



General Purposes Committee

Monday 24 May 2021 at 9.30 am

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

Please note that this meeting will be held as a socially distanced physical meeting with all members of the Committee therefore required to attend in person.

Guidance on the safe delivery of face-to-face meetings is included at the end of the agenda front sheet but if your attendance should cause any difficulties then please contact the meeting administrator (listed below).

Due to current restrictions and limits on the socially distanced venue capacity, any members of the press and public wishing to attend this meeting are encouraged to do so via the live webcast. The link to attend the meeting is available [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
Tel: 07436 704 037 - 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:

democracy.brent.gov.uk

Notes for Members - Declarations of Interest:

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

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

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

***Disclosable Pecuniary Interests:**

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

****Personal Interests:**

The business relates to or affects:

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

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

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

or

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

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

Agenda

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 1 - 4

To approve the minutes of the previous meeting held on Monday 15 March 2021 as a correct record.

5 Matters arising (if any)

To consider any matters arising from the minutes of the previous meeting.

6 Political Balance Review 5 - 8

At its Annual meeting on 29 April 2021, 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.

Ward Affected:
All Wards

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

7 Appointments to Sub-Committees / Outside Bodies

9 - 10

To confirm the appointments notified to relation to the General Purposes Sub Committees for the 2021/22 Municipal Year and also to a change in nomination on an Outside Body.

8 Exclusion of Press and Public

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

9 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 60.

Date of the next meeting: Monday 19 July 2021

Guidance on the delivery of safe meetings at The Drum, Brent Civic Centre

- We have revised the capacities and floor plans for event spaces to ensure they are Covid-19 compliant and meet the 2m social distancing guidelines.
- Attendees will need to keep a distance of 2m apart at all times.
- Signage and reminders, including floor markers for social distancing and one-way flow systems are present throughout The Drum and need to be followed.
- Please note the Civic Centre visitor lifts will have reduced capacity to help with social distancing.
- The use of face coverings is encouraged with hand sanitiser dispensers located at the main entrance to The Drum and within each meeting room.
- Those attending meetings are asked to scan the coronavirus NHS QR code for The Drum upon entry. Posters of the QR code are located in front of the main Drum entrance and outside each boardroom.
- Although not required, should anyone attending wish to undertake a lateral flow test in advance of the meeting these are also available at the

Civic Centre and can be booked via the following link:
<https://www.brent.gov.uk/your-community/coronavirus/covid-19-testing/if-you-dont-have-symptoms/>

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LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Held as an online meeting on Monday 15 March 2021 at 9.30 am

PRESENT (in remote attendance): Councillor M Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Farah, Kansagra, Mili Patel, Nerva, Krupa Sheth and Tatler.

1. Apologies for absence and clarification of alternate members

Apologies for absence received from Councillor Colwill with Councillor Kansagra in remote attendance as a substitute member.

2. Declarations of interests

There were no declarations of interests made by Members.

3. Deputations (if any)

There were no deputations received.

4. Minutes of the previous meeting

RESOLVED that the minutes of the previous meeting held on 18 January 2021 be approved as an accurate record.

5. Matters arising (if any)

There were no matters arising.

6. Brent Workforce Equalities Data 2019/20 and Gender, Ethnicity and Disability Pay Gap Reporting March 2021

Martin Williams, Head of Human Resources, introduced the report from the Director of Legal, HR, Audit & Investigations providing the Committee with information on Brent's annual workforce equalities data, published in January 2021, and pay gap data relating to gender, ethnicity and disability prior to its publication.

Members noted that the 2019/20 annual workforce equalities data had been published, as detailed within Appendix 1 of the report. In addition, the Pay Gap report on gender, which also included a breakdown by ethnicity and disability was due (as detailed within Appendix 2 of the report) to be published at the end of March 2021. Members were provided with a summary of the main headlines within the equalities data analysis, as detailed within section 3.6 of the report. These included a breakdown of the age, gender, disability and ethnicity profile of the workforce based on working age population.

Members also noted the pay gap analysis for the period ending March 2020 broken down between gender, ethnicity and disability, as detailed within section 3.7 of the report and compared to 2019 and 2018, as detailed within section 3.8 of the report. Details were also provided on the proportion of females, Black, Asian and Minority Ethnic (BAME) and disabled employees in each pay quartile during 2020, as detailed in section 3.9 of the report.

Alongside the priority actions identified within the published Workforce Equalities report, the Pay Gap report had also identified a number of priority actions designed to address the pay gap issues during 2020-21, which had been set out within Appendix 2 of the report. These included:

- To continue monitoring internal promotions and progressions by gender, ethnicity and disability;
- To continue undertaking monitoring of new joiners' starting salary for grades PO5 and above by gender, ethnicity and disability;
- Continuing promotion of management development, apprenticeships, mentoring programmes and disability awareness initiatives as a means to support and encourage career advancement amongst the gender, ethnicity and disability characteristic groups;
- Use of employee learning via various mediums as a tool to upskill the workforce towards progression;
- To raise awareness of unconscious bias among employees, starting from corporate management and middle management;
- Continuing to encourage disclosure of data amongst employees for better quality data, which could be more reliably used for detailed analysis and meaningful proposals.

Members in welcoming the report and continued positive progress being made, highlighted the following comments:

- The need to ensure work continued in terms of ensuring that women were represented within the highest pay grades and senior level across the organisation.
- Whilst noting the progress made in terms of the representation of disabled employees across different pay grades, members noted that the percentage of employees classified as disabled within the workforce had remained the same as the previous year when compared with the working age population. In response, members were advised of the work being undertaken through the Disability Staff Forum to review measures in place to support staff with disabilities or interested in joining the Council. In noting the reliance on staff to self-report disability, which not all chose to do, members were keen to ensure the work outlined included a focus in encouraging self-reporting.
- Members also felt it important to highlight the increase in the percentage of staff now engaged and employed when compared to overall level of redundancies, which it was felt reflected the changing nature of the organisation, less reliance on Agency staff and increasing level of insourcing involving TUPE transfers.
- Confirmation was provided that recruitment was based on merit rather than the use of positive discrimination, with learning and development tools also being provided as a means of developing the workforce so they could take advantage of promotion or career pathway opportunities as they arose.

Having welcomed the progress being made, it was **RESOLVED:**

- (1) To note the findings from Brent's Workforce Equalities Report April 2019 to March 2020;
- (2) To note the findings from the Gender Ethnicity and Disability Pay Gap Report - March 2021.
- (3) To agree the proposed action plans contained within the above documents.

7. Severance Payments

Martin Williams, Head of Human Resources, introduced the report seeking approval to make severance payments to a number of officers, in particular pursuant to the council's voluntary redundancy scheme, where their redundancy and severance payment, when added to the pension strain costs that the council must bear as part of the Pension scheme rules, totaled over £100,000.

Members were advised that the report required at this late stage in the voluntary redundancy process had been due to the Government issuing the Exit Payment Cap Direction 2021, which had revoked the Restriction of Public Sector Exit Payments Regulations 2020. Members were reminded that these regulations had introduced a £95,000 Exit Payments Cap. In addition, the report proposed a revision to the early retirement strain factors previously approved by the Committee.

Members noted the details provided within Appendix 1 of the report regarding the severance payments, which as a result of the change in regulations would now require approval of the Committee, in accordance with statutory guidance and the Council's Pay Policy Statement 2020-21. These included one redundancy not part of the voluntary redundancy scheme.

In considering the report, members noted the confirmation that the proposals were in accordance with the necessary financial and legal requirements. In response to a query raised regarding the role of redeployment as part of any wider restructuring process, members were advised that redeployment opportunities were offered to staff at potential risk of redundancy, however the matching process would require them to demonstrate they possessed the appropriate skills for the role. Whilst welcoming the rescinding of the Exit Payment Cap regulations, concerns were also expressed by members at the significant additional work this had created alongside the uncertainty for staff. Those individuals whose redundancy packages had been confirmed were also thanked by the Committee for their contribution and service to the council and residents.

In considering the recommendations, the Committee noted the information provided within the exempt appendix accompanying the report.

As a result of the discussion it was **RESOLVED:**

- (1) To approve the severance payments, as set out in Appendix 1 and 2 of the report (which had been exempt from publication);

- (2) To note that none of the payments in (1) above included any element additional to sums calculated in accordance with the council's Managing Change Policy and the requirements of the Local Government Pension Scheme;
- (3) To agree, as the administering authority of the Brent Pension Fund, to revert to the previous early retirement strain factors provided by the Fund actuary, Hymans Robertson;
- (4) To agree, the payment of an unreduced pension under Regulation 30(7) of the Local Government Pension Scheme for a member of staff as set out in Appendix 1 and 2 following their redundancy on 31 December 2020.

