



General Purposes Committee

Monday 7 March 2022 at 9.30 am

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

Please note that this meeting will be held in person with all members of the Committee required to attend in person. This meeting is open to members of the press and public, alternatively meeting proceedings may be followed 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
Krupa Sheth
Tatler
Vacancy

Substitute Members

Councillors:

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

Councillors:

Kansagra and Maurice

For further information contact: Natalie Connor, Governance Officer
Tel: 020 8937 1506, Email: natalie.connor@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 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
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1	Apologies for absence and clarification of alternate members	
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2	Declarations of interests	
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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)	
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To hear any deputations received from members of the public in accordance with Standing Order 67.

4	Minutes of the previous meeting	1 - 4
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To approve the minutes of the previous meeting held on 6 December 2021 as a correct record.

5	Matters arising (if any)	
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To consider any matters arising from the minutes of the previous meeting.

6	Stopping Up Order - Engineers Way	5 - 16
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This report seeks authorisation to make a stopping up order for land parcels of public highway consisting of footway on the south side of Engineers Way under Section 116 and 117 of the Highways Act 1980.

Ward Affected:
All Wards

Contact Officer: John Fletcher, Team Leader
Development Control
Tel: 020 8937 5123
Email: john.fletcher@brent.gov.uk

7 Proposal to Amend Hay Pay Scales 17 - 20

This report provides General Purposes Committee with a proposal to amend Hay pay scales to take account of pay drift in London Local Authorities and to address other anomalies.

Ward Affected: All Wards
Contact Officer: Martin Williams, Head of HR
Tel: 020 8937 3209
Email: martin.williams@brent.gov.uk

8 Workforce Equality and Pay Gap Report 21 - 62

This report is presented to provide the Committee with information on Brent's annual workforce equalities data, published in January 2022, and pay gap data relating to gender, ethnicity and disability before the Council's publishing of this data by 30 March 2022.

Ward Affected: All Wards
Contact Officer: Martin Williams, Head of HR
Tel: 020 8937 3209
Email: martin.williams@brent.gov.uk

9 Apprenticeship Scheme - Update and Pay Rates 63 - 72

This report seeks to provide an update on the Apprenticeship Strategy and associated action plan for 2022 onwards, including an outline proposal for apprenticeship salaries for L2 & L3 apprentices to be aligned with the London Living Wage (LLW).

Ward Affected: All Wards
Contact Officer: Martin Williams, Head of HR
Tel: 020 8937 3209
Email: martin.williams@brent.gov.uk

10 Approval to waive Actuarial Strain Costs 73 - 76

This report seeks approval to waive the actuarial strain costs relating to the release of a pension on compassionate grounds.

Ward Affected: All Wards
Contact Officer: Martin Williams, Head of HR
Tel: 020 8937 3209
Email: martin.williams@brent.gov.uk

11 Appointments to Sub-Committees / Outside Bodies
(agenda re-published on 2 March to include item 11 report)

77

To consider any appointments needing to be made in relation to the Sub Committee's appointed by the General Purposes Committee.

12 Exclusion of Press and Public

The following item is not for publication as it relates to the following category of exempt information set out below as specified under Part 1, Schedule 12A of the Local Government Act 1972:

Agenda Item 10: Approval to Waive Actuarial Strain Costs: Appendix 1 (Pension Strain Costs) - classified as exempt under Para 1 of Schedule 12A: "Information relating to an individual".

13 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 her representative before the meeting in accordance with Standing Order 60.



- Please remember to set your mobile phone to silent during the meeting.
- The meeting room is accessible by lift and limited seats will be available for members of the public. Alternatively it will be possible to follow proceedings via the live webcast [here](#)

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LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE

Held in the Conference Hall, Brent Civic Centre on Monday 6th December 2021 at 9:30am

PRESENT: Councillor M Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Farah, Kansagra, Nerva, Krupa Sheth, Southwood and Tatler.

1. Apologies for absence and clarification of alternate members

Apologies for absence were received from Councillor Mili Patel (with Councillor Southwood in attendance as a substitute member) and Councillor Colwill (with Councillor Kansagra in 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 Monday 8th November 2021 be approved as an accurate record.

5. Matters arising (if any)

Min 6. Review of Polling Districts, Polling Places and Polling Stations – Century Bowling & Sports Club (Polling Station PR2)

Katie Smith, Head of Executive and Member Services, updated members that following on from the access and safety issues raised at the previous meeting by Councillor Kennelly in relation to the use of the Century Bowling & Sports Social Club as a polling station a further site visit had been undertaken. As it had been possible to secure access from both the north and south of the site it was confirmed the issues raised were now deemed to have been mitigated with use of the venue therefore confirmed and highly visible signage to also be provided.

In addition, members were advised that following on from the meeting, it had been confirmed that the North Wembley Community Seventh Day Adventist Church proposed for use as polling station NP3 in the Northwick Park ward would no longer be available. As a result it had been agreed to revert back to use of Sudbury Court Sports Club (Sudbury Court Pavillion) for polling station NP3 which it had been confirmed would be available and had been the site previously used for the GLA elections. Members confirmed their support for the alternative site identified.

6. Calculation of Council Tax Base 2022/23

Ravinder Jassar, Deputy Director of Finance introduced the report setting out the Council Tax base for 2022/23 in order to enable the Council to fulfil its statutory role under the Local Government Finance Act 1992 (as amended).

Members noted that calculation of the Tax Base was based on a formula involving two elements:

- a. the number of taxable properties shown as “Band D equivalents”; and
- b. the expected collection rate for the year;

In presenting the report, the Committee were advised that the calculation for the number of taxable properties had included an estimate for the number of new housing developments anticipated across the borough. The general trend identified was also supported by the level of new Council Tax registrations currently awaiting banding by the Valuation Office Agency. Members noted the position would, however, continue to be monitored so that if during 2022/23, the rate of new properties coming on stream slowed, a further adjustment could be made in relation to the rate of growth for 2023/24 in order to ensure the collection fund remained in balance.

In terms of the expected Council Tax collection rate members were advised that as a result of the ongoing impact of COVID-19 on the economy and the limited level of normal debt recovery action, it was too early to be able to estimate the short and long term impact on collection rates. The collection rate in 2021/22 had been lowered to take account of the impact of the pandemic and it had therefore been deemed prudent to further reduce the long term collection rate for 2022/23 to reflect the continued impact of the pandemic on collection with an overall eventual collection level of 97.0% considered reasonable.

In response to a member query it was confirmed that the details provided within the graph in section 3.10 of the report comparing the number of properties within the borough to those included within the tax base over the last five years reflected the difference once reductions for both statutory and local Council Tax support schemes had been applied. This reduction accounted for approx. 15% of the total number of properties in the borough.

Members recognised and supported the prudent nature of the assumptions being made and as a result, it was **RESOLVED:**

- (1) That the Band D equivalent number of properties was calculated, as shown, in accordance with the Government regulations.
- (2) That the collection rate for Council Tax for 2022/23 was set at 97%.
- (3) That's subject to (1) and (2) above, a Council Tax Base for 2022/23 of 98,730 Band D equivalent properties (after collection rate allowance deduction) be approved.

7. Severance Approval

Martin Williams, Head of Human Resources introduced the report to seeking approval to make a severance payment to an officer whose post had become redundant as a result of a restructure within the Customer and Digital Service Directorate. Members noted that the severance payment required approval by General Purposes Committee, as the redundancy and severance payment, when added to the pension strain costs which the Council was required to bear under the Pension scheme rules, totalled over £100,000.

In considering the recommendations the Committee noted the details provided within the exempt appendix accompanying the report and **RESOLVED**.

- (1) To agree the severance payment, as detailed within the report.
- (2) To note that the payment in (1) above did not include any element additional to sums calculated in accordance with the council's Managing Change Policy and the requirements of the Local Government Pension Scheme

8. Appointment to Sub Committee/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 9:38am.

COUNCILLOR MUHAMMED BUTT
Chair

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	General Purposes Committee
	7 March 2022
Report from the Strategic Director, Regeneration and Environment	
Stopping Up Order – Engineers Way (Southside footway between Wembley Park Boulevard and Rutherford Way)	

Wards Affected:	Tokyngton	
Key or Non-Key Decision:		
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open	
No. of Appendices	Three	
	Appendix 1	Stopping Up Order plan WBL-BHE-ENW-ZZ-DR-C-2702 Rev P02
	Appendix 2	Utility plan WBL-BH-W03-00-DR-IN-C270 WBL-BHE-ENW-ZZ-DR-C-C2709 WBL-BHE-ENW-ZZ-DR-C-C2703
	Appendix 3	Existing Highway Boundary Plan
Background Papers:		
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	San Pirabaharan Senior Engineer Development Control Planning and Development Services San.pirabaharan@brent.gov.uk 020 8937 5277	

1.0 Purpose of the Report

- 1.1 This report seeks authorisation to make a stopping up order for slivers of land parcels of public highway consisting of footway on the south side of Engineers Way under Section 116 and 117 of the Highways Act 1980.
- 1.2 This Order is required to complete the development situated on lands south of Engineers Way, which consist of the newly built retail, housing units and public realm areas.

1.3 The highway land in question is deemed surplus to highway requirements and on completion of a successful application the County Council would be relinquished from any future maintenance liability.

1.4 The highway boundary has been staggered previously, as shown in the attached plan. The new proposal will result in a straight line highway boundary along the affected length of street, thereby regularising the width of the footway.

2.0 Recommendations

2.1 The stopping up order under Section 116 of the Highways Act 1980 can only be authorised by the Magistrates Court.

2.2 That the Committee approve the submission of an application to the Magistrate Court.

3.0 Detail

3.1 Hybrid and full planning consent was granted in 23 December 2016 (planning ref: 15/5550) for the redevelopment of the land surrounding Wembley Stadium, in accordance with Wembley Master Plan.

3.2 However, the stopping up of these areas of highway through Section 247 of the Town and Country Planning Act 1990 was not sought in association with any of the plot developments along Engineers Way.

3.3 A Stopping up Order under Section 116 of the Highways Act 1980 for the sections of footway on the south side of Engineers Way between Wembley Park Boulevard and Rutherford Way is therefore required to straighten the highway boundary. This will enable the developer to place landscaping planters and Hostile Vehicle Measures (HVM) along a straight line on land within their control, thereby enhancing the security of the patrons of the stadium and the arena and relieving Brent Council of any duty to maintain the security features.

3.4 The Council received 20 responses from utility companies, with either no objections or no record of apparatus in the immediate vicinity of our enquiry.

These were from:

- Atkins Global working on behalf of Vodafone (05.02.2020)
- CA Telecom UK Ltd (previously Colt Technology Services) (18.02.2020)
- Brent Street Lighting (31.01.2020)
- Cadent National Grid (16.10.20)
- CenturyLink Communications UK Limited (06.02.2020)
- ESP Utilities Group Ltd (05.02.2020)
- Fibernet UK Ltd *06.02.2020)
- Fibespan Ltd (06.02.2020)
- Global Crossing (UK) Ltd (06.02.2020)
- Global Crossing PEC (06.02.2020)
- GTC –BU UK (31.01.2020)

- LUL Infrastructure (31.01.2020)
- LUL HV Power assets (01.02.2020)
- Network Rail Asset Protection (31.01.2020)
- Network Rail – OP Buried Services (06.02.2020)
- Network Rail 2 – OP Buried Services (31.01.2020)
- Spatial Planning – TfL dated 29th October 2019
- TFL signals (31.01.2020)
- Virgin Media – Plant Enquiries (05.02.2020)
- London Underground & Cross Rail (04.02.2020)

The following two companies have indicated that they may have plant within the vicinity though. In this respect, the developer states that these utility companies already have buried services within Quintain land anyway and the stopping up will not affect access to their plant, as the land will remain in use a public realm. This is shown in the appended utility plans.

- Openreach –BT
- Cadent and National Grid.

- 3.5 When a request that an area of Highway Land be stopped up is received and the Strategic Director for Regeneration and Environment considers that it is no longer necessary for the land to be part of the highway, the Council will apply to the Magistrates Court for an order stopping up the land as highway
- 3.6 At least 28 days before the making of an application to the Magistrate Court for a Stopping Up order the highway authority must serve notice of their intention to apply for the order on:
- the owners and occupiers of all lands adjoining the highway;
 - any utility company having apparatus under, in, upon, over, along or across the highway;
 - if the highway is a classified road, the Minister for Transport, Notices must also be displayed on site and published in the London Gazette and at least one local paper 28 days prior to the making of the application.
- 3.7 Members are now requested to approve the submission of the Stopping Up Order to the Magistrate Court.

4.0 Financial Implications

- 4.1 The costs for the application will be borne by the developer Quintain. There is no additional cost to LBB.
- 4.2 The Stopping Up of these parcels of land will mean that future maintenance costs for the landscaping planters and Hostile Vehicle Measures (HVM) will pass from Brent Council to Quintain, reducing future financial liabilities for LBB.

5.0 Legal Implications

The Council's policy on applying for stopping up orders was drafted to meet the requirements of the Highways Act 1980 ("the Act"). Section 116 of the Act provides the

power for a highway authority to apply to the Magistrates' Court for an order stopping up a highway, or part of a highway. Section 117 enables a highway authority to apply for a stopping up order on behalf of a third party. Schedule 12 to the Act determines the form of notices that must be given in connection with an application for a stopping up order.

6.0 Equality Implications

- 6.1 The proposal does not alter the space available for the general public to pass and repass as the stopped up land will remain available for the public to use. The proposal is therefore not considered to have positive or negative impacts on age, disability, gender, belief or any social exclusion issues.
- 6.2 The process for applying for a stopping up order includes opportunities for anyone who feels they may be disadvantaged to object and, if they wish, be heard in court, the assessment did not identify any actions necessary to address the potential negative impacts.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 None specific.

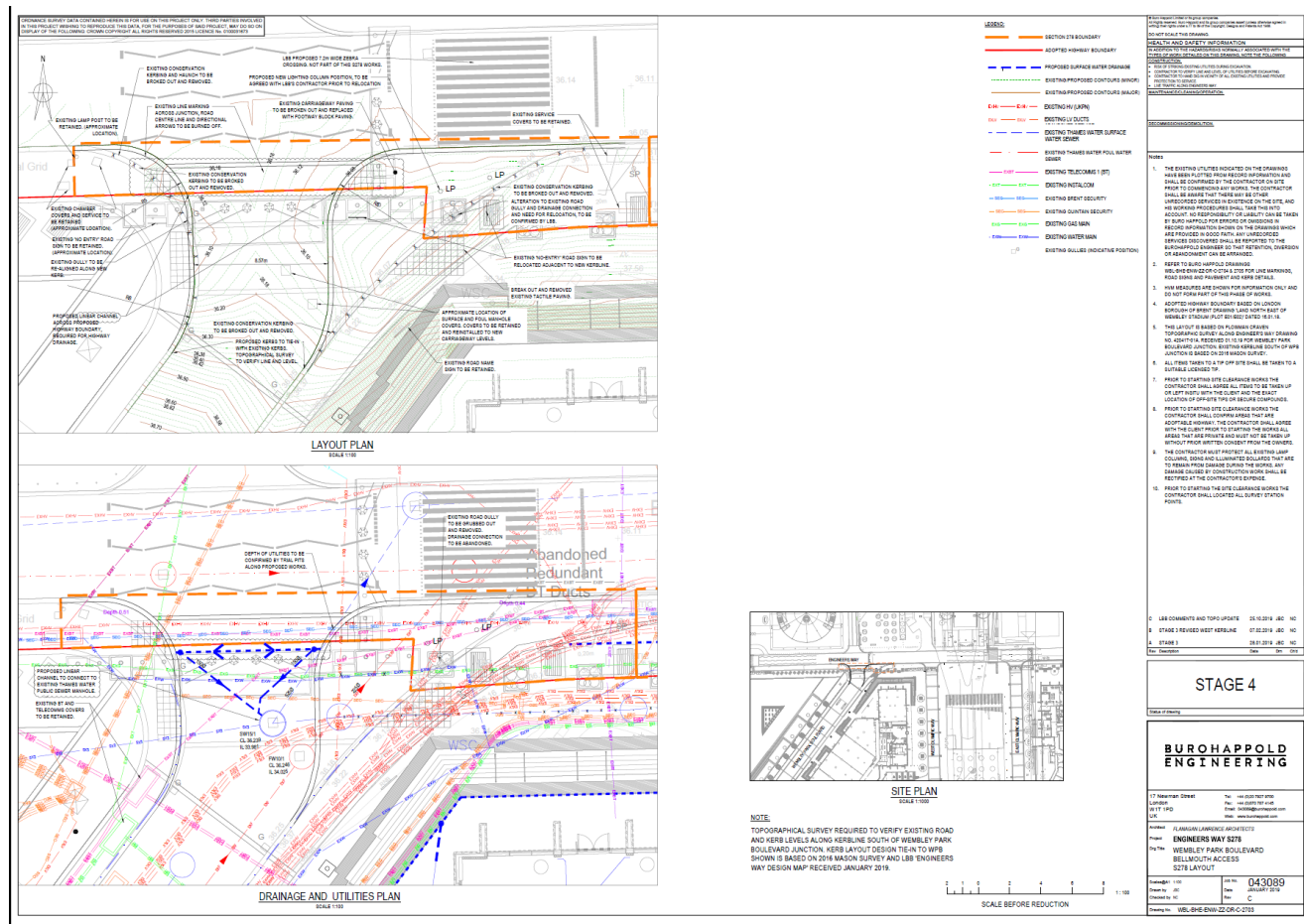
Report sign off:

Alan Lunt

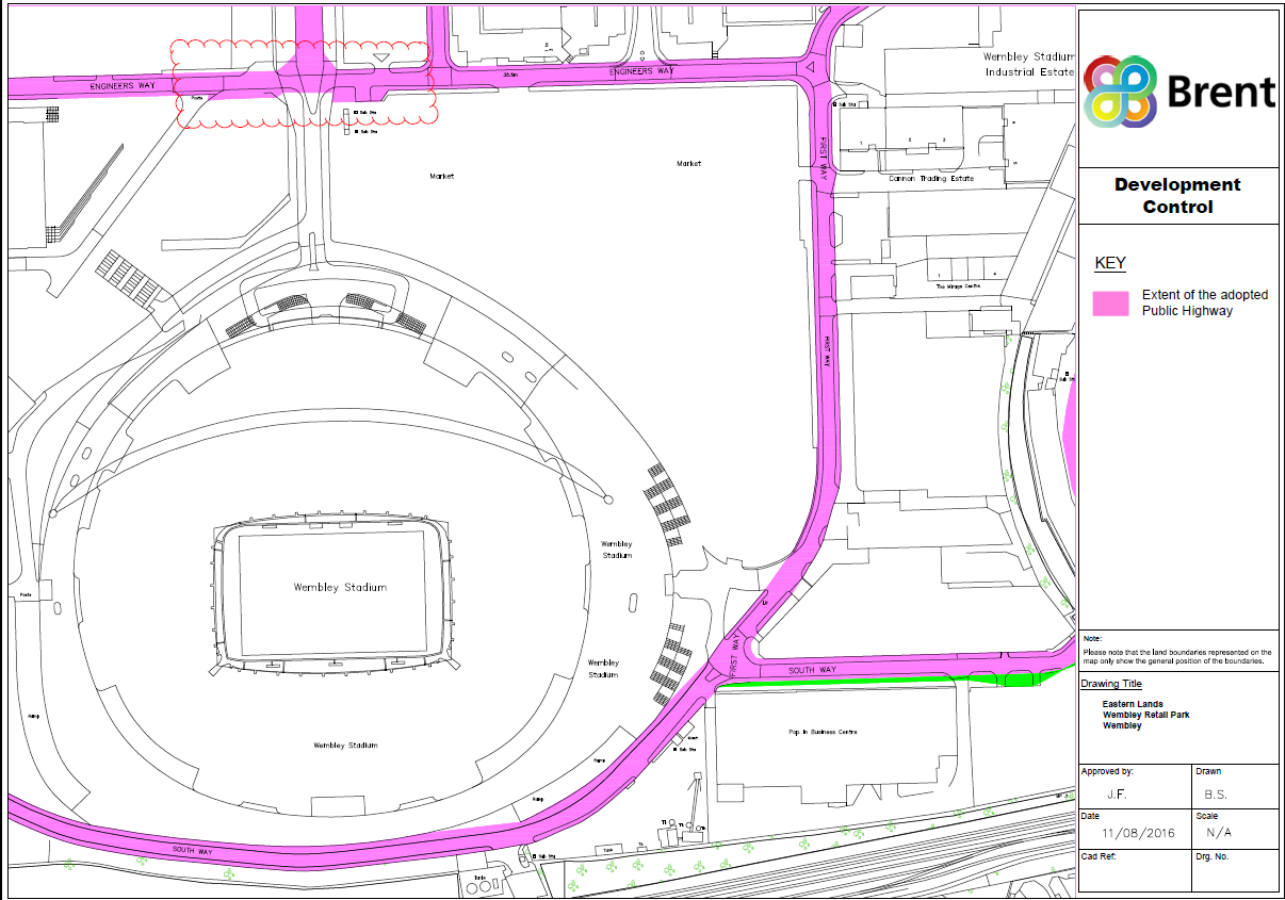
Strategic Director Regeneration &
Environment

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Appendix 2 – Utility plans



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	General Purposes Committee 7 th March 2022
	Head of Paid Service
Proposal to Amend Pay Scales	

Wards Affected:	N/A
Key or Non-Key Decision:	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)	Martin Williams Head of Human Resources Martin.Williams@Brent.Gov.UK

1.0 Purpose of the Report

- 1.1 To provide General Purposes Committee with a proposal to amend Hay pay scales that relate to members of Corporate Management Team (CMT) to take account of pay drift in London Local Authorities and to address anomalies in relation CMT pay.

2.0 Recommendations

- 2.1 The Committee is asked to consider, and if satisfied, agree to the amendments to Hay pay scales set out in paragraph 3.8.

3.0 Detail

- 3.1 The Council established its present pay structure in 2007. In doing so, it decided that it would adopt the Hay Job Evaluation scheme to grade the most senior posts in the organisation. This is an approach that is used by the majority of Councils as it is a scheme which provides a range of nuanced factors which are not available in the Greater London Provincial Council (GLPC) scheme.

- 3.2 Over the intervening period the Hay pay scales have been revised on an 'ad hoc' basis to address particular remuneration issues when they arose and this has left a number of anomalies which it is now timely to address.
- 3.3 The Hay scheme uses a number of factors to establish a score for each post and this is then translated to a particular pay band. Individuals who undertake Hay job evaluations are required to have been trained in the operation of the scheme. Posts that are members of CMT do not all have the same score as the scope and scale of the posts (described as dimensions in the Hay scheme) differ greatly.
- 3.4 Membership of CMT carries with it responsibilities beyond that of other Council employees. Not only in terms of the collective responsibility of decision making but in some cases exercising statutory responsibility on behalf of the Council. Three post holders who are members CMT are currently graded at the same level as Operational Directors.

The grades for CMT posts are set out in the table below:

Post Title	Grade
Chief Executive	Hay 1
Strategic Director CWB	Hay 2
Strategic Director CYP	Hay 2
Strategic Director R&E	Hay 2
Strategic Director CDS	Hay 2
Assistant Chief Executive	Hay 3a
Director of Finance	Hay 3a
Director of LHRAI	Hay 3a

The current pay scales taking into account the recent national pay award are set out below:

Hay 1	Salary
80	£195,117
81	£203,756
82	£211,586

Hay 2	Salary
76	£142,011
77	£148,183
78	£154,360
79	£160,533

Hay 3a	Salary
74	£135,047

- 3.5 The Council's current pay scales for CMT members have been in place since 2014 and the level of salary attached to the incremental points have only increased by way of the national pay awards.

- 3.6 The Council has recently undertaken a procurement exercise to appoint Recruitment Consultants to carry out senior recruitment on behalf of the Council. The level of remuneration for senior posts in local government across London was one of the matters that was discussed during this process to establish if Brent's salaries were appropriately positioned. The evidential base looking at the most recent senior recruitment is that Brent is now an upper middle range payer in respect of senior salaries. With similar sized Councils advertising Chief Executive roles at up to £220,000 (and sometimes more) and the larger Strategic Director roles at circa £165,000+.

Proposal

- 3.7 In order to take account of the issues set out above work has taken place to seek to realign the pay scales for CMT member to take account of the scale of the roles and also to have a clear delineation between those senior posts who are members of CMT and those who are not.
- 3.8 The very nature of these changes will mean there is an uplift in the value of spinal column points and this will address the issue of senior remuneration mentioned in paragraph 3.6 above.

The proposed revised salary scales are set out below:

Hay 1	Salary
82	£203,775
83	£211,585
84	£219,390

Hay 2	Salary
76	£142,011
77	£148,274
78	£154,450

Hay 2a	Salary
79	£160,532
80	£166,622
81	£172,753

- 3.9 If Members are minded to agree to these proposed changes then they would be implemented as part of a wider review of the CMT operational responsibilities that will take place later in 2022.

4.0 Financial Implications

- 4.1 The proposal would increase the overall cost of salaries within the current makeup of CMT by a minimum of £22k. However, this proposal would be implemented in conjunction with the wider review of the CMT operational responsibilities in 2022, which will ensure that the overall budget is not

exceeded and more likely accrue a saving which will form a part of the council's budget proposals for 2023/24.

5.0 Legal Implications

- 5.1 Under section 112 of the Local Government Act 1972 officers must be appointed on such reasonable terms and conditions as the Council thinks fit. In deciding what remuneration it is appropriate to pay to staff members must take into account relevant considerations. The recommendations in this report are based on an investigation into comparative salaries elsewhere and other relevant issues as described in this report.
- 5.2 It is proposed that the new pay scales be implemented at the time of the wider review of CMT operation responsibilities planned to take place in 2022. The review and the implementation of the new pay scales will be undertaken in accordance with the council's managing change policy.

6.0 Equality Implications

- 6.1 Any equality implications in this report will be assessed on an on-going basis using data available.

7.0 Consultation with Ward Members and Stakeholders


- 7.1 None.

8.0 Human Resources/Property Implications (if appropriate)

- 8.1 Included in the main body of the report.

Report sign off:

Carolyn Downs
Chief Executive

	General Purposes Committee 7 March 2022
	Report of Director of Legal, HR, Audit & Investigations
Brent Workforce Equalities Data 2020/21 and Gender, Ethnicity and Disability Pay Gap Reporting March 2022	

Wards Affected:	N/A
Key or Non-Key Decision:	N/A
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open.
No. of Appendices:	Two Appendix 1 Brent Workforce Equalities Report - April 2020/March 2021 Appendix 2 Gender Ethnicity and Disability Pay Gap Reporting - March 2022
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Martin Williams Head of Human Resources 020 8937 3209 Martin.Williams@Brent.Gov.UK

1.0 Purpose of the Report

- 1.1 To provide the Committee with information on Brent's annual workforce equalities data, published in January 2022, and pay gap data relating to gender, ethnicity and disability before the Council's publishing of this data by 30 March 2022.

2.0 Recommendation(s)

- 2.1 Note the findings from Brent's Workforce Equalities Report April 2020 to March 2021.
- 2.2 Note the findings from the Gender Ethnicity and Disability Pay Gap Report - March 2022.
- 2.3 Agree the proposed action plans contained in these documents.

3.0 Detail

3.1 Brent's annual workforce equalities data is to be published by 31st January every year and has been published for 2022.

3.2 Brent's pay gap information is due to be published in March 2022.

3.3 We publish the annual workforce equalities report as part of our duty under the Equality Act 2010 to demonstrate our compliance with the duty and to provide more transparency.

3.4 Since 2017 (under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017), by law the Council must publish its gender pay gap.

3.5 In addition, despite there being no legal requirement to do so, this year will be the fourth year that we also publish the ethnicity pay gap and the third year that we publish the disability pay gap.

3.6 The main headlines to note from the equalities data analysis are:

- The Council's workforce has an older age profile compared with the local population: over half the workforce are aged 41-60 (54%), while this age group comprises just 38% of the working age population. The average age of the workforce is 45, slightly younger than the average for London boroughs (47).
- 8% of Brent employees have a disability, down from 9% last year, compared with 16% of the working age population. Brent has a higher proportion of disabled employees compared with the London borough average (8% vs. 5%).
- Disabled employees are fairly well represented across different pay grades (8-9%) and make up 8% of those promoted, compared to 6% of disabled employees promoted last year.
- Two thirds (66%) of employees are from Black, Asian and minority ethnic (BAME) groups – the highest rate across all London Boroughs, higher than the percentage in the Brent population (62%) and down 1% since last year.
- BAME employees make up over two thirds (68%) of those promoted over the year, down from 69% last year. They remain less well represented at the highest HAY pay grade (31%), however this is up from 27% last year.
- Almost two-thirds of the workforce are women, well above the proportion of women in the population (63% vs. 48%), down from 64% last year.
- Women remain less well represented at the highest pay grades, comprising less than half of the employees on HAY grades (48%), however this is up from 45% last year. They are better represented among those promoted: 66% of those promoted over the year were women, compared to 62% last year.
- 49% of employees are Christian (50% last year), a little higher than the proportion in the population (44%). Muslim residents remain less well represented when compared to the workforce, comprising 10% of employees (9% last year) and 18% of the working age population. Hindu employees make up 15% of the workforce (16% last year), a little lower than their representation in the population (20%).
- 4% of employees are LGB, the same as last year and 1% identify as transgender, also the same as last year.
- 14% of employees have caring responsibilities (16% last year) and 40% have parenting responsibilities (42% last year).

3.7 Brent's pay gap information for period ending March 2021 is as follows:

Pay Gap	Gender (%)	Ethnicity (%)	Disability (%)
Mean	5.1	16.2	-2.9
Median	5	16.3	0

3.8 As a comparison, Brent's pay gap information for the previous two years, period ending March 2019 and March 2020, was as follows:

2020

Pay Gap	Gender (%)	Ethnicity (%)	Disability (%)
Mean	5.7	16.5	1.7
Median	6.8	14.2	2.6

2019

Pay Gap	Gender (%)	Ethnicity (%)	Disability (%)
Mean	7.2	16.4	1
Median	6.8	18.2	4.9

3.9 The proportion of females, Black, Asian and Minority Ethnic (BAME) employees and disabled employees in each pay quartile in the period ending 2021, is as follows:

Quartile	Females	BAME	Disabled
Upper Quartile (UQ)	57%	51%	8%
Upper Middle Quartile (UMQ)	62%	65%	9%
Lower Middle Quartile (LMQ)	72%	74%	9%
Lower Quartile (LQ)	62%	77%	8%

3.10 The pay quartiles are determined by ranking all employees by their hourly rate of pay and dividing the total equally by 4.

3.11 Since 2020, there has been an increase in the number of females within the highest paid quartile and a decrease in females in the lowest paid quartile.

3.12 Also since 2020, there has been an increase in the proportion of BAME employees in the LQ and UMQ, whilst the proportion of BAME employees in the UQ has remained constant.

3.13 There is a decreased proportion of disabled employees in the lowest paid quartile.

3.14 The proportion of female, BAME and disabled employees as a percentage of the workforce in the Council, is as follows:

Females	BAME	Disabled
63%	66%	8%

3.15 A number of priority actions have been identified for the Council to undertake to reduce the pay gaps and have been included in the pay gap report.

3.16 The published workforce equalities report can be found at Appendix 1 and the pay gap report to be published can be found at Appendix 2.

4.0 Next Steps

- 4.1 To publish the pay gap report on the Council's internet and intranet websites and on the government website.

5.0 Financial Implications

- 5.1 There are no financial implications for the publishing of the reports.

6.0 Legal Implications

- 6.1 The council has a statutory obligation to publish details of its workforce equalities data and gender pay gap on its website and to also upload details of the pay gap to a government website by 30 March each year.

7.0 Equality Implications

- 7.1 The public sector equality duty, as set out in section 149 of the Equality Act 2010, requires the Council, when exercising its functions, to have "due regard" to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a "protected characteristic" and those who do not share that protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 7.2 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.
- 7.3 There are currently no equality implications for the publishing of the reports.

8.0 Human Resources Implications (if appropriate)

- 8.1 There are currently no HR implications for the publishing of the report.

9.0 Consultation with Ward Members and Stakeholders

- 9.1 None

Report sign off:

Debra Norman

Director of Legal, HR, Audit &
Investigations

Brent Workforce Equalities Report

April 2020 - March 2021

Page 25

January 2022



BUILDING A
BETTER BRENT

A decorative horizontal line with four colored segments: green, blue, dark blue, and orange.

Contents

Contents	Pg	Contents (continued)	Pg
Introduction	3	Gender profile: workforce and London	18
About the data	4	Gender, grade and work patterns	19
Definition of terms	5	Gender and promotion	20
Headlines	6	Religion: workforce and population	21
Workforce profile: trends	7	Sexual orientation and gender identity	22
Workforce profile: how Brent compares	8	Caring responsibilities	23
Age profile of Brent workforce	9	Brent's key achievements since 2020	24
Age and pay grade	10	Priority actions for 2022/23	25
Disability and age	11	Appendix – Data quality	26
Disability and pay grade	12		
Disability and promotion	13		
Ethnic profile: workforce and population	14		
Ethnic profile: workforce and London	15		
Ethnicity and pay grade	16		
Ethnicity and promotion	17		

Introduction

This is Brent Council's annual workforce equalities report for the period April 2020 to March 2021.

Equality and diversity remain integral to Brent's vision to remove inequality and be a better Brent. We strive to continue to be a fully accessible and inclusive organisation, to encourage the broad spectrum of skills, experiences and perspectives represented in our communities and our workforce. To achieve our vision, the council requires a high performing workforce that provides the best services it can which meet the needs of all our diverse local communities. The council aims to recruit, retain and reward a diverse, highly skilled, flexible and motivated workforce that leads the way in encouraging diversity to flourish in Brent.

This report provides an overview of the diversity profile of the council's workforce, broken down by the equality characteristics of age, disability, gender, race, religion or belief, sexual orientation and gender identity and how this compares with the population of Brent and/ or other London boroughs. It also includes information on caring and parenting responsibilities.

The data in this report helps inform the council's workforce planning and decision making processes. The report also informs the development of workforce initiatives to further improve the representation of minority groups within the Council, remove potential barriers to progression and ensure more inclusive processes.

Please contact Human Resources at staffdevelopment@brent.gov.uk if you have any questions or require further information.

About the data

- **Data sources:** Workforce data is sourced from the Council's HR system for the period April 2020 to March 2021. Benchmarking data has been drawn from a range of sources including: the Human Capital Metrics Survey 2020-21, the Office for National Statistics, the Greater London Authority and the Government Equalities Office.
- **Who the report includes:** This report relates to staff employed by Brent, excluding schools. It excludes contracted out services which are monitored elsewhere. The total number of staff employed as at 31st March 2021 was 2,371.
- **Equality data:** Employees can choose whether or not to provide information on their equality characteristics, except for certain information which is essential for payroll processing and pension scheme administration purposes (eg age and gender). The data that follows is based on the number of employees who have chosen to provide equalities information.
- **Percentages, counts and rounding:** Most figures are expressed as percentages and base counts (the number of employees that a chart is based on) are also provided for reference. For the most part, percentages have been rounded to the nearest percentage point – this means that figures presented on charts may not always sum exactly to 100% or to other totals presented.
- **Confidentiality:** Information has not been published where it may lead to the identification of an individual.







Definitions of terms used in report

Term	Definition/question
BAME	Employees from Black, Asian and Minority Ethnic group backgrounds.
LGB	Lesbian, gay and bisexual
Transgender	Transgender/non-binary employees and those whose gender identity was not the same as that assigned at birth
Disability	Employees who consider themselves to have a disability / long term impairment
Caring responsibilities	Employees with caring responsibilities for dependents, except parents
Parenting responsibilities	Employees with dependent children who are aged 18 or under
Promotions	Employees who have moved up one or more pay grades in the last 12 months

Headlines

- **Age:** The Council's workforce has an older age profile compared with the local population: over half the workforce are aged 41-60 (54%), while this age group comprises just 38% of the working age population. The average age of the workforce is 45, slightly younger than the average for London boroughs (47).
- **Disability:** 8% of Brent employees have a disability compared with 16% of the working age population. Brent has a higher proportion of disabled employees compared with the London borough average (8% vs. 5%). Disabled staff are well represented across all pay grades (8-9%) and comprise 8% of those promoted.
- **Ethnicity:** Two thirds (66%) of employees are from Black, Asian and minority ethnic (BAME) groups – the highest rate across all London Boroughs, and a little higher than the percentage of BAME residents in the Brent working age population (62%). BAME employees make up over two thirds (68%) of those promoted over the year but remain less well represented at the highest 'HAY' pay grades (31%).
- **Gender:** Around two-thirds of the workforce are women, well above the proportion of women in the population (63% vs. 48%). Women comprise 66% of those promoted over the year but remain less well represented at the highest pay grades, comprising 48% of staff on HAY grades.
- **Religion:** Almost half of staff are Christian, higher than the proportion in the population (49% vs. 44%). Muslim residents are not as well represented, comprising 10% of staff but 18% of the working age population. Hindu employees make up 15% of the workforce, also lower than their representation in the population (20%).
- **Sexual orientation/gender identity:** around 4% of employees are LGB and 1% identify as transgender.
- **Caring responsibilities:** 14% of staff have caring responsibilities and 40% have parenting responsibilities.

Workforce profile: trends

Brent workforce by equality group, 2017-2021							
	2017	2018	2019	2020	2021	Trend	Comment
Total employees	2,080	2,119	2,138	2,365	2,371		The workforce comprised 2,371 employees in March 2021, similar to 2020, but higher than previous years
Average age	44	44	44	44	45		The average age of the workforce is 45 compared with 44 in previous years
Disability	10%	10%	9%	9%	8%		8% of staff have a disability or health problem, similar to 2020, but down from 10% five years ago
BAME	66%	66%	65%	67%	66%		Two-thirds of staff are from BAME groups - similar to last year
Female	65%	64%	64%	64%	63%		Almost two thirds of staff are female - similar to last year
LGB	3%	3%	3%	4%	4%		Around 4% of staff identified as LGB in 2021

Note: Percentages rounded to nearest percentage point.

Workforce profile: how Brent compares

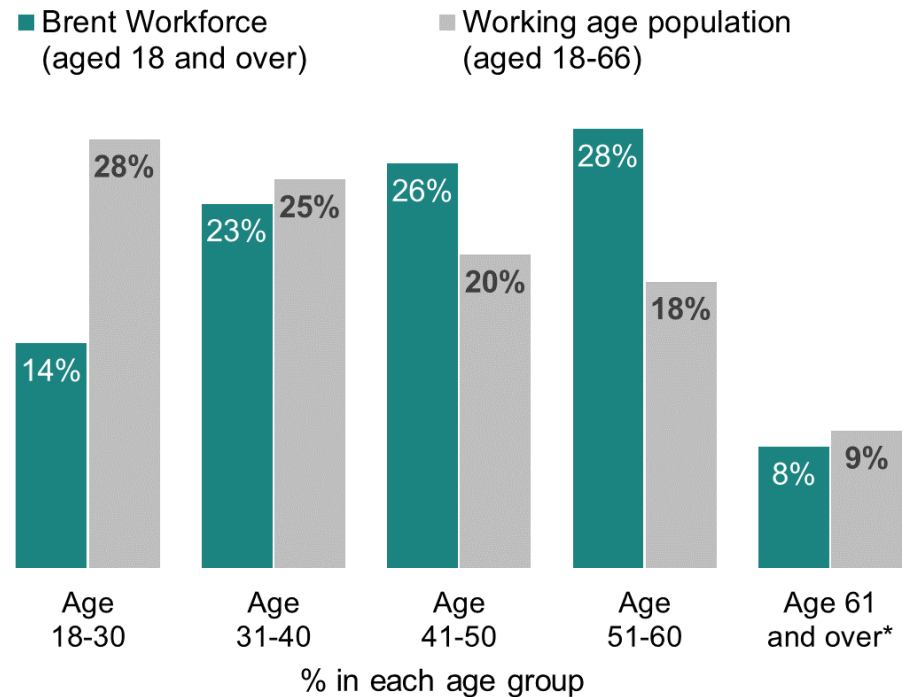
Page 32

Workforce profile: Brent vs. London councils workforce, March 2021			
	Brent	London councils average (median)	Brent ranking (out of 32 areas)
Average age	45	47	4th youngest in London
Disability	8%	5%	7th highest in London
BAME	66%	46%	1st - highest in London
Female	63%	61%	13th highest (just above average)
Note: London ranking provides Brent's position out of 32 council areas in London. These areas comprise the City of London and the London Boroughs (Richmond and Wandsworth councils are treated as one area).			

Age profile: Brent workforce

- The council has an older workforce when compared with the Brent working age population. Over half the workforce are aged 41-60 (54%), while this age group comprises just 38% of the working age population. Conversely, those aged 18-30 make up 14% of employees compared with 28% of the working age population.
- Relative to other London Boroughs, the Brent workforce is slightly younger: the average age of a Brent employee is 45, compared with 47 across London Boroughs.

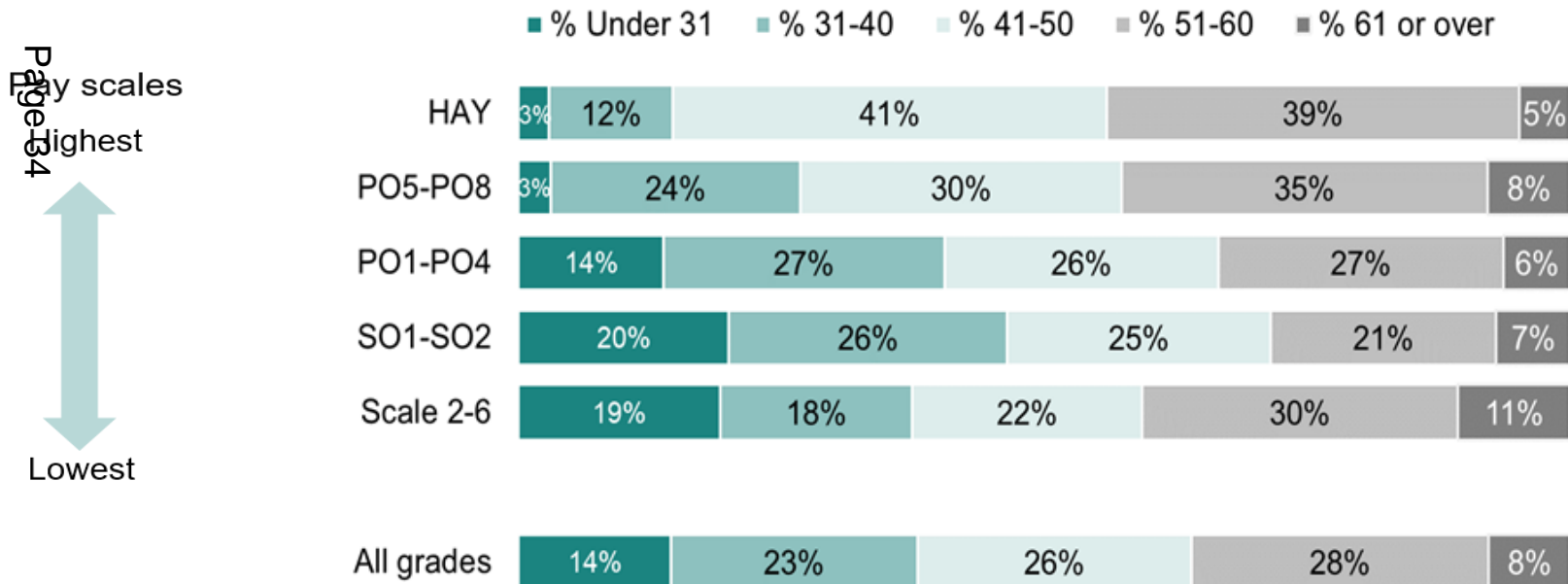
Age profile: Brent workforce compared with working age population



(*) The Brent workforce figure for 61 and over includes a small number of employees aged over 66.

Age and grade

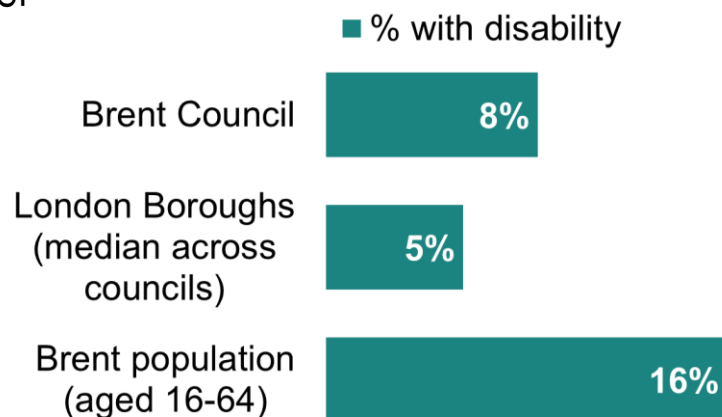
Employees at higher paid grades have an older age profile compared with other employees: just 3% are aged under 31 in the HAY and PO5-PO8 groups compared with 14%-20% of employees in other grade groups.



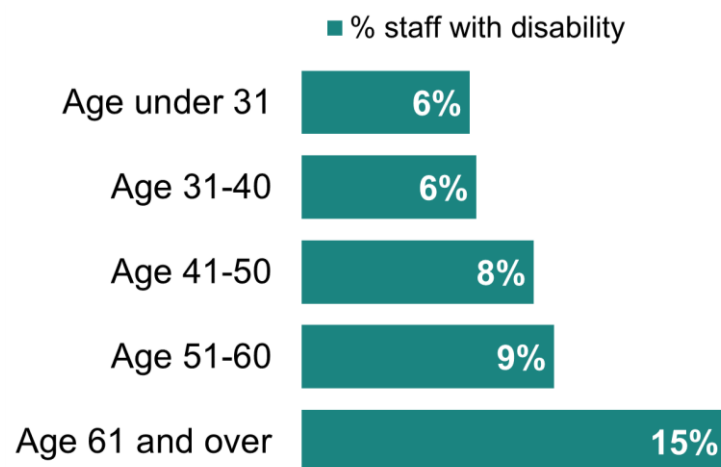
Disability and age

- Around 8% of Brent employees have a disability. This compares with 5% across London – Brent has the 7th highest percentage across London Boroughs. However, disabled people are less well represented in the workforce when compared to their representation in the working age population in Brent (8% vs. 16%).
- The percentage of employees who have a disability increases with age: the proportion of those aged over 60 with a disability was more than double that of those aged 40 and under (15% vs. 6%).

Page 35
Percentage who have a disability

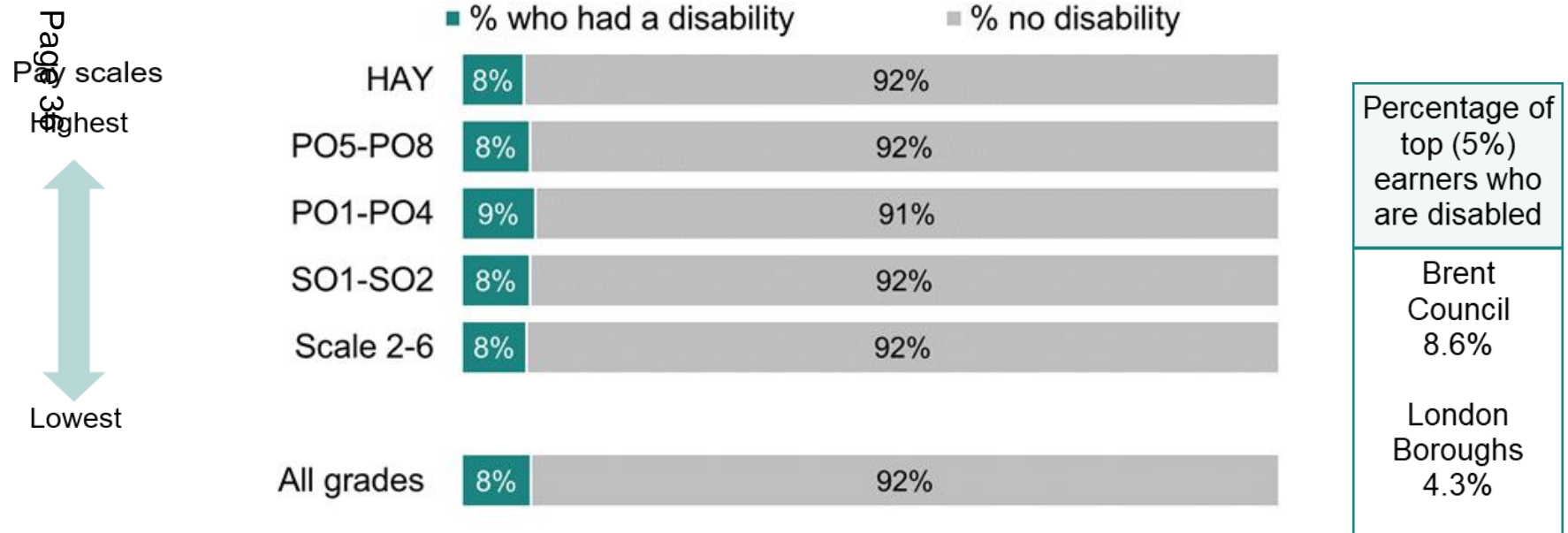


Disability and age



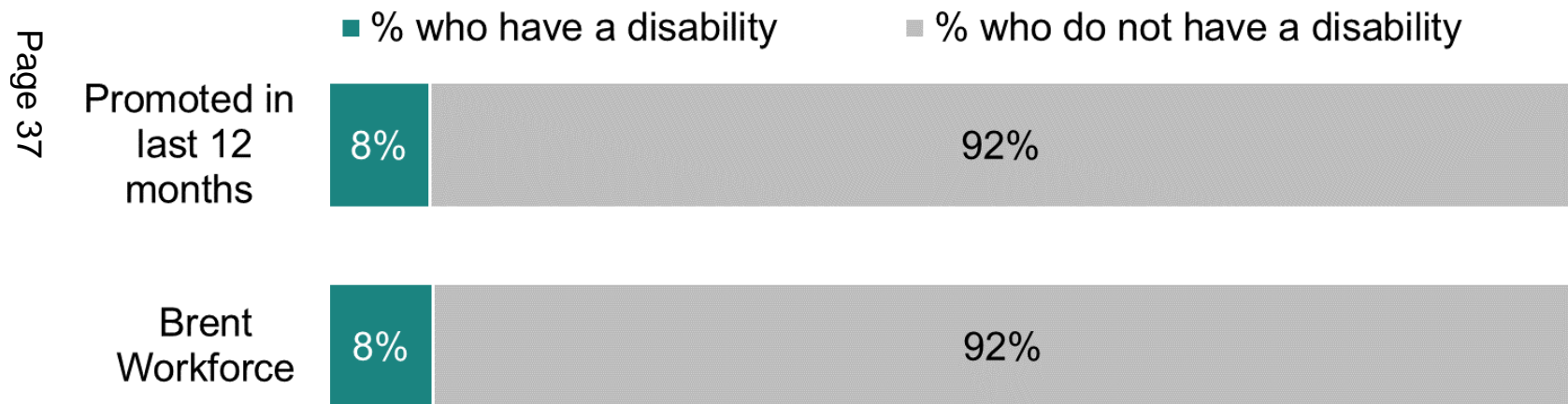
Disability and grade

- The percentage of employees who have a disability is fairly similar across different grade levels (8%-9%).
- Around 8.6% of the top (5%) of earners in the Council have a disability - double the average for London boroughs (4.3%).



Disability and promotion

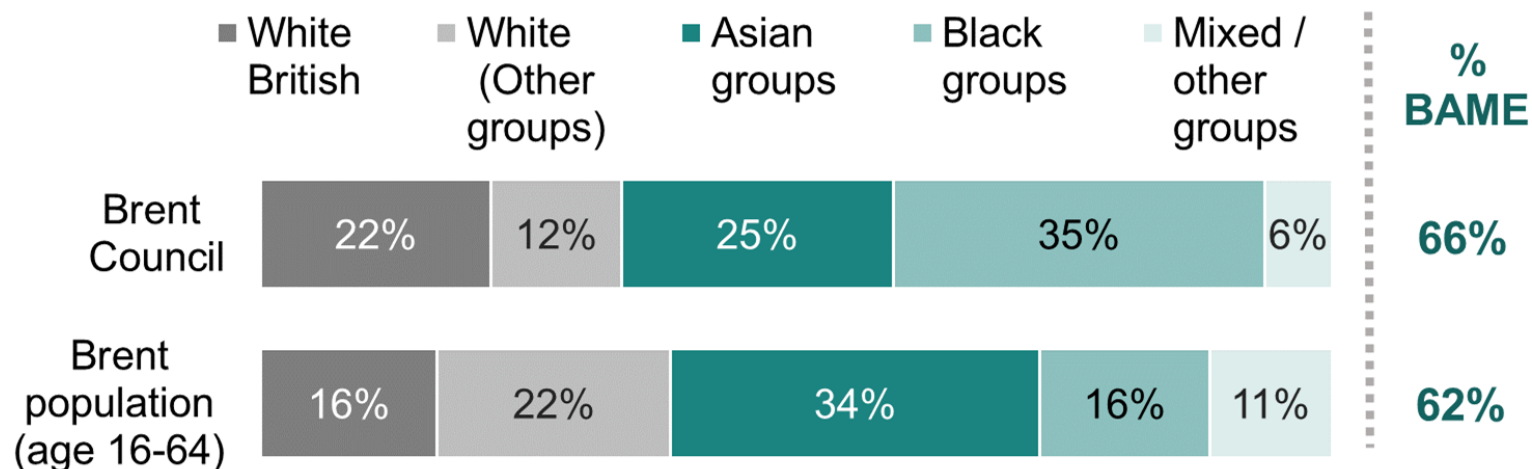
- Disabled employees made up 8% of those promoted over the year, the same as their representation in the workforce.



Ethnicity profile: workforce and population

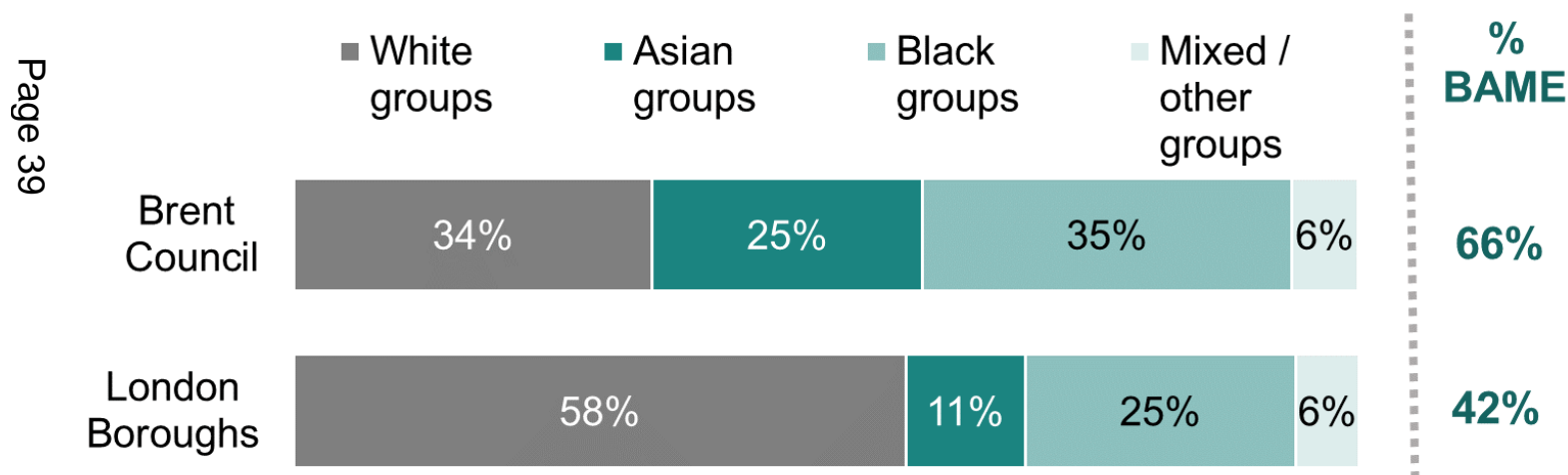
- Two thirds (66%) of employees are from a Black, Asian and minority ethnic (BAME) background compared with 62% of the Brent working age population, and 64% of Brent's population as a whole.
- There is a higher proportion of Black employees and White British employees in the workforce relative to their representation in the population, while those from Asian, White (Other groups) and Mixed & Other ethnic groups are less well represented.

Page 38



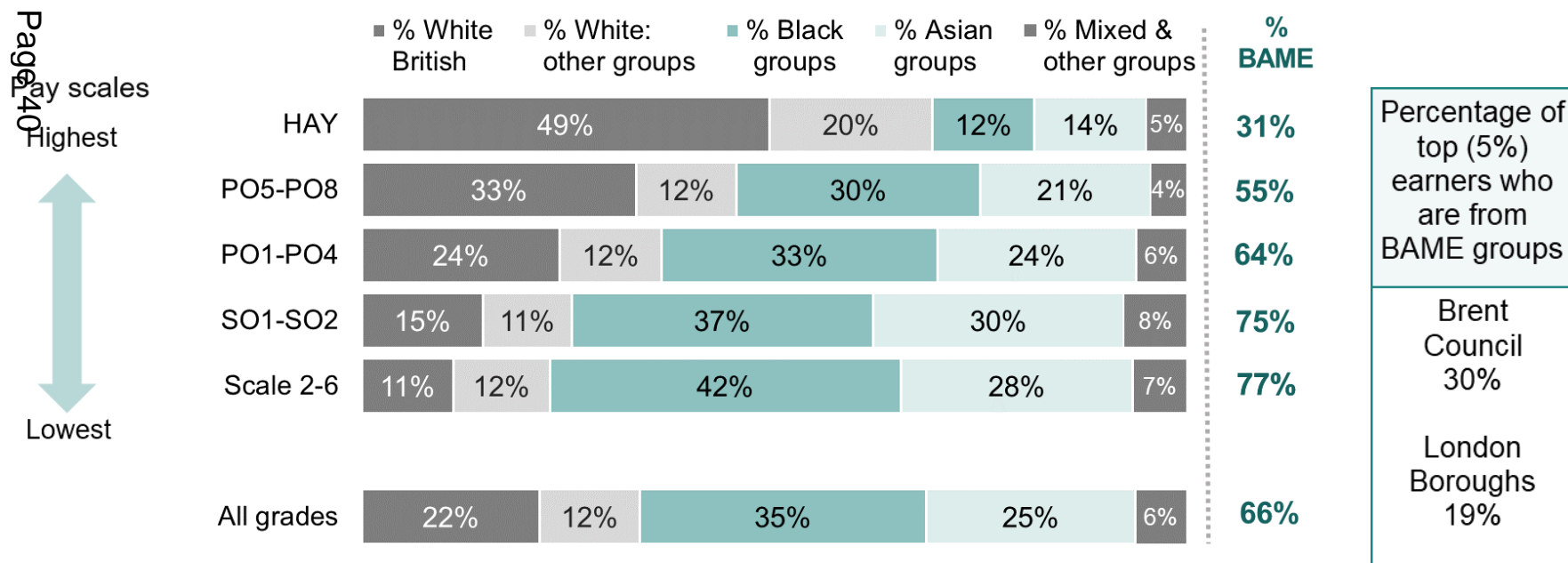
Ethnicity profile: workforce and London

- Brent has a far more diverse workforce compared with other London Boroughs: two thirds (66%) of Brent employees are from Black, Asian and minority ethnic (BAME) groups compared with 42% across London. Brent Council has the highest percentage of BAME employees of any London Borough.



Ethnicity and grade

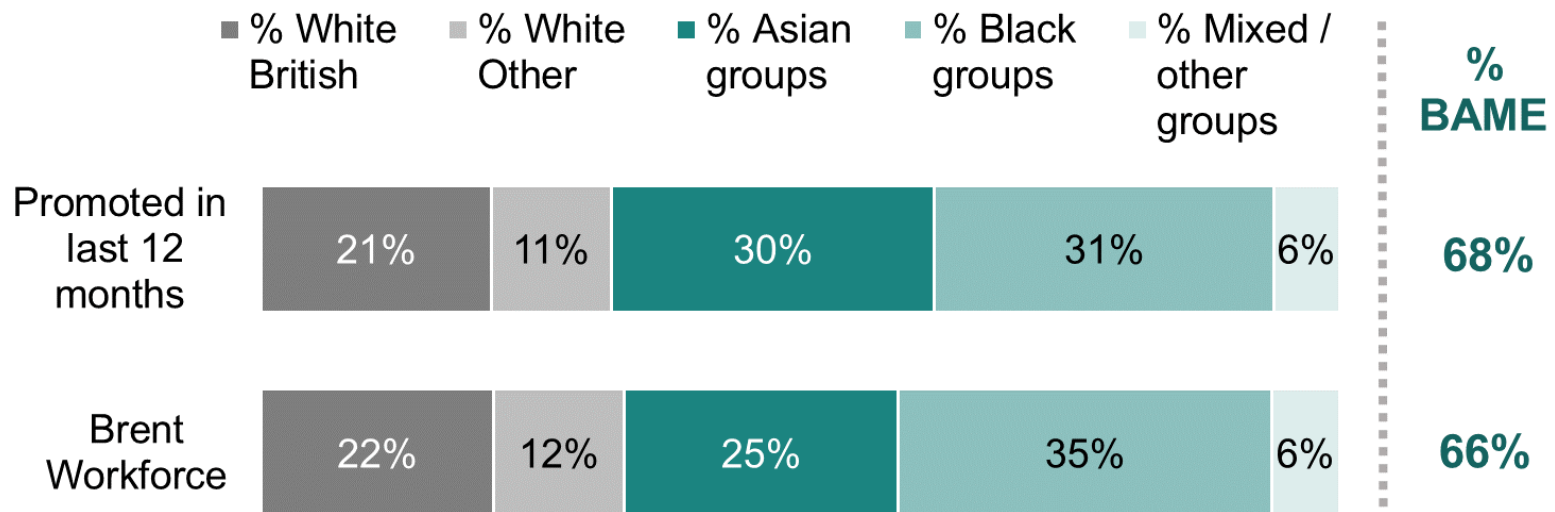
- BAME employees are less well represented at higher grades (31% and 55%) compared with 77% of those in the lowest grade group.
- Brent has a higher percentage of top earners (5%) from BAME groups compared with the London average - 30% vs. 19%.



Ethnicity and promotion

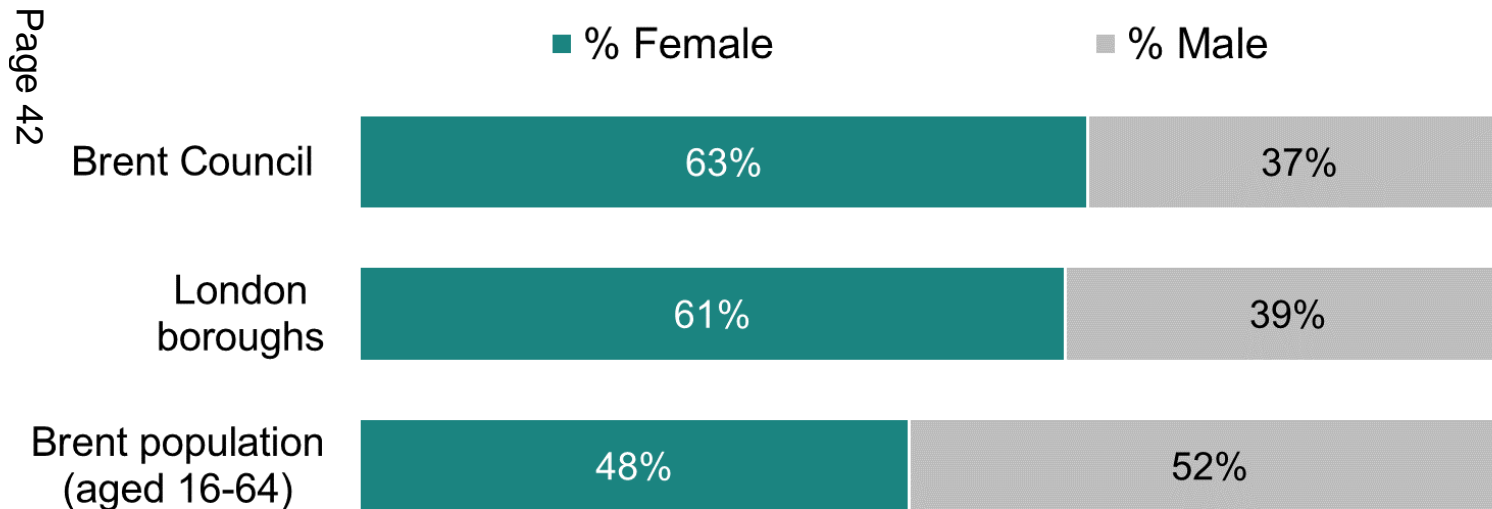
- The proportion of employees promoted for both White (32%) and BAME (68%) employees is broadly similar to their representation in the workforce overall.

Page 41



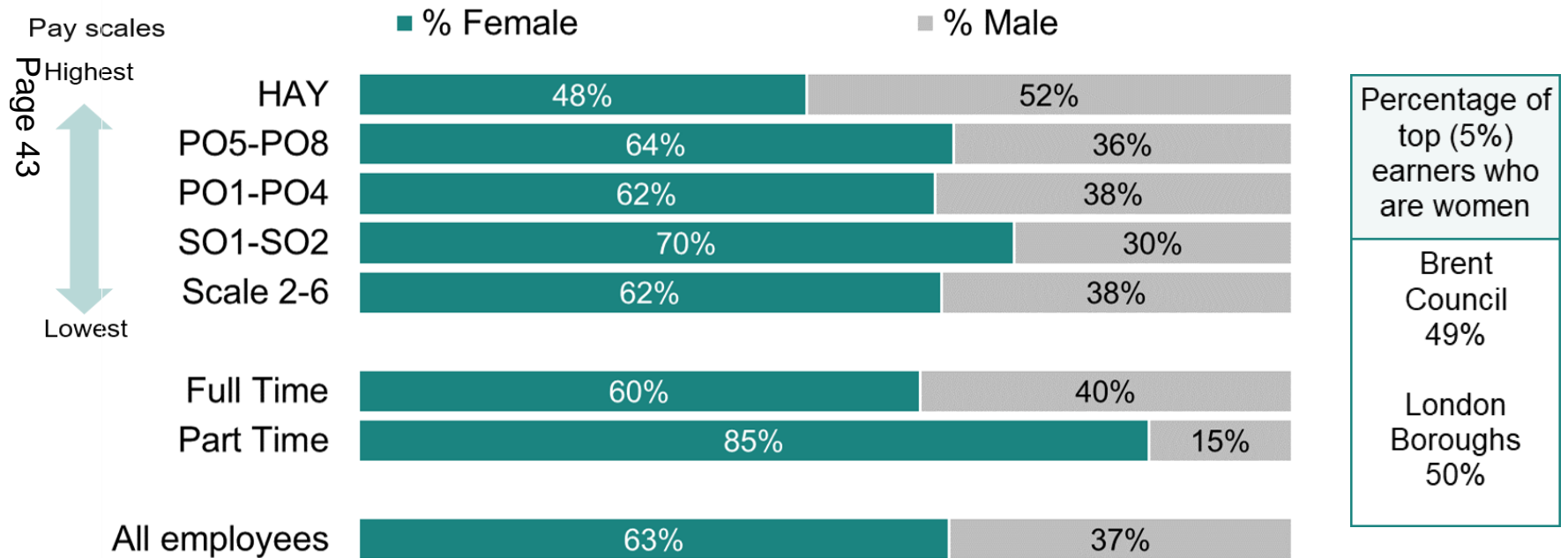
Gender profile: workforce and London

- Almost two thirds (63%) of the workforce are women which is broadly in line with the average for London Boroughs (61%). The proportion of women in the workforce remains well above the proportion of women in the Brent working age population.



Gender, grade and work pattern

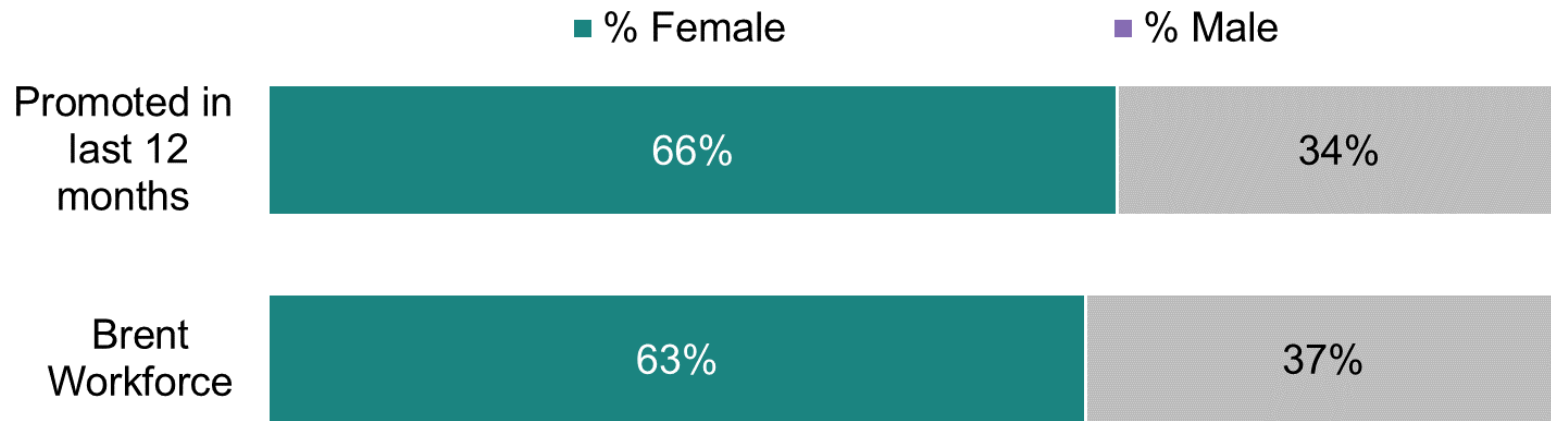
- Women remain less well represented at the highest pay grade level, comprising less than half of the employees at that grade (48%). A similar proportion (49%) of the top 5% of earners in our workforce are women – similar to the proportion across London (50%). The majority of part-time employees are women (85%).



Gender and promotion

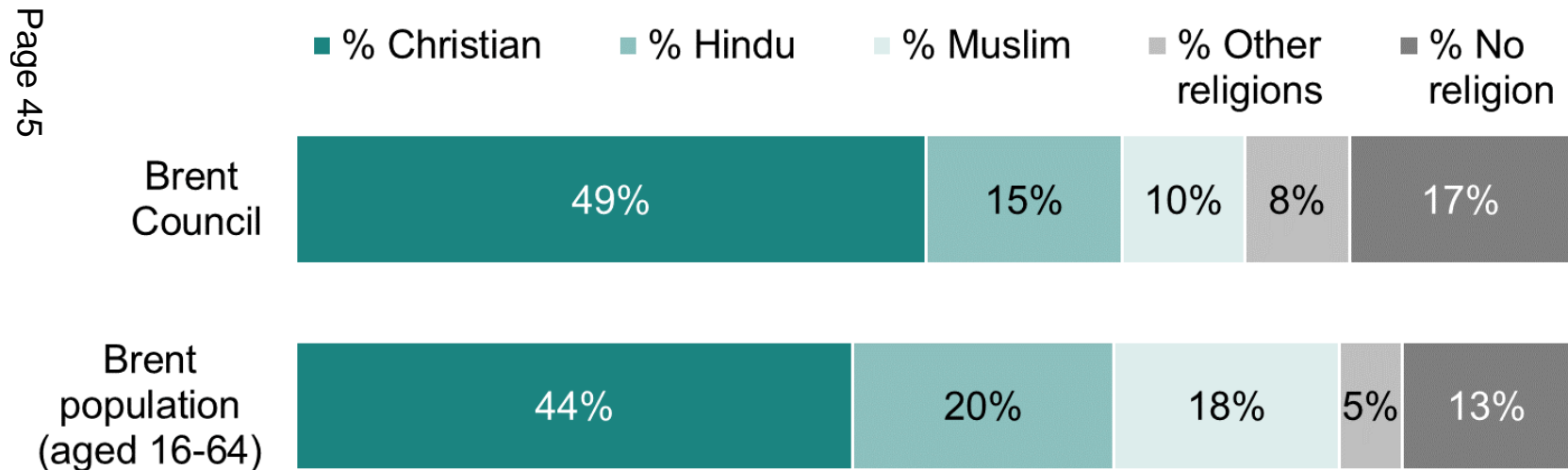
- The gender profile of employees promoted is broadly similar to the gender profile of the council workforce: women make up 63% of the workforce and 66% of those promoted.

Page 44



Religion – workforce and population

- Around half the workforce are Christian – a little higher than the proportion in the Brent population. The proportion of Muslim employees is 10%, lower than the proportion of Muslim residents in the working age population (18%). Hindu employees make up 15% of the workforce, lower than their representation in the population (20%).



Sexual orientation and gender identity

- **Sexual orientation**

4.3% of Brent employees identified as LGB or 'Other'. Benchmarking statistics about the size of the LGB population vary considerably and there is no single widely accepted measure. For example, the 2020 GP Patient Survey found that 7% of Brent residents surveyed identified as LGB/Other, while 2018 survey data from the Office for National Statistics provides lower estimates for both London and England (3.7% and 2.9%).

- **Gender identity**

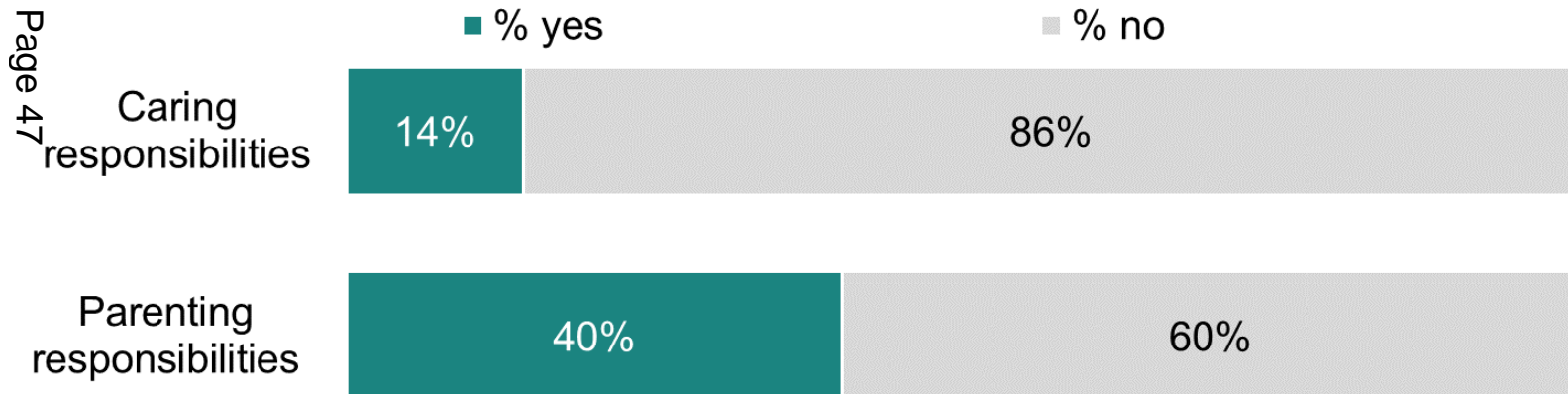
1.2% of employees identified as transgender. The Government Equalities Office tentatively estimates that around 0.3-0.8% of the UK population are transgender.

- **Future estimates**

The 2021 Census was the first census to ask questions about both sexual orientation and gender identity – it is hoped this will provide more reliable local benchmarking data in the future. Census data are expected in Spring 2022.

Caring and parenting responsibilities

- Around one in seven (14%) staff had caring responsibilities and four in ten (40%) staff had parenting responsibilities.



Brent's Key Achievements since 2020

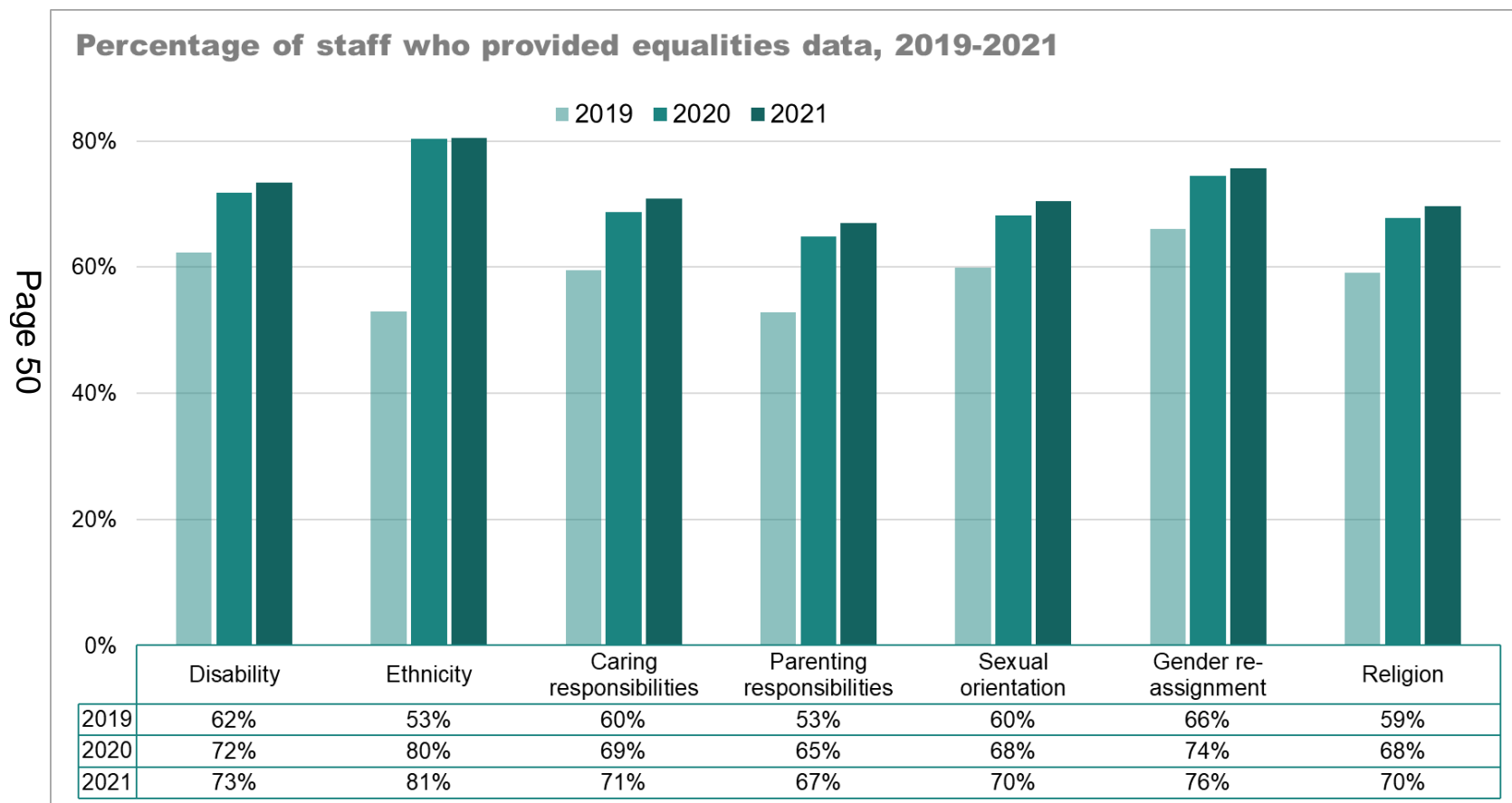
- Building on our commitment to recruiting and retaining more disabled staff, we achieved level 3 status of the Disability Confident accreditation
- We delivered a number of priorities from our the Black Community Action Plan including:
 - Introduction of Cultural Diversity Champions
 - Designed and implemented a Mutual Mentoring Programme in partnership with our Black Staff Forum
- We set the ball rolling on work with the LGBT+ staff network in raising LGBT+ awareness and developing supportive actions, material and/ or processes, with for example LGBT alphabet awareness raising sessions, also attended by Members
- We have used feedback from networks and other forums to further our learning and development offer in the area of Equality, Diversity and Inclusion, for example all our senior managers participated in Race Equality training and our unconscious bias training was made mandatory for all employees.
- The staff networks have led on the provision of a host of events throughout the year for employees, for example the online Black History Month event was the most attended staff network event of all time in the Council.
- For a third year in a row, we have increased staff data disclosure in the Council which has lead to an increase in data disclosure across all protected characteristic groups – see chart in appendix.
- We have increased the number of apprenticeship opportunities for staff, to upskill the workforce and support progression for less well represented groups, for example, when the team leader apprenticeship for aspiring managers was launched, 67% of candidates were from BAME groups.

Priority Actions for 2021/22

- Review the work set rolling by the Equality Strategy Action Plan and the Black Community Action Plan for a continued focus on diversity and inclusion initiatives
- Support the work of the Workforce Race Equality Standard in promoting equality, diversity and inclusion best practice in the workforce
- To develop the Mutual Mentoring offer to extend to more managers and employees, using a further developed framework
- Use the increasing intelligence on learning within the Council to ensure that the required training is undertaken, for example, by monitoring of the unconscious bias mandatory training
- Make Middle Management Development Programme available to further managers in the Council on an annual basis
- To create a learning community across the Council with the aim of identifying key learning requirements and providing an accessible offer to hard-to-reach learners

Appendix: Data quality

The chart below shows the percentage of Brent staff who provided equalities data across the different equality strands. The proportion disclosing their data has been increasing in recent years.



Brent Gender, Ethnicity and Disability Pay Gap Reporting March 2022

Introduction

Gender Pay Gap Reporting

Gender pay reporting legislation requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees.

The gender pay gap shows the **difference between the average (mean and median) earnings of men and women**. This is expressed as a percentage of men's earnings.

Employers also have to report on the **proportion of males and females in each quartile pay band**. This calculation requires an employer to show the proportions of male and female full-pay equivalent employees in four quartile pay bands, which is done by dividing the salary of the workforce into four equal parts.

Ethnicity Pay Gap Reporting

In the interests of transparency and to ensure that we identify and address any barriers to entry and progression within the council, we are continuing to publish ethnicity pay data. The issue of equality continues to be a priority within the Council and the ethnicity pay gap will provide a focus and backdrop for all the actions which the Council is already taking to reduce the pay gap, and those to come.

The ethnicity pay gap shows the **difference between the average (mean and median) earnings of the Council's BAME (Black, Asian and Minority Ethnic) employees and White employees (White British and White other)**. Similar to gender pay reporting, this report shows the proportions of BAME and White full-pay relevant employees in four quartile pay bands.

Disability Pay Gap Reporting

This year for the third year, although there is also no current legal requirement to do so, we are publishing the disability pay gap. This is with the intention of furthering our commitment to the agenda for disability equality and bringing all planned and future initiatives into the forefront.

Under the Equality Act 2010 a person is classed as being disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

The disability pay gap shows the **difference between the average (mean and median) earnings of the Council's disabled employees and non-disabled employees**. As with gender and ethnicity reporting, the proportion of disabled and non-disabled full-pay relevant employees in each quartile pay band will also be shown.

Data Notes

This report looks at gender, ethnicity and disability pay differences for all Brent Council employees (2,371) on the GLPC and Hay job schemes (and the small number of employees on other schemes).

This report is based on data taken from the HR database on 31 March 2021. The percentages of information on each characteristic are based on the number of employees who have provided information and therefore where people have chosen not to provide this information, they have been excluded from the calculation.

I can confirm that the data reported by the London Borough of Brent is accurate and has been calculated according to the requirements and methodology set out in the Equality Act 2010 (Specific duties and Public Authorities) Regulations 2017 and using the standard reports provided by our HR Management Information System.

A handwritten signature in black ink, appearing to read 'Dawn G. Name', with a stylized flourish at the end.

Director of Legal, HR, Audit & Investigations

Brent's Pay Policy

Brent's Pay Policy is designed to ensure that all employees are treated fairly and consistently on all pay related matters. Brent is committed to paying a minimum of the London Living Wage to all our directly employed staff, excluding some of our apprentices who are in training.

Every post in Brent is subject to job evaluation when it is created or there is a significant change in the post responsibilities. This involves assessing the post against common criteria to establish its relative value and ensure a consistent and equitable pay structure across the council.

In addition to this, Brent has a commitment to comply with the Equality Act 2010, under which men and women are entitled to equal pay for doing equal work, where pay refers to all aspects of a contractual pay and benefits package and is not restricted to basic pay.

Employees receive an annual pay increment for each year of service until they reach the top of the pay scale for their grade. This means that there will be pay differences within pay grades that can be accounted for by length of service.

Brent's commitment to equal pay practices

The council is committed to equality and fairness for all our employees, including in relation to equal pay practices. An annual gender/ethnicity/disability pay analysis goes some way to establishing whether Brent Council is upholding its commitment to equality and its legal obligations.

Please contact the Human Resources on staffdevelopment@brent.gov.uk if you have any questions or require further information.

Mean and Median Pay Gap



Methodology

The Pay Gap is the difference between women's pay and men's pay as a percentage of men's pay, (or BAME employees' pay and White employees' pay as a percentage of White employees' pay, or disabled employees' pay and non-disabled employees' pay as a percentage of non-disabled employees' pay). A positive % means men, (or White employees or non-disabled employees) have higher pay. These calculations make use of two types of averages:

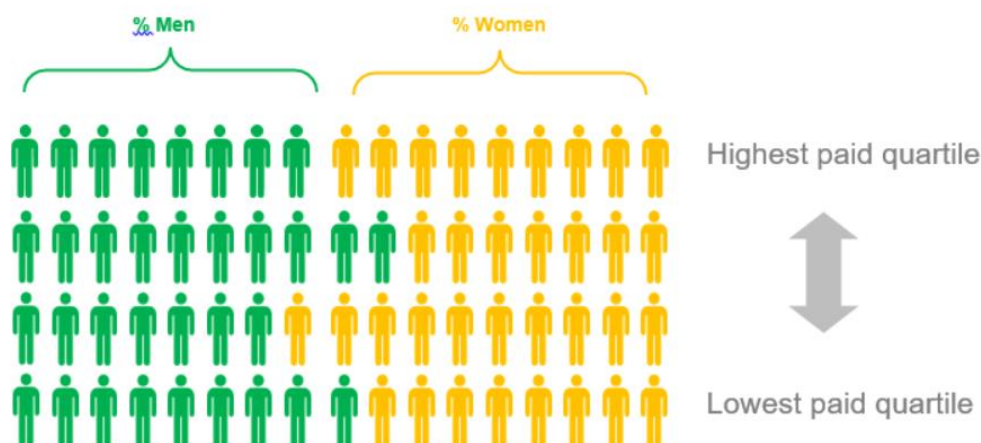
The mean average is arrived at by adding up all of the numbers and dividing the result by the number of people in the list. This places the same value on every number they use, giving a good overall indication of the pay gap, but very large or small pay rates or bonuses can 'dominate' and distort the answer.

The median is arrived at by splitting the top 50% of the population from the bottom 50%. It shows the midpoint in all employees' hourly rates of pay so half of employees will earn a rate above the midpoint and half will earn a rate below the midpoint. This gives a better indication of the 'typical' situation in the middle of an organisation, not distorted by very large or small pay rates.

$$\text{Mean gender pay gap} = \frac{\text{Mean pay men} - \text{Mean pay women}}{\text{Mean pay men}} \times 100$$

$$\text{Median gender pay gap} = \frac{\text{Median pay men} - \text{Median pay women}}{\text{Median pay men}} \times 100$$

Quartiles



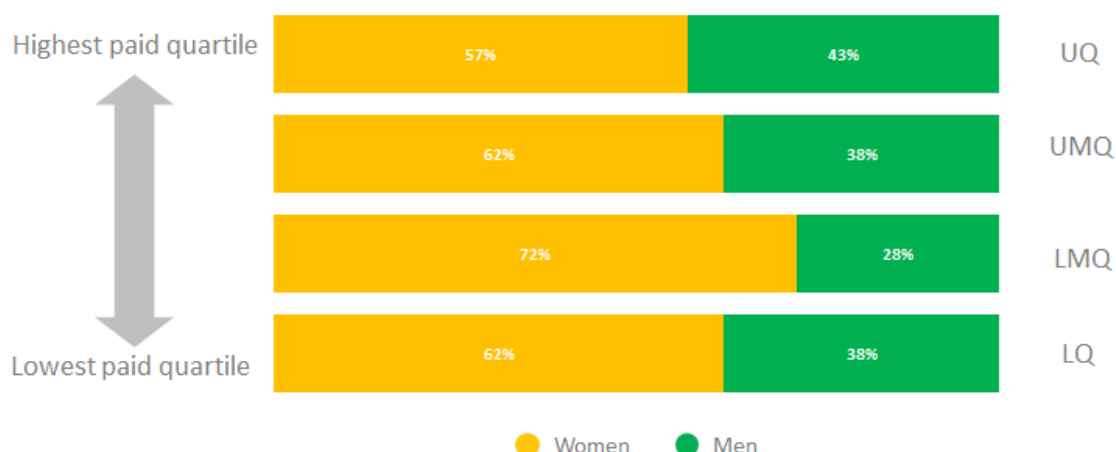
This shows the proportions of male and female, (or BAME and White employees, or indeed disabled and non-disabled employees) in four quartile pay bands. Each employee's salary is ordered from lowest to highest, then divided into four equal groups, and the proportion of men and women, the proportion of BAME and White, or the proportion of disabled and non-disabled employees at each pay band is reported.

Quartiles are useful to show the distribution of workers, which can help give more context to the mean and median pay gap figures by showing the proportions of employees within the three characteristic groups at different pay levels. For example, if more low-paid workers are women and more high-paid workers are men, this may be the reason for the bigger gender pay gap.

Gender

Mean gender pay gap = 5.1%

Median gender pay gap = 5%



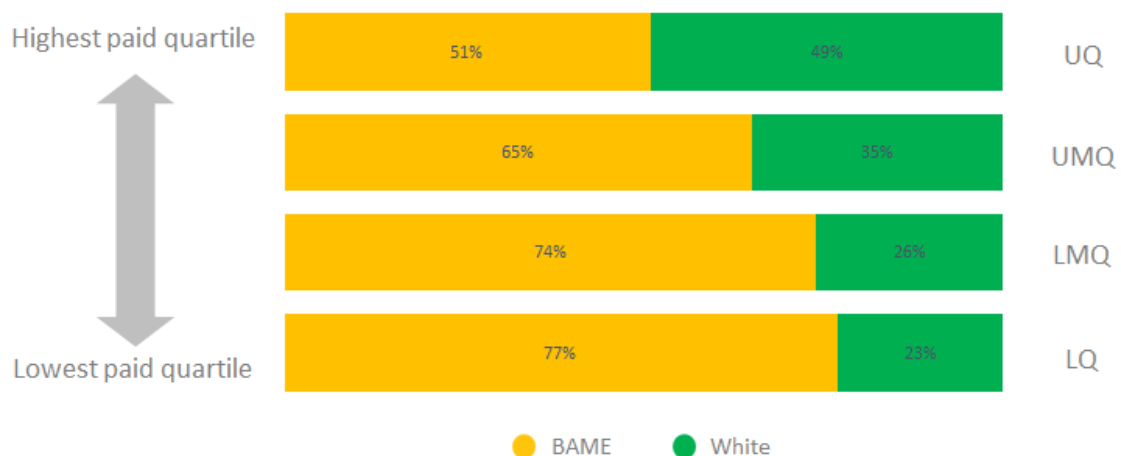
The distribution of male and female employees across the quartiles indicates that the lower paid quartiles of the workforce, particularly the lower middle quartile, are comprised of a higher proportion of women, which is likely to be a major factor in the mean and median pay gap.

Overall, the proportion of males and females in the workforce, is tipped in favour of women. This is also shown in the proportion of males and females in the highest paid quartile, in which the proportion of women has increased slightly since last year, from 56% to 57%. There has also been a decrease of females in the lowest paid quartile which could explain why the median pay gap has reduced since last year from 6.8% to 5% and the mean pay gap has reduced slightly from 5.7% to 5.1%.

Ethnicity

Mean ethnicity pay gap = 16.2%

Median ethnicity pay gap = 16.3%



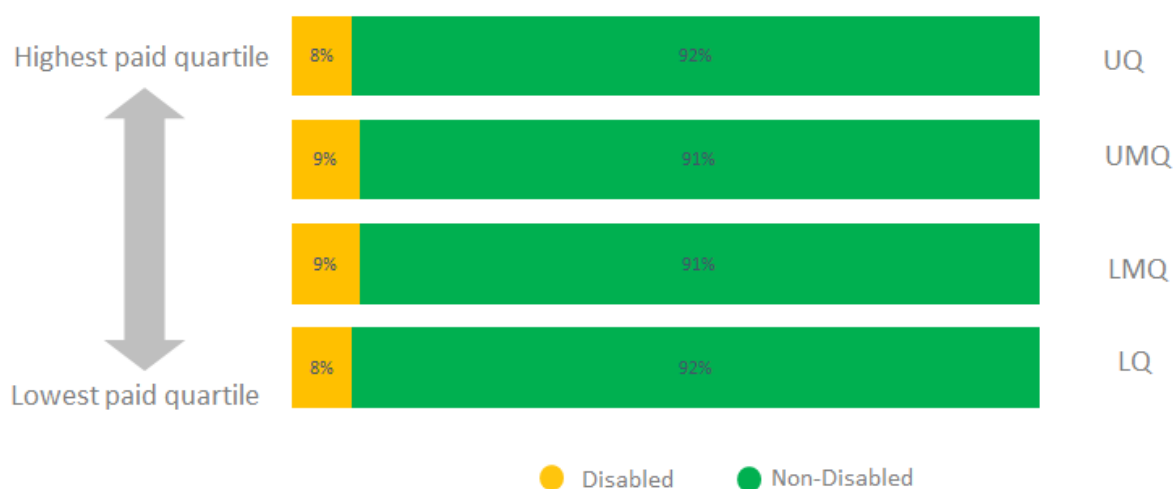
The distribution of BAME and White employees across the quartiles indicates that the lower paid quartiles of the workforce are comprised of a higher proportion of BAME employees, which is likely to be a major factor in the mean and median pay gap.

Since last year, the mean pay gap has decreased marginally from 16.5% to 16.2%. This could largely be explained by the increase in BAME employees in the upper middle quartile. The increase in the median pay gap since last year could be explained by the increase in the proportion of BAME employees in the lowest pay quartile and the proportion of BAME in the highest pay quartile remaining constant.

Disability

Mean disability pay gap = -2.9%

Median disability pay gap = 0%



For the first time since we started reporting, we have a negative mean pay gap of 2.9%. This compares to last year's 1.7%, which means that overall, our disabled employees have higher mean pay. The possible explanation for this could be that whilst the proportion of disabled employees in each of the pay quartiles is largely the same, the value of pay for disabled employees within each quartile is higher than those of non-disabled employees.

The decreased proportion of disabled employees in the lowest pay quartile from 10% to 8%, which is the same as the proportion of those in the highest pay quartile, may explain the 0% median disability pay gap compared to last year's 2.6%.


Review of priority actions from 2020/21 – Gender/ Ethnicity/ Disability

- A review of the internal promotions/ progressions showed that more women and individuals from BAME groups were promoted than men and individuals from white groups respectively, whilst 7% of all those that were promoted were disabled. In addition, the proportion within those groups who were promoted largely reflected their proportion in the overall workforce.
- More women new joiners (55%) were recruited to a salary of PO5 (£46,839 - £49,827) and above (which is within the highest pay quartile) than men, though this has reduced from 62% last year. BAME employees made up 39% of the employees who were recruited to PO5 and above – up from last year's 24%, and of all the new starters who were recruited to a salary of PO5 and above, 16% were disabled, up from last year's 8%.
- In the cohort of apprentices who started their apprenticeships in 2020/2021, 53% were female, 72% were from a BAME background and 4% had a disability. This includes the team leader/ supervisor apprenticeships for aspiring managers which we launched last year. In this cohort, 38% were female, 67% were from a BAME background and 25% had a disability.
- From the cohort of employees who completed the Middle Managers Development Programme training in 2021, 67% were female, up from last year's 50%, 67% were from a BAME background, up from 40% and no one had a disability. However, of those who completed the questionnaire, 33% preferred not to reveal whether they had a disability.

Priority Actions for 2021/22 – Gender/ Ethnicity/ Disability

- To extend monitoring to include both internal promotions and external appointments.
- Ongoing monitoring of new joiners' starting salary for grades PO5 and above.
- Expand the range of programmes to support and encourage career advancement.
- Monitor and report on the completion of unconscious bias training on an ongoing basis to reinforce the importance of inclusivity.

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	General Purposes Committee 7 th March 2022
	Report from the Director of Legal, HR, Audit & Investigations
Apprenticeship Scheme – update and pay rates	

Wards Affected:	All
Key or Non-Key Decision:	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 Diversity profile of apprentices
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Martin Williams, Head of Human Resources Martin.williams@brent.gov.uk 020 8937 3209 Michelle Fitzgerald - Corporate Apprenticeships Manager Michelle.Fitzgerald@brent.gov.uk 020 8937 3394

1.0 Purpose of the Report

- 1.1 To provide an update on the Apprenticeship Strategy and associated action plan for 2022 onwards and to set out the key areas of activity that will lead the council to further increase the take-up of apprenticeships and support residents into work in Brent and to utilise the opportunity of the Apprenticeship Levy to support career progression.
- 1.2 To outline a proposal for apprenticeship salaries for L2 & L3 apprentices to be aligned with the London Living Wage (LLW). This will bring the council more in line with other London councils and is also consistent with the salary paid to those taking part in the Kickstart Scheme.

2.0 Recommendations

- 2.1 Note the current position in relation to apprenticeships and utilisation of the levy including the greater alignment of apprenticeships with key skill shortage areas and take-up of apprenticeships to support career progression.
- 2.2 Note the position in respect of the council's statutory target that 2.3% of new starters in every year be starters in apprenticeship posts.
- 2.3 Note the agreement by CMT to introduce centralised funding for a number of higher-level apprenticeships and ring-fence some entry-level roles for internships for our residents who need support to get into work or apprenticeships.
- 2.4 Agree to for apprenticeship salaries for L2 and L3 apprentices to be aligned with the LLW.

3.0 Detail

- 3.1 A key strand of the Apprenticeship Strategy is to utilise the levy to support workforce development through apprenticeship opportunities for our residents. Since the introduction of the levy, many more types (or standards) of apprenticeships have become available. This has enabled the council to better align apprenticeships with key skill shortage areas and as a result, there has been a shift from large numbers of apprenticeships in largely business administration and customer service at levels 2 and 3 to a greater spread across a wide range of different apprenticeships from levels 2 to 7.
- 3.2 Current apprenticeship standards in place within the council – new recruits

Standard	Level	Standard	Level
Adult Care Worker	2	Civil Engineer	3
Insurance Practitioner	3	Data Analyst	4
IT Solutions	3	Commercial Procurement & Supply	4
Surveying Technician	3	Associate Project Management	4
Housing & Property Management	3	Software Developer	4
Business Administration	3	Solicitor	7
Information Communication Technician	3	Accountancy Taxation Professional CIPFA	7

Current apprenticeship standards in place within the council – existing staff (upskilling)

Standard	Level	Standard	Level
Team Leader	3	Coaching Professional	5
Advanced Credit Controller	3	L&D Consultant	5
L&D practitioner	3	Social Work	6
Intelligence Analyst	4	Occupational Therapist	6
Housing Management	4	Chartered Legal Executive	6
Counter Fraud	4		

3.3 Public Sector targets

3.3.1 By way of a recap, all local authorities and other public bodies with 250 or more staff in England as at 31 March in each of 2017, 2018, 2019, 2020 and 2021 are within scope of the statutory target to employ an average of at least 2.3% of their staff as new apprentice starts per annum over the period 1 April 2017 to 31 March 2021. Bodies in scope must have regard for the target. Whilst not confirmed by the government, it is assumed this target will continue.

3.3.2 The Government considers the duty to 'have regard' to the target to mean that, in making workforce planning decisions, public bodies should actively consider apprenticeships either for new recruits or as part of career development for existing staff. Apprentices are only considered as 'new apprentices' who will count towards the target, in the year in which they begin their apprenticeship.

3.3.3 The council's position against this target is below:

Year (as at 31 March)	% apprentice starts	Levy spent
2017/2018*	3.34%	£5,962
2018/2019	1.08%	£143,648
2019/2020	0.61%	£328,870
2020/2021	0.71%	£327,324
2021/2022	0.63%	£273,317 YTD

*Excluding schools. It was subsequently clarified by government that the target included schools, where the council is the employer.

3.3.4 Since April 2017 we have been paying monthly payments via payroll towards the Apprenticeship levy. From April 2019 any unused levy funds after 24 months became expired, and were returned to HMRC on a monthly basis. Including schools our total amount that has expired is £821,316. This started in 2020 mainly due to the lack of new apprentice starts across Brent and schools in 2020/2021.

3.3.5 As shown in the table above, the levy spend has increased year on year, with the exception of 2020/21 in which the pandemic caused a delay to any new starts. This was mainly because of the adjustment to homeworking and the transition to online training.

3.3.6 The focus continues to be on identifying and offering apprenticeships aligned to key skill shortage areas, to support career development for existing & new staff. The aim is for apprentices to be successful in their training so that they are in a strong position to apply for and be successful in securing a role at the end of their apprenticeship.

3.3.7 The government recognises that apprenticeships which take 2 years or more to complete could impact on organization's ability to meet the target. Of the 25 different apprenticeships started within the council since May 2018, 17 of these are/were for 2 years or more.

- 3.3.8 To hit the public sector target we would need to have a minimum of 150 new apprentices per year across Brent & schools. In 2020/21, we had 10 newly recruited council apprentices, 14 upskilling apprenticeships and 19 in schools. This gives us 43 new apprenticeships towards our annual target as of 31st March 2021. This equates to 0.71% of our workforce on apprenticeships. The table below gives an indication on how we are tracking towards our 2021/2022 target.

2021/22 Apprenticeship figures towards target	
New apprentice starts from April 2021	15
Under Offer new & upskilling	15
Recruiting	8
Schools	6
Total	44

- 3.3.9 Key challenges include the salary costs associated with such a large number whilst at the same time maximising expenditure of the levy, which creates a degree of tension between the two. For those upskilling the one day a week training can be a challenge. Trying to manage workload, as well as coursework, is not easy for those that work in smaller teams, as the workload cannot be absorbed in the same way as it can in larger teams. This has been one of the reasons that four of the upskilling apprenticeships have been paused, alongside those having to take English & Maths as part of their apprenticeship training.

