



SUMMONS TO ATTEND ANNUAL COUNCIL MEETING

Wednesday 16 May 2012 at 6.45 pm or at the rising of the special meeting beforehand, whichever is the later.

Paul Daisley Hall, Brent Town Hall, Forty Lane, Wembley, HA9 9HD

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.

GARETH DANIEL
Chief Executive

Dated: Tuesday 8 May 2012

For further information contact: Peter Goss, Democratic Services Manager
020 8937 1353, peter.goss@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:

www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Apologies for absence

Item	Page
1 To elect the Mayor of the Borough for the municipal year 2012/2013	
2 Appointment of a Councillor of the Borough to be Deputy Mayor. (An intimation will be received from the Mayor regarding the appointment).	
3 Declarations of personal and prejudicial interests	
Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.	
4 Minutes of the meeting held on 27 February 2012	1 - 10
5 Changes to the Constitution and approval of the pay policy statement	11 - 40
This report proposes minor changes to the Council's Constitution namely amendments to Standing Orders in relation to petitions and motions, the adoption of the Members' Allowance Scheme and also the formal approval of the pay policy statement.	
Ward Affected: All Wards	Contact Officer: Fiona Ledden, Director of Legal and Procurement Tel: 020 8937 1292 fiona.ledden@brent.gov.uk
6 Political balance	
To review the allocation of seats on Council committees in accordance with the Local Government Act 1989.	
Ward Affected: All Wards	Contact Officer: Fiona Ledden, Director of Legal and Procurement Tel: 020 8937 1292 fiona.ledden@brent.gov.uk
7 Notification of appointments to the Executive and appointments to committees and other bodies	41 - 66

(a) London Housing Consortium – Establishment and Membership of

Joint Committee

- (b) To appoint chairs/vice chairs of committees as required and members/alternates to all committees, joint committees, forums and panels and to appoint co-opted members. (A schedule of nominations will be tabled at the meeting).
- (c) To appoint or nominate representatives or members to outside bodies and associations. (A schedule of nominations will be tabled at the meeting).
- (d) Proposed public consultation on “Shaping a Healthier Future” – health services in North West London

Ward Affected: All Wards

Contact Officer: Peter Goss,
Democratic Services Manager

Tel: 020 8937 1353

peter.goss@brent.gov.uk

8 Municipal calendar of meetings for 2012/13

67 - 84

- (a) To agree dates on which the Council shall meet during the ensuing year,
- (b) To settle, as far as is considered advisable and practical, the dates and times at which the Executive, committees and other bodies shall meet.

Ward Affected: All Wards

Contact Officer: Peter Goss,
Democratic Services Manager

Tel: 020 8937 1353

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9 Urgent business

At the discretion of the Mayor to consider any urgent business.



Please remember to **SWITCH OFF** your mobile phone during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.
- Toilets are available on the second floor.
- Catering facilities can be found on the first floor near The Paul Daisley Hall.
- A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge

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LONDON BOROUGH OF BRENT

Minutes of the ORDINARY MEETING OF THE COUNCIL
held on Monday 27 February 2012 at 7.00 pm

PRESENT:

The Worshipful the Mayor
Councillor M Aslam Choudry

The Deputy Mayor
Councillor Michael Adeyeye

COUNCILLORS:

Aden	Al-Ebadi
Arnold	Ashraf
Mrs Bacchus	Beck
Beckman	Beswick
Brown	Butt
Cheese	Chohan
S Choudhary	Clues
Colwill	Crane
Cummins	Daly
Denselow	Gladbaum
Harrison	Hashmi
Hirani	Hunter
John	Jones
Kabir	Kansagra
Kataria	Leaman
Long	Lorber
Mashari	Matthews
McLennan	Mitchell Murray
J Moher	R Moher
Moloney	Naheerathan
Ogunro	Oladapo
BM Patel	HB Patel
HM Patel	RS Patel
Powney	Ketan Sheth
Krupa Sheth	Singh
Sneddon	Thomas
Van Kalwala	

Apologies for absence

Apologies were received from: Councillors Allie, Hector, Hossain, CJ Patel and Ms Shaw

1. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 23 January 2012 be approved as an accurate record of the meeting.

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

The following LEA school governor and children centre positions were noted and treated as declared as a non prejudicial interest by those members indicated:

School	Councillors
Anson	McLennan
Barham Primary	Lorber
Braintcroft Primary	Ashraf
Brent Education Tutorial Service	Colwill
Capital City Academy	Gladbaum
Carlton Vale	Oladapo
Chalkhill Primary	Bacchus
College Green Nursery	Ketan Sheth
Copeland Community	Butt
Fryent Primary	R Moher
Granville Plus	Ogunro
Grove Park	Kabir
Harlesden Primary	Gladbaum
Harmony Children's Centre	Thomas
Hay Lane	Kabir
Kilburn Park	Arnold
Lyon Park Junior	HM Patel
Lyon Park Infants	BM Patel
Malorees	Harrison
Mitchell Brook Primary	Van Kalwala
Newfield Primary	Long
Oakington Manor Primary	BM Patel
Oliver Goldsmith	J Moher
Our Lady of Grace Catholic Infant	Daly
Preston Park Primary	Harrison and HB Patel
Roe Green Infant	RS Patel
Salisbury Primary	Green
St Andrews/St Francis	Jones
St Gregory's Catholic College	Colwill
St Joseph's Catholic Primary	Moloney
St Joseph's Catholic Infant	Ketan Sheth

St Joseph's Catholic Junior	Ketan Sheth
St Raphael's Primary	Thomas
Stonebridge Primary	John
Treetops Children's Centre	Jones
Vernon	Mitchell-Murray
Welcome Children Centre	CJ Patel
Wembley High	J Moher and R Moher
Willesden Centre for Health & Care	Jones
The Willow Children Centre	Gladbaum
Woodfield	Ketan Sheth and Singh
Wykeham Primary	Kataria and Mashari

The following Members of the Board of Brent Housing Partnership were noted and treated as having declared a non prejudicial interest:

Councillor Colwill	Councillor Jones
Councillor Ogunro	Councillor Thomas

The following non-prejudicial interests were declared:

Councillor	Interest
Cheese	Kilburn Locality Advisory Board
Harrison	Lay governor at Crest Academy
John	Tricycle theatre
Kabir	Diaspora volunteering alliance
Lorber	Friends of Barham Library
Moloney	Brent Irish Advisory Service
	Hillside Housing Trust
HB Patel	Shree Sattavis Gam Patidar Samaj (Europe)
	Brent Indian Association
	Governor Preston Park Primary School
Powney	West London Waste Authority
Thomas	Willow Housing Board

3. **Mayor's announcements (including any petitions received)**

The Mayor announced with great sadness the recent passing, after a period of illness, of Councillor Alec Castle, whose funeral took place on Tuesday 7 February. He proposed that at the end of his announcements councillors could pay their respects and the Council would stand for a minute's silence.

The Mayor announced that he was hosting a tour of the Swaminarayan Temple and lunch on 6 March 2012 in support of his charities and there were a few tickets still available.

In accordance with Standing Orders a list of current petitions showing progress on dealing with them had been circulated around the chamber.

Councillor Lorber paid tribute to Councillor Castle and expressed gratitude on behalf of his group for the messages of sympathy he had received. Councillors John, Colwill, HB Patel and Kataria spoke in respect of Councillor Castle.

The Council stood in silence for one minute in memory of Councillor Castle and other respected colleagues who had passed away in recent times.

4. **Appointments to committees and outside bodies and appointment of chairs/vice chairs (if any)**

None.

5. **The 2012/13 Budget and Council Tax**

The Council had before it a report from the Director of Finance and Corporate Services seeking approval for the 2012/13 revenue and capital budgets and to the Council Tax to be levied. The report incorporated key information relating to the Council's current financial position and future projections. It set out the key decisions members were being asked to make on:

- the 2012/13 General Fund revenue budget;
- the 2012/13 Schools Budget;
- the 2012/13 Housing Revenue Account;
- the Council's capital programme for 2012/13 to 2015/16;
- the Council's treasury management strategy; and
- prudential indicators aimed at ensuring the affordability of capital spending and a secure approach to borrowing and investment.

The Leader of the Council addressed the meeting in support of the proposed budget and put forward an amendment to the recommendations which proposed an increase in the budget for ward working.

Councillor Lorber spoke against aspects of the proposed budget and moved an amendment which was circulated around the chamber, which proposed a number of alternatives to the proposed budget.

Councillor Kansagra spoke against aspects of the proposed budget and moved an amendment which proposed two alternatives to the proposed budget.

Councillor Butt referred to the difficult decisions faced by the Council in constructing the budget and of the need to protect the most vulnerable members of the community. He commended the proposed budget to members.

Councillor Allie was absent from the meeting and so there was no contribution on behalf of the Budget and Finance Overview and Scrutiny Committee.

A general debate followed with members commenting on the proposals from the Executive. Views were expressed in support of the budget by reference to the Council's transformation programme that had led to improvements in services and reduced spending. The view was expressed that new approaches to meeting the

demand for some services had to be found such as through joint commissioning in order to reduce expenditure. The Council was having to make severe cuts and so was not able to reallocate resources but was nevertheless looking to improve services. It was submitted that the budget demonstrated that the Council was meeting the challenges before it and doing its best to protect the most vulnerable residents.

Opposing views were expressed by reference to the need to make use of balances through such difficult times rather than increase them. It was submitted that the financial difficulties were a result of mismanagement by the previous government. The freezing of the Council Tax had been made possible by government assistance and services valued by local residents had been closed despite clear opposition being expressed.

The Council voted en bloc on the amendments proposed by Councillor Kansagra which was declared LOST.

The Council voted en bloc on the amendments circulated by Councillor Lorber which was declared LOST.

The Council voted on the amendment in the name of Councillor John which was declared CARRIED.

RESOLVED:-

In respect of Section 3

(i) that the latest forecast for the General Fund outturn (as outlined in Appendix A(i) of the report) for 2011/12 be noted;

(ii) that the 2011/12 budget virements (as outlined in Appendix A(ii) of the report) be agreed;

In respect of Section 4

(iii) that the process, including consultation that had led to these budget proposals, be noted;

(iv) that, subject to the budget for ward working being increased by £20,000 per ward (total £420,000) to be funded by the removal of the Chief Executive's Performance Fund budget (£200,000) and a revised assumption on lower interest costs relating to capital financing in central items (£220,000), the General Fund revenue budget for 2012/13, as summarised in Appendix B to the report, be agreed;

(v) that the service area budgets including the cost pressures, savings, fees and charges and other adjustments detailed in Appendices C and D of the report be agreed;

(vi) that the non-service area budgets – central items shown at Appendix F of the report be noted and the budgets for central items and other budgets be agreed, subject to the amendment shown in (iv) above;

- (vii) to note and, where appropriate, make provision for the contingent liabilities and risks set out in this section of the report;
- (viii) that the approach to balances set out in the report be agreed;
- (ix) that the report from the Director of Finance and Corporate Services in paragraph 4.30 in respect of his statutory duty under Section 25 of 2003 Local Government Act be received;

In respect of Section 5

- (x) to note that a reduced Greater London Authority (GLA) precept of £306.72 for each Band D equivalent property was approved at the meeting of the Greater London Assembly on 9 February 2012;
- (xi) that the information regarding the limitation of council tax increases be noted;
- (xii) that it be agreed that there is no surplus or deficit at 31 March 2012 for that part of the Collection Fund relating to community charge;
- (xiii) that the advice of the Director of Legal and Procurement set out in Appendix M of the report be noted;
- (xiv) that the instalment dates for council tax and NNDR for 2012/13, and the recovery policy for council tax as set out in Appendix G(ii) of the report be agreed;

In respect of Section 6

- (xv) that the Medium Term Financial Strategy and the provisional service area cash limits for 2013/14 to 2015/16 set out in Appendix H of the report be agreed;

In respect of Section 7

- (xvi) that the Schools Budget set out in Appendix I to the report be agreed;

In respect of Section 8

- (xvii) that the Housing Revenue Account budget set out in Appendix J to the report be agreed;

In respect of Section 9

- (xviii) that the latest forecast outturn position on the 2011/12 capital programme be noted, and the revised budgets be agreed;
- (xix) that the properties included within the disposals programme set out in Appendix K(v) of the report be noted;
- (xx) that the 2012/13 to 2015/16 programme as set out in Appendix K(iii) of the report, including the new capital allocations, be agreed;

(xxi) that the inclusion in the capital programme of all capital schemes, irrespective of the source of funding be noted and that all schemes be subject to the approval procedures set out in the Council's constitution;

(xxii) that the levels of unsupported borrowing forecast for 2012/13 and future years and the impact on council tax levels be noted;

(xxiii) that the policy on repayment of principal in 2012/13 as set out in paragraphs 9.15 to 9.22 of the report be adopted;

In respect of Section 10

(xxiv) that the Treasury Management Strategy and the Annual Investment Strategy for 2012/13 be agreed;

In respect of Section 11

(xxv) that the requirements of the Prudential Code be noted;

(xxvi) that the Prudential Indicators set out in this section for affordability, capital spending, external debt and treasury management be agreed;

(xxvii) that the arrangements for monitoring and reporting on Prudential Indicators be noted;

In respect of Section 12

(xxviii) that the procedures for controlling expenditure set out in this section be noted and agreed;

(xxix) that the updated schedule of Provisions and Earmarked Reserves set out in Schedule 1 of Appendix N to the report be agreed;

In addition

- (xxx) that the Director of Finance and Corporate Services be authorised to:
- (a) make payments on approved capital schemes in 2012/13,
 - (b) borrow in 2012/13 up to the limits agreed within the Prudential Indicators,
 - (c) enter such leasing arrangements as are necessary to finance the programme for 2012/13 and terminate or renegotiate any existing leases,
 - (d) make such minor adjustments to budgets as are necessary;

(xxxi) that, in agreeing the above recommendations and the budget in Appendix B to the report, the effect of all these measures is to produce a council tax requirement for the Council's own purposes for 2012/13 of £104,197,578;

(xxxii) to note that a credit of £0.774m is attributable to the net surplus on the Collection Fund;

(xxxiii) to note that at its meeting on 24 January 2012, the General Purposes Committee calculated the amount of 98,398 as the council tax base for the year 2012/13 in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992;

(xxxiv) that in relation to the council tax for 2012/13:

the following amounts be now calculated by the Council for the year 2012/13 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the provisions of section 52ZX (inserted by Schedule 5 to the Localism Act 2011):

- (a) £1,066,520,000 being the aggregate of the amount that the Council estimates for the items set out in Section 31A(2) of the Act,
- (b) £962,322,422 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(3) of the Act,
- (c) £104,197,578 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) £1,058.94 being the amount at (c) above, divided by the amount for the tax base specified above 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
£	£	£	£	£	£	£	£
705.96	823.62	941.28	1,058.94	1,294.26	1,529.58	1,764.90	2,117.88

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;

(xxxv) to note that for the year 2012/13 the Greater London Authority has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, in respect of the Greater London Authority, for each of the categories of dwellings shown below:

Valuation Bands:

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
204.48	238.56	272.64	306.72	374.88	443.04	511.20	613.44

(xxxvi) that, having calculated the aggregate in each case of the amounts at (xxiv)(e) above and the precepting authority referred to in (xxxv) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992,

hereby sets the following amounts as the amounts of council tax for the year 2012/13 for each of the categories of dwellings shown below:

Valuation Bands:

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
910.44	1,062.18	1,213.92	1,365.66	1,669.14	1,972.62	2,276.10	2,731.32

(xxxvii)to note that the Director of Finance and Corporate Services has determined that the Council's basic amount of Council Tax for 2012/13 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Act 1992;

(xxxviii)that the Director of Finance and Corporate Services be and is hereby authorised:

- (a) to give due notice of the said council tax in the manner provided by Section 38(2) of the 1992 Act,
- (b) 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) 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.

6. Urgent business

None.

The meeting closed at 9.40 pm

COUNCILLOR M ASLAM CHOUDRY
Mayor

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Annual Council
16 May 2012

Report from the Director of Legal and Procurement

For Action

Wards Affected:
All

Changes to the Constitution and approval of the Pay Policy Statement

1.0 Summary

- 1.1 This report proposes minor changes to the Council's Constitution namely amendments to Standing Orders in relation to petitions and motions, the adoption of the Members' Allowance Scheme and also the formal approval of the pay policy statement.

2.0 Recommendations

Members are asked to:

- 2.1 Agree to amend the Constitution to incorporate the changes to the Standing Orders relating petitions as set out in Appendix 1.
- 2.2 Agree to amend the Constitution to incorporate the changes to Standing Orders in relation to motions as set out in Appendix 2.
- 2.3 Agree the Members Allowance Scheme as set out in Appendix 3.
- 2.4 Approve the pay policy statement attached at Appendix 4 as an accurate and factual representation of the Council's pay arrangements for 2012/13.

3.0 Detail

The amendments to the Standing Orders in relation to petitions

- 3.1 The Council's current petition arrangements were introduced on 13 September 2010 in response to the requirements of the Local Democracy, Economic Development and Construction Act 2009. This required the Council to put in place

a petition scheme, to provide e-petition facilities, set a threshold for a petition to trigger a Council debate and other procedural matters.

- 3.2 The Council asked that the scheme be reviewed after 6 months but the Constitutional Working Group decided in April 2011 that a longer period was needed to evaluate the scheme because the e-petition facility only went live in December 2010.
- 3.3 The Localism Act 2012 has now repealed the requirements to adopt a petition scheme and left it to the discretion of each authority to decide on how to approach petitions. Prior to the introduction of the current petition scheme, the Council had well established rules for dealing with petitions. Having regard to the change in the law the Constitutional Working Group now considers that the Council no longer needs a scheme in its current form and instead should amend Standing Orders to largely reflect the rules the Council previously had for dealing with petitions. It is proposed therefore to amend Standing Order 68 by removing the provision for petitions containing 5000 valid signatures or more to be debated at a Council meeting and petitions containing 2500 valid signatures or more to require a senior Council officer to give evidence at an overview and scrutiny committee. This is to make the process more transparent and to direct petitions to the decision maker as set out in the current Standing Order 68(e).
- 3.4 It is also proposed and the chairs of all the overview and scrutiny committees be notified of the receipt of petitions containing 50 or more valid signatures so that there is a greater awareness of the submission of petitions and the issues being raised.
- 3.5 There is no proposal to remove the provision for the submission of e-petitions.
- 3.6 Members are asked to approve the changes to the Constitution as set out in Appendix 1
- 3.7 It is proposed that guidance be produced to explain to people the new procedures for submitting petitions.
- 3.8 Following Members agreement, the Director of Legal and Procurement will update the electronic version of the Constitution available on the Council's intranet and internet sites to take account of the changes agreed by the Council.

The amendments to the Standing Orders in relation to Motions (Standing Order 45)

- 3.9 In response to concerns raised by members over the short time they have to consider any motions to be submitted to Council, the Constitutional Working Group agreed to amend Standing Order 45(c) so that motions could be circulated further in advance of the meeting. It is therefore recommended that Standing Order 45(c) be amended so that notice of motions to Council and copies thereof must be submitted to the Democratic Services Manager not less than 3 days before the meeting so that they can be circulated to all members at least 1 day before the meeting. In practice this would mean that motions would need to be submitted on

the Wednesday before a meeting of Council taking place on a Monday so that they can be cleared and circulated to all members on the Friday before the meeting.

- 3.10 Members are asked to approve the changes to the Constitution set out in Appendix 2.

Agreeing the Members' Allowance Scheme

- 3.11 The Members' Allowance Scheme forms Part 8 of the Council's Constitution. The Scheme was last reviewed and amended in September 2010 in accordance with the requirements set out in the Local Government (Members' Allowances) (England) Regulations 2003. There are no changes to the scheme recommended to members at this time. Although there are no changes proposed, the Regulations suggest that the Council should make such a scheme annually and accordingly members are asked to agree the Members' Allowance Scheme attached as Appendix 3.

Pay Policy Statement

- 3.12 The Localism Act 2011 Sections 39 – 43 requires that a pay policy statement be approved at a meeting of Full Council and that the policy be publicised each financial year beginning 2012 – 2013. The pay policy statement in draft form was approved by the General Purposes Committee on 27 March 2012 and has been published on the Council's website since that date.

- 3.13 The Act sets out the matters which must be included in an authority's pay policy statement as follows:

- the remuneration of its "chief officers";
- the remuneration of its "lowest-paid employees" (together with the definition of "lowest paid employees" adopted by that authority for the purposes of the statement, and the reasons for adopting that definition); and
- the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.

- 3.14 For the purposes of the statement the Act defines who is included under the term "chief officer". It includes the Head of Paid Service (Chief Executive), the monitoring officer, the statutory chief officers (directors) as well as non-statutory chief officers and deputy chief officers (managers who report directly to a chief officer).

- 3.15 'Remuneration' is defined widely and includes not just basic pay/salary but also any bonuses, charges, fees e.g. election fees or allowances, benefits in kind, increases in/enhancements of pension entitlements and termination/severance payments. Remuneration in relation to employees who are not chief officers is also similarly widely defined.

- 3.16 The statement must set out the authority's policy on a number of specific aspects of chief officer remuneration:

- the level and elements of remuneration for each chief officer;
- the remuneration of chief officers on recruitment;
- increases and additions to remuneration for each chief officer;
- the use of performance related pay for chief officers;
- the use of bonuses for chief officers;
- the approach to final payments to chief officers when they leave the authority; and
- the publication of and access to information relating to remuneration of chief officers.

These are the policies a local authority complies with when appointing a chief officer or when a chief officer's employment is terminated.

- 3.17 The policy statement must be published on the authority's website and in any other manner the authority considers appropriate. There is no requirement to include specific numerical data on pay and reward within the statement. However, it is necessary to consider how the information in the statement fits in relation to the information authorities are already required to publish. For example, the Code of Recommended Practice for Local Authorities on Data Transparency and the Accounts and Regulations 2011.
- 3.18 The pay policy statement for Brent has been prepared incorporating all of the above requirements. The statement is attached to this report. There are no new proposals or policy changes attached to the statement as the information reflects current practice and is strictly factual in nature.
- 3.19 The introduction to the statement refers to the People Strategy 2010 -14 which sets out the Council's strategic priority to "build an agile and efficient workforce that adapts to change easily. This includes a review of financial and non-financial rewards and benefits currently offered by the council and the introduction of a simplified pay and grading scheme and a new core contract with standard terms and conditions. This review is being progressed but will not impact on the 2012/13 pay policy statement. Any changes arising out review which may impact on the statement will be included in the 2013/14 statement.
- 3.20 Brent's senior managers covered are those in the top three tiers in the management structure - the Chief Executive (Tier 1), Directors (Tier 2), assistant directors (Tier 3). This includes all statutory and non-statutory chief officer posts.
- 3.21 All references to terms and conditions in the statement are factual. Where appropriate a link to the relevant pay policy e.g. the council's pension arrangements has been included.
- 3.22 In accordance with the requirements of the Act the statement will continue to be published on the Internet with links to pay policy and information where appropriate.
- 3.23 Members are asked to approve the pay policy statement attached as Appendix 4.

4.0 Financial Implications

4.1 There are no financial implications arising from this report.

5.0 Legal Implications

5.1 The legal issues are dealt with in the body of the report.

6.0 Diversity Implications

6.1 There are no diversity implications arising from this report.

Background Papers

Brent Constitution

Localism Act 2011

Contact Officers

Should any person require any further information about the issues addressed in this report, please contact Kathy Robinson on telephone number: 020 8937 1368, or email:kathy.robinson@brent.gov.uk.

Fiona Ledden

Director of Legal and Procurement

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PETITIONS AND DEPUTATIONS**68. Petitions**

- (a) ~~The Council has a petition scheme that sets out in detail the steps to be taken for admission of a petition and how the Council will respond. This standing order reflects the arrangements set out in the petition scheme.~~ Any person who wishes to submit a petition under these rules on their own behalf or on behalf of an organisation shall deliver it either in paper form to the office of the Democratic Services Manager during office hours or electronically on the Council's website. This must be at least **8 days** before the relevant decision (if the petition concerns a specific decision) is due to be taken.
- (b) No petition shall go forward unless it concerns matters affecting the borough and is signed by at least 5 people who either live, work or study in the borough.
- (c) The Democratic Services Manager will establish how many valid signatures the petition has.
- (d) Petitions with between **5 and 50** valid signatures:
- (i) Any such petition shall be referred to the relevant Service Area or Corporate Director who will be responsible for ensuring that the petition is responded to and taken into account in the decision making process as appropriate;
- (ii) In the case of any such petitions which relate to a matter which is or could be the responsibility of the Planning Committee the signatures may count as an objection to a development in which case the petition will be considered by the Planning Committee when it considers the matter in question. The Director of Regeneration and Major Projects shall decide whether the signatures count as an objection.
- (e) Petitions with **50** or more valid signatures:
- (i) Any such petition shall be notified to the **Chairs** of the **relevant** overview and scrutiny committees and to the relevant Service Area or Corporate Director;
- (ii) Petitions concerning specific decisions planned to be made shall be referred to the decision maker. If the decision maker is a Council committee or sub-committee or the Executive rather than an individual then one person representing the petitioners will be entitled to address the planned meeting of the Council committee or sub-committee or the Executive (as the case may be) for up to 5 minutes concerning the petition. Petitions relating to specific decisions to be made by Full Council shall be considered by the next scheduled meeting of the General Purposes Committee or if the next meeting of the General Purposes Committee is scheduled to take place after the relevant meeting of the Full Council then it shall be considered by the Executive. The General Purposes Committee or the Executive as the case may be may, if it sees fit, make recommendations concerning that petition to Full Council.
- (iii) Petitions not concerning specific decisions planned to be made shall be referred to the Executive or to the Council committee or sub-committee (if any) within whose terms of reference the subject matter of the petition falls as determined by the Director of Legal and Procurement or Democratic Services Manager. If it concerns a decision that may be taken at a meeting

on some future date then it shall be considered at that future meeting. In all other cases it shall be considered at the next convenient meeting.

- (f) At every Ordinary Council Meeting, a list of petitions containing 50 or more valid signatures will be circulated to members of the Council setting out the progress that has been made in dealing with those petitions. The Mayor will refer to this list under the Mayor's Announcements. The list will contain the information set out below, provided this has been received by the Democratic Services Manager twelve or more days prior to the meeting.

- (g) The information to be included in the schedule described in the previous paragraph is as follows:

- (i) the date the petition was received or closed on-line;
- (ii) the name of the person who submitted the petition if a name was given;
- (iii) the subject of the petition;
- (iv) the terms of the petition;
- (v) the name of the committee or person to whom the petition has been referred for action, the date of that referral, and the action taken by that body or person thus far.

- (h) Where the Executive or a Council committee or sub-committee considers a petition it shall note the petition and may:-

- (i) make a decision concerning the matter if it has sufficient information before it to do so. This will normally mean an officer's report;
- (ii) refer it to the appropriate overview and scrutiny committee for consideration or further research;
- (iii) hold an inquiry or public meeting;
- (iii) call for an officer's report to be brought to a future meeting; or
- (iv) refer it to the relevant officer for a formal response.

- ~~(j) If a petition contains 5,000 or more valid signatures it will, where the petitioners so desire, be debated at a Council meeting. The petition organiser or person nominated by them will be permitted up to 5 minutes to present the petition. The Council will decide how to respond to the petition and this may be by referring it for further investigation and reporting to a Council committee or sub-committee or the Executive.~~

- ~~(j) A petition may ask for a senior Council officer to give evidence at a meeting of an overview and scrutiny committee. For this to happen, the petition must contain 2,500 or more valid signatures. Even if the officer is named in the petition, it is open to the relevant overview and scrutiny committee to decide that it would be more appropriate for another senior officer to give evidence. The petition organiser or person nominated by them will be permitted up to 5 minutes to present the petition. Members of the committee may then ask questions and the committee may take any of the actions outlined in (k) below.~~

- (k) Where an overview and scrutiny committee considers a petition it shall note the

petition and may:-

- (i) call for an officer's report to be brought to a future meeting;
- (ii) make recommendations to the Executive or the relevant referring committee concerning it; or
- (iii) refer it to the relevant officer for a formal response.

(f) If the organiser of a petition feels the Council has not dealt with their petition properly then they may request the One Council Overview and Scrutiny Committee, or where appropriate the Children and Young People Overview and Scrutiny Committee, (or another overview and scrutiny committee if those committees have already considered the petition) to review the steps the Council has taken in response to the petition and that committee may:

- (i) decide there is no case to answer
- (ii) ask for an investigation into how the petition was dealt with: or
- (iii) make recommendations to the Executive.

(g) This Standing Order does not apply to the Alcohol and Entertainment Licensing Sub-Committees. Any petitions received in respect of any alcohol and entertainment license shall be dealt with as set out in the procedure for hearings relating to the Alcohol and Entertainment Licensing Sub-Committees.

69. Deputations

(a) With the exception of the Standards Committee and its sub-committees, the General Purposes Licensing Sub-Committee, the Alcohol & Entertainment Licensing Sub-Committees and the Planning Committee the first 20 minutes of every Council committee or sub-committee meeting (or such shorter time as is required) shall be allocated to receive deputations under this rule which shall be permitted where the following are met:

- (i) the committee or sub-committee has voted by a simple majority to receive such deputation;
- (ii) the subject of the deputation is one which is on the agenda of the meeting concerned; and
- (iii) notice of the deputation has been given to the Democratic Services Manager or his or her representative at least 24 hours before the start of the relevant meeting.

(b) In respect of each deputation received, one person representing the deputation will be entitled to address the meeting for up to 5 minutes.

- (c) At the conclusion of the First Reading Debate Full Council shall note the contents of the report and any other information submitted to it, the debate concerning any questions raised and any other relevant issues. The proposal may be referred to the Chair of the Budget and Finance Overview and Scrutiny Committee or if appropriate one of the other Overview and Scrutiny Committees, in accordance with Standing Orders 25 (c) and/or 26 (b) as the case may be.

45. Motions

- (a) Members may put motions to council. A period of no more than 45 minutes shall be allowed for this item.
- (b) A maximum of 10 motions will be put to Council at any one meeting. Of those 10 motions a maximum of 3 motions (one per party group) will be debated. The remaining possible seven motions may be amended, but not debated, and then voted upon.
- (c) Each group must give notice of their motion(s) to the Democratic Services Manager not less than ~~13~~ 7 days before the date of the meeting. This shall include a copy of the Motion(s) they are intending to move at the meeting. A copy of the motion(s) shall be circulated to all members at least 1 day before the date of the meeting.
- (d) If any group puts more than one motion forward, the group must indicate which one of their motions should be debated and list in priority order the other motions.
- (e) If more than a total of 10 motions are submitted a random ballot will take place to decide which 7 motions will be presented to Council.
- (f) The time allowed to debate and vote on each of the 3 motions for debate shall not exceed 10 minutes
- (g) The debate shall commence with the proposer being invited to speak for up to 3 minutes during which time they shall move the Motion notified to the Democratic Services Manager. Further speakers shall then be called by the Mayor.
- (h) The matter shall be put to the vote one minute before the end of the 10 minutes permitted for each of the three Motions for debate.
- (i) In relation to those motions not eligible for debate the motion will be announced by the proposer, any amendments proposed, and the matter voted upon.

46. Rules Of Debate For Meetings of Full Council

- (a)* *Any motion or amendment to a motion may be moved without notice but must relate to an item of business specified in the summons for the meeting.*
- (b) Each amendment shall relate to the subject matter of the motion and shall not have the effect of negating the motion.
- (c) Motions or amendments to motions shall not be open to debate until formally moved.
- (d) Motions and amendments to motions which have not been circulated in advance of the meeting shall be read aloud before they are open to debate.

PART 8

MEMBERS ALLOWANCE SCHEME

The London Borough of Brent, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 and the Local Government Act 1972 hereby makes the following Scheme.

Introduction

1. This is The London Borough of Brent Members' Allowances Scheme. The allowances in Schedule 1 shall become effective from 1st December 2003 and will continue (subject to paragraph 10) until a further decision of the Council.

Interpretation

In this Scheme:

"Councillor" means a member of the London Borough of Brent who is a Councillor.

"Year" means a period of 12 months ended 31 March.

"Week-day" means a day between Monday and Friday (inclusive).

Basic Allowance

2. For each year a basic allowance as set out in Schedule 1 of this Scheme shall be paid to each Councillor.

Special Responsibility Allowances

3. (1) For each year, a Special Responsibility Allowance shall be paid to those Councillors who have the Special Responsibilities in relation to the authority that are specified in Schedule 1 of this Scheme.
(2) The amount of each such Allowance shall be the amount specified against that Special Responsibility in Schedule 1.
(3) No member shall receive more than one Special Responsibility Allowance.

Allowances for voting co-opted members and independent members on Standards Committee

4. For each year an allowance as set out in Schedule 1 of this Scheme shall be paid to the education voting co-opted members and the Independent members.

Travel Allowances

5. (1) A travel allowance may be claimed by a councillor or voting co-opted member or independent member in respect of the cost of travel to or from a meeting or conference or other similar event (together referred to as a "meeting" for the purposes of this Scheme) provided that:
 - (a) the meeting is of a type specified in the regulations (an extract of which is reproduced for information purposes only at Schedule 2 to the Scheme);
 - (b) the allowance will be for reimbursement only of the reasonable costs of standard class travel;
 - (c) an allowance can only be claimed for travel outside of the borough;

- (d) approval of the claim is sought from the Mayor's Office Manager prior to the meeting; and
 - (e) no allowance may be claimed for travel to any meeting of the Council or a meeting of a committee or sub-committee of the Council (other than a joint committee).
- (2) Claims for car mileage or travel by bicycle shall be made in accordance with the scheme that is in place from time to time for officers

Civic dignitaries

- 6. In accordance with the necessary tax dispensation, for each year the allowances set out in schedule 1 shall be paid to the Mayor and Deputy Mayor to meet the expenses of their office.

Renunciation

- 7. A Councillor (or voting co-opted or independent member) may, by notice in writing given to the Mayor's Office Manager, elect to forego any part of their entitlement to an allowance under this Scheme.

Part-year Entitlements

- 8. In so far as this scheme has effect for only part of a year or where, in the course of a year, this Scheme is amended or a Councillor or voting co-opted or independent member becomes or ceases to be a Councillor or voting co-opted or independent member, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable, the entitlement to such an allowance shall be to such part of the allowance as bears to the whole in the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.

Claims and Payments

- 9. (1) A claim for travel allowance or voting co-opted or independent members allowance under this Scheme shall be made in writing within two months of the date on which the duty in respect of which the entitlement to the allowance arises.
- (2) Payments shall be made:
 - (a) in respect of Basic and Special Responsibility Allowances, subject to Sub-Paragraph (4) below, in instalments of one-twelfth of the amount specified in this Scheme on a day each month as determined by the Mayor's Office Manager.
 - (b) in respect of Mayoral and Deputy Mayoral allowances, in accordance with a scheme for which a tax dispensation has been given.
 - (c) in respect of travel allowances, on the day as determined by the Mayor's Office Manager in respect of claims received up to the last day of the preceding month.
- (3) Where a payment of one-twelfth of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the Councillor receiving more or less than the amount to which, by

virtue of Paragraph 8, he or she is entitled, the payment shall be such amount as will ensure that no more or no less is paid than the amount to which he or she is entitled.

- (4) A record of all payments made under this Scheme showing recipient, nature and amount shall be maintained and made available for public inspection.
- (5) No member may claim an allowance under this Scheme if he or she is already claiming an allowance from another authority in respect of the same duties
- (6) Where an allowance has already been paid in respect any period during which the person claiming the allowance was not entitled to so claim the Council may recover the amount paid.

Annual Uplift

- 10. Basic, special and civic allowances payable under this Scheme shall be increased with effect from each April by a percentage equal to the inflation pay award agreed as part of the Local Government Pay Settlement in the previous financial year, unless otherwise determined by the Council. This annual uplift shall cease to apply after 1st October 2014.

Suspension

- 11. Where a councillor or voting co-opted or independent member is suspended or partially suspended, all member allowances will be withdrawn from that councillor, voting co-opted member or independent member for the period of suspension or partial suspension, including travel or any allowances payable under this scheme.

Pensions

- 12. (a) The following members of the Council are entitled to pensions in accordance with a members pension scheme:
[none]
- (b) The following allowances shall be treated as amounts in respect of which such pensions are payable:
[none]

MEMBERS ALLOWANCE SCHEME

Schedule 1

Allowance	Number of Posts /Amount (£)	Total (£)
Basic Payable to all councillors	63 x 7,974	502,362
Special responsibility Only one special responsibility allowance will be paid to any one member		
Post		
Leader	1 x 35,222	35,222
Executive members Deputy Leader Other Executive members	1 x 24,655 8 x 14,969	144,407
Chairs of the Overview and Scrutiny Committees	5 x 4,777	23,885
Chair of Council committees Planning Committee Audit Committee	1 x 13,208 1 x 2,113	15321
Co-chair Youth Parliament	1 x 2,113	2,113
Chairs of sub-committees Pension Fund Sub-Committee	1 x 2,113	2,113
Chairs of Service User Consultative Forums	5 x 2,113	10,565
Chairs of Area Consultative Forums	5 x 4,777	23,885
Members of Alcohol and Entertainment Licensing Committee	15 x 2,113	31,695
Members of the Planning Committee	10 x 3,170	31,700
Member of Adoption and Permanency Panel	1 x 3,170	3,170
Member of the Fostering Panel	1 x 3,170	3,170
Group Leaders	3 x 12,658	37,974
Deputy Group Leaders	3 x 10,126	30,378
Group Whips	3 x 5,473	16,419
	TOTAL for Basic and Special Responsibilities	914379

MEMBERS ALLOWANCE SCHEME

Allowance	Number of Posts /Amount (£)	Total (£)
Civic responsibility		
Mayor	1x 7,616	7,616
Deputy Mayor	1 x 5,606	5,606
	TOTAL	13,222
Co-opted and Independent Members		
Voting co-opted members	4 x 220	880
Independent members	4 x 415	1660
Non Voting co-opted member of Audit Committee	1 x 415	415
	TOTAL	2955
	TOTAL FOR SCHEME	930556 *

**This figure represents the maximum indicative total cost of the scheme. Since members may only claim one SRA some of the allowances included in the scheme are not taken up and so the actual total cost of the scheme may be less than that shown above.*

SCHEDULE 2

Extract from The Local Authorities (Members Allowances) (England) Regulations 2003

Travelling and subsistence allowance

8. (1) A scheme may provide for the payment to members of an authority of an allowance in respect of travelling and subsistence ("travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories -
- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that -
 - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) the attendance at a meeting of any association of authorities of which the authority is a member;
 - (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
 - (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
 - (f) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorize the inspection of premises;
 - (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
 - (h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.



Draft
BRENT COUNCIL PAY POLICY
STATEMENT

Financial Year 2012/13

March 2012

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BRENT COUNCIL PAY POLICY STATEMENT

Financial Year 2012/13

Purpose

The Council's pay policy outlines Brent's policy on pay and benefits for all employees (excluding Schools) and has been developed to meet the relevant statutory provisions of the Localism Act 2011.

The pay policy will be reviewed on an annual basis and any changes will be approved in advance of each new financial year.

The pay policy statement can be amended during the course of any financial year, but only by a resolution of the full council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably practicable.

Strategic Context

The current and future pay and benefit arrangements are embodied in the council's People Strategy 2010/14. The council's Borough Plan and One Council programmes provide the strategic framework for the council's workforce and people priorities.

The key objectives of the People Strategy are to:

- prepare the council's workforce to move and operate successfully when the Civic Centre opens in 2013;
- reduce staffing costs and raise overall productivity of the workforce through new ways of working.;
- build a new, sustainable organisational model which is agile and fit for purpose.

The council is committed to being a good employer, has an excellent track record in employing a workforce which reflects the community and in order to recruit and retain a high quality workforce will pay its staff at salary levels which will attract top performers.

Review of Employee Benefits

The council's pay arrangements and terms and conditions will have an impact on the ability of the council to fully realise its objectives and in ensuring the workforce is 'fit for purpose' and able to adapt its working arrangements for transition to the new Civic Centre. Under the One Council programmes and People Strategy umbrellas the pay policy and terms and conditions are being reviewed. The aim is to create fair and equitable pay and benefits arrangements to enable the council to recruit and retain a flexible, talented and performance focused workforce. The intention is to:

- simplify and standardise pay and grading
- introduce a flexible core contract
- introduce a modern and flexible benefits package
- reduce redundancy and related costs associated with managing change
- reduce and standardise overtime and non-standard working costs.

The council is committed to working with the trade unions in achieving this.

Any changes arising out of the review will be reflected in the 2013/14 statement.

Council Pay Rates and Scales

Pay scales are reviewed annually in line with the National Joint Council agreements and are effective from 1st April.

The following pay scales have been adopted by the council:

- Brent Council [Single Status](#) (job evaluated) Pay Scales (main pay scales)
- [Hay](#) (job evaluated) Pay Scales (senior managers)
- [Soulbury Pay Scales](#) (specialist roles)
- [Youth and Community](#) Pay Scales

Remuneration of Senior Management (Chief Officers)

The council defines its senior management as the top 3 tiers in the management structure. This includes all statutory and non-statutory Chief Officer and Deputy Chief Officer roles. It comprises the Chief Executive, directors and assistant directors.

Currently the [pay, expenses and declaration of interest](#) are published for the Corporate Management team which comprises the Chief Executive and the directors.

The council may, in exceptional circumstances, employ senior managers under contracts for services. The council generally will aim to pay such individuals at a rate consistent with the pay of directly employed staff performing a comparable role although there may be circumstances where a higher rate is warranted over the short term.

Remuneration of Lowest Paid Employees

The council defines its lowest paid employees as those staff paid on the lowest established grade and scale point which in Brent is Scale 1a spinal point 4 of the Single Status Pay Scales.

