



## General Purposes Committee

**Monday 9 March 2020 at 6.00 pm**

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

### Membership:

#### Members

Councillors:

M Butt (Chair)  
McLennan (Vice-Chair)  
Agha  
Farah  
Colwill  
Hirani  
Krupa Sheth  
Tatler

#### Substitute Members

Councillors:

Aden, S Choudhary, Kabir, Knight, Miller, M Patel and  
Southwood

Councillors:

Kansagra and Maurice

**For further information contact:** Rashella Rapley, Governance Officer  
Tel: 020 8937 3051, Email: [Rashella.Rapley@brent.gov.uk](mailto:Rashella.Rapley@brent.gov.uk)

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

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

**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 significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then 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 of 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 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 is the subject of a registrable personal interest.

# Agenda

Introductions, if appropriate.

**Item** **Page**

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

**2 Declarations of interests**

Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.

**3 Deputations (if any)**

To hear any deputations received from members of the public in accordance with Standing Order 67.

**4 Minutes of previous meeting** 1 - 4

To approve the minutes of the previous meeting held on Monday 20 January 2020 as a correct record.

**5 Matters arising (if any)**

To consider any matters arising from the minutes of the previous meeting.

**6 Gender, Ethnicity and Disability Pay Gap Report** 5 - 20

This report provides the Committee with information on Brent's pay gaps relating to gender, ethnicity and disability and seeks approval to the related Action Plans, prior to publication of the data by 30 March 2020.

**Wards Affected:**

All Wards

**Contact Officer:** Martin Williams, Head of Human Resources

Tel: 020 8937 3209

[Martin.Williams@brent.gov.uk](mailto:Martin.Williams@brent.gov.uk)

## **7 Appointments to Sub-Committees / Outside Bodies**

To consider any appointments needing to be made in relation to the Sub Committees appointed by the General Purposes Committee.

## **8 Any other urgent business**

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 60.

## **9 Exclusion of Press and Public**

There are currently no items listed on the agenda that will require the exclusion of the press and public.



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 Monday 20 January 2020 at 5.30 pm

PRESENT: Councillor M Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Agha, Farah, Colwill, Hirani, Tatler and Miller

Also present: Councillor Shafique Choudhary

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

Apologies for absence were received from Councillor Krupa Sheth with Councillor Tom Miller attending as a substitute member.

2. **Declarations of interests**

There were no declarations of interests made by 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, Monday 9<sup>th</sup> December 2019 be approved as an accurate record.

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

Minute No. 6 – Calculation of Council Tax Base 2020/21

Councillor Hirani sought an update on progress with the paper outlining the overall approach towards the management and collection of Council Tax debt and impact of the Council Tax Protocol. The Chief Executive informed members that the report was being progressed and that in the meantime, the approach towards debt collection involving more vulnerable residents, remained subject to detailed review.

6. **Domestic Abuse Policy**

Martin Williams (Head of Human Resources) introduced the report from the Director of Legal, HR, Audit & Investigations seeking approval to introduction of a Domestic Abuse Policy (attached as Appendix 1 to the report) for staff. The aim of the policy was to set out the support available to employees and provide advice and guidance to managers on the impact of Domestic Abuse in the workplace.

Members noted that the policy was one of a number of standards required to achieve accreditation to the Domestic Abuse Housing Alliance (DAHA) which sought to recognise good practice and commitment in responding to Domestic Abuse. Implementation would also enable the Council to sign up to the GMB Unions “Work to Stop Domestic Abuse” Charter, with Martin Williams also highlighting the level of consultation that had taken place through the Domestic Abuse Housing Alliance Officer Steering Group in developing the policy.

Members welcomed the report and thanked officers for their work in developing the policy. In terms of issues raised the Committee were advised that subject to approval of the policy, work would commence on the recruitment and training of Domestic Abuse Champions with the launch of a webpage. Martin Williams also confirmed that requests for leave from domestic abuse victims in order to attend counselling, medical, legal or other related appointments would be dealt with under the Special Leave category, rather than, taken from general annual leave entitlement.

