

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 3 October 2014 to 31 January 2015

The Council is required to give **28 days'** notice of Key Decisions to be taken by the Cabinet and council officers. Briefly, a Key Decision is defined by Regulations as a Cabinet 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 Cabinet are subject to a call-in provision whereby a committee made up of councillors not on the Cabinet will meet to consider the decisions. Following this, the Cabinet will meet and take into account the recommendations of the committee and may then implement or change its decision as it sees fit. The exact date when the recommendations of the Scrutiny Committee are to be considered by the Cabinet can be obtained from Democratic Services.

Members of the public are entitled to see the reports that will be relied on when the decision is taken unless they contain confidential or exempt information under the Local Government Act 1972 as amended and will be published on the council's website at least five clear working days before the date the decision is due to be taken. Paper copies can also be obtained from Democratic Services, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA9 0FJ, telephone 020 8937 1366 or via e-mail to committee@brent.gov.uk.

Should you wish to make representations regarding any matter on listed or that a report should be considered in public, please email Democratic Services at committee@brent.gov.uk or telephone 020 8937 1366 at least one week before the decision is to be taken. Your representations and the council's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

The current membership of the Cabinet is as follows:

Cllr Butt (Leader)

Cllr Pavey (Deputy Leader)

Cllr Hirani (Adults, Health and Well-being)

Cllr R Moher (Children and Young People)

Cllr Perrin (Environment)

Cllr Mashari (Employment and Skills)

Cllr McLennan (Regeneration and Housing)

Cllr Denselow (Stronger Communities)

Publication Date: 12 September 2014

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| Details of the decision to be taken | Decision to be taken by | Relevant report from | Expected date of decision | Representations may be made to the following officer by the date stated |
|---|-------------------------|-----------------------|---------------------------|---|
| October | | | | |
| Financial Strategy update To approve the updated medium term forecasts for the Council. | Cabinet | Chief Finance Officer | 13 Oct 2014 | Deputy Director of Finance Tel: 020 8937 1460 mick.bowden@brent.gov.uk |
| Procurement of the Customer Services ACD Telephone System To agree the procurement of the Customer Services Automated Call Distribution (ACD) Telephone system as the previous contract has come to an end. The value of the contract over five years means makes a formal competitive procurement process necessary. It is expected the new contract will start from 1 April 2015. | Cabinet | Chief Finance Officer | 13 Oct 2014 | IT Services Tel: 020 8937 6080 prod.sarigianis@brent.gov.uk |
| Financial report – August 2014 To note the overall financial position of the Council as at August 2014, covering: Budget Monitoring Summary, Council Tax and NNDR collection rates, Debt Analysis, Capital Programme Summary, Financial Control. | Cabinet | Chief Finance Officer | 13 Oct 2014 | Strategic Finance Tel: 020 8937 2468 eamonn.mccarroll@brent.gov.uk |
| Award of a contract for Revenues and Benefits and Housing software To agree the award of contract for Revenues and Benefits and Housing and systems following the expiry of the current contract in April 2015. | Cabinet | Chief Finance Officer | 13 Oct 2014 | IT Services Tel: 020 8937 6080 prod.sarigianis@brent.gov.uk |

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| <p>School Place Planning Strategy 2014-18 To agree the proposed School Place Planning Strategy for 2014-18</p> | Cabinet | Strategic Director, Children and Young People | 13 Oct 2014 | Operational Director, Early Help and Education Tel: 020 8937 3510 sara.williams@brent.gov.uk |
| <p>Event Day Parking and Vehicle Removals Pilot, and future arrangements for remaining visitor scratch cards To consider the results of the pilot in which removals would not take place for less serious parking offences and the impact on compliance and agree on a longer term policy on removals informed by the pilot.</p> | Cabinet | Strategic Director, Environment and Neighbourhoods | 13 Oct 2014 | Operational Director (Environment and Protection) Tel: 020 8937 5302 michael.read@brent.gov.uk |
| <p>Customer Access strategy and target operating model/reconfiguration of face to face provision To approve the new Customer Access Strategy and proposed target operating model for the implementation of this.</p> | Cabinet | Strategic Director, Regeneration and Growth | 13 Oct 2014 | OD Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk |
| <p>Sudbury Neighbourhood Plan To agree the draft Sudbury Town Neighbourhood Plan for publication and public consultation from 23 October 2014 for 6 weeks. To recommend to Full Council that the draft Plan be submitted for Examination.</p> | Cabinet | Strategic Director, Regeneration and Growth | 13 Oct 2014 | Principal Planner in Policy and Projects Tel: 020 8937 5301 claire.jones@brent.gov.uk |