Pay Multiple

The 'pay multiple' is the ratio between the highest paid salary and the median average salary of the council's workforce. The council's highest paid employee is the Chief Executive and

the current pay multiple is approximately 1:7. The council has not set a target for a maximum multiple.

Pay Grading

Single Status was introduced in 2009 for staff on the main pay scales. Single Status introduced common job evaluation schemes and pay scales for the council's former manual workers, administrative, professional, technical and clerical employees with the exception of education psychologists, nursery nurses, youth & community workers, chief officers and the chief executive.

Pay on Appointment

All employees, including chief officers are normally appointed on the lowest pay spinal column point for their job evaluated grade. Employees may be appointed at a higher point, where they are currently earning more than the lowest pay spine for the role and where it is considered that they already possess the skills and experience needed to justify such a higher salary.

The council delegates authority to the Senior Staff Appointments Sub-Committee to make recommendations to the Council on the appointment of all officers at assistant director level and above.

Annual Pay Progression

Brent's pay policy is primarily based on evaluated pay grades, which each have a salary range comprising a number of incremental points. Other pay grades are nationally prescribed but also have incremental progression arrangements. Most employees incrementally progress through the pay grade for their job. Progression will normally be one increment (pay spine column point) on the 1st of April each year until the top of the grade is reached for those on the main pay scales (separate arrangements apply during the first year of service where the start date is between 1st October and 31st March) and on the anniversary of joining for those on senior manager HAY pay scales.

Pay progression is subject to satisfactory performance and can be withheld as a disciplinary sanction.

Performance Related Pay and Bonuses

Council employees including the Chief Executive and chief officers do not receive performance related payments or bonuses.

National / Regional Pay Agreements

The council operates the national (JNC/NJC) and regional (GLPC) collective bargaining arrangements for pay and conditions of service (including the pay scales) for all employees,

including the Chief Executive and chief officers. Pay is increased in line with national and regional pay agreements.

Exceptionally, there has been no annual pay award to any group of staff since April 2009. The Local Government Association has confirmed a pay freeze of inflationary pay awards for local government employees for 2012/13, which has resulted in a 3 year pay freeze. The government has also set a maximum public sector pay increase limit of 1% for 2013/14 and 2014/15.

The last national pay agreement award for the Chief Executive and chief officers was implemented in April 2008.

The last national pay agreement award for all other non-teaching employees was implemented in April 2009.

Market Supplements

The council may apply [market supplement](#) payments to jobs with recruitment or retention difficulties in order to recruit or retain staff with special skills, experience or knowledge.

Fees for Election Duties

Election fees paid to employees (including chief officers) who assist in elections are in line with the rates agreed by the Government whenever general, regional or European elections occur. Where local elections occur fees will be determined using the cross-London agreed rates.

Pension

All non teaching employees are able to join the Local Government Pension Scheme provided their contract of employment is for three months or more. Teachers are able to join the Teachers Pension Scheme. Benefits for both schemes are paid in accordance with government regulations.

Payments on Termination of Employment

In the event that the council terminates the employment of an employee on the grounds of redundancy the terms of the council's redundancy and early retirement arrangements will apply.

Re-employment of Employees

Section 7 of the Local Government and Housing Act 1989 requires that every appointment to paid office or employment in a local authority shall be made on merit.

The re-engagement of employees including chief officers who were made redundant is subject to the council's re-engagement policy (contained within the council's Managing

Change Policy). The policy sets out the minimum period a former employee must wait before being eligible to work for the council again, as well as outlining other restrictions.

Tax avoidance


All permanent Brent staff including senior managers are paid through payroll which means that all taxes are deducted at source. A review of temporary staff has recently been concluded and it is Brent's policy to cover vacancies through the use of approved agency workers or by appointing staff on fixed term contracts. Temporary workers providing services through their own companies will be carrying out projects and generally not covering permanent roles apart from in exceptional circumstances. Where these situations do occur they will be limited in duration, usually to less than 6 months.

Publication and access to information

Brent's annual Pay Policy Statement will be published on the website where it can be easily accessed. Information about chief officers remuneration is published on the council's website www.brent.gov.uk in the section **Senior staff salaries**

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(a)

	<p style="text-align: center;">Full Council</p> <p style="text-align: center;">16 May 2012</p> <p style="text-align: center;">Report from the Director of Regeneration and Major Projects</p>
<p>For Action</p>	<p style="text-align: right;">Wards Affected: ALL</p>
<p style="text-align: center;">London Housing Consortium – Establishment and Membership of Joint Committee</p>	

1.0 Summary

- 1.1 This report seeks Members' approval that that the London Housing Consortium, of which Brent Council is a member, is formalised as a Joint Committee for the purposes of section 101(5) of the Local Government Act 1972, for which approval is required from Full Council, and that Brent Council continues its membership of the London Housing Consortium ("LHC") as a Joint Committee member. Hillingdon Council and Haringey Council have already obtained approval from their respective committees to the formalisation of the LHC as a Joint Committee and the approval of at least two full members of the LHC is required to allow the LHC to legally function as a Joint Committee. The remaining local authority members of the LHC are seeking approval from their respective committees to continue their membership of the LHC as Joint Committee members. The LHC has requested that local authority members of the LHC obtain the necessary approval to establish and take part in the LHC as a joint committee before its meeting of 29 June 2012 when it will finalise its constitution and approve the membership the joint committee. The LHC has previously been an unincorporated association. One benefit of approving these changes is that Brent Council will continue to receive a share of the surpluses generated by the LHC.

2.0 Recommendations

- 2.1 That Members agree that Brent Council should continue to be a member of the London Housing Consortium

- 2.2 That Members agree that the London Housing Consortium is formally established as a Joint Committee pursuant to section 101(5) of the Local Government Act 1972.
- 2.3 That Members appoint the Lead Member for Housing as Brent Council's representative to the Joint Committee of the London Housing Consortium.
- 2.4 That Members authorise and delegate to the Director of Regeneration and Major Projects, in consultation with the Lead Member for Housing and the Director of Legal and Procurement, to agree a Constitution for the Joint Committee based on the draft Constitution as set out in Appendix 1.
- 2.5 That Members approve the necessary amendments to Brent Council's Constitution as set out in Appendix 3 to bring the establishing of the London Housing Consortium as a Joint Committee into effect.
- 2.6 That Members agree for other options for the legal framework and governance structure of the London Housing Consortium be fully explored and for a further report, detailing the options, to be presented to a future meeting of the Executive for Members' consideration.

3.0 Detail

3.1 Historical Context

- 3.1.1 The London Housing Consortium ("LHC") was established in 1966 by a group of London Boroughs, known as the LHC Founder Members. These London boroughs are Barnet, Brent, Camden, Ealing, Hillingdon, Islington and Tower Hamlets.
- 3.1.2 Members and officers from the above-mentioned London boroughs agreed to create what they described as 'a voluntary association' concerned primarily with an architectural focus and 'industrialised forms of building'. Over the years, three other London boroughs, namely Hackney, Haringey and Lambeth, have joined the Consortium as LHC Full Members. Additionally, Buckinghamshire County Council and a Registered Social Landlord, the Anchor Trust, are also LHC Full Members. There are therefore 12 current Members of the LHC.
- 3.1.3 The objectives have evolved and changed over time so that the LHC now very successfully supports large numbers of local authorities, arms length management organisations and registered housing providers and has the following aims:
- To provide specialist technical and procurement services related to building programmes undertaken by LHC constituent authorities and other public sector bodies.
 - To establish, develop and manage framework agreements for the procurement of building components and services for the use and benefit of all constituent authorities and other public sector bodies.

3.2 Current Operations of the London Housing Corporation

- 3.2.1 The LHC is governed by a Board of Elected Members which comprises one voting Councillor representative from the eleven local authority members. The current Chairman is the Cabinet Member for Housing from the London Borough of Haringey and the Vice Chairman is the Cabinet Member for Social Services, Health and Housing from the London Borough of Hillingdon. An officer from the London Borough of Hillingdon Democratic Services Team undertakes the Honorary Clerk duties.
- 3.2.2 The day to day activities of the LHC are carried out by the LHC Operations Group, a dedicated team of 17 professional staff who have, from the inception of the LHC, been employed by the London Borough of Hillingdon. Taking direction from the LHC Board, the Senior Management Team of the LHC Operations Group prepares an annual Business Plan which aims to generate a surplus of income over operating costs. In this way, the work of the LHC is self-financing and it has not required any financial support from any of the LHC members. In fact, the surplus is redistributed to all the LHC members who realise a financial gain. Over the past five years, a total sum of £5m has been redistributed.
- 3.2.3 Income is generated in two ways:
- The creation of framework agreements for building products and services which allow the LHC members and other public sector bodies to contract directly with approved suppliers and contractors. The LHC earns a levy [typically 5%] on all business transactions.
 - The provision of specialist technical and procurement advice to the LHC members and other public sector bodies which is paid for on a fee basis.
- 3.2.4 The LHC Operations Group occupies premises in Uxbridge, leased by the London Borough of Hillingdon and financed out of LHC income.
- 3.2.5 In addition to the Full LHC Members, the LHC also currently accepts Associate Members. They have no voting rights but are entitled to a share of the LHC surplus in accordance with a committed level of business procured by them. There are currently 51 LHC Associate Members. The LHC also offers its services to the wider public sector community. There are currently approximately 100 public sector authorities using the LHC as non-members.
- 3.2.6 Over the last 45 years, the LHC has built a strong position as a highly respected procurement consortium for housing and, more recently, schools and corporate buildings. The key benefit to local authorities and other public sector bodies of using the LHC is that they can obtain expert support in four critical areas of building procurement:
- Quality - The LHC employs technical experts to research, specify and monitor the quality of building products and services to help maintain the maximum long term value of assets.

- Efficiency - As a collaborative purchasing organisation, the LHC can gain benefits from bulk buying leading to greater efficiency savings.
- Sustainability - The LHC develops an intimate knowledge with the supply chain and engages with it, on behalf of users, to drive up the green credentials of all supply companies.
- Compliance - As public procurement legislation has grown increasingly complex and local authorities and other registered social landlords have found themselves at greater risk of challenge and litigation in relation to their procurement activities, the LHC has been able to provide valuable assistance through the provision of its regulatory compliant framework arrangements.

3.3 Governance Arrangements

3.3.1 In paragraph 3.1.2 above, reference is made to the fact that the LHC is governed by a Board of Elected Members. It has always been the belief of the Full LHC Members that the LHC has operated as a Joint Committee set up under section 101(5) of the Local Government Act 1972 as amended. This provides that, 'Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs'.

3.3.2 External legal advice was commissioned by the LHC Board from a firm of solicitors, Bevan Brittan, in relation to the legal status of the LHC and this advice has confirmed that there is no evidence to suggest that the LHC was ever established as a Joint Committee under the 1972 Act.

3.3.3 Bevan Brittan have concluded that LHC's most likely status is that of an unincorporated association which it has had since it was first established in 1966. An unincorporated association is simply an association of persons bound together by rules for a common purpose but with no independent legal existence apart from the members. The consequences of this are that:

- Members are exposed to claims and liabilities incurred by them directly and without limit;
- The association cannot hold property or contract in its own name.

3.3.4 As the LHC appeared to have been an unincorporated association, it had no legal powers or existence of its own. As stated above, it could not employ staff, hold property or contract in its own right. Given that the LHC is responsible for letting high value contracts on a regular basis, this called into question the legality of the contracts which it has entered into and the LHC has left itself open to a finding in the courts that these contracts are simply null and void. This difficulty has now been resolved as Haringey and Hillingdon Councils have obtained approval to formalise the LHC as a joint committee under section 105(1) of the Local Government Act 1972.

- 3.3.5 However, the overriding concern was that the Members who were appointed to the LHC were left exposed to personal liability arising from the LHC's activities. This exposure arose through no fault of their own and given that the LHC lets a number of high value contracts, this in itself heightened the risk for Members of the LHC. As set out in the previous paragraph, this problem has been resolved as Haringey and Hillingdon Councils have formalised and established the LHC as a joint committee under section 105(1) of the Local Government Act 1972.
- 3.3.6 The immediate solution to remedying this situation was for the respective committees of the local authority Full LHC members to agree that the LHC is to be formally established as a Joint Committee pursuant to section 101(5) of the Local Government Act 1972, and that they would be members of the Joint Committee of the LHC. At its meeting of 2 December 2011, the LHC Elected Members Committee resolved to formalise the LHC as a Joint Committee. Two or more of the Local Authorities who are existing Full LHC Members is required to formalise the Joint Committee and Haringey Council and Hillingdon Council have already obtained approval from their committees to do this. Accordingly, such approval from Haringey and Hillingdon Councils allows the LHC to legally function as a Joint Committee. This will overcome any difficulties in relation to the legality of the LHC's future operations and it will also afford the necessary protection to Hillingdon Members. The London Borough of Hillingdon will continue to employ the LHC Operations Group. The remaining nine local authority LHC Full Members are now seeking approval from their respective committees to continue their membership of the LHC as Joint Committee members. Under Brent Council's Constitution, authorisation from Full Council is necessary to establish a joint committee for the purposes of section 105(1) of the Local Government Act 1972.
- 3.3.7 Appointment to a Joint Committee is treated in exactly the same way as an appointment to any other local authority committee. The Members will be collectively responsible, with the other members of the Joint Committee, for decision making and in this way they will avoid any personal liability arising.
- 3.3.8 Under Table 6 of Part 4 of Brent Council's Constitution, the function of establishing a joint committee under the Local Government Act 1972 can only be exercised by Full Council.
- 3.3.9 If Members agree to the LHC being formally established as a Joint Committee, it is important that it has a well-defined Constitution in place which will cover matters such as:
- Making appropriate delegations to the Committee;
 - Setting membership and constitution requirements;
 - Specifying the vires of the Committee and what it can provide and to whom;
 - Dealing with finance and accounting issues;
 - Dealing with all other governance arrangements as appropriate.