As no further issues were raised, it was **RESOLVED**:

- (1) To approve the Domestic Abuse Policy, as detailed within Appendix 1 of the report
- (2) To note the following specific policy provisions:
  - (a) Review of Welfare Loans to include:
    - i) Same day emergency loans for Domestic Abuse victims;
    - ii) The maximum loan for all purposes to be increased from £1000 £5000. The amount loaned would not exceed the applicant’s monthly net pay; and
    - iii) All welfare loans to be interest free (interest is currently a fixed rate of 1% per annum above the current base rate of the Council's bankers);
  - (b) Special Leave – requests for leave from Domestic Abuse victims to attend counselling, medical appointments or legal proceedings, moving house or re-organising childcare would be considered in line with other requests under the Special leave category.
  - (c) Domestic Abuse Champion volunteers - Recruitment would be undertaken of Domestic Abuse Champions volunteers, as a confidential first point of contact for those experiencing Domestic Abuse.

## 7. **Stopping Up Order - Land North Chippenham Gardens**

Nicolaas Potgieter (Highways & Infrastructure), introduced the report from the Strategic Director, Regeneration and Environment seeking approval for authorisation to make a Stopping Up Order for an area of public highway consisting of footway and road located north of Chippenham Gardens under Section 247 of the Town and Country Planning Act 1990 (TCPA 1990). Members noted that the Order was required to enable completion of the development situated at the land north of Chippenham Gardens, as detailed within section 1.2 of the report.

In terms of comments raised, members were advised that officers were satisfied with the accuracy of the land registry data available in relation to the site, which had also been subject to legal verification. In terms of costs relating to the Stopping Up Order, confirmation was provided that these would be recharged to the budget for the overall South Kilburn Programme.

As no further issues were raised, it was **RESOLVED:**

- (1) To note that the draft Stopping Up Order had been advertised as required by Section 247 TCPA 1990 and the consultees had informed the Council that they had either no objections or no record of apparatus in the immediate vicinity of our enquiry.
- (2) To approve the making of the Stopping Up Order and that a notice of making be advertised

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

None

**9. Exclusion of the Press and Public**

There were no items that required the exclusion of the press or public.

**10. Any other urgent business**

None.

The meeting closed at: 17:41

Councillor Muhammed Butt  
Chair

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 <b>Brent</b>	<b>General Purposes Committee</b> 9 March 2020
	<b>Report of Director of Legal, HR,            Audit &amp; Investigations</b>
<b>Gender, Ethnicity and Disability Pay Gaps</b>	

<b>Wards Affected:</b>	All Wards
<b>Key or Non-Key Decision:</b>	N/A
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open.
<b>No. of Appendices:</b>	One Appendix 1: Brent gender, Ethnicity and Disability Pay Gap Reporting - March 2020
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Martin Williams Head of Human Resources 020 8937 3209 Martin.Williams@Brent.Gov.UK

## 1.0 Purpose of the Report

1.1 To provide the Committee with information on Brent's pay gaps relating to gender, ethnicity and disability before the Council's publishing of this data by 30 March 2020.

## 2.0 Recommendation(s)

2.1 Note the findings from the draft pay gap report for 2018/19.

2.2 Agree the proposed action plans.

## 3.0 Detail

3.1 Brent's Pay Gap information is due to be published in March 2020.

3.2 Since 2017 (under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017), by law the Council must publish its gender pay gap. In anticipation of impending legislation regarding the same for the ethnicity pay gap, we published this also, last year.

3.3 This year in addition to the gender pay gap and ethnicity pay gap, the disability pay gap will be published for the first time.

