



General Purposes Committee

Tuesday 29 September 2020 at 10.00 am

Please note this will be held as an online virtual meeting

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

Membership:

Members

Councillors:

M Butt (Chair)
McLennan (Vice-Chair)
Colwill
Farah
Nerva
M Patel
Krupa Sheth
Tatler

Substitute Members

Councillors:

Afzal, S Choudhary, Dixon, Kabir, Knight, Southwood
and Stephens

Councillors:

Kansagra and Maurice

For further information contact: Rashella Rapley, Governance Officer - 020 8937 3051 or email: Rashella.Rapley@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 as an online virtual meeting. The link to attend and view the meeting is available [HERE](#).

Notes for Members - Declarations of Interest:

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

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

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

***Disclosable Pecuniary Interests:**

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

****Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
 - To which you are appointed by the council;
 - which exercises functions of a public nature;
 - which is directed is to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).
- (b) The interests of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

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

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

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for absence and clarification of alternate members	
2 Declarations of interests Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Deputations (if any) To hear any deputations received from members of the public in accordance with Standing Order 67.	
4 Minutes of the previous meeting To approve the minutes of the previous meeting held on Monday 7 September 2020 as a correct record.	1 - 2
5 Matters Arising (if any) To consider any matters arising from the minutes of the previous meeting.	
6 Apprentice Pay Rates This report provides the Committee with the Apprenticeship Strategy and associated action plan for 2020 onwards. It sets out the key areas of activity that will lead the Council to increase the take-up of apprenticeships in Brent and utilise the opportunity of the Apprenticeship Levy to support career progression.	3 - 8
Wards Affected: All Wards Contact Officer: Clare Ebune, HR Manager Tel: 020 8937 4573 Email: Clare.ebune@brent.gov.uk	
7 i4B Key Worker Housing Scheme	9 - 18

This report provides the Committee with an update in respect of the Council's offer to Council staff of Key Worker Housing provided by i4B, including the Council roles to be identified as Key Worker roles and the terms on which key worker housing will be provided, including the potential tax implications for individuals.

Wards Affected: All Wards
Contact Officer: Martin Williams, Head of Human Resources
Tel: 020 8937 3209
Email: Martin.Williams@brent.gov.uk

8 Review of Representation of Political Groups and Appointments 19 - 22

At its Annual meeting on 14 September 2020, Full Council reviewed and determined the representation of political groups on its main committees and subsequently made appointments to these, in accordance with the wishes of the political groups concerned. As soon as practicable after such a review, this Committee is also required to review and determine the representation of political groups on its Sub-committees and then make appointments giving effect to the wishes of the political groups allocated seats.

The outcome of the review undertaken in relation to the Sub-Committees to be appointed by General Purposes Committee has been detailed in the attached report.

Wards Affected: All Wards
Contact Officer: Debra Norman, Director of Legal, HR, Audit & Investigations
Tel: 020 8937 1578
Email: Debra.Norman@brent.gov.uk

9 Appointments to Sub-Committees / Outside Bodies 23 - 24

To confirm the appointments notified to relation to the General Purposes Sub Committees for the 2020/21 Municipal Year.

10 Exclusion of Press and Public

There are currently no items listed on the agenda that will require the exclusion of the press and public.

11 Any other urgent business

Notice of items to be raised under this heading must be given in writing to

the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 60.

Date of the next meeting: Monday 7 December 2020

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LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PUPOSES COMMITTEE

Held as an online meeting on Monday 7 September 2020 at 09:30

PRESENT (in remote attendance): Councillor M Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Colwill, Farah, Krupa Sheth, Southwood and Tatler.

1. Apologies for absence and clarification of alternative members

Apologies for absence were received from Councillors Hirani and Agha, with Councillor Southwood attending as a substitute member.

2. Declaration of interests

There were no declarations of interests made by Members.

3. Deputations (if any)

There were no deputations received.

4. Minutes of previous meeting

RESOLVED that the minutes of the previous meeting held on, Monday 6 July 2020 be approved as an accurate record.

5. Matters arising (if any)

None

6. Severance Approval

Martin Williams, Head of Human Resources, introduced the report seeking the Committee's approval for a severance payment to be made to an officer, pursuant to the Council's redundancy policy. Members noted the background to the redundancy, as detailed in section 3 of the report along with the fact that whilst the total amount payable was in excess of £100,000, it did not include any elements additional to sums calculated in accordance with the Council's Managing Change Policy and the requirements of the Local Government Pension Scheme.

As a result of the discussion it was **RESOLVED**: to approve the severance payment, as set out in Appendix 1 of the report (which had been exempt from publication)

7. Appointments to Sub-Committee / Outside Bodies

Councillor Butt introduced the item seeking approval to a change in membership on one of the General Purposes Sub Committees.

RESOLVED to approve the following change in membership on the Senior Staff Appointments Sub Committee

- (1) Councillor Colwill to be replaced by Councillor Kansagra as a full member of the Senior Staff Appointments Sub Committee.
- (2) Councillor Colwill to replace Councillor Kansagra as a substitute member of the Senior Staff Appointments Sub Committee

The membership of the Senior Staff Appointment Sub Committee would therefore be as follows

SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

M BUTT (C)	LABOUR
MCLENNAN (VC)	LABOUR
KANSAGRA	CONSERVATIVE
HIRANI	LABOUR
KRUPA SHETH	LABOUR

SUBSTITUTE MEMBERS:

LABOUR: AGHA, FARAH, MILLER, M PATEL, SOUTHWOOD, TATLER
CONSERVATIVE: COLWILL, MAURICE

8. Exclusion of Press and Public


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

9. Any other urgent business

None

The meeting closed at 09:40am

COUNCILLOR MUHAMMED BUTT
Chair

	General Purposes Committee 29th September 2020
	Report from the Director of Legal, HR, Audit and Investigations
REPORT TITLE Apprentice Pay Rates	
Wards Affected:	All
Key or Non-Key Decision: (only applicable for Cabinet, Cabinet Sub Committee and officer decisions)	N/A
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Clare Ebune, HR Manager – Transformation & Development Clare.ebune@brent.gov.uk 020 8937 4573 Michelle Fitzgerald Corporate Apprenticeships Manager Michelle.Fitzgerald@brent.gov.uk 020 8937 3394

1. Purpose of the Report

- 1.1 The Apprenticeship Strategy and associated action plan for 2020 onwards set out the key areas of activity that will lead the council to increase the take-up of apprenticeships in Brent and to utilise the opportunity of the Apprenticeship Levy to support career progression. This was agreed by Cabinet in October 2017.
- 1.2 In support of the strategy a review of apprentice pay rates was carried out which resulted in a proposed set of new rates. This proposal was agreed by a report brought forward to the GP Committee in October 2017.
- 1.3 A key strand of the strategy was to utilise the Apprenticeship Levy to support workforce development through apprenticeship opportunities for existing staff (Upskilling). There are also many more standards now available which has enabled the council to better align apprenticeships with key skill shortage areas. As a result of this there has been a shift from large numbers of apprenticeships in largely business administration and customer service standards at levels 2 and 3 to a spread across a wide range of different apprenticeships from level 2

to 7. This has necessitated a review of pay rates, the outcome of which is a proposal to change these.

2. Recommendations:

General Purposes Committee is asked to:

- 2.1 Note the progress made in implementing the Apprenticeship Strategy with particular emphasis on the use of the levy to support workforce development and address skills shortages.
- 2.2 Agree to the recommended new apprenticeship pay rates for the council's own apprentices, as set out in paragraphs 3.5 and 3.6. This will help attract and retain individuals in a more competitive apprenticeship market whilst enabling the independent living of people who do not or cannot live at home.

3. Detail

- 3.1 Significant progress has been made in implementing the strategy to support workforce development and address skills gaps. The tables below show the progress made in these key areas.

Current apprenticeship standards in place at Brent

Course	Level	Course	Level
Facilities management	Level 2	Business Administration	Level 3
Customer Service	Level 2	Customer Service	Level 3
Insurance Practitioner	Level 3	Civil Engineer	Level 3
Infrastructure Technician	Level 3	Data Analyst	Level 4
Surveying technician	Level 3	Commercial Procurement & supply	Level 4
Housing & Property Management	Level 3	Associate Project Management	Level 4
Payroll Administrator	Level 3	Software Developer	Level 4
Junior Energy Manager	Level 3	Accountancy Taxation Professional	Level 7

Current Upskilling apprenticeships at Brent

Course	Level	Course	Level
Learning & Development	Level 3	Counter Fraud Investigator	Level 4
Associate Project Management	Level 4	Chartered Legal Executive	Level 6
Senior Property Housing Management	Level 4	Digital & Technology Solutions Professional	Level 6
Revenue & Welfares benefits practitioner	Level 4	Social Work	Level 6
IS Business Analyst	Level 4	Senior Leader	Level 7

- 3.2 The current pay rates were agreed by GP Committee in October 2017. At the time all apprentices were levels 2 and 3. The rates agreed by GP Committee at the time were the National Living Wage rate (applicable for those aged 25 and over) irrespective of age for level 2 apprentices and the London Living Wage for level 4 apprentices. A different rate of £8.01 was agreed for level 3 apprentices to maintain a differential between levels 2 and 3.
- 3.3 Since the pay rates were agreed by GP committee in Oct 2017, the apprenticeship standard has become available for finance. Therefore the individuals on the finance scheme were converted to apprentices, which helped to maximise the council's use of the levy. As they were already in post, these individuals remained at the grade at which they were originally appointed, as is the case for other Upskilling apprenticeships. There have been 3 further recruits to the scheme. As the job description for the scheme currently requires a degree and prior CIPFA qualifications, which are not a requirement for the apprenticeship, these 3 recruits have been paid at the same rate as the others on the scheme. The rates applicable can be seen in the table 3 below i.e. Level 7 rate. The scheme is currently being reviewed.
- 3.4 The rates applicable then and the rates applicable now, which reflect the increase in the National Living and London Living Wages, are shown in the tables below. As the rate agreed for level 3 apprentices was not aligned to a national rate, this has not increased since. As a result of this level 3 apprentices are currently paid at a lower level than those at level 2.

Previous and current apprentice pay rates

April 2017

Level	Basic pa	Hourly Rate	Bonus	Total Annual	Hourly Rate
Level 2	£8,500 to £9,500	£4.54 to £5.07	£1,500	£10,000 to £11,000	£5.34 to £5.87
Level 3	£12,168	£6.50	£1,500	£13,668	£7.30

October 2017

Level	Hourly Rate	Basic pa
Level 2	£7.50 NLW	£14,000
Level 3	£8.01	£15,000
Level 4 and above	£9.75 LLW	£18,252

Current (April 2020)

Level	Hourly Rate	Basic pa
Level 2	£8.72 NLW	£16,324
Level 3	£8.01	£15,000
Level 4, 5 & 6	£10.75 LLW	£20,124
Level 7 potential graduate role	£15.49	£29,000

- 3.5 Following a review of existing pay rates, informed by rates paid by other London Boroughs, it is proposed that level 2 & 3 apprentices are paid at the National Living Wage rate (applicable for those aged 25 and over) irrespective of age which is currently £8.72 per hour and the London Living Wage (currently £10.75 per hour) as a minimum for Level 4 and above apprentices. Given the small

number of level 2 apprentices there is no longer the need for a differential between levels 2 and 3.

- 3.6 In recognition of the entry criteria for higher level apprenticeships which could include a degree and in order to attract and retain individuals in areas where there are skills shortages, it is proposed that apprentices could be paid at a rate higher than the London Living Wage. An example of this is the finance apprenticeship. This would be agreed by the relevant Director in consultation with the Head of HR.
- 3.7 Any rate above London Living Wage would need to be justified using market evidence of the same role in similar sectors. Any requests from services to pay rates above the London Living Wage would be considered using the principles outlined in the Market Supplements Policy.
- 3.8 The level 3 apprentice rates will now be aligned with the level 2 apprentices aligning both levels with the National Living Wage.
- 3.9 These new rates of pay will be easier to track in the coming years and will keep us competitive with other boroughs and private sector employers. The last survey of apprenticeship rates across London shows that proposed rates are in the top half of pay rates across most London boroughs.

4. Alternative Options Considered

None.

5. Financial Implications

Aligning the pay of Level 3 apprentices to Level 2 apprentices, will cost an additional £0.71 per hour, or £1,324 per annum. Based on the assumption that the Council will have 30 apprentices on the Level 3 programme at any time, the total cost will be £39,720. It is expected that this can be contained within the existing budgeted establishment in departmental budgets.

