
<b>3 Deputations (if any)</b>	
<b>4 Minutes of the previous meeting held on 3 April 2014</b>	1 - 4
The minutes are attached.	
<b>5 Matters arising</b>	
<b>6 Political balance</b>	5 - 8
At its meeting on 4 June 2013 the Council reviewed the representation of political groups on its main committees. As soon as practicable after such a review, those committees are required to conduct a review of the representation of political groups on any sub-committees they may have. This report sets out the rules to be applied during the course of the review.	
<b>7 Appointments to Sub-Committees/Consultative Committees/Outside Bodies</b>	

## 8 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.

## 9 Application by Tiberiu Andrei Michalcea for a scrap metal collectors licence pursuant to the provisions of the Scrap Metal Dealers Act 2013

The application is for a scrap metal collectors licence to collect scrap metal house to house in Brent.

The report is not for publication by virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.



Please remember to **SWITCH OFF** your mobile phone during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.

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## LONDON BOROUGH OF BRENT

### MINUTES OF THE GENERAL PURPOSES COMMITTEE

Thursday 3 April 2014 at 7.00 pm

PRESENT: Councillor Butt (Chair), Councillor R Moher (Vice-Chair) and Councillors Hirani, McLennan, J Moher and Pavey

Apologies for absence were received from: Councillors Hopkins

1. **Declarations of personal and prejudicial interests**

None declared.

2. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 12 February 2014 be approved as an accurate record of the meeting.

3. **Matters arising**

None.

4. **Deputations (if any)**

None.

5. **Appointments to Sub-Committees / Outside Bodies**

None.

6. **Stopping Up Order - Carriageway to the rear of Nos. 302 to 308 Preston Road**

Eric Marchais (Highway and Transport Delivery) introduced the report to the committee. The report requested authorisation to make a Stopping-Up Order for an area of public highway to the rear of 302 to 308 Preston Road, under 247 of the Town and Country Planning Act 1990 (TCPA 1990). The Order was required to complete the development of the site at 302 to 308 Preston Road and provide off-street parking related to the conversion of the second floor from office use to residential use. Eric Marchais explained that the Transport Service had the land listed as public highway; however, the developer owned the freehold and lease for that area of land. A draft Stopping-Up Order, attached for the committee's consideration at Appendix 1 to the report, had been made and advertised on 20

February 2014. Two objections had been received but following further discussions and assurances were subsequently withdrawn.

The committee also had before them an appendix to the report which was not for publication as it contained the following category of exempt information as specified in Schedule 12 of the Local Government (Access to Information Act) 1972: Information relating to any individual.

RESOLVED:

That the Stopping Up Order for the area of public highway to the rear of 302 to 308 Preston Road be authorised.

## **7. HR Strategy 2014 - 2017**

Cara Davani (HR Director) presented a report to the committee on the Human Resources (HR) Strategy 2014 – 2017. If approved, this three year HR Strategy and action plan would succeed the People Strategy 2010 - 2014 which had expired in April 2014. It was explained that the People Strategy had provided an overall framework for all Human Resources and people related activities. It had been aligned to the One Council priorities and built on the council's vision to be an employer of choice. The new HR Strategy would build on the previous activities and proposed five strategic aims to provide a modern and responsive HR Service, with a particular focus on delivering value for money. It had been developed in consultation with key stakeholders and had been welcomed by the trade unions, who had offered their broad support to achieve its aims. The Corporate Management Team (CMT) would have the overarching responsibility for the implementation of the strategy, supported by the HRIG which would monitor the role out of the strategy on a quarterly basis, with annual progress reports submitted to CMT for its consideration and approval.

During members' subsequent discussion, it was queried whether associated bodies such as Brent Housing Partnership (BHP) and Brent's schools had been consulted. It was further queried whether the strategy would be submitted to the Employees' Joint Consultative Committee (JCC) for discussion.

In response, Cara Davani explained that BHP had not been consulted as they have their own HR provision (although the council does offer senior HR advice on occasions). Brent's schools had not been approached as there were distinct arrangements for schools which were provided as a traded service. The Strategy had not been discussed via the Employees' JCC as there were no areas of disagreement and the trade unions had expressed their support of the document.

RESOLVED:

That the Human Resources Strategy 2014 – 2017 and associated action plan be approved.

## 8. **Politically Restricted Posts**

A report regarding politically restricted posts was introduced to the committee by Cara Davani (HR Director). It was explained that the local government Housing Act 1989 and the Local Democracy, Economic Development Construction Act 2009 made provision for certain posts in local authorities to be politically restricted. Individuals recruited to these posts were prevented from engaging in any active political role either in or outside the workplace. The purpose of the legislation was to ensure political neutrality and to prevent advice and decisions from being improperly influenced by separate loyalties. The report set out the legislative requirements in full and identified those posts affected, with a full list attached at Appendix 1 to the report. It was noted that posts were either restricted because they were specified posts within the Act or they met certain specified criteria. Cara Davani explained that the report was presented for the committee's information and that the Head of Paid Service was responsible for approving the list of posts deemed as politically restricted.

