



## General Purposes Committee

**Thursday 12 October 2017 at 6.00 pm**

Board Room 2 - Brent Civic Centre, Engineers Way,  
Wembley HA9 0FJ

### Membership:

#### Members

Councillors:

Butt (Chair)  
McLennan (Vice-Chair)  
Farah  
Hirani  
M Patel  
Southwood  
Tatler  
Warren

#### Substitute Members

Councillors:

Aden, Denselow, Kabir, Mahmood, Miller, Moher and  
Krupa Sheth

Councillors:

Maurice, Ms Shaw

**For further information contact:** Nikolay Manov, Governance Officer  
Tel: 020 8937 1348, Email: [nikolay.manov@brent.gov.uk](mailto:nikolay.manov@brent.gov.uk)

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

## **Notes for Members - Declarations of Interest:**

If a Member is aware they have a Disclosable Pecuniary Interest\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest\*\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

### **\*Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

### **\*\*Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

- (b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above

# Agenda

Introductions, if appropriate.

Item	Page
<b>1 Apologies for absence and clarification of alternate members</b>	
<b>2 Declarations of interests</b> Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary, personal or prejudicial interests in the items on this agenda and to specify the item(s) to which they relate.	
<b>3 Deputations (if any)</b> To hear any deputations received from members of the public in accordance with Standing Order 69.	
<b>4 Minutes of the previous meeting</b> To approve the minutes of the previous meeting as a correct record.	1 - 4
<b>5 Matters arising (if any)</b> To consider any matters arising from the minutes of the previous meeting.	
<b>6 Appointments to Sub-Committees / Outside Bodies</b> To be tabled on the day.	
<b>7 Apprentice Pay Rates</b> To consider the proposed new pay rates of Brent Council's apprentices.	5 - 10
<b>Wards Affected:</b> All	
<b>Contact Officer:</b> Althea Loderick, Strategic Director of Resources Email: <a href="mailto:Althea.Loderick@brent.gov.uk">Althea.Loderick@brent.gov.uk</a> Tel: 020 8937 1564	
<b>8 Any other urgent business</b> Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 64.	



Please remember to set your mobile phone to silent during the meeting.

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



## LONDON BOROUGH OF BRENT

### MINUTES OF THE GENERAL PURPOSES COMMITTEE

Tuesday 30 May 2017 at 6.00 pm

**PRESENT:** Councillor Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Colwill, Farah, Hirani, M Patel, Southwood and Tatler

1. **Apologies for absence and clarification of alternate members**

There were no apologies for absence.

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

There were no declarations of interest received from Members.

3. **Minutes of the special meeting, held on 8 May 2017**

**RESOLVED** that the minutes of the previous meeting, held on 8 May 2017, be approved as an accurate record of the meeting.

4. **Matters arising**

There were no matters arising.

5. **Deputations (if any)**

There were no deputations received.

6. **Review of Representation of Political Groups and Appointments**

Councillor Butt drew Members' attention to paragraph 3.6 within the Representation of Political Groups report and it was **RESOLVED** that seats on the General Purposes' Sub-Committees be allocated as follows:

Committee	Sub Committee	Size of Sub-Committee	Labour (88.88%)	Conservative (6.35%)	Brent Conservative (3.17%)
General Purposes	Pension Fund Sub-Committee	7	6	1	0
	Senior Staff Appointments Sub-Committee	5	4	1	0

	Staff Appeals Sub-Committee	5	4	1	0
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## 7. Appointments to Sub-Committees / Outside Bodies

Councillor Butt drew Members' attention to the nominations for appointments on the General Purposes Sub-Committees and it was **RESOLVED** that the following appointments to the sub-committees be made:

### BRENT PENSION FUND SUB-COMMITTEE

S CHOUDHARY (C)	LABOUR
ADEN	LABOUR
A CHOUDRY	LABOUR
DALY	LABOUR
DAVIDSON	CONSERVATIVE
PERRIN	LABOUR
SHAZHAD	LABOUR

### SUBSTITUTE MEMBERS:

**LABOUR:** DENSELOW, MOHER, KHAN  
**CONSERVATIVE:** KANSAGRA, MAURICE

### CO-OPTED NON-VOTING:

FRANCESCA HAMMOND (UNISON)  
STEPHEN HOLLEY (COLLEGE OF NORTH WEST LONDON)

### INDEPENDENT ADVISOR:

PETER DAVIES

### PENSION BOARD

DAVID EWART (C) – INDEPENDENT CHAIR

CLLR CRANE  
CLLR KABIR

TREVOR DAWSON	PENSION SCHEME MEMBER
BOLA GEORGE	TRADE UNION (UNISON) MEMBER
EUTON STEWART	TRADE UNION (GMB) MEMBER
[VACANCY]	EMPLOYER MEMBER (NON-BRENT
COUNCIL)	