6. Legal Implications

- 6.1 The General Purposes Committee is responsible for determining the overall framework of terms and conditions for employees including rates of remuneration.
- 6.2 Under the Public Sector Apprenticeship Target Regulations 2017, certain prescribed public sector bodies in England have a duty to have regard to targets relating to the number of persons starting work for them under an apprenticeship agreement in each financial year between 1 April 2017 and 31 March 2021, and any relevant guidance issued by the Secretary of State. The Council falls within the definition of prescribed body for these purposes. The target is that apprentices comprise a minimum of 2.3% of persons starting work each financial year based on a simple headcount. Government has indicated in 2017, that “having regard to” means “in making workforce planning decisions, a body subject to the duty must actively consider apprenticeships, either for new recruits or as part of career development for existing staff”. The intention

to increase pay for apprentices in order to remain competitive with other boroughs and with private sector employers would be in keeping with this duty.

7. Equality Implications

- 7.1 The availability of the apprenticeship training fund, coupled with flexibilities introduced by the Apprenticeships Reforms provides opportunities for the council to fill skills gaps and introduce apprenticeships for hard to recruit roles, as well as to up-skill the existing workforce. The removal of age barriers to participation in apprenticeships has enabled the council to up-skill a wide range of age groups, including older residents and employees.
- 7.2 Pursuant to section 149 of the Equality Act 2010, the Council has a duty to have due regard to eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advancing equality of opportunity between persons with a protected characteristic and those without, and fostering good relations between persons with protected characteristics and those without.
- 7.3 The protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership but to a limited extent.
- 7.4 In affording residents who are successfully appointed to apprenticeships the opportunity to benefit from competitive salaries, it is likely that the proposals in this report will have a positive impact across all sections of the community.

8. Any Other Implications (HR, Property, Environmental Sustainability - where necessary)

- 8.1 None.


9. Proposed Consultation with Ward Members and Stakeholders

- 9.1 None.

Report sign off:

Debra Norman
Director of Legal, HR & Audit and Investigations

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	General Purposes Committee 29 September 2020
	Report from the Director of Legal, HR, Audit and Investigations
REPORT TITLE: i4B Key Worker Housing Scheme	

Wards Affected:	All
Key or Non-Key Decision: (only applicable for Cabinet, Cabinet Sub Committee and officer decisions)	N/A
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
No. of Appendices:	One Appendix 1: i4B Key Worker Housing Allocation Policy
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Martin Williams, Head of HR Martin.williams@brent.gov.uk

1.0 Purpose of the Report

- 1.1 To update the committee in respect of the Council's offer to council staff of Key Worker Housing provided by i4B, including the council roles to be identified as Key Worker roles and the terms on which key worker housing will be provided, including the potential tax implications for individuals.
- 1.2 The key worker roles and the terms on which key worker housing will be provided are outlined in the i4B Key Worker Housing Allocations Policy at Appendix 1.

2.0 Recommendation(s)

- 2.1 To approve the method by which posts are identified as being difficult to recruit and retain within the Council.
- 2.2 The Committee is asked to note the possible implications of the key worker housing scheme being a taxable benefit for Brent's employees.

3.0 Detail

- 3.1 The committee will be aware of the challenges in recruiting and retaining staff into a number of key roles within the Council. For example, social work roles

for which a report was brought to the General Purposes Committee on 15 October 2018. Lack of affordable housing has been identified as a contributory factor in Brent and other London boroughs in attracting staff into key frontline services.

- 3.2 The number of homes reserved for key workers nationally is relatively low, with many of the products set out in national policy becoming over time, in one form or another, part of the Government's home ownership policies e.g. shared ownership, equity loans etc.
- 3.3 Some local authorities give priority to key workers in their affordable housing allocations and others acquire homes from the private sector so that they are offered only to key workers. A number of Registered Providers (RPs) give priority to key workers in their affordable home ownership and/or intermediate rental schemes.
- 3.4 The National Planning Policy Framework (NPPF) recognises that 'essential local workers' should be beneficiaries of new homes built as part of affordable housing obligations that developer must meet when making a residential scheme 'acceptable'.
- 3.5 The Government has defined essential local workers as 'Public sector employees who provide frontline services in areas including health, education and community safety – such as NHS staff, teachers, police, firefighters and military personnel, social care and childcare workers'.
- 3.6 One of the Council's key policy priorities is the provision of key worker accommodation, underpinning the Borough Plan ambition to provide 'a future built for everyone and an economy fit for all'. The aim of the policy is to provide the framework within which more key workers can live and work in the borough of Brent.
- 3.7 Providing key worker accommodation fulfils part of an objective within i4B's Business Plan of 2019/20, which aligns with the Borough Plan.
- 3.8 i4B has completed the purchase of a block of flats near to Wembley Stadium specifically for key workers. It comprises of 153 units, made up of 63 x 1 bed apartments and 90 x 2 bed apartments.

