

# LONDON BOROUGH OF BRENT

## FORWARD PLAN OF KEY DECISIONS

for the period 15 September 2017 to 14 May 2018



The Forward Plan is a list of forthcoming decisions and provides at least **28 days'** notice of the following:

- all decisions to be taken by the Cabinet and Cabinet Committees; and
- key decisions taken by Council Officers and the West London Economic Prosperity Board.

A key decision is defined by regulations as a decision which relates to an executive function and which is likely:

- a. to result in the local authority incurring expenditure which is, or the making of savings which are significant, having regard to the local authority's budget for the service or function to which the decision relates; or
- b. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

All decisions taken by the Cabinet and Cabinet Committees and key decisions taken by Council Officers can be called-in by Councillors before they are implemented. If a decision is called-in, a Scrutiny Committee made up non-Cabinet Members will meet to consider the decision within 15 working days of the decision being made. The original decision-maker will then take into account the recommendations of this Scrutiny Committee before choosing to either implement or change the decision. The exact date when the recommendations of the Scrutiny Committee are to be re-considered by the Cabinet, Cabinet Committee or Officer (as the case may be) can be obtained from Governance Services.

Members of the public are entitled to see the reports that will be relied on when a decision is taken unless they contain confidential or exempt information under the Local Government Act 1972. Reports 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 Governance Services, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA9 0FJ, telephone 020 8937 6607/1355 or via e-mail to [committee@brent.gov.uk](mailto:committee@brent.gov.uk).

Should you wish to make representations regarding any matter listed or want to request that an exempt report should be considered in public, please email Governance Services at [committee@brent.gov.uk](mailto:committee@brent.gov.uk) or telephone 020 8937 6607/1355 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/ Cabinet Committee meeting or date of the scheduled Officer decision.

The current membership of the Cabinet is as follows:

[Cllr Butt](#) (Leader)

[Cllr McLennan](#) (Deputy Leader)

[Cllr Farah](#) (Housing and Welfare Reform)

[Cllr Hirani](#) (Community Well-being)

[Cllr Tatler](#) (Regeneration, Growth, Employment and Skills)

[Cllr M Patel](#) (Children and Young People)

[Cllr Southwood](#) (Environment)

[Cllr Miller](#) (Stronger Communities)

**Publication Date: September 2017**

email: [committee@brent.gov.uk](mailto:committee@brent.gov.uk)  
Tel: 020 8937 1355/6607

Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<b>September</b>					
<p><b>Mayor's Transport Strategy and London Plan</b> For the West London Economic Prosperity Board to agree the collective response to and key asks of West London for inclusion in the key London Plan strategic documents.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	West London Economic Prosperity Board	Strategic Director, Regeneration and Environment	Councillor Muhammed Butt	20 Sep 2017	Strategic Director Regeneration and Environment: Tel: 0208 937 1516; Amar.Dave@brent.gov.uk
<p><b>West London Skills and Productivity Strategy (DRAFT)</b> For the West London Economic Prosperity Board to agree the draft West London Skills and Productivity Strategy.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	West London Economic Prosperity Board	<i>N/A – report from London Borough of Hounslow</i>	Leader (Councillor Muhammed Butt)	20 Sep 2017	Strategic Director Regeneration and Environment: Tel: 0208 937 1516; Amar.Dave@brent.gov.uk

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<p><b>Agreement of Final Terms of Shared ICT Service Inter-Authority Agreement</b> To agree the final terms of the inter-authority agreement for accession of Southwark into the existing Shared Service and for the operation of the 3-way Shared ICT Service.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Resources	Resources Department	Deputy Leader (Councillor Margaret McLennan)	Between 25 Sep 2017 and 31 Oct 2017	Strategic Director of Resources: Tel: 0208 937 1564; Althea.Loderick@brent.gov.uk
<b>October</b>					
<p><b>Implementation of Public Space Protection Orders at Brent Parks</b> This report describes a proposal to consult on and implement Public Space Protection Orders (PSPOs) to curb anti-social behaviour in our parks, including Barham Park.</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Lead Member for Stronger Communities (Councillor Tom Miller)	11 Oct 2017	Operational Director, Environmental and Employment Services: Tel: 020 8937 5342; chris.whyte@brent.gov.uk

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<p><b>General Update</b> This reports describes the latest operational and property matters arising at Barham Park and provides Trustees with an update on work to invest in the park's infrastructure. It also provides a compares operating costs at Barham Park with those of other main parks in Brent.</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	11 Oct 2017	Operational Director, Environmental and Employment Services: Tel: 020 8937 5342; chris.whyte@brent.gov.uk
<p><b>Reeves Avenue Petition</b> To hear a petition from residents in Reeves Avenue regarding uneven and broken pavements &amp; cracks &amp; potholes in the road.</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Highways Committee	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	16 Oct 2017	Head of Highways and Infrastructure: Tel: 020 8937 5151; tony.kennedy@brent.gov.uk
<p><b>The Mall Petition</b> To hear a petition from residents in The Mall regarding the poor infrastructure of the road.</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Highways Committee	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	16 Oct 2017	Head of Highways and Infrastructure: Tel: 020 8937 5151; tony.kennedy@brent.gov.uk

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<p><b>Response to Petition - Upgrading of Pavements &amp; Grass Verges In Sudbury Using Available CIL Funding</b></p> <p>A letter and petition was received dated 26 July 2017 requesting Community Infrastructure Levy (CIL) funds to repair pavements and grass verges in Sudbury. This report provides the Highways committee with an update on the response provided and CIL funding options available to these residents.</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Highways Committee	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	16 Oct 2017	Programme Management Office: Tel: 020 8937 1824; Nkechi.Okeke-Aru@brent.gov.uk

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<p><b>Outstanding developer works at junction of Hilltop Avenue and Hillside (petition)</b> To:</p> <p>1. Note the actions taken so far by officers to make the developer carry out works at the junction of Hilltop Avenue and Hillside under Sections 38/278 of the Highways Act 1980</p> <p>and</p> <p>2. In the event of inaction by the developer, to approve officers to temporarily close the junction until the works have been completed.</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Highways Committee	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	16 Oct 2017	Head of Planning, Transport and Licensing: Tel: 020 8937 6441; alice.lester@brent.gov.uk

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<p><b>Request for authority to grant additional freedoms and flexibilities to the Council's wholly owned company 'Investing 4 Brent'</b> To note an update on the mobilisation of the Company and the delivery against its original objectives</p> <p>To provide additional freedoms and flexibilities to the Company to pursue options for business growth.</p> <p><b>Reason for deferral from September to October Cabinet:</b> To allow more time for Officer and Board Member consideration.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	23 Oct 2017	Programme Manager (PRS Portfolio Acquisitions): Tel: 020 8937 2707; chris.brown@brent.gov.uk
<p><b>Brent's Apprenticeship Strategy 2017-2020</b> To formally approve and adopt Brent's Apprenticeship Strategy 2017 – 2020.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	23 Oct 2017	Director of Human Resources and Organisational Development: Tel: 0208 937 4565 David.Veale@brent.gov.uk

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<p><b>Review of Council Tax Support scheme</b> To agree Brent's local Council Tax Support scheme for 2018/19, and plans for future review.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	23 Oct 2017	Director of Brent Customer Services: Tel: 020 8937 1521; margaret.read@brent.gov.uk
<p><b>Gateway report preferred option for the provision of Parking Services from July 2018</b> To recommend a preferred option for the future provision of parking and enforcement services.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	23 Oct 2017	Head of Parking and Lighting: Tel: 020 8937 2979; gavin.f.moore@brent.gov.uk
<p><b>Award of a Solicitors Framework</b> To award to solicitors framework to the successful tenderers following a procurement led by the London Borough of Hackney.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	23 Oct 2017	Chief Legal Officer: Tel: 020 8937 1578; debra.norman@brent.gov.uk



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<p><b>Authority to Award Care and Support Services in Visram House</b> To seek approval to award care and support services in extra care scheme – Visram House.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Community Wellbeing (Councillor Krupesh Hirani)	23 Oct 2017	Operational Director, Adult Social Care: Tel: 020 8937 6168; helen.woodland@brent.gov.uk
<p><b>Resources Senior Manager reconfiguration</b> For Cabinet to agree the proposals for the Resources Senior Manager reconfiguration (subject to a consultation with staff and union representatives).</p> <p><b>NON KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	23 Oct 2017	Strategic Director of Resources: Tel: 0208 937 1564; Althea.Loderick@brent.gov.uk
<p><b>Annual Complaints Report 2016 - 2017</b> Annual performance report on corporate and statutory complaints in Brent.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	23 Oct 2017	Head of Performance & Improvement: Tel: 020 8937 1822; irene.bremang@brent.gov.uk

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<p><b>Carlton Centre, Granville Road NW6 – outcome of marketing and recommendation to proceed with preferred bidder and grant a new lease</b>            To agree to proceed with the grant of a five year lease to the preferred bidder and to approve delegated authority to Head of Property Services.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	23 Oct 2017	Head of Strategic Property: Tel: 020 8937 1705; sarah.chaudhry@brent.gov.uk
<p><b>Brent Council's New Workforce Strategy 2017 - 2020</b>            To formally approve and adopt the Council's new workforce strategy 2017 – 2020.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	23 Oct 2017	Director of Human Resources and Organisational Development: Tel: 0208 937 4565; David.Veale@brent.gov.uk

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<p><b>Former Butlers Green Public Convenience, Harrow Road, Sudbury HA0 2SL – Outcome of marketing &amp; recommendation to proceed with preferred bidders and grant a new lease and associated licence.</b></p> <p>To approve the Community Asset Transfer (CAT) at the Former Butlers Green Public Convenience to the Sudbury Town Residents Association at the earliest opportunity as the preferred tender applicant to operate a community centre &amp; café facility.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	23 Oct 2017	Head of Strategic Property: Tel: 020 8937 1705; sarah.chaudhry@brent.gov.uk
<p><b>Novation of contracts between ICT suppliers and the London Borough of Southwark, and also of contracts between ICT suppliers and Capita IT Enterprise Services, all to Brent Council.</b></p> <p>To approve the novation of ICT contracts to Brent Council, to coincide with the accession of the London Borough of Southwark into the Shared ICT Service.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	23 Oct 2017	Head of Digital Services: Tel: 020 8937 6080; prod.sarigianis@brent.gov.uk

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**November**

<p><b>Revenues and IT Support Service – Future Service Delivery Options</b>            To consider the evaluation of options for future service delivery of the Revenues and IT Support Service when the existing contractual arrangements for the service end on 30th April 2019 and the recommendations arising from these.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	13 Nov 2017	Director of Brent Customer Services: Tel: 020 8937 1521; margaret.read@brent.gov.uk
<p><b>Quarter 2 Financial Performance Report</b>            Review the Council's financial performance for quarter 2.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	13 Nov 2017	Head of Finance: Tel: 0208 937 1731; benjamin.ainsworth@brent.gov.uk

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**December**

<p><b>Q2 2017-18 Performance Report</b> To discuss the second quarter's performance against the Borough Plan and the Brent 2020 vision.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	11 Dec 2017	Director, Performance, Policy and Partnerships: Tel: 020 8937 1400; peter.gadsdon@brent.gov.uk
<p><b>CCTV Upgrade Contract Award</b> To approve and sign off the contract award for the upgrade of the CCTV system, following the procurement and evaluation process.</p> <p><b>*Reason for deferral from November to December Cabinet:</b> The project outline has been updated so due to procurement changes, so unfortunately November Cabinet deadlines will not be met. Albeit the procurement will be completed September.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Stronger Communities (Councillor Tom Miller)	11 Dec 2017	Head of Community Protection: Tel: 020 8937 5067; Karina.Wane@brent.gov.uk

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## January

## February

<p><b>Quarter 3 Financial Performance Report</b> Review the council's financial performance for quarter 3.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Feb 2018	Head of Finance: Tel: 020 8937 1731; benjamin.ainsworth@br ent.gov.uk
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## March

<p><b>Q3 2017-18 Performance Report</b> To discuss the third quarter's performance against the Borough Plan and the Brent 2020 vision.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Mar 2018	Director, Performance, Policy and Partnerships: aTel: 020 8937 1400; peter.gadsdon@brent.g ov.uk
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