8. Appointments to Sub-Committees / Outside Bodies

None

9. Exclusion of Press and Public


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

10. Any other urgent business

None

The meeting closed at 09:56

COUNCILLOR MUHAMMED BUTT
Chair

	<p align="center">General Purposes Committee 24 May 2021</p>
	<p align="center">Report from the Director of Legal, HR, Audit & Investigations</p>
<p align="center">Review of Representation of Political Groups and Appointments</p>	

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

1.0 Summary

- 1.1 At its Annual meeting on 29 April 2021, 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.
- 1.2 Since the review undertaken at the Annual Council meeting, the Brondesbury Park by-election has taken place resulting in the overall Council membership having increased from 62 to 63 members. We also now have one Independent Councillor, following that individual's resignation as a member of the Labour Group on the Council. The review undertaken for the General Purposes Committee has therefore been based on the current total membership of the Council being 63 members rather than 62, as it stood at the time of the Annual Council meeting. A further review will also need to be undertaken at the July Council meeting to reflect the outcome of the changes identified.

2.0 Recommendations

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

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

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.
- 3.2 The allocation of seats is determined by applying the political balance principles prescribed by the Local Government and Housing Act 1989 and supplemented by the Local Government (Committees and Political Groups) Regulations 1990. These principles are set out below and are designed to ensure that the political composition of committees and sub-committees, as far as reasonably practicable, replicate the political composition of Full Council.
- 3.3 The political balance principles are:
 - (i) That not all the seats on the sub-committee are allocated to the same political group.
 - (ii) That the majority of the seats on the sub-committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership.
 - (iii) Subject to paragraphs (i) and to (ii) above, that the number of the seats on the sub-committee which are allocated to each political group bears the same proportion to the number of all the seats on that sub-committee as is borne by the number of members of that group to the membership of the Council.
- 3.4 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.
- 3.5 Following the outcome of the Brondesbury Park by-election, the Membership of the Council now stands at 63 councillors with the composition of political groups as follows:

58 Labour Group councillors (92.06%) 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. The Council's membership also includes one Liberal Democrat councillor, representing 1.59% of the total composition of the Council. In addition, one councillor has recently resigned as a member of the Labour Group on the Council and has chosen to continue as an Independent member. This councillor also represents 1.59% of the total composition of the Council. In light of the rules relating to political balance both of these councillors, as individual members, are not treated as having formed a political group for the purposes of the review.

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

Committee	Sub Committee	Size of Sub-Committee	Labour 60 (92.06%)	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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APPOINTMENTS TO SUB COMMITTEES & OUTSIDE BODIES

1. Proposed Appointments to the General Purposes Sub-Committees for the 2021-2022 Municipal Year

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
KANSAGRA	CONSERVATIVE
MITCHELL-MURRAY	LABOUR
PERRIN	LABOUR

CO-OPTED NON-VOTING:

ELIZABETH BANKOLE (UNISON)

SUBSTITUTE MEMBERS:

LABOUR: CHOUDRY, MCLEISH, NAHEERATHAN & VACANCY

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.

2. Appointment to Outside Body

Following on from the list of appointments to Outside Bodies agreed at the Annual Council meeting on 29 April 2021, General Purposes Committee is being asked to approve (as provided for within its Terms of Reference) a change in the Council's nominated representative on the Lee Valley Regional Park Authority.

As Brent is classified as one of twenty seven non-riparian Councils (i.e. not holding land in the Park) they do not make direct appointments to the Park Authority. A total of 8 representatives are appointed from amongst the non-riparian Councils, with these appointments undertaken via London Councils. Only riparian councils (those who have land in the Park) make appointments directly to the Park Authority.

The Council is therefore being asked to nominate one member to London Councils who, if subsequently appointed, will serve on the Park Authority for a 4 year term of office due to expire on 30 June 2025.

Recommendation:

General Purposes Committee is therefore being asked to approve the following change in nominated representative for the Lee Valley Park Authority:

Councillor Krupa Sheth to replace Councillor Krupesh Hirani