Bevan Brittan have drawn up a draft Model Constitution for each authority which wishes to continue to participate in the LHC and a copy of it can be found at Appendix 1 to this report. This draft can act as a basis for agreeing a final Constitution. Members are therefore being asked to give delegated authority to the Director of Regeneration and Major Projects to finalise it in consultation with the Lead Member for Housing and the Director of Legal and Procurement. An identical Constitution will need to be agreed for each of the participating authorities.

Other options for the legal framework and governance arrangements of the LHC

- 3.4.1 The LHC in the past has commissioned external legal advice in relation to the possible alternative legal structures which it may wish to adopt. The Joint Committee structure can be perceived as old fashioned and is one which has its roots in legislation which is now forty years old. The Joint Committee structure is also rigid and restrictive. For example, a Joint Committee is not recognised as a legal entity in its own right and it cannot be an employer. This is the reason why Hillingdon Council has assumed responsibility for employing the LHC Operations Group.
- 3.4.2 On the basis that the LHC will continue to exist in the future, it would be beneficial for it to further examine the various legal structures which it could consider adopting in the future.
- 3.4.3 Although each of the potential structures have their own advantages and disadvantages, nevertheless they do offer a less rigid model than the Joint Committee Model and they would give the LHC greater freedom to trade by offering a wider range of services. Therefore, each of the options should be fully explored by those authorities who wish to continue to participate in the LHC. As part of this process, the taxation and financial implications of each model would also be considered.
- 3.4.4 Examples of alternative structures are:
- Company Limited by Guarantee
 - Community Interest Company
 - Industrial and Provident Society
 - Partnership
- 3.4.5 The final recommendation in paragraph 2.6 of this report asks Members to agree that these options be fully explored and that a further report, detailing the options, is submitted to a future meeting of the Executive for its consideration. The intention is that each of the authorities who are full LHC Members will be taking an identical report to their respective Executive committees and the reason for including this recommendation is so that the examination of the options is not forgotten as it has been in the past and that there is a proper focus for this piece of work to be undertaken. If a further report is presented to Members, detailed legal

and financial implications of the proposals will be provided which Members will be asked to consider.

4.0 Financial Implications

- 4.1 The Council currently receives a share of the annual surplus generated by the LHC. If Members decide that Brent Council should no longer participate in the LHC, it would no longer be in receipt of the surplus.
- 4.2 The key benefit of formalising these changes to the LHC is that Brent Council will continue to receive a share of the surpluses generated by the LHC.
- 4.3 Rebates to full members of the LHC are distributed proportionately to the value of the works procured by each member in the financial year, so the likely returns will be directly related to the likely purchases. The value of the rebate is agreed annually by the elected members of the LHC but it is typically between 2% to 4% of the value of the works procured through the LHC.
- 4.4 Over the last five years, Brent Council has procured very little through the LHC so the rebates from the LHC have been almost zero. Details of the rebates are set out in Appendix 2 to this report. It is understood that this is mainly due to Brent Council, like many social landlords in London, implementing a specific procurement strategy that was designed to deliver the Decent Homes Programme. However, the LHC may be more relevant in future in providing specialist packages for housing and school refurbishment.
- 4.5 There are currently no financial costs to Brent Council in being a member of the LHC. Income is generated through a levy applied to the value of each project undertaken through the LHC. However, full members of the LHC are liable for any losses made by the LHC. This risk of making losses is very small. The LHC has been self-financed for at least 25 years and the risk of making losses is mitigated through the holding of sufficient reserves, which are agreed by elected members of the LHC and taken into account when making the annual decision about rebate payments to members.

5.0 Legal Implications

- 5.1 Under Table 6 of Part 4 of Brent Council's Constitution, the function of establishing a joint committee under section 105(1) of the Local Government Act 1972 can only be exercised by Full Council.
- 5.2 In relation to the governance arrangements of the LHC, Members are referred to section 3.3 of this report.
- 5.3 In order to establish the LHC as joint committee for the purposes of section 105(1) of the Local Government Act 1972, a number of amendments need to be made to Brent Council's Constitution and they are set out in Appendix 3 to this report.

6.0 Diversity Implications

6.1 There are no specific diversity implications arising from this report.

7.0 Staffing/Accommodation Implications (if appropriate)

None specific.

Background Papers

None

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Appendix 1 – Draft Constitution for the Joint Committee of the LHC

Appendix 2 – Details of Rebates to LHC Members

Appendix 3 – List of Changes required to Brent Council's Constitution

LHC Joint Committee Constitution – draft

This Constitution had been approved by each of the Authorities as the Constitution of the Joint Committee.

1. Establishment of the Joint Committee

- 1.1 The Joint Committee shall be the “LHC Joint Committee”
- 1.2 The Joint Committee is established under Section 101(5) of the Local Government Act 1972, as applied by Section 20 of the Local Government Act 2000 and Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2000 by the Executives of each of the Councils
- 1.3 The Joint Committee shall comprise one member from each of the Authorities. Each Authority’s representative on the Joint Committee shall be appointed by [insert whoever in the council constitution has power to make the appointment]
- 1.4 A member of the Joint Committee shall cease to be a member of the Joint Committee, and a vacancy shall automatically arise, where the member ceases to be, or is suspended under Part III of the Local Government Act 2000 from acting as:
 - (a) Leader of an appointing Authority,
 - (b) a member of the Executive of the appointing Authority; or
 - (c) a member of the Appointing Authority
- 1.5 Upon being made aware of any member ceasing to be a member of the Joint Committee, the Secretary of the Joint Committee shall write to that member confirming that he/she has ceased to be a member of the Joint Committee, and notify the appointing Authority and the other members of the Joint Committee accordingly.

2. Chairman and Vice-Chairman of the Joint Committee

- 2.1 At the first meeting of the Joint Committee and thereafter at the first meeting of the Joint Committee after the 1st May in any year, the Joint Committee shall elect a Chairman of the Joint Committee and a Vice Chairman of the Joint Committee for the following year from among the members of the Joint Committee.
- 2.2 Where a member of one appointing Authority is elected as the Chairman of the Joint Committee, the Vice Chairman of the Joint Committee shall be elected from among the members of the Joint Committee who are members of the other Authorities.
- 2.3 The Chairman and Vice Chairman of the Joint Committee shall each hold office until:
 - 2.3.1 A new Chairman or Vice Chairman of the Joint Committee is elected in accordance with Paragraph 2.1 above,

2.3.2 He/she ceases to be a member of the Joint Committee, or

2.3.3 He/she resigns from the office of Chairman or Vice Chairman by notification in writing to the Secretary of the Joint Committee.

2.4 Where a casual vacancy arises in the office of Chairman or Vice Chairman of the Joint Committee, the Joint Committee shall at its next meeting elect a Chairman or Vice Chairman, as the case may be, for the balance of the term of office of the previous Chairman or Vice Chairman.

2.5 Where, at any meeting or part of a meeting of the Joint Committee, both the Chairman and Vice Chairman of the Joint Committee are either absent or unable to act as Chairman or Vice Chairman, the Joint Committee shall elect one of the members of the Joint Committee present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate.

3. Secretary to the Joint Committee

3.1 The Joint Committee shall be supported by the Secretary to the Joint Committee.

3.2 The Secretary of the Joint Committee shall be an officer of one of the Authorities, appointed by the Joint Committee for this purpose.

3.3 The functions of the Secretary of the Joint Committee shall be:

- To maintain a record of membership of the Joint Committee;
- To notify the proper officers of each Authority of any anticipated “key decisions” to be taken by the Joint Committee, to enable such “key decisions” to be included in Forward Plans of each appointing Authority;
- To carry out such notification to and consultation with members of any appointing Authority as may be necessary to enable the Joint Committee to take urgent “key decisions” which have not been included in the Forward Plans of the Authorities;
- To summon meetings of the Joint Committee in accordance with Paragraph 4 below;
- To prepare and send out the agenda for meetings of the Joint Committee in consultation with the Chairman and the Vice Chairman of the Committee and the [Director];
- To keep a record of the proceedings of the Joint Committee;
- To take such administrative action as may be necessary to give effect to decisions of the Joint Committee;
- Such other functions as may be determined by the Joint Committee.

4. Convening of Meetings of the Joint Committee

4.1 Meetings of the Joint Committee shall be held at such times, dates and places as may be notified to the members of the Joint Committee by the Secretary to the Joint Committee, being such time, place and location as:

4.1.1 the Joint Committee shall from time to time resolve;

4.1.2 the Chairman of the Joint Committee, or if he/she is unable to act, the Vice Chairman of the Joint Committee, shall notify to the Secretary of the Joint Committee, or

4.1.3 The Secretary of the Joint Committee, in consultation where practicable with the Chairman and Vice Chairman of the Joint Committee, shall determine in response to receipt of a request in writing addressed to the Secretary of the Joint Committee:

(a) from and signed by two members of the Joint Committee, or

(b) from the Chief Executive of any of the Authorities.

which request sets out an urgent item of business within the functions of the Joint Committee.

4.2 The Secretary of the Joint Committee shall settle the agenda for any meeting of the Joint Committee after consulting, where practicable:

4.2.1 The Chairman of the Joint Committee;

4.2.2 The Vice Chairman of the Joint Committee;

and shall incorporate in the agenda any items of business and any reports submitted by:

(a) The Chief Executive of any of the Authorities;

(b) the Chief Finance Officer¹ to any of the Authorities;

(c) the Monitoring Officer to any of the Authorities;

(d) the Legal Adviser² to the Joint Committee;

(e) the Director of the LHC Operations Group

¹ Equivalent to your honorary treasurer

² Equivalent to your honorary clerk

- (f) any two members of the Joint Committee in accordance with Paragraph 8.1.3 below.

5. Procedure at Meetings of the Joint Committee

- 5.1 The Joint Committee shall, unless the member of the Joint Committee presiding at a meeting or the Joint Committee determines otherwise, conduct its business in accordance with the Executive Procedure Rules set out in Appendix One to this Constitution
- 5.2 The Chairman of the Joint Committee, or in his/her absence the Vice Chairman of the Joint Committee, or in his/her absence the member of the Joint Committee elected for this purpose, shall preside at any meeting of the Joint Committee.

6. Powers Delegated to the Joint Committee

- 6.1 The Joint Committee shall act as a co-ordinating forum for LHC, providing guidance to the Operations Group. Its executive decision-making powers shall be limited to the following –
 - 6.1.1 identification of the overall strategic objectives of the LHC;
 - 6.1.2 management of the LHC
 - 6.1.3 overseeing and monitoring the work of the Operations Group;
 - 6.1.4 setting the staffing structure of the LHC
 - 6.1.5 overseeing the procurement of framework agreements on behalf of the Authorities
 - 6.1.6 overseeing the provision of technical advice and consultancy services provided by the LHC Operations Group.

insert other delegations agreed by the councils

- 6.2 Without prejudice to Paragraph 6.1 above, it is hereby declared that the following functions are reserved to each of the Authorities and shall not be within the powers of the Joint Committee:
 - 6.2.1 All non-executive functions of any of the Authorities, or functions which would be non-executive functions if the Authority were operating Executive Arrangements in accordance with the Local Government Act 2000;
 - 6.2.2 Any decision which is contrary to or not wholly in accordance with the Budget approved by each Authority for the Joint Committee, or is contrary to an approved policy or strategy of any of the Authorities;
 - 6.2.3 Any decision in respect of which the Chief Executive of any of the Authorities has notified the Secretary to the Joint Committee in writing of the Authority's formal objection to the proposed decision prior to the start of the meeting at which it is proposed that the decision be taken.

7. Attendance at Meetings of the Joint Committee

- 7.1 Notwithstanding that a meeting or part of a meeting of the Joint Committee is not open to the press and public, the officers specified in Paragraph 7.2 below of each of the Authorities shall be entitled to attend all, and all parts, of such meetings, unless the

particular officer has a conflict of interest as a result of a personal interest in the matter under consideration.

7.2 The following are the officers who shall have a right of attendance in accordance with Paragraph 9.1:

7.2.1 the Chief Executive of any of the Authorities;

7.2.2 the Chief Finance Officer to any of the Authorities;

7.2.3 the Monitoring Officer to any of the Authorities;

7.2.4 the Director of the LHC Operations Group

8. Financial Regulations and Officer Employment Procedure Rules

The Joint Committee shall operate under the Financial Regulations and Officer Employment Procedure Rules of London Borough of Hillingdon

9. Amendment of this Constitution

This Constitution can only be amended by resolution of each of the Authorities.

10. LHC Operations Group

10.1 The LHC Operations Group shall be employed by the London Borough of Hillingdon and the terms and conditions of staff within the LHC Operations Group shall be those used by London Borough of Hillingdon.

10.2 Notwithstanding that the London Borough of Hillingdon shall be the employer of the staff, the Joint Committee shall determine the structure of the staffing group from time to time to ensure that the LHC can carry out its role efficiently and effectively.

10.3 The Director shall report to the Joint Committee on all activity relating to the work of the Operations Group at least annually.

10.4 The Authorities shall equally be responsible for the staff of the LHC in circumstances where either the Joint Committee or the LHC cease to exist and shall cooperate with each other with a view to finding continued employment for the staff with one of the Authorities or by sharing equally and redundancy costs.

11. Budget

An annual budget showing forecasts and estimates for income and expenditure for the following two years shall be presented for approval by the Joint Committee annually

12. Premises

12.1 Any premises relating to the work of the LHC Joint Committee must be owned or leased by one of the Authorities.

12.2 Premises currently occupied by the LHC Operations Group are leased by the London Borough of Hillingdon

13. Interpretation

In this Constitution the following words and phrases shall have the following meanings”

“Authority” means each of [*insert full list of participating councils*] and “Authorities” shall mean all of these Authorities.

“Council” means each [as above] and “Councils” shall mean all of these Councils.

“Director” means the officer of the London Borough of Hillingdon who acts as Director of the LHC Operations Group

“The Joint Committee” means the [*insert list of members*] LHC Joint Committee.

“LHC” means the consortium which exists to provide specialist technical and procurement services to building programmes undertaken by participating local authorities and other public sector bodies and provides framework arrangements for such procurement services to such bodies

“The LHC Operations Group” means such team of officers from the Authorities, as the Authorities shall establish to manage LHC under the guidance of the Joint Committee.

“The Secretary to the Joint Committee” means the officer of one of the Authorities appointed for the time being by the Joint Committee to perform this function.

Joint Committee Executive Decision Procedure Rules

Example – usually use those of one of the authorities in the JC – but will cover the same kind of rules many of which are required by the legislation governing local authorities

1 Application

These procedure rules apply to all meetings of the Joint Committee., any Sub-Committee of the Joint Committee, and to decisions of individual Joint Committee Members and executive decisions taken by officers under powers delegated from the Joint Committee.

2 Allocation and Delegation of Functions

(a) Sub-delegation

Except in respect of Key Decisions, where the Joint Committee or a Sub-Committee of the Joint Committee is responsible for the discharge of a function, it may arrange for the discharge of that function by a Sub-Committee of the Joint Committee or by an officer

(b) Resumption of delegated functions

Where a function has been delegated by the Joint Committee or a Sub-Committee of the Joint Committee, it may at any time resume responsibility for the discharge of that function by notice in writing to the person or body to whom the function has been delegated, with a copy to the Secretary to the Joint Committee.

Where a Sub-Committee of the Joint Committee or officer has been given delegated powers in respect of a function, he/she may at any time refer the matter up for decision to the person or body from whom the power has been delegated.

3 Meetings

(a) The Joint Committee shall meet as necessary for the effective discharge of its functions. Any Sub-Committees shall meet as necessary to discharge of their functions

(b) The Joint Committee shall meet at such time, date and location as may be determined by the Joint Committee or by the Chair of the Joint Committee and notified to the Secretary to the Joint Committee. Meetings of Sub-Committees shall be on such time, date and location as the Sub-Committee may determine and notify to the Secretary to the Joint Committee.

(c) Where the Scrutiny Committee of one of the Authorities has requested the Joint Committee or a Sub-Committee to reconsider a decision, the decision-taker(s) shall meet and reconsider the decision within 20 working days of the decision of the Scrutiny Committee.

4 Summons and Agenda Procedure

(a) All meetings of Joint Committee and Sub-Committees shall be summoned by the Secretary to the Joint Committee.

(b) Except in cases of special urgency, at least 5 clear days before the meeting, the Secretary to the Joint Committee shall prepare and send to each member an agenda setting out:

- A The identity of the body
- B The time, date and location of the meeting
- C The business to be transacted at the meeting, including:

- I Any reports and recommendations from any of the Authorities
 - II Any reports or recommendations from the Joint Committee, a Sub-Committee
 - III Any notices of motion to, or referred to, the Joint Committee
 - IV Any petitions to, or referred to, the Joint Committee
 - V Any reports to be made by statutory officers of any of the Authorities
 - VI Any matters which the Chair has notified to the Secretary to the Joint Committee for inclusion in the agenda
 - VII Any reports to be made by the Project Director or other officers of any of the Authorities appropriate to the proper discharge of the body's business.
 - VIII Consideration of the Joint Committee's work programme
 - IX Where practicable, an indication that the Secretary to the Joint Committee is of the opinion that it is likely that the press and public will be excluded from all or part of the meeting.
- (c) No business may be transacted at a meeting which is not specified in the agenda or supplementary agenda for the meeting unless the Chair of the Joint Committee or Sub-Committee agrees that the item should be considered as a matter of urgency. The reason for the urgency shall be specified in the statement of decision.
- (d) The agenda shall be accompanied by any reports and documents necessary for the decision-taker(s) to discharge his/her business effectively. Each such report shall be in such standard form as the Secretary to the Joint Committee may prescribe and shall include a list of all background documents which the author of the report has relied upon in compiling the report. As a matter of principle, any written report relating to a matter included in the agenda should be made available and circulated at the same time as the agenda, but where this is not practicable because of the urgent nature of the matter, the agenda will state that the report is to follow and the report will be circulated as soon as possible after the circulation of the agenda for the meeting.

5 Rights of Attendance and Audience

- (a) Agendas of the Joint Committee and of any Sub-Committee meetings and reports, except those marked "Not for Publication", will be available for inspection on request by the public at the offices of the constituent Authorities during normal office hours.
- (b) The presumption is that all meetings of the Joint Committee and of any Sub-Committees shall be open to the public.
- (i) Where the Secretary to the Joint Committee is of the opinion that it is likely that the press and public will be excluded from all or part of a meeting, he/she shall so indicate on the agenda and may withhold from the press and public any report or background paper which would disclose confidential or exempt information.
 - (ii) The Joint Committee and any Sub-Committee must exclude press and public from any part of a meeting at which confidential information is likely to be disclosed
 - (iii) The Joint Committee and any Sub-Committee may exclude press and public from any part of a meeting:
 - A at which exempt information is likely to be disclosed; or
 - B at which officers will provide a briefing to members on a matter on which a decision is likely to be taken on the matter within the next 28 days;
- (d) Where the Joint Committee or a Sub-Committee excludes press and public from a meeting, all members of the constituent authorities who are not members of the Joint Committee or Sub-Committee, as appropriate, shall leave the meeting unless specifically invited to remain.
- (e) All documents which are open to public inspection, will normally be available at least five

clear days before the relevant meeting. Where a report is not available when the agenda is published, the report shall be made available for public inspection when it is made available to members of the authority.

- (f) Any Member (of any of the constituent authorities) may:
 - (i) Provide the Secretary to the Joint Committee, before the day on which the meeting is to be held, with representations in writing in respect of any matter on such an agenda, in which case the Secretary to the Joint Committee shall ensure that such representations are provided to the decision-taker(s);
 - (ii) Attend the meeting and address the decision-taker for up to 5 minutes in respect of the matter to be decided.
- (g) Members of the public may submit to the Secretary to the Joint Committee comments in writing about any matter on an agenda for a meeting before the day on which the meeting is to be held. Where practicable, such comments will be reported to the decision-taker(s)

6 Urgent Decisions

(a) Urgent Key Decisions

Subject as below, the Joint Committee and any Sub-Committee shall not take a Key decision which has not been included in the Forward Plan for the period in which the decision is to be taken unless at least 5 clear days' notice of that decision has been given to the Chairman of Scrutiny Committee of each Authority setting out the reasons for urgency

(b) Special Urgent Key Decisions

The Joint Committee or a Sub-Committee shall not take a Special Urgent Key Decision unless notice of the intended decision has been given by the Secretary to the Joint Committee to the Chairman of the Scrutiny Committee of each Authority and he/she, or in his absence the Chairman of Council, or in his/her absence the Vice-Chairman of Council, has notified the Secretary to the Joint Committee that he/she agrees that the decision is specially urgent.

(c) Reporting Urgent and Special Urgent Key Decisions

The Secretary to the Joint Committee shall ensure that a report listing all Urgent Key Decisions and Special Urgent Key Decisions is presented to the next convenient meeting of the Scrutiny Committee of each constituent authority

7 Departure Decisions

- (a) The Joint Committee and any Sub-Committee shall not take a decision which is contrary to or not wholly in accordance with the relevant Authority's approved Budget or the Authority's approved plan or strategy for borrowing and capital expenditure, and which is not within the approved virement limits, but shall refer the proposed decision to appropriate Authority for determination
- (b) The Joint Committee and any Sub-Committee shall not take a decision which is contrary to an Authority's Policy Framework, but shall refer the proposed decision to the relevant Authority for determination
- (c) Paragraphs (a) and (b) shall not apply where the decision -
 - (i) is urgent (in the sense that the interests of the authority, its area or the inhabitants of the area are at risk of suffering unacceptable damage if the decision were to be deferred until the next ordinary meeting of Council) and

- (ii) the Secretary to the Joint Committee has notified the Chairman of Scrutiny Committee of the relevant Authority or, if he/she is unable to act, the Chairman of Council or, if he/she is unable to act, the Vice-Chairman of Council of the intended decision and the reasons for urgency and that Councillor has notified the Secretary to the Joint Committee in writing that he/she agrees that the matter needs to be determined as a matter of urgency.
- (d) In each instance where an urgent decision is taken under Paragraph (c) above, the decision taker(s) shall as soon as reasonably practicable after the making of the decision, submit a report to each relevant Authority setting out the particulars of:
 - (i) the decision which has been taken
 - (ii) the reasons why the decision was urgent, and
 - (iii) the reasons for the decision itself.
- (e) The Secretary to the Joint Committee shall ensure that a report setting out each urgent departure decision is presented to the next convenient meeting of the relevant Scrutiny Committee.

8 Rules of Procedure

- (a) Who presides?

The Chairman shall preside at meetings of the Joint Committee. In his/her absence, the Deputy Chairman shall preside. In the absence of both Chairman and Deputy Chairman, the meeting shall elect a member of the Joint Committee to preside for the duration of the meeting.

Each Sub-Committee shall elect a Chairman. In his/her absence, the Committee shall elect a member to preside for the duration of the meeting.

- (b) What business is to be transacted?

At each meeting of the Joint Committee the following business will be transacted:

- (i) Apologies for absence
- (ii) Declarations of interest
- (iii) Matters arising from the minutes of the previous meeting
- (iv) Matters set out in the agenda for the meeting.
- (c) The person presiding at a meeting shall conduct the meeting in accordance with these Procedure Rules.
- (d) The person presiding at the meeting may vary the order of business at the meeting.
- (e) The person presiding at the meeting may invite any person, whether a member or officer of the Joint Committee or a third party, to attend the meeting and to speak on any matter before the meeting.

9 Quorum

The quorum for a meeting of the Joint Committee or a Sub-Committee shall be three members.

10 Record of Attendance

All Joint Committee Members and Sub-Committee members present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of the meeting.

11 Disorderly Conduct

- (a) If, in the opinion of the person presiding, any member of the Joint Committee or of a Sub-Committee misbehaves at a meeting by persistently disregarding the ruling of the person presiding, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Joint Committee or a Sub-Committee, the person presiding may move not to hear the member further. If the motion is seconded it shall be put to the vote without discussion.
- (b) If, in the opinion of the person presiding, the member persistently misbehaves after such a motion has been carried, the person presiding may require the removal of the member for such period as the person presiding shall determine. The person presiding may if necessary adjourn or suspend the sitting of the Joint Committee or Sub-Committee.
- (c) If a member is required to leave a meeting under this Procedure Rule, the member is not entitled to vote during the period of exclusion.
- (d) If a member of the public or Councillor who is not a Joint Committee or Sub-Committee Member interrupts the proceedings at any meeting, the person presiding may issue a warning. If the interruption continues the person presiding may order the person's removal from the room or chamber in which the meeting is being held.
- (e) In case of general disturbance in any part of the chamber open to the public the person presiding may order that part cleared. If the person presiding considers it necessary, he may adjourn or suspend the sitting of the Joint Committee or Sub-Committee.

12 Voting

- (a) Whilst the Joint Committee shall seek to operate by consensus, matters under consideration shall be determined by a majority vote of those members present and voting
- (b) Voting is generally by a show of hands.
- (c) Any Joint Committee or Sub-Committee Member may ask for a vote to be recorded, individual votes will then be taken by way of a roll call and recorded in the minutes so as to show how each member present and voting gave his vote.
- (d) Any Joint Committee or Sub-Committee Member may ask that his/her individual vote be recorded in the minutes.
- (e) Whenever a vote is taken by show of hands and not by roll call, the person presiding shall ask for those in favour, and those against to vote in turn. He will then ask those abstaining from voting to indicate accordingly. Any member may ask for the number of those in favour, the number of those against and the number of those abstaining to be recorded in the minutes.
- (f) A member may not change his/her vote once he/she has cast it and another member has been called upon to vote.
- (g) If a member arrives before the casting of votes has been commenced he/she is entitled to vote.
- (h) Immediately after a vote is taken any member may ask for it to be recorded in the minutes that he/she voted for or against the question, or that he/she abstained.
- (i) A matter shall be considered to be approved if it receives the votes of a majority of those members entitled to vote who are present and voting. In the event that the votes cast for and against a proposal are equal, the person presiding, will have a second and/or casting

vote where. There shall be no restriction on the manner in which the casting vote is exercised.

- (j) Where there are more than two persons nominated for any position to be filled by the Joint Committee or a Sub-Committee, and no person receives more than one half of the votes given, the name of the person having the least number of votes will be struck off the list and a fresh vote taken, and so on until a clear majority of votes is given in favour of one person.

13 Recording the Decision

(a) Joint Committee and Sub-Committees

- (i) The person presiding shall be responsible for ensuring that the Secretary to the Joint Committee is clear as to the decision taken and the reasons for that decision.
- (ii) The Secretary to the Joint Committee shall then, as soon as reasonably practicable after the end of the meeting, prepare a statement of the decisions taken at the meeting, including:
 - A The Joint Committee and Sub-Committee and other members of the Authorities attending the meeting
 - B Any disclosures of personal or prejudicial interests
 - C The decisions taken
 - D Whether the decision is urgent and should be implemented directly
 - E A summary of the reasons for the decision
 - F The options which were considered at, but rejected by, the meeting

The Secretary to the Joint Committee may consult the person presiding at the meeting as to the matters to be recorded in the minute.

- (c) Where the statement of decision(s) would disclose confidential or exempt information, the Secretary to the Joint Committee shall produce a formal statement of decisions of the meeting and a summary of the decisions taken at the meeting excluding such confidential and exempt information but providing a coherent account of the matters decided.
- (d) Where the decision is a decision upon a reconsideration of a decision on a "Call-In" by a Scrutiny Committee, the Secretary to the Joint Committee shall be responsible for reporting that reconsideration decision to the Scrutiny Committee
- (e) The Secretary to the Joint Committee shall be responsible for circulating the statement of decisions to officers of the authority responsible for the implementation of the decision(s).

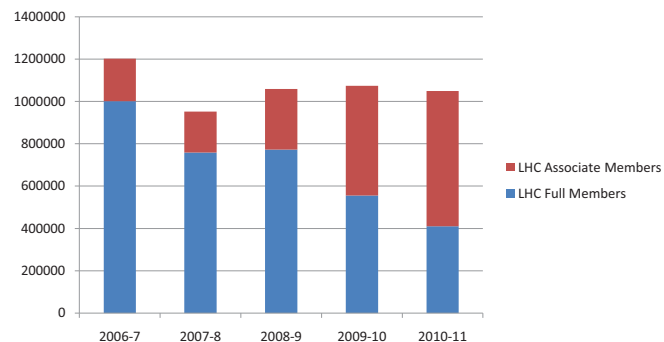
14 Implementing decisions

- (a) Key decisions shall not be implemented until 5 clear days from the publication of the statement of decision(s) of the meeting or the decision.
- (b) Paragraph (a) shall not apply where the author of any report has stated therein, or the decision-taker(s) have determined, that the matter is urgent and that the interests of one or more of the constituent authorities, its area or the inhabitants of the area are at risk of suffering unacceptable damage if the decision were not to be implemented directly.
- (c) Where a non-urgent (Key or Non-Key) decision is called in by a Scrutiny Committee before it is implemented, implementation of the decision will be deferred until the decision-taker has had the opportunity to consider any request from the Scrutiny Committee for the re-consideration of the matter.

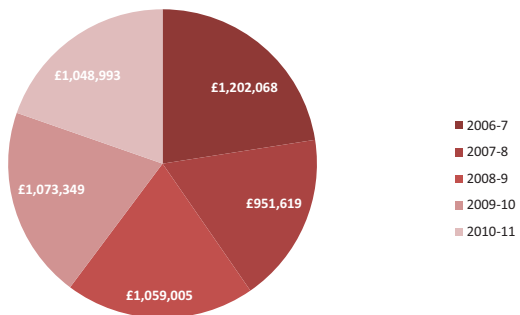
Details of Rebates to London Housing Consortium Members

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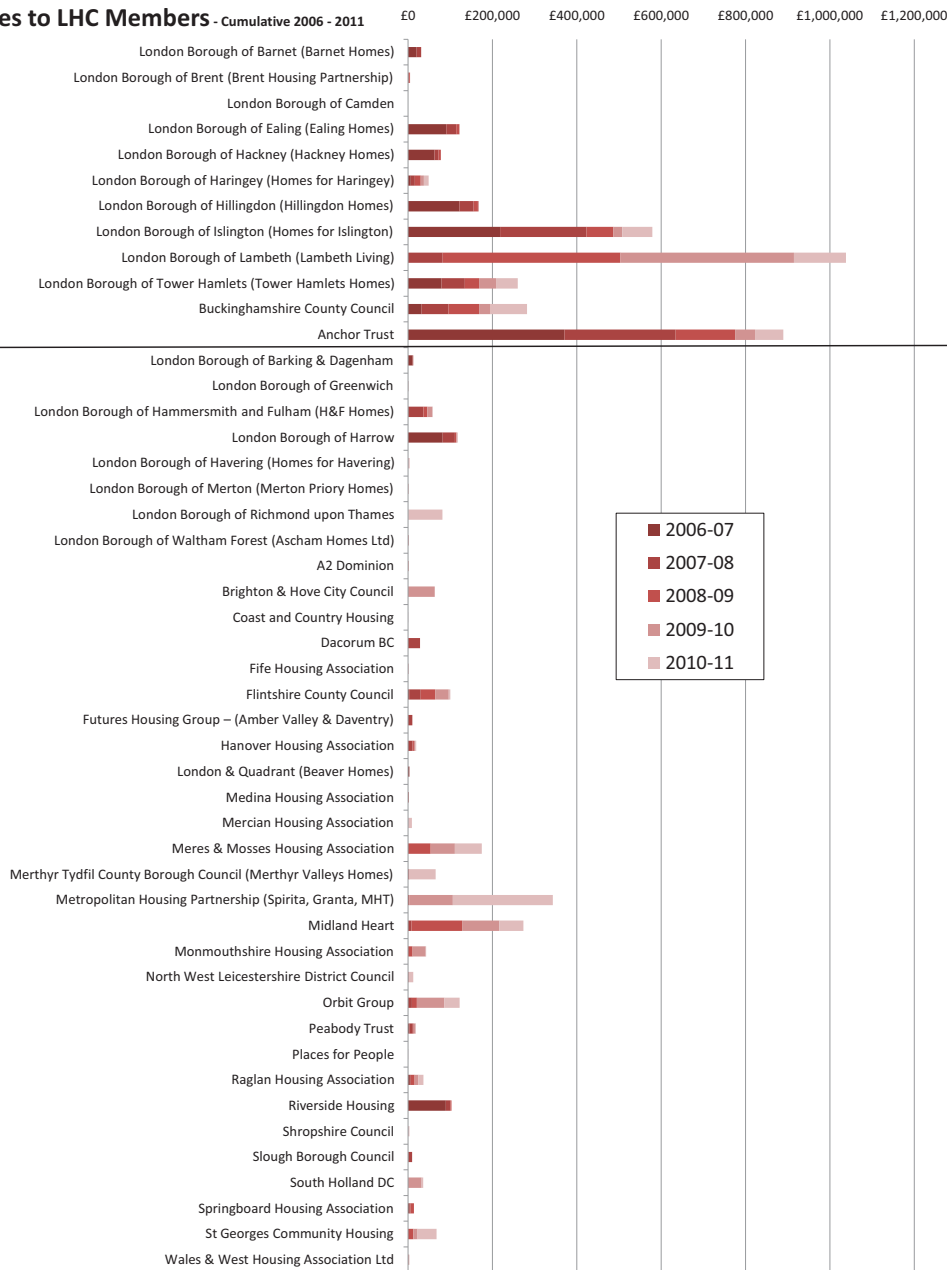
Rebates to LHC Members



Rebates to LHC Members Total £5.3m



Rebates to LHC Members - Cumulative 2006 - 2011



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List of Changes to be made to Brent Council’s Constitution

Part 1

Adding the London Housing Consortium to the London Borough of Brent Decision Making Chart

Part 2

Article 12

Add the following to the end of paragraph 12.3 of Article 12:

- London Housing Consortium

Part 5

Adding the following at the end of the Joint Committees section of Part 5:

5. LONDON HOUSING CONSORTIUM

Membership


The London Housing Consortium is a joint committee and is a building procurement consortium for housing, schools and corporate buildings. There are 12 Full Members of the LHC which comprise of ten London Boroughs, Buckinghamshire County Council and one registered social landlord.

Terms of Reference

The Terms of Reference of this Committee are:

1. To provide specialist technical and procurement services related to building programmes undertaken by LHC constituent authorities and other public sector bodies.
2. To establish, develop and manage framework agreements for the procurement of building components and services for the use and benefit of all constituent authorities and other public sector bodies.

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 The logo of Brent Council, featuring a central coat of arms with a shield, a crown, and two lions, surrounded by the words 'BRENT COUNCIL' in a circular arrangement.	<p style="text-align: center;">Annual Council 16 May 2012</p> <p style="text-align: center;">Report from the Democratic Services Manager</p>
For Action	Wards Affected: All
<p style="text-align: center;">Municipal Calendar of Meetings 2012/2013</p>	

1. Summary

- 1.1 This report presents a draft calendar of meetings for the Municipal Year 2012/2013 (Appendix 1). It reflects the structure currently contained in the Council's constitution.

2. Recommendations

- 2.1 That Members agree in principle the dates for Full Council and other meetings to take place during the Municipal Year 2012/2013, as attached in Appendix 1.
- 2.2 That the Democratic Services Manager be authorised to make any subsequent alterations deemed necessary to the calendar during the course of the municipal year, subject to the usual consultation.

3. Staffing Implications

- 3.1 There are none specific to this report.

4. Financial Implications

- 4.1 There are none specific to this report.

5. Detail

- 5.1 Members are asked to agree the dates in the draft calendar of meetings for the municipal year 2012/2013, on which the Council, and its committee/sub-committee meetings, meetings of the Executive and other bodies should be held.

- 5.2 In general, meetings of Council and the Executive are on Mondays whilst most other meetings are on Tuesdays and Wednesdays. With the exception of the Fostering Panel, Fridays are avoided entirely and Thursdays if possible.
- 5.3 As a basis for putting together the calendar, an attempt has been made to avoid clashes of appointments for Members on the basis of memberships of committees in 2011/2012. However, if any memberships change it may in some cases be necessary to review the frequency of any clashes.
- 5.4 The usual religious holidays have been included on the calendar and meetings have not been arranged on those evenings where it has been deemed inappropriate to hold meetings.
- 5.5 For information purposes the calendar also lists some events organised by other bodies such as the Brent Housing Partnership Board.
- 5.6 The dates of the meetings of the full Council are as follows:
9th July 2012
10th September 2012
19th November 2012
21st January 2013
25th February 2013 (Council Tax and Budget Setting)
15th May 2013 (Annual meeting of Council and Mayor Making)
- 5.7 Meetings of the Executive and the Highways Committee are aligned with publication of the Forward Plan and call-in dates to give a coherent pattern. Meetings of the Call in Overview and Scrutiny Committee have been provisionally scheduled to fall in between Executive meetings but will only take place if decisions of the Executive are called-in.
- 5.8 In general, August has been left clear of meetings, except for meetings of the Adoption and Permanency Panel, the Fostering Panel and one meeting of the Executive that has been scheduled for the 20th August 2012, the Planning Committee on 22nd August 2012 and the Call In Overview and Scrutiny Committee on 2nd August 2012.
- 5.9 Provision has been made for Member Development activities throughout the municipal year. These events generally commence at 7.00pm.
- 5.10 An Overview and Scrutiny programme has been scheduled, including six meetings each of the One Council Overview and Scrutiny Committee, Children and Young People Overview and Scrutiny Committee, Health Partnerships Overview and Scrutiny Committee and Partnership and Place Overview and Scrutiny Committee. Seven meetings of the Budget and Finance Overview and Scrutiny Committee have also been scheduled.
- 5.11 Meetings of the Welsh Harp Joint Consultative Committee will be held in Barnet in 2012/13. The dates shown for these meetings also have to be agreed by Barnet Council.

- 5.12 Meetings of the Trading Standards Joint Consortium have been provisionally calendared with three meetings scheduled for the year. The meetings will be held alternatively in Brent and Harrow with the first meeting of the 2012/2013 year scheduled to take place in Brent. The dates shown for these meetings also have to be agreed by Harrow Council.
- 5.13 There are four meetings of the Private Sector Housing Service User Forum, however the date of the fourth meeting is yet to be confirmed.
- 5.14 The Area Housing Board meetings have been replaced by the Brent Housing Partnership Talkback Forum which will meet four times this municipal year. The first meeting will take place on 3 July 2012, whilst the dates of the other three meetings are yet to be confirmed.

6. Background Information

London Borough of Brent Municipal Calendar 2011/2012
Report No. /01 Municipal Calendar of Meetings 11th May 2011
BBC Calendar of Religious Festivals

Anyone wishing to inspect the above documents should contact:
Toby Howes, Democratic Services, Room 105, Brent Town Hall.
Tel: 020 8937 1307; e-mail: toby.howes@brent.gov.uk

PETER GOSS
DEMOCRATIC SERVICES MANAGER

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LONDON BOROUGH OF BRENT

CALENDAR OF MEETINGS 2012/2013

MAY 2012			
TUES	1		
WED	2		
THUR	3		
FRI	4		
SAT	5		
SUN	6		
MON	7	Early May Bank Holiday	
TUES	8		
WED	9		
THUR	10		
FRI	11		
SAT	12		
SUN	13		
MON	14		
TUES	15		
WED	16	ANNUAL COUNCIL (Mayor Making)	
THUR	17	Call In Overview and Scrutiny Committee	
FRI	18	Fostering Panel	
SAT	19	Planning Committee site visit	
SUN	20		
MON	21	Executive General Purposes Committee	
TUES	22	Planning Committee	
WED	23	Alcohol and Entertainment Licensing Committee	
THUR	24		
FRI	25		
SAT	26	Eve of Shavuot	
SUN	27	Shavuot	
MON	28	Shavuot Adoption and Permanency Panel Member Development Programme	
TUES	29		
WED	30	Health Partnerships Overview and Scrutiny Committee	
THURS	31		

JUNE 2012

FRI	1	Fostering Panel	
SAT	2		
SUN	3		
MON	4	Spring Bank Holiday	
TUES	5	Diamond Jubilee Bank Holiday	
WED	6	Call In Overview and Scrutiny Committee#	
THUR	7		
FRI	8		
SAT	9		
SUN	10		
MON	11	Adoption and Permanency Panel Pensioners' Service User Consultative Forum	
TUES	12	One Council Overview and Scrutiny Committee	
WED	13	Children and Young People Overview and Scrutiny Committee Trading Standards Joint Advisory Board	
THUR	14	Partnership and Place Overview and Scrutiny Committee	
FRI	15	Fostering Panel	
SAT	16	Planning Committee site visit	
SUN	17		
MON	18	Executive	
TUES	19	Member Development Programme	
WED	20	Planning Committee	
THUR	21		
FRI	22		
SAT	23		
SUN	24		
MON	25	Adoption and Permanency Panel	
TUES	26	Brent Pension Fund Sub-Committee Private Sector Housing Service User Forum	
WED	27	Audit Committee	
THUR	28	General Purposes Committee	
FRI	29		
SAT	30		

JULY 2012

SUN	1		
MON	2		
TUES	3	Brent Housing Partnership Talkback Forum Kilburn and Kensal Area Consultative Forum Planning Committee**	
WED	4	Call In Overview and Scrutiny Committee# Wembley Area Consultative Forum	
THUR	5		

FRI	6	Fostering Panel	
SAT	7		
SUN	8		
MON	9	Adoption and Permanency Panel COUNCIL	
TUES	10	Harlesden Area Consultative Forum Member Development Programme	
WED	11	Budget and Service Planning Away Day Willesden Area Consultative Forum	
THUR	12	Budget and Service Planning Away Day	
FRI	13		
SAT	14		
SUN	15		
MON	16	Executive	
TUES	17	Highways Committee Teachers' Joint Consultative Committee Kingsbury and Kenton Area Consultative Forum	
WED	18	Health Partnerships Overview and Scrutiny Committee Welsh Harp Joint Consultative Committee (Barnet)	
THUR	19	Budget and Finance Overview and Scrutiny Committee Children and Young People Overview and Scrutiny Committee	
FRI	20	Ramadan begins Fostering Panel	
SAT	21	Planning Committee site visit	
SUN	22		
MON	23	Adoption and Permanency Panel Area Consultative Forum and Service User Consultative Forum Chairs' and Lead Managers' meeting	
TUES	24	One Council Overview and Scrutiny Committee	
WED	25	Partnership and Place Overview and Scrutiny Committee Planning Committee	
THUR	26	Brent Housing Partnership Board	
FRI	27		
SAT	28		
SUN	29		
MON	30		
TUES	31		

AUGUST 2012

WED	1		
THUR	2	Call In Overview and Scrutiny Committee#	
FRI	3	Fostering Panel	

SAT	4		
SUN	5		
MON	6		
TUES	7		
WED	8		
THUR	9		
FRI	10	Janmashtami	
SAT	11		
SUN	12		
MON	13	Adoption and Permanency Panel	
TUES	14		
WED	15		
THUR	16		
FRI	17	Fostering Panel	
SAT	18	Ramadan ends Planning Committee site visit	
SUN	19	Eid Ul Fitr	
MON	20	Executive	
TUES	21		
WED	22	Planning Committee	
THUR	23		
FRI	24		
SAT	25		
SUN	26		
MON	27	August Bank Holiday	
TUES	28	Adoption and Permanency Panel	
WED	29		
THURS	30		
FRI	31		

SEPTEMBER 2012

SAT	1		
SUN	2		
MON	3		
TUES	4		
WED	5	Call In Overview and Scrutiny Committee#	
THUR	6		
FRI	7	Fostering Panel	
SAT	8		
SUN	9		
MON	10	Adoption and Permanency COUNCIL Pensioners' Service User Consultative Forum	
TUES	11	Budget and Finance Overview and Scrutiny Committee Standards Committee	
WED	12		

THUR	13	Member Development Programme	
FRI	14		
SAT	15		
SUN	16	Eve of Jewish New Year (Rosh Hashanah)	
MON	17	Jewish New Year (Rosh Hashanah)	
TUES	18	Jewish New Year (Rosh Hashanah)	
WED	19	Executive	
THUR	20		
FRI	21		
SAT	22	Liberal Democrat Party Conference Planning Committee site visit	
SUN	23	Liberal Democrat Party Conference	
MON	24	Liberal Democrat Party Conference Adoption and Permanency Panel	
TUES	25	Eve of Yom Kippur Liberal Democrat Party Conference Brent Pension Fund Sub-Committee Harlesden Area Consultative Forum Private Sector Housing Service User Forum	
WED	26	Yom Kippur Liberal Democrat Party Conference Kilburn and Kensal Area Consultative Forum	
THUR	27	Audit Committee Brent Housing Partnership Board Planning Committee	
FRI	28	Fostering Panel	
SAT	29		
SUN	30	Eve of 1 st Day of Tabernacles Labour Party Conference	

OCTOBER 2012

MON	1	1 st Day of Tabernacles Labour Party Conference	
TUES	2	2 nd Day of Tabernacles Labour Party Conference Willesden Area Consultative Forum	
WED	3	Labour Party Conference Wembley Area Consultative Forum	
THUR	4	Labour Party Conference	
FRI	5	Fostering Panel	
SAT	6	Eve of 7 th Day of Tabernacles	
SUN	7	7 th Day of Tabernacles Conservative Party Conference	
MON	8	8 th Day of Tabernacles Conservative Party Conference Adoption and Permanency Panel	

TUES	9	Conservative Party Conference Budget and Finance Overview and Scrutiny Committee Health Partnerships Overview and Scrutiny Committee	
WED	10	Conservative Party Conference Call In Overview and Scrutiny Committee# Kingsbury and Kenton Area Consultative Forum	
THUR	11	Children and Young People Overview and Scrutiny Committee Highways Committee	
FRI	12		
SAT	13		
SUN	14		
MON	15	Executive	
TUES	16	Navratri begins One Council Overview and Scrutiny Committee	
WED	17	Partnership and Place Overview and Scrutiny Committee	
THUR	18	Member Development Programme	
FRI	19	Fostering Panel	
SAT	20	Planning Committee site visit	
SUN	21		
MON	22	Adoption and Permanency Panel	
TUES	23		
WED	24	Navratri ends Planning Committee	
THUR	25		
FRI	26	Eid Ul Adha	
SAT	27		
SUN	28		
MON	29	Sharad Poonam	
TUES	30		
WED	31	Call In Overview and Scrutiny Committee#	

NOVEMBER 2012

THUR	1	All Saints' Day	
FRI	2	All Souls' Day Fostering Panel	
SAT	3		
SUN	4		
MON	5		
TUES	6	Planning Committee**	
WED	7	Budget and Service Planning Away Day	
THUR	8	Budget and Service Planning Away Day	
FRI	9	Fostering Panel	
SAT	10		

SUN	11	Remembrance Sunday	
MON	12	Adoption and Permanency Panel Executive	
TUES	13	Diwali	
WED	14	Hindu New Year	
THUR	15	Muslim New Year Budget and Finance Overview and Scrutiny Committee Welsh Harp Joint Consultative Committee (Barnet)	
FRI	16		
SAT	17	Planning Committee site visit	
SUN	18		
MON	19	COUNCIL	
TUES	20	Brent Pension Fund Sub-Committee Teachers' Joint Consultative Committee	
WED	21	Planning Committee	
THUR	22	Member Development Programme	
FRI	23		
SAT	24		
SUN	25		
MON	26	Adoption and Permanency Panel	
TUES	27	Health Partnerships Overview and Scrutiny Committee	
WED	28	Birthday of Guru Nanak	
THUR	29	Brent Housing Partnership Board Call In Overview and Scrutiny Committee#	
FRI	30	St Andrew's Day	

DECEMBER 2012

SAT	1		
SUN	2	1 st Advent Sunday	
MON	3	Pensioners' Service User Consultative Forum	
TUES	4	Budget and Finance Overview and Scrutiny Committee Standards Committee	
WED	5	One Council Overview and Scrutiny Committee	
THUR	6		
FRI	7	Fostering Panel	
SAT	8	Eve of 1 st Day of Hanukkah Planning Committee site visit	
SUN	9	1 st Day of Hanukkah 2 nd Advent Sunday	
MON	10	Adoption and Permanency Panel Executive	

TUES	11	Children and Young People Overview and Scrutiny Committee Highways Committee	
WED	12	Planning Committee Private Sector Housing Service User Forum	
THUR	13	Partnership and Place Overview and Scrutiny Committee	
FRI	14	Fostering Panel	
SAT	15		
SUN	16	Hanukkah ends 3 rd Advent Sunday	
MON	17	Member Development Programme	
TUES	18		
WED	19		
THUR	20		
FRI	21		
SAT	22		
SUN	23	4 th Advent Sunday	
MON	24	Christmas Eve	
TUES	25	Christmas Day	
WED	26	Boxing Day	
THUR	27		
FRI	28		
SAT	29		
SUN	30		
MON	31	New Year's Eve	

JANUARY 2013

TUES	1	New Year's Day	
WED	2		
THUR	3	Call In Overview and Scrutiny Committee#	
FRI	4	Fostering Panel	
SAT	5		
SUN	6	Epiphany	
MON	7		
TUES	8	Kilburn and Kensal Area Consultative Forum	
WED	9	Audit Committee Harlesden Area Consultative Forum	
THUR	10	Member Development Programme	
FRI	11		
SAT	12	Planning Committee site visit	
SUN	13		
MON	14	Adoption and Permanency Panel Executive	
TUES	15	Budget and Finance Overview and Scrutiny Committee Wembley Area Consultative Forum	

WED	16	Planning Committee Willesden Area Consultative Forum	
THUR	17		
FRI	18		
SAT	19		
SUN	20		
MON	21	COUNCIL	
TUES	22	General Purposes Committee	
WED	23		
THUR	24	Birthday of Mohammed (Sunni)	
FRI	25		
SAT	26		
SUN	27		
MON	28	Adoption and Permanency Panel	
TUES	29	Birthday of Mohammed (Shia) Health Partnerships Overview and Scrutiny Committee	
WED	30	Call In Overview and Scrutiny Committee#	
THUR	31	Brent Housing Partnership Board	

FEBRUARY 2013

FRI	1	Fostering Panel	
SAT	2		
SUN	3		
MON	4		
TUES	5	Budget and Finance Overview and Scrutiny Committee	
WED	6	One Council Overview and Scrutiny Committee Kingsbury Area Consultative Forum	
THUR	7	Highways Committee Partnership and Place Overview and Scrutiny Committee	
FRI	8		
SAT	9	Planning Committee site visit	
SUN	10		
MON	11	Adoption and Permanency Panel Executive	
TUES	12	Children and Young People Overview and Scrutiny Committee	
WED	13	Planning Committee	
THUR	14		
FRI	15		
SAT	16		
SUN	17		
MON	18	Member Development Programme	

TUES	19	Area Consultative Forum and Service User Consultative Forum Chairs' and Lead Managers' meeting	
WED	20		
THUR	21		
FRI	22		
SAT	23		
SUN	24		
MON	25	Adoption and Permanency Panel COUNCIL	
TUES	26	Brent Pension Fund Sub-Committee	
WED	27	Call In Overview and Scrutiny Committee#	
THUR	28		

MARCH 2013

FRI	1	St David's Day Fostering Panel	
SAT	2		
SUN	3		
MON	4	Pensioners' Service User Consultative Forum	
TUES	5	Teachers' Joint Consultative Committee	
WED	6	Planning Committee**	
THUR	7		
FRI	8		
SAT	9	Planning Committee site visit	
SUN	10		
MON	11	Adoption and Permanency Panel Executive	
TUES	12	Highways Committee Standards Committee	
WED	13	Planning Committee	
THUR	14		
FRI	15		
SAT	16		
SUN	17	St Patrick's Day	
MON	18	Member Development Programme	
TUES	19	Health Partnerships Overview and Scrutiny Committee	
WED	20	Audit Committee Children and Young People Overview and Scrutiny Committee	
THUR	21	One Council Overview and Scrutiny Committee Partnership and Place Overview and Scrutiny Committee Welsh Harp Joint Consultative Committee (Barnet)	
FRI	22		
SAT	23		

SUN	24		
MON	25	Eve of 1 st Day of Passover Adoption and Permanency Panel Trading Standards Joint Advisory Board	
TUES	26	1 st Day of Passover	
WED	27	2 nd Day of Passover	
THUR	28	Call In Overview and Scrutiny Committee#	
FRI	29	Good Friday	
SAT	30		
SUN	31	Easter Sunday Eve of 7 th Day of Passover	

APRIL 2013

MON	1	Easter Bank Holiday 7 th Day of Passover	
TUES	2	8 th Day of Passover	
WED	3		
THUR	4		
FRI	5	Fostering Panel	
SAT	6		
SUN	7		
MON	8	Adoption and Permanency Panel	
TUES	9		
WED	10		
THUR	11		
FRI	12		
SAT	13	Baisakhi Planning Committee site visit	
SUN	14		
MON	15	Member Development Programme	
TUES	16	Wembley Area Consultative Forum	
WED	17	Kilburn and Kensal Area Consultative Forum Planning Committee	
THUR	18		
FRI	19		
SAT	20		
SUN	21		
MON	22	Adoption and Permanency Panel Executive	
TUES	23	St George's Day Kingsbury and Kenton Area Consultative Forum	
WED	24	Harlesden Area Consultative Forum	
THUR	25	Brent Housing Partnership Board	
FRI	26		
SAT	27		
SUN	28		
MON	29		

TUES	30	Willesden Area Consultative Forum	
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MAY 2013

WED	1		
THUR	2		
FRI	3	Fostering Panel	
SAT	4		
SUN	5		
MON	6	Early May Bank Holiday	
TUES	7		
WED	8	Call In Overview and Scrutiny Committee#	
THUR	9		
FRI	10		
SAT	11		
SUN	12		
MON	13	Adoption and Permanency Panel	
TUES	14	Eve of Shavout	
WED	15	Shavout ANNUAL COUNCIL (Mayor Making)	
THUR	16	Shavout	
FRI	17		
SAT	18	Planning Committee site visit*	
SUN	19		
MON	20	Executive*	
TUES	21		
WED	22	Planning Committee*	
THUR	23		
FRI	24		
SAT	25		
SUN	26		
MON	27	Spring Bank Holiday	
TUES	28	Adoption and Permanency Panel*	
WED	29		
THUR	30		
FRI	31		

JUNE 2013

SAT	1		
SUN	2		
MON	3		
TUES	4		
WED	5	Call In Overview and Scrutiny Committee*	
THUR	6		
FRI	7	Fostering Panel*	

SAT	8		
SUN	9		
MON	10	Adoption and Permanency Panel*	
TUES	11		
WED	12		
THUR	13		
FRI	14		
SAT	15	Planning Committee site visit*	
SUN	16		
MON	17	Executive*	
TUES	18		
WED	19	Planning Committee*	
THUR	20		
FRI	21		
SAT	22		
SUN	23		
MON	24	Adoption and Permanency Panel*	
TUES	25		
WED	26		
THUR	27		
FRI	28		
SAT	29		
SUN	30		

JULY 2013

MON	1		
TUES	2		
WED	3	Call In Overview and Scrutiny Committee*	
THUR	4		
FRI	5	Fostering Panel*	
SAT	6		
SUN	7		
MON	8	Adoption and Permanency Panel* COUNCIL*	
TUES	9		
WED	10		
THUR	11		
FRI	12		
SAT	13	Planning Committee site visit*	
SUN	14		
MON	15	Executive*	
TUES	16	Highways Committee*	
WED	17	Planning Committee*	
THUR	18		
FRI	19		

SAT	20		
SUN	21		
MON	22	Adoption and Permanency Panel*	
TUES	23		
WED	24		
THUR	25		
FRI	26		
SAT	27		
SUN	28		
MON	29		
TUES	30		
WED	31		

Footnote

- * **Provisional** All dates after 15 May 2013 are provisional.
- ** **Planning Committee** meetings marked with asterisks will not consider any planning or other applications.
- # **Call in Overview and Scrutiny Committee** will only meet if any decisions of the Executive are called in.