



General Purposes Committee

Tuesday 28 May 2024 at 9.30 am

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

Please note this will be held as a physical meeting which all Committee members will be required to attend in person.

The meeting will be open for the press and public to attend or alternatively can be followed via the live webcast. The link to follow proceedings via the live webcast is available [HERE](#)

Membership:

Members

Councillors:

M Butt (Chair)
M Patel (Vice-Chair)
Georgiou
Donnelly-Jackson
Nerva
Rubin
Krupa Sheth
Tatler

Substitute Members

Councillors:

Afzal, Akram, Farah, Grahl and Knight and Southwood

Councillors:
Lorber and Matin

Please note that the above membership is subject to confirmation at the Annual Council meeting on 22 May 2024. Should any changes be confirmed as a result, the agenda will be republished to reflect the revised membership of the Committee.

For further information contact: James Kinsella, Governance Manager
Tel: 020 8937 2063, Email: james.kinsella@brent.gov.uk

For electronic copies of minutes and agendas please visit:
[Council meetings and decision making | Brent Council](#)

Notes for Members - Declarations of Interest:

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

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

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

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

****Personal Interests:**

The business relates to or affects:

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

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

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

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest.

Agenda

Item	Page
1 Apologies for absence and clarification of alternate members	
2 Declarations of interests	
Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Deputations (if any)	
To hear any deputations for which requests have been submitted from members of the public in accordance with Standing Order 67.	
4 Minutes of the previous meeting	1 - 4
To approve the minutes of the previous meeting held on Monday 8 April 2024 as a correct record.	
5 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
6 Review of Representation of Political Groups and Appointments	5 - 10
At the Annual meeting on 22 May 2024, Full Council is being asked to review and determine the representation of political groups on its main committees and subsequently make appointments to these, in accordance with the wishes of the political groups concerned.	
As soon as practicable after such a review, this Committee is also required to review and determine the representation of political groups on its Sub-committees and then make appointments giving effect to the wishes of the political groups allocated seats. The attached report from the Corporate Director Law & Governance details the outcome of the review undertaken in relation to Sub-Committees to be appointed by General Purposes Committee.	
7 Appointments to Sub-Committees / Outside Bodies	11 - 12
To consider any appointments needing to be made in relation to those	

Sub Committees appointed by the General Purposes Committee.

Members are asked to note the list of proposed appointments to the General Purposes Sub Committees has been attached, which is also due to be presented to the Annual Council meeting on 22 May 2024, for information. Should any further changes be identified as a result, the list of appointments will be republished to reflect the revised membership(s) on the relevant bodies.

8 Exclusion of Press and Public

No items have been identified in advance of the meeting that will require the exclusion of the press and public.

9 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Deputy Director Democratic Services or their representative before the meeting in accordance with Standing Order 60.

Date of next meeting: Monday 15 July 2024



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

- The meeting room is accessible by lift and seats will be provided for members of the public. Alternatively, it will be possible to follow proceedings via the live webcast [HERE](#)



LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Held in the Conference Hall, Brent Civic Centre on Monday 8 April 2024 at 9.30 am

PRESENT: Councillor M Butt (Chair), Councillor M Patel (Vice-Chair) and Councillors Donnelly-Jackson, Georgiou, Grahl, Knight, Nerva and Tatler.

Also present: Councillor Farah.

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

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

2. **Declarations of interests**

There were no declarations of interest made during the meeting.

3. **Deputations (if any)**

No deputations were received.

4. **Minutes of the previous meeting**

RESOLVED that the minutes of the previous meeting held on 11 March 2024 be approved as a correct record.

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

There were no matters arising.

6. **Administration of the Brent Pensions Payroll**

Councillor Mili Patel introduced a report from the Corporate Director Finance & Resources seeking approval to extend the existing shared service arrangements for pensions administration to include payroll administration.

