



## General Purposes Committee

**Wednesday 21 February 2024 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.

The meeting is open to members of the press and public to attend. Alternatively, the meeting proceedings can be followed via the live webcast. The link to view the webcast will be made available [HERE](#)

### Membership:

#### Members

Councillors:

M Butt (Chair)  
Tatler (Vice-Chair)  
Donnelly-Jackson  
Farah  
Georgiou  
Grah  
Knight  
Krupa Sheth

#### Substitute Members

Councillors:

Afzal, Akram Crabb, Nerva, Rubin and Southwood  
  
Councillors:  
Lorber and Martin

**For further information contact:** James Kinsella, Governance Manager  
Tel: 020 8937 2063, Email: [james.kinsella@brent.gov.uk](mailto:james.kinsella@brent.gov.uk)

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## **Notes for Members - Declarations of Interest:**

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

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

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

### **\*Disclosable Pecuniary Interests:**

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

### **\*\*Personal Interests:**

The business relates to or affects:

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

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

(b) The interests 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 22 January 2024 as a correct record.

**5 Matters arising (if any)**

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

**6 Appointment of Interim Director of Communities and Regeneration - Acting Up Arrangements** 5 - 8

This report provides details of an acting up arrangement to cover the post of Corporate Director of Communities and Regeneration agreed by the Chief Executive.

**7 Appointments to Sub-Committees / Outside Bodies**

No membership changes have been identified in advance of the agenda publication for consideration by the Committee.

## **8 Exclusion of Press and Public**

No items have been identified in advance of the meeting that will require the exclusion of the press or public.

## **9 Any other urgent business**

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

**Date of Next Meeting: Monday 11 March 2023 at 9:30am**



- 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, members of the public can view 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 Monday 22 January 2024 at 10.00 am

PRESENT: Councillor M Butt (Chair) and Councillors Donnelly-Jackson, Farah, Georgiou, Grahl, Nerva and Krupa Sheth.

1. **Apologies for absence and clarification of alternate members**

Apologies were received from Councillor Tatler (Vice-Chair) and Councillor Knight with Councillor Nerva attending as a substitute for Councillor Knight.

2. **Declarations of interests**

There were no formal declarations of interest 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 11 December 2023 be approved as an accurate record.

5. **Matters arising (if any)**

There were no matters arising.

6. **Review of Polling Districts & Places**

Amira Nassr, Head of the Chief Executive and Member Services introduced the report from the Corporate Director of Governance detailing the review of the local authority polling districts and polling places undertaken in accordance with the Electoral Registration and Administration Act 2013. Members were advised that the proposals detailed within the report in relation to the polling districts and polling places identified within Alperton, Kingsbury, Queensbury, Sudbury, Wembley Central, Wembley Hill and Willesden Green wards reflected comments received as part of the consultation undertaken as part of the review process with representations sought from a wide range of stakeholders including all elected councillors and groups represented through the Brent Disability Forum.

In considering the detailed proposals outlined within Section 3 of the report and the comments detailed in the accompanying Appendix 3, members noted:

1. In relation to the proposals within Alperton Ward:
  - Whilst recognising the rationale for adding another polling station to enable polling districts AL3 and AL4 to be served by two different polling places in order to avoid the significant congestion and queues experienced at the last election at the Grand Union Hub, concerns were raised in relation to the distance that residents from the Abbey Estate would still need to travel in order to vote. In order to address these concerns it was felt further consideration should be given to alternative arrangements within the AL3 polling district, including the potential use of portacabins as an alternative polling place option within AL3. Members were advised that this had been explored as an option with the Neighbourhoods Team but had not been assessed as a viable given access issues involving trees and overhead cables that would prevent a portacabin being installed in the location identified within the proximity of the Abbey Estate.
  - As it had not been possible to identify any other adequate polling station locations in that area the alternative remained used of the Grand Union Hub, although looking forward it was hoped that the Abbey Estate Community Centre could be used for future elections, once any refurbishment had been completed although this would not be in time for the GLA and London Mayoral elections in May 2024. Recognising the issues raised, members were keen to ensure that as much as possible was done to find the best alternative viable solution looking forward.
2. In relation to Kingsbury ward, following feedback about the suitability of Village School as a polling station, given its status as a Special Educational Needs school and the impact on parents and pupils, an alternative polling station had been identified at Kingsbury Service Club. Members were satisfied with the proposed alternative venue which had also been supported by ward councillors.
3. In relation to Queensbury ward, following representations made in support of moving the polling station from portacabins in polling district QY1 to Queensbury Methodist Church it had been proposed, recognising the need to manage the number of electors within each district and polling place, to split the ward with electors in the vicinity of the portacabin continuing to vote in that location and electors west of Stag Lane voting at Queensbury Methodist Church. As a result, the new polling district boundary would run down Stag Lane removing the need for one of the existing portacabins.
4. In relation to Sudbury ward, following representations made as a result of feedback from the 2022 local elections regarding confusion expressed by electors south of the underground line about which polling station they were required to use, it was proposed (whilst retaining Sudbury Methodist Church as a polling station) to create a new polling district south of the underground line with Sudbury Baptist Church (which it was noted had been used in previous years) identified as the additional polling station.
5. In relation to Wembley Central ward, following feedback from the 2022 local elections regarding congestion at the polling station located within Ealing Road Library work was underway to find an additional polling station location.

Members supported the work being undertaken noting that the existing location currently served two polling districts (WC3 and WC4) with a large combined electorate and the review focussed around the identification of an additional polling station to serve polling district WC3.

6. In relation to Wembley Hill ward, efforts continued to identify a suitable polling location in the Northwest of the ward as it was felt the currently polling location was too far for some electors. Whilst no suitable locations had been identified to date in advance of the GLA and London Mayoral elections members noted that options would continue to be explored looking forward.
7. In relation to Willesden Green ward, members noted and endorsed the minor amendments proposed in relation to the polling district boundary for WN2 and WN3. Whilst representations had also been received in relation to moving the polling station to the new Brent Indian Community Centre, it was noted that the centre was still undergoing building work (due for completion in March 2024) with it therefore agreed that the proposal should be reviewed again after the GLA & London Mayoral election, once the centre was fully operational.

As no further issues were raised, the Committee extended their thanks to all those who had engaged in the consultation process as part of the review and the Elections Team for their efforts in preparing the proposals.

Having considered the report, it was therefore **RESOLVED:**

- (1) To note that a review of the Polling Districts, Polling Places and Polling Stations of the London Borough of Brent had taken place along with the resulting recommendations detailed in the report.
- (2) To note that the consultation on the review findings had taken place between 30 October and 8 December 2023. As part of the review representations had been sought from all elected representatives for Brent, the (Acting) Returning Officer for the London Borough of Harrow, the (Acting) Returning Officer for Westminster City Council, the Brent Disability Forum, members of the public and all existing polling stations.
- (3) To note the feedback from the consultation, which had been taken into account in developing the proposals and recommendations set out in the report.
- (4) To agree the following recommendations (as set out in section 2.6 of the report) to be effective from the publication of the revised electoral register on 1 February 2024:

**Alperton Ward:**

Polling district AL4 be moved to Lyon Park School from the Grand Union Community Hub. Polling district AL3 remain at the Grand Union Community Hub with the polling district boundary to be amended so that AL3 will incorporate the residents of the St Georges, Grand Union area.

**Kingsbury Ward:**

The polling station currently located at KY1 Village School be moved to Kingsbury Service Club.

**Queensbury Ward:**

Polling district QY2 be split and allocated to QY1.

**Sudbury Ward:**

Sudbury Baptist church be used as a polling station and a new polling district created.

**Wembley Central Ward:**

A new polling location is identified for polling district WC3 subject to further options currently being explored. Polling district WC4 to remain at Ealing Road Library.

**Wembley Hill Ward:**

The current polling locations remain the same.

**Willesden Green:**

The current polling locations remain the same, with a minor amendment made to the WN2 and WN3 boundary.

- (5) To delegate to the Chief Executive designation of alternative polling places in the event of any polling place not being available at any election or better provision being identified, following consultation with the Party Whips and respective ward councillors.

**7. Appointments to Sub-Committees / Outside Bodies**

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

**8. Exclusion of Press and Public**

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


**9. Any other urgent business**

None.

The meeting closed at 10.14 am

COUNCILLOR MUHAMMED BUTT  
Chair



	<p align="center"><b>General Purposes Committee</b> 21 February 2024</p>
	<p align="center"><b>Report from the Chief Executive</b></p>

**Appointment of Interim Director of Communities and Regeneration - Acting Up Arrangements**

<b>Wards Affected:</b>	N/A
<b>Key or Non-Key Decision:</b>	N/A
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>List of Appendices:</b>	None
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Musrat Zaman, Director of HR and OD 020 8937 4081 Musrat.zaman@brent.gov.uk

**1.0 Executive Summary**

1.1. To provide General Purposes Committee with details of an acting up arrangement to cover the post of Corporate Director of Communities and Regeneration agreed by the Chief Executive.

**2.0 Recommendation(s)**

2.1 To note the Chief Executive has arranged for the Director of Regeneration, Growth and Employment to act as Interim Corporate Director of Communities and Regeneration for up to 6 months.

2.2 To note that this post will be deleted as a result of a recent senior management realignment.

**3.0 Detail**

**3.1 Contribution to Borough Plan Priorities & Strategic Context**

3.1.1 Ensuring appropriate cover for the post of Corporate Director, Communities and Regeneration, supports the delivery of those priorities in the Borough Plan which are led, or contributed to, by the Communities and Regeneration Directorate.

## **3.2 Background**

3.2.1 Following the departure of the Corporate Director of Communities and Regeneration the Director of Regeneration, Growth and Employment was appointed to cover the post on an interim basis for up to 6 months.

3.2.2 The Chief Executive did not commence a permanent recruitment process as she planned a realignment of senior management, which she anticipated would affect this post. The consultation in respect of that realignment has now been completed and the post of Director of Communities and Regeneration will be deleted. It is proposed that a new role, Corporate Director Neighbourhoods and Regeneration will be created.

3.2.3 It is proposed that the current acting up arrangement remain in place until the new structure has been implemented and the services for which the Corporate Director of Communities and Regeneration post has been responsible for are moved to their new directorates.

## **4.0 Stakeholder and ward member consultation and engagement**

4.1 None

## **5.0 Financial Considerations**

5.1 There are no financial implications as a result of this paper. Both posts, the post of Director of Communities and a new role of Corporate Director Neighbourhoods and Regeneration are on the same grade.

## **6.0 Legal Considerations**

6.1 In accordance with Standing Order 76 (i) and (ii) interim appointments to Senior Management Posts are made by the Chief Executive and as set out in the report, when such an appointment is made General Purposes Committee receives a report.

## **7.0 Equality, Diversity & Inclusion (EDI) Considerations**

7.1 There are not considered to be any equality implications arising directly from this report.

## **8.0 Climate Change and Environmental Considerations**

8.1 None

## **9.0 Human Resources/Property Considerations (if appropriate)**

9.1 Included in the main body of the report.

## **10.0 Communication Considerations**

10.1 None

**Report sign off:**

**Kim Wright**  
Chief Executive

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