



THE FORWARD PLAN OF KEY DECISIONS

ISSUE 8: 10 January 2005 to 6 May 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, 7 February to 3 June 2005 will be published on 24 January 2005)

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- 93	<u>Calculation of Council Tax Base for 2005/06</u> To agree the calculation.	Executive	17 Jan 05	Report from Director of Finance	Internal	Duncan McLeod
BFS -04/05- 90	<u>The Collection Fund – surplus deficit at 31 March 2004</u> To agree the estimated amount of any surplus or deficit on the Collection Fund as at 31st March 2005.	Executive	17 Jan 05	Report from Director of Finance	Internal	Duncan McLeod
BFS -04/05- 92	<u>2003/04 Joint Audit and Inspection Letter</u> To receive the joint report from Audit Commission and PWC.	Executive	17 Jan 05	Report from Chief Executive	Internal	Duncan McLeod
BFS -04/05- 95	<u>Provision of Credit & Debit Card Acquiring Services</u> Approval to tender the contract for the Provision of Credit & Debit Card Acquiring Services.	Executive	17 Jan 05	Report from Director of Finance	Internal	Duncan McLeod
BFS -04/05- 91	<u>2005/06 Budget and Council Tax</u> To agree the Executive's recommendations to full Council on the budget and Council Tax for 2005/06.	Executive	14 Feb 05	Report from Director of Finance	Business rate-payers Schools Forum Joint meeting of Scrutiny and Overview Service areas	Duncan McLeod
BFS -04/05- 89	<u>NNDR Hardship and NNDR Discretion</u> To decide on the amount of relief to be granted.	Executive	14 Mar 05	Report from Director of Finance	Internal consultation	Duncan McLeod

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Cor -04/05- 81	<u>Freedom of Information Act – Information Provision Arrangements</u> To agree the information provision arrangements for the Freedom of Information Act coming in to force from 1 st January 2005.	Executive	17 Jan 05	Director of Corporate Services	Internal consultation	Bernard Diamant
Cor -04/05- 80	<u>Nos 33 and 37 Wrights Place NW10 and 61 Kilburn High Road NW6: Proposed Sale</u> To agree disposal of freeholds at auction or sale to lessee of each property prior to auction.	Executive	14 Feb 05	Director of Corporate Services	Internal consultation	Marcus Perry
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	14 Feb 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 & 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	14 Feb 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	14 Mar 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	Dollis Hill House Trust, local interest groups and The Area Consultative Forum	Marcus Perry & Shaun Faulkner

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				Corporate Services		
CE -04/05-04	<u>Children Act - Restructuring Children and Families</u> To note results of consultation exercise and agree proposals for the new children's and families' department.	Executive	14 Feb 05	Report from the Chief Executive	Staff in Social Services and Education Arts and Libraries	Gareth Daniel
CE -04/05-03	<u>Children Act – Establishment of a Children and Families Department in Brent - follow up report</u> To consider the outcome of the consultation on the establishment of the new department.	Executive	14 Feb 05	Report from the Chief Executive	Staff in Social Services and Education Arts and Libraries	Gareth Daniel/ Karin McDougall
HRU -04/05-04	<u>Annual Workforce Monitoring Report</u> To approve the Council's 2004 Workforce Monitoring Report. Which is a review of our progress on equalities in employment.	Executive	14 Feb 05	Report from the Director of Human Resources & Diversity	Internal only	Val Jones
PRU -04/05-8	<u>Vital Signs Quarter Two</u> To consider information on performance against key indicators for the period April to June 2004.	Executive	17 Jan 05	Report from the Director of Policy & Regeneration	Internal only	Phil Newby
PRU -04/05-10	<u>The Governors' Report produced by the task group of the Lifelong Learning Scrutiny Panel</u> To consider the report from the Scrutiny Panel.	Executive	17 Jan 05	Report from the Director of Policy & Regeneration	Internal only	Phil Newby

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EDUCATION, ARTS AND LIBRARIES

EAL -04/05- 0069	<p><u>Lyon Park – disposal of caretaker’s house</u></p> <p>To agree the disposal of the freehold interest of the former care-taker's house at Lyon Park Junior and Infant Schools.</p>	Executive	17 Jan 05	Report from the Director of EAL	Respective schools	John Christie
EAL -04/05- 0068	<p><u>Preston Park –Hut Replacement Tender</u></p> <p>To approve the invite of tenders in respect of an Early Years Building at Preston Park Primary School as required by Council Contract Standing Orders 89 and 90 and to evaluate tenders returned in response to the invitation.</p>	Executive	17 Jan 05	Report from the Director of EAL	Schools, Governing body. Pupil reps (school council) via a work shop with the architects. Meetings with staff. Other school governors were offered meetings with architects to discuss the working proposals	John Christie

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EAL -04/05- 0070	<u>Proposed Admission Arrangements 2006-07</u> To agree on proposed admissions arrangements for Community Schools in Brent to go forward for statutory consultation in February 2005 and agree that further consultation be undertaken in respect of the proposed arrangements for Wembley High Technology College.	Executive	17 Jan 05	Report from the Director of EAL	HT, Chairs of Governors Brent Community Schools, Brent Primary HT group. The agreed arrangements will go forward to be consulted on with HT and Governing Bodies of all schools in Brent and with the surrounding LEAs.	John Christie
EAL- 04/05- 0071	<u>Funding Formula Review for Schools.</u> To approve any changes to the schools funding formula for 2005/06	Executive	14 Feb 05	Report from the Director of EAL	Headteachers, Governing Bodies, Schools Forum, other interested parties through a formula review consultation document issued 1.9.04	John Christie
ENVIRONMENT						
ES -03/04- 172	<u>Local Development Framework – Statement of Community Involvement</u> To approve and agree the draft Statement of Community Involvement 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

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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- 289	<u>Voucher Parking and Review of Parking Charges</u> To propose an experimental traffic order to allow introduction of meter vouchers and to review parking charges.	Executive	17 Jan 05	Report from the Director of Environment	Internal only	Satnam Sahota Transportation
ES -04/05- 290	<u>Proposed relocation of the CCTV and 24/7 Control Rooms</u> To approve the relocation of the two existing control rooms.	Executive	17 Jan 05	Report from the Director of Environment	Internal only	Keith Balmer StreetCare
ES -04/05- 288	<u>Proposed Article 4 Direction for Nine of the Borough's Conservation Areas</u> To approve consultation with residents to introduce Article 4 Direction.	Executive	17 Jan 05	Report from the Director of Environment	The report requests permission to consult relevant residents by letter	Mark Smith/ Edward Jarvis Planning

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ES -04/05- 305	<u>Mapesbury Dell</u> To agree that the Council enters into a deed of covenant in favour of the Mapesbury Conservation Area Trust for a period of 80 years to use the property as doorstep green and not to dispose of the open space without the consent of the Mapesbury Conservation Area Trust.	Executive	17 Jan 05	Report from the Director of Environment	Internal only	Shaun Faulkner Parks
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	14 Feb 05	Report from the Director of Environment	Internal only	Keith Tallentire Projects & Policy
ES --04/05- 287	<u>Land Fronting Watford Road – Disposal to Acton Housing Association</u> To approve the disposal of the strip of land fronting Watford Road, Wembley to Acton Housing Association at a nominal price only for inclusion within their near completed social housing development.	Executive	14 Feb 05	Report from the Director of Environment	Internal only.	Louis Eden Core Property
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

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ES -04/05- 291	<u>Approval of Enforcement Policy</u> To agree a revised Enforcement Policy.	Executive	14 Feb 05	Report from the Director of Environment	Internal consultation with ES Regulatory Units has taken place. Draft Policy to be published for consultation on the Intranet	Stephen Moore Env. Health
ES -04/05- 293	<u>Award of Contracts for Expansion of the Organic Waste Collection Service</u> To approve recommendation of contracts awarded.	Executive	14 Feb 05	Report from the Director of Environment	Internal only	Keith Balmer StreetCare
ES -03/04- 242	<u>Local Implementation Plan</u> To note the Guidance from Transport for London for the preparation of the Local Implementation Plan which will detail the Borough's policies and strategies with regard to transportation matters.	Executive	14 Feb 05	Report from the Director of Environment	All Partners and other Authorities Borough wide	Qassim Kazaz Transportation
ES -04/05- 296	<u>Joint Municipal Waste Strategy</u> To note the proposed process and consultation for the development of a Joint Municipal Waste Strategy.	Executive	14 Feb 05	Report from the Director of Environment	Internal, West London Waste Authority	Keith Balmer StreetCare

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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
ES -04/05- 306	<u>Review of Fees and Charges – Sports Services</u> To agree a new pricing policy and levels of fees and charges for Sports Services and activities.	Executive	14 Feb 05	Report from the Director of Environment	Customer surveys	Gerry Kiefer Sports
ES -04/05- 292	<u>Capital Spend</u> To seek scheme approval for Environmental Services 2005-2006 Capital Programme.	Executive	14 Mar 05	Report from the Director of Environment	Internal only	Irfan Malik Directorate
ES -04/05- 294	<u>Fees & Charges</u> To agree new levels of fees and charges across Environmental Services.	Executive	14 Mar 05	Report from the Director of Environment	Internal only	Michael Read Directorate
ES -04/05- 297	<u>Award of the Parking Contracts</u> To approve award of contracts.	Executive	12 Apr 05	Report from the Director of Environment	Internal only	Keith Balmer StreetCare

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ES -04/05- 298	<u>Progress Report on Controlled parking Zones Programme</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	27 Jan 05	Report from the Director of Environment	General public consulted during scheme development and liaison with petitioner	Satnam Sahota Transportation
ES -04/05- 299	<u>Bus Priority Progress Report</u> To note the programme of bus priority schemes for 2004/05, results of scheme consultation and to give authority to progress schemes to implementation.	Highways Committee	27 Jan 05	Report from the Director of Environment	General public consulted during scheme development	Satnam Sahota Transportation
ES -04/05- 300	<u>Progress report on Section 106 (Developer funded) Traffic Management Schemes</u> To note an update on proposals for various Section 106 traffic management schemes, and to seek approval for consultation and implementation.	Highways Committee	27 Jan 05	Report from the Director of Environment	General public to be consulted during scheme development	Satnam Sahota Transportation
ES -04/05- 301	<u>London Cycle Network Programme Progress Report</u> To consider a progress report on the A5 corridor cycling scheme.	Highways Committee	27 Jan 05	Report from the Director of Environment	None	Satnam Sahota Transportation
ES -04/05- 302	<u>Furness Road Local Safety Scheme</u> To consider results of scheme consultation and to seek authority to proceed with implementation.	Highways Committee	27 Jan 05	Report from the Director of Environment	General public consulted during scheme development	Satnam Sahota Transportation

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ES -04/05-303	<u>High Road, Wembley</u> To note a progress report on the local safety scheme.	Highways Committee	27 Jan 05	Report from the Director of Environment	General public to be consulted during scheme development	Satnam Sahota Transportation
ES -04/05-304	<u>Petition – Request for width restriction in Alverstone Road</u> To note the petition and officers' findings.	Highways Committee	27 Jan 05	Report from the Director of Environment	None required	Satnam Sahota Transportation
HOUSING						
HSG -04/05-40	<u>Sale of land to Ujima Housing Association, adjoining 93 Burnley Road NW2 and 3 Morland Gardens.</u> To agree the disposal of two small sites to Ujima Housing Association for affordable housing development.	Executive	17 Jan 05	Report from the Director of Housing (not for publication)	Ujima Housing Association	Louis Eden
HSG -04/05-31	<u>South Kilburn Master Plan Implementation</u> To agree the delivery route for the South Kilburn Master Plan.	Executive	17 Jan 05	Report from the Director of Housing	NDC South Kilburn	Martin Cheeseman
HSG -04/05-34	<u>Temporary Accommodation Update</u> To note an update 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 -04/05-38	<u>Heatstreets Project</u> To give authority to proceed with the two-year, government funded cross-borough energy efficiency scheme, with LB Hounslow as the lead authority for	Executive	17 Jan 05	Report from the Director of Housing	None required	Martin Cheeseman

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	this West London Partnership, ensuring compliance with the terms of the grant determination letter from GOL. To authorise the Director of Housing to enter into a legal agreement with LB Hounslow defining the responsibilities of all partners.					
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 also the relationship between the council (as owners of the council houses) and BHP (as managers of those properties).	Executive	14 Feb 05	Report from the Director of Housing	BHP	Martin Cheeseman
HSG -04/05- 35	<u>HRA Rent Setting Report</u> To consider the Housing Revenue Account and any rent increase for the next financial year.	Executive	14 Feb 05	Report from the Director of Housing	Brent Housing Partnership	Martin Cheeseman
HSG -04/05- 37	<u>Disposal of Access Road leading to the Liberal Jewish Cemetary, Pound Lane</u> To agree the disposal of the access road to the Liberal Jewish Synagogue.	Executive	14 Feb 05	Report from the Director of Housing	None required	Martin Cheeseman
HSG -04/05- 36	<u>Supporting People 5 Year Strategy</u> To agree the Supporting People 5 Year Strategy.	Executive	14 Mar 05	Report from the Director of Housing	Brent Health & Social Care Partnership Brd	Maggie Rafalowicz
HSG -04/05- 39	<u>Chalkhill Combined Facilities Building</u> To agree costs, development mechanism and funding for the Chalkhill Combined Facilities building which will provide a new health centre, community	Executive	Feb/Mar 05	Report from the Director of Housing	Brent PCT & local GPs, MHT, Chalkhill JDB, Asda, local community grps &	Martin Cheeseman

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	centre, housing offices and shared ownership flats.				residents within the re-development area & surrounding neighbourhood	
SOCIAL SERVICES						
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- 29	<u>Chalkhill Children's Centre</u> To approve the proposed development for the Chalkhill Children's Centre	Executive	17 Jan 05	Report from the Director of Social Services	Internal only	Lesley Foxley
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