Members noted the current arrangements for administration of the Local Government Pension Scheme (LGPS) for Brent delivered through a shared service arrangement with Local Pensions Partnership Administration (LPPA) which included administration of all aspects of the Fund excluding payroll services. Currently calculation of pension benefits were completed by LPPA using the Civica Universal Pensions Management (UPM) System with payments then processed through the Brent Pensions and Payroll Teams. Given the built in payroll functionality within the UPM system, approval was being sought to extend the current shared service arrangement to include the payroll process enabling the end-

to-end processing of calculation of pension benefits and payments on the same system.

In outlining the associated benefits from a Pension members perspective, Sawan Shah (Head of Finance) advised that provision of an integrated system through a single team would not only improve service delivery but also ensure all data (including payslips and P60s) was available to access on the existing member portal whilst also delivering significant process benefits in terms of avoiding the current need for maintenance of data across separate systems. As further assurance, members were advised of the comprehensive nature of the LPPA payroll service and their experience in providing the same service for other local authority clients with any transition being subject to a full implementation plan (for which indicative timings had been provided within Appendix 1 of the report) overseen by the Brent Pension Board.

In recognising the associated benefits outlined, it was **RESOLVED** to approve the extension to the existing shared service arrangements for pensions administration with Local Pensions Partnership Administration to include pensions payroll administration.

7. **Pass-through Policy**

Councillor Mili Patel introduced a report from the Corporate Director Finance & Resources outlining, for consideration, preferred arrangements for contractors participating in the Brent Pension Fund based on the move to a “pass through” approach for new admission agreements.

In considering the report, members noted the background to the current approach operated by Brent Pension Fund when entering into admission agreements (as outlined in section 3.2.3 of the report) along with the paper (attached as Appendix 1 to the report) prepared by Hymans Robertson as Brent Pension Fund actuary, which outlined the key principles, benefits and risks of moving to a ‘pass through’ approach for the Funds admission agreements when compared to the current ‘traditional’ approach. Members noted the basis of the proposed move towards the introduction of pass-through agreements, which would involve the letting authority retaining an element of the pension risk rather than the contractor bearing this in full, with the recommended option involving a balanced hybrid approach in terms of the way in which the pension risks were retained between the contractor and letting authority.

In noting the associated administrative benefits of the approach outlined and summary of the key policy proposals (as detailed in section 3 of the report) members attention was also drawn to the key risks identified (as detailed within Appendix 2 of the report). Members were assured that the final approach outlined had been assessed on the basis of detailed professional advice provided by the Fund actuary and subject to detailed consideration by the Council’s Pension Fund Sub Committee at its meeting on 21 February 24, who had recommended final approval of the approach outlined to General Purposes Committee.

Having considered the report, it was **RESOLVED** having noted that the proposed pass-through approach in respect of pensions risk on the outsourcing of services detailed in the report had been considered and recommended to General Purposes

Committee for formal approval by the Pension Fund Sub-Committee at its meeting on 21 February 2024:

- (1) To approve the proposed pass-through approach in respect of pensions risk on the outsourcing of services as set out in paragraph 3.2.19 of the report.
- (2) To note that the Corporate Director, Finance and Resources pursuant to paragraph 9.5 of Part 3 of the Constitution would consider whether Brent Council as administering authority for the Pension Fund entered into pass-through agreement in respect of pensions risk on the outsourcing of services when considering the form of admission agreement to be entered into.

8. Appointments to Sub-Committees / Outside Bodies

There were no appointments to be considered in relation to any of the General Purposes Sub Committees.

9. Exclusion of Press and Public

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


10. Any other urgent business

None.

The meeting closed at 9.40 am

COUNCILLOR MUHAMMED BUTT
Chair

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 <p>Brent</p>	<p>General Purposes Committee 28 May 2024</p>
<p>Report from the Corporate Director of Law & Governance</p>	
<p>Review of Representation of Political Groups and Appointments</p>	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
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)	James Kinsella Governance Manager Email: james.kinsella@brent.gov.uk Tel: 020 8937 2063

1.0 Summary

- 1.1 At its Annual meeting on 22 May 2024, Full Council is due to review and determine the representation of political groups on its main committees and subsequently make appointments to these, in accordance with the wishes of the political groups concerned. As soon as practicable after such a review, this Committee is also required to review and determine the representation of political groups on its Sub-committees and then make appointments giving effect to the wishes of the political groups allocated seats.
- 1.2 The current membership of the Council consists of 57 councillors, which has been used as the basis for the annual review.

2.0 Recommendations

That on the basis of the current membership of the Council, the Committee:

- 2.1 Agrees the size of each sub-committee to be appointed by the Committee;
- 2.2 Agrees the allocation of seats to political groups on each of the sub-committees in accordance with political balance rules; and

2.3 Appoints Chairs and Vice-Chairs, Members and Substitutes to each Sub-committee under Item 7 of the agenda giving effect to the wishes of the political group(s) allocated the seats.

3.0 Detail

3.1 Contribution to Borough Plan Priorities & Strategic Context

3.1.1 The allocation of seats on each of the Council's committees to which the political balance rules apply supports delivery of the borough plan by enabling the Council's decision making bodies to operate transparently and effectively whilst also supporting and promoting confidence in the good governance of the council.

3.2 Background

3.2.1 As General Purposes Committee has three Sub-committees, it has a statutory duty to review and determine the representation of political groups on its Sub-committees as soon as practicable after any review undertaken by Full Council. The Committee then has a duty to make appointments to the Sub-committees giving effect to the wishes of the political group allocated seats.

3.2.2 The allocation of seats is determined by applying the political balance principles prescribed by the Local Government and Housing Act 1989 and supplemented by the Local Government (Committees and Political Groups) Regulations 1990. These principles are set out below and are designed to ensure that the political composition of committees and sub-committees, as far as reasonably practicable, replicate the political composition of Full Council.

3.2.3 The political balance principles are:

- (i) That not all the seats on the sub-committee are allocated to the same political group.
- (ii) That the majority of the seats on the sub-committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership.
- (iii) Subject to paragraphs (i) and to (ii) above, that the number of the seats on the sub-committee which are allocated to each political group bears the same proportion to the number of all the seats on that sub-committee as is borne by the number of members of that group to the membership of the Council.

3.2.4 There is a 4th principle (that each political group is allocated the same proportion of the total seats across all the ordinary committee of the Council (38 in total) as the proportion of the members of the Council that belong to that group). This covers the appointment of ordinary committees and was applied to these bodies at the Annual Council meeting. The legislation does not apply this principle to the appointment of sub-committees.

3.2.5 On the basis that the overall membership of the Council stands at 57, the composition of political groups as a percentage of overall membership is as follows:

- 49 Labour Group councillors – representing 85.97% of the total council membership;
- 5 Conservative Group councillors – representing 8.77% of the total council membership;
- 3 Liberal Democrat councillors – representing 5.26% of the total council membership.

3.2.6 According to the political balance rules, a political group for this purpose is a group of two or more members.

3.2.7 The application of the three principles listed in 3.2.3 above therefore results in the following allocation of seats:

Committee	Sub Committee	Size	Labour 49 (85.97%)	Conservative 5 (8.77%)	Liberal Democrats 3 (5.26%)
General Purposes	Pension Fund Sub-Committee	7	6	1	0
	Senior Staff Appointments Sub-Committee	5	4	1	0
	Senior Staff Appeals Sub-Committee	5	4	1	0

3.2.8 As the main General Purposes Committee has been constituted as an ordinary committee of the Council, the additional political balance principle (set out in 3.3.4 above) was applied to the allocation of seats on that body. This has resulted in the Opposition seat on the main Committee being allocated to the Liberal Democrats Group. However, the political balance rules applying to the appointment of Sub Committees by General Purposes Committee requires this calculation to be based only on the size of each individual sub-committee. As a result, the available opposition seats are all required to be allocated to the Conservative Group, based on the size of the group as a percentage of the Council’s overall membership.

