

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 12 January 2018 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.

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 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: January 2018

email: 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
January					
London Business Rates Pilot Pool To decide whether to agree the Secretary of States Designation Order and join in a London-wide Pool relating to Business Rates. KEY Report: Open	Chief Finance Officer	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	Between 8 Jan 2018 and 19 Jan 2018	Head of Finance Tel: 0208 937 1487 ravinder.jassar@brent.gov.uk
2017/18 Mid-Year Treasury Report The Committee is asked to note the 2017/18 mid-year Treasury report. KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Jan 2018	Head of Finance Tel: 020 8937 4722 archa.campbell@brent.gov.uk

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
<p>Approval for Commissioning a Block Contract for Semi-Independent Living for Looked After Children 16+ and Care Leavers 18+ via the West London Alliance Semi-Independent List</p> <p>To approve the commissioning of a block contract for the existing 20 units and a phased in delivery of additional 40 units for Looked After Children 16+ and Care Leavers 18+. This commissioning will be undertaken running a mini competition with providers under the West London Alliance Semi List.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children and Young People (Councillor Mili Patel)	15 Jan 2018	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk
<p>Air quality improvement measures: Electric vehicle charging infrastructure</p> <p>To agree for Brent's involvement in the Rapid Charging Infrastructure Project and a project to deliver on-street residential charge points in lamp columns</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	15 Jan 2018	Transport Planner Tel: 0208 937 5245 grace.eminton@brent.gov.uk

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Residential Extensions and Alterations Supplementary Planning Document Adoption To consider consultation responses to the draft Residential Extensions and Alterations Supplementary Planning Document, and approve its adoption. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	15 Jan 2018	Principal Urban Design Officer Tel: 020 8937 2303 Joris.vanderStarre@brent.gov.uk
Dockless cycle hire To note the contents of this report and approve entering into a Memorandum of Understanding with two suppliers. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	15 Jan 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk

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<p>Wembley Housing Zone update To approve the release of funding for the revised method of delivery of the Wembley Housing Zone programme and to delegate authority to the Strategic Director of Regeneration in consultation with the Lead Member for Regeneration, Growth, Employment and Skills to:</p> <ul style="list-style-type: none"> - award a contract for a multidisciplinary design delivery team from the Architecture, Design and Urbanism Panel (ADUP) framework - oversee design development, viability testing, consultation and ultimately agree the scheme that is submitted for planning approval. <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	15 Jan 2018	Principal Regeneration Officer (Housing Zones) Tel: 020 8937 3390 Maire.Grogan@brent.gov.uk

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<p>Update and approval of decisions to enable the disposal and development of 1-8 Neville Close, 1-64 Winterleys and 113-128 Carlton House and 1-71 Blake Court in pursuance of the Regeneration of South Kilburn</p> <p>To authorise the Strategic Director of Regeneration and Environment to seek the Secretary of State's consent pursuant to Part V of Schedule 2 to the Housing Act 1985 to the disposal and development of 1-8 Neville Close, 1-64 Winterleys and 113-128 Carlton House and 1-71 Blake Court for the purpose of Ground 10A of Schedule 2; and also seeks approval to authorise the final Allocation Policy for secure tenants within those homes situated in the blocks listed above.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	15 Jan 2018	Senior Project Manager, Estate Regeneration Marie.Frederick@brent.gov.uk

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<p>Pan London Energy Project (LEP) Water Framework To approve membership and participation in the pan London Energy Project Water Framework which will combine 29 Authorities (currently) expenditure through a single water/waste water retail service provider to obtain the most competitive market price.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	15 Jan 2018	Interim Senior Category Manager Tel: 020 8937 2859 Keith.Airey@brent.gov.uk
<p>Bobby Moore Bridge Dressing/Advertising Lease, Olympic Way, Wembley To Seek authority to grant a 4 year lease to Wembley City Estate Management for advertising and dressing at the Bobby Moore Bridge.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	15 Jan 2018	Commercial Portfolio Manager Tel: 020 8937 1398 james.young@brent.gov.uk

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<p>Merchant Acquiring Services – CCS Framework RM3702 To approve a further competition, and agree delegated authority for the Strategic Director of Resources to award a contract utilising the CCS Framework RM3702 for Merchant Acquiring Services to establish a new contract effective from 1st April 2018.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	15 Jan 2018	Interim Senior Category Manager Tel: 020 8937 2859 Keith.Airey@brent.gov.uk
<p>Lending for Capital Projects A report seeking to approve the advance of loans to finance in-borough capital projects that deliver outcomes congruent with the Council's aims.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Jan 2018	Head of Finance Tel: 020 8937 1428 Paul.Gulley@brent.gov.uk

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
Review of the Shared Procurement Service To decide on whether to continue with the shared procurement service. KEY Report: Open	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	15 Jan 2018	Chief Legal Officer Tel: 020 8937 1578 debra.norman@brent.gov.uk
The Use of Food Banks in Brent Scrutiny Task Group Report Agreement of recommendations of scrutiny task group on the use of food banks in Brent. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	15 Jan 2018	Policy and Scrutiny Manager Tel: 020 8937 1219 mark.cairns@brent.gov.uk
On-Street Parking Management – 2017/18 Programme To provide Highways Committee with an update on the programme and approve implementation. KEY Report: Open	Highways Committee	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	24 Jan 2018	Head of Highways and Infrastructure Tel: 020 8937 5151 tony.kennedy@brent.gov.uk