4.0 Proposed Policy Terms

- 4.1 The aim of the attached I4B policy is to ensure that the allocation of accommodation for key workers in Brent is fairly allocated by:
 - Defining who is a key worker and what makes them eligible for a home;
 - Explaining how applications are to be prioritised and processed; and
 - Setting out the terms and conditions that will be applied.
- 4.2 The Tier 1 roles are the hard to recruit and retain posts. These positions will be prioritised over the Tier 2 roles. The Tier 1 roles have been identified by working with colleagues in HR from Brent Council, and the local NHS and CCG bodies.

- 4.3 To determine key worker roles the Housing Partnerships team and i4B officers worked with senior management colleagues across departments with support from HR colleagues; this was informed by turnover and recruitment data. This will be reviewed on an annual basis and roles will be added or deleted to Tier 1 as necessary.
- 4.4 The annual review of current and potential posts within Tier 1 will be carried out and agreed with reference to the Council Management Team, again informed as appropriate by relevant data outlined in 4.3 above. Other organisations participating in the policy will also be expected to carry out a review for their own posts.
- 4.5 The framework of the policy has been approved by the i4B Board. The operational aspects of the policy were considered by the Council's Management Team in March and September 2020 so that feedback could be given.
- 4.6 The date when the building comes into i4B possession is 16th November 2020. An internal all staff email was sent in July 2020. This provided basic information about the accommodation and asked staff who were interested in the accommodation to sign up for monthly updates.
- 4.7 A breakdown of current staff who have registered their interest is below. A further update will be going out to them very shortly which will include information on the rent and service charges. As part of this new update we will again ask for staff to register their interest as they will have the monthly rent information to consider.

Directorate	Tier 1	Tier 2	Grand Total
Chief Exec	0	21	21
Customer & Digital	0	34	34
CWB	13	74	87
CYP	30	41	71
Regen & Environment	7	17	24
Grand Total	50	187	237

- 4.8 Employees from all partner organisations within the tiers will have equal access to the scheme. Before allocating a unit to an applicant, their application must go through an approval process.
- 4.9 Based on the need to recruit as well as retain, it is currently being considered in discussion with service areas and partner organisations, how many properties should be kept for recruitment drives for all partner organisations at the launch date.

5.0 Financial Implications

- 5.1 There are no financial implications specifically associated with the decisions in this report. i4B has produced a business plan for the key worker block that ensures the scheme is financially viable based on the rent levels proposed and the forecast operating and finance costs of servicing and maintaining the block.

- 5.2 The block is being let to key workers and not exclusively to Brent employees. It is not anticipated that this will generate a benefit in kind for Brent staff but tax advice is being sought to confirm this.

Additional financial and legal implications received following publication of the original report:

- 5.3 At the date of despatch of the i4B Key Worker Housing Scheme report, tax advice on whether the offer of such housing would be a taxable benefit for Brent Council staff was still being sought. Ernst & Young, the Council's tax advisors, have since concluded that the offer is not considered to be a taxable benefit for Brent Council staff. This is based on the offering being made available to people other than Council employees and a calculation of the employment related benefit conducted on the cost of the property and proposed rent.

