



## **THE FORWARD PLAN OF KEY DECISIONS**

**ISSUE 14: 1 DECEMBER 2003 TO 26 MARCH 2004**

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*(The next issue of the Forward Plan, covering the period, 15 Dec 2003 to 9 April 2004 will be published on 1 December 2003)*

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**Cllr Ann John**  
**Leader of the Council**

## **Forward Plan 2003/04**

The Forward Plan sets out the key decisions and other decisions that the Executive intends to take over the following four months, together with key decisions by officers and other important decisions to be taken by the Council, its committees or officers. Briefly, a Key Decision is an Executive decision which is likely to result in significant expenditure or savings, or have a significant effect on communities living or working in an area comprising two or more wards. Decisions made by the Executive are subject to a call-in provision. If any item is called in the Scrutiny Committee (made up of Councillors not on the Executive) will meet to consider the item. Following this, the Executive will meet and take into account the recommendations of the Scrutiny Committee. This will usually take place within 4-6 weeks of the original decision. The Executive may then implement or change its decision as it sees fit. The exact date when the recommendations of the Scrutiny Committee on a matter are to be considered by the Executive can be obtained from Democratic Services.

The Plan is updated fortnightly and republished on the Council's website ([www.brent.gov.uk/democracy](http://www.brent.gov.uk/democracy)). Copies can also be obtained via the Town Hall One Stop Shop, Forty Lane, Wembley, Middlesex, HA9 9HD, Telephone 020 8937 1366 or via e-mail at [committee@brent.gov.uk](mailto:committee@brent.gov.uk).

Members of the public are entitled to see the reports that will be relied on when the decision is taken unless confidential or exempt under the Local Government Act 1972 as amended. These are listed in column 4 and will be published on the Council's Website five clear working days before the date the decision is due to be taken. Paper copies will be made available via Democratic Services as detailed above. The Council's Access to Information Rules set out the entitlement of the public to see documents and reports.

Anyone who wishes to make representations regarding any of the matters listed in this Forward Plan, can do so by forwarding a written submission to Democratic Services using the above address/telephone number up to one week before the date the decision is to be taken (see column 4). Where a specific decision date has yet to be identified, contact Democratic Services who will forward representations to the Lead Officer.

The membership of the Executive is as follows:

Cllr Ann John (Leader of the Council, Corporate Strategy & Policy Co-ordination)  
Cllr David Coughlin (Deputy Leader, Corporate Resources)  
Cllr Lincoln Beswick (Community, Consultation & Public Safety)  
Cllr Michael Lyon (Education, Arts and Libraries)  
Cllr Lesley Jones (Environment & Planning)  
Cllr Bobby Thomas (Housing)  
Cllr Ralph Fox (Health & Social Care)  
Cllr Ramesh Patel (Regeneration & Economic Development)  
Cllr Dorman Long (Equalities & Service Improvement)  
Cllr Gabrielle Kagan (Democratic Services)

(1) Ref	(2) Subject & Decision to be taken	(3) Decision maker	(4) Date on or period within which decision to be taken	(5) Relevant reports	(6) Those to be consulted and how	(7) Lead Officer
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## CORPORATE

BFS/45	Banking Service Contract  To award the contract	Executive	8 Dec 03	Report from the Director of Finance	Internal Consultation Only	Sarah Cardno
BFS/60	Annual report on early and ill-health retirements  To note the report and to agree that given the reduction in numbers and costs annual reports be only submitted if the situation changes	Executive	8 Dec 03	Director of Finance	Internal Consultation Only	Martin Spriggs
BFS/62	Corporate Governance Framework  To agree the adoption of a Local Code of Corporate Governance and to note and endorse a governance Action Plan	Executive	8 Dec 03	Director of Finance	Internal Consultation Only	Simon Lane
BFS/63	Draft Service Development Plans 2004/2005 – 2007/2008  To receive the draft SDP's and budgets and forward to Overview Committee for consideration	Executive	8 Dec 03	Chief Executive	Service Users/ Schools Forum/ Full Council – 17 <sup>th</sup> November as part of First Reading Debate	Service Area Directors for each plan
BFS/64	Schools Budget 2004/2005  To agree provisional schools budget for 2004/2005 subject to final agreement of Full Council on 1 <sup>st</sup> March	Executive	8 Dec 03	Director of Finance/Director of EAL	Internal Consultation Only	Stephen Hughes