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February					
Authority to Award Contract for the design and redevelopment of Knowles House To award a contract for the design and redevelopment of Knowles House. Delegated Authority was granted by Cabinet on 19 June 2017. KEY Report: Part exempt	Strategic Director, Resources	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	Not before 1 Feb 2018	Property Team Tel: 020 8937 1739 gordon.cooper@brent.gov.uk
Budget and council tax 2018/19 This report sets out the Budget and Council Tax for 2018/19 for Cabinet and Full Council to approve. KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Feb 2018	Head of Finance Tel: 0208 937 1487 ravinder.jassar@brent.gov.uk

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
I4B Holdings Ltd business plan To agree I4B Holdings Ltd's second annual business plan. KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	12 Feb 2018	Change Manager Tel: 020 8937 1507 sadie.east@brent.gov.uk
Contract for the provision of Paediatric Therapies (SLT / OT / Physio) To approve contract for the provision of Paediatric Therapies (SLT / OT / Physio). KEY Report: Part exempt	Cabinet	Strategic Director, Children and Young People	Lead Member for Children and Young People (Councillor Mili Patel)	12 Feb 2018	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk
Housing Revenue Account (HRA) Budget and Rent-setting for Council Dwellings for 2018/19 To agree the HRA budget 2018-19, including rent charges in council housing. KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	12 Feb 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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On-Street Parking Management To provide Cabinet with information on levels of demand for new CPZs and CPZ reviews and other restrictions and approve the annual programme. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	12 Feb 2018	Head of Highways and Infrastructure Tel: 020 8937 5151 tony.kennedy@brent.gov.uk
CCTV parking enforcement of School Keep Clear markings To provide Cabinet with an update on a pilot scheme to use fixed CCTV enforcement and approve future schemes. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	12 Feb 2018	Head of Highways and Infrastructure Tel: 020 8937 5151 tony.kennedy@brent.gov.uk

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<p>Care Leavers Offer (inc Council Tax Exemption) To make a decision on the form and content of the Local Offer for Care Leavers including an agreement to waive the requirement for Care Leavers to pay Council Tax.</p> <p>KEY Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children and Young People (Councillor Mili Patel)	12 Feb 2018	Operational Director Integration and Improved Service Tel: 020 8937 4456 nigel.chapman@brent.gov.uk
<p>Quarter 3 Financial Performance Report Review the council's financial performance for quarter 3.</p> <p>KEY Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Feb 2018	Head of Finance Tel: 020 8937 1731 benjamin.ainsworth@brent.gov.uk

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<p>Adoption of Revised Planning Design Guide for the Mapesbury and Roe Green Village Conservation Areas</p> <p>To consider the consultation responses and recommended revisions to the Mapesbury Conservation Area and Roe Green Village Design Guides</p> <p>To approve the adoption of the Mapesbury Conservation Area Design Guide as a Supplementary Planning Document and that the existing guide is revoked.</p> <p>To approve the adoption of the Roe Green Village Conservation Area Design Guide as a Supplementary Planning Document and that the existing guide is revoked.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	12 Feb 2018	Planning Policy and Projects Tel: 020 8937 5236 mark.price@brent.gov.uk
<p>Northwick Park One Public Estate Update</p> <p>To approve entering in to a variation agreement to the memorandum of Understanding.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	12 Feb 2018	Head of Strategic Property Tel: 020 8937 1705 sarah.chaudhry@brent.gov.uk

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<p>NNDR Discretionary Discounts 2018/19 To approve NNDR discretionary discount scheme for Revaluation Support for 2018/19 and to amend the 2017/18 scheme. To also approve 2 other schemes – pub relief and supporting small businesses.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	12 Feb 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
<p>Lease of Former Douglas Avenue Nursery, 1a Douglas Avenue, Wembley To Seek authority to grant a 4 year lease to Wembley City Estate Management for advertising and dressing at the Bobby Moore Bridge.</p> <p>To Seek authority to grant a 10 year lease to the Unlocking Potential Charity.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	12 Feb 2018	Head of Strategic Property Tel: 020 8937 1705 sarah.chaudhry@brent.gov.uk

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Dynamic Purchasing Vehicles To approve agreement to the SEND DPV and our use of the IFA and Residential ones being procured by Ealing and Barnet. KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Children and Young People (Councillor Mili Patel)	12 Feb 2018	Head of Partnerships, Planning and Performance Shirley.Parks@brent.gov.uk

