

# LONDON BOROUGH OF BRENT

## FORWARD PLAN OF KEY DECISIONS

### for the period 12 April 2018 to 31 August 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: April 2018**

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>April</b>					
<p><b>Confirmation of Article 4 Directions for Wembley Growth Area and Alperton Growth Area, Strategic Industrial Locations and Locally Significant Industrial Sites</b></p> <p>To consider consultation responses with associated officer comments and to confirm two made Article 4 Directions: one for Wembley Growth Area to require planning permission for change of use from office to residential; and one for Alperton Growth Area and Strategic Industrial Locations and Locally Significant Industrial Sites within Brent where the Council is the Local Planning Authority</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Strategic Director, Regeneration and Environment	Regeneration and Environment Department	Lead Member for Regeneration, Growth, Employment and Skills (Councillor Shama Tatler)	13 Apr 2018	Team Leader - Plan Making, Planning Transport and Licensing Tel: 020 8937 6710 Paul.lewin@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><b>Award of a Contract for Merchant Acquiring Services</b></p> <p>Award of a contract for Merchant Acquiring Services. The existing contract expires on 31 March 2018, and 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><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Resources	Resources Department	Deputy Leader (Councillor Margaret McLennan)	Not before 17 Apr 2018	Strategic Director of Resources Tel: 0208 937 1564 althea.loderick@brent.gov.uk
<b>May (provisional Cabinet date)</b>					
<p><b>LoHAC Contract Deed of Variation</b></p> <p>To vary the LoHAC contract to come out of the lump sum arrangement.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Strategic Director, Regeneration and Environment	Regeneration and Environment Department	Lead Member for Environment (Councillor Eleanor Southwood)	Not before 4 May 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><b>Salmon Street Learning Disability Service</b>            Authority to tender and to approve the award of a final contract to deliver supported living for service users with a learning disability.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	<p>Strategic Director,            Community Well-being</p>	<p>Strategic Director,            Community Well-being</p>	<p>Lead Member for Community Wellbeing            (Councillor Krupesh Hirani)</p>	<p>Not before 9 May 2018</p>	<p>Supplier Relationship Manager            Tel: 0208 937 3276            Mark.Mulvenna@brent.gov.uk</p>
<p><b>Award of a Contract for ICT Office Hardware</b>            To approve the award of the contract for the provision of ICT Office Hardware for the ICT shared service authorities.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	<p>Strategic Director,            Resources</p>	<p>Resources Department</p>	<p>Deputy Leader (Councillor Margaret McLennan)</p>	<p>Not before 12 May 2018</p>	<p>Support Manager, Applications Support and Development            Tel: 020 8937 1733            Philippa.Brewin@brent.gov.uk</p>

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><b>Extending the Harlesden Community Hub Model</b>  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.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	21 May 2018	Change Manager Tel: 020 8937 1306 fiona.kivett@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><b>Private Housing Assistance Policy Amendments</b>            To approve the revisions to the RRO in relation to the following new and improved services, these being;</p> <ul style="list-style-type: none"> <li>• The introduction of the Discretionary Disability Adaptations Grant (DDAG);</li> <li>• The improvement of the current Small Works Grant (SWG);</li> <li>• The introduction of the Spend to Save Grant (SSG);</li> <li>• The introduction of the Hospital Discharge Assistance Service (HDAS);</li> <li>• The introduction of the Acute Handyperson Service (AHAS).</li> </ul> <p><i><b>Reason for deferral from April to May Cabinet:</b>            Council Officers are setting up a cross service project board to maximise the impact of DFGs across all areas of need. Discussions at the first meeting of the board may influence the proposals in this paper</i></p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	21 May 2018	Head of Private Housing Services Tel: 020 8937 2546 spencer.randolph@brant.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><b>Wembley Transport Improvements – funding and contract process</b>            To agree funding from the Strategic Community Infrastructure Levy, relevant S106 and other grant funding streams as identified by the Capital Investment Panel to deliver the schemes to support the growth and development of Wembley Park.</p> <p>To give approval to tender, and delegated authority to appoint, from an OJEU compliant framework for design and build services to deliver the identified schemes.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	21 May 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk
<p><b>Flexible Car Clubs</b>            To approve the implementation of a flexible car club in the borough.</p> <p>To agree to enter into a contract with DriveNow.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Eleanor Southwood)	21 May 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@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><b>Provision for Children and Young People’s Mental Health and Well-being</b> To agree Provision for Children and Young People’s Mental Health and Well-being</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children and Young People (Councillor Mili Patel)	21 May 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
<p><b>National Non Domestic Rates – Applications for Discretionary Rate Relief</b> To approve the recommendations to award relief to the organisations listed in the report</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	21 May 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
<p><b>Award of contract for a Delivery Partner for the Peel Project</b> To agree to award the contract to the preferred bidder</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Regeneration and Environment	Regeneration and Environment Department	Lead Member for Environment (Councillor Eleanor Southwood)	Not before 30 May 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
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<b>June (Provisional Cabinet date)</b>					
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<p><b>Brent Channel Strategy</b> 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><i>Reason for deferral from May to June Cabinet meeting: Pending further officer consideration.</i></p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	18 Jun 2018	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
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<b>July (Provisional Cabinet Date)</b>					
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<p><b>Parking Policy: Cultural or Religious Festivals and Events</b> Approve new policy guidelines on parking at Cultural or Religious Festivals and Events, as a revision to the Council's Parking Strategy.</p> <p><i>Reason for deferral from June to July Cabinet: Pending further officer consideration.</i></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)	16 Jul 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk
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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><b>Review of Estate Cleaning</b> To approve the option for the future delivery of the estate cleaning service.</p> <p><b>Reason for deferral from April Cabinet to July Cabinet:</b> <i>To enable a more in-depth analysis into the range of options being proposed.</i></p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Harbi Farah)	16 Jul 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk