



Brent

SUMMONS TO ATTEND COUNCIL MEETING

Monday 13 July 2020 at 6.00 pm

This will be held as an online virtual meeting

The link to view this online meeting live is available [HERE](#)

To the Mayor and Councillors of the London Borough of Brent and to each and every one of them.

I hereby summon you to attend the MEETING OF THE COUNCIL of this Borough.

CAROLYN DOWNS
Chief Executive

Dated: 3 July 2020

For further information contact: James Kinsella, Governance Manager
Tel: 020 8937 5446; Email: james.kinsella@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

The press and public are welcome to attend this as an online virtual meeting. The link to attend and view the meeting live is available [HERE](#)

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

1 Apologies for Absence

2 Minutes of the Previous Meeting

1 - 26

To confirm as a correct record, the minutes of the previous meeting of the Council held on Wednesday 19 February 2020.

3 Declarations of Interest

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.

4 Mayor's Announcements (including any petitions received)

To receive any announcements from the Mayor.

5 Appointments to Committees and Outside Bodies and Appointment of Chairs/Vice Chairs (if any)

27 - 28

To agree any appointments to Committees, Joint Committees, Forums, Panels and Outside Bodies (if any); and the appointments of Chairs/Vice Chairs (if any) in accordance with Standing Order 30(g).

6 Deputations (if any)

To hear any deputations received from members of the public in accordance with Standing Order 32.

7 Questions from Members of the Public

29 - 36

7.1 To receive questions submitted by the Public to Cabinet Members, in accordance with Standing Order 33.

Three questions have been received under this item, which have been attached along with the written responses provided.

7.2 To receive questions submitted from Brent Youth Parliament to Cabinet Members, in accordance with Standing Order 33(d).

One question has been received under this item, which has been attached along with the written responses provided.

8 Petitions (if any)

For Members to refer to petitions received and debate a petition with more than 200 signatures in accordance with the Council's petition rules and Standing Order 66.

9 Reports from the Leader and Cabinet

To receive a verbal report from the Leader of the Council in accordance with Standing Order 31 providing an update on any key or significant issues arising from any matter within the responsibility of Cabinet.

10 Questions from the Opposition and other Non-Cabinet Members

For questions to be put to members of the Cabinet by opposition and non-Cabinet Members in accordance with Standing Order 35.

Members are asked to note that no advance notice questions have been submitted for response at this meeting of the Council.

11 Report from Chairs of Scrutiny Committees

To receive reports from the Chairs of the Council's Scrutiny Committees in accordance with Standing Order 36. The reports have been attached as follows:

11.1	Resources & Public Realm Scrutiny Committee	37 – 48
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11.2	Community & Wellbeing Scrutiny Committee	49 – 60
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12 Report from the Audit & Standards Advisory Committee 61 - 66

To receive a report from the Audit & Standards Advisory Committee in accordance with Standing Order 37.

13 Non Cabinet Members' Debate

To enable non Cabinet Members to debate an issue of relevance to Brent, for which notice has been provided in accordance with Standing Order 34 and to receive reports from Cabinet members, where required, on issues previously raised.

Members are asked to note that no item has been submitted for debate at this meeting of the Council.

14 Brent Black Community Action Plan

67 - 80

To receive a report from the Assistant Chief Executive presenting the Brent Black Community Action Plan, which has been developed with black community Leaders in the borough.

Ward Affected:
All Wards

Contact Officer: Shazia Hussain, Assistant
Chief Executive
Tel: 020 8937 5974
Email: shazia.hussain@brent.gov.uk

15 Emergency Planning Response to Covid-19

81 - 116

To receive a report from the Chief Executive informing Members of the work that has been undertaken since Emergency planning and GOLD arrangements were established across the Council as a result of the pandemic flu virus Covid-19.

Ward Affected:
All Wards

Contact Officer: Carolyn Downs, Chief
Executive's Office
Tel: 020 8937 1007
Email: Chief.executive@brent.gov.uk

16 Financial Impact of Covid-19

117 - 140

To receive a report from the Director of Finance providing an update on the overall financial position facing the Council and highlighting significant risks, issues and uncertainties. The report also presents an early overview and assessment of the financial impact of COVID-19 on the medium term financial strategy and outlines future steps to ensure the Council continues to operate in a financially sustainable and resilient way.

Ward Affected:
All Wards

Contact Officer: Minesh Patel, Director of
Finance
Tel: 020 8937 4043
Email: minesh.patel@brent.gov.uk

17 Pan-London Dockless Vehicles ByeLaw

141 - 152

To receive a report from the Strategic Director, Regeneration & Environment detailing the background and legal context around dockless cycle hire schemes in London and the proposal by London Councils Transport and Environment Committee (TEC) for the creation of a pan-London byelaw that would regulate the use and management of dockless cycles. The report seeks approval to delegate the function for making of that byelaw to London Councils TEC.

Ward Affected:
All Wards

Contact Officer: Tim Martin – Transportation
Planning Manager; Spatial Planning;
Regeneration & Environment
Tel: 020 8937 6134
Email: tim.martin@brent.gov.uk

18 Resolution to approve reason for non-attendance at meetings

153 - 156

To receive a report from the Director Legal, HR, Audit & Investigations seeking approval, under Section 85 (1) of the Local Government Act 1972, to a reason under which the requirement for a member to attend at least one meeting of that Authority within a 6 month consecutive period could be waived for circumstances specified in relation to Covid19 (Coronavirus).

Ward Affected:
All Wards

Contact Officer: Debra Norman, Director of
Legal and HR Services,
Tel: 020 8937 1578
Email: debra.norman@brent.gov.uk

19 Municipal Calendar of Meetings 2020/2021

157 - 174

To receive a report from the Chief Executive setting out the calendar of meetings for the 2020/2021 Municipal Year. Given the delay in being able to hold the Annual Council meeting as a result of the restrictions in place relating to Covid-19, members are asked to note that the Chief Executive has used her emergency decision making power to provisionally agree the calendar in order to allow the initial programme of meetings to proceed in advance of the final calendar being presented to Council for formal confirmation.

Ward Affected:
All Wards

Contact Officer: James Kinsella, Governance
Manager
Tel: 020 8937 2063
Email: james.kinsella@brent.gov.uk

20 Motions

Members are asked to note that no motions have been submitted for debate at this meeting of the Council.

21 Urgent Business

At the discretion of the Mayor to consider any urgent business, in accordance with Standing Order 30(s).



LONDON BOROUGH OF BRENT

**Minutes of the ORDINARY MEETING OF THE COUNCIL
held on Wednesday 19 February 2020 at 6.00 pm**

PRESENT:

The Worshipful the Mayor
Councillor Ernest Ezeajughi

The Deputy Mayor
Councillor Lia Colacicco

COUNCILLORS:

Abdi	Aden
Afzal	Agha
Ahmed	Akram
M Butt	S Butt
Chan	Chappell
Chohan	S Choudhary
A Choudry	Colwill
Conneely	Crane
Daly	Dar
Denselow	Dixon
Donnelly-Jackson	Ethapemi
Farah	Gbajumo
Georgiou	Gill
Hassan	Hirani
Hylton	Johnson
Kabir	Kansagra
Kelcher	Kennelly
Knight	Lo
Long	Mahmood
Mashari	Maurice
McLeish	McLennan
Miller	J Mitchell Murray
W Mitchell Murray	Naheerathan
Nerva	M Patel
RS Patel	Sangani
Shah	Shahzad
Ketan Sheth	Krupa Sheth
Southwood	Stephens
Tatler	Thakkar

1. **Apologies for Absence**

The Mayor advised that direct apologies for absence had been received from Councillor Hector, Lloyd and Perrin.

Apologies for lateness were received from Councillors Hassan, Murray and Sangani.

2. **Mayors Statement Order of Business**

Before consideration of the formal agenda, the Mayor informed members of a change to the order of business set out on the original summons. Given the need to consider the Appointments to Committees and Other Bodies in conjunction with the review of political proportionality, the Mayor advised that in accordance with Standing Order 30, he intended to move that item so it followed the report on the Representation of Political Groups on Committees.

It was therefore **RESOLVED** that:

- (1) The business to be considered at the meeting be re-arranged in the following order:
 - Agenda Item 9 – Appointments to Committees and Other Bodies
- (2) The remaining items of business follow in the same order as listed on the agenda

3. **Procedural Motion - Conduct of Business**

The Mayor advised that as this was the Council's formal budget and Council Tax setting meeting he would be inviting Councillor Kabir (as Majority Group Chief Whip) to move a procedural motion, in accordance with Standing Orders, relating to the conduct of the debate on the budget report.

RESOLVED that the following procedural motion moved by Councillor Kabir, be agreed:

Debate on the Budget and Council Tax 2020-21 & 2021-22

The debate on the budget be structured as follows:

- (1) The Leader of the Council be permitted to speak for up to 15 minutes in presenting the 2020/2021 and 2021/22 Budget and Council Tax report to the meeting, after which the following arrangements would apply:
 - (a) The Leader of the Conservative Group (or their nominated representative) be permitted to speak for up to 15 minutes.
 - (b) The Deputy Leader & Cabinet Member for Resources be permitted to speak for up to 10 minutes.

- (c) The Chair of the Resources and Public Realm Scrutiny Committee be permitted to speak for up to 10 minutes.
- (d) A general debate follow during which the usual rules for debate would apply, as set out in Standing Orders.
- (2) At the end of the general debate, the Leader of the Council be permitted to speak for up to 5 minutes to submit his closing remarks prior to a recorded vote being taken on each Groups budget proposals (to be moved en bloc).

4. **Minutes of the Previous Meeting**

RESOLVED that the minutes of the meeting held on Monday 25 November 2019 be approved as an accurate record of the meeting, subject to the following amendment:

Inclusion within the Mayors Announcements of reference made to the Ochanja-Onitsha fire disaster, on which the Mayor had offered his condolences, thoughts and prayers to the Government and people affected by the tragedy in his home state of Anambra in Nigeria.

5. **Declarations of Interest**

The Mayor invited Members to declare any personal or disclosable pecuniary interests in relation to matters due to be considered at the meeting, in accordance with the Members Code of Conduct.

- (a) Councillor Crane declared a personal interest in respect of Agenda Item 6 (Budget and Council Tax 2020/2021 and 2021/22) as a Council appointed Board Member on i4B and First Wave Housing.

6. **Mayor's Announcements (including any petitions received)**

The Mayor made the following announcements:

(i) Royal Visit

The Mayor began by taking the opportunity to thank Her Royal Highness the Duchess of Cornwall for her visit to Brent earlier that day. He informed members that the Duchess had joined the Borough's Deputy Lieutenant, Chief Executive, councillors and representatives from the Borough of Culture team to tour the Granville Centre and Kiln Theatre.

The visit had provided an opportunity to showcase the Borough of Culture programme and also the young talent taking part in each event, with the Duchess hugely impressed by the Borough's commitment to culture and the contribution of young people.

The Mayor thanked all those who had made the visit such a success and also everyone who had contributed towards the Borough of Culture RISE opening ceremony, which had taken place in January.

(ii) Formal welcome of newly elected Councillors & Assistant Chief Executive

Following the by-elections held in January 2020, the Mayor moved on to formally welcome Councillors Akram, Georgiou, Lloyd and Shah as the four newly elected ward councillors for Alperton, Barnhill and Wembley Central. He wished them well, highlighting the rewarding nature of the role.

In addition, a welcome was also extended to the Council's newly appointed Assistant Chief Executive – Shazia Hussain.

(iii) Mayors Christmas Charity Event

The Mayor advised members that he was grateful for their continued support in his fundraising activities and thanked everyone who had attended his Christmas Gala Dinner on 6th December. This had been an extremely enjoyable evening and raised a substantial amount of money for his chosen charities.

(iv) New Year's Day Parade

The Mayor advised he had been pleased to attend the London New Year's Day parade where he had been proud to support Mahogany in Harlesden, who had taken part on behalf of the Mayor's office. The Mayor was delighted to announce that Brent had won first place in the competition, resulting in a £1,000 prize donation to his charities. Despite the cold, it had been a wonderful day and he congratulated all those who had taken part.

(v) Bangladesh Victory Day Flag raising

The Mayor thanked the Deputy Mayor for standing in on his behalf at the flag raising ceremony for Bangladesh Victory Day on Monday 16th December in the Paul Daisley Gardens.

(vi) Pride of Brent

The Mayor was pleased to advise that he and the Chief Executive had been able to invite many long serving staff, unable to attend the Pride of Brent awards, to tea in the Mayor's Parlour. This had been an enjoyable morning providing a further opportunity to recognise the hard work and dedication of staff across the Council, some of whom had completed 50 years service.

(vii) Holocaust Memorial Day

The Mayor informed Members that he was honoured to have attended two memorial ceremonies to mark the Holocaust Memorial Day, one of which had taken place at the Civic Centre and the other hosted by the Greater London Assembly.

Providing a time for reflection, he felt the memorials had highlighted the importance in continuing to challenge hatred and prejudice at every level.

(viii) LGBT+ Flag raising & Rainbow Pedestrian crossing

The Mayor advised he had been delighted to join staff, councillors and residents to celebrate diversity, inclusion and tolerance at the recent ribbon-cutting event for the rainbow crossing outside the civic centre and also at the rainbow flag-raising ceremony hosted at the Civic Centre to celebrate LGBT+ History Month.

The Mayor felt that the crossing and flag-raising event were important in signaling the Council's support for inclusion and LGBT+ communities in Brent and beyond, many of whom he pointed out were unfortunately still experiencing discrimination and violence.

(ix) Brent International Women's Day 2020

The Mayor was pleased to announce that Brent would be celebrating international women's day, with an event on Tuesday 10 March. This would feature a range of key note speakers including Baroness Lola Young and Nabila Mallick who had high-profile experience in the areas of law, immigration, politics, campaigning, ethics, leadership and education. All members were encouraged to attend the event.

(x) Chinese New Year & Coronavirus

Along with the Deputy Lieutenant, The Mayor announced that he had been pleased to host an event at the Civic Centre on 2 February to celebrate the Chinese New Year. The event involved a show by the Chinese lions and provided an opportunity to bring together members of the Chinese community in Brent.

The Mayor also advised members that he had been following the recent outbreak of Coronavirus in Wuhan province and its spread across mainland China, which he pointed out had sadly led to significant loss of life. Offering his thoughts and prayers to all those affected, the Mayor had written, on behalf of the London Borough of Brent, to offer his solidarity with the people of China and the Sichuan province in the fight against the spread of the virus. The Mayor also paid tribute to the courage and bravery of those involved in tackling the spread of this virus across the world, including the health care professionals who are working so tirelessly to protect and treat their fellow citizens.

(xi) Gala Fundraising Dinner and other announcements

The Mayor reminded Members that his final Gala Fundraising dinner would be taking place towards the end of April 2019, with arrangements in the process of being finalised and confirmed.

The Mayor also informed members that due to adverse weather conditions, his charity abseiling event on 14 February had unfortunately had to be postponed. Attempts were being made to reschedule the event for early March so members were advised they could still donate if they had not already done so.

(xii) Petitions

Finally, the Mayor drew members' attention to the list of current petitions along with action being taken to deal with them, which had been tabled at the meeting, in accordance with Standing Order 66.

Having finished his announcements the Mayor advised that given the change agreed to the order of the agenda, he would now move straight on to Agenda Item 6 – the Budget and Council Tax setting report 2020/21 – 2021/22 setting report 2020/21 – 2021/22.

7. Budget and Council Tax 2020/21

The Council received a report from the Director of Finance setting out the Council's budget proposals for 2020/21 and business plans for 2021/22 and 2022/23. Included within the report were the results of the budget consultation, scrutiny and equalities processes along with a summary of the overall financial position, risks, issues and uncertainties facing the Council over the medium term.

In accordance with the procedural motion agreed at the start of the meeting, the Mayor invited Councillor Muhammed Butt (as Leader of the Council) to introduce and move the report setting out the budget and Council Tax proposals for 2020/21 – 2021/22.

Councillor Muhammed Butt began by welcoming the newly elected councillors to their debut Council meeting for one of most strategically important meetings of the year, given the difficult financial position faced by Council and need to consider setting yet another austerity constrained budget. This was, he felt it important to highlight, despite the Conservative Government claiming the period of austerity was over.

Outlining what he felt had been the damage to public services inflicted over the last decade as a result of the current Conservative and previous coalition Government's policies in respect of Welfare Reform, ending of the Decent Homes and Building Schools for the Future Programmes and introduction of tuition fees, he felt now more than ever there was a need to ensure councilors (whatever their political allegiance) continued to stand up for the local communities they represented. Residents, he felt, had the right to expect maximum effort and the highest professional standards from their elected representatives and officers at all levels across the Council.

Whilst recognising the difficult choices faced, Councillor Muhammed Butt began by focusing on the positives, with Brent being London's official Borough of Culture for 2020. This would provide a real opportunity for the Council to reacquaint itself with the true wealth and real value that existed within its borders. He pointed out that whilst Brent might not be the most affluent of boroughs in which to live, it was blessed with an unrivaled abundance of diversity, with this cumulative cultural wealth far exceeding the already considerable sum of the boroughs many and varied parts contributing to Brent truly being the Borough of Cultures.

Whilst the previous years had been draining, Councillor Muhammed Butt felt there was a need now more than ever, for everyone as residents, citizens and representatives, to continue playing their part as advocates and remain active as opposed to indifferent in terms of championing, defending and protecting public services and in standing up for a fair and just society.

Turning to the budget proposals, Councillor Butt highlighted the ongoing pressures faced by the Council and efforts required to be able to recommend yet another balanced budget. This had, however, been achieved under increasingly difficult circumstances, with the aim being to minimise the negative impact on residents across the borough and to those more vulnerable members of society relying on public services for support. In these cases, he felt a compassionate and rational government should be looking to lighten loads and invest in necessary interventions in order to prevent more wide scale and longer lasting impact. He did not, however, feel this had been the approach adopted by the Government who had instead chosen to impose further cuts across the public sector and pursue their fair funding review. As a result, the latest spending review could mean Brent losing the equivalent of another £14m on top of the £187m already lost as a result of Government austerity. On top of this, it was pointed out that schools in Brent could lose at least another £16m of funding, which was in addition to the full academic year's worth of funding lost as a result of the successive funding reductions backed by the current and previous coalition Government's. These also came at a time when other education reforms and funding reductions had forced many schools across the country into structural deficits which, he felt, it would be difficult to address without significant financial support or cuts to the quality of children's and young people's academic experience and would not only undermine such a vital infrastructure but also create real and lasting damage.

Highlighting what he felt to be the lack of compassion and impunity of the current Government and Prime Minister, Councillor Butt then moved on to focus on the challenge faced by the Local Authority in terms of explaining its predicament and in seeking to lobby for more resource whilst having to cope with less. The Council was a collector of taxes, a receiver of fees and charges, and a beneficiary of grants and in return commissioned, managed, and provided a wide range of services and facilities. In this role, it was important they were able to anticipate and react, acknowledge and respond working on the basis of collective experience, robust evidence and best practice. However, he pointed out, this was not always enough with the Council needing to constantly review its use of resources and look beyond the balance sheet in order to focus not only on its income and expenditure but also on social values, including empathy, humility and humanity. In these circumstances, Councillor Butt felt there was a need to maintain an open and honest approach and to recognise it would not always be possible to come up with all the solutions.

In terms of the budget to be presented to Council, Councillor Butt pointed out this was supposed to have been based on a three-year financial strategy, however a lack of clarity from the Government had meant this was not possible with the Council having to operate instead on a 12 month cycle. Whilst not entirely negative, this was less beneficial than being able to plan with higher degrees of certainty over the longer term and was not a cost free approach given the lack of resources required to meet the challenges faced, including issues such as climate change. To address these issues would require not only sustainable resources but also support and buy-in from all residents for the compromises that would need to be made in establishing the strongest possible foundations for what would need to be a comprehensive and holistic response. The Council, he pointed out, were re-evaluating their capacity to ensure they could deliver on the response required, in the same way they had over the last 10 years to meet the challenge presented by government austerity.

In summing up, Councillor Butt advised that the Administration, in presenting its budget proposals, had recognised the difficult need to strike a balance between the delivery of longer term more strategic aims and more immediate priorities/demand. Whilst not an easy budget to develop and set, he remained confident of the approach outlined given the resilient, cooperative and robust nature of local communities across the borough and way in which he felt the proposals would guarantee safe passage through the storm that was still raging over the year ahead. On this basis, he formally commended and moved the recommendations within the report.

The Mayor then invited Councillor Kansagra to respond to the budget proposals on behalf of the Conservative Group.

Councillor Kansagra began by highlighting what he felt to be the misleading nature of the context to the budget setting process outlined by Councillor Butt in relation to austerity, given the economic collapse presided over by Labour when in power. He felt the position locally was more positive than presented by the Leader, referring to the way in which the necessary budget reductions had been achieved in order to ensure Brent was now a lean and efficient authority.

With the permission of the Mayor, he then handed over to Councillor Maurice to present the alternative budget proposals being moved by the Conservative Group. Highlighting the need to address and recognise the long term impact of the economic collapse presided over by the previous Labour Government he outlined the rate of economic growth subsequently presided over by the Conservative Government with the national debt shrinking, businesses growing and rates of employment as their highest since the 1970s. Turning to the Council's budget proposals, whilst not seeking to challenge the 2% ring-fence in Council Tax relating to Adult Social Care, he felt it important to recognise that the Government had set a limit and not target for the overall permitted increase in Council Tax, capped at 4.99%. For this reason, the Conservative Group were only proposing a 2.5% Council Tax increase. Councillor Kansagra then outlined the other key proposals within the Conservative Groups alternative budget, which included:

- Removing the proposed growth to support the London Living Wage, which they believed could be mitigated through the National Minimum Wage;
- Removal of the proposed landlord incentive scheme and allocation of a proportion of the New Homes Bonus to the Council's Revenue budget;
- Abolition of the Green Bin Tax in order to support the Council's green policies;

In concluding, Councillor Kansagra advised that whilst the Conservative Group had recognised officer advice provided in relation to the potential financial risks associated with their alternative budget proposals they had provided mitigations and the basis for a balanced budget, whilst allowing support to continue being provided for young people, the vulnerable and elderly and measures to improve highway infrastructure. On this basis, the alternative budget proposals were formally moved and commended to Council.

The Mayor thanked Councillor Kansagra for his comments and then moved on to invite Councillor McLennan (Deputy Leader) to speak, as the next stage in the budget debate.

Councillor McLennan began by thanking the Council's Chief Executive and Management Team along with all officers involved for their hard work, innovation, support and effort in preparing the budget report and proposals. She also took the opportunity to thank the Cabinet and all Members involved in the work of the Budget Scrutiny Task Group for their efforts in reviewing and monitoring development and delivery of the budget proposals and also all residents and stakeholders who had contributed to the budget consultation process. Given the detailed nature of the budget proposals that had been presented to Council she was disappointed that the alternative budget proposals provided by the Conservative Group had been so limited in terms their length and overall detail.

Despite being told it had ended, Councillor McLennan felt it was clear that the Government's austerity programme was far from over. With reference to the comments made by members of the Conservative Group, she highlighted the current pressures being caused as a direct result of the ongoing reduction in government funding for public services and resulting impact on local residents. In addition, she highlighted significant concerns relating to the impact of the delay and potential outcome of the Government's current Local Government Fair Funding review along with the delay in the outcome of the current spending review.

Whilst recognising the challenging nature of the budget proposals and extent of further reductions members were being asked to consider, Councillor McLennan felt it was important to recognise the difficult choices that had already been made in order to protect essential services for those most in need. Given the prudent approach adopted by the Council, it may, she pointed out, be possible to limit to extent to which the proposed budget reductions would need to be implemented with the robust nature of the assumptions on which the budget proposals had been based also commended.

Commenting on the divisive nature of Council Tax, Councillor McLennan felt it important to highlight that there would unfortunately still be a need to recommend an increase as the process for identifying further savings and service transformation became increasingly difficult. In summing up, she felt the budget proposals moved by the Leader whilst challenging would enable residents to take confidence that the Council would continue to stand up for public services and the needs of local residents. She therefore endorsed and commended the budget to Members for approval.

The Mayor thanked Councillor McLennan and prior to opening the budget up to general debate, invited Councillor Kelcher, as Chair of the Resources and Public Realm Scrutiny Committee to speak in order to present the findings of the scrutiny budget review undertaken by a cross scrutiny Task Group lead by his Committee.

Councillor Kelcher began by outlining the approach taken towards the scrutiny review which, although impacted by the General Election being called mid-way through, had still managed to maintain a strategic and policy led focus on the proposals. Whilst disappointed at the lack of opportunity to review the alternative budget proposals from the Conservative Group, he took the opportunity to thank all members, officers and other stakeholders for their engagement in the scrutiny process, which he pointed out, had been designed to ensure a "critical friend"

approach. The outcome from the Budget Scrutiny Task Group review had been presented to Cabinet, with the key recommendations identified as follows:

- Further monitoring be undertaken by Audit Committee in order to analyse the council's recent capital investments to discover the extent to which they had achieved their goal of reducing Brent's ongoing revenue costs;
- The Council should explore all possible avenues to support businesses in Brent, particular by looking at how local public sector organisations procured services;
- The Council should explore the opportunity to extend 'spend to save' opportunities, for example by employing trading standards officers to rigorously pursue money under proceeds of crime legislation;
- Use of Brent's Infrastructure Delivery Plan to assist in directing how Neighbourhood Community Infrastructure Levy (NCIL) spending was prioritised in order to boost the economy alongside a review of the opportunities to drive efficiency by aggregating use of NCIL funds;
- In year mitigations considered in relation to the budget and delivery of savings targets needed to involve a clear member led sign off process, especially if they involved any change in policy, with bespoke local government finance training also being made available for councillors;
- Recognising the ongoing financial challenges and pressures being placed on the Council as a result of the Governments approach to public sector funding, the Council should look at what alternative methods of service provision or providers may be available and develop a strategy to ensure residents were signposted to these alternatives, including the voluntary and community sector wherever possible;
- The Council should step up its campaign for the powers to levy a tourist tax in Brent;
- In terms of the response on the climate emergency, it had been recommended that the Council consider ring-fencing money generated by the one-off sale of additional burial plots to support a programme of street tree planting and maintenance. As a result of this recommendation, Councillor Kelcher was pleased to confirm that Cabinet had agreed as a starting point, to any overall underspend across the General Fund accrued at the end of March 2020 being ring fenced and bought forward as proposals for spending on the climate change emergency. Given the significant nature of the challenges faced it was anticipated that the measures to tackle climate change would form an increasing element of the Council's budget proposals over future years.

Councillor Kelcher ended by acknowledging the difficult financial context within which the budget had needed to be set, but felt that the Task Group had sought to undertake a fair assessment of the proposals offering what he hoped were helpful comments and suggestions for further consideration. As the next step, he looked forward to receiving a formal response from the Cabinet on the recommendations made, and to continue working constructively with the Executive in relation to future development and ongoing delivery of the budget.

The Mayor thanked Councillor Kelcher and advised that as the opening statements had now concluded he would open up the budget proposals for general debate by other Members.

Cllr S Choudhary opened the debate by thanking all those involved for their efforts in preparing the budget proposals, which once again had been a challenging process given the £174m of savings already achieved and further reductions of £7.4m identified in order to continue delivering a balanced budget. Whilst this had resulted in difficult choices having to be made, it was felt the proposals would ensure the Council was able to maintain and strengthen its overall financial position in a way that would also ensure support continued to be provided for local residents and tenants. Whilst concern was highlighted in relation to the overspend on Community & Wellbeing it was recognised that this had been created as a result of the increasing demand on services and insufficient level of funding provided by the Government to support public services for the most vulnerable.

Other members who spoke in support of the budget proposals were as follows:

Cllr Mahmood also took the opportunity to thank and congratulate members and officers for their efforts in producing a balanced budget for 2020/21, highlighting the challenging circumstances in which this had needed to be delivered given the Conservative Governments continued austerity and its ongoing impact on the most vulnerable in society. Whilst keen to provide more there was, he felt, a need to recognise the extent of the challenges faced and efforts being made to set a legal, fair and realistic budget that remained focussed on the provision of vital services to all residents including support for children, adults, vulnerable, elderly and the homeless. He ended by also taking the chance to thank the Mayor for his service to the people of Brent and in support of his local charities over the mayoral year to date.

Cllr Georgiou then made his inaugural address as newly elected ward councillor for Alperton Ward. Thanking local residents for having elected him as their new Liberal Democrat councillor he also thanked officers for the support provided since his election onto the Council and the Leader for his welcome at the start of the meeting. Referring to his ward, he felt local residents in Alperton had provided a simple message to the Labour Administration in terms of “stop neglecting us”. Highlighting the concerns raised during his campaign in relation to the state of his ward, he expressed concern at the level of reserves currently held in relation to the Neighbourhood Community Infrastructure Levy (NCIL) and felt these needed to be invested in the local areas from which they had been generated in order to assist in unblocking the backlog of urgent works required across not only Alperton but the rest of the borough. Given this lack of investment he advised that he would not be supporting the budget proposals or amendments moved by the Conservative Group. Concern was also expressed at the proposed increase in level of Council Tax, which he felt would mean residents in his ward having to pay more for less, whilst NCIL reserves still remained to be invested.

Councillor Choudhry expressed disappointment at the alternative budget proposals moved by the Conservative Group highlighting the potential risks identified which he felt were unacceptable and made them unviable as options for consideration. In contrast, he commended the Leader and Deputy Leader for the difficult choices they had needed to take over the current and previous years in order to maintain a prudent budget approach and enable the Council to continue delivering services and meeting their commitments, which he pointed out many other local authorities were now struggling to achieve.

Councillor Nerva, whilst aware of the difficult choices having to be considered, felt it was important to also focus on the socially just nature of the budget as highlighted through the proposed roll out of the London Living Wage in relation to social care procurement and its impact in terms of supporting care workers, the ethical care charter and mitigating reliance on other welfare benefits. He also highlighted concerns being expressed across a number of local authorities in London regarding the process through which the Government were seeking to address and review local government finance. In seeking to address the comments from Councillor Georgiou, he also felt it important to outline the way in which NCIL was funded and allocated along with the fact this had already been identified for further review over the coming year. In concluding, Councillor Nerva also felt it important to reflect on the holistic approach being developed in relation to addressing the climate emergency across the borough, which he looked forward to seeing continued as part of future budgets.

Councillor M.Patel who, focussing on children and young people, outlined the positive progress being made by the current Labour Administration. Whilst recognising the challenging circumstances in which the Council was having to operate given the impact of the Conservative Government's 70% funding reduction on youth services since 2010, she highlighted how the Council's budget proposals had been focussed on prioritising the most vulnerable. This had resulted in the authorities highest ever OFSTED rating for Children's Services of good and outstanding for experience and progress of care leavers with praise identified by the Inspectors for the leadership and approach adopted in Brent and she thanked staff for all their efforts. In terms of innovation, she highlighted the proposals supported within the budget to establish family hubs focusing on the local delivery of services and wrap around care for those up to 18 (and 25 with special education needs) in key neighbourhoods across the borough. As well as these measures, she also highlighted the support within the budget to continue the delivery of youth service provision at Roundwood Youth Centre, demonstrating the aim to protect the most vulnerable and ongoing delivery of children's and youth services within Brent. This focus had also been maintained, on a London wide basis, through the Mayor for London, with the example provided of the Young Londoners Fund. Councillor M.Patel felt this was in contrast to the approach adopted by the Conservative Government who, in addition to the impact arising from their cuts in spending on children and youth services had now, she pointed out, also announced a further reduction in funding for the Troubled Families programme. Despite assurances, she felt it was clear that austerity had not ended and support was sought from the Conservative Group in actively lobbying against these reductions and in seeking to positively influence the outcomes for young people across Brent recognising the difference that could be achieved given investment in services for young people.

Councillor Miller who began by highlighting concern at the impact of the proposals identified in the Conservative Group alternative budget proposals, given the extent of the budget savings and funding restrictions already imposed by the Government across public services. Of specific concern was the impact which the significant cuts imposed had had within community safety, including funding for the Metropolitan Police. Despite the extent of these cuts, the innovative partnership work undertaken in Brent had seen one of the most significant recent reductions in crime levels across London, particularly in relation to knife crime, which he felt was testament to the ongoing work on the Safer Brent Strategy. Whilst also recognising the challenging position faced by the Council, Councillor Miller welcomed the

continued support for community safety priorities within the current budget proposals, which included provision for further outreach and mental health support work. He also welcomed the support identified for the Voluntary and Community Sector in their process of transitioning to a new model of delivery and support and on this basis also commended the budget to Council.

Cllr Hirani, who despite recognising the impact which cuts being imposed on local authorities and across the public sector in general were having on local communities, felt it was also important to highlight the opportunities provided as a result of Brent's status as London Borough of Culture in 2020. Notwithstanding the challenges faced, he felt this provided a unique opportunity to provide a long lasting cultural legacy for the borough. He also expressed concern regarding the Conservative Groups alternative budget proposals in relation to removal of provision for the London Living Wage, given the impact on local residents. The need was also identified to recognise the hard work undertaken in developing the budget proposals that were designed to minimise, as far as possible, the impact on local residents and on this basis, also commended the budget to all members.

Councillor Tatler, who also felt it was important to highlight the difficult choices having to be considered due to the financial pressures being placed on local services by central government as a result of austerity. Referring to the earlier comments made by Councillor Georgiou regarding NCIL she felt it was important to recognise the criteria established for its use and the difference between capital and revenue spend on schemes, with specific examples provided of its use to support local community schemes including, as an example, Morland Gardens. Whilst the Council's approach had been to protect local residents from the worst impact of the Government's austerity programme she felt the Government's approach could best be summarised in their newly launched immigration policy which appeared to define the skill and social value of a person by what they were able to contribute financially. In contrast, the Council had sought to take difficult decisions in order to continue supporting the most vulnerable and providing opportunities for local communities to prosper, which had been directly supported by the ambitious yet realistic nature of both the Revenue and Capital Programme included for consideration within the budget proposals. Taking a more targeted yet creative approach, schemes highlighted included the investment in new homes and community facilities in South Kilburn; the provision of new community library facilities; support for small businesses and town centres; use of CIL funding (of which over £6m had already been allocated to support 200 local community projects across the borough) and purchase of the Picture Place building in Harlesden to provide a multi-functional community facility. In addition, she was pleased to highlight the that delivery of the Council's Facility Management service had also been bought back in-house which also demonstrated the commitment to staff through access to the London Living Wage. This represented what she felt was another good example of what could be achieved despite the divisive austerity measures being pursued by the Conservative Government.

Councillor Afzal who took the opportunity to highlight the lasting legacy on Brent created by the Government's ongoing programme of austerity demonstrated, through the reduction in funding for schools, programme of welfare reforms and increased levels of child poverty and use of foodbanks across the borough. In contrast, he felt, the legacy created by the Labour Administration in Brent had been a focus on protecting local residents and those most vulnerable or at risk and in

seeking to make the borough a safe and welcoming place to live. Despite the restrictions placed on the Council by the Conservative Government, he was pleased these were the values, which the budget proposals sought to build upon.

Councillor Krupa Sheth, who also highlighted the efforts being made to protect local residents and her pride in the environmental initiatives it had been possible to deliver and for which provision had been included within the current budget proposals. These included the success of the Bee corridors, wild flower meadows and other bio-diversity measures introduced across the borough, the borough wide clean-up programme being led by Neighbourhood Managers, work of the Environmental Enforcement Team in tackling fly-tipping, introduction of LED street lighting, tree planting programme, parking enforcement and awards gained by the Highways Team for their work in promoting active travel. Additional measures highlighted included progress on delivering the £20m programme of highway and footway maintenance and repairs and the progress being made in addressing the Climate Emergency. Whilst the challenge in delivering these measures against the background of severe financial restrictions imposed by the Conservative Government remained, Councillor Krupa Sheth was confident progress would continue to be made and in commending the budget to Council thanked staff and residents for their ongoing support.

Councillor Kennelly highlighted what he felt to be the Conservative Groups lack of vision when compared to the ambition within the budget proposals moved by the Leader in seeking to set a balanced budget. Highlighting the impact of cuts made to public services including the police and NHS, he also felt there was a need to recognise the growing crisis in social care with further details on the measures proposed to tackle this awaited from the Government in the form of a Health & Social Care Green Paper. In concluding, Councillor Kennelly highlighted the need to be careful of unfunded promises and commended the budget proposals, which he felt presented a balanced and fair approach designed to maintain support for those most in need.

Councillor Daly who took the opportunity to highlight the reality of the cuts and suffering being caused within Brent as a result of the Governments programme of austerity, especially in relation to vulnerable children and young people and the voluntary and community sector. In commending the budget she felt it was important to recognise and thank the voluntary and community sector for their support and assistance in providing many essential services, which had helped to ensure a balanced budget and enabled the Council to focus its stretched resources on other priority areas.

Councillor Long outlined her support for the approach adopted by the Council in relation to the London Living Wage and also took the opportunity to highlight the associated benefits of Fair Trade and steps she was keen to see made to promote Brent as a Fair Trade Borough.

Councillor Agha also took the opportunity to highlight the creative and innovative efforts being made to ensure the continued provision of essential local services in relation to not only Education but also Employment and Skills opportunities. Included amongst the initiatives identified were the success of Brent Start, the approval of a new Adult Education Centre at Moorland Gardens, the increase in provision of Affordable Workspace, the Living Room, Moving on Up and Bright

Futures programmes and support for the establishment of an apprenticeship scheme with Network Homes. These were in addition to the levels of educational attainment being achieved across schools in Brent, which he felt demonstrated the benefits of the Council's approach in terms of offering access to good quality education, employment skills and training opportunities and reducing poverty when compared to the funding reductions imposed by the Conservative Government.

Councillor Southwood who expressed disappointment at what she felt to be the confused response from the Conservative Group in relation to their alternative budget proposals, especially in relation to the impact in terms of housing which she urged them to reconsider. In contrast, she highlighted the reversal of the proposed savings on the Council Tax Support Scheme, given the concerns raised about its impact through the budget consultation process and modelling work undertaken. She felt this clearly demonstrated the Council's responsiveness and desire to avoid disproportionately harming those people already struggling, with the scheme now much simpler to apply for. Councillor Southwood also highlighted the important work being undertaken through the Poverty Commission established by the Council, with staff praised for their ongoing efforts in seeking to address the difficulties created as a result of the Government's programme of welfare reforms alongside the cumulative impact of the cuts resulting from the Government's reduction in public sector funding.

At the same time as welcoming the fact that the Conservative Group (had (unlike the previous year) submitted alternative budget proposals, Councillor Stephens also expressed significant concern at the position adopted within their paper on the London Living Wage and housing, given their potential impact on so many residents within Brent. In addition, concerns were highlighted at what he felt to be the lack of recognition about the impact created by the Government's austerity programme, which had resulted in a large number of local authorities having to seek increases in Council Tax. The Government's approach towards the funding of local government and public services was, he felt, unsustainable and in supporting the budget proposals moved by the Leader as the best available in such difficult circumstances, he urged members of the Conservative Group to highlight the real impact of this with their colleagues nationally.

Councillor Johnson who thanked those members and officers involved for their efforts in preparing a budget in such challenging circumstances. Whilst recognising there was no option but to set a legal and balanced budget, he took the opportunity to highlight the overall level of funding lost by the Council as a result of the Government's austerity measures since 2010 and called for its reinstatement in order to reflect the level of need and demand on services now being experienced. Commenting on the Conservative Group's alternative budget proposals he highlighted that without the funding reductions imposed there would not have been a need for many of the measures they were seeking to amend and he also defended the adoption of the London Living Wage as a means of tackling poverty and reducing the reliance on welfare benefits.

Councillor Farah who also took the opportunity to highlight the crisis in the Adult Social Care sector and urgent need for the Government to set out its plans for reform in its delayed Green Paper. He strongly supported the approach adopted by the Council in terms of its Adult Social Care commissioning arrangements, which included the offer of the London Living Wage.

Councillor Hylton, as the final contribution from the Labour Group during the debate, advised that she was deeply saddened by the need to have to set yet another budget which had been directly impacted by the ongoing and devastating nature of the funding cuts being imposed on local authorities by the Conservative Government and their longer term impact on Local Government finance. Notwithstanding the significant budget pressures identified, Councillor Hylton felt it was important to highlight the positive measures which it had still been possible for the Council to deliver, whilst seeking to set a responsible and balanced budget but ended by stating that she was now tired of austerity, Brexit and the Government.

Responding during the debate to the comments made in relation to the Conservative Group, Councillor Colwill whilst recognising the challenges faced in balancing the budget, felt it was too easy for the Labour Group to blame the Conservative Government for the lack of funding available. Referring to his experience of the allocation of NCIL funding he supported the need identified for the process to be reviewed but expressed concern at delays in completion of regeneration schemes, especially within the South Kilburn area.

Having concluded the debate the Mayor thanked all Members for their contributions and then invited Councillor Butt to sum and respond to the points raised.

Councillor Butt thanked all Cabinet colleagues and Members for their contributions, highlighting the difficult nature of the choices once again having to be made given their impact on local residents and the borough. He felt, however, that this was entirely as a consequence of the position taken by the Conservative Government and was proud that the Labour Administration were seeking to continue defending, protecting and where possible enhancing services for local residents and those most in need. In terms of the concerns raised earlier in the meeting regarding NCIL he felt the member concerned had failed to understand the process and workings of local government finance and also expressed strong reservations about the tone of the alternative budget proposals submitted by the Conservative Group and also the potential risks identified. The Labour Administration, he pointed out, remained committed to the values of transparency, honesty and social justice and in this respect questioned why the Conservative Group had not submitted their proposals to public consultation and scrutiny in advance of the meeting. In concluding, he reminded Members that the budget proposals had been designed to address the steps needing to be taken by the Council in order to continue delivering for the borough and as such ended by once again commending the budget to Council.

The Mayor advised that this now concluded the budget debate and he would therefore be moving to the vote on the alternative budget proposals and then (subject to any amendments agreed) the recommended budget moved by Councillor Butt. As the recommendations to be considered related to the budget setting process, he reminded Members that these would require a recorded vote to be taken.

On a recorded vote being taken, the budget proposals, as moved by Councillor Butt were declared **CARRIED**.

Accordingly, it was **RESOLVED**:

- (1) To note the decisions made by Cabinet on 10 February 2020 in relation to the budget and Council Tax 2020/2021.
- (2) To approve an overall 3.99% increase in the Council's element of council tax for 2020/21, with 2% as a precept for Adult Social Care and a 1.99% general increase.
- (3) To approve the General Fund revenue budget for 2020/21, as summarised in Appendix A of the report.
- (4) To approve the cost pressures and technical adjustments set out in Appendix B of the report.
- (5) To approve the budget savings proposals set out in Appendix C of the report.
- (6) To note the report from the Budget Scrutiny Panel in Appendix D of the report and approve the recommendation from Cabinet that any overall underspend across the General Fund at the end of March 2020 be ring fenced and that proposals are brought forward for spending on the climate change emergency
- (7) To approve the HRA budget for 2020/21, as set out in section seven of the report.
- (8) To approve the dedicated schools' grant, as set out in section eight of the report.
- (9) To approve the Capital Programme as set out in section nine and Appendix E of the report and that the Chief Officers be authorised to take all the necessary actions for implementation of the programmes.
- (10) To approve the changes to the existing Capital Programme in relation to additions of new projects, as set out in Appendix E of the report.
- (11) That the Director of Finance be authorised to make the necessary adjustments to the Capital Programme to account for the final 2019/20 outturn position and any associated programme slippage
- (12) To approve the Capital Strategy, Investment Strategy, Treasury Management Strategy and Minimum Revenue Provision Policy in Appendices G, H, I and J of the report and to note the pipeline schemes in Appendix F of the report.
- (13) To note the advice of the Director of Legal, HR, Audit and Investigations, as set out in Appendix K of the report.
- (14) To approve the schedule of fees and charges, as set out in Appendix L of the report.
- (15) To note the results of the budget consultation, as set out in section six and detailed in Appendix M of the report.

- (16) To approve the Pay Policy Statement for 2020/21, as set out in Appendix N of the report.

Council Tax recommendations

These recommendations only include a provisional council tax level for the GLA as its final budget was not agreed when the report was despatched. This means that the statutory calculation of the total amount of council tax under Section 30(2) of the Local Government Finance Act 1992 cannot be carried out until the final GLA precept has been received.

- (17) In relation to the council tax for 2020/21 to resolve:

That the following amounts be now calculated as the Council's element by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended:

- (a) £1,029,121,285 being the aggregate of the amount that the Council estimates for the items set out in Section 31A(2) of the Act.
- (b) 900,990,772 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £128,130,513 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year.
- (d) £1,312.74 being the amount at (c) above, divided by the amount for the tax base of 97,605, agreed by the General Purposes Committee on 9 December 2019, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year.

- (e) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
875.16	1021.02	1,166.88	1,312.74	1,604.46	1,896.18	2,187.90	2,625.48

being the amounts given by multiplying the amount at (d) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (18)** To note that for the year 2020/21 the proposed GLA precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, in respect of the GLA, for each of the categories of dwellings are as shown below. The GLA intends to agree its precept on 24 February 2020.

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
221.38	258.28	295.17	332.07	405.86	479.66	553.45	664.14

- (19)** That the Council establishes a Council Tax Setting Committee, to set the council tax for the year 2020/21, in accordance with section 67(3) of the Local Government Finance Act 1992, and agrees the terms of reference, size and political composition as set out in Appendix O of the report.
- (20)** That the Council appoints Councillors to serve on the council tax setting committee and appoints a chair and vice-chair of the council tax setting committee.
- (21)** That the special Council Tax Setting Committee meet as soon as possible after 24 February 2020 to allow council tax notices to be issued in line with the normal statutory timetable.
- (22)** To note that the Director of Finance has determined that the Council element of the basic amount of Council Tax for 2020/21 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.
- (a)** That the Director of Finance be and is hereby authorised to give due notice of the said council tax in the manner provided by Section 38(2) of the 1992 Act.
- (b)** That the Director of Finance be and is hereby authorised when necessary to apply for a summons against any council tax payer or non-domestic ratepayer on whom an account for the said tax or rate and any arrears has been duly served and who has failed to pay the amounts due to take all subsequent necessary action to recover them promptly.
- (c)** That the Director of Finance be and is hereby authorised to collect revenues and distribute monies from the Collection Fund and is authorised to borrow or to lend money in accordance with the regulations to the maximum benefit of each fund.

In accordance with Standing Order 43, as the above decisions related to the setting of the budget and Council Tax they were subject to a recorded vote.

Prior to the above recommendations being approved the alternative budget proposals, moved as an amendment to the budget report by the Conservative Group, were put to the vote and declared **LOST**. The voting recorded on this amendment was as follows:

For the Amendment (3): Councillors Colwill, Kansagra and Maurice

Against the Amendment (55): Councillors Abdirazak, Aden, Afzal, Agha, Ahmed, Akram, M.Butt, S.Butt, Chan, Chappell, Chohan, S Choudhary, Choudry, Conneely, Crane, Daly, Dar, Denselow, Dixon, Donnelly-Jackson, Ethapemi, Farah, Gbajumo, Georgiou, Gill, Hassan, Hirani, Hylton, Johnson, Kabir, Kelcher, Kennelly, Knight, Lo, Long, Mahmood, Mashari, McLeish, McLennan, Miller, Mitchell-Murray, Murray, Naheerathan, Nerva, M.Patel, R.Patel, Sangani, Shah, Shahzad, Ketan Sheth, Krupa Sheth, Southwood, Stephens, Tatler and Thakkar

Abstentions to the Amendment (2): Councillors Ezeajughi (Mayor) and Colacicco (Deputy Mayor)

The substantive recommendations, as detailed above, were then put to the vote and declared **CARRIED**. The voting recorded was as follows:

For (54): Councillors Abdirazak, Aden, Afzal, Agha, Ahmed, Akram, M.Butt, S.Butt, Chan, Chappell, Chohan, S Choudhary, Choudry, Conneely, Crane, Daly, Dar, Denselow, Dixon, Donnelly-Jackson, Ethapemi, Farah, Gbajumo, Gill, Hassan, Hirani, Hylton, Johnson, Kabir, Kelcher, Kennelly, Knight, Lo, Long, Mahmood, Mashari, McLeish, McLennan, Miller, Mitchell-Murray, Murray, Naheerathan, Nerva, M.Patel, R.Patel, Sangani, Shah, Shahzad, Ketan Sheth, Krupa Sheth, Southwood, Stephens, Tatler and Thakkar.

Against (4): Councillors Colwill, Georgiou, Kansagra and Maurice

Abstain (2): Councillors Ezeajughi (Mayor) and Colacicco (Deputy Mayor).

8. Result of local by-elections: Alperton, Barnhill & Wembley Central Wards

Having concluded the budget debate, the Mayor then moved on to deal with the remainder of items on the agenda. Members noted the results of the by-elections held in the wards of Alperton, Barnhill and Wembley Central on Thursday 23 January 2020, with the Mayor expressing thanks to the Chief Executive and her team for their efforts in delivering the by-elections so soon after the General Election in December 2019.

Having formally noted the results the Mayor advised he also needed to inform Members that the Chief Executive had subsequently received a petition to the Election Court, regarding the Barnhill by-election, which was being dealt with through the appropriate court process. Members were advised that both Councillors Akram and Lloyd would remain as elected members until and unless the court ordered otherwise and that any decisions or actions they took as councillors would not be declared null and void should the election petition be successful.

9. **Representation of Political Groups on Committees**

Councillor Muhammed Butt (as Leader of the Council) introduced the report from the Director of Legal, HR, Audit & Investigations, which he advised, fulfilled the Council's duty to review and determine the representation of different political groups on certain Committees. This was as a result of the membership and political balance on the Council having changed following the result of the by-elections held in the wards of Alperton, Barnhill and Wembley Central on Thursday 23 January 2020.

As no Members indicated that they wished to speak on the item, the Mayor put the recommendations in the report to a vote by show of hands and they were unanimously declared **CARRIED**.

It was therefore **RESOLVED**:

- (1) The size of each existing committee remain unchanged, as set out in section 3.8 of the report, with the newly established Council Tax Setting Committee to comprise of 5 seats, as detailed in section 3.10 of the report.
- (2) To confirm (where the rules of political balance apply) the allocation of seats on committees to each of the Council's political groups as detailed within the report.
- (3) That appointments be made, where required, to the committees in (2) above giving effect to the wishes of the political groups allocated the seats.
- (4) To note that the political balance on sub-committees for the General Purposes Committee and Licensing Committee would be reviewed at the first available meeting of both bodies.

10. **Appointments to Committees and Outside Bodies and Appointment of Chairs/Vice Chairs (if any)**

In accordance with the change on the order of business agreed at the start of the meeting the Mayor then referred Members to the list of changes to be considered in relation to appointments on Council Committees, Sub Committees and other bodies.

It was **RESOLVED**:

- (1) To confirm, following on from the review of political representation, the current membership on Council Committees and Outside Bodies, subject to the following changes:
 - (a) Licensing Committee: Councillor Long to be appointed as Vice-Chair with Councillor Shahzad to fill current vacancy as a full member.
 - (b) Fostering Panel: Councillor Thakkar to replace Councillor Dixon as a full member

- (c) Teachers Joint Consultative Committee: Councillor Agha to be appointed as Chair to full current vacancy with Councillor M.Patel to fill the second vacancy, both as full members.
- (d) Brent Connects – Wembley: Councillor Shah be appointed as a full member to fill the vacancy as Vice-Chair
- (e) Service User Consultative Forum – Voluntary Sector: Councillor Miller be appointed as full member to fill the current vacancy
- (f) Chalkhill Community Trust: Councillor Akram be appointed to fill the current vacancy
- (g) Hillside Housing Trust: Councillor Knight be appointed to fill the current vacancy
- (h) Wembley Educational Foundation: Councillor Shah be appointed to fill the current vacancy
- (2) To appoint the following as members of the newly established Council Tax Setting Committee:**

Labour Group: Councillors M.Butt, Hirani, McLennan and Tatler to be appointed as full members

Councillors Kabir, Knight and Nerva to be appointed as substitute members

Conservative Group: Councillor Kansagra to be appointed as full member

Councillors Colwill and Maurice to be appointed as substitute members

11. Submission of Draft Brent Local Plan for Examination

Councillor Tatler (Lead Member for Regeneration, Property & Planning) introduced the report of the Strategic Director, Regeneration & Environment detailing the representations received on the draft Brent Local Plan and seeking approval for its submission for Examination by a Planning Inspector appointed by the Secretary of State.

In introducing the report Councillor Tatler highlighted the significant amount of work and consultation that had been undertaken to shape the draft Local Plan, which had been developed to complement higher-level policy of the National Planning Policy Framework and the emerging draft London Plan. In setting out the policies governing development of the borough to 2041, the Plan had been developed to reflect the significant increase forecast in the boroughs population and associated challenges in terms of the provision of new homes, jobs and associated physical and social infrastructure and in terms of addressing the climate emergency. In addition to the existing areas identified, the Draft Plan had identified three new Growth Area at Northwick Park, Staples Corner and Neasden Station. In concluding her introduction, Councillor Tatler drew Members attention to the

summary of responses received in relation to the consultation process, as detailed in section 3 of the report and thanked all those involved in development of such a key document.

The Mayor then opened the debate inviting other members to speak on the report.

Councillor Kabir open the debate by expressing her support for the Draft Local Plan, which she felt was a detailed and comprehensive document that reflected the changing needs and priorities within the Borough. In terms of specific content she highlighted the need to ensure that the policies being developed in relation to the Plan remained sensitive to the needs of children and young people ,including those with special needs and specifically in terms of the provision of public spaces.

Councillor Denselow, expressing support for the Draft Plan, drew attention to the targets included in relation to affordable housing. He took the opportunity to thank Planning Officers (in his role as Chair of the Planning Committee) for their efforts to ensure that applications coming forward to the Committee reflected the necessary policy and Plan requirements.

As no other members indicated they wished to speak on the report, and Councillor Tatler advised she did not wish to exercise her right of reply, the Mayor then put the recommendations to the vote by a show of hands and they were declared **CARRIED**.

It was therefore **RESOLVED**

- (1) To approve submission of the draft Brent Local Plan as set out in Appendix 1 and Policies Map as set out in Appendix 2 of the report for examination, together with associated Proposed Modifications as set out in Appendix 4 and the Integrated Impact Assessment as set out in Appendix 5 of the report.
- (2) To endorse the officer responses to representations, as set out in Appendix 3 of the report.
- (3) To delegate authority to the Strategic Director Regeneration and Environment in association with the Cabinet Member for Regeneration, Property and Planning to make proposed modifications to the Brent Local Plan throughout the examination process to ensure that it can be found 'sound' by the Planning Inspector.

12. **Members Allowance Scheme - Annual Review**

Councillor Muhammed Butt (as Leader of the Council) introduced the report from the Assistant Chief Executive seeking approval to the making of a Members' Allowance Scheme, in the proposed terms set out in the report, for the 2020/21 Financial Year.

In introducing the report Councillor Butt highlighted the annual review had continued to be informed by the principles and guidelines within the most recent review of Members Allowances undertaken by the Independent Remuneration Panel (IRP) in 2018 on behalf of London Councils. As part of the annual review process the Scheme included provision for an annual uplift in line with the

inflationary pay award agreed under the Local Government Pay Settlement. The review had also resulted in the recommendation of a proposed increase in the Special Responsibility Allowance payable to the Leader of the Opposition and Chair of the Audit & Standards Committee in order to bring these in line with the average provided for the same role across other London Boroughs.

The Mayor then opened the debate inviting other Members to speak on the report.

Councillor Abdirazak, whilst understanding the review had been informed by the guidelines within the review undertaken by the Independent Remuneration Panel (IRP), expressed concern at the proposed uplift being recommended in allowances given the decisions that had just needed to be taken on the budget and in relation to the increase in Council Tax. As such, he advised he would not be supporting the proposals.

Similar concerns were also highlighted by Councillor Georgiou in his response on the report.

Whilst recognising the concerns raised, Councillor S.Choudhury felt there was a need to properly recognise the time involved in undertaking the role of ward councillor. He also highlighted the additional responsibilities and commitment involved in serving as Chair of a Committee, such as the Pension Fund, which he also felt needed to be properly recognised in terms of the level of SRA payable.

The need to recognise the time commitment required to fulfil the role of local councillors was supported by Councillors Kelcher and Miller who also highlighted the difficulty in councillors being required to consider and set their own allowance schemes rather than for this to be undertaken independently. It was also pointed out that any uplift in general allowances had been designed to mirror that provided for staff with members also not benefiting from access to the Local Government Pension Scheme. In addition, both advocated the need for allowances to be set at a level that would enable people to undertake the role of councillor, whilst not acting as a purely financial incentive to do so, and to remove any barriers to ensure that those standing could be as representative of their local communities as possible.

Councillor Johnson, supported by Councillor Daly and Kennelly also highlighted the element of personal choice with members, they pointed out, not having to accept any uplift or able to donate their allowance to other causes.

Councillor Kansagra also supported the need to recognise the workload involved in fulfilling the role of local councillor and committee member. Given the time commitment involved, he also supported the view that the position of local councillor was not one undertaken in order to gain any form of financial incentive and was keen to ensure that any future review also included more detailed consideration of the role and allowances payable to members of the Opposition Group.

As an issue not already covered, Councillor Nerva, felt it important to recognise the changes made following the last major review of the scheme in 2018 to reduce the number and level of many SRAs payable in Brent. Whilst also supportive of allowances being set independently or on a London wide basis, he also highlighted the fact that under the changes to be introduced following the Local Government

Boundary Review in Brent there would also be six less councillors representing constituents across the borough after the next local election.

Councillor Shahzad was also keen to stress the importance in ensuring councillors were suitably and fairly recompensed for their time, as a means of ensuring it was possible to avoid excluding and in being able to attract the right quality of candidates. He pointed out that despite the recommended uplift Brent was still placed towards the lower/middle end of the scale in terms of the level of allowances paid when compared to other London Boroughs.

As a final contribution towards the debate Councillor Maurice advised that he was also supportive of the comments made in relation to the important representational role undertaken by councillors and the need to ensure this workload was properly reflected in terms of the allowance available to support members in their different roles.

As no other members indicated they wanted to speak on the report, Councillor Butt in exercising his right of reply, thanked all members for their contribution. He also felt it was important to recognise the need to ensure the Council was governed by as representative a group of councillors as possible, which the payment of a basic allowance within the guidelines set by the Independent Remuneration Panel had been designed to support.

The Mayor then put the recommendations to the vote by a show of hands and they were declared **CARRIED**.

It was therefore **RESOLVED**

- (1) To approve and make a Members' Allowance Scheme in the terms set out in the report for the financial year 2020/21.
- (2) To approve the change in level of Special Responsibility Allowance payable in respect of the following roles, to be payable with immediate effect:
 - (a) Chair of Audit & Standards Committee (Vice-Chair of Audit & Standards Advisory Committee) – increase from £1,500 to £5,000; and
 - (b) Leader of Principal Opposition Group – increase from £6,000 to £8,000
- (3) To authorise the Director of Legal, HR Audit and Investigations to comply with the statutory requirements to publicise the Council's Members' Allowance Scheme.

13. **Changes to the Constitution**

At this stage in proceedings, the Mayor advised that as the remaining time available for the meeting was shortly due to expire he would be moving the suspension of Standing Order 44 (Council Guillotine Procedure) in order to extend the time of the meeting by 30 minutes and enable consideration of this as the final item on the agenda. In accordance with Standing Order 42 (d) the procedural motion was put to the vote without further discussion and **AGREED**.

Councillor Muhammed Butt (Leader of the Council) introduced the report from the Director of Legal, HR Audit & Investigations which he advised detailed a number of small changes to the Council's Constitution. These had been designed to reflect an increase in EU procurement thresholds and to remove a number of inconsistencies in current wording.

As no other members indicated they wanted to speak on the report, the Mayor put the recommendations to the vote by a show of hands and they were unanimously declared **CARRIED**.

It was therefore **RESOLVED**:

- (1) To approve the changes to the Constitution, as set out within the report.
- (2) To authorise the Director of Legal, HR, Audit & Investigations to amend the Constitution accordingly, including making any necessary incidental of consequential changes.
- (3) To note that, to the extent that the changes relate to executive functions of the Council, they have been approved by the Leader.

14. **Urgent Business**

The Mayor advised Members there were no urgent items of business for consideration.

As this was the final Council business meeting of his year in office, the Mayor ended by thanking all Members for their support and co-operation over the last year and advised that the next meeting would be the Annual Council and Mayor Making ceremony on Wednesday 27 May 2020.

The meeting closed at 9.00 pm

COUNCILLOR ERNEST EZEJUGHI
Mayor

TABLED

FULL COUNCIL – 13 JULY 2020

AGENDA ITEM 5 – APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES AND APPOINTMENT OF CHAIRS AND VICE-CHAIRS (IF ANY)

Standing Order 30(g) states that, if necessary, Full Council is required to agree appointments to committees and outside bodies and to agree the appointment or replacement of Chairs and or Vice-Chairs of committees.

Such appointments are set out below:

1. Councillor Choudry to be replaced by a vacancy as full member of the Audit & Standards Advisory Committee and Audit & Standards Committee.
2. Councillor Long to be appointed as Vice-Chair of the Audit & Standards Advisory Committee and Chair of the Audit & Standards Committee.
3. To note that General Purposes Committee will be asked to confirm the replacement of Councillor Colwill with Councillor Kansagra as a full member on the Senior Staff Appointments Sub Committee with Councillor Colwill to replace Councillor Kansagra as substitute member.

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Item 7.1: Questions from Members of the Public

Full Council – 13 July 2020

1. **Question from Robin Sharp (Chair- Brent Patient Voice) to Councillor Hirani, Cabinet Member for Public Health, Leisure & Culture**

- 1(a) What is the latest number of deaths in Brent from or related to Covid-19?
- 1(b) What is the latest number of “excess” deaths in Brent compared to the same period last year (i.e. from the start of the pandemic in the UK)
- 1(c) Is there any estimated breakdown of the number of these excess deaths that may be from Covid-19 and those arising because the person dying did not access care due to the NHS focus on Covid-19? Can ward level figures be supplied please?
2. In the case where ONS have supplied a breakdown of Covid-19 deaths at ward level for Brent have any contributory factors for especially high death rates in particular wards been provisionally identified, such as presence of care homes, one or more super-spreaders, a special event where transmissions might have taken place?
3. Do the deaths in Brent relate to the place of death, e.g. a hospital, or to the place of normal residence of the person who died?
4. Is there data showing how many died from Covid-19 in hospitals, in care or other residential homes and in the community?

Response:

- 1.(a) According to the latest Office for National statistics figures, the number of COVID-19 related deaths is 484 as up to the 19th of June 2020. These are provisional counts of the number of deaths registered in Brent.
- 1(b) The provisional number of excess deaths from the beginning of the pandemic until May 31st compared to the same period in 2019 is 482.

Month - Year	Total Number of all deaths occurred	Number of COVID-19 related deaths
January 2019 – May 2019	749	-
January 2020 – May 2020	1231*	475*

**Note: These are provisional counts of the number of deaths registered in Brent.*

Data source: Office for National Statistics (ONS)

- 1(c) It is likely the vast majority of excess deaths were due to Covid-19. There is no information available on deaths arising due to a person dying as a result of the individual not accessing NHS care.
2. The Office for National Statistics does not supply this level of detail. Where it supplies deaths at local level they are just a number of deaths in what is called a Middle Super Output Area, a unit of geography used by the Office for National Statistics. This can be converted into ward level information approximately. There is no individual detail on the cases or the likely source of infection.
3. The Office for National statistics (ONS) data for Brent residents relates to the place of normal residence.
4. Below is the provisional counts of the number of deaths registered in Brent, deaths involving the coronavirus (COVID-19), by place of death for which data are available. COVID-19 Deaths that occurred from 1st January 2020 up to 19th June 2020 but were registered up to 27th June 2020

	<i>Brent</i>
<i>Hospital</i>	<i>389</i>
<i>Care Homes</i>	<i>41</i>
<i>Hospice</i>	<i>4</i>
<i>Home</i>	<i>48</i>
<i>Other communal establishment</i>	<i>0</i>
<i>Elsewhere</i>	<i>2</i>
<i>Total</i>	<i>484</i>

Source of data: Office for National Statistics (ONS).

2. Question from Martin Francis to Councillor Amar Agha, Cabinet Member for Schools, Employment & Skills

There was some confusion at the Planning Committee that approved the new North Brent School in Neasden Lane about the catchment area of the new school.

Pupils currently attending the North Brent School on the Wembley campus of Wembley High School Academy Trust will transfer when the new school opens.

Is it the intention to have a North Brent catchment area for the school as it admits more year groups, or will the catchment area extend to the Neasden/Harlesden/Stonebridge area?

What will be the geographical admission criteria for the new school?

Response:

The Wembley Academy Trust, as the overarching Trust of which the North Brent School is a part, acts as its own admissions authority and as such publishes its own admissions arrangements, including catchment areas. The current admissions arrangements for North Brent School are published on their website and set out the following as part of the oversubscription criteria:

- 75% of places will be offered to children who live closest to Wembley High Technology College. Distance will be measured using a straight-line measurement from the main entrance of Wembley High Technology College to the main entrance of the child's home.
- 25% of places will be offered to children who live closest to the permanent site of North Brent School. Distance will be measured using a straight-line measurement from the main entrance of North Brent School to the main entrance of the child's home

In terms of future admissions arrangements, as Wembley Academy Trust acts as its own admissions authority, this is a question that should be put to the Trust directly. We can confirm however that the Trust has engaged proactively with the wider community in establishing current admissions arrangements and has committed to continue to do so in any changes proposed to future admissions arrangements

3. Question from Amandine Alexandre to Councillor Shama Tatler, Cabinet Member for Regeneration, Property & Planning

Please could you advise when Brent council submitted the first bid for the TfL emergency fund

Response:

Brent submitted the first bid to TfL for London Streetspace funding on 12th June.

A second bid was submitted on 19th June.

4. Additional Public Question (received in advance of submission deadline) from Scott Wade to Councillor Shama Tatler, Cabinet Member for Regeneration, Property & Planning

In relation to the Community Asset Transfer at Tenterden Pavilion & Sports Ground (recommendations approved at Cabinet on 27 June 2016), please could you:

1. Provide an update on progress to date, current status and future outlook.
2. Clarify the rationale behind excluding the following considerations from the tender process and recommendations. This should include outlining the potential risks to the implied community benefit:
 - a. Requisite access to the existing facilities (sports pitches); and
 - b. Existing and potential future demand for car parking spaces for community users.
3. Outline the impact on existing use and users of any potential delays in execution and mitigating steps that have or will be taken

Response:

1. Wembley Education Charitable Trust (WECT) have been progressing their proposal and subject to revised plans a Cabinet Report will be undertaken going forward. It is intended to go to September Cabinet with a proposal to extend the longstop date on the CAT agreement proposal.
2. All matters relating to the successful completion of the agreement have and will be considered.
3. Existing use(s) will continue as they are until the progression of the agreement, all parties will continue to be kept informed.

Item 7.2: Questions from Brent Youth Parliament

Full Council – 13 July 2020

1. Question from Brent Youth Parliament to Councillor Muhammed Butt, Leader of the Council

1. As a body that not only represents black communities but also many other BAME communities, does the council feel obligated to speak up on the matter? Is it simply enough to show purple lights to condemn the killing of George Floyd? On behalf of young people in the borough we are concerned that there has been no talk of action that can be taken to support BLM, even though this movement has highlighted the prevalence of systemic racism in the UK.
2. Brent's communities are very diverse and some themselves do not think about the way they treat black people. Prevalent issues such as colourism in the Asian communities often cause such discrimination. As representatives of these communities would you call upon various ethnic minorities within Brent to consider their treatment of black people?
3. Moving forward, in order to create change, would the council consider reviewing the education system in Brent? As many schools in Brent are Academies, does this not allow the council some leverage and encourage schools to implement the teaching of Black history?
4. Would the council consider commissioning a project to express black injustice in a creative way such as a Mural, similar to the one dedicated to the Grunwick strike, in order to remind those that come into the borough that we not only recognise black injustice but as a result we are dedicated to correcting the situation?
5. Finally, how is the council planning on reaching young people in Brent that may be isolated or marginalised to reassure them about the council's position on the black lives matter movement?

Response:

Questions 1 & 2:

Communities in Brent, one of the most diverse boroughs in the country, continue to be affected by inequalities and require decisive and urgent action by the Council and partners. In the context of global and local challenges and events the Council met with 72 black community leaders and representatives on 11 June

to listen to concerns and take decisive action to make improvements for residents.

In partnership with the black community leaders the Council has created the Black Lives Matter Action Plan and it is a demonstration of the council's commitment to making long lasting changes for the Black communities of Brent. The council wants to show respect, support and solidarity to our black community in Brent and that we are a borough where there is no place for racism and where equality and diversity are respected.

Question 3:

Brent young people are our future. The Council has a leadership role, in partnership with schools and colleges and a successful track record of working together to deliver good and outstanding education. As an example of the impact of this partnership approach, a project commissioned by the Council and started in 2018 has helped raise the achievement of boys of Black Caribbean Heritage. The most recent (2018/19) achievement data shows significant narrowing of gaps between the attainment of boys of Black Caribbean heritage and all pupils at Key Stage 2. In reading, writing and mathematics combined there has been an improvement of 16pcp representing a remarkable 70 per cent fall in the size of the gap. For the youngest children, there was a significant reduction in gaps for the end of the Early Years Foundation Stage. At Key Stage 4 for older children there was also an improvement, with the gaps between boys of Black Caribbean heritage and all pupils down from 12 percentage points to 8 percentage points.

We will continue to work with schools to encourage the teaching of black history. Brent Council has provided Brent schools with support to help them develop their curricula, for example, as part of Brent's London Borough of Cultures 2020 programme, an education programme has been co-created with school leaders and young people, to help connect children and young people creatively with their local area, their heritage and their hopes for the future. Brent Council will build on this work to continue to influence and promote the teaching of black history in Brent schools. Many of our schools offer excellent examples of the teaching of black history. Good practice examples include our schools which have been awarded the United Nations Rights Respecting Schools Award and schools complementing the national curriculum with the United Nations global sustainable development goals to reduce inequality and to promote inclusive societies and institutions. For those Brent schools which are academies, it is correct to say that they have some further flexibilities in setting their curriculum as they do not have to follow the national curriculum. Once schools and colleges have fully opened in the autumn, the Council, along with the Brent Schools Partnership, will be discussing the development of curricula with schools, to stimulate the positive teaching of black history in Brent schools.

Question 4:

The council supports the idea of creating a mural in the borough to express black injustice and is willing to explore this idea.


Question 5:

We are committed to young people having a voice. In close consultation with local black community leaders/representatives, including young people, the Council has put together a Brent Black Community Action Plan setting out steps that will be taken to ensure we can help make improvements for local residents. The action plan includes an explicit commitment “to engage with young black people in the borough in settings and ways that are convenient for them. Treating young people as stakeholders with a voice.”

Actions being taken include the following:

- The Council is collaborating with Young Brent Foundation to produce a series of podcasts exploring issues and concerns for young people in relation to the BLM movement and the impact of Covid-19 in the borough. The podcast will be designed to engage with young people, particularly those from BAME communities, through a series of conversations designed to encourage meaningful and constructive responses to BLM in their localities.
- We recently commissioned a special ‘Time to Talk Covid-19’, phone-in radio show with The Beat London to discuss why the BAME community is so disproportionately affected by Covid-19. The panel included a Brent Councillor, a community leader and a young person and aired during prime time to reach a large proportion of the young BAME community. We plan to continue working with The Beat London as one of our main channels for two-way engagement with young people in Brent around BLM issues.

The Council see Brent Youth Parliament as a crucial part of reaching young people in Brent who may feel marginalised, to reassure young people as to the Council’s actions and to give more young people the opportunity to have a voice, as you have so creditably done today.

	Council 13 July 2020
	Report from the Assistant Chief Executive
Chair's Report: Resources and Public Realm Scrutiny Committee	

Wards Affected:	All
Key or Non-Key Decision:	Non-Key Decision
Open or Part/Fully Exempt:	Open
Appendices:	One Appendix 1: Resources and Public Realm Scrutiny Committee Annual Work Programme 2019-2020
Background Papers:	None
Contact Officers:	Michael Carr - Senior Policy and Scrutiny Officer Tel: 020 8937 2855 Email: michael.carr@brent.gov.uk

1 Purpose of the Report

- 1.1 At each meeting of Council, the Chairs of Scrutiny Committees may submit written reports on any matter in respect of which the committees have been consulted or which it has been reviewing and to speak to highlight significant issues to Council, in accordance with Part 2, paragraph 36 of the Brent Council Constitution.
- 1.2 This report provides a brief complementary summary of the activities of Resources & Public Realm Scrutiny Committee.

2 Recommendation

That the report from the Chair of the Scrutiny Committee be noted.

3 Detail

- 3.1. Brent Council has two scrutiny committees; the Resources and Public Realm Scrutiny Committee and the Community and Wellbeing Scrutiny Committee. The Council is also a party to the North West London Joint Health Overview and Scrutiny Committee.
- 3.2. Brent Council Standing Orders allow for the chairs of the scrutiny committees to report to ordinary council meetings on the activities of their committees¹.

The Resources and Public Realm Scrutiny Committee

- 3.3. The remit of the Resources and Public Realm Scrutiny Committee is set out in the Council Constitution under the Terms of Reference for Scrutiny committees. The remit of the committee is:

Corporate policy, partnerships and resources; Budget; customer services; commercial services; planning policy; environmental policy; public realm; employment and skills; IT; recycling; regeneration; transport and highways; community safety; property; emergency planning and business continuity.

- 3.4. The committee is also the Council's statutory Crime and Disorder Committee and as such may review or scrutinise decisions made, or other action taken, by the Safer Brent Partnership.
- 3.5. The last meeting of the committee was on 12 March 2020. At this meeting the committee considered the Brent Cycling Strategy and the Brent Parks Strategy and also appointed a Scrutiny Task Group to consider the issue of violence against women and report back to the committee with a report and any recommendations to the Cabinet and Safer Brent Partnership later this year.
- 3.6. At this meeting the committee received oral evidence from Mr David Arditti from the Brent Cycling Campaign, along with the Cabinet Members; Krupa Sheth - Cabinet Member for Environment and Councillor Shama Tatler - Cabinet Member for Regeneration, Property & Planning, and council officers, as well as written reports from the Regeneration and Environment directorate.
- 3.7. For both the Brent Cycling Strategy and the Brent Parks Strategy inquiries, the Committee agreed several points for consideration by the Cabinet in the development of new strategies in these policy areas.
- 3.8. Due to the coronavirus epidemic, it was decided to postpone the April meeting of the committee. The scrutiny chairs have given evidence to the independent Poverty Commission and it is anticipated that their report should be available in September, which may come before a special meeting of the committee.

¹ Brent Council Constitution, Part 2, paragraph 36.

<http://democracy.brent.gov.uk/documents/s98196/part%202%20May%202020%20Procedural%20Rules.pdf>

The committee is responding to the concerns raised through the recent “Black Lives Matter” protests and it is intended to bring such concerns up with the community safety partnership and a special Black Leaders report in May next year.

- 3.9. In May, members of the committee received a briefing from the Director of Finance on the financial implications of the covid19 epidemic and public health restrictions on the council, including financial assistance from the Government, the financial impact of covid19 on Brent Council and the impact on the delivery of savings and the medium term financial strategy
- 3.10. In June, members of the committee were consulted on issues for inclusion on the committee work programme for the year ahead. This included consultation with Cabinet Members and the relevant council departments.
- 3.11. The independent Chair of the Council’s Audit and Standards Advisory Committee was also consulted on the issues for the scrutiny work programmes and the respective roles of the audit committees and scrutiny committees were considered in this.
- 3.12. The scrutiny work programmes will be considered by the scrutiny committees and forwarded to a future meeting of Council for agreement, in accordance with Brent Council Constitution².
- 3.13. The next meeting of the committee is on 14 July 2020, when issues including the Public Realm, the Brent Economy and Social Welfare, will be considered, in the light of the implications of current epidemic and public health restrictions.

4 Financial Implications

- 4.1 There are no financial implications arising from this report.

5 Legal Implications

- 5.1 There are no legal implications arising from this report.

6 Equality Implications

- 6.1 There are no equality implications.

7 Consultation with Ward Members and Stakeholders

- 7.1 The Chair of the Resources and Public Realm Scrutiny Committee has been consulted. Councillors will also discuss this report at the Council meeting.

² Brent Council Constitution, Part 3: Responsibility for Functions, Table 6 List of Functions That May Only Be Exercised by Full Council.

Report sign off:

SHAZIA HUSSAIN

Assistant Chief Executive

Appendix 1: Resources & Public Realm Scrutiny Committee Work Plan 2019-2020

Wednesday 03 July 2019

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	Community Safety Scrutiny*
1. Air Quality (Scrutiny Task Group)	Cllr Krupa Sheth - Cabinet Member for Environment	Amar Dave - Strategic Director Regeneration & Environment	Clean Air For Brent	No	No
2. The Safer Brent Partnership (including the Annual Report)	Cllr Tom Miller – Cabinet Member for Community Safety	Carolyn Downs Chief Executive Brent Council – Chair of the Safer Brent Partnership	MET Police - Sara Leach -NW BCU Commander (responsible for all 3 Boroughs). Inspector Lynne Forster	Yes	Yes
3. Police Tri-borough BCU Reconfiguration	Cllr Tom Miller – Cabinet Member for Community Safety	Carolyn Downs Chief Executive Brent Council – Chair of the Safer Brent Partnership Amar Dave - Strategic Director Regeneration & Environment	MET Police - Sara Leach -NW BCU Commander (responsible for all 3 Boroughs). Inspector Lynne Forster	No	Yes
4. Knife Crime Scrutiny Task Group Interim Report	Cllr Tom Miller – Cabinet Member for Community Safety	Carolyn Downs Chief Executive Brent Council – Chair of the Safer Brent Partnership Amar Dave - Strategic Director Regeneration & Environment	MET Police - Sara Leach -NW BCU Commander (responsible for all 3 Boroughs). Inspector Lynne Forster	Yes	Yes

*Section 19 of the Police and Justice Act 2006

Thursday 12 September 2019

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	Section 19 Police & Justice Act
1. Brent Statement of Licensing Policy	Cllr Tom Miller – Cabinet Member for Community Safety Cllr Shama Tatler - Cabinet Member for Regeneration, Highways, Planning	Amar Dave - Strategic Director Regeneration & Environment		Yes	No
2. Council Tax Support and Local Welfare Assistance	Cllr Eleanor Southwood - Cabinet Member for Housing and Welfare reform	Peter Gadsdon – Strategic Director Policy and Performance		No	No
3. Knife Crime Scrutiny Task Group Final Report	Cllr Tom Miller – Cabinet Member for Community Safety	Carolyn Downs Chief Executive Brent Council – Chair of the Safer Brent Partnership Amar Dave - Strategic Director Regeneration & Environment	MET Police - Sara Leach -NW BCU Commander (responsible for all 3 Boroughs). Inspector Lynne Forster	Yes	Yes
4. Carlton and Granville Centre Site	Cllr Shama Tatler - Cabinet Member for Regeneration, Highways, Planning	Peter Gadsdon – Strategic Director Policy and Performance		Yes	No
5. Budget Scrutiny (Scrutiny Task Group) Membership and Terms of Reference	Cllr Margaret McLennan - Deputy Leader of the Council	Minesh Patel - Director of Finance Peter Gadsdon – Strategic Director Policy and Performance		No	No

Wednesday 04 December 2019

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	Section 19 Police & Justice Act
1. Data Led Service Delivery	Cllr Muhammed Butt- Leader of the Council Cllr Tom Miller – Cabinet Member for Community Safety	Peter Gadsdon – Strategic Director Policy and Performance		No	No
2. Tourism in Brent	Cllr Shama Tatler - Cabinet Member for Regeneration, Highways, Planning	Amar Dave - Strategic Director Regeneration & Environment		No	No
4. Annual Complaints Report	Cllr Margaret McLennan - Deputy Leader of the Council	Peter Gadsdon – Strategic Director Policy and Performance		Yes	No
3. Air Quality Scrutiny Task Group Report	Chair of Task Group to present Cllr Krupa Sheth - Cabinet Member for Environment to respond	Amar Dave - Strategic Director Regeneration & Environment		Yes	No

Wednesday 29 January 2020

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	Section 19 Police & Justice Act
1. Budget Scrutiny Task Group Report	Cllr McLennan - Deputy Leader of the Council	Minesh Patel - Director of Finance		Yes	No
2. Property and Capital Strategy	Cllr Margaret McLennan - Deputy Leader of the Council	Minesh Patel - Director of Finance		No	No
3. Pensions Policy	Cllr Margaret McLennan - Deputy Leader of the Council	Minesh Patel - Director of Finance Amar Dave - Strategic Director Regeneration & Environment		No	No
4. Violence Against Women (Task Group) Membership and Terms of Reference	Cllr Tom Miller – Cabinet Member for Community Safety	Amar Dave - Strategic Director Regeneration & Environment		No	No

Thursday 12 March 2020

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	Section 19 Police & Justice Act
1. Brent Parks	Cllr Krupa Sheth - Cabinet Member for Environment	Amar Dave - Strategic Director Regeneration & Environment		No	No
2. Brent Cycling Strategy	Cllr Krupa Sheth - Cabinet Member for Environment	Amar Dave - Strategic Director Regeneration & Environment	The London Cycling Campaign	No	No


Tuesday 21 April 2020 – *meeting cancelled*

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	Section 19 Police & Justice Act
1. Review of The Use of Food Banks in Brent Scrutiny Recommendations	Cllr Eleanor Southwood - Cabinet Member for Housing and Welfare reform	Peter Gadsdon – Strategic Director Policy and Performance			

Tuesday 14 July 2020 - (additional meeting)

Report	Cabinet Member/s	Strategic Director/s	External Participants
Public Realm – changes to highways etc	Cllr Shama Tatler - Cabinet Member for Regeneration, Property & Planning	Amar Dave - Strategic Director Regeneration & Environment	
Brent Economy – Business support, high streets, employment .	Cllr Shama Tatler - Cabinet Member for Regeneration, Property & Planning	Amar Dave - Strategic Director Regeneration & Environment	
Welfare Implications – universal credit, council tax support and benefits	Cllr Eleanor Southwood - Cabinet Member for Housing and Welfare reform	Peter Gadsdon – Strategic Director of Customer and Digital Services	

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 Brent	Council 13 July 2020
	Report from the Assistant Chief Executive
Chair's Report: Community and Wellbeing Scrutiny Committee	

Wards Affected:	All
Key or Non-Key Decision:	N/A
Open or Part/Fully Exempt:	Open
No. of Appendices:	One Appendix A: Scrutiny Work Programme 2019-2020
Background Papers:	None
Contact Officers:	Pascoe Sawyers, Head of Strategy and Partnerships, Tel: 020 8937 1045 Email: pascoe.sawyers@brent.gov.uk James Diamond, Scrutiny Officer, Strategy and Partnerships Tel: 020 8937 1068 Email: james.diamond@brent.gov.uk,

1.0 Purpose of the Report

- 1.1 To update members of Council about meetings, reports and activities of the Community and Wellbeing Scrutiny Committee since the last Council meeting.

2.0 Recommendation

- 2.1 To review the report by the chair of the scrutiny committee.

3.0 Detail

- 3.1 The Community and Wellbeing Scrutiny Committee provides oversight of adult social care, children's services, education, housing, Public Health, wellbeing and culture by holding Cabinet to account for decision-making and delivery of improved outcomes and strategic priorities across services and departments. In addition, Council has delegated to the scrutiny committee the responsibility for scrutinising and holding to account NHS providers and commissioners.¹
- 3.2 The scrutiny committee on 16 March received a detailed verbal update about the immediate response to Covid 19. The update was presented by the Chief Executive, Director of Public Health, Strategic Director Community Wellbeing, and Lead Member for Public Health, Culture and Leisure. The Chair of Brent Clinical Commissioning Group attended to update about the response by the local NHS. The next committee meeting on 21 July will have a single report focusing on the response and recovery to Covid 19 by local authority services and the report will be presented by the Council Leader, and Chief Executive. The 2019/2020 work plan has been updated as set out in Appendix 1. To help members understand the disproportionate impact on the borough of Covid 19 and emerging issue of the impact on Black and Minority Ethnic (BAME) communities the chair has been circulating research by the policy community, including leading researchers at The King's Fund. The chair has also highlighted findings about the disparities review by Public Health England on deaths from Covid 19 correlated with ethnicity, occupation and age.
- 3.3 The March meeting agreed the report of the members' scrutiny task group on childhood obesity but deferred reports on Contextual Safeguarding, and Her Majesty's Inspectorate of Probation (HMIP) on Brent Youth Offending Service. The cancellation of the 22 April meeting meant a report on School Standards and Achievement Report 2018-19, including Action Plan for Raising Achievement of Boys of Black Caribbean Heritage, could not be discussed; however, the chair has committed to rescheduling it along with the deferred items in the 2020/2021 work plan to be presented to Council in September.
- 3.4 Scrutiny of the NHS has continued despite disruption to committee meetings. The committee formally responded to the 2019/2020 Quality Accounts of Imperial College Healthcare NHS Trust and will respond to other Accounts. The Care Quality Commission published an inspection on 15 June with a rating of Good for Central London Community Healthcare NHS Trust, and the chair will liaise with NHS leaders about any implications in the report for Brent.
- 3.5 On 28 April the scrutiny committee chair took part in a meeting with Lord Best and the Poverty Commission to input into their report. The chair highlighted the effects of poverty and deprivation in producing worse health outcomes in particular for childhood obesity and children's oral health, and the persistence of wide differences in health inequalities measured by healthy life expectancy.

4.0 Financial Implications

- 4.1 There are no financial implications arising from this report.

¹ Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013

5.0 Legal Implications

5.1 There are no legal implications arising from this report.

6.0 Equality Implications

6.1 There are no equality implications.

7.0 Consultation with Ward Members and Stakeholders

7.1 Non-executive members will discuss this report at the Council meeting.

Report sign off:

SHAZIA HUSSAIN

Assistant Chief Executive

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Appendix 1: Community and Wellbeing Scrutiny Committee Work Programme 2019-2020

Tuesday 9 July 2019

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1. Substance Misuse: Treatment, Recovery and Wellbeing Service	Cllr Krupesh Hirani, Lead Member for Public Health, Culture and Leisure	Dr Melanie Smith, Director of Public Health		No	No	No
2. Palliative and End of Life Care	Cllr Harbi Farah, Lead Member for Adult Social Care		Brent Clinical Commissioning Group	No	No	Yes
3. Urgent Care Centre, Central Middlesex Hospital	Cllr Harbi Farah, Lead Member for Adult Social Care		Brent Clinical Commissioning Group	No	No	Yes
4. Childhood Obesity: Members' Task Group Scoping Paper	Cllr Krupesh Hirani, Lead Member for Public Health, Culture and Leisure	Dr Melanie Smith, Director of Public Health		No	No	Yes

** Delegated health scrutiny under part 4 of the Local Authority Regulations 2013

Wednesday 4 September 2019

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1.Home Care Recommissioning	Cllr Harbi Farah, Lead Member for Adult Social Care	Phil Porter, Strategic Director Community Wellbeing		Yes	No	No
2. Proposals for Cricklewood Health Centre	Cllr Harbi Farah, Lead Member for Adult Social Care		Brent Clinical Commissioning Group/Barnet Clinical Commissioning Group	No	No	Yes

** Delegated health scrutiny under part 4 of the Local Authority Regulations 2013

Wednesday 27 November 2019

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1.Brent Safeguarding Adults' Board Annual Report	Cllr Harbi Farah, Lead Member for Adult Social Care	Phil Porter, Strategic Director Community Wellbeing	Independent Chair, Brent Safeguarding Adults' Board	No	No	No
2.Peer Review: Adult Safeguarding	Cllr Harbi Farah, Lead Member for Adult Social Care	Phil Porter, Strategic Director Community Wellbeing	Independent Chair, Brent Safeguarding Adults' Board	No	No	No
3. Brent Local Safeguarding Children Board Final Report	Cllr Mili Patel, Children's Safeguarding, Early Help and Social Care	Gail Tolley, Strategic Director Children and Young People	Independent Chair, Brent Local Safeguarding Children Board	No	No	No
4. New Multi-Agency Safeguarding Children Arrangements in Brent	Cllr Mili Patel, Children's Safeguarding, Early Help and Social Care	Gail Tolley, Strategic Director Children and Young People	CCG representative Police representative	No	No	No

** Delegated health scrutiny under part 4 of the Local Authority Regulations 2013

Tuesday 4 February 2020

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1. Single Homeless Prevention Service	Cllr Eleanor Southwood, Lead Member for Housing and Welfare Reform	Phil Porter, Strategic Director Community Wellbeing		No	No	No
2. Brent Council Housing Management Services	Cllr Eleanor Southwood, Lead Member for Housing and Welfare Reform	Phil Porter, Strategic Director Community Wellbeing		No	No	No
3. Brent Council Housing Repairs	Cllr Eleanor Southwood, Lead Member for Housing and Welfare Reform	Phil Porter, Strategic Director Community Wellbeing		No	No	No

** Delegated health scrutiny under part 4 of the Local Authority Regulations 2013

Monday 16 March 2020

Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1. Brent Youth Offending Service HM Inspectorate of Probation (HMIP) Report	Cllr Mili Patel, Children's Safeguarding, Early Help and Social Care	Gail Tolley, Strategic Director Children and Young People		No	No	No
2. Contextual Safeguarding Task Group: One-Year Update	Cllr Mili Patel, Children's Safeguarding, Early Help and Social Care	Gail Tolley, Strategic Director Children and Young People		No	No	No
3. Overview and Scrutiny Task Group Report: Childhood Obesity	Cllr Krupesh Hirani, Public Health, Culture and Leisure	Dr Melanie Smith, Director of Public Health		No	No	Yes

** Delegated health scrutiny under part 4 of the Local Authority Regulations 2013

Wednesday 22 April 2020


Report	Cabinet Member/s	Strategic Director/s	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1. School Standards and Achievement Report 2018-19, including Action Plan for Raising Achievement of Boys of Black Caribbean Heritage	Cllr Amer Agha, Lead Member for Schools, Employment and Skills	Gail Tolley, Strategic Director Children and Young People		No	Yes	No

** Delegated health scrutiny under part 4 of the Local Authority Regulations 2013

21 July 2020

Report	Cabinet Member/s Leader	Strategic Director/s Chief Executive	External	Cabinet Forward Plan Item	School Education Item	Health/NHS Item **
1. Brent Council and Covid 19: Service Response and Recovery	Council Leader Cllr Muhammed Butt	Carolyn Downs, Chief Executive		No	No	No

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	Full Council 13 July 2020
	Report from the Director of Legal, HR, Audit & Investigations
Update Report from the Audit and Standards Advisory Committee	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Debra Norman, Director of Legal, HR, Audit and Investigations Tel:020 8937 1578 Email: debra.norman@brent.gov.uk

1. Purpose of the Report

- 1.1 This report provides a summary of the activities carried out by the Council's Audit and Standards Advisory Committee (ASAC) since the last update provided in November 2019. The ASAC is responsible for considering and advising the relevant council bodies on various governance matters relating to audit activity, the council's regulatory framework, and members' standards of conduct.
- 1.2 The report also summarises the activities of the Audit and Standards Committee which is responsible for various governance matters including reviewing and approving the Annual Statement of Accounts, adopting the council's Annual Governance Statement and promoting high standards of conduct by members and co-opted members

2. Recommendation

- 2.1 Council is asked to note the contents of the report.

3. Detail

- 3.1 The ASAC has met four times since the last update was provided to Council on 25th November, 2019. This paper is a brief update on the areas covered in those meetings.

Audit and Standards Advisory Committee – 20 January 2020

Quarterly Update on Gifts and Hospitality

- 3.2 The report updated ASAC on gifts and hospitality registered by Members, the attendance record for Members in relation to mandatory training sessions and two cases reported in the media involving councillor conduct.

Member Learning & Development and Member Expenses

- 3.3 This report provided members with a summary of the Member Development Programme since last reported to Committee and information regarding the Members' Expenses Scheme.

Review of the Use of RIPA Powers

- 3.4 This report provided an update on the Council's policy in relation to the Regulation of Investigatory Powers Act 2000 (RIPA).

Internal Audit Quarterly Update - September - December 2019

- 3.5 This report provided an update on progress against the Internal Audit Plan for Quarter 3.

Counter Fraud Quarterly Update

- 3.6 This report provided an update on the counter fraud activity undertaken for Quarter 3.

Emergency Planning Resilience - Peer Review

- 3.7 The Committee received an update on Brent's Emergency Planning Resilience - Peer Review - a self-assessment on the 11 emergency planning standards for London.
- 3.8 The report summarised the progress made since the 2019 report, detailed the type and number of incidents in Brent and provided information around initiatives and programmes of work under way to enhance resilience and response arrangements.

External Audit Progress Report and Sector Update, including Certification of Grants and Returns

- 3.9 The Committee received a report on progress in delivering Grant Thornton's responsibilities as the Council's external auditors. It also included a summary of emerging national issues and developments relevant to Brent as a local authority as well as certification of grants and returns.

Additional Audit Fees 2019-20

- 3.10 The report provided a brief note on the increased audit fees for additional audit work Grant Thornton had planned to address including enhanced requirements placed upon them by the Financial Reporting Council (FRC), their regulator.

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The Complimentary Roles of the ASC, ASAC and Scrutiny Committees (Review the Performance of the Committee - self-assessment)

- 3.11 This report provided an update about the effectiveness of the Audit and Standards Advisory Committee (ASAC) following a training workshop held after the previous meeting facilitated by a CIPFA trainer.

Treasury Management Strategy 2020/21

- 3.12 The Committee also reviewed Brent Treasury Management Strategy 2020/21.

Audit and Standards Advisory Committee – 11 March 2020

Draft Internal Audit and Investigations Annual Plan

- 3.13 This report set out the draft Internal Plan for 2020/21 and the basis on which the plan had been prepared.

External Audit Progress Report and Sector Update

- 3.14 This report provided the Committee with an update on progress in delivering Grant Thornton's responsibilities as the Council's external auditors. It also included a summary of emerging national issues and developments.

External Audit Plan

- 3.15 The Committee also received an overview of the planned scope and timing of the statutory audit of the London Borough of Brent and the statutory audit of the London Borough of Brent Pension Fund for those charged with governance.

Accounting Policies

- 3.16 The council is required to adopt accounting policies each year to set out how the Statement of Accounts will be produced. This report detailed the proposed Accounting Policies for the production of the 2019/20 Statement of Accounts.

The ASAC scheduled for 20th April 2020 was postponed due to the Covid 19 response arrangements

Audit and Standards Advisory Committee – 5 May 2020

Emergency Planning response to COVID 19

- 3.17 The report provided ASAC with a summary of the work that had been undertaken since Emergency Planning and GOLD arrangements were stood up in the Council, as a result of the pandemic coronavirus COVID 19. The report also outlined the resource implications of the actions that had been taken by the Council.

Annual Governance Statement

- 3.18 This presented the draft Annual Governance Statement (AGS) for 2019/20, as required by the Accounts and Audit Regulations 2015. The AGS was presented to ASAC for consideration, prior to formal approval by the Audit and Standards Committee, which followed on the rising of that Committee.

Audit and Standards Advisory Committee – 26 May 2020

Annual Standards Report (including quarterly update on gifts and hospitality)

- 3.19 This was the Monitoring Officer's Annual Report to the ASAC for 2019. It provided an update on Member conduct issues, work of the ASAC, the Audit and Standards Committee and the Monitoring Officer during 2018 as well as the quarterly update on Gifts and Hospitality.

Draft Statement of Accounts 2019/2020

- 3.20 The Committee were presented with the Council's draft 2019/20 Statement of Accounts for consideration prior to their submission to external audit.

To review performance of i4B Holdings Ltd

- 3.21 This report provided the Committee with an update on i4B Holdings Ltd's (i4B) recent performance, audit arrangements, and risk register.

To review performance of First Wave Housing Ltd

- 3.22 This report provided the Committee with an update on First Wave Housing Limited's (FWH) business plan, recent performance, risk register, and audit arrangements.

Internal Audit Progress Report

- 3.23 The Committee also received an update on progress against the Internal Audit Plan.

Counter Fraud Progress Report

- 3.24 The Committee were provided with an update on counter fraud activity for the year to date.

External Audit Plan Update - Audit scope & additional work 2019/20

- 3.25 The report provided an update on the planned scope and timing of the statutory audit of the London Borough of Brent ('the Authority') and London Borough of Brent Pension Fund ('the Fund') as reported in the Audit Plan dated February 2020, for those charged with governance.

External Audit Progress Report and Sector Update

- 3.26 The Committee received a verbal update from Grant Thornton on progress in delivering their responsibilities as the Council's external auditors along with a summary of emerging national issues and developments.

Review of the use of the Regulation of Investigatory Powers Act (RIPA) Powers


- 3.27 The Committee also received an update on the Council's use and conduct of covert surveillance techniques when investigating serious criminal offences relying on the powers made available to local authorities in Part II of the Regulation of Investigatory Powers Act 2000 (RIPA).

Report sign off:

Debra Norman

Director of Legal, HR, Audit &
Investigations

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 Brent	Full Council 13 July 2020
	Report from the Assistant Chief Executive
Brent Black Community Action Plan	

Wards Affected:	All
Key or Non-Key Decision:	
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One Appendix 1 Brent Black Community Action Plan
Background Papers:	0
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Shazia Hussain, Assistant Chief Executive shazia.hussain@brent.gov.uk Pascoe Sawyers, Head of Strategy and Partnerships Tel: 020 8937 1045 Email: pascoe.sawyers@brent.gov.uk

1.0 Purpose of the Report

- 1.1 To present to Full Council the Brent Black Community Action Plan, which was developed with black community Leaders in the borough.

2.0 Recommendation(s)

- 2.1 To note and endorse the Brent Black Community Action Plan.
- 2.2 To refer the Action Plan to Cabinet for appropriate resourcing and implementation.

3.0 Detail

Context

- 3.1 The tragic killing of George Floyd in the United States brought to greater prominence the Black Lives Matter movement, sparking protests across the

globe and a strong call for action on tackling inequalities and systemic racism. All during a time when the Covid-19 pandemic has painfully highlighted its disproportionate impact on BAME communities in terms of cases of the virus and mortality rates.

- 3.2 communities in Brent, one of the most diverse boroughs in the country, continue to be affected by the inequalities highlighted, requiring decisive and urgent action by the Council and partners. Our community has been further rocked by two recent incidents in the borough – the shooting of a two year old child in Harlesden and the murder of two women in Fryent Park.
- 3.3 In the context of these global and local challenges and events the Council met with 72 black community leaders and representatives on 11 June to listen to concerns and take decisive action to make improvements for residents.

Working with Brent's Black communities

- 3.5 The total Brent population in 2020 is estimated¹ to be 343,016, 61,396 (17.9%) of whom are in a black ethnic group and 7,746 (2.3%) of whom are in a white and black ethnic group. The below breakdown showcases the diversity of the Brent's black community:

Ethnic group	Number of people	Percentage of population
Black Caribbean	21,648	6.3%
Black African	28,127	8.2%
Other Black	11,621	3.4%
White & Black Caribbean	4,300	1.3%
White & Black African	3,446	1.0%

- 3.6 Brent has the seventh highest black population in terms of numbers, and ninth highest by percentage, and they make up 13% of the Greater London population.
- 3.7 To accelerate action on tackling inequalities on 11 June the Council's Leader, Deputy Leader, Chief Executive and Police Borough Commander met with leaders and representatives from Brent's black communities to listen to people's concerns. Following this constructive meeting, which was attended by 72 community members, a draft action plan was produced to support the black community and tackle inequalities in our borough in the short, medium and long term. The draft action plan was discussed on 17 June at a second meeting of black community representatives, for feedback and agreement. These community meetings are part of on-going conversations and joint working between the Council and community.

¹ GLA central projections (2016)

3.8 The Council is not starting from scratch on a lot of these proposals contained in the action plan. A few highlighted examples of ongoing work:

- Brent identified raising the educational achievement of boys of Black Caribbean heritage as a Borough Plan priority. Attainment had been consistently well below that of pupils nationally at the end of Early Years Foundation Stage, Key Stages 1, 2 and 4 over the past five years. To raise the achievement of boys of Black Caribbean heritage in Brent schools a project was established to support Black Caribbean Achievement Champions in every participating school. Additionally, it supported rigorous and robust analysis of the performance of pupils of Black Caribbean heritage, evaluated the effectiveness of key aspects of schools' practice and established a training programme to ensure pupils of Black Caribbean heritage achieve well. This project has had a very positive impact on the attainment for this group of pupils in Brent. For example, the 2018/19 validated data for the end of Key Stage 2 shows significant narrowing of gaps between the attainment of boys of Black Caribbean heritage and all pupils. In reading, writing and mathematics combined there has been an improvement of 16 percentage points representing a remarkable 70% fall in the size of the gap. The gap now remaining is 7 percentage points.
- Brent secured £250k of investment from Trust for London, working in partnership with the Black Training and Employment Group (BTEG), to deliver the Moving on Up programme. Cabinet approved a proposal to match this with a further £326k of Neighbourhood CIL funding, subject to a signed agreement for the grant. The project will work with black young men to help build their aspirations, develop their skills, and secure quality employment. The project also includes recruiting a group of mentors to support black young men in Brent, as well as working with high value sectors such as creative, tech, and finance, where young black men are disproportionately under-represented.
- The Council has a programme of using its assets and investments to provide better community facilities and job opportunities. The acquisition of the Picture Palace recognised the demand for more community and cultural space in Harlesden, a decision informed by significant community engagement, including with local schools and grassroots organisations. The council is working with community groups to develop the spec to find an operator for community/culture/enterprise space.

Review of equalities and HR policies and practice at Brent Council (Pavey Review)

3.9 Brent Council has long been known as a dynamic and open organisation with both a diverse workforce and set of elected members that reflect the composition of the borough's population. In 2015, Councillor Pavey was commissioned to review Council's policies and practice to see where improvements could be made. 64 recommendations resulting in the following headline achievements:

- the Council employs a largely representative number of BAME staff (66%) in relation to the overall proportion of BAME residents in the borough (65%). This is the highest median percentage of BAME employees of all London Boroughs (average 17%)
- BAME officers, at the time of the Pavey review were previously less represented (14%) at the highest levels of the organisation. By March 2018, 40% of BAME colleagues were in higher-graded roles and by the end of March 2019 this had increased even further to 44%. In 2015, the Council Management Team were all white British, in 2020 it is 38% BAME.
- in 2018-2019, the majority of internal promotions were BAME employees (65%) in line with the Council's workforce. The ethnicity profile of those promoted has been broadly similar to the ethnicity profile of the council workforce overall
- 67% of Brent's Elected Members are BAME. This has helped to translate into a Cabinet of 80% BAME members
- staff networks were set up to enable staff to influence internal policies and procedures (LGBT+, Cultural Diversity, Gender Equality and Disability). The networks continue to thrive with significant support from Council Management Team.

3.10 While the Council's progress demonstrates genuine commitment to embed equality and diversity within the structures of the organisation, it is acknowledged that there is still much more that can be and will be done. The Brent Black Community Action Plan will help to build on the Council's progress.

Implementation and accountability

3.11 Following Full Council's endorsement, it is proposed that Cabinet will oversee the implementation of this action plan including prioritisation and the allocations of resources. The Council's Overview and Scrutiny function will be able to hold Cabinet to account on progress.

3.12 Importantly, Brent's black community will need a significant and regular role in holding the Council to account for the delivery of the action plan. Effective implementation can only be achieved by working in partnership with Brent's black communities, with their ongoing involvement and continuous feedback. As part of the action plan senior council managers will continue to build 'cultural competence' by spending time with Brent's black communities in their localities and our staff to understand people's lived experiences, further cementing the partnership with communities.

3.12 One piece of work that has already begun is the review of names of monuments, buildings, places and streets in Brent with associations with historical figures involved in the slave trade.

4.0 Financial Implications

4.1 The financial implications of the actions outlined in the plan will need to be developed and considered by Cabinet.

5.0 Legal Implications

5.1 None as a result of this report and action plan at this stage.

6.0 Equality Implications

6.1 The council, as a public authority exercising public functions, is subject to a general public sector equality duty (PSED) under section 149 Equality Act 2010 (EqA). The PSED requires public authorities to have “due regard” to:

- The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the EqA.
- The need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. This involves having due regard to the need to:
 - remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
 - encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- The need to foster good relations between persons who share a relevant protected characteristic and those who do not share it. This includes having due regard to the need to tackle prejudice and to promote understanding.

6.2 This report and action plan will support Brent Council to continue to meet its public sector equality duties.

Report sign off:

Shazia Hussain

Assistant Chief Executive

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Appendix 1 - Brent Black Community Action Plan

The Brent Black Community includes (but not limited to) people of black Caribbean, African, other black, and black and white heritage.

1) Early intervention: children, young people and families

<p>Influencing school curricula to:</p> <ul style="list-style-type: none"> support young black boys with developing self-esteem, self-worth and confidence in the classroom, and through coaching and mentoring in schools ensure positive Black History is being taught. 	Long Term (1 year +)
<p>Recruitment drive for Black School Governors. This includes encouraging schools and Governor training to include unconscious bias and anti-racism training.</p>	Medium term (up to 12 months)
<p>Creating an assured way of life for young black people by enabling them to fulfil their ambitions and aspirations relating to education and work through:</p> <ul style="list-style-type: none"> enabling young people to explore and express their aspirations, which will include making them aware of opportunities available to them. This could also include confidence building and making them feel 'accepted' and that they do not have to work twice as hard as their non-black peers to achieve the same levels of positive outcomes for themselves supporting parents with their own aspirations and to understand aspirations of their families and children, and how they can enable their children to thrive institutions, including FE colleges, reviewing their support to ensure it is enabling young black people to discover and achieve their aspirations and removing structural racism and unconscious bias and barriers. <p>Looking at the pinch points in a young person's life (birth, starting school, transitioning from primary to secondary school, selecting GCSE subjects and beyond) we need to look at ensuring:</p> <ul style="list-style-type: none"> that the institutions and individuals who are influencers in a young person's life at various stages possess the cultural competence to understand and respond to the context, pressures and barriers young black people can encounter at every critical stage in their lives. Training will be essential. 	Medium term (up to 12 months)

<ul style="list-style-type: none"> • young people are enabled and given the ability to prepare for and handle situations. This includes developing personal resilience skills and creating spaces to have difficult conversations, possibly in school. These conversations could be trauma felt or experienced, directly or indirectly • that institutions deploy trauma training for professionals working with young people to support them with trauma and other issues faced • space and opportunity for young people to act as leaders and influencers • opportunities for young people to learn about black history which can enable self-worth and aspirations to grow • opportunities to celebrate achievements, for example, through an annual Youth Pride of Brent Awards evening hosted by the Council. 	
2) Enabling and strengthening community leadership through capacity building	
<p>Enabling the voice of community leaders and representatives to influence local decision-making through a Leadership Programme. A potential leadership programme could include several offers. Some initial ideas for example:</p> <ul style="list-style-type: none"> • Establishing a mutual mentoring and coaching scheme designed to ensure that both black community leaders/representatives and senior Council officers, particularly members of the Corporate Management Team, can learn from each other about how the different kinds of skills, knowledge and experience they have can be used to benefit local communities. • building cultural competence - Senior Council Managers matched up with local providers to spend time with black communities to get a better understanding of their lived experiences to assist with implementing changes • enabling access into positions of influence. This could include coaching into community positions such as being governors or trustees of local organisations as well as into lay Council positions or opportunities. • ensure these programmes are well resourced as core programmes. The Young Brent Foundation and John Lyon's charity are developing a Cultural Competency framework for youth and community leaders that could be drawn upon. 	Long Term (1 year +)
3) Developing community spaces – run and managed by local communities	
<p>The council will support the development of spaces for community use e.g. for enterprise and young people. The Picture Palace, Morland Gardens and Leopold Centre are such current projects and the council will ensure that those putting in tenders to occupy the space have local community knowledge and ties.</p>	Medium term (6 - 12 months)
4) Supporting the black community and voluntary sector - grant funding to voluntary sector organisations and procurement	

Policy change of long-term investments rather than short term or one off investments/grants into local projects.	Medium term (6 - 12 months)
<p>Review our grants and funding streams and producing options to enable black community projects to flourish including:</p> <ul style="list-style-type: none"> • Reopen NCIL immediately for applications for communities adversely effected by inequalities • Ring-fencing of grants as long as there is compliance with regulations • Providing coaching and advisory support to applicants of grants and funding provided by the Council and those provided by other bodies such as the GLA or central government • Support joint strategic external funding applications between the council and community groups • Enabling collective community conversations about council funding criteria, for example, NCIL, so criteria guides what the community needs. This could be done through ensuring community representation on the NCIL decision making panel. Bring all the NCIL funded projects relating to black community projects into one programme. This will enable the collective pooling of existing resources to improve community outcomes • Providing match funding to existing funding streams for projects • Participatory budgeting where community groups and representatives are invited to decide how to allocate spending to projects. This would entail community leaders and representatives working together to negotiate with each other to arrive at a collective position. The voice of young people will be crucial. 	Medium term (6 - 12 months)
<p>Review the Council's procurement process to:</p> <ul style="list-style-type: none"> • proactively support black community groups of various sizes to make applications including providing training or briefings to help applicants understand the local authority procurement process. Complex application processes can deter small organisations with limited resources or experiences build capacity of black communities to respond to tenders and make bids. A clearer connection needs to be made between social enterprise and procurement with priority given to black communities. • that social value is built in and successful contractors are considering the needs of the black community. The cultural competency of providers should be tested. • that the council uses its purchasing power to commission local groups to provide local services. 	Medium term (6 - 12 months)
<p>Review the support given to black voluntary and sector community in the areas of:</p> <ul style="list-style-type: none"> • space available to charities from the black community 	Long Term (1 year +)


<ul style="list-style-type: none"> starting an informal engagement group for social businesses, social enterprises, co-operatives, and corporates who are looking for CSR opportunities Supporting small voluntary and community sector organisations to join up and form local consortia to consolidate resources and expertise. 	
5) Support for employment and enterprise	
Ensuring strong education employment and training routes for young people. Establish a local commission to review and develop the opportunities and routes to success available for young people aged 16-25 years.	Medium term (up to 12 months)
Review and understand the skills shortage and aspirations. Anecdotally, many young black people are more interested in starting their own businesses than jobs.	Medium term (6 - 12 months)
Commission a joint project with Julian Hall (Ultra Education) to advise and make young people aware about entrepreneurship opportunities and support available to them locally. Could be delivered in educational settings.	Medium term (6 - 12 months)
Create business opportunities for black people (or BAME) locally. Jobs of the future are increasingly going to be based in the tech world. The Council should use its levers and contacts to connect up black community entrepreneurs and start-ups to opportunities at larger with tech providers. The Moving on Up programme is a good example of a project where the council is linking young black men with employers and employment/training opportunities.	Long Term (1 year +)
Using the council's purchasing power to commission local organisations and businesses to provide services such as meals on wheels etc. The council can do more to enable local businesses to put in tenders such as by making them aware of tendering and commissioning processes.	Medium term (6 - 12 months)
6) Accountability and engagement	
Enabling communities to get involved in the work of the council and partner organisations through existing mechanisms such as through participating in scrutiny committee task and finish groups and the co-opting of community leaders/representatives on to Boards where possible. Knowledgeable and experienced community members should be commissioned as paid consultants and peer reviewers to provide local insights, help shape the council's agenda and hold it to account.	Medium term (6 - 12 months)

Clearly demonstrating and reporting back impact to communities in a 'you said, we did' format including engaging in face to face (or virtual) meetings and on digital platforms to involve as many people as possible.	Long Term (1 year +)
Review of council corporate strategies (such as physical activity, health and wellbeing, stronger communities, equalities) and ensuring they include in-depth consultation with community leaders and groups. This entails working with local influencers (but being mindful of the 'usual suspects' and gatekeepers who are usually consulted with at the exclusion of others in the community) to understand the communities and their needs, and keeping a close connection between the council and community alive. The shaping of policy frameworks need to happen in partnership with the community and must be authentic.	Long Term (1 year +)
Putting in place long term mechanisms to engage with young black people in the borough in settings and ways that are convenient for them. Treating young people as stakeholders with a voice.	Medium term (6 - 12 months)
Creating a consolidated central preventative engagement function. This would include dedicated work with communities in localities – perhaps with a focus on areas such as Harlesden and Stonebridge.	Short term (0 – 6 months)
Draw on existing communication platforms in the community such as the Beat London radio station to convey messages and engage people.	Medium term (6 - 12 months)
<p>Convene a temporary community reference group to assist with the production and peer review of this action plan. The following people have expressed their interest in participating in follow-up discussions:</p> <ul style="list-style-type: none"> • Jennifer Ogole – Bang Edutainment • Julian Hall – Ultra Education • Sandra White – Ultra Education • Abdi Farah - Hornstars • Jasmine Dale – the Brent Factor • Chris Murray – Young Brent Foundation • Rose Ashton – Executive Head, Chalkhill Primary School • Tajean Hutton – young person from the CALM Project in Harlesden. 	Short term (0 – 6 months)
Convening a summer or autumn summit to convene a broader network of community leaders to review actions by the Council and continue the conversation.	Short term (0 – 6 months)

Using Brent Connects forums to engage with communities directly with a focus on wards such as Harlesden and Stonebridge initially but eventually across all wards.	Short term (0 – 6 months)
7) Internal review of processes within the Council	
Review the Equalities Analysis process the council uses to assess the impact of decisions on the black communities. Reform the process so black communities are co-production partners in decisions. The council will draw on organisations such as YBF who have existing members who have the skills to undertake appreciative inquiries into the Council's policies and programmes to check we are getting the outcomes right for the black community.	Short term (0 – 6 months)
Ensure there is appropriate and timely learning from complaints and feedback from the community. Demonstrating and communicating changes made to systems as a result to black communities. The creation of opportunities to have community based space for open and frank discussions about experiences can help inform the learning process.	Medium term (6 - 12 months)
8) Homes and homelessness	
<p>The council needs to work with the community to expand this area of work but initial areas to explore include:</p> <ul style="list-style-type: none"> Working with our RSLs and local community organisations such as Crisis to look at the housing agenda and bringing them into a forum to look into issues to do with the black communities. Holding RSLs to account and being involved in the community and the issues. The elderly and care – older black communities who are isolated because they do not go into and care in the communities. 	Medium term (6 - 12 months)
9) Tackling health inequalities	
Covid-19 threw a sharp and painful relief on health inequalities, caused by structural inequalities. BAME communities are disproportionately affected by the pandemic in terms of contracting the virus, mortality rates and other life effects. The council, along with local and regional partners, will examine the full impact and plan for actions to reduce the disproportionate impact on BAME communities as well as identifying and addressing the structural reasons for the inequalities.	Medium term (6 - 12 months)
10) Embedding equality and diversity within the Council workforce	
<ul style="list-style-type: none"> Run a series of 'Let's Talk About Race' webinars to enable staff at all levels to engage in open and frank discussions about lived experience in relation to race, racism and remedies for racial inequality. Making unconscious bias training mandatory for all but with a more practical focus on front line staff such as social workers, housing and customer services colleagues. This training needs to be accompanied by a review and reform of underpinning systems that could perpetuate bias. An example could be in recruitment where applications put to recruitment panels are made anonymous. 	Short term (0 – 6 months)

<ul style="list-style-type: none"> • Offer Unconscious Bias training in classroom and virtual form covering anti-racism, racial competencies, privilege and fragility. Review of online unconscious bias training to be updated immediately and ensure annual reviews to be carried out with staff. 	
Ensuring senior management reflects the communities the Council serves and ensuring greater black representation in senior roles across the Council. This is will be an ongoing piece of work with a target for it to be fully achieved by 2024.	Long term (1 year +)
The Council Management Team should develop an understanding of the types and impact of inequality. This could be done through reverse mentoring for CMT and senior manager with a black colleague (with clear terms of reference to ensure it is beneficial for both parties e.g. shadowing opportunities for the mentor).	Medium term (6 - 12 months)
Staff networks should continue to be supported with coaching and mentoring. The Council should also set up a Black Staff Forum with a separate budget for events and training. Race champions and allies who empathise with the experiences of black people. Champions should receive training and support to undertake their roles.	Short term (0 – 6 months)
Ensuring clear talent spotting and progression processes are in place and are communicated regularly to staff. In tandem, ensuring supportive structures for black progression are in place.	Short term (0 – 6 months)
The Council should commission the Local Government Association, or other appropriate organisation, to carry out an independent review of its approach to delivering workforce equality, diversity and inclusion. The review should also take into account key findings and recommendations of previous work done in this area in the relatively recent past including the Pavey Review (2015) and the Business In The Community focus group report on the experience of BAME employees at Brent Council (2019).	Short term (0 – 6 months)
Ensure Black Lives Matter remains on the agenda, particularly when media focus and political pressures cease. Add BLM to the next set of staff Forward Together sessions.	Short term (0 – 6 months)
A detailed work programme for all of the above will be put together in consultation with the Council's Cultural Diversity (staff) Network and Black Staff Forum.	Short term (0 – 6 months)

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 Brent	Full Council 13 July 2020
	Report from the Chief Executive
Emergency Planning Response to COVID-19	

Wards Affected:	All
Key or Non-Key Decision:	Non-Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	Three Appendix 1: Schedule of Service Changes/decisions Appendix 2: Schedule of Service Changes/decisions (June 2020) Appendix 3: List of Decision taken under the Chief Executives delegated emergency decision making powers
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Carolyn Downs Chief Executive Tel: 020 8937 1007 Email: Chief.executive@brent.gov.uk

1.0 Purpose of the Report

- 1.1 To provide Members of Council with information about the work that has been undertaken since Emergency planning and GOLD arrangements were established across the Council as a result of the pandemic flu virus COVID-19.

2.0 Recommendation(s)

- 2.1 That Members of Council note the actions taken and assure themselves that governance arrangements are appropriate and that the decisions that are being made are sufficiently responsive.

3.0 Detail

- 3.1 The Council established its GOLD emergency planning response on 16 March 2020. This is covered under the Civil Contingencies Act 2004 and effectively means that emergency decisions can be made by the Council's Chief Executive pursuant to the following provisions in Part 3 Paragraph 9.3.2. of the Council's Constitution:

"Exceptionally,.....notwithstanding anything in this Constitution, the Chief Executive shall be authorised to exercise either executive or non-executive functions where the matter is urgent unless this is prohibited by law."

- 3.2 Once an emergency is declared, a Strategic Coordination Group (SCG) is put in place by the London Resilience Forum which sits within the GLA. Following direction from the SCG, the Council stood up its BECC and GOLD arrangements. GOLD meetings were originally held daily but have now reduced to once a week, on Tuesdays. The meetings are attended by all members of the Council Management Team (CMT), the Director of Public Health, the Head of Communications, Emergency Planning representatives, the Director of Customer Access and Head of Transformation. It is chaired by the Chief Executive or a her deputy if she is unable to attend. Directors produce Situation Reports for consideration and provide updates within their area, raise any issues and/or decisions to be considered. Until last week we were also joined by a member of the Metropolitan Police to ensure joined up task forcing. This is supported by daily calls with the Metropolitan Police and the Council's Community Safety Manager which continue.
- 3.3 Once an Emergency is declared the powers are automatically available to the Chief Executive to make urgent decisions. Officers continue to make decisions under their delegated powers but in view of the urgency of the situation some of these decisions have to be taken at speed and sometimes without the degree of consultation and debate that is usually considered desirable, because it is not currently practicable. On 22 April 2020 the Chief Executive reported decisions to the Audit Committee. No concerns were raised. These are set out in Appendix 1. A further decision was made by the Chief Executive on 30 June 2020 in respect of the decisions set out in Appendix 2.
- 3.4 The situation in respect of the Coronavirus: COVID 19 remains an exceptional circumstance. Whilst the lockdown is gradually being eased, there is still the occasional need to take urgent decisions. These concern actions taken during the current crisis due to extreme urgency and often in response to specific Government direction and guidance.
- 3.5 Attached as Appendix 3 is a list of the specific decisions also taken by the Chief Executive during this period under the emergency process. These have already been published.
- 3.6 The Council's initial response to the pandemic emergency in early March was to follow government guidance with regard to the scientific evidence and whilst services were reduced and increasing numbers of staff were working from

home we did not shut down all services until the government instituted the nationwide lockdown on 23 March 2020.

- 3.7 Since that point the council has changed its modus operandi to one where staff are based at home working remotely. We originally retrenched to what we term critical services but at present we are providing the majority of services.
- 3.8 Much 'Business As Usual' (BAU) has continued throughout the lockdown but some services by the nature of the public interface were closed down at some point during the pandemic e.g. Libraries and sports centres. Some services have been projected into greater prominence as a result of the shutdown, for example registrations and mortuaries, with customer services and the Hubs mainly moving online and through phone delivery. They have been very busy throughout but have performed very well.
- 3.9 Moving forward, the decision has been made that now that the lockdown has eased, and risk assessments indicate it is safe, the Civic Centre opened to a carefully managed return of staff, limited initially to not more than 10% of officers working in the Civic Centre. This started from 6 July. All Directorates, in consultation with staff, were asked to submit working arrangements to accommodate this, introducing rotas for the 10% of employees returning. Operational mechanisms and precautions have been put in place to support this. Similar arrangements will be in place in other council buildings. All returning staff have had to complete individual risk assessments which are considered and signed off by Occupational Health.
- 3.10 As reported to Cabinet in April 2020, the initial estimate of the financial impact of the COVID-19 outbreak was c£35m. This was inclusive of additional expenditure pressures as a result of the outbreak (e.g. personal protective equipment for carers and front line staff, emergency accommodation for rough sleepers, overflow mortuary, support for residents that are shielding, etc.), loss of income (fees, charges and other commercial income from planning and building control, parking, rents, venue hires, etc.) and slippage on 2020/21 savings plans. Since then, these estimates have been further refined and are now estimated at £50.2m. This is made up of £45.3m of additional income and expenditure pressures and £4.9m of slippage savings plans for 2020/21. At the point of writing this report the Government has just announced a further financial package. You have a detailed report on your agenda this evening which will cover this.
- 3.11 To counter this the Council is taking a proactive approach to managing the financial impact of COVID-19 and is implementing a drive to identify non COVID-19 related underspends and other mitigating actions to compensate, as much as possible, for the impact of the estimated £4.9m of non-deliverable savings in 2020/21.

4.0 Refreshed London-wide Resilience Arrangements

- 4.1 London wide arrangements have been in place throughout and remain. The London Resilience forum was stood up and a Strategic Co-ordination Group

(SCG) has overseen the response of all our partners, NHS, PHE, Police, Fire, GLA, central Government. The Chair of the SCG was given powers by the government to direct public services throughout this crisis and at the early stages of the pandemic, we were duty bound to return a situation report to them outlining the resilience of all our critical services. They also provided direction in relation to issues such as shielding, PPE, testing, enforcement of social distancing and we have followed instruction where relevant though in many instances we had already taken appropriate actions before instructions were received.

- 4.2 The role of London Local Authority Gold (LLAG) throughout most of the emergency had been undertaken by Martin Esom, the Chief Executive of Waltham Forest. This has been executed by way of a sub-regional structure with Brent being in the West London sub-region along with Harrow, Hillingdon, Ealing, Hounslow and Hammersmith & Fulham. The sub regional response has been co-ordinated through Brent i.e. myself. This has ensured that all six local authorities have acted as much as possible in unison providing a uniformity of response where appropriate so that residents of different boroughs are not receiving wildly different levels of service. This structure has (in my opinion) worked much better than a whole London co-ordination which can quickly become unwieldy. Much of our response to adult social care has been done through our STP area which includes all six authorities along with Kensington and Chelsea and Westminster and has worked very well to date. However, what this governance demonstrates is that decision-making in relation to the emergency is largely taken at a London wide level, in consultation with all partners and government and that this is adapted operationally at an individual London Borough level.
- 4.3 Following the relaxation of lockdown, new governance arrangements have very recently been put in place, with the introduction of a joint MHCLG/GLA Transition Board. Below this will sit a Transition Management Group which will effectively perform the role of the SCG. I will sit on this body for West London. LLAG is now chaired by Zina Etheridge, Chief Executive of Haringey and the Chair of London Council's Chief Executives. These arrangements are expected to be in place for six months and will coordinate any response to a possible second spike as well as the ease of lockdown. For dealing with this our sub regional footprint now includes Westminster and Kensington & Chelsea. Myself and Stuart Love, Chief Executive of Westminster, will alternate coordination on a monthly rota.

5.0 Councillor and Staff communication

- 5.1 During lockdown we have sought to provide at least fortnightly Member web cast briefings with questions and answers. Many Councillors have kept in touch through email and phone in addition to the webcast briefings and the very regular Member email briefings. Since the government changed legislation to enable virtual council meetings we restored essential political decision making in this way with the Cabinet meeting on 20 April being the first such meeting, followed by the Planning Committee and Audit Committees both in April. Scrutiny is returning in July along with today's Full Council meeting. Effectively,

Member led decision making is now back in place for all decisions other than those specifically related to the pandemic.

- 5.2 Staff have also been regularly briefed through their own line management, through weekly video messages from myself and have also undertaken webcast question and answer sessions with colleagues. Staff have found these very useful adding a more personal element to the situation and now incorporating 'shout outs' to teams that have been put forward.
- 5.3 We have also conducted an all staff survey, focusing on, amongst many things, staff wellbeing. We have compiled an action plan to respond to the comments. 55% of staff responded to the survey and the findings show that the majority of staff feel they have been well supported and communicated with during the lock down. 89% said that they were proud to work for the Council during the crisis; 88% felt that communications were keeping them informed and up to date; 87% felt that they were still able to work effectively as a team; and 82% felt supported by their manager. The survey also showed that home working had worked well for most staff but that there were concerns about health and safety in the context of any future return to the workplace.

6.0 Directorate Updates

6.1 Community Wellbeing

Adult Social Care (ASC)

- 6.1.1 Focused initially on ensuring hospital discharges happened quickly, supporting care homes and home care, getting PPE to carers and front line staff, and supporting vulnerable people through the wellbeing helpline; the focus has now widened to maintaining infection control in care homes and other care providers, continuing to supply PPE and restoring as many services as possible to full BAU.
- 6.1.2 A new Wellbeing helpline service was set up, working alongside our regular Duty Team and Brent Customer Access colleagues. This initially ran seven days per week from 8am-8pm. In addition to supporting the delivery of calls to the shielded group (which are still ongoing), this team undertook over 900 assessments since the beginning of March to put in place short term packages of support for individuals who needed extra help as a result of Covid-19 and could not be supported via any other mutual aid or community route.
- 6.1.3 All teams across ASC were asked to put in place contact and support arrangements for the families and individuals we were most concerned about during this period. The Complex Care teams put in place communication arrangements with our most anxious clients to help manage the volume of contact and complaints from them during this period, as obviously anxieties were increased during this time.
- 6.1.4 Everyone who cancelled or suspended a care package, or who was unable to attend their regular day care provision received a call from the community

review team who completed risk based assessments on their care arrangements, and who followed up with everyone who we assessed and supported through the new wellbeing service as a result of covid-19.

- 6.1.5 Direct services staff undertook outreach work with day centre attendees, including creating tailored activity packs for all users and doing outreach with those individuals who are willing and able (taking them for walks etc.). Other Direct Services staff contacted users and families regularly (daily in some cases) to provide telephone support where families cannot or will not allow contact.
- 6.1.6 Brent has a diverse population, with 61 care homes covering residential, nursing, learning disabilities and mental health and with a total capacity of 1,189 beds. Of the people placed in care homes in Brent, only c. 30% are funded by Brent Local Authority, with the remainder being a combination of self-funders and individuals placed by other local authorities or health partners. We also have 7 extra care schemes. Brent has a relatively high proportion of care facilities than other boroughs, and is a net 'importer' of care residents from central London Boroughs. Brent therefore has had a significant safeguarding responsibility in supporting residents funded through other boroughs.
- 6.1.7 Brent has been one of the hardest hit areas nationally in terms of Covid-19 incidences and deaths. Despite the high level of early incidences, we have responded quickly and comprehensively from the initial outbreak, working with care homes and extra care schemes to protect our vulnerable residents. As a result, we have been able to minimise the uncontrolled expansion of infections through our homes. Recent data suggests that despite Brent having the second largest number of deaths in London, and also having seen the impact of Covid-19 earlier on in the pandemic than the rest of London, our care homes have fared proportionately far better than many other London boroughs with a lower number of Covid-19 related deaths. Tragically, a total of 195 deaths in care homes have been recorded in Brent since the beginning of March 2020 to date. However, it is not possible to identify how many of these deaths are directly attributable to Covid-19 as regular community testing and testing in care homes was not achieved until the end of April 2020. However, Public Health Analysis suggests that Brent has the 6th lowest rate of deaths in care homes (for any reason) during this period across London. There should however be some caution in relation to the data, as it has been drawn from multiple data sources and reporting of data from different sources and areas is not always aligned and accurate. Further analysis will be done in future to review the position once there is more confidence in the source data.

