



General Purposes Committee

Monday 13 March 2023 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)
M Patel (Vice Chair)
Donnelly-Jackson
Grahl
Knight
Lorber
Krupa Sheth
Tatler

Substitute Members

Councillors:

Afzal, Akram, Crabb, Farah, Nerva, Rubin and Southwood.

Councillors:

Georgiou and Matin

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 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 12 December 2022 as a correct record.	
5 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
6 Workforce Equalities and Pay Gap Report 2023	5 - 50
This report is presented to provide the Committee with information on Brent's annual workforce equalities data, published in January 2023, and pay gap data relating to gender, ethnicity and disability before the Council's publishing of this data by 30 March 2023.	
7 Appointments to Sub-Committees / Outside Bodies	51 - 52
To consider any appointments needing to be made to the bodies	

approved by the General Purposes Committee.

8 Exclusion of Press and Public

There are 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 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 seats will be provided for members of the public. Alternatively, it will be possible to follow proceedings via the live webcast [HERE](#)



LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE

Held in the Conference Hall, Brent Civic Centre on 12 December 2022 at 9:30am

PRESENT: Councillor M Butt (Chair), Councillor M Patel (Vice-Chair) and Councillors Grahl, Knight, Nerva, Krupa Sheth and Tatler.

Also Present (in remote online attendance): Councillor Donnelly-Jackson.

1. Apologies for absence and clarification of alternate members

There were no apologies for absence received.

It was noted that whilst Councillor Donnelly-Jackson was in remote attendance Councillor Nerva was attending as a formal substitute in order to participate in any formal decisions that required a vote during the meeting.

2. Declarations of interests

There were no formal declarations made during the meeting.

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 17 November 2022 be approved as an accurate record.

5. Matters arising (if any)

There were no matters arising.

6. Stopping Up Order – Ujima House

Councillor Krupa Sheth introduced a report from the Corporate Director of Resident Services seeking approval for authorisation to make a Stopping Up Order for certain areas of public highway that consisted of footway located in front of Ujima House (No. 388 High Road, Wembley) under Section 247 and 253 of the Town and Country Planning Act 1990 (TCPA 1990).

Nicolaas Potgieter, Team Leader, Healthy Streets and Parking advised the Committee that the Stopping Up Order was necessary to facilitate the redevelopment of the site that would provide 54 new homes at 100% affordable

housing as part of the regeneration of the eastern end of Wembley High Road that formed part of the Wembley Housing Zone.

Members noted that the draft Stopping Up Order had been advertised in accordance with the necessary statutory requirements under Section 247 TCPA 1990 that included consulting with statutory consultees. Of the statutory consultees, two (Atkins Global and Virgin Media) had raised initial objections on the basis they had apparatus in the proposed area, however they had subsequently withdrawn their objections as further investigation concluded that their apparatus would not be affected. Members were therefore being asked to approve the making of the Stopping Up Order in order to progress development of the site.

The Committee noted the importance of the proposed development as part of the Council's programme to deliver more affordable housing and in recognition of this extended their thanks to officers for their support.

Having noted the outcome of the consultation undertaken, Members welcomed the scheme and therefore **RESOLVED**:

- (1) To note that the draft Stopping Up Order had been advertised in accordance with the requirements of Section 247 and 253 TCPA 1990 and that in response to the consultations, Virgin Media and Atkins Global (for Vodafone) had made objections that were subsequently withdrawn.
- (2) To approve the Stopping Up Order and agree that the notices of making should be advertised.

7. Stopping Up Order –Neville Road

Councillor Krupa Sheth introduced a report from the Corporate Director of Resident Services seeking approval for authorisation to make a Stopping Up Order for public highway that included areas of both carriageway and footway within the South Kilburn Estate to enable the phased development to an area near Neville House, on Neville Road, in Denmark Road and near Carlton House, Canterbury Terrace as part of the larger scale redevelopment in the South Kilburn Estate Regeneration Area, which again had been designed to increase the supply of affordable housing across the borough.

Members noted that the draft Stopping Up Order had been advertised in accordance with the necessary statutory requirements under Section 247 TCPA 1990 that included consulting with statutory consultees. Of the statutory consultees, two (Openreach BT and Virgin Media) had raised initial objections on the basis they had apparatus in the proposed area, however they had subsequently withdrawn their objections as diversions of their apparatus had been secured. Members were therefore being asked to approve the making of the Stopping Up Order in order to progress development of the site.

The Committee noted the importance of the proposed development in supporting the next stage in the South Kilburn Infrastructure and re-development programme and in recognition of this extended their thanks to officers for their support.

Having noted the outcome of the consultation undertaken, Members welcomed the scheme and therefore **RESOLVED**:

- (1) To note that the draft Stopping Up Order had been advertised in accordance with the requirements of Section 247 of the Town and Country Planning Act 1990 (TCPA 1990) and that in response to the consultation, Openreach BT and Virgin Media objected on the basis that they may have apparatus in the proposed area;
- (2) To note that the South Kilburn Estate Regeneration team had communicated with OpenreachBT and Virgin Media and resolved both objections.
- (3) To approve the Stopping Up Order and agree that the notices of making should be advertised.

8. Council Tax Base Calculation 23-24

Ravinder Jassar, Deputy Director of Finance introduced the report from the Corporate Director of Finance and Resources setting out the Council Tax base for 2023/24 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. 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 2024/25 in order to ensure the collection fund remained in balance.

In terms of the expected Council Tax collection rate, members were advised that over the years the collection rate had been adjusted to take in to account economic factors that had affected actual collection in-year and in the longer term. For 2021/22 the rate was lowered to account for the impact of COVID-19 on household’s ability to pay and the postponement of normal debt recovery actions, it was also deemed prudent to further reduce the long term collection rate in 2022/23 to 97% to reflect the economic climate. The Committee heard that over the last 5 financial years, the long term collection rate had steadily declined and that the reduced target of 97.5% set during the Covid-19 pandemic had not been met. It was anticipated that the additional pressures of the cost of living crisis would create further challenges on household’s ability to pay their Council Tax and would limit the level of normal debt recovery action that could be undertaken. Therefore it was deemed appropriate to keep the long term collection rate at the same level as 2022/23 and for 2023/24 an overall eventual collection level of 97.0% was considered reasonable.

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 2023/24 was set at 97%.
- (3) That subject to (1) and (2) above, a Council Tax Base for 2023/24 of 101,187 Band D equivalent properties (after collection rate allowance deduction) be approved.

9. Statutory Officer Dismissal Procedures

Councillor Mili Patel introduced the report from the Head of Paid Service seeking approval from the Committee to make changes to the Council's Disciplinary and Dismissal Procedures for the new roles of the Chief Executive, Monitoring Officer and Section 151 Officer following amendments issued by the Joint Negotiating Committee for Local Authority Chief Executives to the Conditions of Service Handbook.

The Handbook had recently been further amended and as such changes were proposed to the council's procedures to reflect changes made in respect of:

- Providing for informal preliminary enquiries when a complaint is received;
- Clarifying when a matter may be reported to this committee;
- Providing for an agreed termination of an employee's employment.

The Committee noted the standard updates to the Handbook and as a result it was **RESOLVED** to approve the revised Disciplinary and Dismissal Procedures for the roles of the Chief Executive, Monitoring Officer and Section 151 Officer as laid out in Appendix 1 of the report.

10. Appointments to Sub-Committees/Outside Bodies

There were no appointments to be considered in relation to any of the General Purposes Sub Committees.

11. Exclusion of Press and Public

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

12. Any Other Urgent Business

None.

The meeting closed at 9:41am.

COUNCILLOR MUHAMMED BUTT
Chair

	<p align="center">General Purposes Committee 13 March 2023</p>
	<p align="center">Report from the Corporate Director of Governance</p>
<p align="center">Brent Workforce Equalities Report 2021/22 and Gender, Ethnicity and Disability Pay Gap Report March 2023</p>	

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 2021/March 2022. Appendix 2 Gender Ethnicity and Disability Pay Gap Report - March 2023
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, which was published in January 2023, and pay gap data relating to gender, ethnicity and disability before the Council’s pending publishing of this data by 30 March 2023.

2.0 Recommendation(s)

2.1 Note the findings from Brent’s Workforce Equalities Report April 2021 to March 2022.

2.2 Note the findings from the Gender Ethnicity and Disability Pay Gap Report - March 2023.

- 2.3 Note and comment on the proposed action plans contained in these documents.
- 2.4 Note the proposal to extend the content of and incorporation of all equality data into future annual Workforce Equality Reports to streamline and consolidate equality reporting.

3.0 Detail

- 3.1 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. Brent's annual workforce equalities data is to be published by 31st January every year and has been published for 2023.
- 3.2 Since 2017 (under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017), by law the Council must publish its gender pay gap.
- 3.3 Brent's pay gap information is due to be published in March 2023.
- 3.4 Despite there being no legal requirement to do so, this year will be the fifth year that we also publish the ethnicity pay gap and the fourth year that we publish the disability pay gap.
- 3.5 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 (same as last year), slightly younger than the average for London boroughs (47).
 - 9% of Brent employees have a disability, up from 8% last year, compared with 15% of the working age population. Brent has a higher proportion of disabled employees compared with the London borough average of 5%.
 - Disabled employees are fairly well represented across different pay grades (6-11%), with 10% of the top 5% of earners in the council being disabled, compared with 9% last year. This year 7% of employees who were promoted were disabled (8% last year).
 - Two thirds (67%) 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 up 1% since last year.
 - BAME employees make up over two thirds (71%) of those promoted over the year, up from 68% last year. They remain less well represented at the highest HAY pay grade (37%), however this is up from 31% last year.
 - Of the top 5% of earners, 38% are BAME, up from 30% last year.
 - Almost two-thirds of the workforce are women, well above the proportion of women in the population (51%), same as last year.
 - Women remain less well represented at the highest pay grades, comprising less than half of the employees on HAY grades (47%), down

from 46% last year. They are better represented among those promoted: 62% of those promoted over the year were women (66% last year).

- Of the top 5% of earners, 50% are women, up from 49% last year.
- 49% of employees are Christian (same as last year), a little higher than the proportion in the population (44%). Muslim residents are less well represented in the workforce, comprising 11% of employees (10% last year) and 18% of the working age population. Hindu employees make up 16% of the workforce (15% 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 and 40% have parenting responsibilities (both the same as last year).

Some analysis on how different groups progressed through the key stages of the recruitment process has been started, however, due to the recruitment data only being available for 6 months in the new system, meaningful analysis will be limited.

- 3.6 Brent's pay gap information for period ending March 2022, 2021 and 2020 is as follows:

Pay Gap	Average	2022	2021	2020
Gender (%)	Mean	6.2	5.1	5.7
	Median	6.8	5	6.8
Ethnicity (%)	Mean	13.5	16.2	16.5
	Median	14.7	16.3	14.2
Disability (%)	Mean	1.1	-2.9	1.7
	Median	0	0	2.6

- 3.7 The proportion of females, Black, Asian and Minority Ethnic (BAME) employees and disabled employees in each pay quartile in the period ending 2022, is as follows:

Quartile	Females	BAME	Disabled
Upper Quartile (UQ)	55%	54%	7%
Upper Middle Quartile (UMQ)	63%	66%	9%
Lower Middle Quartile (LMQ)	72%	77%	10%
Lower Quartile (LQ)	63%	75%	9%

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

- 3.9 Since 2021, there has been an increase in the number of females within the lowest paid quartile and a decrease in females in the upper pay quartile, which could explain the increase in the mean and median gender pay gap.

- 3.10 Also since 2021, there has been an increase in the proportion of BAME employees in the upper, upper middle and lower middle pay quartiles, whilst

the proportion of BAME employees in the lowest pay quartile has decreased, which could explain the decrease in the mean and median ethnicity pay gap.

3.11 There is a decreased proportion of disabled employees in the upper pay quartile which could explain the increase in the mean pay gap, whilst there is an almost balanced distribution of disabled employees across all quartiles which may explain the 0% median disability pay gap.

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

Females	BAME	Disabled
63%	67%	9%

3.13 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.

3.14 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 internal and external websites and on the government website.

4.2 In addition to the actions included in the reports and following PCG on 26 January 2023, data in the following areas will also be analysed/investigated:

- Women in the higher grades of the workforce
- Potential barriers for promotion for women
- Potential barriers experienced by employees who are not heterosexual or who do not identify with the same sex as that assigned at birth
- Employees who are carers

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 under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 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

Corporate Director for Governance

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Brent Workforce Equalities Report

April 2021 - March 2022

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January 2023



BUILDING A
BETTER BRENT

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Introduction

This is Brent Council's annual workforce equalities report for the period April 2021 to March 2022.

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 2021 to March 2022. Benchmarking data has been drawn from a range of sources including: the Human Capital Metrics Survey 2021-22, 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 2022 was 2,449.
- **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. Appendix 1 provides information about the percentage of staff who provided equality 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:** 9% of Brent employees have a disability compared with 15% of the working age population. Brent has a higher proportion of disabled employees compared with the London borough average of 5%. Disabled staff comprised 7% of those promoted and 11% of employees at the highest pay grades (HAY).
- **Ethnicity:** Two thirds (67%) of employees are from Black, Asian and minority ethnic (BAME) groups – the highest rate across all London Boroughs, and higher than the percentage of BAME residents in the Brent working age population (62%). BAME employees make up over two thirds (71%) of those promoted over the year but remain less well represented at the highest 'HAY' pay grades (37%).
- **Gender:** Around two-thirds of the workforce are women, well above the proportion of women in the population (51%). Women comprised 62% of those promoted over the year but remain less well represented at the highest pay grades, comprising 47% of staff on HAY grades.
- **Religion:** Almost half of staff are Christian, higher than the proportion in the population (49% vs. 44%). Muslim employees are not as well represented, comprising 11% of the workforce compared to 18% of the working age population. Hindu employees make up 16% of the workforce and 20% of the working age population.
- **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, 2018-2022							
	2018	2019	2020	2021	2022	Trend	Comment
Total employees	2,119	2,138	2,365	2,371	2,449		The workforce comprised 2,449 employees in March 2022, up 3% on 2021.
Average age	44	44	44	45	45		The average age of the workforce is 45 - same as last year.
Disability	10%	9%	9%	8%	9%		9% of staff have a disability - in line with previous years.
BAME	66%	65%	67%	66%	67%		Two-thirds of staff are from BAME groups - similar to previous years.
Female	64%	64%	64%	63%	63%		Almost two thirds of staff are female - same as last year
LGB	3%	3%	4%	4%	4%		The percentage of staff identified as LGB remains at 4%.

Workforce profile: how Brent compares

Workforce profile: Brent vs. London councils workforce, March 2022

	Brent	London councils average (median)	Brent ranking (out of 25 areas)*
Average age	45	47	3rd youngest in London
Disability	9%	5%	5th highest in London
BAME	67%	43%	1st - highest in London
Female	63%	61%	9th highest in London

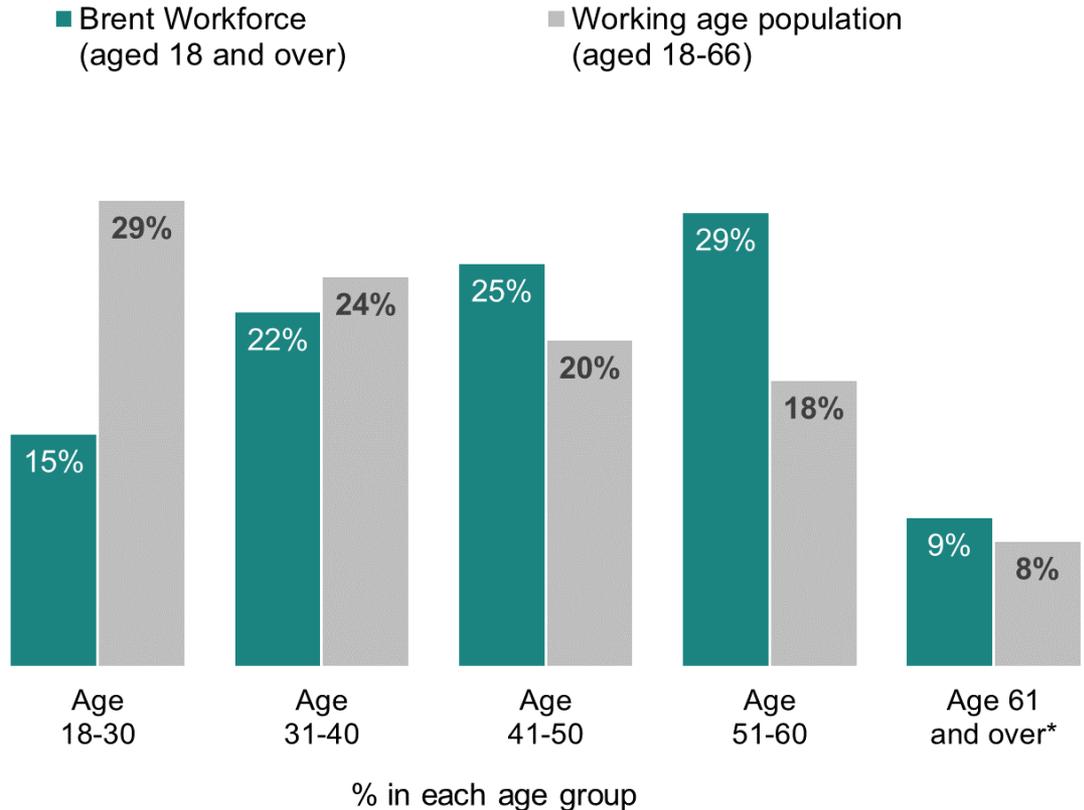
(* London ranking provides Brent's position out of 25 council areas in London (where benchmarking data were available)

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Age profile: Brent workforce

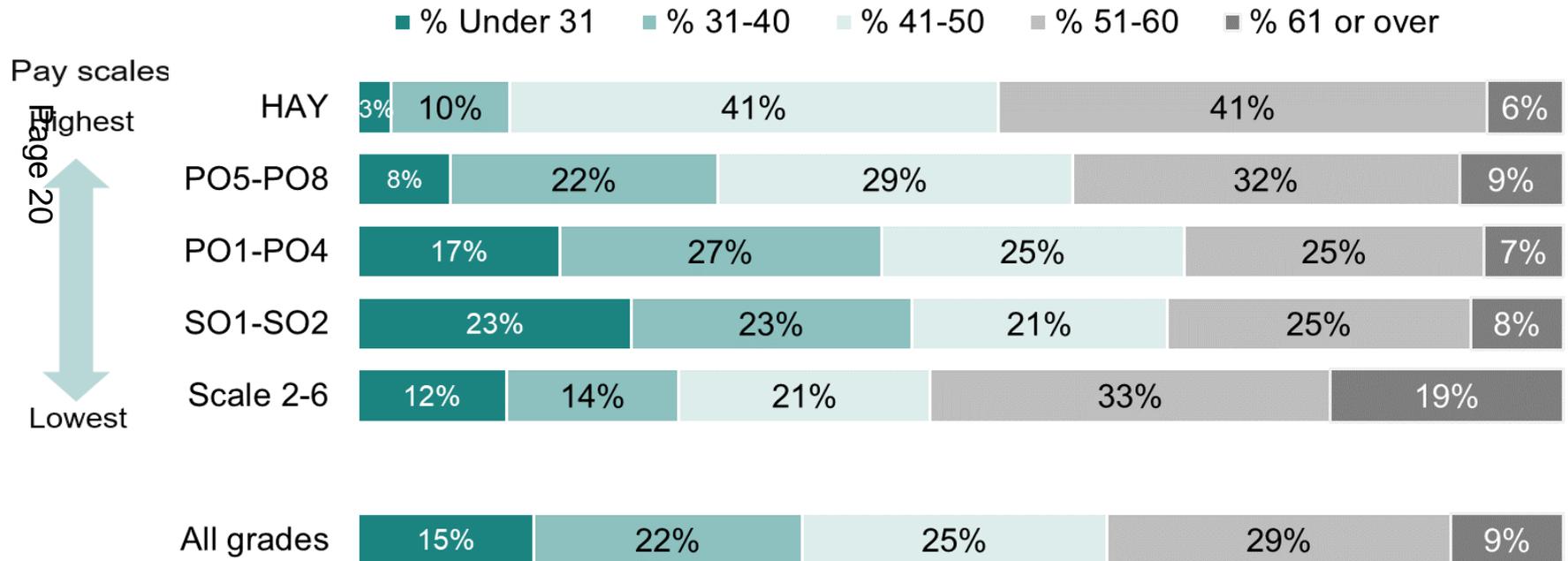
- The council has an older workforce when compared with the Brent working age population. Over half the workforce are aged 41-60 (54%), while this age group comprises just 38% of the working age population. Conversely, those aged 18-30 make up 15% of employees compared with 29% of the working age population.
- 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



Age and grade

Employees at higher paid grades (HAY) have an older age profile compared with other employees: almost half are aged over 50 (47% vs. 38% of staff in all grades).

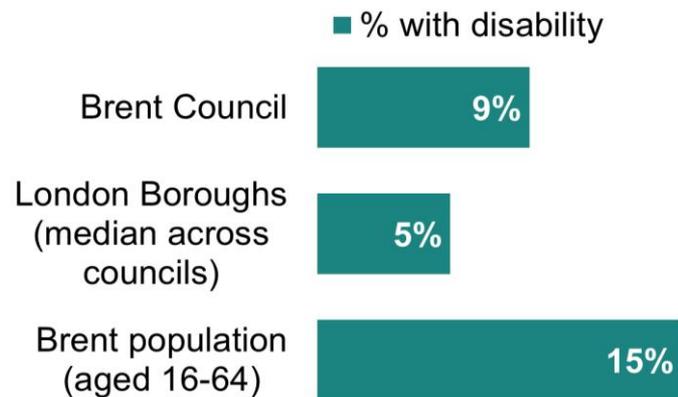


Disability and age

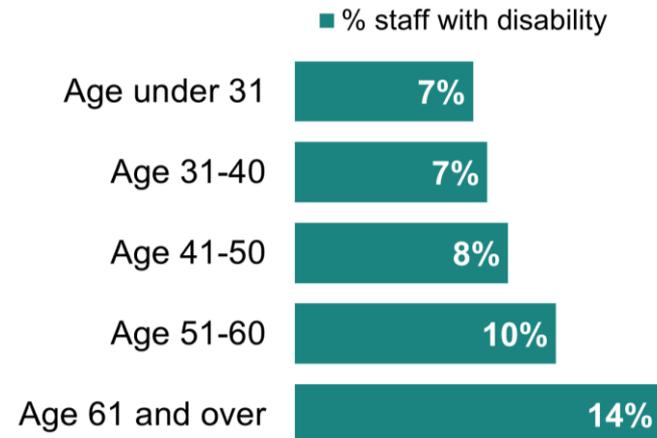
- Around 9% of Brent employees have a disability. This compares with 5% across London – Brent has the 5th highest percentage across London Boroughs. However, disabled people are less well represented in the workforce when compared to their representation in the working age population in Brent (9% vs. 15%).
- The percentage of employees who have a disability increases with age: the proportion of those aged over 60 with a disability was double the proportion of employees in the groups aged 40 and under (14% vs. 7%).

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Percentage who have a disability Measures compared

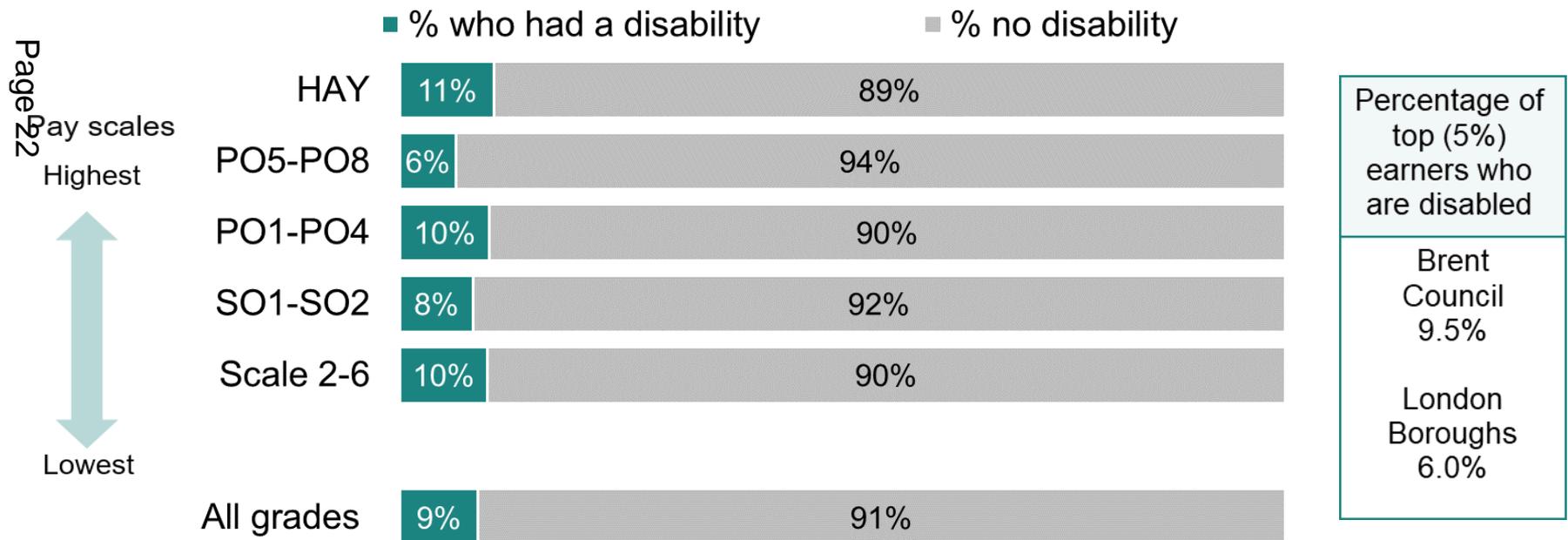


Disability and age Brent workforce, March 2022



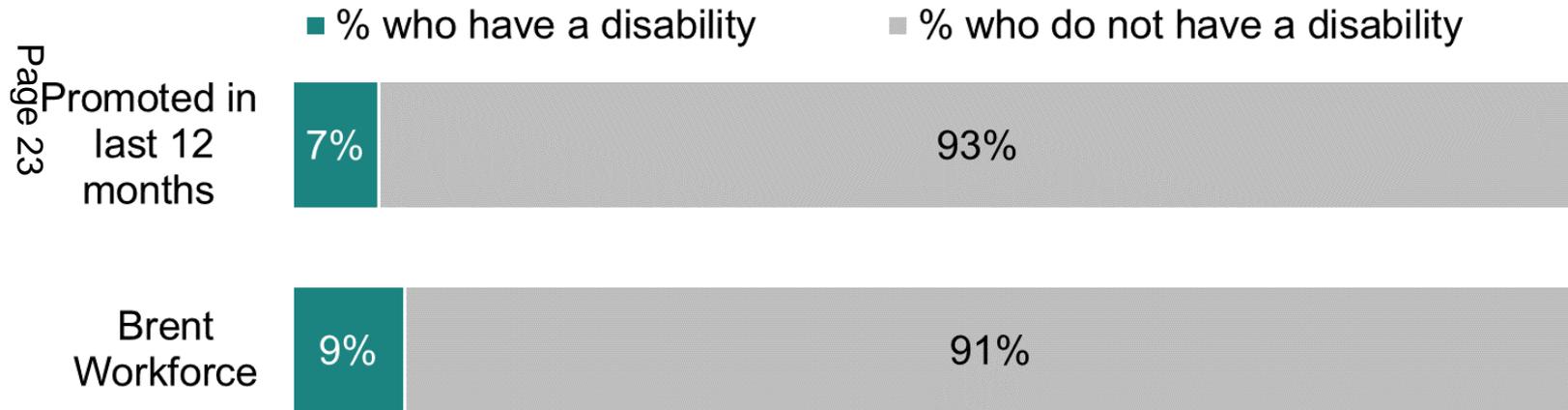
Disability and grade

- The percentage of employees who have a disability is highest among HAY grade staff and lowest for the PO5-PO8 level (11% and 6%).
- Around 9.5% of the top (5%) of earners in the Council have a disability – higher than the average for London boroughs (6.0%).



Disability and promotion

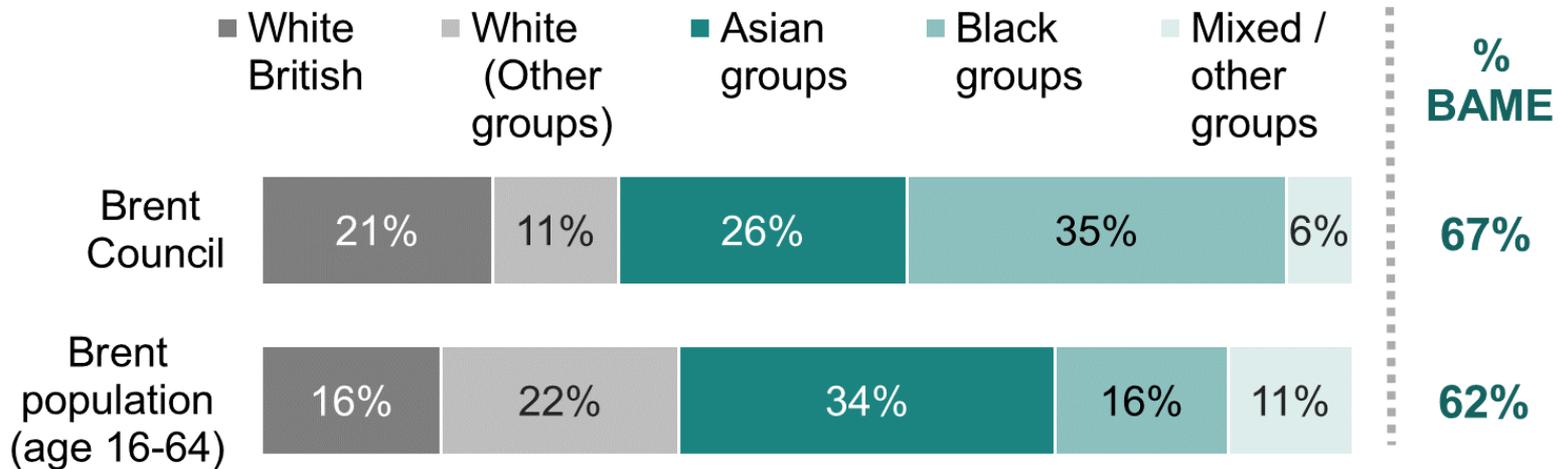
- Disabled employees made up 7% of those promoted over the year, lower than their representation in the workforce (9%).



Ethnicity profile: workforce and population

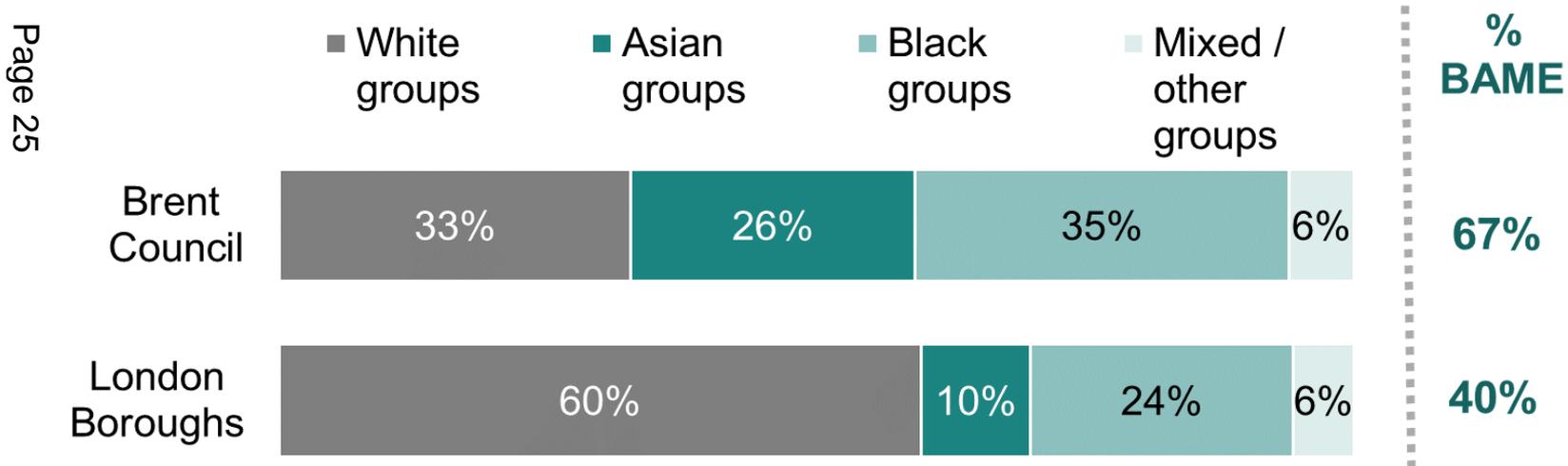
- Two thirds (67%) of employees are from a Black, Asian and minority ethnic (BAME) background compared with 62% of the Brent working age population, and 64% of Brent's population as a whole.
- There is a higher proportion of Black employees and White British employees in the workforce relative to their representation in the population, while those from Asian, White (Other groups) and Mixed & Other ethnic groups are less well represented.

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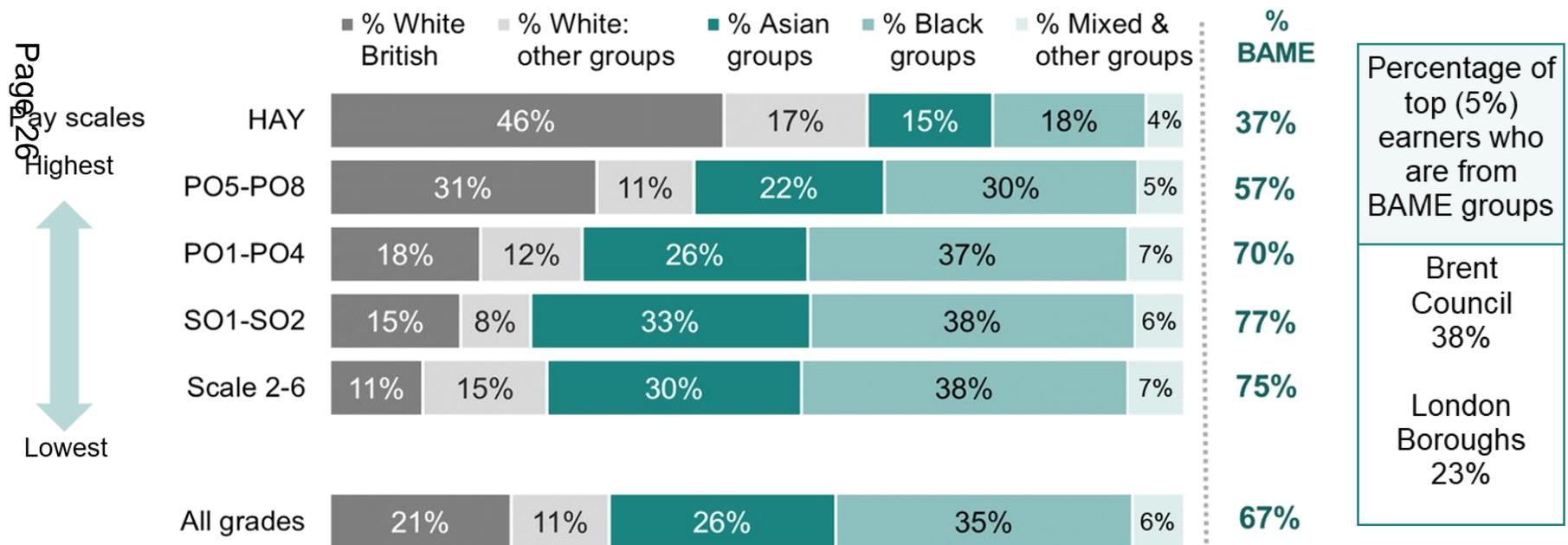
Ethnicity profile: workforce and London

Brent has a far more diverse workforce compared with other London Boroughs: two thirds (67%) of Brent employees are from Black, Asian and minority ethnic (BAME) groups compared with 40% across London. Brent Council has the highest percentage of BAME employees of any London Borough.



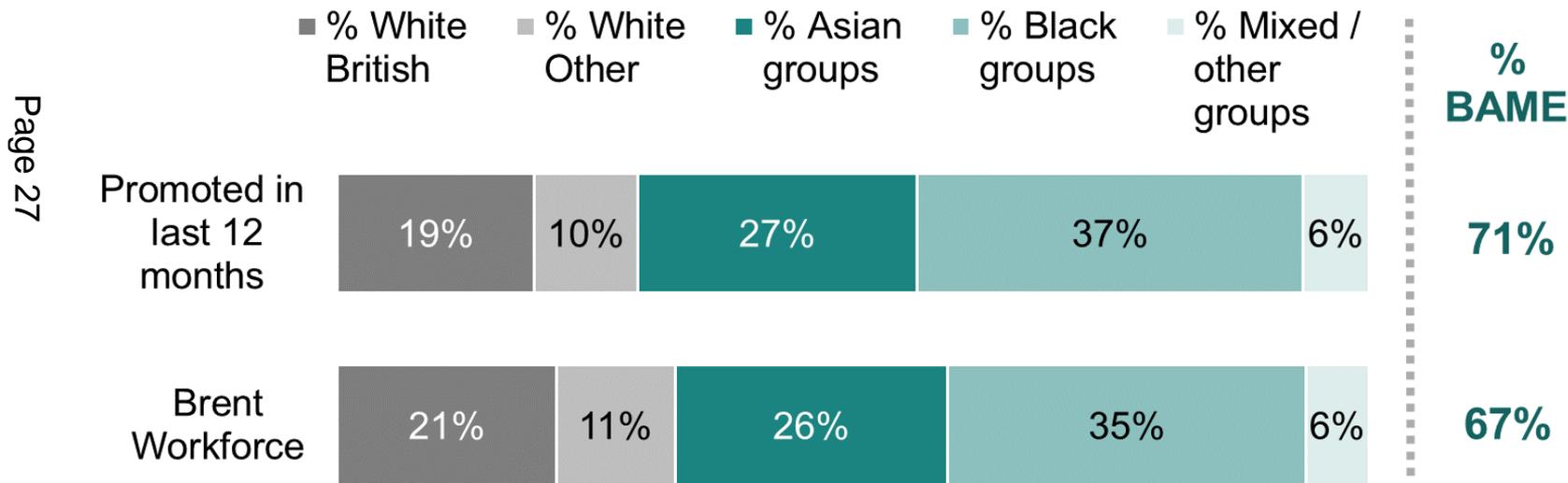
Ethnicity and grade

- BAME employees are less well represented at higher grades (37% and 57%) compared with 75% of those in the lowest grade group.
- Brent has a higher percentage of top earners (5%) from BAME groups compared with the London average - 38% vs. 23%.

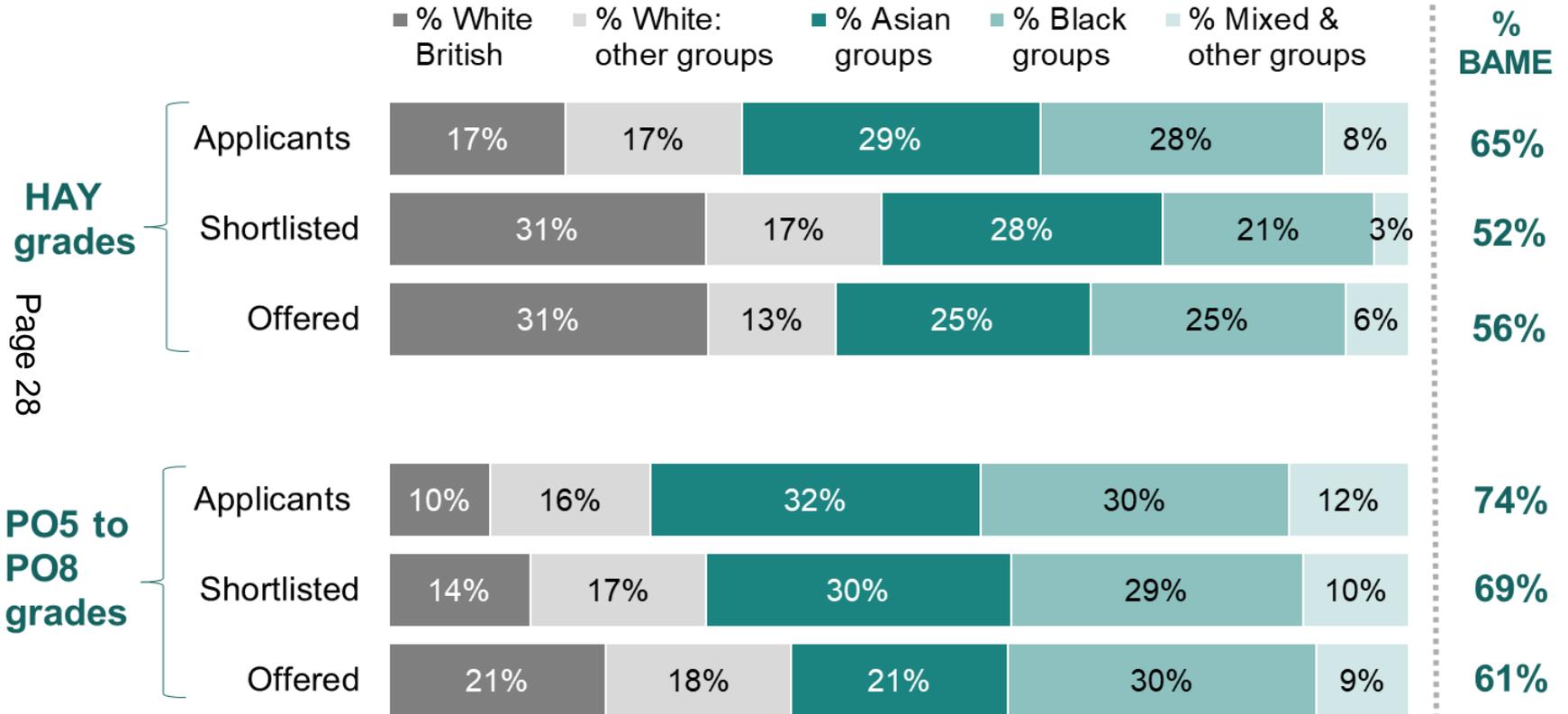


Ethnicity and promotion

- BAME employees make up 67% of staff and 71% of those promoted over the year. Overall, the ethnic breakdown of those promoted is broadly similar to the ethnic breakdown of the workforce.



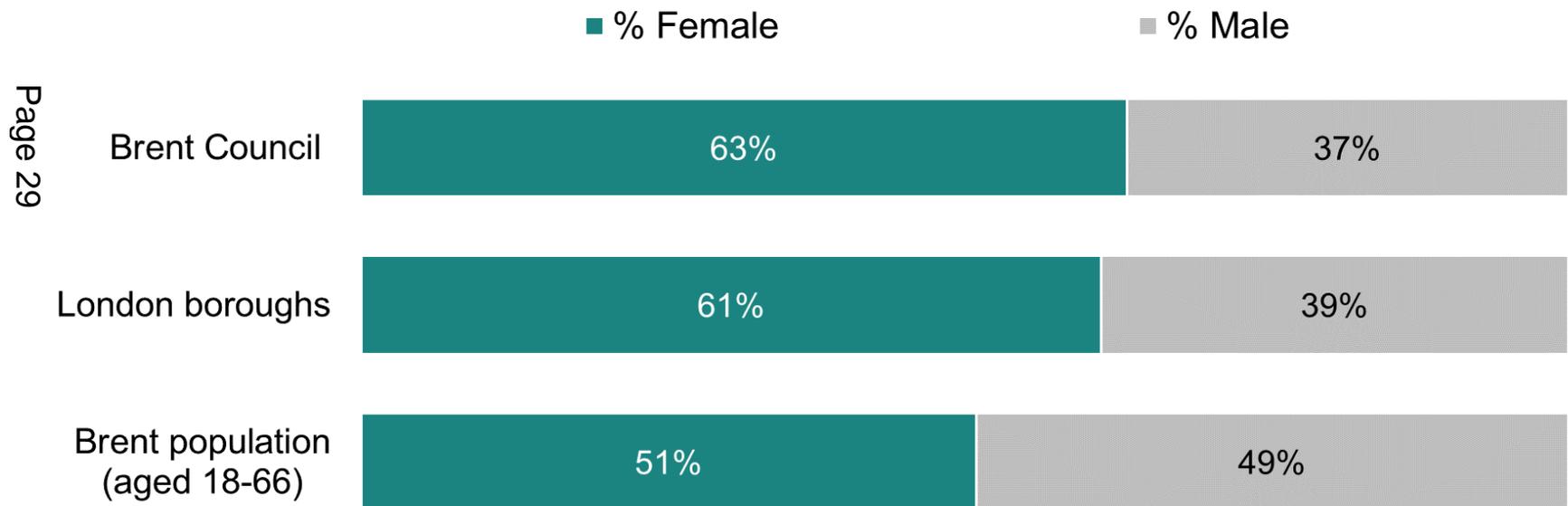
Ethnicity and recruitment: senior grades



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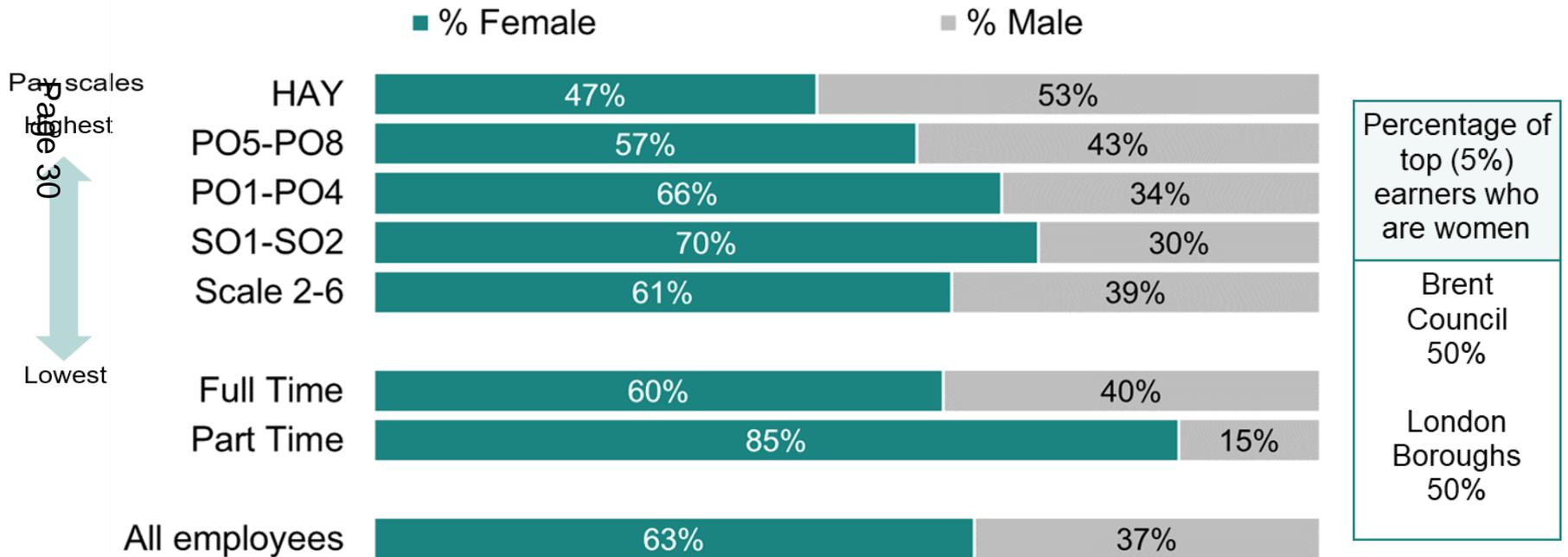
Gender profile: workforce and London

- 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.



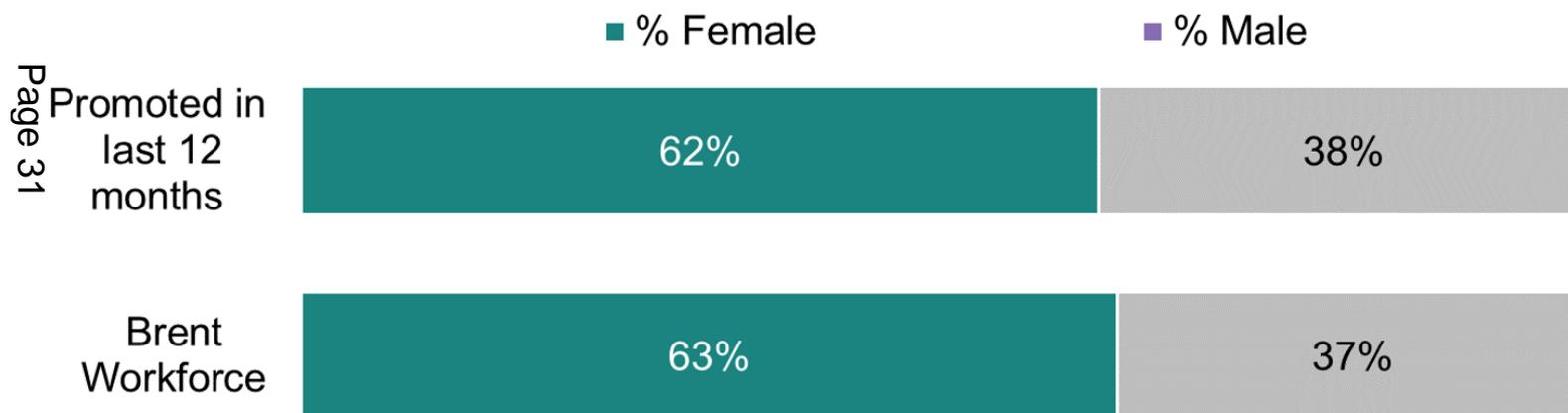
Gender, grade and work pattern

- Women remain less well represented at the highest pay grade level, comprising less than half of the employees at that grade (47%). A similar proportion (50%) of the top 5% of earners in the workforce are women – same as the proportion across London (50%). The majority of part-time employees are women (85%).



Gender and promotion

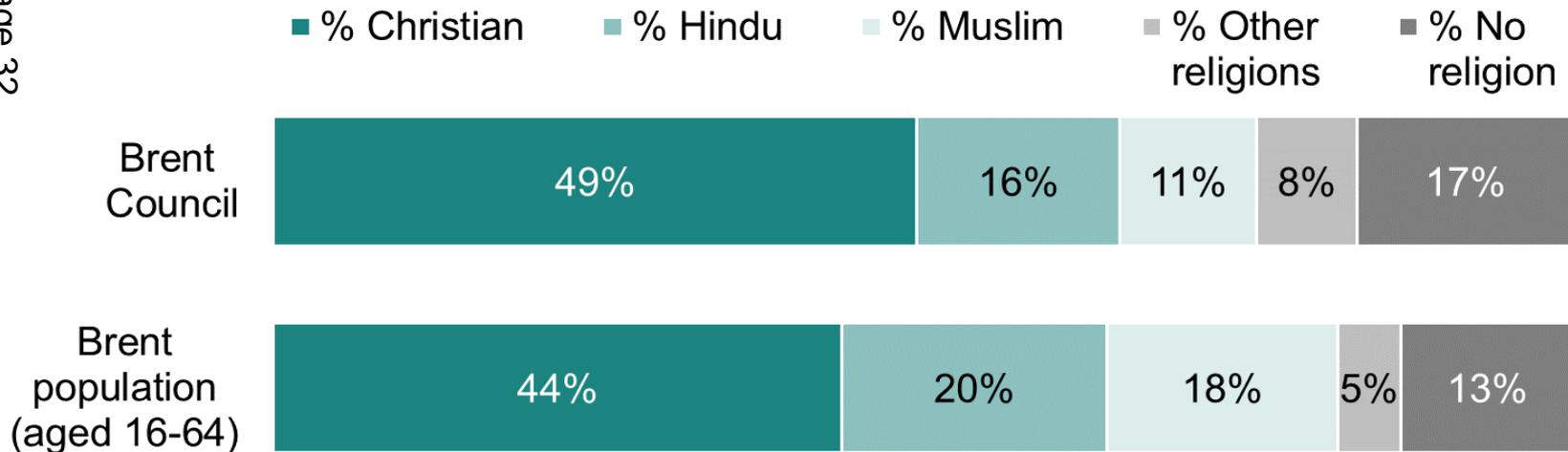
- The gender profile of employees promoted is broadly similar to the gender profile of the council workforce: women make up 63% of the workforce and 62% of those promoted.



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 11%, lower than the proportion of Muslim residents in the working age population (18%). Hindu employees make up 16% of the workforce, lower than their representation in the population (20%).

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Sexual orientation and gender identity

- **Sexual orientation**

3.7% 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**

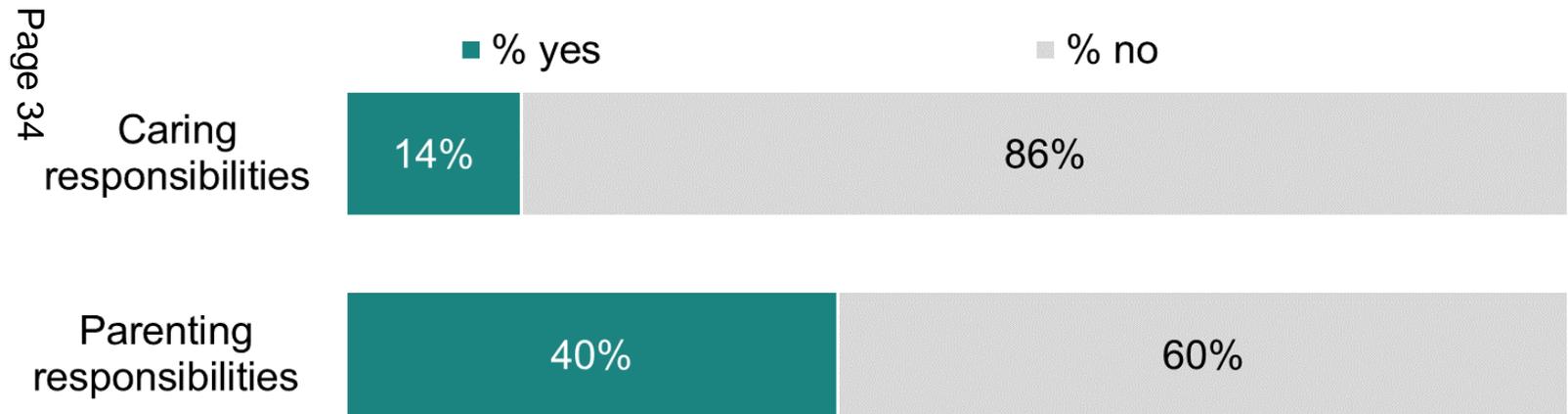
1.2% of employees identified as transgender. The Government Equalities Office tentatively estimates that around 0.3-0.8% of the UK population are transgender.

- **Future estimates**

The 2021 Census was the first census to ask questions about both sexual orientation and gender identity – this will provide better benchmarking data. These figures were not available at the time of writing, but are expected in early 2023.