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BFS/65	Surplus/Deficit on Collection Fund 31 <sup>st</sup> March 2004  To set the Surplus/Deficit on the Collection Fund as part of the 2004/2005 Budget Process	Executive	7 Jan 04	Director of Finance	External Auditor	Stephen Hughes
Cor 02/03/26	IT for Councillors  To agree funding arrangements and approve overall rollout programme further to initial report to the Executive on 16 December in relation to IT arrangements for improved remote access facilities for Councillors	Executive	8 Dec 03	Report from the Director of Corporate Services	Elected members involved in the pilot trial	Dane Wright
Cor 02/03/49	Brent's Participation in Local NHS Lift  To approve a number of decisions concerning the authority's involvement in the Lift Project, including participation level, terms and tendering process	Executive	8 Dec 03	Report from the Director of Corporate Services	Internal only	Bernard Diamant
Cor 02/03/43	Elizabeth House, 341-345 High Road Wembley – Lease Renewal  To approve terms of short term lease renewal	Executive	7 Jan 04	Report from the Director of Corporate Services	Internal only	Marcus Perry
Cor 02/03/44	Pyramid House, Fourth Way, Wembley – Lease Renewal  To approve terms of new lease	Executive	7 Jan 04	Report from the Director of Corporate Services	Internal only	Marcus Perry
Cor 02/03/42	522-524 Kingsbury Road – Lease Renewal  To approve terms of new lease	Executive	7 Jan 04	Report from the Director of Corporate Services	Internal only	Marcus Perry
Cor 02/03/46	Youth & Community Centres Review – Reports Back  To agree lease terms outstanding	Executive	4 Feb 04	Report from the Director of Corporate Services	None Required	Marcus Perry

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Cor 02/03/39	Unit 33 – New Bridge Park Complex – NW10 Group  To agree to grant a lease	Executive	4 Feb 04	Report from the Director of Corporate Services	None Required	Marcus Perry
Cor 02/03/53	Consultants Study on Civic Centre Options  To note the findings of the consultant's study into the feasibility of relocating the Town Hall to a new civic centre in the Wembley Regeneration area and to make decisions on any of the consultant's recommendations in their report	Executive	4 Feb 04	Report from Chief Executive	Extensive internal and external consultation	Gareth Daniel
PRU	Scope for Charging Policy Best Value Review 2003/2004  To consider the scope and approve or make amendments to it	Executive	8 Dec 03	Report from the Director of Policy & Regeneration	Internal only	Cathy Wellstead
PRU	Corporate Strategy Action Plan Progress report  To note progress on the action plans for each element of the corporate strategy	Executive	8 Dec 03	Report from the Director of Policy & Regeneration	Internal only	Cathy Wellstead
Ch Ex	Service Tenancies - Position Statement  To agree the proposed course of action in the further review of caretaker service tenancies in Education, Arts & Libraries	Executive	8 Dec 03	Report: from the Chief Executive	Internal only	Tim Flint/ Leslie Smithson
<b>EDUCATION, ARTS AND LIBRARIES</b>						
0018R	School Caretakers' Houses  Proposals for the disposal of further caretakers' houses which have become surplus to school	Executive	8 Dec 03	Report from the Director of EAL	Internal only	John Christie

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	educational requirements					
0026R	<p>Building Schools for the future</p> <p>To approve the LEA's approach to putting in a funding submission following the Government's announcement of a new approach to Capital investment in Schools through the Building Schools for the Future (BSF) Programme. The Programme is a 10-15 year programme starting in 2005/06 (for higher priority LEAs) with an initial allocation nationally of the order of £5bn. It aims to ensure that all secondary schools nationally have "facilities of 21<sup>st</sup> Century standard"</p>	Executive	8 Dec 03	Report from the Director of EAL	DMT, Secondary HT's, Lead Member, Core Property, Legal, Corporate and Finance	Nitin Parshotam/ Martin Stratford
0023R	<p>Compact with the DfES</p> <p>To approve the proposed agreement between the DfES and Brent LEA on meeting agreed standards and targets</p>	Executive	8 Dec 03	Report from the Director of EAL	Schools	John Christie
0028R	<p>Primary school Meals – Retendering of contract</p> <p>To approve invitation to tender and evaluate in accordance with the approved evaluation criteria for award of contract in May 2004</p>	Executive	8 Dec 03	Report from the Director of EAL	Internal only	John Bowtell/ John Christie
0024R	<p>Annual report on Education Standards</p> <p>To note the information on the education standards achieved in Brent schools in 2002/3</p>	Executive	7 Jan 04	Report from the Director of EAL	Internal only	Catherine Ross/ Faira Ellks
0017R	Madison House, London Road, Wembley-lease renewal 2 <sup>nd</sup> floor and acquisition of 3 <sup>rd</sup> floor	Executive	7 Jan 04	Report from the Director of EAL	None required	John Fitzpatrick/ Louis Eden

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	To approve renewal and new lease terms					
0020R	Stonebridge School Accommodation  To agree options to change accommodation for Stonebridge school	Executive	4 Feb 04	Report from the Director of EAL	Initially Governing body, by meeting Legal, Finance usual route	Colin Moore/ Martin Stratford
0025R	Funding Formula Review  To approve any changes to the schools funding formula for 2004/05	Executive	4 Feb 04	Report from the Director of EAL	HTs, Governing Bodies, the Schools Forum and other interested parties through a formula review consultation document being issued at the end of September	Martin Stratford
0029R	SEN BV Review To seek members' approval for action to be taken in response to SEN BV Review report	Executive	8 March 04	Report from the Director of EAL	Reps from Schools, Social Services and Primary Care Trust	Rik Boxer
0031R	Green Paper  To advise the executive on the implications of the government response to the consultation on the green paper	Executive	8 March 04	Report from the Director of EAL	EAL staff, Brent Primary Care Trust	John Christie/ Jenny Goodall
<b>ENVIRONMENT</b>						
ES/6	Neasden Town Centre  To adopt a framework for Town Centre, adoption of	Executive	8 Dec 03	Reports from Director of Environment	Police, transport operators, traders, have already been	Michael Read ES Directorate

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	planning briefs, agree CPZ proposals, following consultation over a Regeneration Framework for the area, approving the award of a contract for de-pedestrianisation, repaving and landscaping and considering options for funding the remaining repaving and renewal				consulted. No further consultation is proposed	
ES/165	Neasden Lane/Birse Crescent Planning Brief, Neasden  To agree Planning Brief	Executive	8 Dec 03	Reports from Director of Environment	Local residents, ward councillors, local assoc. ACF, business organisations	Robin Buckle Planning
ES/151	Dollis Hill House  To review proposals by Dollis Hill Trust and agree way forward	Executive	8 Dec 03	Report from Director of Environment	None required	Shaun Faulkner Parks Service
ES/163	Conservation Review – Outcome of Consultation  To agree that ten areas previously designated as Conservation areas be re-designated to “Areas of Distinct Residential Character”	Executive	8 Dec 03	Report from Director of Environment	Local residents, resident assoc., ACF’s, English Heritage, Planning Committee	Mark Smith Planning
ES/166	Lorry Park  To approve the closure of the Drury Way Lorry Park, a facility that has not been operated as such and save associated running costs	Executive	8 Dec 03	Report from Director of Environment	Internal and site occupants	Keith Balmer StreetCare
ES/169	Permit Parking Scheme  To agree to an alternative Permit Parking Scheme that would allow dedicated disabled parking bays and some other alternative parking permit arrangements	Executive	8 Dec 03	Report from Director of Environment	Residents and relevant organisations	Keith Balmer/ Mike Lambert/ Satnam Sahota
ES/174	Waste Management & Recycling	Executive	8 Dec 03	Report from	West London	Keith Balmer



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	To consider officer assessment of the Task Group recommendations			Director of Environment	Waste Authority, residents and ward councillors	StreetCare
Es/176	Wembley Stadium Station Hub's Feasibility Study: Final Report  To agree Wembley Stadium Station Hub Feasibility Study	Executive	8 Dec 03	Report from Director of Environment	Steering Group including WNSL, QED, Network Rail, Chiltern Line, LDA, GLA, Residents rep. Traders Rep.	Robin Buckle Planning
ES/152	Roads/ Use of Roads Task Group  To consider the report of the Task Group and the recommendations concerning consultation on CPZs, disabled parking and enforcement issues	Executive	7 Jan 04	Report from the Task Group (Chair, Cllr Fiegel)	None required	Phil Rankmore Transportation
ES/115	Pavilion at Neasden Recreation Ground – Disposal  To agree lease arrangements for pavilion	Executive	7 Jan 04	Report from Director of Environment	Welsh Harp JJC members	Louis Eden Parks Services
ES/160	Appointment of proper officer as a CCDC for Brent  To agree the appointment of a proper officer as a Consultant for Communicable Disease Control for for Brent	Executive	7 Jan 04	Report from Director of Environment	Internal only	Lizzie Georgeou Env. Health
ES/175	Audits undertaken by Food Standards Agency on Environmental Health Food Safety Service  To agree changes to Enforcement Policy	Executive	7 Jan 04	Report from Director of Environment	Internal Stakeholders	Lizzie Georgeou Env. Health
ES/173	John Billam – Update  Members to consider a number of environmental and sporting improvements	Executive	7 Jan 04	Report from Director of Environment	Internal and Local Residents	Shaun Faulkner Parks Service
ES/170	Endorsement of UDP	Executive	7 Jan 04	Report from	Internal following	Ken Hullock

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	To adoption a replacement Unitary Development Plan	and Full Council		Director of Environment	final statutory deposit stage	Planning
ES/177	Street Trees – proposed removal and replacement  To consider response to consultation and decide whether to proceed with removal and replacement of street trees	Executive	7 Jan 04	Report from Director of Environment	Legal and Finance	Keith Balmer StreetCare
ES/147	Draft Air Quality Action Plan  To approve the actions in the Air Quality Action Plan in order to achieve the Air Quality Standards	Executive	4 Feb 04	Report from Director of Environment	ACFs	Yogini Patel Env. Health
ES/171	Adopting new Supplementary Planning Guidance dealing with SPG 17 New Residential Development; SPG Affordable Housing; Design Statements; Section 106; Landscape Design; and South Kilburn Master Plan area  To adopt new Supplementary Planning Guidance	Executive	4 Feb 04	Report from Director of Environment	Local residents, ward councillors, residents' assoc., ACF's, stakeholders, parties for respective subject areas	Ken Hullock Planning
ES/172	Adopting remaining updated Supplementary Planning Guidance on variety of topics to reflect the new UDP  To approve new Supplementary Planning Guidance	Executive	Mar/Apr 04	Report from Director of Environment	Local residents, ward councillors, residents' assoc., ACF's, stakeholders, parties for respective subject areas	Ken Hullock Planning
<b>HOUSING</b>						
HSG/03-04/	Travellers Site  To agree the future management of the Lynton	Executive	8 Dec 03	Report from the Director of Housing	None required	Martin Cheeseman

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	Close Travellers Site and the recommendations to increase the licence fees on the site to fund additional management costs					
HSG/ 03-04/	The South Kilburn Master Plan  To approve the Master Plan and other recommendations arising out of this. The report provides further details of the Master Plan and as requested by the Executive is a follow up report after the approval of the recommendation arising from the 22 <sup>nd</sup> September report	Executive	8 Dec 03	Report from the Director of Housing	NDC	Maggie Rafalowicz
HSG/ 03-04/	Brent Housing Partnership – Three Star Outcome  Members to approve the revised action plan that takes into account the recommendations of the report to further enhance the already three star service. This report details the recent Audit Commission report on Brent Housing Partnership	Executive	8 Dec 03	Report from the Director of Housing	Brent Housing Partnership	Martin Cheeseman
<b>SOCIAL SERVICES</b>						
SS 03/04	Authority to invite tenders for a cleaning contract for some social services and education centres  To grant approval	Executive	8 Dec 03	Report from the Directors of Housing, Social Services and Education	None required	Christabel Shawcross
SS 03/04	Children and Young People's Services Strategic Plan  To recommend that Council approve the 2003/4 Strategic Plan for Brent	Executive for Full Council	8 Dec 03	Report from the Director of Social Services	Local Strategic Partnership Stakeholders	Mimi Konigsberg

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SS 03/04	Best Value Report on the Physical Disability and Occupational Therapy  To agree the action plan	Executive	8 Dec 03	Report from the Director of Social Services	None required	Diane Brown/ Christabel Shawcross
SS 03/04	Authority to Award Contract for Meals at Home Service and to Retender part of the Contract  To award the contract	Executive	8 Dec 03	Report from the Director of Social Services	None required	Christabel Shawcross
SS 03/04	Performance Assessment 2002/3  To review the report on the SSI Annual Assessment of performance	Executive	8 Dec 03	Report from the Director of Social Services	None required	Janet Palmer
SS 03/04	Contract Variation for Willow Housing  To agree the contract variation	Executive	8 Dec 03	Report from the Director of Social Services	Willow Housing Assoc	Ros Howard/ Christabel Shawcross
SS 03/04	Delayed Discharge Grant  To agree to proposed expenditure and to set up a pooled budget	Executive	8 Dec 03	Report from the Director of Social Services	PCT and NWLHT	Christabel Shawcross
SS 03/04	Rent Review – the Refectory and Central Middlesex Hospital  To approve the increase in rents	Executive	8 Dec 03	Report from the Director of Social Services	None required	Charles Hampshire
SS 03/04	Mental Health Assertive Outreach Team  To agree Department of Health supplementary credit approval expenditure	Executive	Feb 04	Report from the Director of Social Services	None required	Christabel Shawcross