3.4 Brent's pay gap information for period ending March 2019 is as follows:

<b>Pay Gap</b>	<b>Gender (%)</b>	<b>Ethnicity (%)</b>	<b>Disability (%)</b>
Mean	7.2	16.4	1
Median	6.8	18.2	4.9

As a comparison, Brent's pay gap information for period ending March 2018 was as follows:

<b>Pay Gap</b>	<b>Gender (%)</b>	<b>Ethnicity (%)</b>
Mean	8.2	17.3
Median	6.8	14.2

3.5 The proportion of females, Black, Asian and Minority Ethnic (BAME) employees and disabled employees in each pay quartile in the period ending 2019, is as follows:

<b>Quartile</b>	<b>Females</b>	<b>BAME</b>	<b>Disabled</b>
Upper Quartile (UQ)	56%	49%	10%
Upper Middle Quartile (UMQ)	64%	63%	8%
Lower Middle Quartile (LMQ)	68%	76%	11%
Lower Quartile (LQ)	69%	78%	11%

3.6 The pay quartiles are determined by ranking all employees by their hourly rate of pay and dividing the total equally by 4.

3.7 Since 2018, there has been an increase in the proportion of females in the UMQ and a decrease in the lower paid quartiles.

3.8 Also since 2018, there has been an increase in the proportion of BAME employees in the UQ and LQ and a decrease in the LMQ.

3.9 There is a slightly higher proportion of disabled employees in the lower paid quartiles.

3.10 The proportion of female, BAME and disabled employees as a percentage of the workforce in the Council, is as follows:

<b>Females</b>	<b>BAME</b>	<b>Disabled</b>
64%	65%	9%

3.11 A number of priority actions have been identified for the Council to undertake to reduce the pay gaps and have been included in the pay gap report.

3.12 The pay gap report to be published can be found at Appendix 1.

#### **4.0 Next Steps**

4.1 To publish the report on the Council's internet and intranet websites and on the government website.

4.2 To carry out further analysis of the Council's pay gaps with a view to providing further recommendations for action.

## **5.0 Financial Implications**

5.1 There are no financial implications for the publishing of the Pay Gap report.

## **6.0 Legal Implications**

6.1 The council has a statutory obligation to publish details of its gender pay gap on its website and to also upload details of the pay gap to a government website by 30 March each year.

## **7.0 Equality Implications**

7.1 The public sector equality duty, as set out in section 149 of the Equality Act 2010, requires the Council, when exercising its functions, to have “due regard” to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a “protected characteristic” and those who do not share that protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

7.2 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

7.3 There are currently no equality implications for the publishing of the report.

## **8.0 Human Resources Implications (if appropriate)**

8.1 There are currently no HR implications for the publishing of the report.

## **9.0 Consultation with Ward Members and Stakeholders**

9.1 None

**Report sign off:**

**DEBRA NORMAN**

Director of Legal, HR, Audit &  
Investigations

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# **Brent Gender, Ethnicity and Disability Pay Gap Reporting**

March 2020

# Introduction

## Gender Pay Gap Reporting

Gender pay reporting legislation requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees.

The gender pay gap shows the **difference between the average (mean and median) earnings of men and women**. This is expressed as a percentage of men's earnings.

Employers also have to report on the **proportion of males and females in each quartile pay band**. This calculation requires an employer to show the proportions of male and female full-pay equivalent employees in four quartile pay bands, which is done by dividing the salary of the workforce into four equal parts.

## Ethnicity Pay Gap Reporting

Although there is currently no legal requirement to publish ethnicity pay reports, in the interests of transparency to ensure that we identify and address any barriers to entry and progression within the council, we are publishing ethnicity pay data for the second year.

The ethnicity pay gap shows the **difference between the average (mean and median) earnings of the Council's BAME (Black, Asian and Minority Ethnic) employees and White employees (White British and White other)**. Similar to gender pay reporting, this report shows the proportions of BAME and White full-pay relevant employees in four quartile pay bands.

As ethnicity pay gap reporting is not currently a legal requirement, there is very little benchmarking information from other organisations.

## Disability Pay Gap Reporting

At a time when there is also no current legal requirement to publish the disability pay gap, it is thought that in doing so, the agenda for disability equality will be brought to new levels and provide a useful backdrop for current and planned initiatives.

Under the Equality Act 2010 a person is classed as being disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

The disability pay gap shows the **difference between the average (mean and median) earnings of the Council's disabled employees and non-disabled employees**. As with gender and ethnicity reporting, the proportion of disabled and non-disabled full-pay relevant employees in each quartile pay band will also be shown. However, as there is very little disability pay gap reporting by other organisations and the requirement to publish this information is not compulsory, again, there is very little benchmarking information.

# Data Notes

This report looks at gender, ethnicity and disability pay differences for all Brent Council employees (2,138) on the GLPC and Hay job schemes (and the small number of employees on other schemes).

This report is based on data taken from the HR database on 31 March 2019. The percentages of information on each characteristic are based on the number of employees who have provided information and therefore where people have chosen not to provide this information, they have been excluded from the calculation.

It can confirm that the data reported by the London Borough of Brent is accurate and has been calculated according to the requirements and methodology set out in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 and using the standard reports provided by our HR Management Information System.

Director of Legal, HR, Audit & Investigations

# Brent's Pay Policy

Brent's Pay Policy is designed to ensure that all employees are treated fairly and consistently on all pay related matters. Brent is committed to paying the London Living Wage to all our directly employed staff, excluding some of our apprentices who are in training.

Every post in Brent is subject to job evaluation when it is created or there is a significant change in the post responsibilities. This involves assessing the post against common criteria to establish its relative value and ensure a consistent and equitable pay structure across the council.

In addition to this, Brent has a commitment to comply with the Equality Act 2010, in which men and women are entitled to equal pay for doing equal work, where pay refers to all aspects of a contractual pay and benefits package and is not restricted to basic pay.

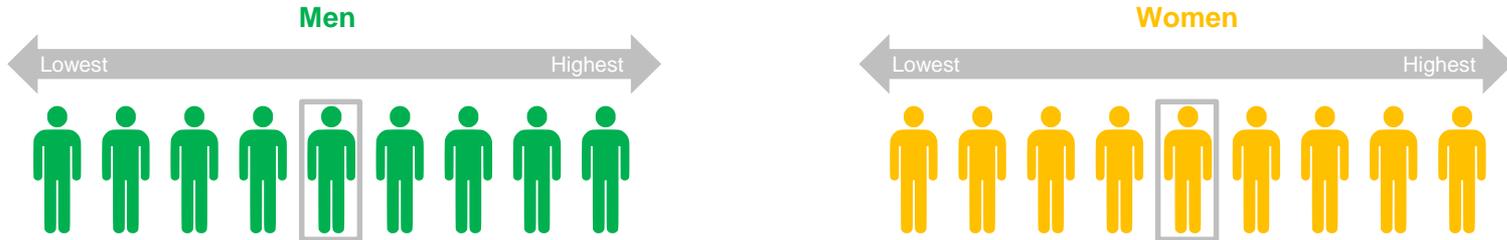
Employees receive an annual pay increment for each year of service until they reach the top of the pay scale for their grade. This means that there will be pay differences within pay grades that can be accounted for by length of service.

## **Brent's commitment to equal pay practices**

The council is committed to equality and fairness for all our employees, including in relation to equal pay practices. An annual gender/ ethnicity/ disability pay analysis goes some way to establishing whether Brent Council is upholding its commitment to equality and its legal obligations.

Please contact the Human Resources on [staffdevelopment@brent.gov.uk](mailto:staffdevelopment@brent.gov.uk) if you have any questions or require further information.

# Mean and Median Pay Gap



## Methodology

The Pay Gap is the difference between women's pay and men's pay as a percentage of men's pay, (or BAME employees' pay and White employees' pay as a percentage of White employees' pay, or disabled employees' pay and non-disabled employees' pay as a percentage of non-disabled employees' pay). A positive % means men, (or White employees or non-disabled employees) have higher pay. These calculations make use of two types of averages:

The **mean** average is arrived at by adding up all of the numbers and dividing the result by the number of people in the list. This places the same value on every number they use, giving a good overall indication of the pay gap, but very large or small pay rates or bonuses can 'dominate' and distort the answer.

The **median** is arrived at by splitting the top 50% of the population from the bottom 50%. It shows the midpoint in all employees' hourly rates of pay so half of employees will earn a rate above the midpoint and half will earn a rate below the midpoint. This gives a better indication of the 'typical' situation in the middle of an organisation, not distorted by very large or small pay rates.

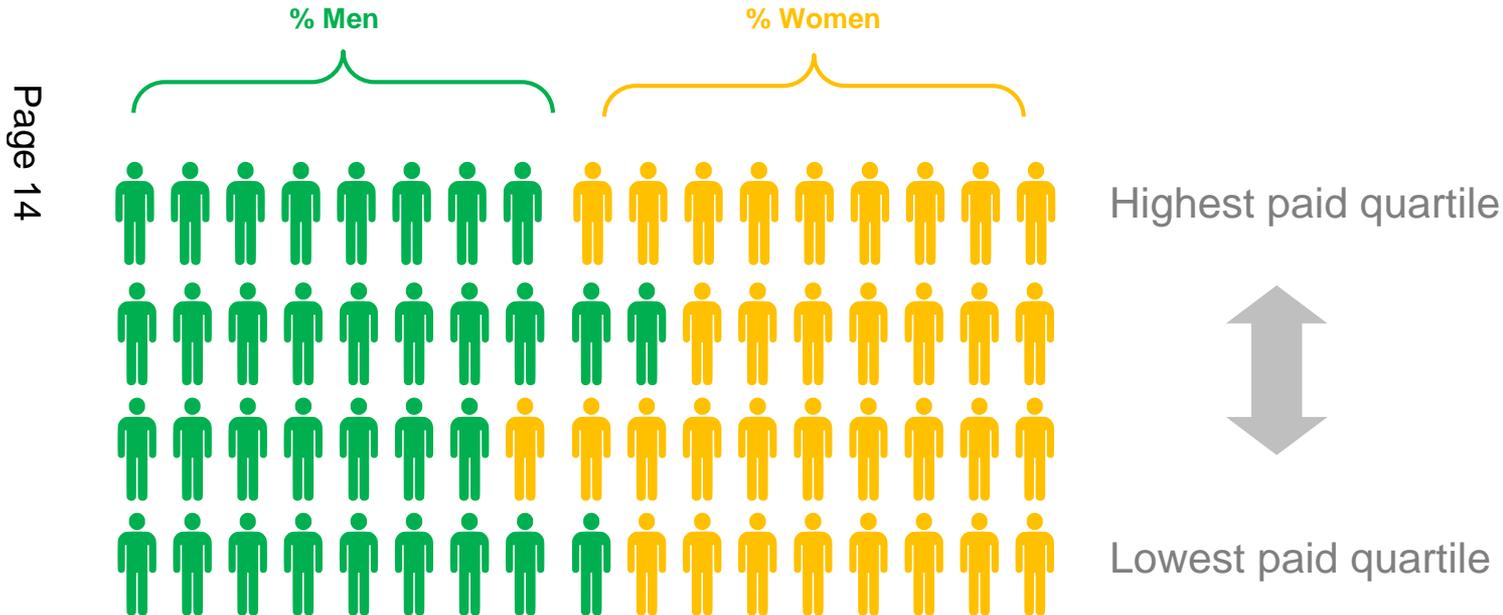
$$\text{Mean gender pay gap} = \frac{\text{Mean pay men} - \text{Mean pay women}}{\text{Mean pay men}} \times 100$$

$$\text{Median gender pay gap} = \frac{\text{Median pay men} - \text{Median pay women}}{\text{Median pay men}} \times 100$$

# Quartiles

This shows the proportions of male and female, (or BAME and White employees, or indeed disabled and non-disabled employees) in four quartile pay bands. Each employee's salary is ordered from lowest to highest, then divided into four equal groups, and the proportion of men and women, the proportion of BAME and White, or the proportion of disabled and non-disabled employees at each pay band is reported.

Quartiles are useful to show the distribution of workers, which can help give more context to the mean and median pay gap figures by showing the proportions of employees within the three characteristic groups at different pay levels. For example, if more low-paid workers are women and more high-paid workers are men, this may be the reason for the bigger gender pay gap.

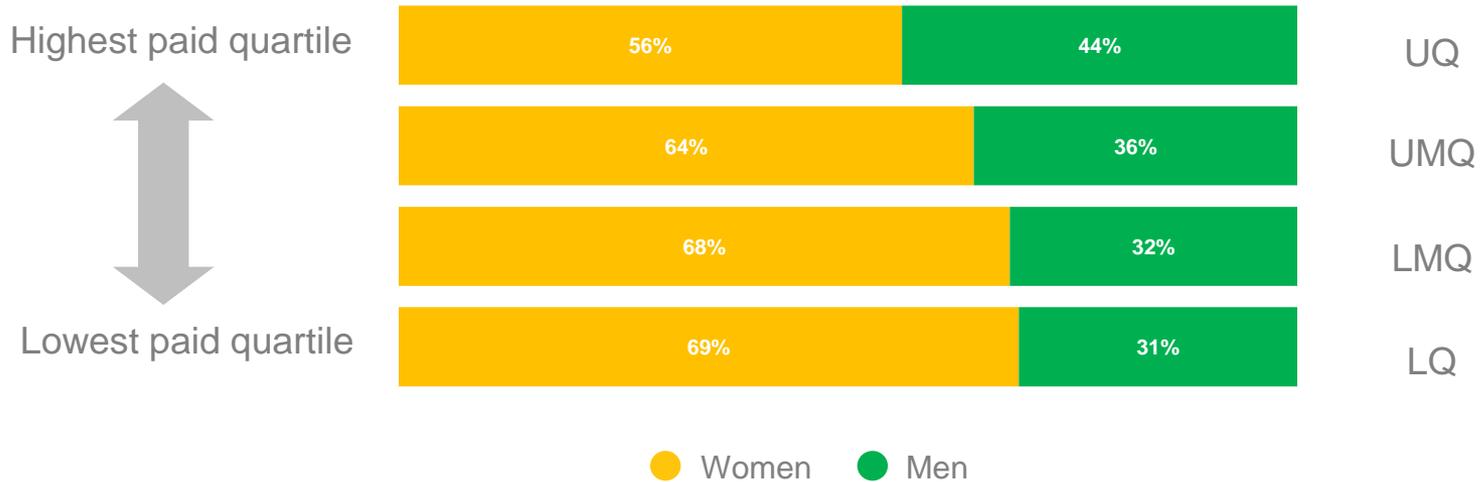


# Gender

Mean gender pay gap = **7.2%**

Median gender pay gap = **6.8%**

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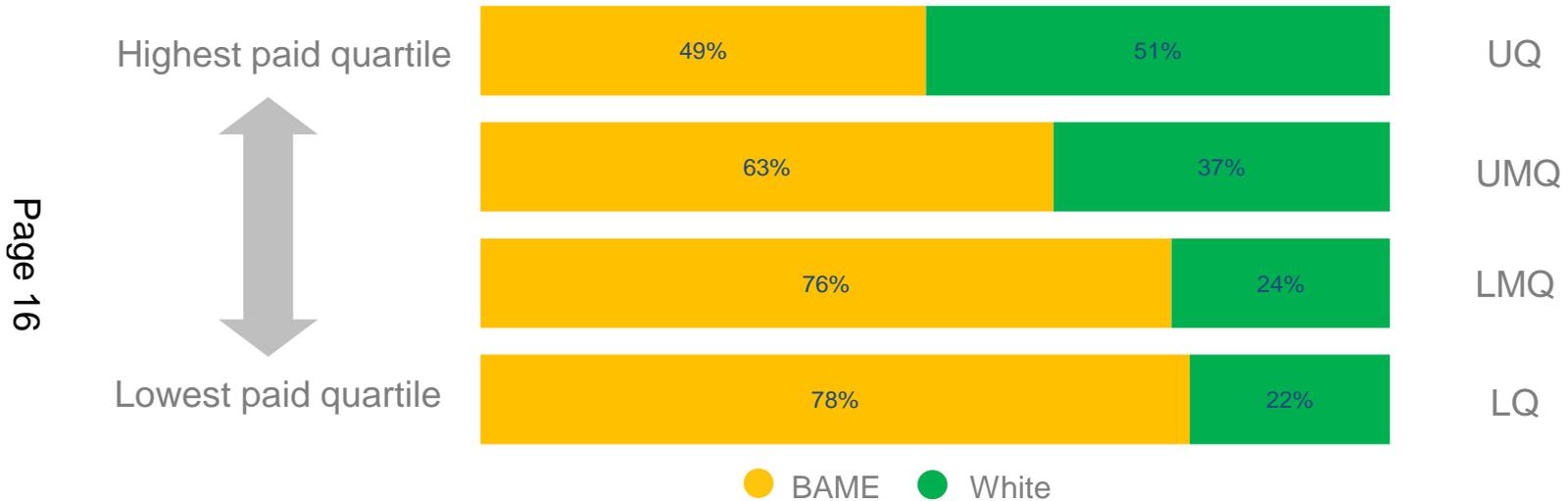
The distribution of male and female employees across the quartiles indicates that the lower paid quartiles of the workforce are comprised of a higher proportion of women, which is likely to be a major factor in the mean and median pay gap.

Overall, the proportion of males and females in the workforce, is broadly the same. Also the proportion of males and females in the highest paid quartile is the same as last year. Whilst the median pay gap is the same as last year, the mean pay gap has decreased from 8.2% to 7.2%. This could be explained by an increase in the number of females in the upper middle pay quartile and an increase in the number of males, in the lower middle (LMQ) and lowest paid quartile (LQ).