3.4 Strategic planning & skills gaps

- 3.4.1 Apprenticeships are now being used more to train or re-train Brent residents, in roles where we identify a business need. However, at present apprentices train in departments that have the headcount budget. This is not necessarily the best approach, especially if we are identifying areas that have a future skills need, but do not have the budget to hire trainees; the apprenticeships could be used to bridge that training gap. It is therefore proposed to ring-fence central funding for a limited number of apprentices on an annual basis, where there is a business need, or where a skills shortage is identified. This is in some respects similar to the graduate programme.
- 3.4.2 We will continue to target our recruitment locally as this will give our residents an opportunity to enter into higher-level apprenticeships including degrees. This is a more favorable approach, as it will also enable some people to gain the career in an industry where there is a need i.e. Surveying, Housing etc. For some of our residents this will enable them to gain a further qualification in some cases a degree that they would not have been able to pursue otherwise. This will be beneficial to both Brent and our residents. The cost would depend on the duration of the apprenticeship and if the proposal for the LLW for all apprentices is approved. The table below is based on 5 roles per year at LLW salary.

	Year 1	Year 2	Year 3
Annual cost	£103,428	£206,856	£310,284

- 3.4.3 Through discussion with individual services a number of apprenticeships could be delivered to help with these skills gaps.

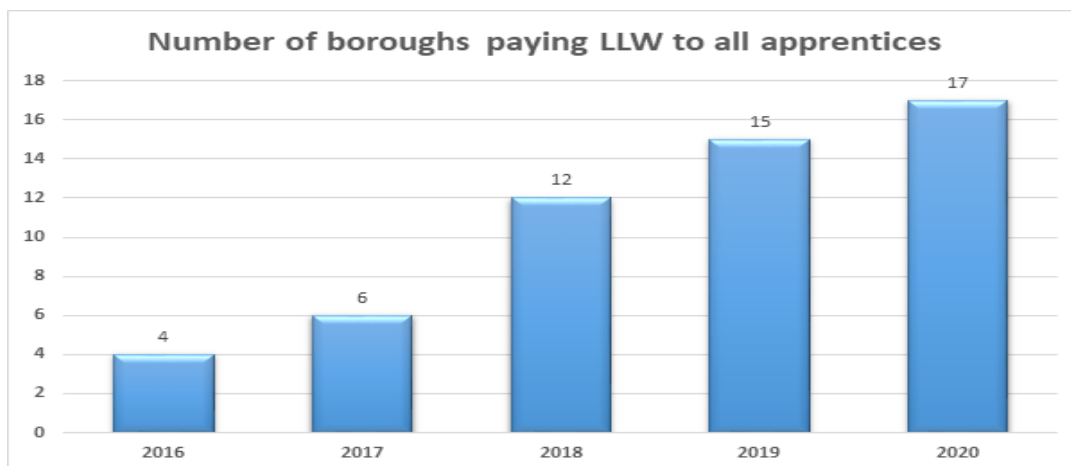
Standard	Level	External
Building Control surveyor	Level 6	External
Transport Planning	Level 3	External
Public Health Practitioner	Level 6	External
Social work	Level 6	External

- 3.4.4 This would help to address the skills shortages within the council. It could also increase opportunities for residents from Black, Asian and Minority Ethnic backgrounds to move into higher graded roles and could potentially make a significant contribution to the council's progress towards the apprenticeship target and use of the levy.

3.5 LLW

- 3.5.1 As Brent is a LLW employer, it is proposed that we increase the salary for all L2 & L3 apprentices to align them with those on a L4 and above apprenticeship. This would help us to recruit locally and encourage more people to apply for opportunities in Brent Council, who in turn will benefit from working with a London Living Wage employer. The average age of our externally recruited apprentices is 28, which indicates that not all of our apprentices are still living at home with parental support, which is presumed for some of our younger apprentices. Hence the pressure to earn a higher salary whilst undertaking an apprenticeship as an opportunity to retrain. This is also true for some of our care leavers who struggle financially to pay for accommodation etc.

- 3.5.2 Using the data supplied in the LGA annual survey on apprentices salaries, this change would align us with other boroughs who also pay LLW to all of their apprentices.



- 3.5.3 As part of the Government's incentive to get people back into work the Kickstart work experience scheme was launched. As part of the scheme Brent agreed to pay Kickstart participants LLW instead of NWM proposed by the government. It is hoped that the scheme will lead to apprenticeship uptake by individuals at the end of the scheme. This would leave us in a predicament if they move across to the apprenticeship programme on a L2 or L3 scheme, as they would be on a lower salary and may decide against the apprenticeship opportunity, which could mean they could revert back to being unemployed.
- 3.5.3 There are currently 2 apprentices on a L2 or L3 apprenticeship on £8.91 an hour. The cost to move them to LLW £11.05 an hour is an increase of £4,006.08 per apprentice per year.

3.6 Funded Internships

- 3.6.1 Funded internships can be run as a pre-employment programme. These opportunities could be used for care leavers or individuals with SEN, to enable them to get the opportunity to gain valuable work experience within Brent. It is proposed that each programme would run for 6 months with 5 people on programme at a time. As a work ready pathway to employment or further training, it is hoped it will ensure commitment and give the individuals some soft skills training, on timekeeping, communication and team work. If the individuals are successful, it could lead to employment or apprenticeship training either in Brent or locally.

The cost at LLW per year is £103,428.

- 3.6.2 It is clear from feedback locally and nationally that care leavers and those with SEN can struggle to get employment and need extra support to enable them to become work ready, prior to an apprenticeship or job. In response to this, the development of a pre-employment programme will provide individuals with the right skills & support, to enter into employment, an apprenticeship or other learning opportunities. This will support our Care Leaver Charter commitment to encourage care leavers to achieve their career and employment goals, and help reduce the current dropout rate for care leavers in apprenticeships that is widely reported. It would also increase our diversity as a disability confident employer.
- 3.6.3 HR will work within the council and other groups in the borough to identify individuals who would benefit from this type of on the job support. This could be an alternative to an apprenticeship for those who would struggle to complete the English and Maths and other learning elements of the apprenticeship programme. We will also need to identify roles where these individuals would gain the opportunity to gain experience surrounded by a supportive team. We are conscious of not setting anyone up to fail, but to enable a successful outcome for all.

3.7 Alternative Options Considered

- 3.7.1 The opportunities for the centralising of some apprenticeships and funded internships, is to enable our residents to benefit from employment opportunities

and learning from industry experts at Brent. We could have continued as we are, however where we are identifying skills gaps and hard to recruit roles, if we can then match these to enable our residents to further their development and gain the career, then it becomes a win, win situation. These opportunities give people a sense of purpose, keeps them in employment and will increase their quality of life. All the things that we strive for daily, for our residents as Brent employees.

4.0 Financial Implications

- 4.1 The Apprenticeship Levy Account is made up of contributions from the Council and maintained schools, which the government tops up by 10%. All employers have 24 months to spend their funds, including top-ups, before they expire. The current balance of the digital account is £1.7m and since 2017 £56k has had to be returned.
- 4.2 The additional cost of paying the LLW rate to all apprentices is £4,006.08 per apprentice per year.

5.0 Legal Implications

- 5.1 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 a 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 proposal is in line with the Council ethos to pay LLW. The Council have not contravened any statutory regulation by not paying LLW to apprentices in the past. All apprentices have been paid in line with the National Minimal Wage.

6.0 Diversity Implications

- 6.1 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.
- 6.2 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.

6.3 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.

6.4 Appendix 1 sets out the current diversity profile of those undertaking apprenticeships with the council.

7.0 Consultation with Ward Members and Stakeholders

7.1 None.

8.0 Human Resources/Property Implications (if appropriate)

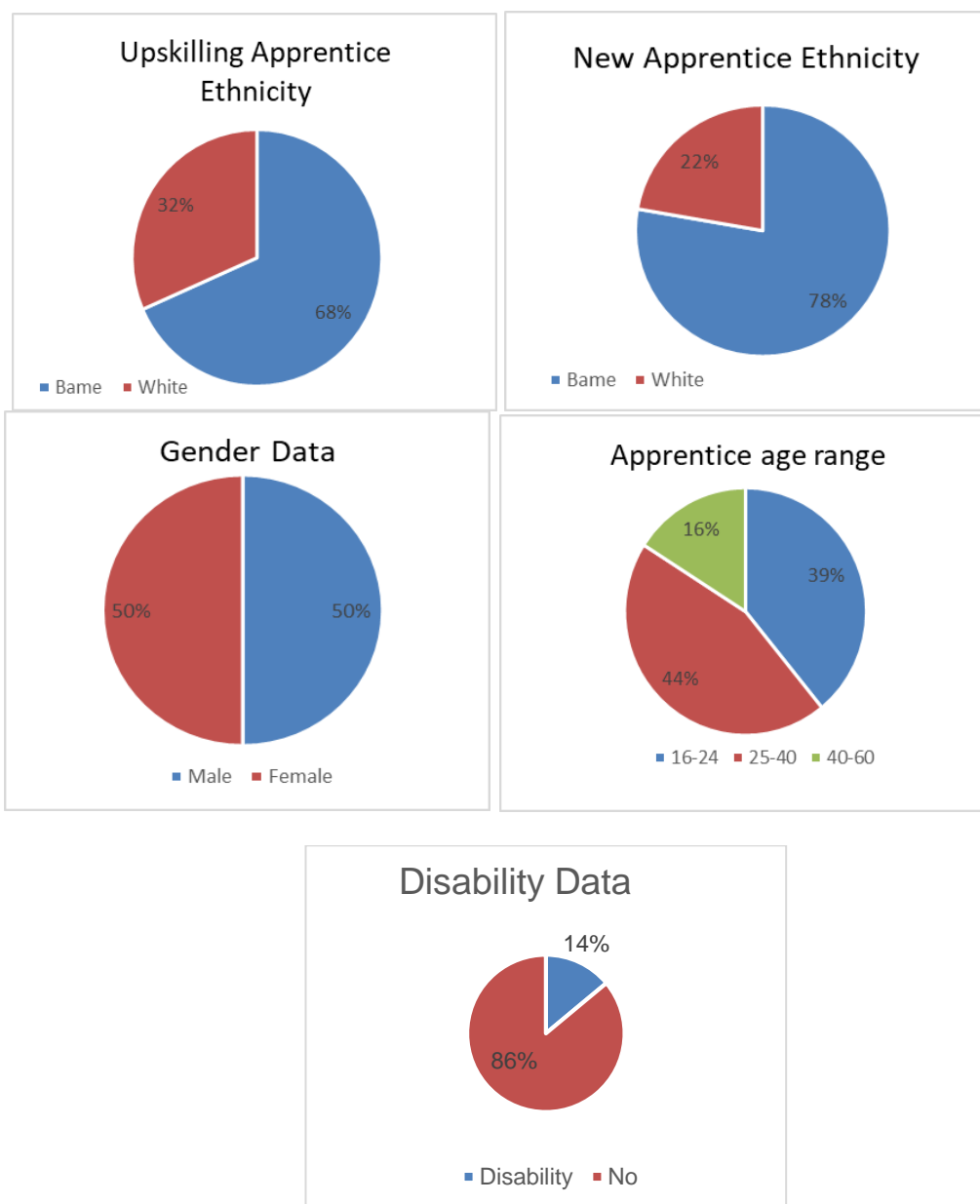
8.1 The HR implications are contained within the body of this report.

Report sign off:

Debra Norman


Director of Legal, HR & Audit and
Investigations

Diversity profile of apprentices October 2020



The data above is from October 2020, and is based on the staff who have declared their diversity information and therefore excludes staff who have chosen not to do so.

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	General Purposes Committee 7 th March 2022
	Report from Head of Paid Service
Approval to Waive Actuarial Strain Costs	

Wards Affected:	N/A
Key or Non-Key Decision:	N/A
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	This report is partially exempt. Appendix 1 is Not for Publication as it relates to the following category of exempt information as specified under paragraph 1 Schedule 12A of the Local Government Act 1972 namely 'information relating to an individual'.
No. of Appendices:	One Appendix 1(exempt) Pension Strain costs
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Debra Norman Director of Legal, HR, Audit and Investigations. Debra.Norman@brent.gov.uk

1.0 Purpose of the Report

- 1.0 This report seeks approval to waive the actuarial strain costs relating to the release of a pension on compassionate grounds. The officer concerned has suffered a life changing illness but does not meet the threshold for ill health retirement. As the pension strain costs that the council must bear as part of the Pension scheme rules, amount to over £100,000 the General Purposes Committee is required to approve the payment.

2.0 Recommendations

- 2.1 To approve the waiving of actuarial strain costs set out in the report.

3.0 Detail

- 3.1 An officer of the council has suffered a life changing illness but does not meet the threshold for ill health retirement. The cost of her release of pension will be

met by compensatory savings from within the department including the deletion of a vacant post. More detail is contained in the exempt appendix.

4.0 Financial Implications

- 4.1 The costs of agreeing to waive on compassionate grounds the actuarial reduction, which would normally apply to early release of a pension, will be recovered in a period of two years due to the associated deletion of a vacant post within the service.

5.0 Legal Implications

- 5.1 The council has power under Regulation 30 of the Local Government Pension Scheme Regulations to agree the release of an individual's pension and to waive on compassionate grounds the actuarial reduction that would normally apply as set out in paragraph the council's Local Government Pension Scheme Employer Pension Discretions Policy.
- 5.2 The council's pay policy statement, adopted under the Localism Act 201 and in accordance with statutory guidance, provides that termination payments which exceed £100,000 will normally be agreed by full council or a committee of the council.
- 5.4 Other legal implications are contained in the body of the report.

6.0 Diversity Implications

- 6.1 There are no diversity implications in respect of this report.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 None.

8.0 Human Resources/Property Implications (if appropriate)

- 8.1 None pursuant to this individual case.

Background Papers

None

Report sign off:

Carolyn Downs

Chief Executive and Head of Paid Service

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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APPOINTMENTS TO SUB COMMITTEES & OUTSIDE BODIES

General Purposes Committee is asked to confirm the following membership change in relation to its Sub-Committees:

BRENT PENSION FUND SUB-COMMITTEE

- (1) Councillor Mitchell-Murray to be replaced by a vacancy as a full member of the Brent Pension Fund Sub Committee

Subject to confirmation of the above change the amended membership of the Brent Pension Fund Sub Committee will be as follows:

CHOUDHARY (C)	LABOUR
ADEN (VC)	LABOUR
DALY	LABOUR
DONNELLY-JACKSON	LABOUR
KANSAGRA	CONSERVATIVE
VACANCY	LABOUR
PERRIN	LABOUR

CO-OPTED NON-VOTING:

ELIZABETH BANKOLE (UNISON)

SUBSTITUTE MEMBERS:

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

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