

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 22 February 2018 to 30 June 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: February 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
March					
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	Resources Department	Leader (Councillor Muhammed Butt)	Not before 1 Mar 2018	Project Manager, Property Tel: 020 8937 1739 gordon.cooper@brent.gov.uk
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 and Limited Liability Partnership with Londonewcastle, arising from the Cabinet decision taken on 24 April 2017. KEY Report: Part exempt	Strategic Director, Regeneration and Environment	Regeneration and Environment Department	Lead Member for Regeneration, Growth, Environment and Skills	Not before 2 Mar 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@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>Award of a Contract for Merchant Acquiring Services Award of contract for Merchant Acquiring Services. The existing contract expires on 31 March 2018, and a new contract needs to be awarded effective from 1 April 2018. The contract will be awarded using the CCS Framework RM 3702 Lot 1 – Merchant Acquiring Services.</p> <p>URGENT - KEY</p> <p>Report: Part exempt</p>	Strategic Director, Resources	Resources Department	Deputy Leader (Councillor Margaret McLennan)	Not before 2 Mar 2018	Strategic Director of Resources Tel: 0208 937 1564 Althea.loderick@brent.gov.uk
<p>Barham Park – General Update A general update on operational matters relating to Barham Park.</p> <p>NON-KEY</p> <p>Report: Open</p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	7 Mar 2018	Operational Director, Environmental and Employment Services Tel: 020 8937 5342 chris.whyte@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 Future Governance of Barham Park Trust A presentation of five options for the future governance of Barham Park. NON-KEY Report: Open	Barham Park Trust Committee	Chief Legal Officer	Deputy Leader (Councillor Margaret McLennan)	7 Mar 2018	Deputy Chief Legal Officer Tel: 020 8937 2166 arnold.meagher@brent.gov.uk
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
Council Funded s92 Police Officers: Working towards a Safer Brent Update To update on the progression and associated Safer Brent Partnership priority outcomes achieved to date, following the implementation of the council funded twelve s92 police officers known as the Partnership Tasking Team. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Stronger Communities (Councillor Tom Miller)	12 Mar 2018	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@brent.gov.uk

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Authority to Tender for Enforcement Agents for the Recovery of Parking and Traffic Related Debts To approve the invitation of tenders for Enforcement Agents for the recovery of parking and traffic related debts. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	12 Mar 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk
Housing Scrutiny Committee - Fire Safety Task Group Report Cabinet is asked to NOTE the report content and recommendations made by the Fire Safety Task Group. KEY Report: Open	Cabinet	Director of Performance, Policy and Partnerships	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	12 Mar 2018	Scrutiny Officer Tel: 020 8937 3271 barbara.grant@brent.gov.uk
Street Lighting Maintenance: Authority to Tender Contract Approves the invitation of tenders for the street lighting maintenance contract. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	12 Mar 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk

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Essential User Permit Scheme; Diesel Levy and Resident Parking Permit Surcharges To approve the consultation on permit changes. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	12 Mar 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk
Homelessness Reduction Act 2017 To agree that the statutory duty to create a personal housing plan for homeless households can be outsourced to the Single Homeless Prevention Service. KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	12 Mar 2018	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk
Brent Neighbourhood Community Infrastructure Levy (NCIL) - Preston Community Library To approve the allocation of £267,983 Neighbourhood CIL funds towards the development of Preston Community Library (PCL). NON-KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	12 Mar 2018	Head of Planning, Transport and Licensing Tel: 020 8937 6441 alice.lester@brent.gov.uk

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LoHAC Contract Deed of Variation To vary the LoHAC contract to come out of the lump sum arrangement. KEY Report: Open	Strategic Director, Regeneration and Environment	Regeneration and Environment Department	Lead Member for Environment (Councillor Eleanor Southwood)	22 Mar 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk
April					
Authority to Award Contracts for Six Extra Care Schemes To seek approval to award care and support contracts for Six Extra Care schemes, following the completion of a competitive tender via the Dynamic Purchasing System. KEY Report: Part exempt	Cabinet	Strategic Director, Community Well-being	Lead Member for Community Wellbeing (Councillor Krupesh Hirani)	9 Apr 2018	Contracts Officer Tel: 020 8937 4132 edwin.mensah@brent.gov.uk
Highways Capital Scheme Programme 2018-19 To approve the Highways Capital Scheme Programme 2018-19. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	9 Apr 2018	Head of Highways and Infrastructure Tel: 020 8937 5151 tony.kennedy@brent.gov.uk

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<p>To update members on the terms negotiated for acquiring a long leasehold for the strip of land within the ownership of Network Rail; as a part of the Queens Park/Cullen House Project</p> <p>No Decision (Update): To update members on the terms negotiated for acquiring a long leasehold for the strip of land within the ownership of Network Rail; as a part of the Queens Park/Cullen House Project .</p> <p>Reason for deferral from March to April Cabinet: To allow for further consideration.</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	9 Apr 2018	Project Officer (South Kilburn), Estate Regeneration Tel: 020 8937 2149; daniel.bailey@brent.gov.uk

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May (provisional Cabinet date)					
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)	21 May 2018	Change Manager: Tel: 020 8937 1306; fiona.kivett@brent.gov.uk
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. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	21 May 2018	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk

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June (Provisional Cabinet date)					
Parking Policy: Cultural or Religious Festivals and Events Approve new policy guidelines on parking at Cultural or Religious Festivals and Events, as a revision to the Council's Parking Strategy. KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	18 Jun 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk