



**THE FORWARD PLAN OF KEY DECISIONS**

**ISSUE 7: 6 December 2004 to 1 April 2005**

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*(The next issue of the Forward Plan, covering the period, 10 January 2005 to 6 May 2005 will be published on 24 December 2004)*

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**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](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 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- 86	<u>Draft Service Development Plan</u> To consider Draft Service Development Plans.	Executive	13 Dec 04	Report from Chief Executive	Each Service Area will consult with the relevant bodies	Duncan McLeod
BFS -04/05- 87	<u>Revenue Budget 2004/2005 Monitoring Report</u> To review the latest position on the 2004/2005 revenue budget. To agree budget virements and to agree any movements to or from general fund balances.	Executive	13 Dec 04	Report from Director of Finance	Internal only	Duncan McLeod
BFS -04/05- 88	<u>Schools Budget – 2005/6</u> To consider comments of Schools Forum. To agree provisional Schools Budget for 2005/6.	Executive	13 Dec 04	Report from Director of Finance	Schools Forum	Duncan McLeod
Cor -04/05- 0053	<u>Children Bill</u> To consider a project plan for implementation of the Children Bill.	Executive	13 Dec 04	Report from Chief Executive	None	Gareth Daniel
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	13 Dec 04	Report from the Director of Corporate Services	Internal only	Dane Wright
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

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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- 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	17 Jan 05	Report from the Director of Corporate Services and the Director of EAL	Internal and with two local schools	Marcus Perry & Nitin Parshotam
Cor -04/05- 75	<u>Youth &amp; Community Centres: further update reports on Mahogany Arts &amp; 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
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

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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	13 Dec 04	Director of Policy & Regeneration	Internal only	Anna Woda
CE -04/05- 02	<u>Establishing a New Children and Families Department</u>  To consider the options and progress so far on developing the requirements of the Children's Bill, plus recommendations for further integration of services.	Executive	13 Dec 04	Chief Executive	Internal only	Gareth Daniel
PRU -04/05- 9	<u>Access to Information</u>  To consider the first report of the Overview Task Group looking at the policy implications for the council of the implementation of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.	Executive	13 Dec 04	Report from the Director of Policy & Regeneration	Internal only	Phil Newby
<b>EDUCATION, ARTS AND LIBRARIES</b>						
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	13 Dec 04	Report from the Director of EAL	None	John Christie
EAL -04/05- 0066	<u>Review of Library Service Fees and Charges</u>  To approve Library Service Fees and Charges 2005-2006.	Executive	13 Dec 04	Report from the Director of EAL	None	John Christie

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EAL -04/05- 0067	<u>Library Service Opening Hours</u>  To agree proposals for the extension of library opening hours from January 2005 following external customer consultation carried out Summer 2004.	Executive	13 Dec 04	Report from the Director of EAL	None	John Christie
04/05- EAL0034	<u>Building Schools for the future – outcome of expression of interest</u>  To consider arrangements for delivering the Building Schools for the future Programme, in the context of any announcement by Government ministers (date unknown) and any resource implications.	Executive	17 Jan 05	Report from the Director of EAL	Secondary Head teachers on broad proposals specifically.	John Christie
<b>ENVIRONMENT</b>						
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 -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

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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	17 Jan 05	Report from the Director of Environment	Emergency Servcs. TfL Wembley Infra-structure Technical Team Wembley National Stadium Ltd	Mary Murphy StreetCare
ES -04/05- 279	<u>Local Development Framework for Brent- Progress and Future Work Programme</u>  To approve a work programme and timetable (Local Development Scheme) together with a draft Statement of Community Involvement which the Council has to consult upon.	Executive	13 Dec 04	Report from the Director of Environment	Not at this stage.	Ken Hullock Planning Servs.
ES -03/04- 228	<u>Revised Park Strategy for Brent 2004-2008</u>  To consider key recommendations within the Strategy and agree the action plan.	Executive	13 Dec 04	Report from the Director of Environment	Public consultation undertaken as part of production of Strategy	Shaun Faulkner/Jill Connolly Parks Services
ES -04/05- 281	<u>Proposed Expansion of the Organic Waste Collection Service</u>  To approve the procurement of the extended service for the collection of organic waste.	Executive	13 Dec 04	Report from the Director of Environment	Internal (Finance, Legal and Procurement)	Keith Balmer StreetCare
ES -04/05- 283	<u>Corporate Property Disposal - Kensal Rise Station</u>  To approve disposal of former store room and land at Station Terrace to TfL for use as bus driver rest facility.	Executive	13 Dec 04	Report from the Director of Environment	Kilburn and Kensal ACF; local residents (through existing consultation for adjacent Groundwork project)	Louis Eden Corporate Property

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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 -04/05- 282	<u>Variation of Lease of Capital City Academy</u>  To approve lease.	Executive	17 Jan 05	Report from the Director of Environment	Public notice to be published	Richard Saunders Environment Directorate
ES -04/05- 269	<u>Public Toilet Strategy</u>  To approve a Public Toilet Strategy for Brent.	Executive	14 Feb 05	Report from the Director of Environment	British Toilet Association	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	14 Feb 05	Report from the Director of Environment	Area Consultative Forums	Yogini Patel Env Health



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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	7 Dec 04	Report from the Director of Environment	Internal only	Phil Rankmore Transportation
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	7 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	7 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	7 Dec 04	Report from Director of Environment	General public consulted during scheme development	David Eaglesham Transportation
ES -04/05- 284	<u>Public Transport Forum</u>  To approve change of status from experimental consultation meetings to formally constituted forum with Council support.	Highways Committee	7 Dec 04	Report from Director of Environment	Consultation already complete for establishing the forum. Many user groups now involved	Mike Evans Transportation

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<b>HOUSING</b>						
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 the RSLs in July 2004.	Executive	13 Dec 04	Report from the Director of Housing	A panel of residents' representatives and officers will assess the RSLs	Martin Cheeseman
HSG -04/05- 26	<u>Annual BHP Report</u>  To consider the performance of Brent Housing Partnership, in respect of the day to day housing management function and implementing the decent homes programme and to also look at the relationship between the council (as owners of the council houses) and BHP (as managers of those properties).	Executive	13 Dec 04	Report from the Director of Housing	BHP	Martin Cheeseman
HSG -04/05- 31	<u>South Kilburn Master Plan Implementation</u>  To agree the delivery route for the South Kilburn Master Plan.	Executive	13 Dec 04	Report from the Director of Housing	NDC South Kilburn	Martin Cheeseman
HSG -04/05- 32	<u>Temporary Accommodation Update</u>  To note the updated position on the key trends with regard to housing need, homelessness, temporary accommodation & lettings together with an analysis of how these factors impact on budgets.	Executive	17 Jan 05	Report from the Director of Housing	None required	Martin Cheeseman
HSG- 04/05 33	<u>HRA Rent Setting Report</u>  To consider the Housing Revenue Account and any rent increase for the next financial year.	Executive	17 Jan 05	Report from the Director of Housing	Brent Housing Partnership	Martin Cheeseman

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<b>SOCIAL SERVICES</b>						
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
SS -04/05- 22	<u>Award of Domiciliary Care Contract</u>  To approve the award of the borough wide contract for older people and adults with disabilities.	Executive	17 Jan 05	Report from the Director of Social Services (not for publication)	Internal only	Ros Howard/ Christabel Shawcross
SS -04/05- 27	<u>Joint Social Services and Heath Commissioning Strategy</u>  To agree Joint Social Services and Health Commissioning Strategy for Older People.	Executive	17 Jan 05	Report from the Director of Social Services	Primary Care Trust (PCT) Users/Carers & Stakeholders.	Christabel Shawcross/ Lance Douglas
SS -04/05- 28	<u>National Service Framework for Older People Review</u>  To note the progress that has been made on implementing NSF for older people.	Executive	17 Jan 05	Report from the Director of Social Services	Primary Care Trust (PCT) Users/Carers & Stakeholders.	Christabel Shawcross/ Ros Howard
SS -04/05- 25	<u>Annual Review of Fees and Charges for Adult Services</u>  To review the level of fees and charges made for social care services for adults and agree appropriate increases in charges.	Executive	14 Mar 05	Report from the Director of Social Services	Internal only	Gordon Fryer

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SS -04/05- 26	<u>Grants to Voluntary Sector Organisations for Social Care</u>  To review existing grants to voluntary sector organisations providing social care and to decide which organisations to fund in 2005/06.	Executive	14 Mar 05	Report from the Director of Social Services	Internal only	Gordon Fryer