



General Purposes Committee

Tuesday 27 March 2012 at 6.30 pm

Committee Room 3, Brent Town Hall, Forty Lane,
Wembley, HA9 9HD

Membership:

Members

Councillors:

John (Chair)
Butt (Vice-Chair)
Beswick
Brown
Kansagra
Long
Lorber
Matthews
J Moher
Thomas

first alternates

Councillors:

McLennan
Jones
Arnold
Beck
Colwill
Al-Ebadi
Leaman
Sneddon
Chohan
Van Kalwala

second alternates

Councillors:

Naheerathan
Kabir
Mrs Bacchus
Sneddon
HB Patel
Naheerathan
Castle
Allie
S Choudhary
Aden

For further information contact: Gayle Fentiman, Democratic Services Officer
020 8937 4617, gayle.fentiman@brent.gov.uk

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www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item	Page
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1	Declarations of personal and prejudicial interests	
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Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda.

2	Minutes of the previous meeting	1 - 2
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3	Matters arising (if any)	
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4	Deputations (if any)	
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5	Localism Act 2011- Pay Policy Statements	3 - 14
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The purpose of this report is to inform members of the arrangements that have been made to publish a pay policy statement required of all English and Welsh local authorities in the Localism Act 2011. The pay policy statement sits within the Government's rationale to give taxpayers access to information about how public money is spent on their behalf.

Wards Affected:

All Wards

Contact Officer: Cara Davani, People and Development

Tel: 020 8937 1909

cara.davani@brent.gov.uk

6	Appointments to Sub-Committees / Outside Bodies	
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7	Exclusion of Press and Public	
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The following item is not for publication as it relates to the following category of exempt information as specified in the Local Government Act 1972 namely:

Information relating to an individual.

8 Review and modification of the senior management structure in Children and Families 15 - 44

This report makes proposals that will strengthen the Departmental Management Team, re-balance the responsibilities between the respective Assistant Directors whilst increasing capacity to meet the challenges that lie ahead, and deliver excellent outcomes, in an environment of changing needs and much reduced finances.

Wards Affected:

All Wards

Contact Officer: Tracey Connage,
Human Resources

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9 Any Other Urgent Business

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.



- 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 GENERAL PURPOSES COMMITTEE Tuesday 24 January 2012 at 7.00 pm

PRESENT: Councillor John (Chair), Councillor Butt (Vice-Chair) and Councillors Beswick, Kansagra, Long and Lorber

Apologies were received from: Councillors Brown, Matthews, J Moher and Thomas

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

None.

2. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on 22 November 2011 be approved as an accurate record of the meeting.

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

RESOLVED:

that approval be given to the appointment of Councillor Krupa Sheth to the following outside body:

Reserve Forces and Cadets Association for Greater London.

4. **Calculation of Council Tax Base 2012/13**

The Committee received a report which set out council tax base calculations to be used for the municipal year 2012/13. David Huberman, Finance Manager, advised that this was a standard stage in the process of setting the council tax, scheduled for the Council meeting on 27 February 2012. He continued that the council was required by regulations to set the council tax base by 31 January prior to the start of the financial year. He recommended that for 2012/13 the assumed collection rate for the council tax be set at 97.5% and the council tax base set at 98,398.

The Finance Manager explained that the calculation was based on the council tax base submitted to the Department of Communities and Local Government in October 2011. He continued that for the financial year 2012/13, the tax base used in grant calculations was 100,642 band D equivalent properties, which assumes 100% collection rate. In practice, the council tax collection rate will be less than

100% due to a combination of changes to the collectable amount due to new properties and fluctuations in discounts and exemptions, , and an allowance for irrecoverable debts.

In the ensuing discussion, Councillor Lorber queried why the collection rate had been set for 97.5% for the past two years and put forward an amended motion for the collection rate to be increased to 98%. In response, David Huberman clarified that a higher collection rate could lead to a shortfall in collection which could result in a deficit in the following year if the rate was not achieved. He emphasised the need to strike a balance and in arriving at the recommended rate, the Council's external auditors had paid close attention to collection assumptions to avoid making an over-optimistic assumption. He advised the Committee that the recommended collection rate of 97.5% for 2012/13 was consistent with comparable London Local Authorities.

Members voted on the amended motion in the name of Councillor Lorber which was declared lost.