6.0 Legal Implications

- 6.1 For the purpose of context, legal implications in the previous reports which have gone to CMT have confirmed that the provision of below market rent properties for key workers does not fall within the definition of social housing as defined by s 69 of the Housing and Regeneration Act 2008. They also confirmed that the intermediate rents charged for key workers are not subject to the same level of statutory regulation as social housing in general; and that Part 6 of the Housing Act 1996, that regulates the allocation of social housing, does not apply to the allocation of accommodation by i4B, nor does the statutory review mechanism under the Act.
- 6.2 In terms of the issues dealt with in this report, the Key Worker Allocations Policy at appendix 1 contains confirmation that allocations will be applied in a manner that actively promotes equality and complies with statutory obligations relating to equal opportunities and diversity.
- 6.3 The Committee have their attention drawn to the fact that there may be possible implications of the key worker housing scheme being a taxable benefit for Brent's employees. It is noted that specific tax advice is being sought to confirm whether or not the letting of the accommodation to Brent staff would generate a benefit in kind. In general terms, under the provisions of ITEPA, accommodation is free from tax, inter alia if it is necessary for the job, or if it is solely provided to enable the employee to perform his or her duties. If the letting of accommodation is found to amount to a taxable benefit to Brent key worker employees then the possible financial implications of this would have to be made clear in advance to those wishing to apply. If the letting of accommodation creates a new taxable benefit this would have an impact on the relevant employees' net pay and as such could amount to a change in their contractual terms and conditions. If the relevant employees are fully aware of this potential impact and are in agreement with it, then, under general contractual principles an employment contract may be amended at any time with the agreement of all parties to the contract.

7.0 Equality Implications

- 7.1 Pursuant to section 149 of the Equality Act 2010 ("the Act"), The Council has a

duty to have ‘due regard’ to eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act, advancing equality of opportunity between persons with a protected characteristic and those without, and foster good relations between persons with protected characteristics and those without.

- 7.2 The protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership but to a limited extent.
- 7.3 Equalities Impact Assessment of the Borough Plan and Housing Strategy, which includes the priority to deliver affordable housing within Brent, has previously been completed and identified that it will have an overall positive impact on all sections of the community.

8.0 Consultation with Ward Members and Stakeholders

- 8.1 Not Applicable.

9.0 Human Resources/Property Implications (if appropriate)

- 9.1 As there is no link of the scheme to the employment contract, it is considered that there are no HR implications, except where recruitment drives will be anticipated by the i4B team. However, as the advice regarding whether this would be considered a benefit in kind for employees of Brent is yet to be received, the financial impact on employees is unknown.

Report sign off:

Debra Norman

Director of Legal, HR, Audit and Investigations

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Appendix 1: i4B Key Worker Housing Allocations Policy

1.0 Introduction

This policy allows i4B to fulfil its business objective of providing Intermediate/key worker accommodation, as outlined in its [Business Plan 2019-20](#). The aim of providing Key worker Housing in Brent is to be able to offer affordable housing to all eligible employees within key occupational groups that are traditionally difficult to recruit into and retain within Brent employers. The aim of the scheme is to encourage more key workers to live and work in the borough of Brent.

2.0 Equality and Diversity

This policy is in place to ensure key workers are treated fairly and without unlawful discrimination, in line with the [Equality Act 2010](#). i4B will ensure that its Key Worker Housing Allocations Policy is applied in a manner that actively promotes equality and complies with statutory obligations relating to equal opportunities and diversity.

3.0 Policy Objectives

This policy aims to ensure the allocation of accommodation to key workers in Brent is fairly allocated by;

- Defining who is a key worker and what makes them eligible for key worker accommodation.
- Explaining how applications will be prioritised.
- Outlining the application process.
- Setting out the terms and conditions in relation to key worker accommodation.

4.0 Definition of a Key Worker

As part of the S106 nomination agreement that has been adopted for the purpose of this policy, to be considered a key worker, an individual must be in one of the following roles;

- NHS staff;
- Teachers in schools, further education or sixth form colleges;
- Police Officers;
- Prison Service and Probation Service Staff
- Social Worker;
- Council/Government Staff;
- Fire Officers and Retained Fire Fighters;
- Armed Forces
- Any other worker agreed in writing by the Council (this will be reviewed yearly to reflect the needs of the council and the list will be published online).

5.0 Eligibility

Key workers must:

1. Be in a key worker post designated by a public sector participating employer
2. Be employed on a permanent contract or

3. Be employed on a fixed term contract where:
 - i. They are due to remain in employment for a further 6 months from the date the tenancy is due to commence and;
 - ii. The initial term of their contract was at least 12 months.

Key worker and members of their household must:

1. Earn no more than an upper earnings limit of £65K annual household income for a one bed property and 90K annual household income for a two bed property (and lower earnings limit of £31K annual household income).
2. Be either a British or EU/EEA citizen with a Settled Status by December 2020 or have indefinite leave to remain in the UK.
3. Not own or part own a property.
4. Ensure that at least one eligible key worker must remain on the tenancy at all times.