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| <p>Housing Private Finance Initiative To note the outcome of negotiations and agree any proposed changes to the PFI contract in response to government changes to housing benefit and social housing rents which are expected to reduce the income to the project over coming year and to agree the revised contractual provisions.</p> | Cabinet | Strategic Director, Regeneration and Growth | 13 Oct 2014 | Operational Director, Housing and Employment Tel: 020 8937 5199 jon.lloyd-owen@brent.gov.uk |
| <p>Options appraisal Revenues and IT Contract To approve a preferred option for the future provision of Revenue and IT services from 1 May 2016 when the existing contract expires.</p> | Cabinet | Strategic Director, Regeneration and Growth | 13 Oct 2014 | OD Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk |
| <p>Wembley Area Action Plan To recommend to Full Council that the Wembley Area Action Plan as submitted to the SoS for examination and incorporating the recommended changes of the Inspector be adopted by the Council.</p> | Cabinet | Strategic Director, Regeneration and Growth | 13 Oct 2014 | Principal Planner in Policy and Projects Tel: 020 8937 5301 claire.jones@brent.gov.uk |

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| <p>START To approve the necessary arrangements to advance the transformation of the BACES(Brent Adult and Community Education Service) /START service including future property requirements, in order to support the Council's employment priorities.</p> | Cabinet | Strategic Director, Regeneration and Growth | 13 Oct 2014 | Operational Director, Housing and Employment Tel: 020 8937 5199 jon.lloyd-owen@brent.gov.uk |
| <p>Petition - CCTV parking and traffic enforcement at Willesden Green To consider a response to a petition from Willesden Green Traders Association for the cessation of CCTV parking and traffic enforcement at High Road Willesden and High Road Dudden Hill.</p> | Highways Committee | Strategic Director, Environment and Neighbourhoods | 20 Oct 2014 | Parking and Lighting Tel: 020 8937 5172 steven.larden@brent.gov.uk |
| <p>Petition - proposed changes in the Zone MA CPZ To consider a petition from the Shree Swaminarayan Temple (over 3000 signatures) objecting to proposed changes to restrictions and controls in Willesden Lane and Chatsworth road.</p> | Highways Committee | Strategic Director, Environment and Neighbourhoods | 20 Oct 2014 | Highways and Transportation Tel: 020 8937 5113 sandor.fazekas@brent.gov.uk |
| <p>Petition - Road vibrations in Tanfield Avenue To consider a response to a petition from residents for improvements to the road and measures to reduce road vibrations which they claim are causing structural problems to properties.</p> | Highways Committee | Strategic Director, Environment and Neighbourhoods | 20 Oct 2014 | Highways Contracts and Delivery Tel: 020 8937 3360 jonathan.westell@brent.gov.uk |

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| <p>Quietways Cycle Route - Regents Park to Dollis Hill To consider proposed cycle routes through the Borough and to give approval to implement this scheme subject to consultation.</p> | <p>Highways Committee Cabinet</p> | <p>Strategic Director, Environment and Neighbourhoods Strategic Director, Environment and Neighbourhoods</p> | <p>20 Oct 2014 10 Nov 2014</p> | <p>Transportation Service Tel: 020 8937 5289 rachel.best@brent.gov.uk</p> |
| <p>Stanmore - Thames Cycle Route To consider the proposed cycle route planned by WestTrans which traverses the Borough and for approval to implement this scheme subject to consultation and funding.</p> | <p>Highways Committee Cabinet</p> | <p>Strategic Director, Environment and Neighbourhoods Strategic Director, Children and Young People</p> | <p>20 Oct 2014 10 Nov 2014</p> | <p>Transportation Service Tel: 020 8937 5289 rachel.best@brent.gov.uk</p> |
| November | | | | |
| <p>Mid-Year Treasury Report To note recent Treasury Management Activity.</p> | <p>Cabinet</p> | <p>Chief Finance Officer</p> | <p>10 Nov 2014</p> | <p>Deputy Director of Finance Tel: 020 8937 1460 mick.bowden@brent.gov.uk</p> |
| <p>Employment Services Provider Framework – Preferred Partners To approve the provisional preferred partners of the Employment Services Framework following a competitive tendering process, following the establishment of the Framework as approved in August 2014.</p> | <p>Cabinet</p> | <p>Strategic Director, Regeneration and Growth</p> | <p>10 Nov 2014</p> | <p>Employment and Enterprise Tel: 020 8937 5089 shomsia.ali@brent.gov.uk</p> |

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| Procurement of Web Customer portal To agree the award of contract for a new web portal following procurement through a framework agreement. | Cabinet | Strategic Director, Regeneration and Growth | 10 Nov 2014 | OD Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk |
| December | | | | |
| Collection Fund Report To approve the estimated balance on the Collection Fund as at 31 March 2015. | Cabinet | Chief Finance Officer | 15 Dec 2014 | Deputy Director of Finance Tel: 020 8937 1460 mick.bowden@brent.gov.uk |
| Q2 Performance Report To review Council performance for the quarter. | Cabinet | Assistant Chief Executive | 15 Dec 2014 | Corporate Policy Tel: 020 8937 5300 mark.fairchild@brent.gov.uk |
| January | | | | |
| Review of Local Welfare Assistance scheme and proposals for 2015/16 To agree on whether a local scheme should continue in light of Central government funding of the current scheme ending in 2015/16 and if so to agree the criteria and funding arrangements for the scheme. | Cabinet | Strategic Director, Regeneration and Growth | 15 Dec 2014 | Customer Services and Benefits Tel: 020 8937 1931 david.oates@brent.gov.uk |

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| <p>Stonebridge redevelopment proposals including Primary School Expansion and the Stonebridge Day Centre - update To agree to revised proposals for the Stonebridge development including the Primary School Expansion, Open Space, Adventure Playground and Welsh School.</p> | Cabinet | Strategic Director, Regeneration and Growth | 15 Dec 2014 | Head of Strategic Property Tel: 020 8937 1705 sarah.chaudhry@brent.gov.uk |
| February | | | | |
| <p>Annual Audit Letter To note the Annual Audit Letter for 2013/14, produced by the Council's external auditors KPMG.</p> | Cabinet | Chief Finance Officer | 26 Jan 2015 | Deputy Director of Finance Tel: 020 8937 1460 mick.bowden@brent.gov.uk |
| <p>Award of contract for the provision of Internal Audit Services To approve the award of a contract for the provision of internal audit services following the competitive tender exercise undertaken.</p> | Cabinet | Chief Finance Officer | 26 Jan 2015 | Audit and Investigations Tel: 020 8937 1260 simon.lane@brent.gov.uk |
| <p>Authority to award Public Health Contracts To approve the award of public health contracts</p> | Cabinet | Assistant Chief Executive | 26 Jan 2015 | Assistant Chief Executive Tel: 020 8937 6677 ben.spinks@brent.gov.uk |
| <p>Museum and Archives Strategy To approval the future direction of the museum and archives services, due to open in the new facility at Willesden Green in 2015.</p> | Cabinet | Strategic Director, Environment and Neighbourhoods | 26 Jan 2015 | Libraries, Arts and Heritage Tel: 020 8937 3144 sue.mckenzie@brent.gov.uk |

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| Employment, Skills and Enterprise Strategy To approve the borough's five year Employment, Skills and Enterprise Strategy. | Cabinet | Strategic Director, Regeneration and Growth | 26 Jan 2015 | Employment and Enterprise Tel: 020 8937 5089 shomsia.ali@brent.gov.uk |
| March | | | | |
| April | | | | |
| May | | | | |