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<p>Decision to delegate authority for the award of contract for delivery partner for Peel Project, and approval to amend red line and for appropriation for the Peel Site</p> <p>This report seeks:</p> <p>(i) approval to the amendments to the red line boundary for the Peel site (ii) approval to authorise the Strategic Director of Regeneration and Environment in consultation with the Lead Member Regeneration, Growth, Employment and Skills to award a contract for a Delivery Partner for the “Peel” site within the South Kilburn Regeneration Programme (iii) approval to advertise the Council’s intention to appropriate and thereafter dispose of open space (iv) to appropriate the whole site including open space for planning purposes (v) To update on progress since the original approvals were given and seek approval and re-affirmation of the original decision to proceed with the CPO.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	12 Feb 2018	Senior Project Manager, Estate Regeneration Tel: 020 8937 2556 jill.rennie@brent.gov.uk

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<p>Estate Parking Project To seek Cabinet's approval on the proposed set of consultation principles pertaining to parking controls across defined estates.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Environment (Councillor Eleanor Southwood), Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	12 Feb 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>Voluntary Sector Initiative Fund Grants Report seeks: Approval of a one-year extension to the Voluntary Sector Initiative Fund Infrastructure grant to CVS Brent in the sum of £160K per annum for 2018-19 commencing 1 April 2019</p> <p>Approval of an increase of the Brent Advice Fund maximum grant from £10K to £20k per annum for applications approved by the Brent Advice Fund Assessment Panel.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	12 Feb 2018	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk

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<p>Clement Close Sensory Impairment Supported Living Schemes To agree award of a contract to provide Sensory Impairment Supported Living Scheme following the completion of a competitive tender via the Dynamic Purchasing System.</p> <p>KEY Report: Part exempt</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Community Wellbeing (Councillor Krupesh Hirani)	12 Feb 2018	Operational Director, Adult Social Care Tel: 020 8937 6168 helen.woodland@brent.gov.uk
<p>Delegated Authority report to award contract to the preferred bidder for sites within the Wembley Housing Zone Subject to delegated authority being approved by Cabinet on 15th January 2018, to approve the preferred bidder from the Architecture, Design and Urbanism Panel (ADUP) framework for the Wembley Housing Zone programme.</p> <p>KEY Report: Part exempt</p>	Strategic Director, Regeneration and Environment	Regeneration and Environment	N/A	12 Feb 2018	Strategic Director Regeneration and Environment Amar.Dave@brent.gov.uk

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<p>Brent Council enter into a Joint Venture with Londonewcastle For the Strategic Director of Regeneration and Environment in conjunction with the Lead Member of Regeneration; to use his delegated powers to authorise Brent Council, to enter into a Joint Venture with Londonewcastle, arising from the Cabinet decision taken on 24 April 2017</p> <p>Report: Part exempt</p>	Strategic Director, Regeneration and Environment	Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	Not before 12 Feb 2018	Strategic Director Regeneration and Environment Amar.Dave@brent.gov.uk
<p>Brent Council to award a contract for a Multi-Disciplinary Design Team in respect of 1-8 Neville House, 1-64 Winterleys, 113-128 Carlton House and Carlton Hall For the Strategic Director of Regeneration and Environment in conjunction with the Lead Member of Regeneration; to use his delegated powers to authorise Brent Council, to award a contract for a Multi-disciplinary Design Team in respect of 1-8 Neville House, 1-64 Winterleys, 113-128 Carlton House and Carlton Hall.</p> <p>Report: Part exempt</p>	Strategic Director, Regeneration and Environment	Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	Not before 12 Feb 2018	Strategic Director Regeneration and Environment Amar.Dave@brent.gov.uk

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March					
Q3 2017-18 Performance Report To discuss the third quarter's performance against the Borough Plan and the Brent 2020 vision. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Mar 2018	Director, Performance, Policy and Partnerships Tel: 020 8937 1400 peter.gadsdon@brent.gov.uk
Extending the Harlesden Community Hub Model This report sets out proposals for extending the community hub model located at Harlesden library. The extension of the model would include enhancing the offer at the Harlesden location based on user needs, introducing additional and more joined up services and expanding the model to new locations and opening times. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Mar 2018	Policy and Scrutiny Tel: 020 8937 1306 fiona.kivett@brent.gov.uk

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<p>Brent Channel Strategy This report sets out Brent's strategy for designing and delivering services across all contact channels to ensure accessibility and value for money.</p> <p>KEY Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	12 Mar 2018	Change Manager Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p>Single Point of Access and Related Services To provide authority to procure a contract for a single point of access service delivering information, advice, guidance and signposting support and more specialist interventions including advocacy and direct payments support.</p> <p>KEY Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Community Wellbeing (Councillor Krupesh Hirani)	12 Mar 2018	Senior Commissioning Manager Tel: 020 8937 1443 jenny.beasley@brent.gov.uk

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<p>Award of a Contract for Regulatory Services Software To approve the award of the contract for the provision of regulatory services software for the ICT shared service authorities.</p> <p>Reason for deferral from February to March 2018 Cabinet meeting: There are possible upcoming proposed changes to the procurement threshold – a decision has not yet been made on the new proposals. Depending on the outcome, the item may not need to go to Cabinet.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	12 Mar 2018	Head of Digital Services Tel: 020 8937 6080 prod.sarigianis@brent.gov.uk