3.2.9 Subsequent to allocating seats, the General Purposes Committee has a duty to make appointments to their specified sub committees giving effect to the wishes of the political group(s) allocated the seats. The appointments to each sub-committee being made by the respective political groups has been set out within the paper listed as Item 7 on the agenda.

4.0 Stakeholder and ward member consultation and engagement

4.1 The proposed allocation of seats on each Sub Committee has been subject to consultation with each individual group on the Council.

5.0 Financial Considerations

5.1 There are no financial considerations arising directly from this report.

6.0 Legal Considerations

6.1 These are addressed in the main body of the report.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

7.1 Under Section 149 of the Equality Act 2010, the Council has a duty when exercising their functions to have 'due regard' to the need:

- a) To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
- b) Advance equality of opportunity; and
- c) Foster good relations between those who share a "protected characteristic" and those who do not.

7.2 This is the Public Sector Equality Duty (PSED). The 'protected characteristics' are: age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

7.3 The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Due regard is the regard that is appropriate in all the circumstances.

7.4 There are no direct equalities implications arising from this report at this stage.

8.0 Climate Change and Environmental Considerations

8.1 None directly arising from this report.

9.0 Human Resources/Property Considerations (if appropriate)

9.1 None directly arising from this report.

10.0 Communication Considerations

10.1 None directly arising from this report.

Report sign off:

Debra Norman

Corporate Director Law &
Governance

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APPOINTMENTS TO SUB COMMITTEES & OUTSIDE BODIES

Proposed Appointments to the General Purposes Sub-Committees for the 2024-2025 Municipal Year

Members are asked to note that the appointments listed below are due to be presented to the Annual Council meeting on 22 May 2024, for information. Should any further changes be identified as a result, the paper will be republished in advance of the General Purposes Committee to reflect the revised membership on the relevant bodies.

SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

M BUTT (C)	LABOUR
M.PATEL (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
GRAHL	LABOUR

SUBSTITUTE MEMBERS:

LABOUR: DONNELLY-JACKSON, FARAH, KNIGHT, NERVA, RUBIN, TATLER
CONSERVATIVE: MAURICE, MISTRY

SENIOR STAFF APPEALS SUB-COMMITTEE

M BUTT (C)	LABOUR
M.PATEL (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
GRAHL	LABOUR

SUBSTITUTE MEMBERS:

LABOUR: DONNELLY-JACKSON, FARAH, KNIGHT, NERVA, RUBIN, TATLER
CONSERVATIVE: MAURICE, MISTRY

BRENT PENSION FUND SUB-COMMITTEE

JOHNSON (C)	LABOUR
KENNELLY (VC)	LABOUR
AHMADI MOGHADDAM	LABOUR
CHOUdry	LABOUR
CRABB	LABOUR
KANSAGRA	CONSERVATIVE

MOLLOY

LABOUR

CO-OPTED NON-VOTING:

ELIZABETH BANKOLE (UNISON)

SUBSTITUTE MEMBERS:

LABOUR: DIXON, ETHAPEMI, MAHMOOD, SHAH

CONSERVATIVE: MAURICE, J.PATEL

BRENT PENSION BOARD

FULL MEMBERS:

DAVID EWART (C)
KABIR
SMITH

INDEPENDENT CHAIR (31.07.2025)
LABOUR
LABOUR

CHRIS BALA
BOLA GEORGE
ROBERT WHEELER
SUNIL GANDHI

PENSION SCHEME MEMBER
TRADE UNION (UNISON) MEMBER
TRADE UNION (GMB) MEMBER
EMPLOYER MEMBER (NON-BRENT COUNCIL)

SUBSTITUTE MEMBERS:

No provision is included within the Boards Terms of Reference for substitute members.