6.0 Eligibility Exemption

In cases where a key worker's circumstance change, and therefore affects their eligibility criteria but only marginally, their situation will be escalated to the London Borough of Brent's Chief Executive to make a decision on whether the key worker can remain in their allocated property.

The London Borough of Brent's Chief Executive will formally notify the key worker of their decision in writing.

7.0 Priority Listing

Tier One

The following roles will be considered first when allocating key worker accommodation. The priority listing is in no particular order and includes all key workers who meet the above eligibility criteria, and are in the following role:

- Qualified Social Worker (excluding ASYE)
- Occupational Therapist
- Educational Psychologist
- Planner
- Commissioning Employee (Adult Social Care)
- Surveyor
- IT Architect
- Public Health Specialist
- Specialist IT Engineer
- Health Visitor
- Further hard to recruit roles are to be added as agreed with CCG and NHS organisations locally.

- Any other worker where their role is essential to address a current recruitment or retention issue

Tier Two

Following priority one allocations, priority two allocations will take place and includes all other key worker roles as set out in [Section 4.0](#) of this policy. These allocations will be prioritised in order of application completion date.

8.0 Application Process and How to Apply

For an employee to apply, their post must be eligible for key worker housing.

1. To apply, key workers must complete the online application form.
2. Key workers will need to apply for accommodation that suits their household requirements i.e. a key worker living alone will need to apply for a one-bed property.

9.0 How Accommodation will be Allocated

1. All applications will be screened through [name of platform].
2. Applications will form a waiting list and be ranked in order of priority as outlined in [Section 7.0](#) of this policy.
3. Allocations will depend on factors such as timing of recruitment drives and matching with eligibility criteria as listed in [Section 5.0](#) of this policy.

10.0 Offer of Accommodation

Accommodation will be offered once a key worker meets all the relevant criteria, has their documents approved and has filled in all parts of the application form correctly.

An offer on accommodation will then be offered to match the key workers household requirements on the basis of availability.

We expect all key workers to accept their offer. If an offer is refused but the key worker would like to put in an application at a later date, the application process, as outlined in [Section 7.0](#) of this policy, will have to be repeated.

11.0 Tenancy Types

New tenants will be granted Assured Shorthold Tenancies (AST) for a 12-month period.

At the end of the 12-month period, tenancies will be reviewed to ensure all tenants still satisfy the criteria. Tenants are not eligible for mutual exchanges or succession rights.

i4B will seek to recover possession, should a tenant cease to be a key worker. As the properties are let under AST, there is an established statutory that if tenants are in breach of any part of the agreement then the landlord may be able to apply for possession, even if the tenancy period has not come to an end.

12.0 Rent

Rent will be set at 65% of the market rent to ensure accommodation is affordable plus a service charge.

Currently, for a one bedroom flat, the rent will be set at £910 per month. For a two bedroom flat, the rent will be set at £1,040 per month. This figures exclude service charges.


Rent will be collected in line with i4B's [Rent Collection policy](#) and [procedure](#).

13.0 General Terms and Conditions

- Eligibility is to start from the first day of employment.
- Where a key worker transfers to another role and they:
 - i. Move into another key worker role, as recognised by i4B's Housing Scheme - there will be no change to their eligibility and therefore no change to their tenancy agreement, providing there is no break in service greater than the tenancy termination notice period to be given to them in accordance with their tenancy agreement.
 - ii. Move into a role which is not a key worker post recognised for the purpose of the Brent Key worker Housing Scheme, there will no longer be eligibility for Key worker Housing and they would be provided with notice to vacate the property in line with their tenancy agreement.
- Key workers will continue to be eligible for key worker housing through all types of leave unless there is considered to be a break in service.
- Where an occupant other than the key worker leaves the household and this affects the key worker's eligibility for the size of property they occupy, their eligibility will need to be reassessed.
- Existing tenants may be eligible to transfer to another property if they require a smaller home or if their current property no longer meets their household requirements, so long as their required property is available.
- Tenants will not be able to move from like to like properties i.e. from a 1-bed property to another 1-bed property.
- Where a key worker ceases to be employed by a participating employer, they will be provided with notice to vacate the property in line with their tenancy agreement.

14.0 Monitoring and Reviewing of Policy

This Allocations Policy will be subject to annual reviews and any changes will need to be approved by the i4B Board. Any major changes will be consulted upon before a decision is implemented.