RESOLVED:-

- (i) that the collection rate for the council tax for 2012/13 be set at 97.5%.
- (ii) that the amount calculated by the council as its council tax base for 2012/13 be set at 98,398, in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992.

(Councillor Lorber asked that his dissent against the above decisions be recorded).

5. **Any Other Urgent Business**

None.

The meeting closed at 7.10 pm

A JOHN
Chair



General Purposes Committee 27 March 2012

Report from the Director of Finance Corporate Services

Localism Act 2011 – Pay Policy Statements

1.0 Summary

- 1.1 The purpose of this report is to inform members of the arrangements that have been made to publish a pay policy statement required of all English and Welsh local authorities in the Localism Act 2011. The pay policy statement sits within the Government's rationale to give taxpayers access to information about how public money is spent on their behalf.
- 1.2 The pay policy statement for Brent is attached. The statement is consistent with the specific requirements of the Act detailed in the body of this report and sets out all the factual pay information in relation to those requirements. The Act requires the statement to be produced on an annual basis by the 31st March each year.
- 1.3 A review of pay and terms and conditions is currently being undertaken as part the One Council Programme. Any changes arising out of this which may impact on the statement would be included in the 2013-14 statement.
- 1.4 The Act requires the pay policy statement to be presented to a meeting of the full Council. It is proposed to publish the statement as a draft, following the approval of this Committee, and to report to the meeting of the full Council in May 2012. The reason for this approach is predicated on the required information to be published being purely factual based on the council's current pay arrangements. An additional meeting of the full Council prior to the planned meeting in May is not considered to be necessary. See Legal Implications Section of this report.

2.0 Recommendations

- 2.1 The Committee is asked to approve the publication of the draft Pay Policy Statement at 31st March 2012 and that it is reported to the meeting of the full Council 16 May 2012 in accordance with the requirements of the Act.

3.0 Detail

3.1 The Localism Act 2011 sections 38-43 requires local authorities in England and Wales to publish a pay policy statement for each financial year beginning with 2012-13. This provision of the Act does not apply to staff in local authority schools.

3.2 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.

For the purposes of the statement the Act defines who is included under the term "chief officer". It includes the Head of Paid Services (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).

Remuneration is also 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.

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.

3.3 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

- 3.4 The 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.
- 3.5 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.
- 3.6 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 (Tier3). This includes all statutory and non-statutory chief officer posts.
- 3.8 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.
- 3.9 In keeping with the requirements of the Act the statement will be published on the Internet with links to pay policy and information where appropriate.
- 3.10 As set out in the summary to this report the pay policy statements must be approved at a meeting of the full Council. The next scheduled meeting is in May this year. The information the council is required to publish is factual based on the current pay arrangements. There are no requirements to make any changes to those arrangements. This year has also been a little unusual in that there has not been a need for as many scheduled meetings of the full Council as in previous years. The General Purposes Committee has an overarching responsibility pay and terms and conditions. The Committee is therefore asked to approve the Pay Policy Statement for Brent which will then be published in draft subject to the final approval of full Council in May.

Advice has been taken from the Director of Democratic and Legal Services. It is the view of officers that this is a new requirement and Brent will have met the deadline albeit with a draft statement but it is not considered that this will have any detrimental consequences for the council. It is not considered in these circumstances that an additional meeting of the full Council can be justified.

4.0 Financial Implications

- 4.1 There are not financial implications.

5.0 Legal Implications

5.1 The contents of the statement comply with regulation 38 of the Localism Act 2011. The approval of the pay policy will satisfy the technical requirements of regulation 39 of the Localism Act 2011.

6.0 Diversity Implications

6.1 There should be no diversity implications from this change.

7.0 Staffing/Accommodation Implications (if appropriate)

7.1 There are no staffing implications

Background Papers

Localism Act 2011 (as amended)

Brent pay policy and pay information and arrangements

Contact Officers

Cara Davani Interim Head of HR, Tel 202 8937 1909

CLIVE HEAPHY
Director of Finance and Corporate Services



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 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

The 2011/12 versions of the pay scales are published at [\(link\)](#)

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. [\(link\)](#)

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. The council's policy can be viewed at [\(link\)](#)

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 employees are able to join the Local Government Pension Scheme and receive pension benefits in accordance with the provisions of that Scheme as applied by the council. [\(link\)](#)

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 schemes 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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