### SCHOOLS DISCIPLINARY SUB-COMMITTEE

#### FULL MEMBERS:

HARRISON (C)  
M PATEL

## SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

### FULL MEMBERS:

BUTT (C)	LABOUR
COLWILL	CONSERVATIVE
HIRANI	LABOUR
MCLENNAN	LABOUR
TATLER	LABOUR

### SUBSTITUTE MEMBERS:

**LABOUR:** FARAH, M PATEL, MILLER, SOUTHWOOD  
**CONSERVATIVE:** KANSAGRA, MAURICE

## STAFF APPEALS SUB-COMMITTEE

### FULL MEMBERS:

KETAN SHETH (C)	LABOUR
BRADLEY	LABOUR
CHOUDRY	LABOUR
COLWILL	CONSERVATIVE
MARQUIS	LABOUR

### SUBSTITUTE MEMBERS:

**LABOUR:** S CHOUDHARY, COLACICCO, KABIR, NERVA

#### 8. Any other urgent business

There was no other urgent business.

The meeting closed at 6.03 pm

COUNCILLOR MUHAMMED BUTT  
Chair

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 <b>Brent</b>	<p><b>General Purposes Committee</b> 12 October 2017</p> <p><b>Report from the Strategic Director of Resources</b></p>
For information	Wards Affected: ALL
<b>Apprentice Pay Rates</b>	

## 1 Summary

- 1.1 The Apprenticeship Strategy and associated action plan for 2017-20 sets out the key areas of activity the council will lead, often in partnership with external organisations, to increase the take-up of apprenticeships in Brent and to utilise the opportunity of the Apprenticeship Levy to support career progression. The strategy has already been considered by the Policy Co-ordination Group (PCG) ahead of going to Cabinet for approval on 23<sup>rd</sup> October.
- 1.2 Following a review, it is recommended that apprentice pay rates are increased. This particular aspect needs General Purposes Committee approval too, hence this short report.

## 2 Recommendations

General Purposes Committee is asked to;

- 2.1 Agree to the recommended new apprenticeship pay scales for the council's own apprentices. This will help attract and retain individuals in a more competitive apprenticeship market whilst enabling the independent living of young people who do not or cannot live at home. Please note that any current employee taking up an apprenticeship will remain on their contractual salary.

## 3 Detail

- 3.1 The Apprenticeship Strategy and Action Plan outlines the council's aspirations to grow the apprenticeship workforce in Brent, both within the council and by supporting other Brent based organisations. It also proposes how the council will utilise the Apprenticeship Levy to support workforce development, and how this can also be promoted to large organisations across the borough who are paying the levy.

The Strategy will:

- 3.2 Commit to paying apprentices in the council pay rates that will help to attract and retain them in the organisation, as well as enable fair employment so that they are able to complete an apprenticeship even if not living at home. The proposed rates of pay for council apprentices are as follows:

Current Apprenticeship Rates (Based on national apprenticeship rates)

	<b>Basic pa</b>	<b>Hourly Rate</b>	<b>Bonus</b>	<b>Total Annual</b>	<b>Hourly Rate</b>
Level 2	£8,500 to £9,500	£4.54 to £5.07	£1,500	£10,000 to £11,000	£5.34 to £5.87
Level 3	£12,168	£6.50	£1,500	£13,668	£7.30

<b>National Living Wage &amp; Apprenticeship Rates (April 2017)</b>	<b>Hourly Rate</b>
Aged 25 and above	£7.50
21-24 yrs inclusive	£7.05
18-20 yrs inclusive	£5.60
Under 18 (but older than participation age)	£4.05
Apprentices 19 yrs and in first year	£3.50
Apprentices under 19 yrs	£3.50

Proposed Apprenticeship Rates (For new apprenticeships)

	<b>Hourly Rate</b>	<b>Basic pa</b>
Level 2	£7.50	£14,000
Level 3	£8.01	£15,000
Level 4 and above	£9.75	£18,252

Please see finance section for cost implications

- 3.3 National Living Wage for all apprenticeships is given above. The proposal is that for level 2 entry apprentices are paid at the highest rate shown i.e. £7.50 per hour, whilst Level 3 apprentices are paid at £8.01 per hour.
- 3.4 The current London Living Wage (LLW) is £9.75 giving an annual salary of £18,252. (36 hour week) Brent pays all its employees at the LLW or higher. It is not proposed to pay level 2 and 3 apprentices the LLW, as they would not be sufficiently trained to be on the same rate of pay as other members of the council's workforce at the London Living Wage salary level.
- 3.5 Although it is not proposed to pay London Living Wage to level 3 apprentices, the proposed salary is increased to reflect their level of training and skills and the reduced requirement upon managers to supervise their work.

- 3.6 It is proposed to pay level 4 apprenticeships and above London Living Wage. At this level it's anticipated that supervision required will be far lower. It's more likely that current employees will take up apprenticeships of level 4 and above, in which case, they will be on a minimum of the London Living Wage anyway or their current salary.
- 3.7 The last survey of apprenticeship rates across London shows that proposed rates are in the top half of pay rates, but since the levy introduction, the market place for apprentices is becoming more competitive. The highest payers, Hackney, Haringey, Harrow, Southwark and Tower Hamlets typically pay hourly rates of £7.20 to £9.91 with Harrow paying £8.52 per hour for level 2 and 3 apprentices.

#### 4 Financial Implications

- 4.1 The table below shows the projected costs (without employer's on costs) for the proposed increase in apprenticeship pay scales. The costs are based on the a) the costs of increasing rates of the current apprentice population and b) the cost of recruiting 30 new apprentices (assuming current employees will make up 20 of the remaining apprentice target of 50). This means that it will cost £92k to bring the current apprentice population up to new proposed rates and if the council were to recruit 30 new apprentices, the projected costs (excluding employer's on costs) would be £429k (please note comment in para 3.2 above).

Level 4 apprenticeships and above are not included in the projections below as the assumption is they would be current employees. It's worth noting that if the council were to pay London Living Wage to all current and new apprentices based on projected numbers below, the costs excluding employer's costs would be £757k.

Funding is to be found within existing budgets. The apprenticeship levy pays for training only, not salaries.

##### Current Apprentices

	Number of apprentices	NVQ level	Current Annual Costs	Annual Costs including bonuses	New total costs	Additional Costs
1	22	2	£198,000	£228,000	£308,880	<b>£80,880</b>
2	8	3	£97,344	£109,344	£120,000	<b>£10,656</b>
		<b>Totals</b>	<b>£295,344</b>	<b>£337,344</b>	<b>£428,880</b>	<b>£91,536</b>

## **5     Legal Implications**

- 5.1   Staff terms and conditions are not determined by Cabinet and if a member level decision is needed in respect of the pay rates for the council's own apprentices, then it would need to be made by the General Purposes Committee which is responsible for determining the overall framework of terms and conditions for employees.

## **6     Diversity Implications**

- 6.1   The availability of this new apprenticeship training fund, coupled with flexibilities introduced by the Apprenticeships Reforms provides opportunities for the council to fill skills gaps and introduce apprenticeships for hard to recruit roles, as well as to up-skill the existing workforce. The removal of age barriers to participation in apprenticeships will enable the council to up-skill a wide range of age groups, including older residents and employees.
- 6.3   There are some additional funds available for recruiting 16-18 year old apprentices, those with a Local Authority Education, Health and Care plan, and 19 -24 year old care leavers. The Council has already put a number of projects in place to support vulnerable local residents: e.g. work is underway to support care leavers into employment in partnership with the Department for Work and Pensions, being delivered by Future Paths; a project commissioned to The Mencap Society will offer supported employment and apprenticeship opportunities to residents with learning difficulties and disabilities; a work placements scheme supporting local people with mental and/or learning disabilities is also in place.
- 6.4   Due to the diversity profile of the borough, it is anticipated that there will be a higher proportion of BAME residents benefitting from the apprenticeship opportunities because BAME individuals and groups (including White Other, Gypsies, Roma and Travellers, etc) are more likely to live on low incomes or be unemployed.
- 6.5   Apart from the opportunity to offer apprenticeships to vulnerable and socio-economic individuals and groups, there is an opportunity for the Council to address occupational segregation by attracting more women in historically male dominated roles and vice versa, as well as BAME individuals in higher level apprenticeships.
- 6.6   The Council will also be able to further enhance its corporate social responsibility and support its supply chain and local businesses (including SMEs) to utilise the levy funding. While there will be resource implications for the Council, in the long-term this investment on return will improve the equality of outcomes for more local residents and significantly increase their chances of employment in and outside the borough.
- 6.7   In London operating costs for training providers are higher, particularly for employers who aim to recruit people needing additional support to

succeed in an apprenticeship. One of the key issues and focus for the Council as an employer is how to maximise the benefits of using its 'virtual levy budget' without compromising the quality of training, including the ability to successfully support apprentices with additional training needs.

- 6.8 The Council must carefully consider the impact on staff and monitor any unintended consequences arising. The organisation also needs to equip the employees with a responsibility for apprentices with the skills to provide adequate level of support, particularly to the apprentices with additional needs and those who require reasonable adjustments.

**7 Background Papers**

None

**8 Contact Officers**

David Veale	Extn: 4594
Matt Dibben	Extn: 1815
Mildred Phillips	Extn: 5442

*ALTHEA LODERICK*  
*Strategic Director of Resources*

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