# Ethnicity

Mean ethnicity pay gap = **16.4%**

Median ethnicity pay gap = **18.2%**



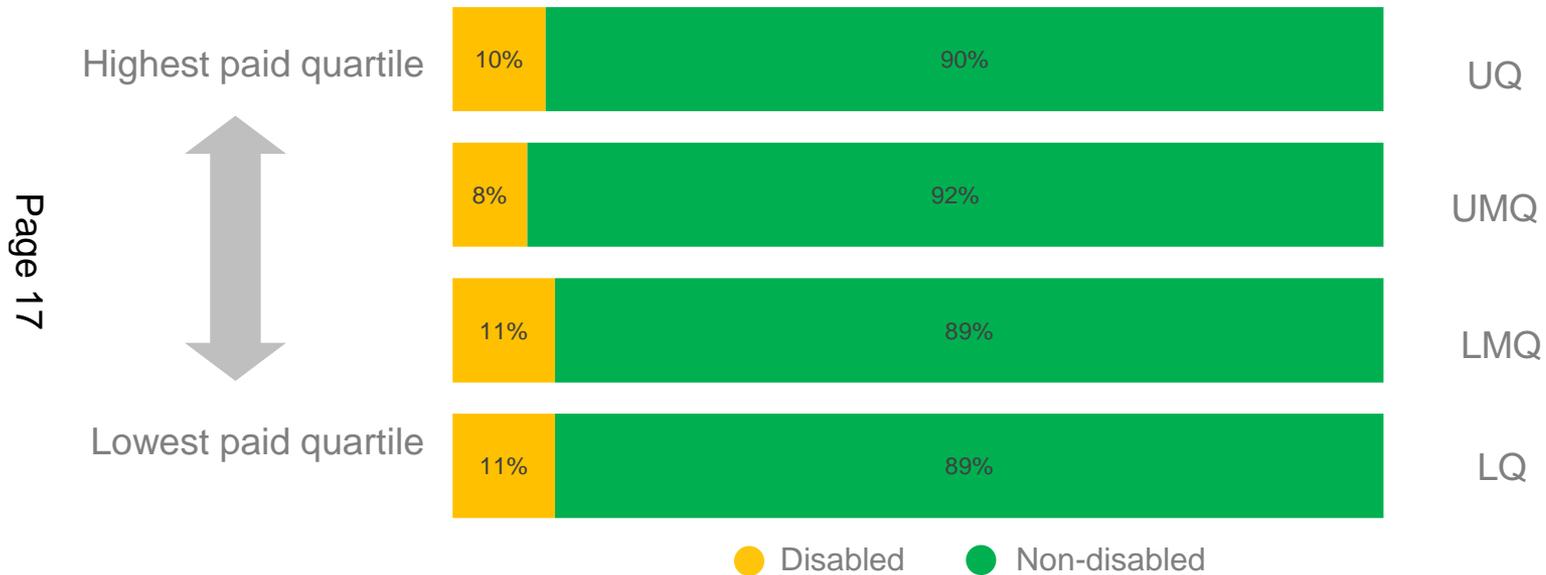
The distribution of BAME and White employees across the quartiles indicates that the lower paid quartiles of the workforce are comprised of a higher proportion of BAME employees, which is likely to be a major factor in the mean and median pay gap.

Since last year, the mean pay gap has decreased from 17.3% to 16.4%. The increase of BAME employees in the highest paid quartile (the upper quartile/UQ) is likely to have been a major factor in the reduction of the mean ethnicity pay gap. The large proportion of BAME employees in the lower paid quartiles, the increase in the number of BAME employees in the lowest paid quartile and the decrease in the number of BAME employees in the upper middle quartile (UMQ) since last year, has contributed to the increase in the median ethnicity pay gap from 14.2% to 18.2%.

# Disability

Mean disability pay gap = **1%**

Median disability pay gap = **4.9%**



There is a fairly even distribution of disabled employees across the pay quartiles in the Council. The slightly higher proportions of disabled employees in the lower two quartiles and the slightly lower proportion of disabled employees particularly in the upper middle quartile may explain the higher median disability pay gap.

# Review of priority actions from 2018/19 – Gender/ Ethnicity

- A review of the internal promotions and progressions by gender and ethnicity showed that overall, more women and BAME groups were promoted than men and White groups respectively. In addition, the proportion within those groups who were promoted broadly reflected the proportion of women/ BAME in the workforce.
- More women new joiners were recruited to a salary of PO5 (£44,691 - £47,541) and above (which is within the highest pay quartile) than men. BAME employees made up 25% of the employees who were recruited to PO5 and above, and for whom ethnicity was known.

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In the cohort of internal up-skilling apprentices who started their apprenticeships in 2018/2019, 71% are female, whilst 80% are from a BAME background.

From the two cohorts of employees who completed the management development training in 2018, 62% were female and 35% were from a BAME background.

# Priority Actions for 2020/21 – Gender/ Ethnicity/ Disability

- To undertake monitoring of internal promotions and progressions by gender and ethnicity and extend to disability
- To undertake monitoring of new joiners' starting salary for grades PO5 and above by gender and ethnicity and extend to disability.

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Continue to promote management development, apprenticeships, mentoring programmes and disability awareness initiatives as a means to support and encourage career advancement amongst the gender, ethnicity and disability characteristic groups.

- Continue to encourage the disclosure of data amongst employees for better quality data which can more reliably be used for more detailed analysis and meaningful proposals

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