

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 3 May 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 of 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 Hirani](#) (Public Health, Culture & Leisure)

[Cllr Farah](#) (Adult Social Care)

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

[Cllr Tatler](#) (Regeneration, Highways & Planning)

[Cllr M Patel](#) (Children's Safeguarding, Early Help and Social Care)

[Cllr Krupa Sheth](#) (Environment)

[Cllr Agha](#) (Schools, Employment & Skills)

Publication Date: 18 May 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
May					
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			Not before 3 May 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk
Salmon Street Learning Disability Service Authority to tender and to approve the award of a final contract to deliver supported living for service users with a learning disability. KEY Report: Part exempt	Strategic Director, Community Well-being		Lead Member for Adult Social Care (Councillor Harbi Farah)	Not before 9 May 2018	Supplier Relationship Manager Mark.Mulvenna@brent.gov.uk
Award of a Contract for ICT Office Hardware To approve the award of the contract for the provision of ICT Office Hardware for the ICT shared service authorities. KEY Report: Part exempt	Strategic Director, Resources		Deputy Leader (Councillor Margaret McLennan)	Not before 12 May 2018	

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>Flexible Car Clubs 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>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	21 May 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk
<p>Re-examine the funding decision for Olympic Way Improvements following the announcements of the possible sale of Wembley Stadium to a private individual/company</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways & Planning (Councillor Shama Tatler)	21 May 2018	Operational Director – Regeneration Tel: 020 8937 1764; Email: aktar.choudhury@brent.gov.uk

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<p>Authority to Award Contracts for Targeted Mental Health Services in Schools (TaMHS) and Emotional Health Services for Children with Disabilities, Children in Care and Care Leavers</p> <p>To agree Provision for Children and Young People's Mental Health and Well-being</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	21 May 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
<p>National Non Domestic Rates – Applications for Discretionary Rate Relief</p> <p>To approve the recommendations to award relief to the organisations listed in the report</p> <p>KEY</p> <p>Report: Open</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

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<p>Award of a Contract for Merchant Acquiring Services</p> <p>This report concerns the Merchant Acquiring Service. The merchant acquiring service is critical to receiving income from credit card and debit card payments to the council. The merchant acquiring service is the service that takes the payment instructions given to Brent by its customers and taxpayers, and uses these instructions to obtain the money and transfer this to Brent. This service also provides many of the CHIP and PIN machines used by the council to collect card payments.</p> <p>This report requests authority to award a contract as required by Contract Standing Order 88. This report summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends to whom the contract should be awarded.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director, Resources			Not before 14 May 2018	<p>Benjamin Ainsworth, Head of Finance Tel: 020 8937 1731 Email: ben.ainsworth@brent.gov.uk</p>

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<p>Extra Care tender for Beechwood, Harrod Court and Tulsi House To seek approval to award care and support contracts for three Extra Care schemes, following the completion of a competitive tender via the Dynamic Purchasing System.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director, Community Well-being	Strategic Director, Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	Not before 21 May 2018	Elena.Murray@brent.gov.uk
<p>Award of contract for a Delivery Partner for the Peel Project To agree to award the contract to the preferred bidder</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director, Regeneration and Environment			Not before 30 May 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk

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June					
<p>Private Housing Assistance Policy Amendments</p> <p>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"> • The introduction of the Discretionary Disability Adaptations Grant (DDAG); • The improvement of the current Small Works Grant (SWG); • The introduction of the Spend to Save Grant (SSG); • The introduction of the Hospital Discharge Assistance Service (HDAS); • The introduction of the Acute Handyperson Service (AHAS). <p>Reason for deferral from April to June Cabinet:</p> <p>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</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	18 Jun 2018	Head of Private Housing Services Tel: 020 8937 2546 spencer.randolph@brent.gov.uk

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Shopfronts Supplementary Planning Document (SPD3) Adoption To consider consultation responses to the draft Shopfronts Supplementary Planning Document (SPD3) and approve its adoption KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	18 Jun 2018	Head of Planning, Transport and Licensing Tel: 020 8937 6441 alice.lester@brent.gov.uk
Air quality improvement measures: Electric vehicle charging infrastructure – Cabinet variation report To agree a variation to the procurement process for the project to deliver on-street residential charge points in lamp columns, KEY Report: Open	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways and Planning (Councillor Shama Tatler)	18 Jun 2018	Transport Planner Tel: 0208 937 5245 grace.eminton@brent.gov.uk

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July					
<p>Extending the Harlesden Community Hub Model</p> <p>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>Reason for deferral from June to July Cabinet meeting: Officers to undertake additional work to develop the business case.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	16 Jul 2018	<p>Fiona Kivett Change Manager Tel: 020 8937 1306 Email: fiona.kivett@brent.gov.uk</p>

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<p>Review of Estate Cleaning To approve the option for the future delivery of the estate cleaning service.</p> <p>Reason for deferral from April Cabinet to July Cabinet: To enable a more in-depth analysis into the range of options being proposed.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	16 Jul 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>July Finance Review Draft Budget options and financial outlook 2019/20</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources / Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk, Personal Assistant, Finance amira.nassr@brent.gov.uk
<p>Quarter 1 Financial Performance Review Review of the Financial Performance for Q1</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources / Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk, Personal Assistant, Finance amira.nassr@brent.gov.uk

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2017/18 Financial Outturn and Statement of Accounts Review of Council's Accounts KEY Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk, Personal Assistant, Finance amira.nassr@brent.gov.uk
Award of Contract – Insurance Services To agree to award the contract to the preferred bidder Report: Part exempt	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Head of Finance Andrew.Ward@brent.gov.uk
Housing Revenue Account Business Plan To agree the Housing Revenue Account Business Plan 2018/19 – 2048/49 KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	16 Jul 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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August					
<p>Parking Policy: Festivals and Events Approve new policy guidelines on parking at Festivals and Events, as a revision to the Council's Parking Strategy.</p> <p>Reason for deferral from June to August Cabinet: The report is being expanded to include consideration of parking policy in respect of weekly events, in addition to annual festivals and events.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	13 Aug 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk
September					
<p>Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	10 Sep 2018	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk

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<p>Digital Strategy Update 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>Reason for deferral from May to June Cabinet meeting: Pending further officer consideration.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	10 Sep 2018	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk