

	Full Council 10 November 2025
	Report from the Corporate Director Finance & Resources
Constitution Update – Function & Procedure Rules West London Economic Prosperity Board	
Wards Affected:	All
Key or Non-Key Decision:	Council
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
List of Appendices:	One Appendix A: Amended Function & Procedure Rules – West London Economic Prosperity Board
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Amira Nassr, Deputy Director Democratic & Corporate Governance 020 8937 Amira.Nassr@brent.gov.uk James Kinsella, Governance & Scrutiny Manager 020 8937 2063 james.kinsella@brent.gov.uk

1.0 Executive Summary

- 1.1. This report details a change in membership on the West London Economic Prosperity Board (on which Brent participates as a member) along with associated changes to the Boards Function & Procedure Rules, as referred to within the Terms of Reference included within Part 4 of Brent's Constitution.

2.0 Recommendation(s)

- 2.1 Full Council is asked to note the change in membership on the West London Economic Prosperity Board following the admittance of the London Borough of Hillingdon as a member and endorse the subsequent update and revision of

the Function & Procedure Rules, which govern operation of the Board, as detailed in Appendix A.

- 2.2 To note that, to the extent that the changes relate to executive functions of the Council, they have been approved by the Leader.

3 Detail

3.1 Contribution to the Borough Plan and Strategic Priorities

- 3.1.1 Ensuring the Constitution is kept up to date and supportive of good governance contributes to the delivery of all of the strategic priorities within the Borough Plan by supporting and enhancing the Council's activity.

3.2 Background

- 3.2.1 This report informs members of a change in membership on the West London Economic Prosperity Board, on which Brent serves as a participating member.
- 3.2.2 The West London Economic Prosperity Board (WLEPB) is a formal Joint Committee of local authorities, established pursuant to powers under the Local Government Acts 1972 and 2000, and under the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
- 3.2.3 The WLEPB was first established in 2015, following discussions facilitated by the West London Alliance (WLA), to advance boroughs' aspirations for economic prosperity in West London. The Board operates under a set of Function & Procedure Rules with an outline Terms of Reference as a Joint Committee included within Part 4 of Brent's Constitution. The Terms of Reference include reference to the Function & Procedure Rules.
- 3.2.4 The Function and Procedure Rules for the WLEPB state that 'The purpose of the Joint Committee will be collaboration and mutual co-operation and the fact that some functions will be discharged jointly by way of the Joint Committee does not prohibit any of the Participating Boroughs from promoting economic wellbeing in their own areas independently from the Joint Committee.'
- 3.2.5 Five boroughs (made up of Brent, Barnet, Ealing, Harrow & Hounslow) initially formed the Joint Committee, with Hammersmith & Fulham then joining in 2016. Each borough is entitled to appoint one member to serve on WLEPB. As an Executive appointment in Brent, the Leader of the Council currently serves as Brent's nominated representative alongside the Leaders of the other constituent councils.
- 3.2.6 Following a request, the Board has now also approved a request for the London Borough of Hillingdon to now join the WLEPB as a Participating Borough, aligning the WLEPB membership with that of the West London Alliance as a whole (comprising Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow). This change in membership was approved by the Board and subsequently Hillingdon's Cabinet in September 2026.

3.2.7 This change in membership has required an update of the WLEPB Function and Procedure Rules by the West London Alliance, which were last reviewed in 2016. In updating the Rules, the opportunity has also been taken to make other minor revisions to ensure that they are up to date, with the changes detailed in Appendix 1 of the report.

3.2.8 Whilst the change in membership on the WLEPB and associated changes to their Function & Procedure Rules will not require any formal change to the Terms of Reference as detailed within Brent's Constitution, it is felt (for transparency and from a governance perspective) that they should be presented to Council for reference purposes.

4.0 Stakeholder and ward member consultation and engagement

4.1 The change in membership and subsequent revisions to the Boards Function & Procedure Rules have been subject to formal consideration and approval by the West London Economic Prosperity Board.

5.0 Financial Considerations

5.1 None, specific to the changes outlined or Brent's membership of the West London Economic Prosperity Board.

6 Legal Considerations

6.1 The proposed changes to the Joint Committee Function & Procedure Rules are designed to ensure the change in membership on the West London Economic Prosperity Board are clearly reflected within their operating procedures and rules.

6.2 The change will not require any formal amendment to the Council's Constitution, with Brent having only chosen to discharge its executive (and none of its non-executive) functions), via the joint committee.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

7.1. Under section 149 of the Equality Act 2010, the council has a duty when exercising its functions to have "due regard" to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act and advance equality of opportunity and foster good relations between persons who share a protected characteristic and persons who do not. This is the public sector equality duty. The protected characteristics are age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

7.2 "Due regard" is the regard that is appropriate in all the circumstances. The weight to be attached to the effect is a matter for the council. As long as the council is properly aware of the effects and has taken them into account, the

duty is discharged. Depending on the circumstances, regard should be had to the following:

- the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision.
- the need to remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.
- the need to take 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 taking account of disabled persons' disabilities. There can be a positive duty to take action to help a disabled person. What matters is how they are affected, whatever proportion of the relevant group of people they might be.
- the need to encourage persons who share a protected characteristic to participate in public life (or in any other activity in which participation by such persons is disproportionately low); and
- the need to tackle prejudice and promote understanding.

7.3 No equalities implications arise directly from this report.

8.0 Climate Change and Environmental Considerations

8.1 None

9.0 Human Resources/Property Considerations (if appropriate)

9.1 None

10.0 Communication Considerations

10.1 None

Report sign off:

Minesh Patel

Corporate Director, Finance & Resources