



THE FORWARD PLAN OF KEY DECISIONS

ISSUE 6: 8 November 2004 to 4 March 2005

Contact Officer: Anne Reid
email: anne.reid@brent.gov.uk
Tel: 020 8937 1359
Fax: 020 8937 1360

(The next issue of the Forward Plan, covering the period, 6 December 2004 to 1 April 2005 will be published on 22 November 2004)

Cllr Ann John
Leader of the Council

Forward Plan 2004/05

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 monthly and republished on the Council's website (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.

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 5 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 -04/05- 85	<u>Implementation of verification framework : Housing Benefits</u> To approve the implementation of the Department for Work and Pensions Verification framework for Housing benefits administration – in 2 phases. Phase 1 to include 2 modules and set up to commence January 2005 with a view to going live in July 2005.	Executive	15 Nov 04	Report from Director of Finance	Internal only	Margaret Read
BFS -04/05- 84	<u>2004/05 Capital Budget Monitoring Report</u> To review the latest position on the 2004/2005 Capital Budget.	Executive	15 Nov 04	Report from Director of Finance	Internal only	Duncan McLeod
Cor -04/05- 67	<u>Freedom of Information Act</u> To agree actions required to be taken to allow the Council to meet our obligations under the Act in January 2005.	Executive	15 Nov 04	Report from the Director of Corporate Services	Internal only	Dane Wright
Cor -04/05- 71	<u>Paul Daisley Hall Charges Increases</u> To agree that prices are raised with immediate effect on all new future lettings.	Executive	15 Nov 04	Report from the Director of Corporate Services	Internal only	Keith Surey
Cor -04/05- 74	<u>Copland School: sale of land</u> To agree to the sale of two parcels of land to the Governors of Copland School.	Executive	15 Nov 04	Report from the Director of Corporate Services and the Director of EAL	Internal and with two local schools	Marcus Perry & Nitin Parshotam

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Cor -04/05- 70	<u>One Stop Shop Annual Performance Report for October 2003/4</u> To note the annual performance report.	Executive	13 Dec 04	Report from the Director of Corporate Services	Internal only	Sandra Carson
Cor -04/05- 77	<u>Implementing Electronic Government Statement 4 (IEG4)</u> To consider and approve the IEG4 Statement.	Executive	13 Dec 04	Report from the Director of Corporate Services	Internal only	Dane Wright
Cor -04/05- 75	<u>Youth & Community Centres: further update reports on Mahogany Arts & The Pakistan Workers Association</u> To agree a way forward for occupying groups to formalise their rights to occupy their premises.	Executive	17 Jan 05	Report from the Director of Corporate Services	Internal and with user groups	Marcus Perry
Cor -04/05- 76	<u>Salisbury Road Car Park site: proposed sale</u> To agree terms of sale of a site which will form part of a comprehensive redevelopment scheme.	Executive	17 Jan 05	Report from the Director of Corporate Services	South Kilburn New Deal for Communities	Marcus Perry
Cor -04/05- 78	<u>Dollis Hill House: proposals for its restoration and adaptation into a health centre and facility for the community</u> To grant a lease to Brent PCT.	Executive	14 Feb 05	Report from the Director of Environment & from the Director of Corporate Services	Dollis Hill House Trust, local interest groups and The Area Consultative Forum	Marcus Perry & Shaun Faulkner
CEX -04/05- 1	<u>Brent Crime, Disorder and Misuse of Drugs Audit</u> To note the Brent Crime, Disorder and Misuse of Drugs Audit and proposals for the new crime reduction strategy for 2005-2008.	Executive	15 Nov 04	Report from the Chief Executive	The audit report has been subject to widespread consultation with community groups, partnership agencies and the general public	Phil Newby/ Valerie Jones

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HRU -04/05- 03	<u>Corporate Equality Policy and Action Plan</u> To agree the contents of policy and action plan for 2004-2005.	Executive	13 Dec 04	Report from the Director of Human Resources and Diversity	Internal only	Manjula Shah
PRU -04/05- 4	<u>Civic Centre Project</u> To consider the second stage feasibility for building a new civic centre in the Wembley.	Executive	15 Nov 04	Report from the Director of Policy & Regeneration	Internal only	Anna Woda
EDUCATION, ARTS AND LIBRARIES						
EAL 04/05 0064	<u>Service Tenancies</u> To note the updated information following consultation with the GMB and UNISON.	Executive	15 Nov 04	Report from the Director of EAL (not for publication)	GMB, UNISON	John Christie
EAL -04/05- 0057	<u>Review of Provision for SEN</u> To consider the outcome of the recent Special Educational Needs Best Value Review exercise which proposed changes within the Special School Sector.	Executive	15 Nov 04	Report from the Director of EAL	None	Rik Boxer
EAL -04/05- 0062	<u>Chalkhill New Opportunities Funding Facility Contract</u> To note the selection process taken to shortlist contractors in relation to the Big Lottery Funded new build sports hall at Chalkhill Primary School and to approve the appointment of the named contractor to carry out associated works.	Executive	15 Nov 04	Report from the Director of EAL	Selected school, Big Lottery Fund, consultants	John Christie
EAL -04/05- 0061	<u>Development of the rebuilding scheme for the John Kelly Schools and Dollis Hill Estate</u>	Executive	15 Nov 04	Report from the Director of EAL	John Kelly School Menorah High School	John Christie

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	To approve design work for the rebuild of John Kelly Schools (in advance of the DfES announcement on the Building Schools for the Future programme) so that an outline Planning Application may be made. To note the position on the status of the Targeted Capital Fund allocation for Menorah High School.					
EAL -04/05- 0060	<u>Loan Scheme for Schools – Response to Consultation</u> To note updated information regarding the proposal to offer a loan scheme to schools under the prudential capital arrangements and to agree to schools being consulted on the proposals.	Executive	15 Nov 04	Report from the Director of EAL	Schools, DfES	John Christie
EAL -04/05- 0065	<u>NW London on Line</u> To outline the exit strategy for the North West London Online Project delivering ICT learning through community groups in Harrow and Brent.	Executive	15 Nov 04	Report from the Director of EAL		John Christie
EAL -04/05- 0053	<u>Children Bill</u> To consider a project plan for implementation of the Children Bill.	Executive	13 Dec 04	Report from the Directors of EAL and Social Services	None	John Christie/ Jenny Goodall
ENVIRONMENT						
ES -04/05- 262	<u>Statement of Licensing Policy development</u> To re-consider the Council's draft statement of licensing policy under the new Licensing Act 2003, prior to consideration by Full Council on 29 November '04. The policy, which has recently gone out to consultation, is a statement of how Brent as the licensing authority will exercise the new functions	Executive prior to consideration by Full Council	15 Nov 04	Report from the Director of Environment	Extensive consultation with statutory consultees under the Licensing Act 2003 is being undertaken along with various	Alan Howarth Health Safety & Licensing

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	that will be shortly imposed upon it by the Act, and in particular the regulation of alcohol sales, an activity to be transferred from the courts.				stakeholders	
ES -04/05- 268	<u>Planning Services Audit Inspection Report</u> To consider the findings of the Audit Inspection. To agree an action plan to deliver improvements to the service as recommended by the report.	Executive	15 Nov 04	Report from the Director of Environment	Internal only	Chris Walker Planning
ES -03/04- 228	<u>Revised Park Strategy for Brent 2004-2006 and a Development Plan for Allotments 2004-2008</u> To report key recommendations within the Strategy and agree the action plan.	Executive	15 Nov 04	Report from the Director of Environment	Public consultation undertaken as part of production of Strategy	Shaun Faulkner Parks Service
ES -04/05- 250	<u>Citizen's Application Checking</u> To agree that Brent Citizenship Team offer an application checking service. To agree the fee to be levied for the service.	Executive	15 Nov 04	Report from the Director of Environment	None	Mark Rimmer Registrar BDM
ES -04/05- 270	<u>Supporting the achievement of Fairtrade Borough status for Brent</u> To consider Council support for the Fairtrade Borough initiative and specifically agree that Fairtrade tea and coffee will be served at Council Committee meetings.	Executive	15 Nov 04	Report from the Director of Environment	Internal Only	Keith Tallentire Projects & Policy
ES -04/05- 277	<u>The installation of CCTV cameras for Brent Council and Wembley National Stadium Limited</u> To agree to the tendering process for the installation of CCTV cameras at Wembley Stadium.	Executive	15 Nov 04	Report from the Director of Environment	Emergency Servcs. TfL Wembley Infra-structure Technical Team Wembley National Stadium Ltd	Mary Murphy StreetCare

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ES -04/05- 275	<u>Wembley Sports Association, Vale Farm – Proposal for Lease Extension</u> To agree extension of lease.	Executive	15 Nov 04	Report from the Director of Environment	Internal only.	Louis Eden Parks Services
ES -04/05- 273	<u>Reprocessing facilities for the Council's collected Organic Waste</u> To approve the commencement of the tendering process to secure reprocessing facilities for organic waste.	Executive	15 Nov 04	Report from the Director of Environment	Internal only.	Keith Balmer StreetCare
ES -03/04- 147	<u>Draft Air Quality Action Plan</u> To agree an action plan as required by the Environment Act 1995 detailing measures or proposals which will improve air quality, which proposes 63 measures aimed at improving air quality in order to meet the 2005 objectives, given that Brent has declared parts of the borough Air Quality Management Areas and predicted that levels of fine particles and nitrogen dioxide would fail to meet the National Air Quality Objectives.	Executive	13 Dec 04	Report from the Director of Environment	Area Consultative Forums	Yogini Patel Env Health
ES -04/05- 269	<u>Public Toilet Strategy</u> To approve a Public Toilet Strategy for Brent.	Executive	13 Dec 04	Report from the Director of Environment	British Toilet Association	Keith Balmer StreetCare
ES -04/05 253	<u>Appointment of Contractor to construct SAC Section 1 including West Footbridge over Chiltern Line</u> To agree appointment of Contractor.	Executive	13 Dec 04	Report from the Director of Environment	Press, leaflet and public inquiry	Paul Fraser Transportation
ES -03/04- 242	<u>Local Implementation Plan</u> To note the Guidance from Transport for London for	Executive	13 Dec 04	Report from the Director of Environment	All Partners and other Authorities Borough wide	Qassim Kazaz Transportation

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	the preparation of the Local Implementation Plan which will detail the Borough's policies and strategies with regard to transportation matters.					
ES -04/05- 276	<u>Energy Strategy Report</u> To consider the key issues arising from the Mayor's Energy Strategy that affect Brent. To agree a Council energy policy and action plan to deliver improvements in energy conservation, efficiency and awareness.	Executive	13 Dec 04	Report from the Director of Environment	Internal only	Keith Tallentire Projects & Policy
ES -03/04- 172	<u>Updated Supplementary Planning Guidance</u> To approve updated Supplementary Planning Guidance including SPG12 on Access for Disabled People, for public consultation.	Executive	17 Jan 05	Report from the Director of Environment	Local residents, ward councillors, residents' assoc, ACFs, stakeholders, parties for respective subject areas	Ken Hullock Planning Services
ES -04/05- 271	<u>Retendering of Leisure Management Contract – Draft Specification</u> To agree key principles in the draft specification.	Executive	17 Jan 05	Report from the Director of Environment	Consultation under taken as part of Sports BV Review and Sports Strategy production will be used to inform specification.	Sue Harper Directorate
ES -03/04- 240	<u>Hassop Road Environmental Improvements</u> To approve revisions to controlled parking measures and additional enforcement with regard to abandoned vehicles, litter, graffiti and street trading.	Highways Committee	13 Dec 04	Report from the Director of Environment	Internal only	Phil Rankmore Transportation

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ES -04/05- 278	<u>CPZ Progress Report</u> To provide an update on implementing CPZ's across the borough and to consider any petitions received in areas affected by proposals or schemes.	Highways Committee	13 Dec 04	Report from Director of Environment	General public consulted during scheme development and liaison with petitioners.	David Eaglesham Transportation
ES -04/05- 265	<u>Review of CPZ's operational hours</u> To consider a review of operational hours CPZ's and approve a policy for future CPZ consultations.	Highways Committee	13 Dec 04	Report from Director of Environment	General public consulted during scheme development	David Eaglesham Transportation
ES -04/05- 266	<u>Review of personalised Disabled Persons Parking Places</u> To consider a review of personalised DPPP's and approve a policy for implementation	Highways Committee	13 Dec 04	Report from Director of Environment	General public consulted during scheme development	David Eaglesham Transportation
ES -04/05- 248	<u>Wembley Stadium Event Day Parking Controls</u> To consider the results of public consultation for the event day parking control schemes funded by Section 106 funds and to seek approval to proceed to implementation.	Highways Committee (Special)	28 Oct 04	Report from the Director of Environment	General public consulted during scheme development	David Eaglesham Transportation
HOUSING						
HSG -04/05- 26	<u>Annual BHP Report</u> The report looks at the performance of Brent Housing Partnership, in respect of the day to day housing management function and implementing the decent homes programme. It will also look at the relationship between the council (as owners of the council houses) and BHP (as managers of those	Executive	15 Nov 04	Report from the Director of Housing	BHP	Martin Cheeseman

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	properties).					
HSG -04/05- 31	<u>South Kilburn Master Plan Implementation</u> To agree the delivery route for the South Kilburn Master Plan.	Executive	15 Nov 04	Report from the Director of Housing	NDC South Kilburn	Martin Cheeseman
HSG -04/05- 29	<u>Selection of RSL Partner for Barham Park</u> To consider the selection of an RSL to be the Council's preferred partner for the proposed transfer and redevelopment of Barham Park Estate, based on the proposals submitted by three RSLs in July 2004.	Executive	13 Dec 04	Report from the Director of Housing	A panel of residents' representatives and officers will assess the three RSLs.	Martin Cheeseman
SOCIAL SERVICES						
SS -04/05- 19	<u>Annual Review Meeting</u> To note the achievements plus areas for improvement for Social Services as set out in the Annual Performance Letter from the Commission for Social Care Inspection.	Executive	15 Nov 04	Report from the Director of Social Services	None required	Jenny Goodall/ Mike Bibby
SS -04/05- 21	<u>Pooled Budgets</u> To approve a strategy for improving partnership arrangements between the Council and Brent Primary Care through the continued development of Pooled budgets (joint funding).	Executive	15 Nov 04	Report from the Director of Social Services	Brent Primary Care Trust	Jenny Goodall/ Lance Douglas
SS -04/05- 21	<u>Children and Young Peoples Local Preventative Strategy</u> To approve a local preventative strategy developed in partnership with the local education authority and the primary care trust that will provide direction to the	Executive	15 Nov 04	Report from the Director of Social Services	EAL and PCT	Janet Palmer

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	key agencies who provide services for vulnerable children and families, which aims to support the achievement of the outcomes described in "Every Child Matters", through refocusing services to increase early intervention and offer additional family support.					
SS -04/05- 22	<u>Award of Domiciliary Care contract</u> To approve the award of the contract for older people and adults with disabilities.	Executive	15 Nov 04	Report from the Director of Social Services (not for publication)	Internal only	Ros Howard/ Christabel Shawcross
SS -04/05- 20	<u>Forced Marriages – Local Implementation</u> To agree the local implementation of the national guidelines for working with young people or vulnerable adults facing forced marriage.	Executive	13 Dec 04	Report from the Director of Social Services	None required	Jenny Goodall/ Janet Palmer
SS -04/05- 24	<u>Adoption and Permanency Policy</u> To approve Children's Services adoption and permanency policy for children looked after by Brent Council.	Executive	13 Dec 04	Report from the Director of Social Services	Internal only	Janet Palmer