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 2021

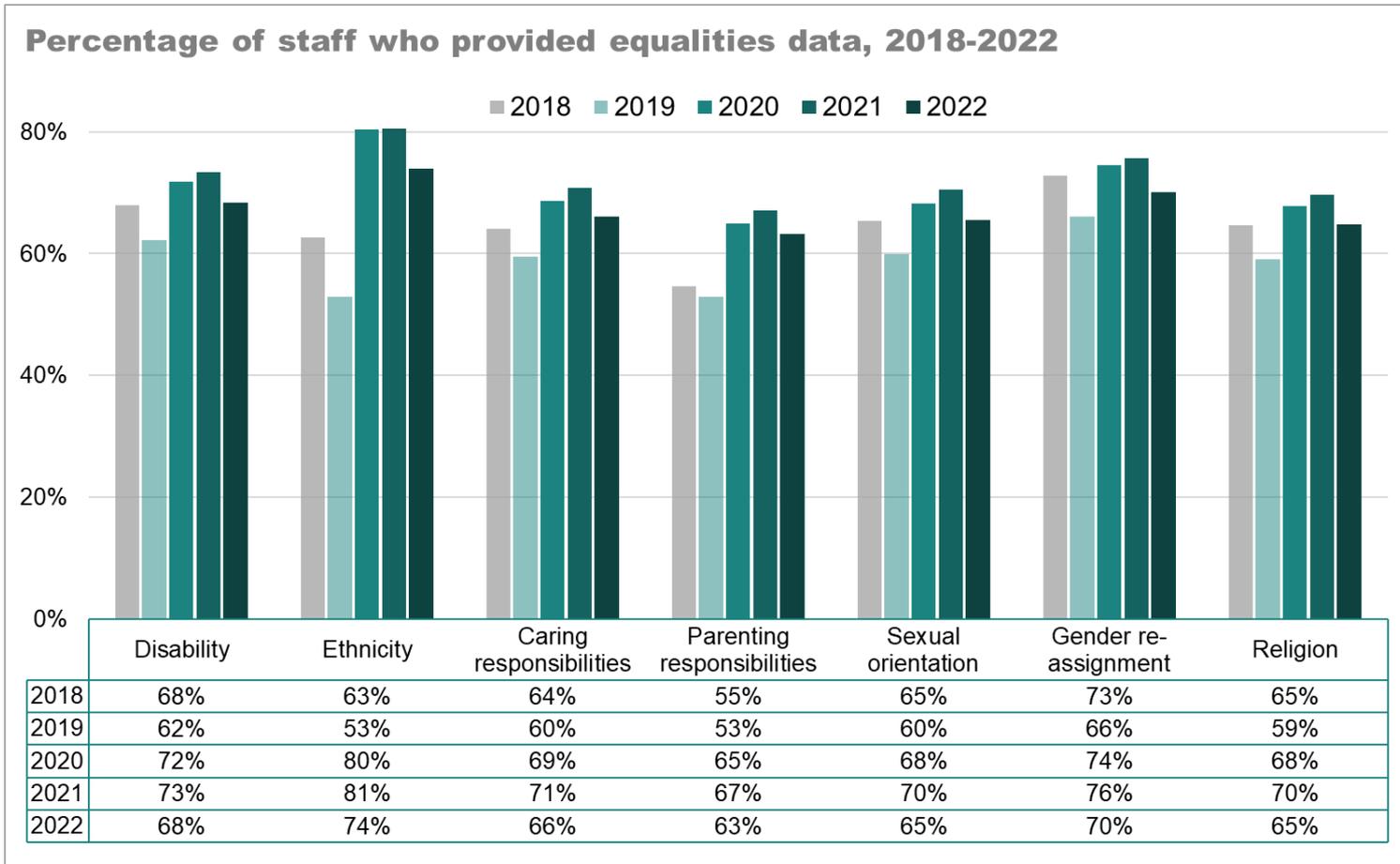
- We have started to use the data from our new HR system to analyse recruitment data at key stages of the recruitment process.
- Further support from all our networks in bringing relevant issues to the forefront. For example, we saw the support of our Staff Disabilities Network in furthering awareness of health issues such as mental health and invisible disabilities through well-attended lived experience workshops and communications throughout the year; and Black History Month was marked by raising awareness of prevalent health issues in collaboration with the Disabilities and Gender networks.
- We have provided more equality, diversity and inclusion training for our employees in customer facing services. For example, through our LGBTQ+ staff network we have furthered LGBTQ+ awareness through various lunchtime sessions, also attended by Members, which has led to workshops being commissioned in our Adult Social Care and other customer-facing environments.
- We have continued to provide an inclusive Middle Managers' Development Programme, with 5 cohorts of management having completed the programme and a further cohort starting in Spring 2023. Of the 5 cohorts, 53% were female and 49% were BAME.
- We have continued to provide inclusive apprenticeships. Of all our apprenticeships, including apprentices from our workforce and from the community in 2021/22, 51% have been female, 77% have been from a BAME background and 12% have had a disability.
- For our participation in the National Graduate Development Programme and with the support of the Youth Advisory group, we have applied a localised, targeted approach to recruitment to achieve a larger, diverse pool of candidates. In our most recent recruitment round, 86% of local applicants were from a BAME background and of the local cohort of graduates recruited, 100% were BAME.
- Recognition of the Council's work as best practice through invitation to a conference for inclusive practice for London Councils.

Priority Actions for 2022/23

- Review the work of the Equality Strategy Action Plan and work on creating a new Action Plan under the renewed strategy for another term and a continued focus on diversity and inclusion initiatives.
- Adopt the London Council Race Equality Statement and Framework in promoting equality, diversity and inclusion (EDI) best practice in the workforce.
- To capture and analyse data across a broader range of indicators to monitor the application of policies and other activities. For example, in relation to the make-up of staff who are managed under the council's disciplinary policy.
- To adopt a more intersectional approach to all EDI in line with the Equality Strategy, through the staff networks and the corporate learning offer in order to encourage more inclusive working and progression, and to raise awareness of and celebrate diversity.
- To increase access to corporate communication and inclusive learning for all non-desk and/ or field-based remote working employees via a mobile device app.
- To work with local communities who are less well represented in the workforce to raise awareness of and increase applications for roles within the council.

Appendix 1: Data quality

The chart below shows the percentage of Brent staff who provided equalities data across the different equality strands from 2018 to 2022.



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Brent Gender, Ethnicity and Disability Pay Gap Report March 2023

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

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

Again this 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.

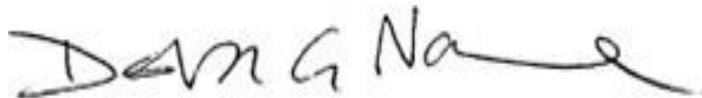
The disability pay gap shows the **difference between the average (mean and median) earnings of the Council's disabled employees and non-disabled employees**. As with gender and ethnicity reporting, the proportion of disabled and non-disabled full-pay relevant employees in each quartile pay band will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

Data Notes

This report looks at gender, ethnicity and disability pay differences for all Brent Council employees (2,449) 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 2022. 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 that reads "Dawn G Name". The signature is written in a cursive style with a long horizontal flourish at the end.

Corporate Director, Governance

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:

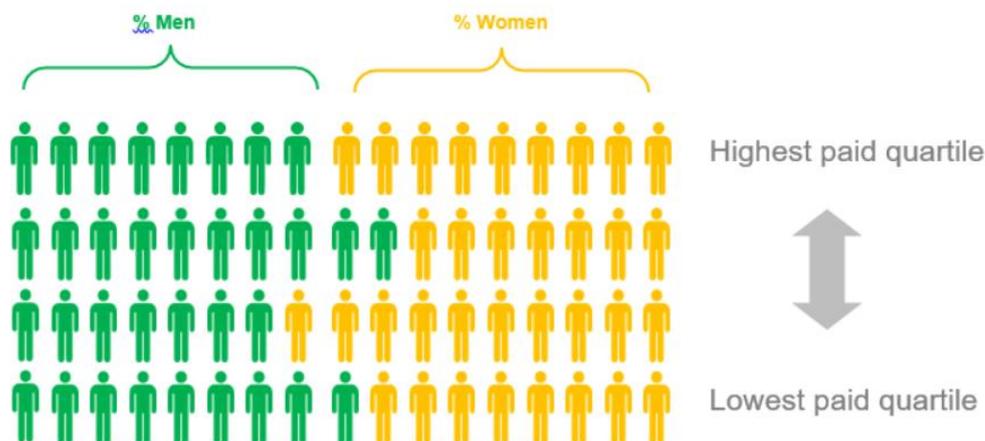
The mean average is arrived at by adding up all of the hourly rates of pay and dividing the result by the number of people in the list. This places the same value on every hourly rate they use, giving a good overall indication of the pay gap, but very large or small pay rates or bonuses can 'dominate'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



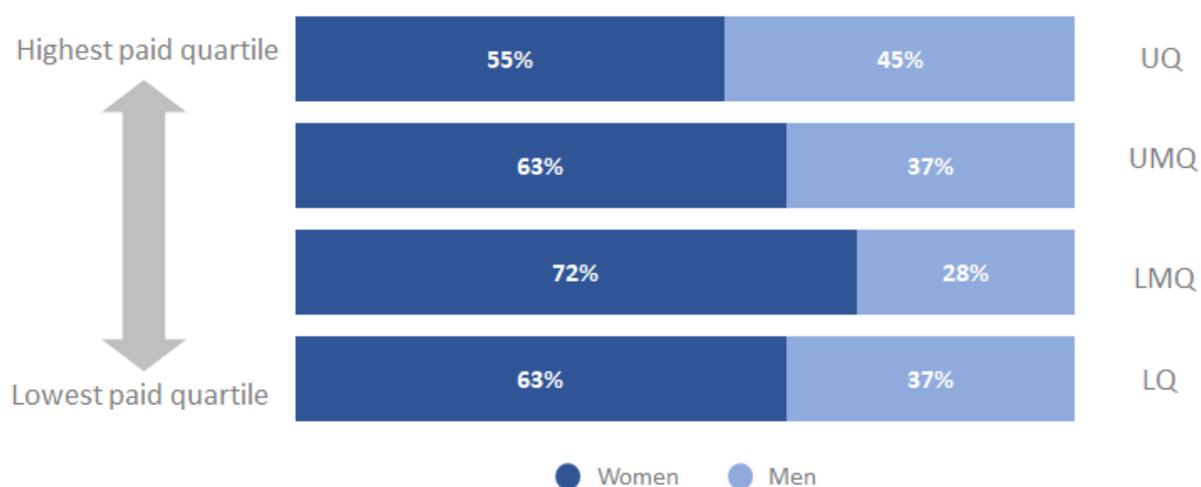
This shows the proportions of male and female (or BAME and White employees, or indeed disabled and non-disabled employees) in four quartile pay bands. Each employee's salary is ordered from lowest to highest, then divided into four equal groups, and the proportion of men and women, the proportion of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

Gender

Mean gender pay gap = 6.2%

Median gender pay gap = 6.8%



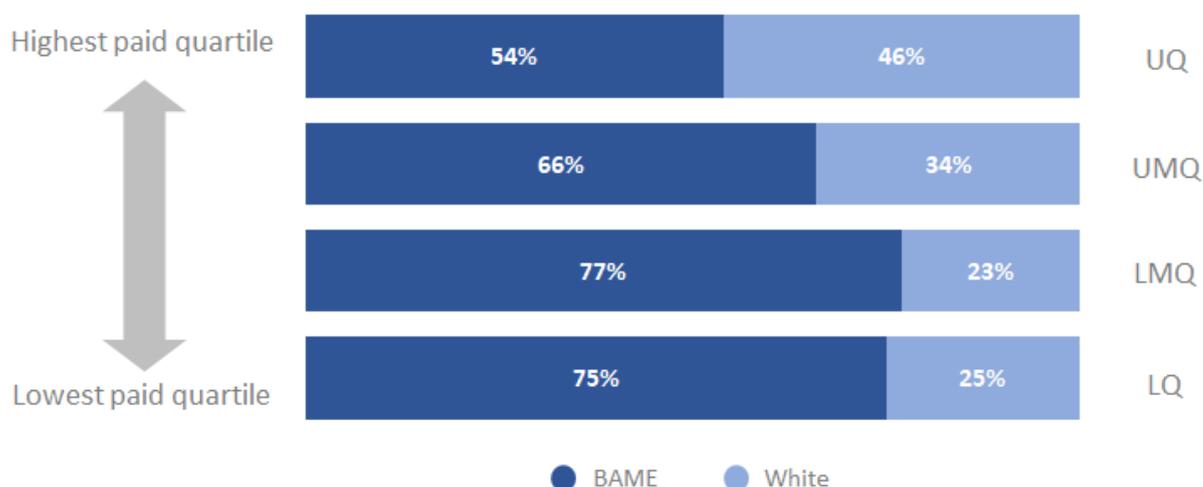
The distribution of male and female employees across the quartiles indicates that the lower paid quartiles of the workforce, particularly the lower middle quartile (LMQ), are comprised of a higher proportion of women, which is likely to be a major factor in the mean and median pay gap.

Overall, the proportion of males and females in the workforce, is tipped in favour of women. Since last year when the mean and median gender pay gap was 5.1% and 5% respectively, the mean and median gender pay gap has increased to 6.2% and 6.8%. This may be due to the proportion of women in the upper quartile (UQ) decreasing slightly since last year, from 57% to 55%, together with the proportion of women in the lowest quartile (LQ) increasing slightly from 62% last year, to 63%.

Ethnicity

Mean ethnicity pay gap = 13.5%

Median ethnicity pay gap = 14.7%



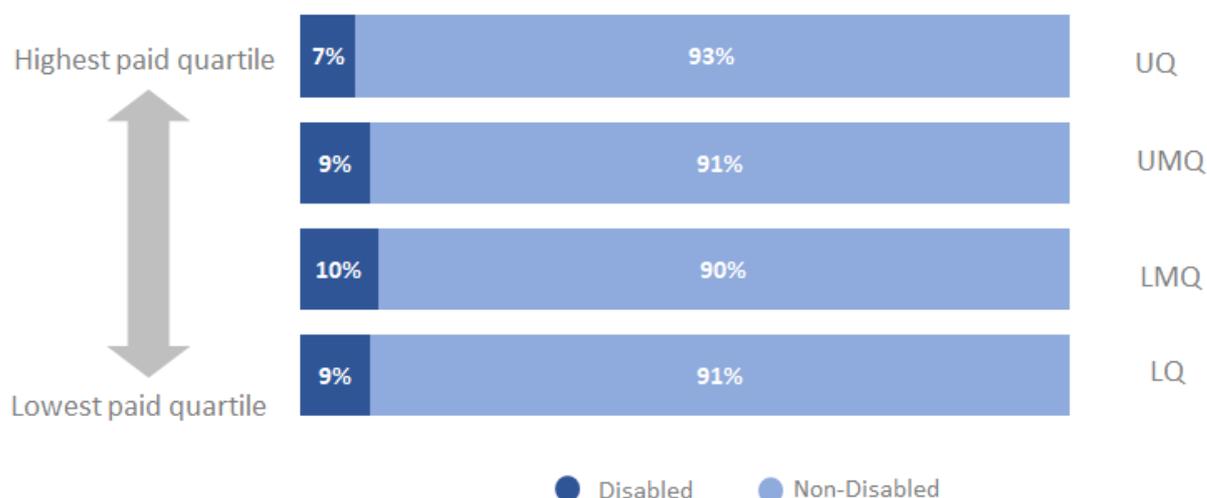
The distribution of BAME and White employees across the quartiles indicates that the lower paid quartiles of the workforce are comprised of a higher proportion of BAME employees, which is likely to be a major factor in the mean and median pay gap.

This year, the mean pay gap has decreased from 16.2% to 13.5%. This could largely be explained by the increase in BAME employees in the upper (UQ), upper middle (UMQ) and lower middle pay quartiles (LMQ). There has also been a decrease in the median pay gap since last year from 16.3% to 14.7%. This may be due to the increase in the proportion of BAME employees in the same pay quartiles, whilst there has been a decrease in the lowest pay quartile (LQ).

Disability

Mean disability pay gap = 1.1%

Median disability pay gap = 0%



Since last year, when we reported a negative mean pay gap of 2.9%, the mean pay gap has increased to 1.1%. A possible explanation for this could be that whilst the proportion of disabled employees in each of the pay quartiles is very similar, there has been a decrease in the proportion of disabled employees in the upper pay quartile from 8% to 7%.

Like last year, this year again there is a 0% median disability pay gap. This could be explained by the almost balanced distribution of disabled employees across all quartiles.

Review of priority actions from 2021/22 – Gender/ Ethnicity/ Disability

- A review of the internal progressions showed that more women (62%) and individuals from BAME groups (71%) 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.
- We've continued to review new joiners to the Council at PO5-8. Women new joiners made up 47% of those who were recruited to a salary of PO5 (£47,661 - £50,700) and above (which is within the highest pay quartile) this year. This has reduced from 55% last year. BAME employees made up 73% of the employees who were recruited to PO5 and above – up from last year's 39%, and of all the new starters who were recruited to a salary of PO5 and above, 11% were disabled, down from last year's 16%.
- Of all reported applicants who were offered a position at HAY grades (the highest grades) last year, 56% were from BAME groups. Of those who were offered a position at grade PO5-8, 61% were from BAME groups.
- In our most recent round of the National Graduate Programme, 86% of local applicants were from a BAME background and of the local cohort of graduates recruited, 100% were BAME.
- We have continued to provide inclusive apprenticeships. Of all our apprenticeships, including apprentices from our workforce and from the community in 2021/22, 51% have been female, 77% have been from a BAME background and 12% have had a disability.
- We have continued to provide an inclusive Middle Managers' Development Programme, with 5 cohorts of management having completed the programme and a further cohort starting in Spring 2023. Of the 5 cohorts, 53% were female and 49% were BAME.

Priority Actions for 2022/23 – Gender/ Ethnicity/ Disability

- To continue monitoring to include both internal promotions and external appointments.
- Ongoing monitoring of new joiners' starting salary for grades PO5 and above.
- Adopt the London Council Race Equality Statement and Framework in promoting equality, diversity and inclusion (EDI) best practice in the workforce.
- To work with local communities who are less well represented in the workforce to raise awareness of and increase applications for roles within the council.
- To increase access to corporate communication and inclusive learning for all non-desk and/ or field-based remote working employees.

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GENERAL PURPOSES COMMITTEE – 13 MARCH 2023

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 Dar to be replaced by Councillor Kennelly 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:

JOHNSON (C)	LABOUR
MITCHELL (VC)	LABOUR
CHOUDRY	LABOUR
HACK	LABOUR
KANSAGRA	CONSERVATIVE
KENNELLY	LABOUR
MILLER	LABOUR

CO-OPTED NON-VOTING:

ELIZABETH BANKOLE (UNISON)

SUBSTITUTE MEMBERS:

LABOUR: DIXON, ETHAPEMI, MAHMOOD & SHAH
CONSERVATIVE: MAURICE & J PATEL

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