

General Purposes Committee

Tuesday 21 January 2014 at 7.00 pm

Boardroom - Brent Civic Centre, Engineers Way,
Wembley, HA9 0FJ

Membership:

Members

Councillors:

Butt (Chair)
R Moher (Vice-Chair)
Brown
Hirani
Hopkins
Kansagra
Lorber
McLennan
J Moher
Pavey

first alternates

Councillors:

A Choudry
Jones
Beck
Van Kalwala
Sneddon
Colwill
Hunter
Al-Ebadi
Chohan
Arnold

second alternates

Councillors:

Krupa Sheth
Kabir
Matthews
Aden
Green
BM Patel
Leaman
Naheerathan
S Choudhary
Mrs Bacchus

For further information contact: Bryony Gibbs, Democratic Services Officer
020 8937 1355, bryony.gibbs@brent.gov.uk

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

democracy.brent.gov.uk

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item	Page
1 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.	
2 Minutes of the previous meeting	1 - 4
3 Matters arising	
4 Deputations (if any)	
5 Appointments to Sub-Committees / Outside Bodies	
6 Review of Polling Districts and Polling Places	5 - 18

The Electoral Administration Act 2006 and the subsequent Review of Polling Districts and Polling Places Regulations 2006 require each electoral registration authority in England, Scotland and Wales to carry out a review of both its polling district boundaries and its polling places every four years. This report concerns the third such review to take place in Brent, informs members of feedback to the review and makes recommendations for future electoral arrangements in the borough.

Wards Affected:

All Wards

Contact Officer: Fiona Ledden,
Director of Legal and Procurement

Tel: 020 8937 1292

fiona.ledden@brent.gov.uk

7 Calculation of Council Tax Base 2014/15	19 - 22
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This report sets out council tax base calculations to be used for 2014/15. The level of council tax base set is used in the calculation of the council tax for 2014/15. Regulations require that the council tax base is set by 31st January prior to the start of the financial year.

Wards Affected: **Contact Officer:** Mick Bowden, Deputy
Director of Finance
All Wards Tel: 020 8937 1460
mick.bowden@brent.gov.uk

8 Calculation of Business Rates Income 2014/15 23 - 28

This report sets out the calculation of the estimated income from National Non Domestic Rates (NNDR), also known as Business Rates, to be used for 2014/15. This figure is used in the calculation of the council tax for 2014/15. Regulations require that the calculation is agreed by 31st January prior to the start of the financial year.

Wards Affected: **Contact Officer:** Mick Bowden, Deputy
Director of Finance
All Wards Tel: 020 8937 1460
mick.bowden@brent.gov.uk

9 Gifts and Hospitality Policy and Procedures 29 - 40

Whilst reviewing all of our HR policies and procedures, the opportunity has been taken to update the current Gifts and Hospitality policy, in line with legal changes and best practice. This report provides details of the proposed new gifts and hospitality policy which will replace the current policy and the supporting operational arrangements.

Wards Affected: **Contact Officer:** Cara Davani,
Director, HR
All Wards Tel: 020 8937 1909
cara.davani@brent.gov.uk

10 Whistleblowing Policy and Procedures 41 - 50

Human Resources is currently reviewing all of the council's employment policies and procedures. The revised Whistleblowing policy is part of this review. There are no proposals to make any significant changes to the existing policy. However, the opportunity has been taken to clarify the purpose of the policy and to ensure that it accords with current legislation and best practice.

Wards Affected: **Contact Officer:** Cara Davani,
Director, HR
All Wards Tel: 020 8937 1909
cara.davani@brent.gov.uk

This report provides details of the proposed new Pay Policy and associated procedures which will replace the current arrangements. There are no proposals to make any significant changes to the current arrangements. Whilst reviewing all of our HR policies and procedures the opportunity has been taken to bring together all the different pay arrangements operating within the council into a single policy document.

Wards Affected:

All Wards

Contact Officer: Cara Davani,
Director, HR

Tel: 020 8937 1909

cara.davani@brent.gov.uk

12 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.