The key elements of the additional support provided to care homes in Brent are summarised as follows:

- **PPE** - Local and sub-regional procurement and distribution of PPE, funded through the funding provided to councils, distributed to homes on an equitable basis to ensure that no care home was short of essential personal protective equipment. Purchase and distribution of PPE by Brent Council started on 27 March, with Brent being the first borough to distribute PPE

directly to all providers. To date £1.5m of PPE has been purchased by Brent local authority and distributed to care providers on a weekly basis and 100% of respondents to the care home survey reported they felt they had sufficient PPE as a consequence. We are forecasting that we will be spending £6m per year on PPE going forward. None of these costs have been passed onto any care providers in Brent. However, clarity of funding for PPE is required given that we anticipate that all care providers will require an ongoing supply until an effective vaccine has been developed and deployed.

- **New accommodation** - Establishment of a new council commissioned 11 bedded extra care facility to support people being discharged from hospital who are Covid+ or are needing to self-isolate due to vulnerable individuals at their usual place of residence for up to 14 days, and to minimise additional outbreaks in homes. This facility at Peel Road was set up within a week and was open to accept patients from 9 April. This included fitting the building out with hospital beds and other required equipment, and sourcing, training and commissioning a care provider to provide care over a 24/7 contract. This has cost the council £86k to set up and furnish the facility as well as ongoing care costs.
- **Staffing** - Support in providing and co-ordinating agency staff to care homes where there are staff self-isolating or shielding, including management capacity, to ensure that care provided remained high quality and safe throughout the pandemic. This included establishing a dedicated team within the local authority that operated 7 days a week, and out of hours, and both sources and co-ordinated agency staffing and deployment of council employed carers. This ensured that wherever possible staff were allocated consistently to a single place of care, minimising the risk of cross infection and improving the consistency of care. The team began working with providers on 4 April and have placed 41 staff in 8 homes covering 1476 hours of care to date.
- **Daily monitoring of pressures or support needs** - Daily calls through Provider Relationship Officers to all care home provider Registered Managers directly to monitor Covid-19 incidences, infection control procedures, staffing levels, testing utilisation, access to GP or NHS support. This is recorded in a daily record and escalated to senior leaders within both the council and CCG, and appropriate actions are put in place as required. Each care home has also been given a dedicate officer to be their single point of contact allowing for the building of a two way relationship and communication and not just data and information reporting requirements for homes. A consistent and named officer to support all homes was already established in Brent, allowing us to move immediately to a system of daily contact and communication. Therefore, this has been in place since 16 March, and support provided has ranged from advice and guidance, to resolving very practical issues at the beginning of the crisis such as officers going out to get groceries and personal hygiene supplies for homes and residents, and sourcing hard to get items such as

thermometers so that homes had sufficient basic equipment to manage infection.

- **Support and guidance** - Weekly care home forum (hosted virtually) for all providers to ensure all providers are sighted on the latest guidance, support and best practice from national and local partners. These calls have had regular attendance of approximately 40 people each week. Additional training and support includes bereavement and mental health support, infection control, medications management and a range of other national offers. Further, the local authority has funded, commissioned and is managing a Positive Behaviour Support worker to support providers to manage individuals with mental health issues, dementia or other conditions that mean that they are struggling to comply with social distancing requirements or infection control measures in both care homes and in Extra Care and psychologists from CNWL are providing bereavement and loss support to care home staff and residents.
- **Infection control and training** - Additional training has been provided for infection control, swabbing and other support through local public health and through a NW London NHS team. This has included daily virtual training, access to public health advice on weekly calls and visits to homes from the clinical NW London support team. Public Health colleagues in Brent have developed and are delivering weekly web based training in infection control and have undertaken visits to specific homes where there are concerns to train staff in person. 95% of care homes report through the care home survey that they have accessed training delivered by Brent in infection control and proper use of PPE. They have also provided risk assessments for care home staff to support and encourage staff to return to work where they have been concerned about the risk of infection, and they have provided on going advice to care homes around infection control.
- **Clinical support** – Expansion of existing Enhanced GP care home support to cover all care homes, in addition to further support provided through a NW London clinical nursing support team to advise on infection control, shielding residents and good practice and nursing requirements. This is in addition to the existing support provided by GPs and the NHS 111*6 services. Coverage of the NHS 111*6 service and nominated clinical leads have also been extended to Extra Care providers.
- **Testing** - Local co-ordination of testing through the Provider Relationship Officers, to try and ensure that testing provided through the myriad of routes (local, sub regional and national) is targeted at care homes with the highest risk or with Covid-19 incidences. The ambition is to move towards regular testing to ensure more effective prevention of further outbreaks. Many homes in Brent have been supported by the NWL Care Home Support Team, working with the local authority PROs, to co-ordinate and undertake testing and at the same time train and support care home staff to be able to administer the tests themselves in the future accurately. Survey responses show this has been both effective and valued. The ability for local commissioners to share local knowledge, prioritise homes to test and

to work with local health partners to deliver a responsive service has worked well. In contrast, survey responses highlight ongoing issues accessing testing kits via the portal or other centralised routes.

- **Cost pressures** - Inflationary uplifts in both the council and Funded nursing care (FNC) rates went live from 1 April, in line with modelled underlying cost bases in care homes. Additional pressures around staffing and PPE have been supported directly through the council. All providers have been paid in advance up to June 2020 and the offer has been made to providers for the council to fund loans to support cash flow if required.
- **Infection Control Grant** – distribution of the central government grant for infection control has been achieved in Brent, with care homes receiving payments per bed to support infection control. Just under £1.2m has been distributed to care homes since Mid-May.

6.1.8 Using a combination of local agreements and partnership with health and the Government self-registration scheme, all Brent care homes have now been tested, including MH and LD homes. Very few positive infections have been found and the testing is working well. Testing is also now being undertaken in other care settings, including Extra Care and Supported Living. Work is being undertaken to agree the regularity of this on an ongoing basis across the system. Where necessary and if there is ongoing concern, homes to be tested are prioritised by the Brent Commissioning Team and testing visits are arranged and coordinated by them, with tests being carried out by NWL CCG staff. The majority of homes are arranging their own testing and re-testing via the online government portal.

6.1.9 In a more general sense, commissioners continue to provide support where they can, providing staff and PPE, and co-ordinating additional support where necessary. Local authority public health colleagues are providing on going daily on line training sessions as well as telephone support on PPE guidance, infection control and other issues, but where more support is needed, the NWL Care Homes Team or the Enhanced Care in Care homes Team will undertake support visits to homes.

Public Health

ONS data

6.1.10. The most recent data published by ONS on 12 June reported on COVID-19 deaths between 1 March and 31 May. Brent had the highest age standardised death rate (of all authorities in England and Wales) at 210.9 deaths per 100,000 population. Age standardisation is used by ONS to allow valid comparisons between areas with different aged population (generally an area with more older residents would have a higher death rate than one with more younger residents).

6.1.11 Brent has the second highest number of confirmed cases in London, 1491. Earlier in the outbreak and pandemic there were limitations in obtaining tests

and so many cases may have been missed. There were also limits on individuals who were asymptomatic obtaining testing and so the data on confirmed cases is largely driven by hospitalised cases.

- 6.1.12 The Health and Wellbeing Board, on 29 June, received a specific report on the disproportionate impact of Covid 19 on BAME communities in Brent. The link for the agenda papers can be found [here](#).

Test and Trace

- 6.1.13 The national system was introduced on 29 May. We receive information and data daily on the number of positive cases detected, the number of contacts and the completion rate of tracing cases and contacts.

Outbreak Control Plan and arrangements

- 6.1.14 The draft service agreement between PHE and the Local Authority as well as draft Standard Operating Procedures (SOPS) for each setting (e.g. schools, care homes, businesses) have been received from PHE. The Health Protection Board is meeting weekly, is chaired by the DPH and reports to Gold. The Board has identified a PH lead and a service lead for each setting (e.g. early years staff for nurseries). The Board has completed the six point London framework action plan. The [Outbreak Plan](#) was signed off at the Health and Wellbeing Board on the 29th of June.

Health Protection Training

- 6.1.15 The public health and PII teams have developed training on health protection and infection control which was delivered to social care staff, early year's settings and schools as well as council services. Over 875 people have attended the early years and schools training.

Staff safety

- 6.1.16 Occupational health and public health worked together on risk assessments and provision of advice for staff.

Hyper local testing centre in Harlesden

- 6.1.17 A Hyper local testing site opened in Harlesden, run by Deloitte and the Department for Health and Social Care. The centre, the first in London, opened on 10 June aimed at those hard to reach groups in the area, with particular emphasis on the BAME community. With walk in appointments scheduled via the Customer Access designated line, officers are also able to identify and triage service users to other services, such as Debt Management, Welfare and Homelessness making the appropriate referrals.

Housing

- 6.1.18 Plans were put in place to ensure that rough sleepers were accommodated and additional accommodation was provided for those that were in danger of becoming rough sleepers. A total of 249 people have been placed in four different hotels, the main one being the Ambassadors, where 135 rooms were block booked until 10 July. An exit strategy has now been developed and agreed, which will see each person moved on to alternative accommodation that meets their needs.
- 6.1.19 A new team has been created in ASC and working with Housing and PII, assessments are being carried out to ascertain the support needs of each person placed in emergency accommodation. The objective is to ensure they do not have to return to rough sleeping.
- 6.1.20 Housing Management have continued to deliver essential services to tenants and leaseholders. Caretaking, repairs and planned works to communal areas (internal and external) have all continued, as they are essential services to residents. Also, vulnerable residents were identified, so that contact can be maintained with them and the service's improved support and signposting provided to those struggling to maintain payments.

6.2. Regeneration and Environment

Temporary Mortuary

- 6.2.1 During the period of the pandemic, the Council built an additional mortuary capacity and worked with funeral directors to ensure funerals happened as quickly as possible. The operation at Marsh road was in action until the end of May when it was decommissioned. Those officers who were deployed to the site have been contacted individually and offered counselling support.

Parks and Open Spaces

- 6.2.2 Enforcement of social distancing in parks and open spaces and high streets along with the effective monitoring of which shops should and should not be open, keeping the bins emptied given much higher levels of domestic waste have all continued. Plans have now been drawn up for a possible local lockdown as well as how to manage social distancing with non-essential shops opening on 15 June. These documents have been shared with Members.

Social Distancing in our Town Centres and Neighbourhoods

- 6.2.3 Neighbourhood Managers worked with business owners to help them better understand social distancing measures, reinforcing communications.
- 6.2.4 Social distancing measures on Highways and Footways were put in place from 11 May.

Business Support

- 6.2.5 Government guidance on the Discretionary Grant Scheme was published identifying Brent's allocation at £3.3m. The implementation of this is being led by Regeneration and Environment with input from Customer Services, Finance, Audit, Anti-Fraud and employment, skills and enterprise colleagues. Criteria for eligibility was considered by CMT, Lead Members and Cabinet.
- 6.2.6 The Economic Growth team have been providing advice and support for local businesses, on matters such as the grant and loan schemes available, and how to re-open safely. The Brent Business newsletter now has 7,000 subscribers and has increased to twice weekly. Brent for Business has been running webinars to enable discussion and advice on relevant matters.

Brent Start

- 6.2.7 Brent Start followed government advice on educational establishments and closed the building at the start of the lockdown. The educational offer was moved on line to enable students to still access learning. The Stonebridge centre is now beginning a limited re-opening to some learners and tutors, following social distancing rules.

Regeneration

- 6.2.8 In terms of construction, a number of regeneration projects have been re-instated with social distancing measures in place.

6.3 Customer and Digital Services

Customer Access

- 6.3.1 All public facing staff in customer access were redeployed to ensure that increased benefits and council tax enquiries were efficiently expedited and all calls answered. Face to face customer service remains closed and is due to open on 6 July from 10.30 to 14:30 initially, with a limited service. This is in line with the initial offering of library and Hubs services.
- 6.3.2 Telephone lines are open 9am to 5pm with the usual out of hours emergency service provided. A special enquiry line and email inbox was established to help residents with COVID-19 queries. The Customer Access contact centre is managing the appointments for the test site at Harlesden from w/c 8 June. The team will also be supporting from the LA perspective the Track and trace app.

Shielding

- 6.3.3 The Council has made contact with 19,931 NHS Shielded residents and others referred to us as vulnerable and provided food and medicines to those who were in need. Work is ongoing to clean the data received from the NHS but this will need to be done on an ongoing basis as more data is received daily.
- 6.3.4 We have implemented a technical solution to contact the latest batch of 9,000 residents and have sent text messages to 8500 mobile phone numbers. 1100

only had land line numbers for whom outbound calls were arranged. 122 residents did not have any phone numbers and those have been written to. In addition to this, 593 letters were sent to residents whom the council had been unable to reach after three attempts, advising them to contact via 1234.

- 6.3.5 The food delivery service running out of Bridge Park proved very successful, delivering a total of 18,275 food parcels for shielders and non-shielders. The process of a food delivery service for non- shielded vulnerable residents was approved by Gold at the end of May. This allowed for a reduction in the operation ensuring that the food service was focussed on a smaller group who were in the most need of support. Wider support is also being offered to these residents via our Community Hubs.

NNDR

- 6.3.6 For NNDR, the council continue to work with Capita on the new reliefs and grants relating to business rates. A report was approved by the Chief Executive under emergency powers on 30.3.20. The report enabled the application of discounts and the payment of grants to business. The payment of grants has been up and running since 4 April. It relies on obtaining details from rate payers, E-forms for this went live on the web site on 1.4.20. The return to government is amber given the volume of work yet to be completed, it is estimated not all grants will be paid until the end of June. Grants processed are at 3,894 worth £57.365m that's 85.60%.

ICT

- 6.3.7 Our ICT has coped exceptionally well and has enabled remote working to operate effectively. At the start of the lockdown, the majority of staff were able to use laptops to work from home. The rapid roll out of Microsoft Teams (within three days) and Zoom (within a week) has supported continued interaction within teams and externally. The number of users logging in remotely has been around 2,100 per day and a recent survey of employees shows that the majority have been able to carry out their roles effectively using online systems. A new telephone support line has also been implemented. Through our digital transformation team we have also been able to quickly develop new systems to support the response to the Pandemic such as online forms and databases to manage work to support people who are shielded or vulnerable.

6.4 Assistant Chief Executive

Voluntary and Community Sector (VCS)

- 6.4.1 Work continues in partnership with the voluntary and community sector to support the most vulnerable, including Mutual Aid Groups, the Food Aid Network and the Multi Faith Forum, to provide support and food and transport to foodbanks and to support the VCS in providing advice and support to residents.

Communications

- 6.4.2 Communications have constantly been responding to media enquiries and ensuring information is given to residents in the Borough through the web, social media channels, leaflets, Brent Magazine and banners and advertising to support public health messaging.
- 6.4.3 A new communications and engagement plan has been in place, focused on a more direct, targeted line of approach focused on risk groups including BAME residents (who are up to 4 times more likely to die from Covid) – as well as harder hitting borough-wide messaging.
- 6.4.4 The approach works on delivering these messages through borough-wide communications channels while simultaneously mobilising more advocates (secondary voices) to deliver these messages to various audiences and thereby maximise reach especially with those who remain most at risk. The council is working with key partners such as the Multi Faith Forum, community organisations and radio stations that provide messages and targeted information to key groups within our communities.

Governance

- 6.4.5 Successful zoom meetings have been held, including the Planning Committee on 6 May; Audit & Standards Advisory and Audit and Standards Committee on 5 May. Scrutiny forward plan for both committees has been drafted and two scrutiny committees are scheduled for July 2020.

6.5 Children and Young People

Schools & Early Years Settings

- 6.5.1 From the outset of the pandemic, arrangements have been put in place to ensure that contact was maintained with vulnerable children and young people known to Brent, either through home visits or video calling. At the beginning of the epidemic, practice guidance was updated to ensure that face to face visits to the most vulnerable children and families could continue.
- 6.5.2 Referrals to the Brent Family Front Door were lower than average through April and May but referrals are now returning to similar levels prior to the pandemic, which is an indication that other professionals and partners are operating at reasonable capacity and identifying safeguarding risks in the community.
- 6.5.3 Vulnerable pupils, including Looked After Children and Care Leavers in education, have been supported to obtain government funded laptops and these are now being distributed.
- 6.5.4 The council has been active in supporting schools and early years settings. Regular briefings and meetings of headteachers and Chairs of Governors with the Strategic Director have provided advice and guidance throughout this period. Protective measures training has been provided to early years settings

and schools by Public Health. Supplementary PPE has also been provided to early years settings and schools in line with government guidelines. CYP have coordinated the procurement of signage on behalf of schools in preparation for wider opening. Educational psychologists have also provided counselling and guidance to school teachers to support them with managing issues brought up by the COVID-19 pandemic.

- 6.5.5 The vast majority of Brent schools have remained opened throughout the pandemic, for children of critical workers and vulnerable children. A number of early years settings have also remained open for children of critical workers and vulnerable children.
- 6.5.6 Further to the government announcement on 28 May that all five tests have been met, Brent primary schools confirmed their arrangements for wider opening of Reception, Year 1 and Year 6. Brent's Health and Safety Team worked with the Children and Young People Department to support community schools in reviewing their risk assessments prior to wider opening.
- 6.5.7 All Brent schools have now opened more widely, apart from one Voluntary Aided school. In line with the Government's request, secondary schools have opened for up to 25% of the cohorts of Year 10 and Year 12 pupils from 15 June. Special schools have welcomed more children in June on the basis of each individual child's needs, in line with the Government's request to schools to open more widely for specified year groups.
- 6.5.8 Business as usual has been maintained regarding school admissions, with primary offers made on National Primary offer day, 16 April for reception places commencing at Brent primary schools this September.

6.6 Chief Executive's

Legal, HR, Audit and Investigations

- 6.6.1 Information has constantly been updated and sent to staff and risk assessments have been conducted. More recently a process to risk assess both staff working at home and in the office prior to a wider return to the Civic Centre has been initiated.
- 6.6.2 We have needed to ensure that we are alert to any potential fraud as a result of monies being distributed in response to COVID-19. Legal Services has been closely involved in advertising and supporting departments in implementing legislation and guidance relating to the emergency situation.

7.0 Recovery

- 7.1 As the lockdown continued, the Council made preparations for Recovery Planning focused on the basis of 'retain', 'reinvent', 'restore' and 'remove'. This covered both internal i.e. council and external i.e. community recovery. Sessions with PCG, CMT and with senior managers were held to feed into recovery planning. We also looked at similar work being done across other

councils. A number of key themes and work streams were developed through these discussions. Sessions were also held for all Members, using the Brent Connects structure, to enable them to comment on and feed into this planning.

- 7.2 Dedicated officer working groups have been set up to support these themes; namely Domestic Violence, Financial Inclusion, Mental Health and Capital Projects. The work in this area has also involved relevant Cabinet Members. Other areas of focus are economic recovery and climate change. In addition, departments have developed recovery plans for their areas which are being fed into the annual Service Planning process.
- 7.3 Recovery work has also focussed on planning towards reinstating face to face services, ensuring our buildings will be able to operate safely when more people are using them and building on what has worked well in terms of new ways of working. Significant health and safety works have been undertaken e.g. bringing in screens for face to face staff and additional PPE to facilitate the gradual return of staff to work.
- 7.4 Direction has been given to all Directorates that only up to 10% of the workforce is expected to return to the Civic Centre from July. To support this, each area was asked to submit the numbers of staff expected to return and the rotas around which this would operate. In addition to this, there will be reduced opening hours for face to face services to allow staff to use off peak public transport as well as limiting the number of residents visiting the Civic Centre at any one time. Measures have been put in place to make the Civic Centre more COVID-19 secure with the installation of screens and signage.
- 7.5 HR has also organised risk assessments to be completed by all staff to understand the needs of the workforce and ensure compliance. This is supported by a new Flexible Working approach which sets out short and longer term proposals for the future and increased working from home arrangements.

8.0 Financial Implications

- 8.1 The financial implications to this report are set out within the separate Finance report.

9.0 Legal Implications

- 9.1 The Civil Contingencies Act establishes a new legislative framework for civil protection in the United Kingdom. It imposes a clear set of roles and responsibilities on those organisations with a role to play in preparing for and responding to emergencies. Local authorities are a Category 1 responder under the Act, and have a key role to play in respect in discharging their duties in the legislation.
- 9.2 The Act, and accompanying Regulations and guidance, delivers a single framework for civil protection in the United Kingdom capable of meeting the challenges of the twenty first century. The Act is separated into two parts: local arrangements for civil protection (Part 1) and emergency powers (Part 2).
- 9.3 Part 1 of the Act, the supporting Regulations and statutory guidance *Emergency Preparedness*, establish a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. Local responders are divided into two categories, with a different set of duties applying to each.
- 9.4 Category 1 responders are those organisations at the core of emergency response (e.g. emergency services, local authorities, NHS bodies). Category 1 responders are subject to the full set of civil protection duties. These include:
- assessing the risk of emergencies occurring and use this to inform contingency planning in the form of a Community Risk Register;
 - Put in place emergency plans;
 - Create business continuity plans to ensure that they can continue to exercise critical functions in the event of an emergency;
 - Make information available to the public about civil protection matters, and maintain arrangements to warn, inform and advise the public in the event of an emergency;
 - Share information with other local responders to enhance co-ordination
 - Co-operate with other local responders to enhance coordination and efficiency;
 - Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).
- 9.5 Category 2 responders are required to co-operate and share information with other Category 1 and 2 responders to ensure that they are well integrated within wider emergency planning frameworks, and contribute their expertise on risks and essential services in the form of the Local Resilience Forums.
- 9.6 As indicated in the body of the report, the Chief Executive can exercise urgent powers pursuant to the following provisions in Part 3 Paragraph 9.3.2. of the Constitution in an emergency such as the current crisis’.

10.0 Equality Implications

- 10.1 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.

- 10.2 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.
- 10.3 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.
- 10.4 Due to the urgency of the situation, formal assessments were not undertaken, in respect of the decisions in Appendices 1 and 2. Such formal assessments are not a requirement of the duty. Importantly, an underlying purpose of the decisions was regard to the protection of those with protected characteristics, i.e. those over 70 and those with underlying health issues by restricting the potential spread of the virus.
- 10.5 It is clear that there has been a disproportionate impact of COVID-19 on BAME communities in relation to their health. We also need to closely monitor the economic impact of COVID-19 on BAME communities. This will form part of the Council priorities moving forward.
- 10.6 It is clear that the suspension of certain services, and deprioritisation of others, will affect other protected groups, e.g. the closure of playgrounds will disproportionately impact on children and young people. However, the Council’s primary consideration of protecting vulnerable groups (based on public health advice and guidance and government directions and guidance) were and are considered to outweigh any other adverse impacts on other protected groups. Many of the services which were suspended or reduced are now being re-opened or expanded.
- 10.7 Where possible services have identified actions to mitigate the impact of the decisions, e.g. moving to an online service where possible. The equalities impact of the decisions are being kept under review.

11.0 Consultation with Ward Members and Stakeholders

- 11.1 It was not considered in the circumstances of the COVID-19 crisis that non-statutory public consultation was a viable or reasonable option for the Council in taking the urgent decisions referred to in this report, even if at other times it would have considered consultation with the public and / or stakeholders affected by the decision.

11.2 The Council continues to make reasonable efforts to communicate with and take on board the views of service users affected by decisions and inform residents and stakeholders as quickly as possible about any changes to service provision. Where appropriate and reasonably practicable, changes to the Council's decisions are made following responses from service users and others.

12.0 Human Resources/Property/Environmental Sustainability Implications (if appropriate)

12.1 Covered within paragraph 6.6.1 – 6.6.2 of the report.

Report sign off:

CAROLYN DOWNS
Chief Executive

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Appendix 1

Schedule of Service Changes/decisions

Department	Service	Decision to close / reduce: rationale	Decision taken by: officer with delegated authority (including Gold)	Equalities consideration	Consultation undertaken, including with Cabinet member
Legal, HR, Audit & Investigations	All	No decisions made			
Finance	Finance	No decisions made			
Assistant Chief Executive (ACE)	Strategy & Partnerships (Brent Connects)	Decision taken to cancel all Brent Connects events in March/April cycle. This decision may apply for the next cycle of meetings in which case we may need to consider how we continue our work to consult and involve residents in council decision- making.	Assistant Chief Executive	Brent Connects is a key way to connect with residents and provide them with updates on upcoming council priorities. Cancelling events means/ runs the risk of some residents who engage at these events and do not use technology to engage such as the elderly or people with learning disabilities.	Cabinet Member

Customer and Digital Services (CDS)	ICT Shared Service	No decisions made			
	Client & Applications	No decisions made			

	Transformation	Closure of community hubs F2F service. Decision taken in conjunction with libraries and customer services in response to govt position and Gold decision to close council buildings.	Director of CDS.	Hubs are continuing to provide a phone service to meet the needs of vulnerable customers.	Consultation with VCS partners. Cabinet member informed.
	Procurement	No decisions made			
	Customer Access	Closure of face-to-face customer services in response to govt position and Gold decision to close council buildings. Decision to close face to face registration and nationality service in line with changes to government legislation In response to guidance from GLRO and Govt legislation	Director of Customer Access in consultation with the Chief Executive Gold strategic Group	Customer services staff have been redeployed to contact centre and are handling switchboard and benefits related calls. All registration requests now being carried out over the phone	Consultation with Leader of the Council and Deputy Leader

Regeneration and Environment	Burials	Reduced burial slots at other cemeteries to free up staff to relocate to Carpenders Park	Operational Director Environment Services Gold strategic Group	Reduced options for all customers	Consultation with Leader of the Council & with the relevant Cabinet Member
	Grounds Maintenance	Reduction in maintenance operations to allow staff to transfer to Carpenders Park Cemetery for burials work.	Operational Director Environment Services Gold strategic Group	None	Consultation with Leader of the Council & with the relevant Cabinet Member

	Grounds Maintenance	More focused operation, less frequent verge cutting and an increase in KOT for grass length from 100cm to 150cm	Operational Director Environment Services GOLD	None	Lead Member Leader
	Brent Start	Building closed to staff and learners as instructed by government in line with guidance received on schools closures	Operational Director, Regeneration, Growth & Employment	On line learning and support still available	No
	Brent Works	No face to face meetings to avoid contact in line with guidance for all LBB staff	Operational Director, Regeneration, Growth & Employment	Phone and online support still available	No
	Community Safety & Public Protection (CCTV)	Reduction in operating hours in line with staff availability	Operational Director Environment Services Gold strategic Group	None	with the relevant Cabinet Member
	Pest Control	Reduce by supplying customers with DIY kits. Avoids staff contact with customers in own homes. In line with guidance on social distancing.	Operational Director Environment Services	Requires customers to be proficient at administering content of the kit	None
	Highways	Footway renewal operation stopped as deemed non-essential and required close contact gang-work. In line with guidance on social distancing.	Operational Director Environment Services Gold strategic Group	None	Consultation with Leader of the Council & with the relevant Cabinet Member
	Street Lighting	Dimming to British Standard on all residential streets.	Operational Director Environment Services Gold strategic	Reduced lighting may impact on residents/motorists	Consultation with Leader of the Council & with the relevant Cabinet Member

			Group		
	Property & Assets; (Community Infrastructure Levy (CIL)/S106 obligations)	Agreement to 3 month deferred payments for CIL where asked and where construction activity has paused on sites. Review each case at 3 month point. S106 obligations – review on case by case basis and response agreed by Head of Service	Operational Director Environment Services GOLD 07/04/2020	None	Yes (via sitrep) with the relevant Cabinet Member
	Property & Assets; Environment	Decision to open a Mortuary at Marsh Road pursuant to the The Town and Country Planning (General Permitted Development) (England) (Amendment)) Order 2020	Operational Director Environment Services & Operational Director Property and Assets	None	with the relevant Cabinet Member
	Public Realm	Harlesden Town Gardens is a small pocket park off Craven Park Avenue, Harlesden. Due to high levels of non-compliance and the aggressive nature of individuals resisting social distancing requirements, the park is requested to be locked altogether to secure public safety	Operational Director Environment Services GOLD 11/04/2020	None	with the relevant Cabinet Member

Children and Young People	Children's Centres	<p>Of the 17 children's centres in Brent, 14 are leased to and run by Barnardo's.</p> <p>Barnardo's made a decision to close these centres, with a very limited, appointment only midwifery offer remaining available from 3 of the Barnardo's run centres. The remaining three Brent run centres continue to provide nursery provision, but consolidated on two sites.</p>	Barnardo's Friday 27 th March 2020	Families are being contacted and offered telephone based support and advice and access to the Council's emergency assistance programme where necessary	Cabinet Member informed of Barnardo's decision.
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Short Breaks Centre	Vast majority of families informed the SBC they did not want to take up their respite care offer, based on PHE advice and added vulnerabilities of their children (disabled children). Decision made to close the centre.	Operational Director, CYP in consultation with Strategic Director Date of decision Monday 30th March.	CWD 0-25 service supporting families with additional care packages and co-ordinating support from schools and settings to assist parents in care for their children.	Cabinet Member informed. Parents were consulted with prior to closure – decision based on majority of parental preference not to use the centre under current advice.
Roundwood Youth Centre	Decision to close taken based on Public Health England (PHE) advice and need for social distancing. Also given that all schools and settings were closed for universal provision it was determined that continuing to open the youth centre, offering universal provision, would run counter to national guidance.	Operational Director, CYP in consultation with Strategic Director Date of decision: Monday 23rd March.	Young Brent Foundation website and the Brent Youth Zone website offer online activities for young people.	Cabinet Member informed. All service users informed at the point of service closure.
Freeman Family Centre	Barnardo's have made a decision to reduce service, running a very limited appointment only service for the most important contact cases that are court directed.	Barnardo's Date of decision: Wednesday 1 st April.	Alternative contact is supported through phone and video calls to parents – brokered by the contact service within LAC/Permanency.	Cabinet Member informed. All families have been contacted and are aware of new arrangements.
Wembley Learning Zone	Decision to close Wembley Stadium made by Wembley Stadium	Wembley Stadium / Football Association Date of decision: 21/3/20		Cabinet Member has been kept informed.
Brent Music Service	Service offer has moved to being predominantly online at the time of school closures.	Operational Director, CYP Date of decision Monday 23/3/20	Consultation with schools has informed the development of an alternative online offer	Decisions on provision informed by consultation with schools.

					Cabinet Member has been kept informed
	Gordon Brown Centre	The Gordon Brown Centre is closed for all activities in line with school closures. A leadership rota and staff rota is in place to ensure the care and safety of the animals and livestock on site.	Operational Director, CYP Date of decision: 21/3/20	As a fully traded service, the centre manager has engaged with all schools who have made bookings	Decisions on provision informed by consultation with schools. Cabinet Member has been kept informed

Community Well-being Page 106	Libraries	Decision to reduce opening hours (all libraries to close at 6pm, only Wembley to open at weekends). Taken 18/3/20 with effect from 19/3/20. Rationale: response to staff absences	Director of Public Health (DPH) in consultation with CE, SD		With Lead Member
		Decision to close all libraries following Prime Minister's announcement Mitigation: extension of loan and reservation period. Expansion of online offer	CE in consultation with Leader Taken 20/03/2020		With Lead Member
	Repairs and heating/hot water breakdowns	Prioritising emergencies and urgent work to limit social contact. Risk assessments and methodologies produced by contractors.	Gold strategic Group	Considering vulnerabilities and how specific repairs might be urgent or emergencies for different members of our community.	Cabinet Member has been kept informed
	Voids and Lettings	Remaining void works being delivered (some materials unavailable) ready for letting when Govt. instruction lifted. Otherwise, Lettings are suspended. Risk assessments and methodologies produced by contractors. In response to Central Government direction	Operational Director of Housing	None	Cabinet Member has been kept informed

	Repairs and gas surveys	Urgent and emergency issues being attended to only, to limit social contact. Remote inspections via photo and discussions with residents by phone to diagnose and limit contact. In response to Central Government direction	Gold strategic Group	Considering vulnerabilities and how specific repairs might be urgent or emergency for different members of our community.	Cabinet Member has been kept informed
	Lift, water and fire equipment servicing and repair	All works to proceed with respect to government instruction on social distancing and resident preferences. Risk assessments and methodologies produced by contractors.	Gold strategic Group	None	Cabinet Member has been kept informed
	Fire and gas safety works.	All works to proceed with respect to government instruction on social distancing and resident preferences. . Risk assessments and methodologies produced by contractors.	Gold strategic Group	None	Cabinet Member has been kept informed
	Housing Management: Evictions	No eviction action will take place during the period of partial lockdown. In response to Central Government direction	Operational Director of Housing	None	Cabinet Member has been kept informed
	Rent arrears	No arrears letters will be sent to households, phone calls will be made to better understand the individual households circumstances and advice provided based on Government support specific to Covid-19	Operational Director of Housing	None	Cabinet Member has been kept informed
	Estate Caretaking Deep Cleaning and Window Cleaning programme halted	Staffing levels due to sickness and shielding means, we have halted the deep cleaning and window-cleaning programme so that we can create capacity within the service.	Operational Director of Housing	None	Cabinet Member has been kept informed
	Decants	All non-urgent decants have been postponed Government advice – not to move	Operational Director of Housing	None	Cabinet Member has been kept informed
	Right to Buy process	RTB Process has been impacted as external valuer is not valuing properties. The service is unable to process any new applications but is	Operational Director of Housing	None	Cabinet Member has been kept informed

		proceeding with those where valuations have already been carried out.			
	Estate inspection programme.	Not taking place but there is a significant decrease in communal area related issues due to partial lockdown.	Operational Director of Housing	None	Cabinet Member has been kept informed
	Private Housing Services	As recommended by MHCLG the PRS Enforcement policy has been updated during the C-10 outbreak. It sets out the approach we will take with regards to enforcement that makes sure that tenants are kept safe and landlords are supported wherever possible. All pro-active inspections have stopped and will now only carry out enforcement in emergencies and cases where there is no other alternative.	Operational Director of Housing	None	Cabinet Member has been kept informed
Page 108	Housing Supply & Partnerships (development programme)	A number of building developments have ceased on-site operations at the instigation of the contractor whilst others continue at this time. Current government advice is being followed in relation to construction projects.	Operational Director of Housing	None	Cabinet Member has been kept informed
	Housing Supply & Partnerships (PFI/PPP contracts)	Routine monitoring of the contracts has ceased (site visits) however the Contract Officer continues to maintain contact with the provider and is involved in the resolution of emergencies such as rehousing following fires and other major events etc.	Operational Director of Housing	None	Cabinet Member has been kept informed
	Housing Needs	Threshold reduced on duty to secure emergency accommodation for homeless people. Specifically the Eligibility and Priority Needs Test in homelessness legislation. Based on Government advice to prevent rough sleeping.	Operational Director of Housing	Positive impact	Cabinet Member has been kept informed
	Housing Needs	Ceased all face-to-face assessments. Homelessness applications are being assessed successfully over the telephone and through CRM. A skeleton staff is present at the Civic Centre on a daily basis to deal with	Operational Director of Housing	Positive impact	Cabinet Member has been kept informed

		emergency homeless applications, where the household cannot access a computer of telephone			
	Housing Needs	Ceased termination of Temporary Accommodation, following a negative decision being upheld on review. To follow the guidance on evictions.	Operational Director of Housing	Positive impact	Cabinet Member has been kept informed
	Housing Needs	Ceased sign ups into social housing. All adverts, shortlisting and viewings have been suspended.	Operational Director of Housing	Positive impact	Cabinet Member has been kept informed
Page 109	Bridge Park Community Leisure Centre (BPCLC)	Decision to close following PM's announcement that gyms would be closed	CE in consultation with Leader Taken 20/03/20		With Lead Member only
	Commissioned substance misuse services	Clinically led, risk assessed and agreed new service model introduced from 16/03/20	Provider		With Lead Member only
	Sexual Health Services	London Sexual Health Programme supported professional bodies (BASHH and FSRH) to produce a consensus statement on prioritisation of sexual health services during COVID.	Provider with regard to BASHH / FSRH consensus statement Agreed 20/03/20	Explicit attention to those with greatest sexual health needs: in terms of protected characteristics this is MSM, some BAME groups and younger people	With Lead Member only
	Sexual health Services	Expansion of on line Sexual Health London (SHL) service to allow more users to test on line and access treatment. To support reduction in clinic capacity 26/03/20	Chair of Strategic Board		With Lead Member only
	0-19 service	Prioritisation of services in line with NHSE requirements. Formal communication 20/03/20	NHSE		Communication with Lead Member
	Adult Social Care	Closure of two council run day centres – one relating to meeting moderate needs relating to social interaction including older people and those with mental health issues and one for persons with high level learning disability and autism needs. Day centres were closed on public health and protection grounds after consideration of Public Health England and	Operational Director of Adult Social Care on 27 th March	Families are being contacted and offered telephone based support and advice and access to the Council's emergency assistance programme where necessary. Risk based reviews have been	Decision escalated to Gold command for approval prior to being enacted and Cabinet Member has been kept informed

		Government advice arising from the Covid-19 pandemic that such day centres should be closed during the lockdown period.		completed for all day centre clients currently at home, and contact is made according to the risk assessment (daily, weekly or monthly as risk demands)	
Page 110	Adult Social Care – care provision	Most Care Act assessments are carried out over the telephone. Only urgent face to face Care Act assessments and visits take place following a risk assessment. To date, no policy decisions have been made regarding the easements to the Care Act 2014 following the introduction of the Coronavirus Act 2020 or to streamline services in this regard and at present, decisions under the Care Act regarding the level of service provision to individual service users under the Care Act will be carried out on a case by case basis. At present, the changes made are to how the service is provided regarding changes in the level of service provided.	Operational Director of Adult Social Care	This affects all client groups. Assessments are still being carried out, though mostly not face to face but by telephone and consideration of documentation.	Cabinet Member has been kept informed
	Adult Social Care – mental capacity	Most of the assessments relating to mental capacity (Mental Capacity Act 2005) and Deprivation of Liberty Safeguards (DOLS) are taking place over the telephone and other media, including consideration of documentation, without a face to face assessment. Only urgent face to face assessments and visits take place following a risk assessment. Government guidance has been issued regarding assessments of mental capacity and DOLS as a result of the Covid-19 pandemic though the legislation has not changed. At present, the changes made are to how the service is provided regarding changes in the level.	Operation Director of Adult Social Care	This affects all client groups. Assessments are still being carried out, though mostly not face to face but by telephone and consideration of documentation.	Cabinet Member has been kept informed

	Adult Social Care – mental health	<p>Assessments relating to mental health (Mental Health Act 1983 – “MHA”) are taking place in person as any MHA is urgent. Assessments take place following a risk assessment, but this is standard practice, and most MHA are undertaken out of hours. The Coronavirus Act 2020 has made some temporary modifications and easements to the Mental Health Act 1983.</p> <p>At present, there have been no changes made to the provision of MHA services.</p>	Operation Director of Adult Social Care	This affects all client groups. Assessments are still being carried out as it is not possible to undertake the majority of MHA without a face to face assessment.	Cabinet Member has been kept informed
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Appendix 2- Schedule of Service Changes/decisions (June 2020)

Department	Service	Decision to close / reduce: rationale	Decision taken by: officer with delegated authority (including Gold)	Equalities consideration	Consultation undertaken, including with Cabinet member
Regeneration and Environment	Funfairs and Large Gatherings in Parks	A refusal of applications to hold funfairs large events in park until further notice. This is to ensure proper controls on social distancing to mitigate against the risk a second virus wave.	Operational Director Environment Service GOLD	None	Lead Member Leader
Children and Young People	Short Breaks Centre	A limited service is being offered for children in greatest need with stringent guidance issued to staff. Limited service reinstated from 11 th May.	Operational Director, CYP in consultation with Strategic Director Date of decision Monday 30 th March.	CWD 0-25 service supporting families with additional care packages and co-ordinating support from schools and settings to assist parents in care for their children.	Lead Member was informed on 15 th May. Parents were consulted with prior to closure – decision based on majority of parental preference not to use the centre under current advice.

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Appendix 3

List of Decision taken under the Chief Executives delegated emergency decision making powers

Eight key decisions have been taken using the Chief Executives delegated emergency making powers:

[Responding to Covid 19 with Brent's Voluntary & Community Sector - Emergency Fund](#)

[Proposals for Accelerated Payments due to Covid 19](#)

[National Non Domestic Rates: To approve discretionary rate relief schemes for 2020/21](#)

[Critical services and decision making](#)

[Emergency Mortuary Capacity & Costs](#)

[COVID-19 transport response and emergency measures](#)

[Deferral of rent and service charge payments from Council tenants adversely affected by Covid-19](#)


[Council tax: 13A Hardship Payments](#)

Two non-key recordable decision has been taken using the Chief Executives delegated emergency making powers:

[Coronavirus \(Covid 19\) - Finance Update](#)

[Local Authority Discretionary Grant Scheme criteria expansion](#)

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	Full Council 13 July 2020
	Report from the Director of Finance
Financial Impact of COVID 19	

Wards Affected:	All
Key or Non-Key Decision:	n/a
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Minesh Patel Director of Finance Email: Minesh.Patel@brent.gov.uk Tel: 020 8937 4043 Rav Jassar Head of Finance Email: Ravinder.Jassar@brent.gov.uk Tel: 020 8937 1487

1.0 Purpose of the Report

- 1.1. This report sets out the overall financial position facing the Council and highlights the significant risks, issues and uncertainties. The report also presents an early overview and assessment of the financial impact of COVID-19 on the medium term financial strategy and to outline future steps to ensure the Council continues to operate in a financially sustainable and resilient way.
- 1.2. The budget for 2020/21 was set in February 2020. This was a balanced budget that was predicated on the delivery of £7.4m of savings. In February 2020, Council also agreed the business plans for 2021/22 and 2022/23, which

included savings of £4.3m and £1.8m respectively. Overall, the delivery of these savings, subject to the usual uncertainties regarding funding settlements and other planning uncertainties, would have resulted in balanced budgets in those years. Nonetheless, the level of savings required to balance the budget is inherently uncertain, simply because of the number of variables to be estimated and the difficulty of doing so over longer periods of time. This is further compounded by the significant reforms to local government funding that have been proposed (and delayed twice).

- 1.3 In addition, as part of this budget setting process, over the last two years the Council has been addressing historical overspends and has undertaken a more comprehensive review of demographic pressures and other expenditure pressures, which has ensured that the Council has moved to a more sustainable financial position.
- 1.4 Following the COVID-19 outbreak, the financial position has now significantly changed. The impact of the loss of income from fees and charges and the arrival of emergency costs have had an immediate effect on all local authorities, while in the longer term there is likely to be a further squeeze on public spending which could impact future funding settlement allocations. Overall, total estimated pressures of £47.6m are anticipated (including costs incurred in the 2019/20 financial year).
- 1.5 On 2 July 2020, the government announced a new package of support for Local Government. A further £500m will be provided, of which Brent's share is estimated at £2.8m. This would bring the total amount of non ringfenced government funding to £21.2m. In addition, the new package of support includes provision for some income losses to be reimbursed where losses are more than 5% of a council's planned income from sales, fees and charges, with the government covering up to 75% of the remainder. Finally, any deficits on Council Tax and Business Rates income will be allowed to be spread over three years, rather than one. The detailed working of the scheme will be confirmed over the coming weeks as government draft the statutory instrument that will give the changes effect.
- 1.6 Whilst this announcement provides much needed additional funding, it is still insufficient to cover all of the current expected expenditure pressures. Likewise, while the partial support for the loss of income is welcome, until further guidance is released, it is not possible to quantify the benefit. It is clear that only some classifications of income will be partially covered, thereby leaving an unfunded gap. Therefore, the gap between the estimated cost of COVID-19 (£47.6m) and the government funding announced to date (£21.2m) is estimated to be £26.4m before the support for income losses is taken into account. For context, the estimate for income losses and irrecoverable debts stand at £23m.
- 1.7 At this stage, it not clear if further funding from government will be forthcoming, nor is it clear how long the current circumstances will last, making financial planning and management exceptionally challenging. Equally, while one can be reasonably assured about government support for some, but far from all,

current emergency expenditure, short to medium term income impacts alongside medium term expenditure looks set to place significant additional pressures. Initial estimates set out in this report suggest that, in addition to the pressures already identified, there may be recurring pressures of between £11m and £29m from 2021/22, which will significantly affect future budget setting.

- 1.8 As a result, the Council has cautiously started scenario planning in the event the Government fails to cover all of Brent's COVID-19 costs, as it is imperative for the Council to meet its financial responsibilities. Should the Government funding fall short of the full costs of COVID-19, as a financially responsible council, consideration of options to mitigate these impacts, in both the short and medium term, will be necessary.
- 1.9 The remainder of this report sets out the medium term risks and uncertainties with regards to the current budget assumptions contained within the Medium Term Financial Strategy (MTFS). This includes risks and uncertainties that already existed prior to COVID-19 and the new risks that must now be addressed. This report outlines some early considerations on the potential impact on the longer term financial position. In doing so, it must be recognised that the situation remains ongoing and it is extremely difficult to make a full, definitive and comprehensive assessment of the financial impact. As such, the figures in this report are based upon best estimates and forecasts and will therefore be subject to change. However, the significance of the financial challenge cannot be underestimated and over time, the council will need to develop a response that continues to maintain a commitment to strong financial resilience and sustainability.
- 1.10 This report is structured as follows:
- Strategic overview of Local Government finance;
 - Future budget assumptions;
 - Medium Term Financial Strategy;
 - Schools and the Dedicated Schools Grant;
 - Housing Revenue Account;
 - Overall summary and conclusion.

2.0 Recommendation(s)

- 2.1 Full Council note the contents of the report and potential financial impact of COVID-19 on the Councils Medium Term Financial Strategy.

3.0 Strategic Overview

- 3.1 In February 2020, Council agreed a Medium Term Financial Strategy (MTFS) that sought to provide the financial framework for the years 2020/21 to 2022/23. The programme, developed through a combination of effective financial management and cost control and more innovative approaches to investment and demand management, set out the delivery of £13.5m of savings (profiled £7.4m in 2020/21, £4.3m in 2021/22 and £1.8m in 2022/23) in order to deliver

balanced budgets over the three year period. This followed a period of 10 years where, as a result of significant reductions in government funding and the challenges posed by new legislation, the Council had been obliged to make an unprecedented £174m of savings, despite an increase in demand for key services.

- 3.2 At the time the MTFS was agreed in February 2020, it was recognised that further funding strategies were required to close the overall budget gap over the three year period. These strategies included the recognition of further external grant income, a stress testing of growth assumptions and further scrutiny of spending and budget allocation decisions, including inflation and other technical adjustments.
- 3.3 It was also recognised that while the Council remained in a strong financial position, there were significant medium term financial risks that needed to be taken account of and managed to ensure the Council remained financially resilient. Most notably, these were around the uncertain funding outlook for local government, uncertainty around the long term funding for adult social care and emerging pressures in children's services.
- 3.4 Therefore, it should be noted that the Council was already operating in a significantly challenging financial environment prior to the outbreak of COVID-19.
- 3.5 Linked to the point earlier on the uncertain funding outlook, the Government announced on 24 March 2020 that the Comprehensive Spending Review (CSR) would be delayed from July 2020 to enable the government to remain focused on responding to the public health and economic emergency. The intention was that the CSR would have set future public spending plans for the next 3-5 years and with it, an outline for the total quantum of funding for the local government sector.
- 3.6 At the same time, there had been an intention to introduce local government funding reforms from April 2021, including the outcome of the 'Fair Funding Review'. On 28 April the Government confirmed that the Fair Funding Review, including the move to 75% business rates retention, would be delayed again and no longer be implemented in April 2021. At this stage, it is not clear when these reforms will be introduced.
- 3.7 At the time of writing, it remains unclear when the CSR will take place. It is doubtful that the government will be in a position in the near future to commit to public spending levels over the medium term given the current uncertainty and flux in the economy. This means that Brent, like all other local authorities, will need to continue to plan with little or no funding certainty over the medium term.
- 3.8 It should be noted that the COVID-19 crisis will almost certainly have a long term impact on the council's financial position and require the council to review its medium term financial strategy to ensure that it is still able to deliver the outcomes of the Borough Plan and maintain its financial resilience. Though the precise financial impact of COVID-19 remains difficult to predict at this early

stage, officers will continue to report on the council's financial position to Cabinet at regular intervals in line with its existing governance arrangements.

- 3.9 As reported to Cabinet in April 2020, the initial estimate of the financial impact of the COVID-19 outbreak was c£35m. This was inclusive of additional expenditure pressures as a result of the outbreak (e.g. personal protective equipment for carers and front line staff, emergency accommodation for rough sleepers, overflow mortuary, support for residents that are shielding, etc.), loss of income (fees, charges and other commercial income from planning and building control, parking, rents, venue hires, etc.) and slippage of 2020/21 savings plans. Since then, these estimates have been further refined and are now estimated at £47.6m. This is made up of c£42.7m of additional income and expenditure pressures and £4.9m of slippage in savings plans.
- 3.10 London Councils has collated a summary of the London local government finance pressures based on the boroughs' recent finance returns and the results for Brent are broadly in line with other boroughs, when expressed as a percentage of the overall budget.
- Boroughs are estimating £1.8 billion of extra pressure on finances this year due to Covid-19.
 - Of this, £1.1 billion is caused by boroughs' income loss and £700 million by increased expenditure.
 - The government support announced so far equates to £500 million for London boroughs, which means there is a remaining gap of £1.3 billion in new financial pressures.
 - Boroughs' £1.1 billion income loss is due to falling returns from fees and charges, council tax, business rates, Housing Revenue Account and commercial income.
 - Approximately half of boroughs' £700 million anticipated increased expenditure will be on adult social care and in covering planned savings that will not now be achieved. Over £50 million extra is expected to be spent on homelessness and rough sleeping, with a similar amount on children's social care.
 - Boroughs have had £500m so far in emergency funding but boroughs are reporting their additional pressures in March, April and May already exceed this (£600m).
- 3.11 Clearly, the government funding received thus far has gone some way to relieve immediate financial pressures. The Secretary of State's commitment to give all councils the resources they need to support their residents and businesses through this pandemic cannot waver. At this stage, the level of government funding currently agreed is considerably lower than the expected financial pressures over the coming year. The council, alongside both the Local Government Association (LGA) and London Councils, will continue to engage

with government to press for further funding support. In the absence of such funding, the Council will need to consider how it meets the increasing demand on its services within its limited resources.

Quarter 1 Forecast of 2020/21 budget

- 3.12 A report on the current forecast of income and expenditure against the revenue budget for 2020/21 will be presented to Cabinet on 20 July 2020. In summary, excluding the impact of COVID-19, the Council was expecting an overspend of £0.9m on the General Fund which relates to the Children and Young People department. The Housing Revenue Account (HRA) and Dedicated Schools Grant (DSG) were expected to breakeven prior to the impact of COVID-19. As a result of COVID-19, the DSG is forecast to overspend by £0.1m and the HRA is forecast to overspend by £2.9m.

Delivery of 2020/21 savings and impact on MTFS

- 3.13 The budget agreed by Council in February 2020 included savings of £7.4m in 2020/21, in order to deliver a balanced budget. Considering the work undertaken throughout the budget setting process for 2020/21 to ensure that robust and realistic savings and income proposals were put forward and implemented, it would have been expected to see the majority, if not all, of the proposals to be on track to be delivered. Understandably, immediate service priorities have changed as part of the emergency response to the outbreak, as well as managing the additional income and expenditure pressures arising on existing budgets, which inevitably would have an impact on the delivery of some savings plans previously agreed by Council.
- 3.14 The initial assessment of the impact of COVID-19 on the delivery of these savings is summarised by department in the table below. Overall, the majority of the savings at risk will be subject to some degree of slippage, rather than not being delivered at all.

	Savings Already Delivered	Slippage on delivery but still achievable	Savings unachievable	Total
	£m	£m	£m	£m
Assistant Chief Executive	(0.3)	0.0	0.0	(0.3)
Chief Executive	(0.1)	0.0	0.0	(0.1)
Children & Young People	(0.7)	(0.9)	0.0	(1.6)
Community Wellbeing	(0.5)	(3.7)	0.0	(4.2)
Customer & Digital Services	(0.4)	0.0	0.0	(0.4)
Regeneration & Environment	(0.5)	0.0	(0.3)	(0.8)
Total	(2.5)	(4.6)	(0.3)	(7.4)

- 3.15 Aside from the significant immediate financial pressures being experienced, from a financial planning and budget setting point of view, the analysis above is broadly positive at this stage in that savings are expected to be largely delivered, albeit not fully in the current financial year. If the assessment of the delivery of savings was that departments would not be able to deliver them at all, the consequences would be more fundamental and the council would need to consider more emergency measures and mitigating actions to ensure the overall budget can still be reasonably balanced. Further commentary on the impact of COVID-19 on the delivery of 2020/21 savings, as well as potential recurring pressures from 2021/22, by department is provided in the following paragraphs.

Community Wellbeing

- 3.16 A total of £4.2m savings were planned from the CWB department budgets, but £2m of this relates to the ongoing NAIL programme and were already re-profiled to the 2021/22 financial year, with reserves being used in 2020/21. In terms of those savings at risk, COVID-19 has affected some of the budgeted measures. The recommissioning of homecare and day care provision has been delayed in order to focus on the emergency response, delaying savings of £0.3m until 2021/22. The opening of the Family Wellbeing Centres has been pushed back to December 2020 so the public health recommissioning savings are also at risk. No significant financial savings are expected on this in 2020/21, creating a pressure of up to £0.5m.
- 3.17 COVID-19 will also affect those savings proposals that form part of the Temporary Accommodation reform plan. The crisis has caused delays to the construction and procurement of new properties. The threshold for TA placement has also been reduced due to COVID-19, which has temporarily increased demand through the lockdown period. In total, there are £1.1m of housing savings that are at risk. Whilst alternative plans and mitigations are in place, there is a risk that the full savings target will not be achieved in 2020/21 due to COVID-19.
- 3.18 Looking ahead, the homecare commissioning exercise and the creation of the in-house re-ablement service is on track to take place in 2020/21, which should mean that planned efficiency savings are secured for the 2021/22 financial year.
- 3.19 The longer term impacts of COVID-19 are likely to put pressure on Adult Social Care budgets. Current use of PPE costs £1.5m each quarter and regardless of whether the Council buys this directly or Care Homes source their own, it will ultimately increase the overall cost of care. This could require up to £6m of additional funding in future years. There have been signs of an initial drop in demand for care following the outbreak, but in the longer term the demographic trends could continue to create the growth in demand included in the MTFS.
- 3.20 In Housing, the most significant medium term risk is to rent collection rates from both HRA and General Fund tenants. A severe or prolonged recession will

depress the collection rates for a number of quarters and increase the levels of bad debts incurred by the council. If the current lower collection rates are sustained this could cost up to £5m per year.

- 3.21 Overall, it is estimated that the recurring additional pressures to the CWB budget could be anywhere in the region of £4m and £12.5m from 2021/22 onwards. A continuation of pandemic response measures will require additional resources for managing homelessness, and this service is also likely to be impacted by the forecast worsening economic situation for Brent. Between £1m and £2m could be required for Housing Needs in 2021/22.
- 3.22 A lengthy recession which impacts employment will continue to depress collection rates in 2021/22. The council could expect similar shortfalls in HRA rent and service charges to those forecast for 2020/21, totaling £1m to £2.5m. This is considered a medium term rather than longer term pressure, as when the economy improves collection rates are expected to return to 2019/20 levels. There is also likely to be a continued impact on rent collection in the Housing Needs General Fund budget of £2m.

Children & Young People

- 3.23 There are two savings targets to be delivered by the department in 2020/21 and due to the impact of COVID-19 there will be slippage in delivery of these savings. The targets include £1.49m to develop family hubs from children's centres, renamed Family Wellbeing Centres (FWC). Due to COVID-19, the contracts will be extended with the expectation of a revised go-live date of December 2020. It is estimated that the cost of the slippage will be £0.8m.
- 3.24 The other savings target in CYP of £0.1m relates to developing a shared fostering service with three other West London Alliance (WLA) boroughs, resulting in staffing efficiencies. In 2019/20, a grant of £0.1m seed funding was awarded to the WLA with Brent being the lead authority to create a West London fostering agency. A business case was developed for submission to the Department for Education (DfE) for further seed funding allowing creation of the joint fostering service but due to COVID-19, the DfE has suspended activity on this until further notice. However, it is estimated that some work on sharing marketing and recruitment functions will be able to take place and this could deliver £30k of the savings target.
- 3.25 During the pandemic, there has been a reduction in the number of referrals because of the partial closure of schools and the reduction in other partner services. However, the risk remains that there will be a surge in the number of referrals received by the department as restrictions are lifted.
- 3.26 There is also the impact of the loss of income in 2020/21 from traded services with schools. The largest losses of £0.7m are within the Brent Music Service and the Gordon Brown Centre. From week commencing 1 June there was a wider opening of primary schools for pupils in Reception, Year 1 and Year 6. Also, from week commencing 15 June, secondary school pupils in Year 10 and Year 12 were invited back into school for some face-to-face support with their

teachers. However, due to the nature of services provided by the Brent Music Service and the Gordon Brown Centre and the social distancing measures required, there remains a risk to the level of income that these traded services can generate even following the wider opening of schools.

- 3.27 Another impact of the COVID-19 pandemic that will affect this department is a decision taken by Transport for London (TfL) to suspend free travel for under 18s. There are ongoing discussions taking place between Local Authorities in London, TfL and the Department for Transport (DfT) to understand the implications this decision will have. This concession has been in place since 2006. The withdrawal of free travel for under 18s means that the council will have to fund statutory support for school travel, as is the case for local authorities outside of London. Section 508B of the Education Act 1996 requires local authorities to provide free transport for all pupils of compulsory school age if their nearest suitable school is beyond 2 miles from home for under-8s and beyond 3 miles from home for those aged between 8 and 16.
- 3.28 Depending on the policy approach adopted by the Council, to fund statutory school transport costs, modeling of the potential financial impact estimates annual recurring costs of c£1.1m. This first scenario assumes funding travel costs when approximately 30% of primary pupils and 20% of secondary pupils are offered a nearest suitable school. However a second scenario assumes that all primary children will be offered a nearest suitable school and only a small number of secondary pupils could not be offered a nearest suitable school therefore the cost pressure will be considerably reduced to £46k. It is anticipated that any changes would come into effect at the start of the new academic year, September 2020, and therefore the initial cost for 2020/21 is estimated as £0.7m against the first scenario and £31k against the second scenario.
- 3.29 The impact of this decision will also lead to pressures against the Looked after Children and the Youth Offending Service budgets in the region of £0.1m - £0.2m. However further work is required to model the costs and understand the wider administrative implications. Furthermore, no additional funding has been provided to Local Authorities for this new burden.

Regeneration & Environment

- 3.30 A total of £0.8m of savings was expected to be delivered by the Regeneration & Environment department in 2020/21. Of the five savings identified, two have been delivered. The service has delivered £0.5m of savings by dimming street lights and achieving staffing efficiencies.
- 3.31 The remaining three savings amount to £0.3m and relate to income generation. The ability to achieve them has been affected by the government's lockdown and social distancing measures. Both commercial rent, planning and building control income is expected to be severely affected due to this. In addition, activity in Wembley is unlikely to increase in the short term, which will have a negative impact on the ability to achieve the expected rise in licencing income.

- 3.32 As a result of the COVID-19 outbreak, the Regeneration & Environment department is anticipating some longer-term implications on its budget. A significant impact is expected on the SEN transport budget where the service is likely to incur additional service costs due to social distancing measures in vehicles. So far, SEN passengers have not returned to school in large numbers, and it is thought this may continue for the end of this academic year.
- 3.33 The Parking Account is expected to incur a loss of income due to the possibility of reduced car ownership leading to less motoring activity. However, there are signs that some income is recovering – PCN issuance has returned to 95% of pre COVID-19 levels.
- 3.34 It is also likely that rental income from tenants will be affected as they are unable to pay rents, while new legislation prevents the council from taking possession for non-payment. A further loss of income is anticipated from land searches, planning and building control applications as a result of a possible slow down in the property market, slower than planned progress on current major developments and an expected reduction in the number of new developments. It is also anticipated that the reduced number of staff and visitors to the Brent Civic Centre will result in a long term reduction in budgeted income from the Brent Civic Centre car park.
- 3.35 The inevitable recession will almost certainly impact R&E's budgeted income across all activity levels. R&E is budgeted to generate £47.8m of income in 2020/21 with similar numbers in future years. At this stage it is too early to estimate the long-term impact, but a 10% average reduction, for example, would lead to a circa £5m shortfall. For comparison, in the first six months of 2020/21 it is estimated that R&E's total income is 35-40% below budget.
- 3.36 Overall, it is estimated that recurring additional pressures may be in the region of £5m to £16m from 2021/22. The largest components of future pressures are likely to be:
- (i) SEN Transport: £3m - £11m. This assumes social distancing is in place and schools are open.
 - (ii) Loss of income: £2m - £5m. This represents 5% to 10% of R&E's total income.

Customer & Digital Services and Assistant Chief Executive

- 3.37 In total £0.7m of savings were planned across all of the corporate departments, which were primarily based on service modernisation, more digital services and realising other efficiencies. All of these savings were delivered early during 2019/20 and 2020/21 budgets were adjusted accordingly.
- 3.38 The most significant medium term risk in the corporate departments is the loss of income as a result of reduced bookings for weddings and other ceremonies, commercial venue bookings at the Civic Centre and commercial advertising. Although activity is expected to increase in the future, this could be to a lesser degree than previous years and could lead to recurring pressures of between £0.5m and £1m from 2021/22.

Overall summary

- 3.39 Overall, the estimates set out in this report are considerable in terms of loss of income and expenditure pressures (£42.7m) and delay in the delivery of savings (£4.9m) in 2020/21, as well as recurring pressures of between £11m and £29m from 2021/22. The consideration of options for managing the pressures from 2021/22 are described in section five of this report. With regards to managing the 2020/21 pressures, in the event that there is a shortfall in funding provided by government, there are some alternative options that could be implemented as 'one off' measures in order to keep the council on a sound financial footing.
- 3.40 As a last resort, the Council would utilise its reserves to contain any unexpected and one off expenditure pressures in 2020/21. The financial outturn position for 2019/20 showed that the council held general reserves of £15.1m. In addition, the Council held £146m in earmarked reserves (excluding Community Infrastructure Levy funds and other ring fenced reserves) which are held to meet specific identified purposes or future expenditure commitments, a large proportion of which are for the financing of the capital programme.
- 3.41 General reserves reflect the ability of the Council to deal with unforeseen events and unexpected financial pressures in any particular year and are a key indicator of the financial resilience of the Council. As part of the Medium Term Financial Strategy agreed by Council in February 2020, the Director of Finance assessed that the optimum level of general reserves to be held by the Council should be between 5-10% of net expenditure. At 31 March 2020 general reserves were at 5.3% of the net revenue budget for 2020/21.
- 3.42 Furthermore, an annual assessment of Local Authority reserves has shown that the £15.1m of general reserves held by Brent are relatively low when compared to other London Boroughs of a similar size. This view has been endorsed by the external auditor in their annual review of the Council's financial sustainability. In addition, the Council is required to confirm, in accordance with the Code of Practice, that the statement of accounts is prepared on the basis that the Council will continue to operate in the foreseeable future and that it is able to do so within the current and anticipated resources available. Therefore, in the event that the COVID-19 costs are not fully funded by government the council has the option of utilising general reserves as a one-off measure. However, in this event, the council would need to find additional savings in the following year to replenish these reserves in order to demonstrate to external audit, and other interested parties, that the risk of financial sustainability is being mitigated.
- 3.43 Instead, the Council is taking a proactive approach to managing the financial impact of COVID-19 and is proposing to implement a drive to identify non COVID-19 related underspends and other mitigating actions to compensate, as much as possible, for the impact of the estimated £4.9m of non-deliverable savings in 2020/21. Because of the COVID-19 lockdown measures, some expenditure that would otherwise be incurred by departments during the year

has reduced. This includes less expenditure on staff travel, stationery, printing, etc. as well as energy savings from reduced building occupancy, less buildings maintenance related expenditure and posts being held vacant for longer. Therefore, it is important that these underspends are recorded to ensure that, as far as possible, the non-delivery of savings are mitigated before further severe measures are considered, such as expenditure restrictions on non essential purchases, service reductions and a recruitment freeze. The progress of this strategy will be reported to Cabinet regularly as part of the existing budget monitoring regime.

4.0 Review of future budget assumptions

Council Tax

- 4.1 Council Tax is one of the most significant sources of income for the Council, making up £128.1m (or 44%) of total core funding in 2020/21 rising to £141.4m in 2022/23. The MTFS agreed by Council in February 2020 included an assumed council tax increase of 3.99% in 2021/22, the same as in 2020/21, where 2% is ring fenced for Adult Social Care and 1.99% represents general funding for council services. This increase will provide £7.1m of further additional recurring income for the Council and reduces the amount of savings required to close the overall budget gap.
- 4.2 Council Tax bills were sent to Brent residents around mid-March and since then impact of COVID-19 on households in the borough has been difficult and will be significant over the next few months. Financially, for some this is a worrying time. Brent established a new Council Tax Support (CTS) scheme in April 2020, which provides support to over 27,000 households in paying their bills and is one of the most generous in the country. The Government has provided Brent a hardship grant of £3.9m to help further support individuals in paying their Council Tax. In line with the government guidance, Brent has been reducing bills by up to £150 for over 7,000 working age households that receive some help through the CTS scheme but still currently pay something towards their council tax. In addition to the government support provided, the Council has not taken any new recovery action if residents are temporarily unable to pay council tax and postponed new debt recovery action for households falling into council tax arrears. Nonetheless, recovery action is planned to resume later in the year as it is important that any income due to the Council is collected to fund key council services.
- 4.3 When assessing the likely impact of COVID-19 on estimated income from council tax contained within the MTFS, there are three significant factors to consider:
- Council Tax Support expenditure,
 - Short and long term collection rates, and
 - Growth in the tax base.
- 4.4 Nationally, there has been an unprecedented increase in the number of Universal Credit claims received by the Department of Work and Pensions. As

at May 2020, 2m applications were processed which is six times the volume normally expected. People who are eligible for Universal Credit are also eligible for some form of CTS with the Council, depending on their level of income. As at the end of June 2020, 928 applications for CTS were awarded, an increase of 5% compared to April 2020 at a cost of £1.9m. For the avoidance of doubt, an increase in the amount spent on CTS reduces the total amount of council tax income collectible for the Council. The budgeted amount of spend on CTS in 2020/21 is £27.7m and based on current modelling suggests an increase of £2.8m is likely. According to the grant conditions, the hardship grant is not allowed to fund the general increase in CTS expenditure. The impact of this in-year reduction in income would be felt in 2021/22 as a one off deficit repayment to the Collection Fund, in line with the national accounting rules governing the collection of council tax.

- 4.5 The judgement to be made with regards to financial planning is the extent to which this level of CTS expenditure is expected to continue. At this stage of the pandemic it is clearly too early to make a reliable judgement, however the data will continue to be monitored and analysed accordingly. There is an argument that as lockdown eases and some residents are able to return to work, the change in circumstances will mean those in receipt of Universal Credit, and likewise CTS, will reduce and therefore bring CTS expenditure to levels that are tolerable within the current risk parameters of the MTFS. Likewise, the long term economic impact could be such that some businesses are unable to survive as government interventions reduce in line with the easing of lockdown measures, resulting in high unemployment levels and CTS expenditure in the medium term. In this scenario, if CTS expenditure is maintained at the levels currently expected, it would lead to a budget gap of £2.8m from 2021/22. There is also the option of increasing council tax above the current proposed increase of 3.99%, however this would mean holding a local referendum under the current government regulations.
- 4.6 Another factor that could affect Council Tax income is a reduction in the collection rate. Typically, in-year collection for Brent is around 96% and over a longer period of time will reach around 98%, which is built into the MTFS model and is broadly comparable to other London boroughs. Based on current modelling, a reduction in the 2020/21 collection rate of 3% would result in a £2.4m reduction of income. Clearly this is significant, however it is expected that collection will continue to be attempted in future years and reach the long-term collection rate target.
- 4.7 As a result of the postponement of normal debt recovery action, it is too early to be able to estimate the short and long term impact on collection. However, the data will continue to be monitored and analysed accordingly as recovery action resumes.
- 4.8 The calculation of the tax base is one of the technical stages in the process of setting the council tax. Brent, like all Local Authorities, has to work out how much next year's band D council tax should be so that the total tax that will be collected equals the budget required to pay for its services. In effect, the tax base represents the aggregate taxable value of all residential property in Brent.

The council tax base is assumed to grow at 1-1.5% per year annum (or around 1,000 – 1,500 properties) and contributes nearly 30% to total budgeted council tax income in the MTFS. Therefore, if the rate of new housebuilding in the borough slows down as a result of COVID-19 the total amount of council tax income collected will be less than planned. The extent to which this impact is long term, will mean further savings and expenditure reductions will need to be found to balance the overall budget. The rate of new housebuilding will continue to be monitored through planning applications received by the council and new council tax registrations that are banded by the Valuation Office Agency. That being said, as lockdown measures ease over the next few months it is expected that housebuilding will continue broadly as planned and therefore the actual tax base growth will be within acceptable tolerances within the current MTFS model.

Business Rates

- 4.9 The council remains committed to supporting local businesses through this crisis. Funded by government, the council has processed a range of reliefs for various businesses across the retail, hospitality, leisure and other sectors. This has significantly reduced the amount of rates paid to the Council with the reduction estimated at £53.6m. In addition, as at the end of May 2020, the council has administered direct grants to local businesses totalling £55.4m across 3,746 businesses. These are in the form of individual grants worth £10,000 - £25,000 depending on the size of the business. The council continues to engage with the business community to ensure that those eligible businesses have access to this support.
- 4.10 In addition, the government has provided £3.3m of additional funding to provide top-up grants to businesses not covered by the existing grant regime for small businesses and retail, leisure and hospitality businesses. Authorities will have discretion, but are expected to use funds in their area, subject to local economic need, focusing on small businesses with ongoing fixed property costs. The implementation of this scheme was agreed by Cabinet on 15 June 2020.
- 4.11 Irrespective of the range of support provided to businesses by Local Authorities, including the support provided directly by government (job retention scheme, loans, tax deferrals), it is inevitable that some businesses will be unable to pay their business rates during the COVID-19 crisis. Even as lockdown measures are eased, some businesses may be unable to trade effectively or are impacted by a reduction in customer demand. This will lead to an increase in bad debt for business rates and a loss of income collected. Based on current modelling, if collection rates reduced by c3%, the loss of income would be £4.3m.
- 4.12 The Government designated a pan-London business rates pool in 2018/19, which piloted 100% retention in that year, and was revised to pilot 75% retention in 2019/20. For 2020/21 the Government decided not to renew the London pilot, and for London to revert back to the pre-existing 2017/18 67% retention scheme (30% borough share, 37% GLA share, 33% Government share).

- 4.13 Pooling allows authorities to be treated as if they were a single entity for the purposes of calculating tariffs, top ups, safety net payments and levies. The financial benefit comes from the pool overall paying a lower levy on growth than the boroughs would paid individually. Within the system, a safety net exists that would prevent local authorities' income from falling below a certain level. This would provide protection for authorities who saw significant reductions in their business rate income. For Brent, this safety net means that the maximum loss against the budget 2020/21 budget is £6.6m (7.5%). However, if this loss transpires, it would cause a further financial pressure for the Council.
- 4.14 London Councils will be undertaking financial modelling on the potential impact of a deficit on the pool, and individual boroughs, following the submission of forecasts from each London borough. The results of this modelling are expected later in the year and will, together with other intelligence and data gathering exercises on collection rates, be critical in better understanding the potential impact on the 2020/21 budget and future budget assumptions on business rates. It should be noted that Brent's proportion of the pool is relatively small, at 2%, compared to some boroughs with a larger stake (LB Westminster, LB Camden and the City of London contribute nearly 50% of all business rates collected in London) and so changes within the Brent have a small impact on the overall pool. However, reductions replicated across the pool, or concentrated in boroughs with large contributions to the pool, will have a big impact on the overall outturn for the pool. Similar to the accounting rules governing the collection of Council Tax, a deficit in the pool would have to be borne by every London borough as a one-off repayment to the Collection Fund in 2021/22.
- 4.15 A further complication is that the future of the London pool is unknown at this stage as it requires approval from government as part of the 2021/22 Local Government Finance Settlement, expected in December 2020. There has been a different business rates retention regime every year since 2016/17 and any further change can have a significant impact on retained income, which further adds to the uncertainty in medium term financial planning.

Growth assumptions / Cost pressures

- 4.16 Critical to understanding the overall budget are the annual growth assumptions, or estimated increases in unavoidable expenditure, that are built in to medium term financial planning, for example contract inflation, pay inflation, meeting the cost of providing existing services for a growing population, etc. These estimates were put forward for the 2020/21 budget following an extensive review. For the avoidance of doubt, these expenditure assumptions represent the annual costs, all else being equal, that would have to be incurred just to stand still. A summary of these growth and cost pressures are shown in the table below.

Assumption	Extra cost per annum (£m)	Description
Demography	3.5	Estimated annual cost of providing the same services to a growing population.
Payroll	2.1	Based on a 2% pay award and new pay spines.
London Living Wage	1.5	Assumed average annual cost of making more contracts LLW compliant.
Contracts	3.9	Primarily based on 2% inflation and known contractual commitments.
Transport	1.3	Freedom passes and transporting children with Special Educational Needs.
Technical	0.5	Pensions, levies (e.g. West London Waste Authority) and other technical items.
Capital financing	0.2	Interest and debt repayment costs for the capital programme.
Total Growth	13.0	

- 4.17 These growth assumptions will be further reviewed over the summer as part of the 2021/22 budget setting process in order to assess the extent to which the impact of COVID-19 changes these assumptions. In particular, the data on which demographic growth is based upon may need to be reviewed in light of the changes in various population age cohorts. Inflation on contracts is another large expenditure pressure for the Council which will need to be reviewed in light of the inevitable recession and economic contraction. Furthermore, growth may be required in future years to compensate for a permanent reduction in the budgeted level of income that the council is able to generate from fees, charges and other income. This is particularly relevant for the Regeneration & Environment department where there is a possibility that future income levels do not fully reach the levels currently budgeted for, and therefore require growth in their budgets to compensate for the loss.

5.0 Review of the Medium Term Financial Strategy

- 5.1 Prior to the outbreak of COVID-19, the budget agreed by Council in February 2020 set out a savings programme of £6.1m between 2021/22 and 2022/23. This included agreeing that the budget should be constructed on the basis of a council tax increase of 3.99% in 2021/22, which meant that, subject to consultation and any other material changes to circumstances, no new savings proposals would have needed to be developed to achieve a balanced budget in 2021/22.

- 5.2 As noted earlier in the report, at this stage it is estimated that £4.9m of the total £7.4m savings programme for 2020/21 will not be delivered in 2020/21, but will be delivered in 2021/22. The current working assumption is that the savings planned for 2021/22 will be delivered, albeit this will also be kept under review.
- 5.3 Based on information and data available to date, officers initial estimate is that ongoing and recurring pressures in the region of £11m and £29m are expected from 2021/22 across all service areas and council tax collection. At this stage, this excludes estimates of future losses on business rates while further modelling is undertaken. Therefore, without any additional funding or reliefs from the government, the budget gap is likely to increase further.
- 5.4 These estimates, which will be refined over the summer, will be a major factor in the construction of 2021/22 budget. For the avoidance of doubt, if all other budget assumptions remain as previously agreed, a budget gap of between £11m and £29m will be created. As a result, robust and credible plans will need to be developed, and agreed in February 2021, in order to deliver a legally required balanced budget.
- 5.5 A further consideration is the Spending Review, which sets out the total quantum of funding the sector. This was expected in July and the intention was to set future spending plans for the next 3-5 years. At this stage it is not clear when the Spending Review will be announced. In addition to this is the Local Government Finance Settlement, which is typically announced in December, to confirm the funding for 2021/22. A welcome approach would be similar approach to last year's spending round, which effectively confirmed the settlement early in September, and rolled forward the existing settlement with an increase in funding. This lack of clarity means that the Council will need to continue to plan with little or no funding certainty over the medium term.
- 5.6 That being said, based on what is currently known, or can reasonably be assumed, about future funding settlements further reductions in expenditure will be required. The Council will need to take difficult decisions about which services to prioritise and protect and which to reduce in order to continue to deliver affordable and sustainable budgets.
- 5.7 In closing a budget gap of this magnitude and in a relatively short space of time, there are three main options for consideration:
1. Further savings will need to be developed in order to reduce expenditure. This could include further efficiencies, however options here are limited given the current savings programme already includes a significant number of efficiencies. Also, with new income generation options likely to be limited due to the current situation, it is possible that service reductions will need to be considered.
 2. Reduce growth assumptions. £13m of annual growth is currently built into the MTFS and any reductions here would have the effect of closing the overall budget gap. However, there is a risk that this stores up pressures in future years as service areas may be unable to contain unavoidable

growth in demand for services due to population growth or fund contractually obliged inflation on contracts.

3. Scale back the capital programme. Pausing or stopping specific capital schemes that are funded by borrowing would have the effect of freeing up corporate revenue budgets already set aside to provide capital financing for the capital programme.
- 5.8 A further consideration is if government introduces new interventions specifically for long term COVID-19 related pressures. This could include a multi-year minimum funding guarantee to local authorities to compensate them for those income losses beyond their control. Another option may be to allow the capitalisation of losses, which would ultimately be funded by increased borrowing.
- 5.9 These options will be further examined in order to ensure their consequences are properly understood and set out for members. The outcome of this review will be presented to Cabinet as part of the draft 2021/22 budget in October 2020.

6.0 Housing Revenue Account

- 6.1 The Housing Revenue Account (HRA) is a ring-fenced account which contains the income and expenditure relating to the Council's landlord duties in respect of approximately 12,000 dwellings including those held by leaseholders.
- 6.2 The HRA budget is set each year in the context of the 30-year business plan. The business plan is reviewed annually allowing for horizon scanning and the identification and mitigation of risks in the short, medium and long term. Early identification of risks enables planning and implementation of mitigations to ensure the HRA can continue to remain financially secure and deliver on its commitments:
 - Expand and accelerate the development of new Council homes.
 - Continue to maintain and improve existing Council homes.
 - Transformation and continuous improvement of front line services to tenants and leaseholders.
- 6.3 From 2020/21 and the following four years the Council will have the power to increase rents annually up to a maximum of CPI + 1%. For 2021/22, CPI + 1% is expected to equate to 2.9%, which gives the potential to increase rental income by £1.2m and up to £6m over the 5 year rent control period. This follows a 4 year period of 1% annual rent reductions which were directed by the Welfare Reform Act 2016. The average rent in 2015/16 was £114.53 per week and currently sits at £115.08 per week in 2020/21. A 2.9% increase would equate to an average rent of £118.42 per week in 2021/22.
- 6.4 HRA rent setting needs to be considered in the context of the ring-fence and the 30-year business plan. A return to the CPI plus 1% model for the five years from 2020 was expected to provide some stability and certainty over planned

investment in the stock, service improvement and new development, at least in the medium term as a £1.2m increase in rent has the effect of an additional £34m investment in the HRA over a 30-year period. However the impact of COVID-19 and the expected recession on rent collection levels and bad debts, is being monitored and will likely require a reappraisal of HRA budget priorities, and savings to be found.

7.0 Schools and Dedicated Schools Grant

- 7.1 Following the COVID-19 outbreak, schools nationwide were required to close to the majority of pupils, however all schools were asked to remain open to support vulnerable children and children of critical workers. The DfE will fund exceptional costs it recognises that schools will face as a result of COVID-19 such as, increased premises related costs; support for free school meals (FSM) for eligible children who are not attending school; and additional cleaning.
- 7.2 Schools are under financial pressures due to rising costs. Staffing costs have risen due to minimum wage increases, national insurance changes, pension contributions and auto enrolment. In addition, there is also the more general inflationary cost pressures on goods and services.
- 7.3 School balances are also falling as a result of the ongoing financial pressures. Overall, balances have decreased by £2.5m from £16.1m in 2018/19 to £13.6m in 2019/20 and seven schools ended the financial year 2019/20 in deficit. The funding and expenditure pressures will persist, and are likely to require schools to take action to balance their budgets. Of the seven schools in deficit, the majority are expected to set a balanced budget in 2020/21, whilst a small number may require a licensed deficit agreement to recover the deficit over a three year period. The schools in deficit will be monitored closely throughout the year.
- 7.4 Schools are required to submit three year budgets annually and, in planning this, are starting to restructure staffing establishments where necessary, look for commercial and income generating opportunities, and for opportunities to work together on procurement. Some primary schools have falling numbers of pupils in their reception and key stage 1 year groups, and this directly reduces the funding allocated to them. These schools will need to react when planning their budgets and restructure their staffing capacity accordingly to match their income and pupil numbers. There is a financial risk that smaller schools with reducing numbers of pupils will result in more schools being in deficit.
- 7.5 The overall Brent DSG budget for the first time reported a £4.9m deficit at the end of 2019/20. This position is replicated across most other London boroughs that are forecast to be in deficit positions at the end 2019/20. In line with the School and Early Years Finance (England) Regulations 2020, any DSG deficit balance will be ring-fenced, held within the local authority's overall DSG and carried forward to be funded from future years funding and/or recovery plans agreed with the DfE.

- 7.6 The pressure in the DSG is mainly against the High Needs Block, as it is largely demand led and the number of children requiring support in both mainstream schools and special provisions is increasing. As at the end of 2018/19, there were 2,173 EHC plans and at the end of 2019/20, this number increased by 12% to 2,435 despite the overall pupil population remaining broadly the same.
- 7.7 The growth in EHCPs is a national challenge and a number of Local Authorities are reporting pressures against the High Needs Block in the DSG. The DfE recognises that it will have to be mindful of the pressures on high needs when deciding how to allocate funding in future years. Overall funding for schools and high needs is set to increase by £7.1bn in 2022/23 when compared to 2019/20. The Council set a balanced DSG budget for 2020/21 with a £5m increase in High Needs funding being allocated against the pressures in the block, in consultation with the Schools Forum. The increase will not reduce the deficit, which will carry forward into 2021/22. A combination of longer-term recovery actions and anticipated government funding increases will help to reduce the deficit, however there remains a risk that the number of EHCPs will continue to rise.

8.0 Overall summary and conclusion

- 8.1 Prior to the outbreak of COVID-19, local government continued to face an extremely challenging financial outlook following a prolonged period of austerity as well as disproportionate growth in demand for services. Since 2010 the council has delivered expenditure reductions of £174m, and agreed a further £13.5m to 2022/23. This has been delivered through a combination of effective financial management, cost control and more innovative approaches to investment and demand management. As government funding has been cut the population has grown and this has been particularly pronounced in the very oldest and very youngest age groups, which are statistically most likely to require services from the council, thus adding to the cost pressures. Coupled with the impact of legislative change and uncertainty on the outcome of proposed reforms to local government funding, this has created substantial financial pressures.
- 8.2 Therefore, the Council was already operating in a significantly challenging financial environment prior to the outbreak of COVID-19.
- 8.3 The COVID-19 pandemic has created a significant shock to the economy and resulted in significant unplanned expenditure and income losses as set out in the report. The full impact of this is not yet known and the ability of the council to deliver a balanced budget for 2020/21 will be challenging. The most significant uncertainty is on the impact of the pandemic on council tax and business rates income going forwards.
- 8.4 While it is absolutely vital to ensure local communities are supported through this crisis, the response comes at a significant cost, which is putting severe strain on all local authorities. In London alone, it is estimated that the financial impact will be £1.8bn in 2020/21. This includes a significant drop in income of at least £1.1bn and increases in expenditure on services of over £700m.

London boroughs have received almost £500m in emergency funding so far from government, but boroughs are reporting additional pressures in March, April and May of £600m. Therefore, while it has been welcome, the two tranches of general emergency funding announced so far have not even covered the financial impact of the crisis since March.

- 8.5 Another important point to note is that the government funding allocated to date does not reflect individual councils' levels of resilience and therefore their ability to recover after the pandemic. Irrespective of how the emergency funding has been allocated, there are no clear objectives for what the Government wants to achieve, or the process it is going to follow to get there. Clearly, the funding for local government should firstly ensure local authorities can provide the essential services to support the fight against COVID-19 and secondly to ensure that every authority is financially viable. So far, the focus has been on the former and this has partly been achieved (although there is still a significant shortfall). Increasingly local authorities will want to engage on the latter, and, without a reasonable commitment from government, the Director of Finance may have to consider issuing a section 114 notice. A section 114 notice requires the Director of Finance, in consultation with the monitoring officer, to report to all the authority's members if there is, or is likely to be, an unbalanced budget or if there is a risk that the council will not have the resources it needs to meet its expenditure commitments in a particular financial year. Issuing such a notice triggers a freeze on all but essential spending while a plan is drawn up to bring the budget back into balance. Therefore, it is important that government provide this certainty soon, otherwise Brent, like all other local authorities, will need to consider looking at a section 114 notice depending on their financial position.
- 8.6 Looking beyond 2020/21, the postponement of the fair funding review and 75% rates retention reforms is broadly welcome, and was somewhat inevitable given the reduced capacity of government to deliver these complex reforms. A welcome approach would be similar approach to last year's spending round, which effectively confirmed the settlement early in September, and rolled forward the existing settlement with an increase in funding. Beyond additional emergency funding packages, the next and bigger issue than fair funding is the quantum of resources needed by the sector to compensate for the ongoing shifts in councils' underlying cost and income pressures.
- 8.7 Focussing on the immediate need to set a balanced budget for 2021/22, the core estimates that drive the Council's budget position will be revised and updated over the summer to take account of, where possible, the national policy direction on local government finance and other local specific factors with a view to reporting back to Cabinet on the longer term financial position in October.
- 8.8 Critical to the review of key financial assumptions will be the factors set out below.

- **Demography.** The extent to which changing demographic trends will vary from those previously assumed, and so increase or decrease the assumed cost of providing services.
- **Macro-economic conditions.** The effect of changes to forecast rates on inflation, interest rates and economic growth, as a long term proxy measure of earnings and employment and hence a determinant of deprivation and need for services.
- **Local (and local government) specific factors.**
- **National policy.** The key issues and developments in national policy (so far as the impact on local government finance can be discussed with any reasonable certainty) have been set out in this report.
- **Local policy.** Local choices to prioritise some services or policies over others is at the core of local government democracy and accountability, and the impact of possible policy initiatives will need to be factored into the planning process.

9.0 Financial Implications

9.1 The financial implications are set out throughout the report.

10.0 Legal Implications

10.1 Standing Order 24 sets out the process that applies within the council for developing budget and capital proposals for 2021/22. There is a duty to consult representatives of non-domestic ratepayers on the Council's expenditure plans before each annual budget under Section 65 of the Local Government Finance Act 1992. The council also has a general duty to consult representatives of council tax payers, service users and others under Section 3 (2) Local Government Act 1999.

11.0 Equality Implications

11.1 Under the Public Sector Equality Duty (PSED) in the Equality Act 2010, Brent Council is required to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between different protected groups when making decisions. The groups protected by law, also known as protected characteristics, are age, disability, gender, race, religion or belief, pregnancy and maternity, marriage and civil partnership, sexual orientation and gender reassignment. Although socio-economic status (people on low income, young and adult carers, people living in deprived areas, groups suffering multiple disadvantage, etc.) is not a characteristic protected by the Equality Act 2010, Brent Council is committed to considering the impact on socio-economic groups.

11.2 The PSED does not prevent decision makers from making difficult decisions in the context of the requirement to achieve a significant level of savings across

all operations. It supports the Council to make robust decisions in a fair, transparent and accountable way that considers the diverse needs of all our local communities and workforce. Consideration of the duty should precede and inform decision making. It is important that decision makers have regard to the statutory grounds in the light of all available material, including relevant equality analyses and consultation findings. If there are significant negative equality impacts arising from a specific proposal, then decision makers may decide to amend, defer for further consideration or reject a proposal after balancing all of the information available to them.

12.0 Consultation with Ward Members and Stakeholders

- 12.1 The detailed approach to the statutory consultation process will be set out as part of the budget report to be presented to Cabinet in October 2020.


13.0 Human Resources

- 13.1 Not applicable.

Report sign off:

Minesh Patel
Director of Finance

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	Full Council 13th July 2020
	Report from the Strategic Director of Regeneration & Environment
Pan-London Dockless Vehicle Byelaw	

Wards Affected:	All
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	Two: Appendix 1: Draft - Greater London Dockless Vehicle Hire Byelaws. Appendix 2: Form of Authority to London Council's Transport and Environment Committee
Background Papers:	London Councils Transport and Environment Committee Report – 13 June 2019
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Tim Martin – Transportation Planning Manager; Spatial Planning; Regeneration & Environment Tel: 020 8937 6134 Email: tim.martin@brent.gov.uk

1.0 Purpose of the Report

- 1.1 This report sets out the background and legal context around dockless cycle hire schemes in London. The proposal by London Councils Transport and Environment Committee (TEC) is for the creation of a pan-London byelaw that would regulate the use and management of dockless cycles.
- 1.2 The report also seeks Full Council's approval to delegate the function of making that byelaw to London Councils TEC. The Council's Constitution reserves bylaws to Full Council but Full Council can decide to delegate the function to London Council's as proposed.

2.0 Recommendation(s)

- 2.1 That Full Council:

- (i) delegates to the London Council's Transport and Environment Committee the power to make byelaws to govern the operation of dockless vehicles by making a pan-London byelaw to regulate the use and management of these on the highway and /or public places (as set out in Appendix 1);
- (ii) authorises the Strategic Director Regeneration & Environment to sign the form of Delegation set out in Appendix 2, on behalf of the Council.

3.0 Detail

- 3.1 Dockless cycle hire is a generic term for a short term cycle hire scheme, similar to the 'Santander Cycles' scheme operating in central London, but entirely 'free floating' – with no on-street docking infrastructure required.
- 3.2 A number of dockless cycle hire schemes are currently operating in London. These include:
 - Mobike (grey/orange) - provide pedal bikes predominately in Inner and Central London;
 - Lime (green) - operate electrically assisted bikes (e-bikes) via agreements with a number of boroughs including Brent and Ealing;
 - Jump (red) – e-bikes in Islington and Ealing. Recently been sold to Lime;
 - Beryl Bikes – (grey/green) – pedal bikes in City of London and Hackney;
 - Freebike (neon yellow) - recently launched in Richmond;
 - Urban Forest – yet to launch, discussing with boroughs, including Brent.
- 3.3 Whilst such schemes have generally been well received by customers and have the potential to secure a significant modal shift towards cycling (a key means of addressing issues around climate change and poor public health); they have also given rise to issues around inconsiderate and obstructive parking. This is compounded by the fact that Councils currently have limited regulatory powers in this area by which to manage or enforce.
- 3.4 To address these issues London Councils TEC is proposing the creation of a pan-London byelaw which would prohibit dockless cycle operators and their customers from parking cycles other than at designated parking spaces and streamline the process by having one byelaw for all London authorities, rather than each borough pursuing their own byelaw.

Draft Greater London Dockless Vehicle Hire Byelaws

- 3.5 London Councils, with the support of TfL and Boroughs are producing a pan-London byelaw that would regulate the use and management of dockless cycles in the Capital. To enable this requires all 33 London Boroughs to agree to delegate their byelaw making powers to London Councils TEC as set out in the Form of Delegation included in Appendix 2 to this report.
- 3.6 The latest draft version of the proposed byelaw is set out in Appendix 1 to this report. The headline terms contained within the draft byelaw include:

- definitions of terms used in the draft Byelaws currently undefined in the legislation (e.g. a dockless operator);
- states that the byelaw applies throughout Greater London;
- sets out minimum safety standards for bikes;
- requires bikes to be chipped to ensure their whereabouts can be tracked;
- requires all bikes to be left (whether by dockless operators or their customers) only in places agreed by the relevant local authority, and makes it an offence for dockless operators to place, or allow their bikes to be parked anywhere other than at a location agreed by the local authority;
- sets a penalty for a dockless operator committing the above offence.

3.7 For the purpose of the byelaw a “Dockless Vehicle” is defined as a dockless pedal cycle, an electrically assisted pedal cycle and/or similar class of transport device which may lawfully be used on the highway. It could also therefore include electric kick scooters or other micromobility vehicles, should the government legalise their use on the public highway. Local issues, such as the location and number of designated dockless parking places would be for individual councils to determine and consult on. It is envisaged that approved parking spaces would not be exclusive to any specific operators, but would be open to any dockless company. Further work is also being undertaken to determine what a dockless parking place might look like (e.g. a physical or ‘virtual’ space) and how these would be managed.

3.8 The wording of the byelaw and several supporting areas of work are being finalised by London Councils, with support from TfL and with input from London Boroughs. Subject to approval by London Councils TEC it is anticipated that the byelaw will be submitted to the Secretary of State for review in summer 2020, ahead of a formal statutory consultation exercise in autumn 2020, with the byelaw enacted by early 2021 – thereby providing a viable operational framework for dockless bike sharing in London. However, it must be noted that this timetable may be adjusted in light of the current Covid - 19 pandemic.

4.0 Financial Implications

4.1 There are no direct financial implications arising from the recommendations in this report.

5.0 Legal Implications

5.1 The current proposal is to delegate the Council’s function regarding the making and promoting of the pan-London dockless vehicles byelaws to the London Council’s Transport and Environment Committee (LC TEC).

5.2 The proposed delegation is very specific. It does not constitute a transfer of the Council’s powers with respect to dockless vehicles, but enables the LC TEC to make and establish a pan-London byelaw. The extent of the dockless parking and enforcement of the byelaw (including any prosecution) would remain a matter for local decision-making and control for Brent.

- 5.3 The Council's Constitution reserves bylaws to Full Council but Full Council can decide to delegate the function to London Council's as proposed. S101 (5) of the Local Government Act (LGA) 1972 enables a local authority to discharge any of its functions jointly. Where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee. Consequently, these powers enable the Council to delegate functions to LC TEC.
- 5.4 The reference to the discharge of function includes reference to the doing of anything which is calculated to facilitate, or is conducive or incidental to the discharge of any of those functions.
- 5.5 S235 of the LGA 1972 enables a local authority to make byelaws for the good rule and government of the whole or any part of its borough and for the prevention and suppression of nuisances within it.

6.0 Equality Implications

- 6.1 The Council must, in the exercise of its functions, have due regard to the need to:
- a) eliminate discrimination, harassment and victimisation;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, pursuant to s149 Equality Act 2010. This is known as the Public Sector Equality Duty.
- 6.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.3 In line with the Council's Equalities provisions, the approval of the proposed pan London byelaw will address inappropriate parking of dockless cycles on the highway in a manner which causes inconvenience or disruption to highway users. It would also help meet the needs of all highway users, particularly those who are blind or partially sighted and those who require wider available footways such as for wheelchairs or buggies.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 Details of the proposals to create a pan-London byelaw were discussed at a meeting of the Council's Active Travel Forum in January 2020. The proposals are broadly supported by Members and stakeholders such as local access and disability groups.
- 7.2 As set out in para 3.8 more formal consultation on the draft byelaw will be undertaken by London Councils in due course (timescales tbc). Officers will

continue to liaise with Members and stakeholders through the Active Travel Forum and ensure that they are fully engaged in the process.

8.0 Human Resources/Property Implications (if appropriate)

8.1 None.

Related Documents

London Councils Transport and Environment Committee Report – 13 June 2019

Report sign off:

Amar Dave

Strategic Director of Regeneration &
Environment.

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Appendix 1:

The Greater London Dockless Vehicle Hire Byelaws

Draft Bye Law - 19 March 2020

1. General Interpretation

(1) In these byelaws:

“Dockless Parking Space” shall mean:

- (a) a parking place on the highway; or
- (b) a parking area in any Public Place

where a Local Authority or Transport for London has authorised Dockless Vehicles to be left.

“Dockless Vehicle” means any transport device (whether mechanically propelled or not) which is made available for hire through a Dockless Hire Scheme and which is a pedal cycle, electrically assisted pedal cycle or any similar class of transport device which may be lawfully used on the highway.

“Dockless Hire Scheme” means a scheme offering Dockless Vehicles for hire - (other than a scheme offering Dockless Vehicles for hire wholly from on-street infrastructure constructed and installed for their use) where the contract for hire is entered into without the simultaneous physical presence of the Dockless Operator and the hirer.

“Dockless Operator” means any person offering Dockless Vehicles for hire through a Dockless Hire Scheme.

“Public Place” means an area of highway or other open land (whether or not it is fenced) under the ownership or control of a Local Authority or Transport for London.

“Local Authority” means a London Borough Council or the Common Council of the City of London.

(2) A reference to:

- (a) legislation (whether primary or secondary) includes a reference to the legislation as amended, consolidated or re-enacted from time to time and, in the case of regulations, includes a reference to any regulations which replace the regulations referred to;

(b) a “person” includes a natural person and a corporate or unincorporated body;

(c) words in the singular include the plural and vice versa.

2. Application

These byelaws apply throughout Greater London.

3. Safe condition of Dockless Vehicles.

(1) No Dockless Operator shall offer a Dockless Vehicle for hire unless it is safe.

(2) In determining whether a Dockless Vehicle is safe regard shall be had to whether the Dockless Vehicle complies with, or the Dockless Operator has complied with, applicable provisions of:

(a) in the case of a pedal cycle, the Pedal Cycles (Construction and Use) Regulations 1983 and the Road Vehicles Lighting Regulations 1989;

(b) in the case of an electrically assisted pedal cycle, the Pedal Cycles (Construction and Use) Regulations 1983, the Road Vehicles Lighting Regulations 1989 and the Electrically Assisted Pedal Cycle Regulations 1983; or

(c) in all cases, any statutory requirements applicable to a Dockless Vehicle of that class.

4. Identification and management of Dockless Vehicles

(1) No Dockless Operator shall offer a Dockless Vehicle for hire unless:

(a) it has an individually identifiable asset number visibly displayed;

(b) it is fitted with a device which ensures the location of the Dockless Vehicle can be identified at all times by the Dockless Operator, the local authority in whose area the Dockless vehicle is situated and Transport for London, and the device is retained in operation.

(2) No Dockless Operator shall offer a Dockless Vehicle for hire unless the hirer is prevented from leaving the Dockless Vehicle on any highway or other Public Place other than at a Dockless Parking Space.

(3) For the purposes of complying with paragraph 4(1)(b) and 4(2), the Dockless Operator shall make available to Local Authorities and Transport for London real time data via an application programming interface for each Dockless Vehicle that is available for hire or has been hired through its Dockless Hire Scheme.

5. Parking of Dockless Vehicles

No Dockless Operator shall cause or permit a Dockless Vehicle to be left on any highway or Public Place other than at a Dockless Parking Space.

6. Penalty

Any Dockless Operator offending against these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

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Appendix 2: Form of Delegation

FAO: xxxxxxxxxxxxxx

I[name and position of authorised person]
on behalf of..... [name of authority]


hereby confirm that my authority has resolved to delegate authority to London Councils' Transport and Environment Committee to exercise the following functions by way of an addition to the Part 3(D) Functions, inserting a new paragraph 2(c) as follows:

“(c)(i) the making of byelaws under section 235 of the Local Government Act 1972 (and, in respect of the City of London Corporation, under section 39 of the City of London (Various Powers) Act 1961) for the purpose of regulating dockless vehicles on the highway and/or public places (including by making it an offence for a dockless vehicle operator to cause or permit their dockless vehicle to be left on the highway or public place other than in an approved location), including taking all related steps to promote, make, amend and revoke any such byelaw.

(c)(ii) The exercise of powers under Section 1 of the Localism Act 2011 for the purposes of giving effect to (i) above, including but not limited to oversight and management of the arrangements (but excluding prosecution or other enforcement)

Signed

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	Full Council 13 July 2020
	Report from the Director of Legal, HR Audit & Investigations
Resolution to approve reason for non-attendance at meetings	

Wards Affected:	N/A
Key or Non-Key Decision:	N/A
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Debra Norman, Director of Legal and HR Services, Tel: 0208 937 1578 Email: debra.norman@brent.gov.uk

1.0 Purpose of the Report

- 1.1 Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a 6 month consecutive period in order to avoid being disqualified as a Councillor.
- 1.2 This requirement can be waived if any failure to attend was due to a reason approved by the Authority in advance of the 6 month period expiring.
- 1.3 This report asks that the Council approve as a reason for failure by a member to attend for a 6 month period a meeting of the Council, Cabinet or any committee or sub-committee of the Council, the circumstances specified in the report related to Covid19 (Coronavirus).

2.0 Recommendations

- 2.1 To approve in relation to each member of the Council in accordance with Section 85 of the Local Government Act 1972 the reason set out at 2.2 in respect of non-attendance of any member until the Council's annual meeting in May 2021:

- 2.2 The councillor has been unable to attend as a member (including remote attendance) any relevant meeting (see paragraph 3.1) throughout a 6-month period due to the circumstances set out in paragraph 3.5 of this report.

3.0 Detail

- 3.1 Section 85 of the Local Government Act 1972 (section 85) provides that if a member of a local authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority. Attendance as a member at a meeting of any committee, sub-committee, joint committee, joint board or other body which is discharging functions of the authority or which is appointed to advise the authority also counts, as does attendance as representative of the authority at a meeting of any body of persons (a relevant meeting”).
- 3.2 Prior to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the Meetings Regulations) coming into effect, attendance at meetings for the purposes of section 85 could only be through physical presence. Since the advent of the COVID19 (Coronavirus) pandemic, such attendance has posed a health risk to councillors, especially those with underlying health issues or other vulnerabilities.
- 3.3 As it is now possible to attend meetings virtually, this particular issue does not arise. However, there have been fewer meetings than usual during the first half of 202 and as the virus is still active in the community, there is still a risk that a member may become seriously ill with the virus and be unable to attend a meeting for that reason.
- 3.4 In order to cover the period prior to this council meeting up to the time when elections will again be possible, council is asked to agree in relation to each and every councillor that where failure to attend a relevant meeting at any time prior to the Council’s annual meeting in May 2021 is due to the circumstances in paragraph 3.5, the failure to attend is for a reason approved by the Council for the purposes of section 85.
- 3.5 The circumstances are that prior to 4 April 2020 when the Meetings Regulations came into effect the member:
1. had tested positive for COVID19; or
 2. was suspected of having or suspected that he/she has contracted COVID19; or
 3. was self-isolating (whether or not on the instruction or advice of any public authority or medical professional) in relation to COVID19; or
 4. was unable to attend the relevant meeting because the meeting is cancelled or postponed for a reason relating to COVID19

or, since the Meetings Regulations came into effect, the member has tested positive for COVID19 and was or is too unwell to attend the relevant meeting remotely.

4.0 Financial Implications

4.1 None.

5.0 Legal Implications

5.1 These are contained in the body of the report.

6.0 Equality Implications

6.1 Under section 149 of the Equality Act 2010, the council has a duty when exercising its functions to have “due regard” to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act and advance equality of opportunity and foster good relations between persons who share a protected characteristic and persons who do not. This is the public sector equality duty. The protected characteristics are age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.2 No equalities implications arise directly from this report although the approval of the reason for non-attendance set out in this report will protect councillors who have underlying health conditions or other vulnerabilities relating to COVID19 from being disqualified where this leads to their non-attendance at relevant meetings.

7.0 Consultation with Ward Members and Stakeholders

7.1 The proposals in this report have been considered by the Council’s Constitutional Working Group.

8.0 Human Resources/Property Implications (if appropriate)

8.1 None.

Background Papers


None

Report sign off:

Debra Norman

Director of Legal, HR, Audit & Investigations

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	Council 13 July 2020
	Report from the Assistant Chief Executive
Municipal Calendar of Meetings 2020/2021	

Wards Affected:	All
Key or Non-Key Decision:	Non-Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One: Appendix A: Annual Calendar of Meetings 2020/21
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	James Kinsella Governance Manager Tel: 020 8937 2063 Email: james.kinsella@brent.gov.uk

1.0 Purpose of the Report

- 1.1 This report presents a calendar of meetings for the 2020/2021 Municipal Year (Appendix 1). Given the delay in being able to hold the Annual Council meeting as a result of the restrictions in place relating to Covid-19, the Chief Executive has used her emergency decision making power to provisionally agree the calendar in order to allow the initial programme of meetings to proceed in advance of the final calendar being presented to this Council meeting for formal confirmation.

2.0 Recommendations

- 2.1 That Members agree, in principle, the dates for Full Council and other meetings to take place during the remainder of 2020/2021, as attached in Appendix 1.
- 2.2 That Head of Executive and Member Services be authorised to make any alterations deemed necessary to the Municipal Calendar during the course of the municipal year having consulted the Leader of the Council; the Leader of the Opposition Group; and the Chair of the affected meeting.

3.0 Detail

- 3.1 Attached as Appendix 1 is the calendar of meetings prepared for the 2020/2021 Municipal Year, which lists the dates proposed for Council, and its committee/sub-committee meetings, meetings of the Cabinet and other bodies. Given the delay in being able to hold the Annual Council meeting due to the restrictions in place relating to Covid-19, arrangements have been made (under the Chief Executive's emergency decision making powers) for the meeting dates within the calendar to proceed as scheduled, in advance of the final calendar being presented to this Council meeting for formal confirmation.
- 3.2 In line with the powers contained within The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meeting) (England and Wales) Regulations 2020 introduced as a result of the Covid-19 restrictions, the Council is currently undertaking meetings of the Council and its various Committees and Sub-Committees (including Cabinet meetings) as online virtual meetings. This involves use of zoom with all public meetings being livestreamed on the Council's website. Previously only Full Council and Planning meetings were available on the webcast. The Regulations remain effective until May 2021, although these arrangements will continue to be kept under review as the Municipal Year progresses.
- 3.3 As a basis for compiling the calendar, attempts have been made, wherever possible, to avoid clashes of meetings for Members, based on a review of committee membership.
- 3.4 Religious holidays have been included on the calendar and meetings have been avoided on dates where it has been deemed inappropriate to hold them due to the importance associated with any particular religious holiday.
- 3.5 For information purposes, the calendar now also includes principal civic events and has been designed to take account of the potential rearranged Greater London Assembly (GLA) and Mayor for London elections on 6 May 2021.
- 3.6 The dates of the meetings proposed for Full Council for the remainder of the year are as follows:
- Monday 14 September 2020
 - Monday 23 November 2020
 - Monday 22 February 2021 (Council Tax and Budget Setting)
 - Wednesday 19 May 2021 (Annual Council Meeting and Mayor Making)
- 3.7 Provision has also been made for Member Learning and Development sessions throughout the Municipal Year.
- 3.8 Meetings of the following bodies have been agreed jointly with the other authorities listed:
- Welsh Harp Joint Consultative Committee (London Borough of Barnet)
 - Trading Standards Joint Advisory Board (London Borough of Harrow)
 - Joint Committee of the London Boroughs of Brent Lewisham and Southwark (London Boroughs of Lewisham and Southwark)

- 3.15 Following the decision taken by Full Council at its meeting held on 11 July 2016, each Member is responsible for submitting his or her apologies for absence from meetings for Full Council. Such notifications shall be in writing and sent to the Head of Executive and Member Services or their representative in good time and in any event, before the commencement of the meeting in question. If such notification is not received, the Member(s) apologies will not be recorded in the resulting minutes of the meeting.

4.0 Financial Implications

- 4.1 There are none specific to this report.

5.0 Legal Implications

- 5.1 Section 85 (1) of the Local Government Act 1972 requires Members of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. The calendar of meetings has been developed to ensure that membership clashes between meetings are avoided but members will still be responsible for managing their attendance in order to comply with this requirement.

- 5.2 There are no other legal implications relating to this report.

6.0 Equality Implications

- 6.1 As outlined above, religious holidays have been included on the calendar and meetings have not been arranged on evenings where it has been deemed inappropriate to hold meetings because of the importance associated with any particular religious holiday.

- 6.2 An Equality Analysis has been prepared to assess the equality impacts of moving to remote meetings.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 The draft Annual Calendar of Meetings was discussed by the Constitutional Working Group at its meeting on Wednesday 17 June 2020 and has been subject to consultation with officers and both political Groups.

Report sign off:

SHAZIA HUSSAIN

Assistant Chief Executive

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Day	Committee Meetings (Public version) - Please note the dates after 13 July will also be presented to Full Council for formal confirmation		Time
	MAY 2020		
Day	Committee Meeting		Time
Friday 01 May			
Saturday 02 May			
Sunday 03 May			
Monday 04 May			
Tuesday 05 May			
Wednesday 06 May			
Thursday 07 May			
Friday 08 May			
Saturday 09 May			
Sunday 10 May			
Monday 11 May			
Tuesday 12 May			
Wednesday 13 May			
Thursday 14 May			
Friday 15 May			
Saturday 16 May			
Sunday 17 May			
Monday 18 May			
Tuesday 19 May			
Wednesday 20 May			
Thursday 21 May			
Friday 22 May			
Saturday 23 May	Ramadan ends / Eid-al-Fitr		
Sunday 24 May			
Monday 25 May	Summer Half-Term Holiday Starts /Spring Bank Holiday		
Tuesday 26 May	Leader's Briefing		10.00 am
Wednesday 27 May			
Thursday 28 May	Cabinet		4.00 pm
Friday 29 May	Shavuot		
Saturday 30 May	Brent Youth Parliament		
Sunday 31 May			

JUNE 2020		
Day	Committee Meeting	Time
Monday 01 June	Labour Group Meeting	6.30 pm
Tuesday 02 June	Member Learning and Development	6.00 pm
Wednesday 03 June	Member Learning and Development	6.00 pm
Thursday 04 June		
Friday 05 June		9.30am
Saturday 06 June		
Sunday 07 June		
Monday 08 June	Member Learning and Development	6.00 pm
Tuesday 09 June		
Wednesday 10 June	Planning	6.00 pm
Thursday 11 June	SNB meetings	7.00 pm
Friday 12 June		
Saturday 13 June		
Sunday 14 June		
Monday 15 June	Cabinet	4.00 pm
	General Purposes Committee	5.30 pm
Tuesday 16 June	Member Learning and Development	6.00 pm
Wednesday 17 June	Schools Forum	6.00 pm
Tuesday 16 June	i4B/ FWH board meetings	2.00 pm
Friday 19 June		
Saturday 20 June		
Sunday 21 June		
Monday 22 June	National Windrush Day	
	Member Learning and Development	6.00 pm
	Labour Group Meeting	6.30 pm
Tuesday 23 June	Member Briefing on Covid-19	3.00 pm
Wednesday 24 June	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Planning	6.00 pm
	Member Learning and Development	6.00 pm
Thursday 25 June	SACRE/ASC	4.30 pm
Friday 26 June		
Saturday 27 June	Brent Youth Parliament	
Sunday 28 June		
Monday 29 June	Leader's Briefing	10.00 am
	Health and Wellbeing Board	6.00 pm
	Member Learning and Development	6.00 pm
Tuesday 30 June		

JULY 2020		
Day	Committee Meeting	Time
Wednesday 01 July	Member Learning and Development - Member Roles during Covid-19 - Skills Development	6.00pm
Thursday 02 July	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Brent Connects - Willesden	7.00 pm
Friday 03 July		
Saturday 04 July		
Sunday 05 July		
Monday 06 July	General Purposes Committee	5.45 pm
Tuesday 07 July	Member Briefing on Covid-19	3.00pm
Wednesday 08 July	Teachers' Joint Consultative Committee	6.30pm
	Joint Committee of the London Boroughs of Brent, Lewisham and Southwark (Southwark)	6.30 pm
Thursday 09 July	Member Learning and Development - Communication Technology at Brent Council - Skills Development	6.00pm
	Brent Connects - Kingsbury and Kenton	7.00 pm
Friday 10 July		
Saturday 11 July	The Kilburn High - LBOC Event	
Sunday 12 July		
Monday 13 July	Full Council	6.00 pm
Tuesday 14 July	Resources and Public Realm Scrutiny Committee	6.00 pm
Wednesday 15 July	Corporate Parenting Committee	5.00 pm
	Member Learning and Development - Communication Technology at Brent Council - Skills Development	6.00 pm
	Welsh Harp Joint Consultative Committee	7.00 pm
Thursday 16 July	i4B/ FWH board meetings	2.00 pm
	Pension Fund Sub-Committee	6.00 pm
Friday 17 July		
Saturday 18 July		
Sunday 19 July		
Monday 20 July	Cabinet	4.00 pm
	Labour Group Meeting	6.30pm
Tuesday 21 July	Member Briefing on Covid-19	3.00pm
	Community and Wellbeing Scrutiny Committee	6.00pm
Wednesday 22 July	Planning	6.00pm
Thursday 23 July	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Brent Connects - Wembley	7.00 pm
Friday 24 July	Summer Term End	
Saturday 25 July	Brent Youth Parliament	
Sunday 26 July		
Monday 27 July	Leader's Briefing	10.00 am
	Member Learning and Development	6.00 pm
	Brent Connects - Harlesden	7.00 pm
Tuesday 28 July	Member Learning and Development - Regeneration Projects in Brent - Member Briefing session	6.00pm
	Brent Connects - Kilburn	7.00 pm
Wednesday 29 July	Audit and Standards Advisory Committee & Audit and Standards Committee	6.00 pm
Thursday 30 July	Eid al-Adha begins	
Friday 31 July		

August 2020

Day	Committee Meeting	Time
Saturday 01 August	The Blueprint All-Dayer - LBOC event	
Sunday 02 August		
Monday 03 August	Eid al-Adha finishes	
Tuesday 04 August	Member Briefing on Covid-19	3.00pm
Wednesday 05 August	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Pension Board	6.00pm
Thursday 06 August		
Friday 07 August		
Saturday 08 August		
Sunday 09 August		
Monday 10 August		
Tuesday 11 August	Janmashtami	
Wednesday 12 August	Planning	6.00 pm
Thursday 13 August		
Friday 14 August		
Saturday 15 August		
Sunday 16 August		
Monday 17 August	Cabinet	4.00 pm
	Labour Group Meeting	6.30 pm
Tuesday 18 August	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Leader's Briefing	10.00 am
	Member Briefing on Covid-19	3.00pm
Wednesday 19 August	Muslim New Year	
Thursday 20 August	Muslim New Year	
Friday 21 August		
Saturday 22 August		
Sunday 23 August		
Monday 24 August		
Tuesday 25 August		
Wednesday 26 August	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
Thursday 27 August		
Friday 28 August		
Saturday 29 August		
Sunday 30 August		
Monday 31 August	Summer Bank Holiday	

SEPTEMBER 2020

Day	Committee Meeting	Time
Tuesday 01 September	Member Briefing on Covid-19	3.00pm
	Barham Park Trust Committee	6.00 pm
Wednesday 02 September	Autumn Term Starts	
Thursday 03 September		
Friday 04 September		
Saturday 05 September	Arena Takeover - LBOC event	
Sunday 06 September		
Monday 07 September	Cabinet	4.00 pm
	Labour Group Meeting	6.30 pm
Tuesday 08 September	Audit and Standards Advisory Committee	6.00 pm
Wednesday 09 September	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Planning	6.00 pm
Thursday 10 September		
Friday 11 September		
Saturday 12 September		
Sunday 13 September		
Monday 14 September	Full Council	6.00 pm
Tuesday 15 September	Member Briefing on Covid-19	3.00pm
	Community and Wellbeing Scrutiny Committee	6.00 pm
Wednesday 16 September	Member Learning and Development	6.00 pm
	SNB meetings	7.00 pm
Thursday 17 September	i4B/ FWH board meetings	2.00 pm
Friday 18 September		
Saturday 19 September	Jewish New Year	
	Labour Party Conference starts	
Sunday 20 September	Jewish New Year	
Monday 21 September	Jewish New Year	
Tuesday 22 September		
Wednesday 23 September	Labour Party Conference finishes	
Thursday 24 September	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Leader's Briefing	10.00 am
	Brent Connects - Kingsbury and Kenton	7.00 pm
Friday 25 September		
Saturday 26 September	Brent Youth Parliament	
Sunday 27 September	Yom Kippur	
Monday 28 September	Yom Kippur	
Tuesday 29 September	Member Briefing on Covid-19	3.00pm
	General Purposes Committee	5.00 pm
	Member Learning and Development	6.00 pm
Wednesday 30 September	Brent Connects - Willesden	7.00 pm

OCTOBER 2020		
Day	Committee Meeting	Time
	Foothold: NW Stories - October 2020 - LBOC event	6.30 pm
Thursday 01 October	Black History Month starts	
	Resources and Public Realm Scrutiny Committee	6.00 pm
Friday 02 October	Tabernacles starts	
Saturday 03 October	Harlesden Bass Weekender - LBOC event	
Sunday 04 October	Harlesden Bass Weekender - LBOC event	
	Conservative Party Conference starts	
Monday 05 October		
Tuesday 06 October	Pension Fund Sub-Committee	6.00 pm
Wednesday 07 October	Conservative Party Conference finishes	
	SNB meetings	7.00 pm
Thursday 08 October	Brent Connects - Harlesden	7.00 pm
Friday 09 October	Tabernacles finishes	
Saturday 10 October		
Sunday 11 October		
Monday 12 October	Cabinet	4.00 pm
	Labour Group Meeting	6.30pm
Tuesday 13 October		3.00pm
Wednesday 14 October	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Planning	6.00 pm
	Joint Committee of the London Boroughs of Brent, Lewisham and Southwark (Lewisham)	6.30 pm
Thursday 15 October	i4B/ FWH board meetings	2.00 pm
Friday 16 October		
Saturday 17 October	Navaratri starts	
Sunday 18 October		
Monday 19 October	Leader's Briefing	10.00 am
	Brent Connects - Wembley	7.00 pm
Tuesday 20 October	Health and Wellbeing Board	6.00 pm
Wednesday 21 October	Corporate Parenting Committee	5.00 pm
	Trading Standards Joint Advisory Board (Harrow)	7.00 pm
Thursday 22 October	SACRE/ASC	4.00 pm
	Brent Connects - Kilburn	7.00 pm
Friday 23 October		
Saturday 24 October		
Sunday 25 October	Navaratri finishes	
Monday 26 October	Autumn Half-Term Holiday Starts	
Tuesday 27 October	Member Briefing on Covid-19	3.00pm
Wednesday 28 October	Brent Connects - Wembley	7.00 pm
Thursday 29 October	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Brent Connects - Kilburn	7.00 pm
Friday 30 October		
Saturday 31 October	Brent Youth Parliament	
	Black History Month finishes	

NOVEMBER 2020		
Day	Committee Meeting	Time
Sunday 01 November		
Monday 02 November		
Tuesday 03 November	Pension Board	6.00 pm
Wednesday 04 November	Schools Forum	6.00pm
	Planning	6.00 pm
Thursday 05 November		
Friday 06 November		
Saturday 07 November		
Sunday 08 November	Remembrance Sunday	
Monday 09 November	Cabinet	4.00 pm
	Labour Group Meeting	6.30 pm
Tuesday 10 November	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Member Briefing on Covid-19	3.00pm
	Brent Connects - Harlesden	7.00 pm
Wednesday 11 November	Armistice Day	
	Member Learning and Development	6.00 pm
Thursday 12 November	Mobo Awards 2020 - LBOC event	
	Brent Connects - Willesden	7.00 pm
Friday 13 November		
Saturday 14 November	Diwali	
Sunday 15 November	Hindu New Year	
Monday 16 November	Leader's Briefing	10.00 am
	Member Learning and Development	6.00 pm
Tuesday 17 November	i4B/ FWH board meetings	2.00 pm
	Welsh Harp Joint Consultative Committee	7.00 pm
	Brent Connects - Kingsbury and Kenton	7.00 pm
Wednesday 18 November	Teachers' Joint Consultative Committee	6.30 pm
Thursday 19 November		
Friday 20 November		
Saturday 21 November		
Sunday 22 November		
Monday 23 November	Full Council	6.00 pm
Tuesday 24 November	Member Briefing on Covid-19	3.00pm
	Community and Wellbeing Scrutiny Committee	6.00 pm
Wednesday 25 November	Member Learning and Development	6.00 pm
Thursday 26 November	Member Learning and Development	6.00 pm
Friday 27 November		
Saturday 28 November	Brent Youth Parliament	
Sunday 29 November	Birthday of Guru Nanak	
Monday 30 November	Alcohol and Entertainment Licensing Sub-Committee	10.00 am

DECEMBER 2020		
Day	Committee Meeting	Time
Tuesday 01 December	Resources and Public Realm Scrutiny Committee	6.00 pm
Wednesday 02 December	Member Learning and Development	6.00 pm
	SNB meetings	7.00 pm
Thursday 03 December		
Friday 04 December		
Saturday 05 December		
Sunday 06 December		
Monday 07 December	Cabinet	4.00 pm
	General Purposes Committee	5.30 pm
	Labour Group Meeting	6.30 pm
Tuesday 08 December	Member Briefing on Covid-19	3.00pm
	Audit and Standards Advisory Committee	6.00 pm
Wednesday 09 December	Planning	6.00 pm
	Schools Forum	6.00 pm
Thursday 10 December	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	First Day of Hanukkah	
Friday 11 December		
Saturday 12 December		
Sunday 13 December		
Monday 14 December	Leader's Briefing	10.00 am
	Member Learning and Development	6.00 pm
Tuesday 15 December		
Wednesday 16 December		
Thursday 17 December	i4B/ FWH board meetings	2.00 pm
Friday 18 December	Last Day of Hanukkah	
Saturday 19 December		
Sunday 20 December		
Monday 21 December	Winter School Holiday Starts	
Tuesday 22 December	Member Briefing on Covid-19	3.00pm
Wednesday 23 December		
Thursday 24 December		
Friday 25 December	Christmas Day	
Saturday 26 December	Boxing Day	
Sunday 27 December		
Monday 28 December	Bank Holiday	
Tuesday 29 December		
Wednesday 30 December		
Thursday 31 December		

JANUARY 2021

Day	Committee Meeting	Time
Friday 01 January	New Year's Day	
Saturday 02 January		
Sunday 03 January		
Monday 04 January	Spring Term Starts / Labour Group Meeting	7.00 pm
Tuesday 05 January		
Wednesday 06 January		
Thursday 07 January		
Friday 08 January		
Saturday 09 January		
Sunday 10 January		
Monday 11 January	Brent Connects - Willesden	7.00 pm
Tuesday 12 January	Cabinet	4.00 pm
	Labour Group Meeting	6.30 pm
Wednesday 13 January	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Planning	6.00 pm
Thursday 14 January	Brent Connects - Wembley	7.00 pm
Friday 15 January		
Saturday 16 January		
Sunday 17 January		
Monday 18 January	Leader's Briefing	10.00 am
	General Purposes Committee	5.30 pm
Tuesday 19 January	Community and Wellbeing Scrutiny Committee	6.00 pm
	Brent Connects - Kingsbury and Kenton	7.00 pm
Wednesday 20 January	Schools Forum	6.00 pm
	Brent Connects - Kilburn	7.00 pm
Thursday 21 January	i4B/ FWH board meetings	2.00 pm
	Brent Holocaust Memorial Day - To be confirmed	
Friday 22 January		
Saturday 23 January		
Sunday 24 January		
Monday 25 January	Health and Wellbeing Board	6.00 pm
	Brent Connects - Harlesden	7.00 pm
Tuesday 26 January	Member Learning and Development	6.00 pm
Wednesday 27 January	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Resources and Public Realm Scrutiny Committee	6.00 pm
Thursday 28 January	Brent Holocaust Memorial Day - To be confirmed	
Friday 29 January		
Saturday 30 January	Brent Youth Parliament	
Sunday 31 January		

FEBRUARY 2021

Day	Committee Meeting	Time
Monday 01 February		
Tuesday 02 February		
Wednesday 03 February	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Corporate Parenting Committee	5.00 pm
Thursday 04 February		
Friday 05 February		
Saturday 06 February		
Sunday 07 February		
Monday 08 February	Cabinet	4.00 pm
	Labour Group Meeting	6.30 pm
Tuesday 09 February		
Wednesday 10 February	Planning	6.00 pm
Thursday 11 February	SACRE/ASC	4.30 pm
	Audit and Standards Advisory Committee	6.00 pm
Friday 12 February		
Saturday 13 February		
Sunday 14 February		
Monday 15 February	Half-Term Holiday Starts / Leader's Briefing	4.00 pm
Tuesday 16 February	Member Learning and Development	6.00 pm
Wednesday 17 February	Alcohol and Entertainment Licensing Sub-Committee	
Thursday 18 February	i4B/ FWH board meetings	2.00 pm
Friday 19 February		
Saturday 20 February		
Sunday 21 February		
Monday 22 February	Full Council	6.00 pm
Tuesday 23 February	Member Learning and Development	6.00 pm
Wednesday 24 February	Brent Pension Fund Sub-Committee	6.00 pm
	Schools Forum	6.00 pm
Thursday 25 February		
Friday 26 February		
Saturday 27 February	Brent Youth Parliament	
Sunday 28 February		

MARCH 2021		
Day	Committee Meeting	Time
Monday 01 March		
Tuesday 02 March	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Joint Committee of the London Boroughs of Brent, Lewisham and Southwark (Brent)	6.30 pm
Wednesday 03 March	Teachers' Joint Consultative Committee	6.30 pm
	Trading Standards Joint Advisory Board (Brent)	7.00 pm
	Welsh Harp Joint Consultative Committee	7.00 pm
Thursday 04 March		
Friday 05 March		
Saturday 06 March		
Sunday 07 March		
Monday 08 March	Cabinet	4.00 pm
	Labour Group Meeting	6.30 pm
Tuesday 09 March		
Wednesday 10 March	Planning	6.00 pm
Thursday 11 March		
Friday 12 March		
Saturday 13 March		
Sunday 14 March		
Monday 15 March	Leader's Briefing	10.00 am
	General Purposes Committee	5.30 pm
Tuesday 16 March	Member Learning and Development	6.00 pm
Wednesday 17 March		
Thursday 18 March	i4B/ FWH board meetings	2.00 pm
Friday 19 March		
Saturday 20 March		
Sunday 21 March		
Monday 22 March	Member Learning and Development	6.00 pm
Tuesday 23 March	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Pension Board	6.00pm
	Member Learning and Development	6.00 pm
Wednesday 24 March	Community and Wellbeing Scrutiny Committee	6.00 pm
	Brent Connects - Wembley	7.00 pm
Thursday 25 March		
Friday 26 March		
Saturday 27 March	Brent Youth Parliament	
Sunday 28 March		
Monday 29 March		
Tuesday 30 March	Brent Connects - Harlesden	7.00 pm
Wednesday 31 March	Audit and Standards Advisory Committee	6.00 pm
	Brent Connects - Kilburn	7.00 pm

APRIL 2021

Day	Committee Meeting	Time
Thursday 01 April	Spring School Holiday Starts	
Friday 02 April	Good Friday	
Saturday 03 April		
Sunday 04 April	Easter Sunday	
Monday 05 April	Easter Monday	
Tuesday 06 April	Cabinet	4.00 pm
	Health and Wellbeing Board	6.00 pm
	Brent Connects - Kingsbury and Kenton	7.00 pm
Wednesday 07 April	Planning	6.00 pm
Thursday 08 April	Brent Connects - Willesden	7.00 pm
Friday 09 April		
Saturday 10 April		
Sunday 11 April		
Monday 12 April	Leader's Briefing	10.00 am
	Labour Group Meeting	6.30 pm
Tuesday 13 April	Ramadan Starts	
Wednesday 14 April	Alcohol and Entertainment Licensing Sub-Committee	10.00 am
	Resources and Public Realm Scrutiny Committee	6.00 pm
Thursday 15 April	i4B/ FWH board meetings	2.00 pm
Friday 16 April		
Saturday 17 April		
Sunday 18 April		
Monday 19 April	Summer Term Starts / Brent Connects - Wembley	7.00 pm
Tuesday 20 April	Member Learning and Development	6.00 pm
Wednesday 21 April	Member Learning and Development	6.00 pm
Thursday 22 April		
Friday 23 April		
Saturday 24 April	Brent Youth Parliament	
Sunday 25 April		
Monday 26 April		
Tuesday 27 April	Member Learning and Development	6.00 pm
Wednesday 28 April	Corporate Parenting Committee	5.00 pm
Thursday 29 April	Community and Wellbeing Scrutiny Committee	6.00 pm
Friday 30 April		

MAY 2021

Day	Committee Meeting	Time
Saturday 01 May		
Sunday 02 May		
Monday 03 May	May Bank Holiday	
Tuesday 04 May		
Wednesday 05 May		
Thursday 06 May		
Friday 07 May		
Saturday 08 May		
Sunday 09 May		
Monday 10 May	Cabinet	4.00 pm
	Resources and Public Realm Scrutiny Committee	6.00 pm
Tuesday 11 May	Audit and Standards Advisory Committee	6.00 pm
	Planning	6.00 pm
Wednesday 12 May	Ramadan Ends / Eid-al-Fitr	
Thursday 13 May	I4B/ FWH board meetings	2.00 pm
Friday 14 May		
Saturday 15 May		
Sunday 16 May		
Monday 17 May		
Tuesday 18 May		
Wednesday 19 May	Annual Council Meeting	6.00 pm
Thursday 20 May		
Friday 21 May		
Saturday 22 May		
Sunday 23 May		
Monday 24 May		
Tuesday 25 May		
Wednesday 26 May		
Thursday 27 May		
Friday 28 May		
Saturday 29 May		
Sunday 30 May		
Monday 31 May	Summer Half-Term Holiday Starts / Bank Holiday	

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