



## General Purposes Committee

**Monday 19 May 2025 at 9.30 am**

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

Please note this will be held as a physical meeting which all Committee members will be required to attend in person.

**The meeting will be open for the press and public to attend or alternatively can be followed via the live webcast. The link to follow proceedings via the live webcast is available [HERE](#)**

### Membership:

#### Members

Councillors:

M Butt (Chair)  
M Patel (Vice-Chair)  
Benea  
Donnelly-Jackson  
Lorber  
Nerva  
Rubin  
Krupa Sheth

#### Substitute Members

Councillors:

Afzal, Akram, Crabb, Farah, Grahl, Knight & Tatler  
  
Councillors:  
Clinton and Matin

**For further information contact:** Rebecca Reid, Governance Officer  
Tel: 020 8937 2469, Email: [rebecca.reid@brent.gov.uk](mailto:rebecca.reid@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 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
<b>1 Apologies for absence and clarification of alternate members</b>	
<b>2 Declarations of interests</b>	
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.	
<b>3 Deputations (if any)</b>	
To hear any deputations received from members of the public in accordance with Standing Order 67.	
<b>4 Minutes of the previous meeting</b>	1 - 6
To approve the minutes of the previous meeting held on Monday 12 March 2025 as a correct record.	
<b>5 Matters arising (if any)</b>	
To consider any matters arising from the minutes of the previous meeting.	
<b>6 Amendments to Terms and Conditions</b>	7 - 26
This report sets out proposed changes to pay and conditions, namely amendments to the Chief Officers salary scales within the Hay grade structure, a reduction in the hours of work for staff on Hay grades, and changes to the annual leave policy for all staff, affecting the accrual of long service annual leave.	
<b>7 Review of Representation of Political Groups and Appointments</b>	27 - 32
At the Annual Council meeting on 14 May 2025, Full Council is being	

asked to review and determine the representation of different political groups on certain committees and subsequently make appointments to these, in accordance with the wishes of the political groups concerned.

As soon as practicable after such a review, this Committee is also required to review and determine the representation of different political groups on its Sub-committees and then make appointments giving effect to the wishes of the political group allocated the seat(s).

The attached report from the Corporate Director Finance & Resources details the outcome of the review undertaken in relation to Sub-Committees to be appointed by General Purposes Committee.

## **8 Appointments to Sub-Committees / Outside Bodies**

33-34

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

Members are asked to note that the list of proposed appointments to the General Purposes Sub Committees for the 2025-2026 Municipal Year has been attached following its presentation to the Annual Council meeting on 14 May 2025.

(Agenda republished to include the list of proposed appointments on 15 May 2025)

## **9 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.

## **10 Any other urgent business**

Notice of items to be raised under this heading must be given in writing to the Deputy Director Democratic and Corporate Governance or their 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 Monday 10 March 2025 at 9.30 am

PRESENT: Councillor M Butt (Chair), Councillor M Patel (Vice-Chair) and Councillors Benea, Donnelly-Jackson, Grahl, Lorber, Nerva and Rubin.

ALSO PRESENT: Councillor Farah.

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

Members were advised that Councillor Grahl was attending the meeting as a substitute in place of Councillor Krupa Sheth.

No other apologies or notification of alternative membership had been received.

2. **Declarations of interests**

There were no declarations of interests made during the meeting.

3. **Deputations (if any)**

There were no deputations received.

4. **Minutes of the previous meeting**

It was **RESOLVED** that the minutes of the previous meeting held on Monday 15 January 2025 be approved as a correct record.

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

There were no matters arising.

6. **Brent's Workforce Equalities Report 2023-24 and Gender Ethnicity and Disability Pay Gap Report March 2025**

Councillor Mili Patel, Deputy Leader and Cabinet member for Finance & Resources, introduced a report from the Corporate Director Law & Governance which presented Brent's Workforce Equalities Report 2023/24 and Gender Ethnicity and Disability Pay Gap Report March 2025.

In presenting the report, the Committee was informed that the document provided a comprehensive overview of the annual workforce equalities data, as well as an analysis of the pay gap data pertaining to gender, ethnicity, and disability. The

main headlines identified in relation to the workforce equalities data analysis included:

- The average age of the workforce had remained the same as the previous year (although represented an older profile compared to the local population);
- The percentage of Brent employees with a disability (8%) had remained the same as the previous year, although Brent had a higher proportion of disabled employees compared to the London Borough average of 7%, and represented across various pay grades;
- Almost three quarters (71%) of employees were from Black, Asian and Minority Ethnic (BAME) groups – the highest rate across all London Boroughs and also higher than the percentage in the Brent population (64%) and up 2% points since the previous year;
- BAME employees constituted up to two-thirds(70%) of those promoted over the year, closely reflecting their proportion in the overall workforce, and showing an increase from the previous year (69%). Whilst remaining less well represented at the HAY grades (42%) it was pointed out this was up from 41% in the previous year;
- In light of International Women's Month, it was highlighted that women comprised over two-thirds of the workforce (64%) but remained less well represented at the highest pay grades, indicating a need for further efforts in this area. It was, however, noted that women were better represented among those promoted with efforts being made to reduce the pay gap continuing with 53% of the top 5% of earners being women (up from 52% during the previous year).

Details were also provided on the proportion of females, Black, Asian and Minority Ethnic (BAME) and disabled employees in each pay quartile during 2024, as detailed in section 5.3 of the report and as a percentage of the Council's workforce, as detailed in section 5.15 of the report. Alongside the priority actions identified within the published Workforce Equalities report, the Pay Gap report had also identified several priority actions designed to address the pay gap issues during 2024-25, which had been set out within Appendix 2 of the report.

Having thanked Councillor Mili Patel for introducing the report, the Chair then moved on to invite questions and comments from the Committee, with the following comments and issues discussed:

- In commending the efforts and progress being made in seeking to address the pay gap in terms of BAME employees, further details were sought on the reasons why the mean and median pay gap for Asian employees had widened during the year along with the measures being implemented to address the issue. In response, Musrat Zaman (Director of Human Resources and Organisational Development) advised that although there had been an increase in the proportion of Asian employees in the upper two pay quartiles there had also been a decrease in the proportion of Asian employees at HAY grades, which was likely to have resulted in a larger pay gap for Asian employees. Despite a high volume of applications for these positions, it was recognised that they did not always translate into successful appointments. Consequently, a targeted initiative was planned to evaluate the candidate supply and identify any processes that might be hindering

individuals progress, including potential unconscious bias within the recruitment process.

- In welcoming reference to the Council's successful renewal of its Disability Confident Leader status, further details were sought on the outcome of the accompanying internal review which had identified the need for additional resources to support the Council's disabled workforce including proposed improvements and resources in this area. In response, Musrat Zaman (Director of Human Resources and Organisational Development) indicated that the Council was in the process of recruiting an additional post on a one year fixed-term contract, specifically to support disabilities. The role would focus on reviewing current processes and assisting individuals with reasonable adjustments. In addition, the implementation of a Disability Passport Scheme was also under consideration, with work and support also being provided through the Disability Network Group and Shared Technology Service in relation to any necessary technical equipment and support required.
- Reference was made to data within the Annual Workforce Equalities Report regarding 'Disability and Age' with members noting that the percentage of Brent's workforce with a disability was 1% higher when compared to the wider workforce across London and with the percentage of employees with disabilities increasing with age. Given the data outlined, further details were sought on future learning as the workforce continued to age with a particular focus on employment during pensionable age and the wider implications. In response, Musrat Zaman (Director of Human Resources and Organisational Development) recognised the challenges identified and outlined the activity being undertaken to ensure the necessary support was provided in continuing to promote the Council as an inclusive employer including for those with disabilities, regardless of age. In terms of the skills required within the workforce for the future, it was pointed out these were not age-dependent and instead based on the necessary skill set, which may require some upskilling e.g. in necessary digital and technical skills with the emphasis on younger individuals joining the organisation work-ready, also identified as a balance. The importance of keeping existing staff skilled while also seeking other desired skills in the market, as emerging talents would be in demand, was also emphasised. The range of skills and experience contributed by older employees had therefore been recognised as an important component within the workforce with flexible working arrangements also in place to support the retention of these skills and experience over a longer period. In terms of areas for ongoing focus, the need had already been identified, within the People Strategy currently being developed, to focus on knowledge transfer and workforce resilience in order to support the retention of knowledge and skills within the workforce, thereby minimising the skills gap when employees left the organisation.

With no further comments raised, members acknowledged the good practice in Brent and in thanking officers for the responses and commending the positive progress being made it was **RESOLVED**:

(1) To note and endorse the findings from Brent's Workforce Equalities Report April 2023 - March 2024

(2) To note and endorse the findings from the Gender Ethnicity and Disability Pay Gap Report - March 2025

(3) To endorse the action plans contained in both the Brent Workforce Equalities & Gender, Ethnicity and Disability Pay Gap Reports.

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

Councillor Muhammed Butt introduced an item setting out a proposed change in appointment to the General Purposes Sub-committees for the remainder of the 2024-2025 Municipal Year.

As a result, it was **RESOLVED** to agree the following change in appointments in relation to the Senior Staff Appointments Sub Committee, and Senior Staff Appeals Sub Committee General Purposes Sub-Committees for the 2024 - 2025 Municipal Year:

(4) Councillor Benea to replace Councillor Tatler as a substitute member of the Senior Staff Appointments Sub Committee and Senior Staff Appeals Sub Committee.

The membership of both Committees would therefore be as follows:

### **SENIOR STAFF APPOINTMENTS SUB-COMMITTEE**

M BUTT (C)	LABOUR
M.PATEL (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
GRAHL	LABOUR

#### **SUBSTITUTE MEMBERS:**

**LABOUR:** BENEHA, DONNELLY-JACKSON, FARAH, KNIGHT, NERVA, RUBIN  
**CONSERVATIVE:** MAURICE, MISTRY

### **SENIOR STAFF APPEALS SUB-COMMITTEE**

M BUTT (C)	LABOUR
M.PATEL (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
GRAHL	LABOUR

#### **SUBSTITUTE MEMBERS:**

**LABOUR:** BENEHA, DONNELLY-JACKSON, FARAH, KNIGHT, NERVA, RUBIN  
**CONSERVATIVE:** MAURICE, MISTRY

## 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**

No items of urgent business were raised at the meeting.

The meeting closed at 9.41AM.

COUNCILLOR MUHAMMED BUTT  
Chair

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 <b>Brent</b>	<b>General Purposes Committee</b> 19 May 2025
	<b>Report from the Corporate Director Finance and Resources</b>
	<b>Lead Member – Deputy Leader &amp; Cabinet Member for Finance &amp; Resources (Councillor Mili Patel)</b>
<b>Amendments to Terms and Conditions</b>	
<b>Wards Affected:</b>	None
<b>Key or Non-Key Decision:</b>	Not applicable
<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>No. of Appendices:</b>	Two Appendix 1 – Comparator leave arrangements in other London Boroughs Appendix 2 – Time Off Policy (draft subject to GPC approval)
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Musrat Zaman, Director of HR and OD 020 8937 4081 <a href="mailto:Musrat.zaman@brent.gov.uk">Musrat.zaman@brent.gov.uk</a>

## 1.0 Executive Summary

- 1.1. This report sets out proposed changes to pay and conditions, namely amendments to the Chief Officers salary scales within the Hay grade structure, a reduction in the hours of work for staff on Hay grades, and changes to the annual leave policy for all staff, affecting the accrual of long service annual leave.
- 1.2. The purpose of this report is to seek approval for the proposed changes to terms and conditions from the General Purposes Committee.

## 2.0 Recommendations

- That the Committee approve:
- 2.1 Amendments to the salary scales for Chief Officers within the Hay grade structure.

- 2.2 Amendments to the contractual hours of staff in Hay graded posts.
- 2.3 Amendments to the annual leave entitlement for staff on Hay grades and the qualifying conditions for long service leave for staff on NJC terms and conditions.

### **3.0 Detail**

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

- 3.1.1 This will create stability in Brent by offering a competitive package of rewards that will support us to attract and retain an engaged workforce that will better serve our residents.

#### **3.2 Background**

##### **3.2.1 Salary scales for Chief Officers**

Chief Officer pay scales run from Hay 1 to Hay 3. Within the Hay 2 and 3 grades, which are designated for Directors, there is a discretion for the Chief Executive to award further increments (Hay grades 2a and 3a). This is purely discretionary and there is no documented guidance or process outlining what criteria determines whether to award the additional increment(s).

- 3.2.2 In 2022, a benchmarking exercise carried out by recruitment consultants showed that Brent's salaries were in the middle/upper range in respect of senior salaries; however, the pay scales at Hay grades 2 and 3 were expanded for recruitment and retention purposes.

#### **Recommendation**

- 3.2.3 To remove the discretionary incremental element from both Hay 2 and Hay 3 grades. Additionally, to add in spinal point 75, which is missing from the current scales, so the incremental increase between Hay Grade 3, scp 73 and scp 74 is equalised (it is currently twice the value of other incremental uplifts). This would look as follows:

##### **Hay 3 Grade – Current table**

Hay 3, scp 69	£113,395
Hay 3, scp 70	£118,312
Hay 3, scp 71	£123,222
Hay 3, scp 72	£128,135
Hay 3, scp 73	£133,048
Hay 3A, scp 74	£145,311

##### **Proposed Table**

Hay 3, scp 69	£113,395
Hay 3, scp 70	£118,312
Hay 3, scp 71	£123,222
Hay 3, scp 72	£128,135
Hay 3, scp 73	£133,048
Hay 3, scp 74*	£139,179
Hay 3, scp 75**	£145,311

\* new spinal point value \*\* removal of 'A'

### **Hay 2 Grade – Current Table**

Hay 2, scp 76	£152,699
Hay 2, scp 77	£159,343
Hay 2, scp 78	£165,895
Hay 2A, scp 79	£172,347
Hay 2A, scp 80	£178,808
Hay 2A, scp 81	£185,312

### **Proposed Table**

Hay 2, scp 76	£152,699
Hay 2, scp 77	£159,343
Hay 2, scp 78	£165,895
Hay 2, scp 79**	£172,347
Hay 2, scp 80**	£178,808
Hay 2, scp 81**	£185,312

\*\* removal of 'A'

- 3.2.4 This will remove the need for any specific Chief Executive discretion to move through the pay grade and incremental progression will be authorised by the line manager, as is currently the practice.
- 3.2.5 There are currently 16 Chief Officers on Hay 3 grades (8 on Hay 3 and 8 on Hay 3A). Staff currently on SCP 74 (3A) will move to SCP 75 so there is no detriment in salary. For all other Chief Officers at Hay 3, they will progress through the increments in line with their contracts into SCP's 74 and 75.
- 3.2.6 There are currently 5 Chief Officers on Hay 2 grades (2 on Hay 2 and 3 on Hay 2A). The officers on Hay 2 grade will progress through the further increments SCP's 79 – 81.
- 3.2.7 There is minimal financial impact as staff salary budgets are set using average salary. Only two staff will have incremental progression in year one and it is proposed that these costs will be met by the service area.

### **3.3 Hours of work for Hay graded staff**

- 3.3.1 The current contractual hours for all Hay graded posts is 40 hours per week. This scale runs from Hay 1 to Hay 6; however, Hay grades 1 to 3 are on JNC

Chief Officer terms and conditions and Hay grades 4 to 6 are on NJC terms and conditions.

- 3.3.2 The contractual hours for staff in non-Hay grades, which comprise the majority across the council, and who are on NJC terms and conditions, is 36 hours per week, so there is a difference in contractual hours for staff on the same national terms and conditions.
- 3.3.3 A comparison of the contractual hours in other London councils shows that the majority operate a 35 or 36 hour week for all staff, irrespective of grade. Only two other councils, Greenwich and Barking and Dagenham have different weekly contracted hours for JNC and Green Book employees.
- 3.3.4 Hay graded staff have a contract clause that they may be required to undertake duties outside and/or in addition to their normal hours so the contractual reduction of hours will not impact the necessity for them to attend work as required.
- 3.3.5 The impact of moving to consistent full time equivalent hours across the board will be that the hourly rate for Hay grade posts will increase (their salaries will remain the same). This will only affect the buying of annual leave.

### **Recommendation**

- 3.3.6 To standardise contractual hours across all NJC and JNC contracts to 36 hours per week.

## **3.4 Annual leave entitlement**

- 3.4.1 There is a small difference in annual leave for Chief Officers on JNC terms and conditions to staff on NJC terms and conditions. The 2022 NJC pay agreement included an increase of one day's additional annual leave for all staff employed on NJC conditions, with effect from 1 April 2023. This increased the basic annual leave entitlement to 27 days per year and the maximum leave to 33 days (after 15 years' service), whilst JNC staff remained at 32 days per year.
- 3.4.2 Hay graded staff are entitled to the full annual leave entitlement regardless of length of service, including those who are on NJC terms and conditions. NJC staff on non-Hay grades must complete 15 years' service with Brent to qualify for the full entitlement. The entitlements are set out in the table below:

<b>Service</b>	<b>Days (full time staff)</b>
Up to 5 years	27
5 years continuous LG service	30
5 years continuous Brent service	31
10 years continuous Brent service	32
15 years continuous Brent service	33

- 3.4.3 The Green Book says that service with other local authorities and public bodies on the Modification Order counts towards the calculation of certain entitlements,

including annual leave. Whilst we do count continuous local government service over 5 years to award additional days, we only count Brent service for any further additional days. Whilst this is a legitimate way of recognising service at Brent, it is detrimental to staff who may have many years previous local authority service and could create a barrier to recruitment and retention.

- 3.4.4 The requirement to complete 15 years' service with Brent to achieve the maximum annual leave entitlement may have a detrimental impact on women as they are usually the main carers who will have breaks in service due to maternity and childcare responsibilities. To mitigate this, it is proposed to simplify the long service requirements to reach the maximum entitlement, as set out below:

<b>Service</b>	<b>Days (full time staff)</b>
<u>Up to 5 years</u>	27
After 5 years continuous LG service	31 days
After 10 years continuous LG service	33 days

- 3.4.5 Benchmarking with 19 other London councils shows that variable levels of annual leave are given, some of which is dependent upon grade and length of service. Two councils have a flat rate for all staff regardless of grade or length of service.  
(See Appendix 1)

- 3.4.6 The annual leave year runs from the date of appointment so will differ for all staff. It is proposed that the additional day for Hay graded staff and any additional leave entitlement for NJC staff will be awarded on 1 July 2025. The implementation will disregard when the leave year runs from and without any reduction for the proportion of the leave year. This is a revision to the current annual leave arrangements so there will be no backdating of leave for previous years.

- 3.4.7 The number of staff that will have additional annual leave awarded will be c.1500. Whilst this is a significant number, it will bring us in line with other London Councils that count all local authority service. It will also improve staff wellbeing and make the Brent offer more attractive to potential employees.

- 3.4.8 Amendments have been made to the Time Off Policy to reflect these contractual changes, to clarify some wording in the policy and to correct anomalies about the carry forward of annual leave. The draft updated policy, with tracked changes, is attached as Appendix 2.

### **Recommendation**

- 3.4.9 To equalise the maximum annual leave entitlement for all staff to 33 days per year.
- 3.4.10 To include all previous local authority service to calculate the annual leave entitlement of staff on NJC terms and conditions.

3.4.11 To simplify the annual leave entitlement by having only 3 levels and reduce the maximum service requirement to 10 years continuous local authority service.

#### **4.0 Financial Considerations**

4.1 The additional budget cost to account for the incremental progression of staff on Hay grades 2 and 3 is £102,114 (with on costs) to account for 10 posts to have the upper limit increased. In year, the cost will be c£11,000 for staff on Hay 3 grades as only 2 staff are at the upper limit of the grade. There is no additional cost for the Hay 2 posts in year. This cost will be met from the service area.

4.2 There is no change to salary budgets because of changes to annual entitlement except for staff that work term time only as annual leave is included in pay (39 staff so there is minimal impact). There is a non-financial cost of additional non-working days.

#### **5.0 Legal Considerations**

5.1 Based on this high level report the introduction of the proposed pay and review structure ensures equity and parity in remuneration while significantly mitigating the risk of equal pay complaints/claims. Further legal considerations will be given once more detailed information is provided.

#### **6.0 Equity, Diversity & Inclusion (EDI) Considerations**

6.1 The proposal to review the pay and review structure to ensure a fair and equitable process for the remuneration will have a positive impact on employees overall.

6.2 A full EIA of proposed changes will be required once further information is obtained.

#### **7.0 Climate Change and Environmental Considerations**

7.1 There are no climate change and environmental considerations contained within this report.

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

8.1 All HR considerations are contained within the body of this report. Furthermore, consultation with relevant parties and Trade Unions will take place as is appropriate.

8.2 There are no Property considerations contained within this report.

#### **9.0 Communication Considerations**

9.1 There are no communication considerations contained within this report.



**Report sign off:**

***Minesh Patel***

Corporate Director, Finance and Resources

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## Appendix 1 - Comparator leave arrangements in other London Boroughs

Local authority	Basic and after 5 years (or more)	Comments
Bexley	min 26, 29; max 29,32	Grade dependent (lower and upper rates shown
Brent	27, 30, (31, 32, 33 - Brent service))	Service steps above 5 years - 10 and 15
Camden	27,31	Flat rate for all staff, increase after 5 years
Greenwich	29,32	Flat rate for all staff, increase after 5 years
Hackney	28,33	Flat rate for all staff, increase after 5 years
Haringey	min 27 ,30; max 31,31	Grade dependent and service above 5 years - 6, 8 and 10
Havering	min 26,29; max 28,31 (34)	Grade dependent and service above 5 years - 20 years
Hillingdon	min 26, 29; max 34,37	Grade dependent and service above 5 years - 10
Hounslow	min 26,31; max 28,34	Grade dependent
Kensington & Chelsea	min 29,31; max 31, 34	Grade dependent and service above 5 years - 10
Kingston	min 27, 29; max 31 (no LS)	Grade dependent
Lambeth	27,32 (35)	Service steps above 5 years - 10
Lewisham	27, 32,(35)	Service steps above 5 years - 10
Merton	27.5, 32.5	Flat rate for all staff, increase after 5 years
Newham	27, 33 (34,35)	Grade dependent and service above 5 years - 7 and 10
Richmond & Wandsworth	32	Flat rate for all staff - no LS requirement
Tower Hamlets	min 28, 32; max 31, 35	Grade dependent
Waltham Forest	min 27, 32; max 29, 32	Grade dependent
Westminster	31	Flat rate for all staff - no LS requirement

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**Human Resources**  
Time off Policy  
November 2024



Governance		
Approved by	Approved date	Date of next review
Corporate Director, Law & Governance/ Director of HR &OD	March 2024 Revised Nov 2024 <u>Revised April 2025</u>	March 2027

# Time Off Policy

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## 1. INTRODUCTION

The Council recognises that to balance work and life responsibilities, leave is required in various forms.

The purpose of this Policy is to make clear the provisions for leave and the practical support available to staff in relation to taking time off.

## 2. SCOPE

This policy applies equally to all Council employees, regardless of their age, disability, race, sex, religion and belief, sexual orientation, gender identity, marriage and civil partnership. This is except for Teachers and school-based non-teaching staff where the schools have separately agreed processes, and does not apply to agency workers, contractors or casual workers, unless where indicated. The policy outlines the following time off arrangements:

- Annual Leave [and public holidays](#)
- Special Leave (including compassionate leave)

Details relating to flexi time and time off in lieu are contained within the Council's Flexible Working policy. Time off relating to family is detailed in the Family Leave Policy.

## 3. GENERAL PRINCIPLES

- Requests for leave will be considered in the context of the needs of the service and must be approved in advance by the employee's line manager
- Special leave will not be deducted from annual leave entitlements and all employees will be able to carry over up to 5 days' annual leave per annum, into a new leave year
- Any outstanding leave which is not carried over at the end of the leave year, will be lost – see possible exceptions to this in section 5.6
- Any leave entitlements and benefits will be provided pro rata to the employee's hours of work
- Any leave which has been taken but not been approved in advance will be considered unauthorised absence and may result in disciplinary action and pay being withheld

## 4. RESPONSIBILITIES

### 4.1 Managers' responsibilities

Managers must:

- carefully consider the needs of the service and the wellbeing of employees when monitoring and authorising annual leave for employees
- calculate any leave accrued pro rata for the period worked by the employee
- approve any employee's time off fairly and consistently
- inform Payroll in a timely manner where they approve any unpaid time off
- record any time off appropriately on the Oracle system

## 4.2 Employees' responsibilities

Employees must:

- manage their annual leave provision effectively, throughout the course of the year
- provide notice which is at least twice as long as the amount of leave they want to take (for example 2 days' notice for 1 day's leave), where possible, when requesting leave, to give due regard to operational requirements
- ensure they obtain prior approval for any leave request and record any requests on Oracle
- ensure they are aware of what their entitlement is before requesting leave. For example, when leaving the Council part way through the month, only take leave pro rata for the days employed by the Council.

## 5. ANNUAL LEAVE

- Annual leave entitlements for each year will run from the anniversary of an employee's start date and end on the day before the anniversary start date.
- Employees who work part-time are entitled to the same leave entitlement as full-time employees, on a pro-rata basis.
- An employee will receive a pro-rata amount of annual leave up to their last day of employment with the Council.
- Where employees are due to leave the Council, all outstanding annual leave accrued up to the leave date must be taken, where possible, within the notice period.
- In cases where employees have taken more leave than they have accrued by the end of their employment, a deduction for the equivalent amount will be taken from their final salary payment.
- Annual leave entitlements include the minimum amount you are entitled to by law, which is 5.6 weeks (28 days for staff that work 5 days per week), which includes 8 public holidays~~20 days~~.

### 5.1 Annual Leave Entitlement

Our basic annual leave entitlement for employees on NJC terms and conditions, without continuous local government service is 27 days per year.

After five years of continuous local government service, employees are entitled to ~~3~~19 days per year. In the first year this will be a pro rata amount based on the number of months remaining in the leave year, rounded up to the nearest full day.

After ten years continuous local government service, employees are entitled to 33 days per year

~~Employees are entitled to an additional day's leave after continuous service with Brent Council as follows:~~

~~after 5 years, the entitlement will be 31 days~~

~~after 10 years, the entitlement will be 32 days~~

~~after 15 years, the entitlement will be 33 days~~

The above entitlements exclude bank holidays.

### 5.2 Hay Contract

Employees on Hay contracts ~~(NJC terms and conditions)~~ are entitled to 33 days annual leave.



~~Employees on Hay contracts (Chief Officer terms and conditions) are entitled to 32 days annual leave.~~

### 5.3 Bank Holidays

There are usually eight bank holidays each year as follows:

Good Friday	Summer Bank Holiday
Easter Monday	Christmas Day
May Bank Holiday	Boxing Day
Spring Bank Holiday	New Year's Day

### 5.4 Part-time Employees, Employees Working Compressed Hours and Casual Workers

Where employees do not work standard full time hours, their annual leave will be calculated in hours.

#### Part time employees

Part-time employees will receive a pro-rata amount of bank holidays, which will normally be added to the annual leave entitlement.

Part-time employees must:

- Only book leave if a working day falls on a bank holiday.
- Book the number of hours they would normally work for that day

#### Employees working Compressed Hours

Employees working compressed hours are entitled to the same annual leave as full time employees and must ensure that when they book leave, they book the number of hours they would normally work for that day.

#### Casual workers (irregular hour workers)

Workers who work on a casual basis have their annual leave paid as a proportion of their hourly rate.

### 5.5 Examples of Annual Leave Calculation

#### *Example 1 - Employees Working Part Time Hours*

The following is an example of how annual leave is calculated for a part-time employee working 18 hours per week, with 6 years' ~~Brent~~ continuous local government service:

Full time leave entitlement = 31 + 8 Bank Holidays

= 39 days multiplied by 7.2 (number of hours worked daily if working full time).

= 280.8 divided by 36 (number of hours worked weekly if working full time).

= 7.8 multiplied by 18 (number of hours worked by the employee).

= 140.4 hours annual leave entitlement.

As the entitlement ~~already~~ includes bank holidays, the employee ~~would be is~~ required to book leave for the number of hours they usually work when a bank holiday falls on their working day.

#### *Example 2 – Employees with Compressed hours*

An employee works full time compressed hours over 4 days a week (9 hours per day) or a 9 day fortnight (8 hours per day), with 5 years' continuous local government service ~~at another local authority~~:

They ~~would will~~ receive the full time equivalent of annual leave = ~~3~~10 days (at 7.2 hours per day) + 8 bank holidays (at 7.2 hours per day). When booking leave, employees must book 9 or 8 hours' leave (number of hours in their working day) per day. As the entitlement will have been amended to include bank holidays, the employee ~~is would be~~ required to book leave when a bank holiday falls on their working day. Bank holidays are added at a rate of 7.2 hours ~~not~~ 8 or 9 hours and deducted at the ~~amount~~number of hours the individual would have worked ~~if the but~~ for it being a bank holiday falls on their normal working day (i.e., 8 or 9 hours).

~~The Annual leave and bank holidays are added at a rate remains at of~~ 7.2 hours per day otherwise those who work 36 hours over a compressed week would get more leave entitlement than those employees who work their 36 hours over a normal 5 day week.

#### *Example 3 – Employees with part-month service*

An employee leaves their full time employment with Brent Council on 14<sup>th</sup> April and needs to work out their annual leave entitlement up until their last day in April:

Annual leave year starts on 1 September. ~~F~~full time leave entitlement = 27 days' ~~annual leave~~

= 27 days divided by 12 (number of months in the year)

= 2.25 days' entitlement per month

= 2.25 days divided by 30 (number of days in that month - April)

= ~~0.0~~758 multiplied by 14 (number of days employed in the month)

= ~~1.0~~512 day's annual leave entitlement for the month of April

Add to 2.25 days for each of the 7 full months worked (September – March)  
= 15.75 + 1.05 – total leave entitlement = 16.8 days

### **5.6 Carry-over of Leave**

At the end of the leave year, up to five days' annual leave can be carried over. Any annual leave ~~outside~~ more than this may be lost, subject to the provisions mentioned below. ~~Any e~~Carry-over of up to 5 days annual leave into a new leave year ~~up to 5 days~~, will be recorded on Oracle automatically.

In exceptional circumstances and subject to agreement of the Head of Service, staff can request to carry over up to 10 days' annual leave in a leave year, where there is genuine justification for making the request and it is in the interests of the council to

agree this. This is conditional upon the statutory minimum leave entitlement of 20 days (excluding bank holidays) being taken by the individual in the given leave year and must be recorded on Oracle by the manager.

In some cases, employees will also be able to carry over up to 20 days' annual leave plus bank holidays, where they have not been able to take their leave in the leave year in which it accrued. Such cases include where the employee:

- has been on maternity or other family related leave
- has been on sick leave and has been unable to take their accrued leave within the current leave year (in this case the carried over leave must be taken within 18 months from the end of the leave year in which it was accrued) – see also section 5.8

## 5.7 Buying Annual Leave

The council encourages staff to take their full leave entitlement during the leave year. However, staff can request to buy up to 5 days annual leave per annum. Any request to buy annual leave must be made and approved at least 3 months before the start date of their new leave year and must be made by using self-service on Oracle Cloud. Before approving, line managers should discuss any requests to buy annual leave with their Heads of Service.

In exceptional circumstances, staff can request to buy up to 10 days' annual leave in a leave year, where there is genuine justification for making the request and it is in the interests of council to agree this.

## 5.8 Annual Leave and Sickness Absence

Where employees request annual leave during sickness absence these requests will be considered in the usual way.

If an employee becomes unwell during a period of annual leave they should call their line manager on the first day of sickness. To reclaim annual leave due to sickness an employee must provide a fit for work note regardless of the number of days. This applies whether the leave has been taken at home or abroad.

Employees will continue to accrue annual leave during any period of sickness absence. Where any sickness continues into the employee's new leave year, only a maximum of the statutory 20 days will be carried over into the new leave year, ~~plus any bank holidays which occurred during the period of sickness absence~~. Deducted from this would be the number of days' annual leave taken by the employee before their sickness absence. When the employee returns to work, their contractual annual leave will continue to accrue.

Where an employee has not taken annual leave because they have been on sick leave for the entire year, they are able to carry over the full statutory 20 days' leave ~~plus bank holidays to the following year~~. This leave must be taken within 18 months from the end of the leave year in which it was accrued.

The following example illustrates how annual leave is accrued when an employee is absent due to sickness:

*Example 4*

An employee with a contractual annual leave entitlement of 27 days is at work for 6 months of their leave year; and is then on sick leave for 6 months. They will only be able to carry-over up to the statutory 20 days into the new leave year. Deducted from this would be the number of days leave they took prior to their absence so if they had taken 12 days leave, they would carry over 8 days leave.

If an employee returns from sick leave having accrued a large amount of leave, if practicable, their manager may require them to take that annual leave in a manner such that only five days remain at the end of the anniversary leave year to be carried over to the next leave year.

## 6. SPECIAL LEAVE

The Council acknowledges that employees need to balance work and domestic responsibilities as well as other duties and events. Whilst the Council expects that out-of-work responsibilities, events and emergencies will be covered using annual leave and flexible working, there will be instances where Special Leave will be provided as a form of practical support in tending to these needs.

Special Leave is not an entitlement but a discretion and will be considered by line managers, on the merits of each request and based on the needs of the service.

Special Leave, with or without pay should not exceed 10 days in any 12 month rolling period other than in very exceptional circumstances or during for jury service. This Special Leave provision is to be pro rata for part time staff. For example, where an employee who works 3 days a week is granted the maximum of 10 days' Special Leave granted, this will be equal to 6 days.

### 6.1 Paid Special Leave for Compassionate, Personal and Medical Reasons

Possible reasons for paid Special Leave have been listed below but are not limited to these. Where a the number of Special Leave days have been provided below, these are suggestions only. Allocations will be based on such factors as whether travel abroad is necessary, the responsibility of the employee and the nature/ circumstances of the emergency situation:

- Up to 10 days' paid compassionate leave may be granted for the death, including the loss of a pregnancy before the 24<sup>th</sup> week, serious injury or illness of a dependent or partner/spouse, parent or sibling. Where the reason is the death of a child, see entitlements under Parental Bereavement Leave in the Family Leave Policy.

Where the reason is to provide/ arrange care for a dependent with a long-term care need, please see entitlements under Carers' Leave within the Family Leave Policy. Please note, where circumstances warrant, managers may use their discretion to provide a maximum of up to an additional 5 days' special leave in addition to carer's leave (pro rata).

- 1 day may be granted for attending a funeral or memorial service for other family members or for a close friend.
- Up to 2 days may be granted for dealing with a domestic emergency, for example where the home was damaged by fire, flood or burglary.
- 1 day may be granted for relocation where an employee is required by the Council to relocate to take up their employment.

- 1 day may be granted for undergoing a course of necessary medical treatment as recommended by a GP or other qualified medical specialist, including for treatments related to a known disability. Gender reassignment treatments and associated procedures including hair removal and speech therapy are also included.
- Up to 10 days may be granted for employees who are applying to become or are approved foster carers with a child in placement, or are an approved kinship carer. This may be split as follows: (For adoption facilitation support, please see the Family Leave Policy)
- Up to 3 days for assessment and initial training prior to approval as a foster carer
- 1 day for attendance at panel for approval
- 1 day for the day of the placement of the child
- Up to 5 days for child review meetings, annual foster carer review meetings and training

## 6.2 Paid Special Leave for Employment Related Education or Professional Development

Special Leave for employment related education reasons includes, but is not limited to:

- Attending relevant training courses or post-entry training.
- Studying (half a day per examination paper) and sitting exams for approved courses.
- Overseas study tours (requires approval of Chief Executive). Approval by exception and where it can be demonstrated there is benefit to the council for attendance.

## 6.3 Special Leave for Public Duties

The provision of Special Leave with pay or without pay for public duties is set out against each activity listed below and the total leave granted across all activities will not exceed 10 days in any 12 month rolling period (with the exclusion of jury service and justices of the peace).


- **Jury Service** - Where requested to attend court as a juror, employees will be granted paid time off to attend.
- Where the release of an employee for jury service raises major staffing or operational problems, assistance will be provided to the employee ~~in order~~ to apply to the court to defer the jury service
- Where employees on jury service are released by 11am, the employee must work for the remainder of the day.
- **Service in non-regular armed forces** - up to 10 paid working days leave per annum.
- **Justices of the Peace (or Magistrate duty)** – justices of the peace are required to be in court for at least 13 days or 26 half days per annum. 10 days' paid special leave will be granted to fulfil this duty. Any additional leave granted above 10 days will be unpaid. Employees can claim for loss of earnings where the leave granted is unpaid.
- **Time off for Special Constables** – up to 10 paid working days leave per annum. Where the release of an employee is likely to cause difficulties for service delivery, leave may be declined and the employee required to select alternative dates.
- **Time off for public bodies/civic duties meetings** - up to 10 paid working days, or the equivalent in hours, leave per annum.
- **School governors** – 1 paid day's leave per term.

#### **6.4 Special Unpaid Leave**

Discretionary unpaid leave may also be agreed to allow employees periods of extended leave. Advice should be sought from Human Resources and extended leave will require the approval of the relevant Operational Director and will not in any circumstances exceed three months unpaid leave.

#### **Additional Information**

For further information on all time off arrangements in the policy please contact Human Resources.

	<b>General Purposes Committee</b> 19 May 2025
	<b>Report from the Corporate Director of Finance &amp; Resources</b>
<b>Review of Representation of Political Groups and Appointments</b>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Not Applicable
<b>Open or Part/Fully Exempt:</b> (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
<b>No. of Appendices:</b>	None
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> (Name, Title, Contact Details)	Amira Nassr, Deputy Director Democratic & Corporate Governance Tel: 0208 937 5436 <a href="mailto:amira.nassr@brent.gov.uk">amira.nassr@brent.gov.uk</a>  James Kinsella, Governance & Scrutiny Manager, Democratic Services Tel: 020 8937 2063 <a href="mailto:james.kinsella@brent.gov.uk">james.kinsella@brent.gov.uk</a>

## 1.0 Summary

- 1.1 At its Annual meeting on 14 May 2025, Full Council is due to review and determine the representation of political groups on its main committees and subsequently make appointments to these, in accordance with the wishes of the political groups concerned. As soon as practicable after such a review, this Committee is also required to review and determine the representation of political groups on its Sub-committees and then make appointments giving effect to the wishes of the political groups allocated seats.
- 1.2 The current membership of the Council consists of 57 councillors, which has been used as the basis for the annual review.

## 2.0 Recommendations

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

- 2.1 Agrees the size of each sub-committee to be appointed by the Committee;
- 2.2 Agrees the allocation of seats to political groups on each of the sub-committees in accordance with political balance rules; and
- 2.3 Appoints Chairs and Vice-Chairs, Members and Substitutes to each Sub-committee under Item 9 of the agenda giving effect to the wishes of the political group(s) allocated the seats.

### **3.0 Detail**

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

- 3.1.1 The allocation of seats on each of the Council's committees to which the political balance rules apply supports delivery of the borough plan by enabling the Council's decision making bodies to operate transparently and effectively whilst also supporting and promoting confidence in the good governance of the council.

#### **3.2 Background**

- 3.2.1 As General Purposes Committee has three Sub-committees, it has a statutory duty to review and determine the representation of political groups on its Sub-committees as soon as practicable after any review undertaken by Full Council. The Committee then has a duty to make appointments to the Sub-committees giving effect to the wishes of the political group allocated seats.
- 3.2.2 The allocation of seats is determined by applying the political balance principles prescribed by the Local Government and Housing Act 1989 and supplemented by the Local Government (Committees and Political Groups) Regulations 1990. These principles are set out below and are designed to ensure that the political composition of committees and sub-committees, as far as reasonably practicable, replicate the political composition of Full Council.
- 3.2.3 The political balance principles are:
  - (i) That not all the seats on the sub-committee are allocated to the same political group.
  - (ii) That the majority of the seats on the sub-committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership.
  - (iii) Subject to paragraphs (i) and to (ii) above, that the number of the seats on the sub-committee which are allocated to each political group bears the same proportion to the number of all the seats on that sub-committee as is borne by the number of members of that group to the membership of the Council.
- 3.2.4 There is a 4th principle (that each political group is allocated the same proportion of the total seats across all the ordinary committee of the Council (38



in total) as the proportion of the members of the Council that belong to that group). This covers the appointment of ordinary committees and will be applied to these bodies at the Annual Council meeting. The legislation does not apply this principle to the appointment of sub-committees.

3.2.5 On the basis that the overall membership of the Council stands at 57, the composition of political groups as a percentage of overall membership is as follows:

- 49 Labour Group councillors – representing 85.97% of the total council membership;
- 5 Conservative Group councillors – representing 8.77% of the total council membership;
- 3 Liberal Democrat councillors – representing 5.26% of the total council membership.

3.2.6 According to the political balance rules, a political group for this purpose is a group of two or more members.

3.2.7 The application of the three principles listed in 3.2.3 above therefore results in the following allocation of seats:

<b>Committee</b>	<b>Sub Committee</b>	<b>Size</b>	<b>Labour 49 (85.97%)</b>	<b>Conservative 5 (8.77%)</b>	<b>Liberal Democrats 3 (5.26%)</b>
General Purposes	Pension Fund Sub-Committee	7	6	1	0
	Senior Staff Appointments Sub-Committee	5	4	1	0
	Senior Staff Appeals Sub-Committee	5	4	1	0

3.2.8 As the main General Purposes Committee has been constituted as an ordinary committee of the Council, the additional political balance principle (set out in 3.3.4 above) was applied to the allocation of seats on that body. This has resulted in the Opposition seat on the main Committee being allocated to the Liberal Democrats Group. However, the political balance rules applying to the appointment of Sub Committees by General Purposes Committee requires this calculation to be based only on the size of each individual sub-committee. As a result, the available opposition seats are all required to be allocated to the Conservative Group, based on the size of the group as a percentage of the Council's overall membership.

3.2.9 Subsequent to allocating seats, the General Purposes Committee has a duty to make appointments to their specified sub committees giving effect to the wishes of the political group(s) allocated the seats. The appointments to each sub-

committee being made by the respective political groups are set out in the paper listed as Item 9 on the agenda.

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

- 4.1 The proposed allocation of seats on each Sub Committee has been subject to consultation with each individual group on the Council.

#### **5.0 Financial Considerations**

- 5.1 There are no financial considerations arising directly from this report.

#### **6.0 Legal Considerations**

- 6.1 These are addressed in the main body of the report.

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

- 7.1 Under Section 149 of the Equality Act 2010, the Council has a duty when exercising their functions to have 'due regard' to the need:

- a) To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
- b) Advance equality of opportunity; and
- c) Foster good relations between those who share a "protected characteristic" and those who do not.

- 7.2 This is the Public Sector Equality Duty (PSED). The 'protected characteristics' are: age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

- 7.3 The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Due regard is the regard that is appropriate in all the circumstances.

- 7.4 There are no direct equalities implications arising from this report at this stage.

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

- 8.1 None directly arising from this report.

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

- 9.1 None directly arising from this report.

#### **10.0 Communication Considerations**

- 10.1 None directly arising from this report.

Report sign off:

***Minesh Patel***

Corporate Director Finance &  
Resources

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## APPOINTMENTS TO SUB COMMITTEES & OUTSIDE BODIES

### Proposed Appointments to the General Purposes Sub-Committees for the 2025-2026 Municipal Year

Members are asked to note that the appointments listed below were presented to the Annual Council meeting on 14 May 2025, for information.

#### SENIOR STAFF APPOINTMENTS SUB-COMMITTEE

M BUTT (C)	LABOUR
M.PATEL (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
GRAHL	LABOUR

#### SUBSTITUTE MEMBERS:

**LABOUR:** BENE, DONNELLY-JACKSON, FARAH, KNIGHT, NERVA, RUBIN  
**CONSERVATIVE:** MAURICE, MISTRY

#### SENIOR STAFF APPEALS SUB-COMMITTEE

M BUTT (C)	LABOUR
M.PATEL (VC)	LABOUR
KANSAGRA	CONSERVATIVE
KRUPA SHETH	LABOUR
GRAHL	LABOUR

#### SUBSTITUTE MEMBERS:

**LABOUR:** BENE, DONNELLY-JACKSON, FARAH, KNIGHT, NERVA, RUBIN  
**CONSERVATIVE:** MAURICE, MISTRY

#### BRENT PENSION FUND SUB-COMMITTEE

JOHNSON (C)	LABOUR
KENNELLY (VC)	LABOUR
AHMADI MOGHADDAM	LABOUR
CHOUDRY	LABOUR
CRABB	LABOUR
KANSAGRA	CONSERVATIVE
MOLLOY	LABOUR

#### CO-OPTED NON-VOTING:

ELIZABETH BANKOLE (UNISON)

**SUBSTITUTE MEMBERS:**

**LABOUR:** ETHAPEMI, DIXON, MAHMOOD, SHAH

**CONSERVATIVE:** MAURICE, J.PATEL

**BRENT PENSION BOARD**

**FULL MEMBERS:**

DAVID EWART (C)  
KABIR  
SMITH

INDEPENDENT CHAIR (31.07.2025)

**LABOUR**

**LABOUR**

CHRIS BALA  
BOLA GEORGE  
ROBERT WHEELER  
VACANCY

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

**SUBSTITUTE MEMBERS:**

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