RESOLVED:

That the report be noted.

## 9. **Recruitment and Selection**

Cara Davani (HR Director) introduced a report to the committee detailing a new recruitment and selection policy, which if approved, would replace the existing policy and supporting operational arrangements. It was explained that the policy provided greater clarity on best practice and simplified various process to improve efficiency of use. Members' attention was drawn to the key changes encompassed within the proposed policy, which included clarification of the arrangements for recruitment panels, the introduction of specific recruitment and selection arrangements for Head of Service posts, and the procedure to be followed when using an Executive Search Company for senior recruitment. Members were advised that the revised policy would be effective from 1 May, subject to the committee's approval.

In discussing the report, the committee agreed that the process for recruiting to Heads of Service posts should include reference to engaging the relevant Lead Members where appropriate. Cara Davani advised that an addition could be made in respect of engaging key stakeholders as appropriate but that recruitment to Heads of Service posts were officer led.

RESOLVED:

- (i) That the new Recruitment and Selection Policy and Procedures be approved
- (ii) That the Human Resources Director, in consultation with the trade unions and Leader be authorised to make such other changes as may be necessary from time to time to the Recruitment and Selection Policy and associated procedures to ensure they remain relevant and 'fit for purpose'.


10. **Any other urgent business**

None.

The meeting closed at 7.38 pm

M BUTT  
Chair



 <p><b>Brent</b></p>	<p><b>General Purposes Committee</b></p> <p>17 July 2014</p> <p><b>Report from the Director of Legal and Procurement</b></p>
<p>For Action <span style="float: right;">Wards Affected: ALL</span></p>	
<p><b>Representation of Political Groups on Committees</b></p>	

## 1.0 Summary

- 1.1 At its meeting on 4 June 2014 the Council reviewed the representation of political groups on its main committees. As soon as practicable after such a review, those committees are required to conduct a review of the representation of political groups on any sub-committees they may have. This report sets out the rules to be applied during the course of the review.

## 2.0 Recommendations

- 2.1 Note the size of the sub-committees;
- 2.2 Agree the allocation of seats on the sub-committees to each of the political groups set out in paragraph 3.5;
- 2.3 Appoint chairs and vice chairs, members and substitutes to the sub-committees.

## 3.0 Detail

- 3.1 Once a review of representation of political groups gives rise to new membership on a main committee that committee in turn falls under a duty to review the representation of political groups on its sub-committees.
- 3.2 Once the size of sub-committees is decided the main committee must, so far as is reasonably practicable, give effect to the principles which follow:
- (i) That not all seats on the sub-committee are allocated to the same political group.

- (ii) That the majority of the seats on the sub-committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership.
- (iii) Subject to paragraph (i) above (and to (ii) above if it had been applicable) that the number of the seats on the sub-committee which are allocated to each political group bears the same proportion to the number of all seats on that sub-committee as is borne by the number of members of that group to the membership of the authority.

3.3 In relation to the council's ordinary committees, there is an additional principle that (subject to the principles set out in paragraphs 3.2 (i) and (ii) above) the number of seats on the ordinary committees of the Council which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council.

Members are asked to note that this principle specifically does not apply to ordinary sub-committees such as those of this committee.

3.4 The current membership of the authority is 63 consisting of 56 Labour councillors, 3 Conservative councillors, 3 Brondesbury Park Conservative councillors and 1 Liberal Democrat councillor.

3.5 The application of the principles set out at paragraph 3.2 above requires that the distribution of the available seats amongst the political groups on sub-committees of the size set out in the Constitution as follows:

<b>Committee</b>	<b>Sub Committee</b>	<b>Size of Sub Cttee</b>	<b>Labour</b>	<b>Conservative</b>	<b>Brondesbury Park Conservative</b>
General Purposes	Pension Fund Sub-Committee	7	6	1	
	Senior Staff Appointments Sub-Committee	5	4	1	
	Staff Appeals Sub-Committee	5	4		1

3.6 These figures are reached by "rounding out" fractions of seats so as to produce the minimum achievable deviation from the principle set out at paragraph 3.2(iii) above.

3.7 If any member intends to propose an alternative sub-committee size and allocation of seats they are requested to seek advice from the Director of

Legal and Procurement in advance of the meeting so the legality of the proposal can be checked.

- 3.8 Members are also asked to appoint members to the Employees Joint Consultative Committee and Teachers Joint Consultative Committee.

#### **4.0 Financial Implications**

- 4.1 There are none arising directly from this report.

#### **5.0 Legal Implications**

- 5.1 These are addressed in the body of the report.

#### **6.0 Diversity Implications**

- 6.1 This report has been screened by officers and there are not considered to be any diversity implications arising from it.

#### **Background Papers**

The Brent Constitution  
Local Government and Housing Act 1989

#### **Contact Officer**

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