	General Purposes Committee 29 September 2020
	Report from the Director of Legal, HR, Audit & Investigations
Review of Representation of Political Groups and Appointments	

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

1.0 Summary

- 1.1 At its Annual meeting on 14 September 2020, Full Council reviewed and determined the representation of political groups on its main committees and subsequently made appointments to these, in accordance with the wishes of the political groups concerned. As soon as practicable after such a review, this Committee is also required to review and determine the representation of political groups on its Sub-committees and then make appointments giving effect to the wishes of the political groups allocated seats.

2.0 Recommendations

That the Committee:

- 2.1 Agrees the size of each sub-committee to be appointed by the Committee;
- 2.2 Agrees the allocation of seats to political groups on each of the sub-committees in accordance with political balance rules; and
- 2.3 Appoints Chairs and Vice-Chairs, Members and Substitutes to each Sub-committee.

3.0 Detail

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

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

3.4 The political balance principles are:

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

3.5 There is a 4th principle which applies to appointment of ordinary committees and which was therefore applied at the recent annual meeting. The legislation does not apply this principle to appointment to sub-committees.

3.6 The Membership of the Council stands at 63 councillors with the composition of political groups as follows:

59 Labour Group councillors (93.65%) and three Conservative Group councillors (4.76%).

According to the political balance rules, a political group for this purpose is a group of two or more members. As a result of the by-election in Alperton ward held in January 2020, the Council's membership also now includes one Liberal Democrat councillor, representing 1.59% of the total composition of the Council. In light of the rules relating to political balance, this single member is not treated as having formed a political group for the purposes of the review.

- 3.7 The application of the three principles listed above therefore results in the following allocation of seats:

Committee	Sub Committee	Size of Sub- Cttee	Labour 60 (93.65%)	Conservative 3 (4.76%)
General Purposes	Pension Fund Sub-Committee	7	6	1
	Senior Staff Appointments Sub-Committee	5	4	1
	Senior Staff Appeals Sub-Committee	5	4	1

4.0 Financial Implications

- 4.1 There are none arising directly from this report.

5.0 Legal Implications

- 5.1 These are addressed in the body of the report.

6.0 Equality Implications

- 6.1 None.

Report sign off:

DEBRA NORMAN

Director of Legal HR, Audit & Investigations

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PROPOSED APPOINTMENTS TO THE GENERAL PURPOSES SUB-COMMITTEES

FOR THE 2020-2021 MUNICIPAL YEAR

➤ GENERAL PURPOSES SUB-COMMITTEES

SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

M BUTT (C)	LABOUR
MCLENNAN (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
TATLER	LABOUR

SUBSTITUTE MEMBERS:

LABOUR: FARAH, KNIGHT, NERVA, M PATEL, STEPHENS, SOUTHWOOD
CONSERVATIVE: COLWILL, MAURICE

SENIOR STAFF APPEALS SUB-COMMITTEE

M BUTT (C)	LABOUR
MCLENNAN (VC)	LABOUR
KANSAGRA	CONSERVATIVE
NERVA	LABOUR
KRUPA SHETH	LABOUR

SUBSTITUTE MEMBERS:

LABOUR: FARAH, KNIGHT, M PATEL, SOUTHWOOD
CONSERVATIVE: COLWILL, MAURICE

BRENT PENSION FUND SUB-COMMITTEE

CHOUDHARY (C)	LABOUR
ADEN (VC)	LABOUR
DALY	LABOUR
DONNELLY-JACKSON	LABOUR
MAURICE	CONSERVATIVE
MITCHELL-MURRAY	LABOUR
PERRIN	LABOUR

CO-OPTED NON-VOTING:

ELIZABETH BANKOLE (UNISON)

SUBSTITUTE MEMBERS:

LABOUR: CHOUDRY, MCLEISH, NAHEERATHAN & VACANCY
CONSERVATIVE: COLWILL, KANSAGRA

BRENT PENSION BOARD

FULL MEMBERS:

**DAVID EWART (C)
CRANE
KABIR**

**INDEPENDENT CHAIR
LABOUR
LABOUR**

**CHRIS BALA
BOLA GEORGE
ROBERT WHEELER
VACANCY**

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

SUBSTITUTE MEMBERS:

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

GENERAL NOTE

Please note the expiry date for the appointment of certain Independent Co-opted Members is automatically extended until the Annual Council Meeting in 2020, as per standing order 50.