



## LONDON BOROUGH OF BRENT

### MINUTES OF THE GENERAL PURPOSES COMMITTEE Monday 26 March 2018 at 6.00 pm

**PRESENT:** Councillors Butt (Chair), Farah, Hirani, Kabir, M Patel, and Tatler

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

Apologies for absence were received on behalf of Councillors McLennan (Vice-Chair) and Southwood (with Councillor Kabir substituting).

2. **Declarations of interests**

There were no declarations of interest received from Members.

3. **Deputations (if any)**

There were no deputations received.

4. **Minutes of the previous meeting**

**RESOLVED** that the minutes of the previous meeting, held on 29 January 2018, be approved as an accurate record of the meeting.

5. **Matters arising (if any)**

There were no matters arising.

6. **Employee Performance Management Policy and Procedure**

Debra Norman (the Council's Director of Legal and Human Resources) introduced the report which outlined the new Employee Performance Management Policy and Procedure. Members heard that it replaced the previous Capability Policy and Procedure and it provided clearer, streamlined procedures to enable performance management to be seen as part of day-to-day management. In addition, the new policy allowed for additional support and guidance to be provided for employees who experienced difficulties in fulfilling the duties of their roles and more options were available to managers in cases where employees had reached Stage 2 of the formal review process. For instance, consideration would be given to whether there was the potential for to consider whether demotion or redeployment could be appropriate. Ms Norman said that Employee Performance Management Policy had been through extensive consultation with comments sought from various stakeholders, among which were senior Council officers, Trade Unions and HR Advisers to ensure that all stakeholders had an opportunity to comment on those aspects of the Policy which they had felt had not been not working effectively and the new policy.

Members noted that the new Policy was supportive of employees and their needs and asked how often Stage 2 was reached. In response, Ms Norman said that there had been a small number of cases in which it had been reached. She commented that one of the reasons for this could be the fact that managers found it difficult to address poor performance so training on how to conduct difficult conversations and coach employees would be provided. Carolyn Downs (the Council's Chief Executive) added that in many cases employees would have left the organisation prior to reaching Stage 2 of the formal review process.

**RESOLVED that:**

- (i) The contents Employee Performance Management Policy and Procedure cover report, be noted; and
- (ii) The Employee Performance Management Policy and Procedure be approved.

**7. Stopping-Up Orders: Church End Car Park Site**

Adewole Ademolake (the Council's Project Management (Property Unit)) presented the paper which sought authorisation to make two Stopping-Up Orders for extinguishment of public access rights over the Church End car park site located in Church End. Mr Ademolake said that the notices of proposal had been advertised on 11 January 2018 in the local press and London Gazette. Statutory consultees had notified of the proposed Orders by email and correspondence. Sites A and B had received 10 and 12 responses respectively. On Site A, there had been one objection from Cadent which had been retracted leaving no other objections (for details, please refer to sections 3.7 to 3.10 on pages 23 and 24 of the Supplementary Agenda pack).

Members questioned the amount of time it had taken to progress the redevelopment of the Church End and Mr Ademolake explained that the car park site was privately owned by the Council and Catalyst Housing Group ("CHG") and that both parties had previously worked on delivering the combined site together but due to delays the Council offered to purchase the site from CHG which is still ongoing and expected to complete in June 2018.

**RESOLVED that:**

- (i) The contents of the Stopping-Up Orders: Church End Car Park Site report, be noted;
- (ii) The Committee noted that all responses received during the statutory consultation had been considered and resolved; and
- (iii) The making of the Stopping –Up Orders be approved and Notices of Making be advertised in respect of both orders.

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

There were no appointments made to Sub-Committees and Outside Bodies.

9. **Any other urgent business**

There were no other items of urgent business.

The meeting closed at 6.17 pm

COUNCILLOR MUHAMMED BUTT  
Chair