

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 15 June 2018 to 30 April 2019



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 and Lead Member for Stronger Communities)

[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: 15 June 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
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 Email: spencer.randolph@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
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 Email: 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, Planning (Councillor Shama Tatler)	18 Jun 2018	Transport Planner Tel: 0208 937 5245 Email: grace.eminton@brent.gov.uk

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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 19 Jun 2018	Market Oversight Manager Tel: 0298 937 3413 Email: 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	Strategic Director Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	Not before 20 Jun 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk

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July					
Review of Estate Cleaning To approve the option for the future delivery of the estate cleaning service. Reason for deferral from April Cabinet to July Cabinet: To enable a more in-depth analysis into the range of options being proposed. 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 Email: Hakeem.Osinaike@brent.gov.uk
Estate Parking Project To seek Cabinet's approval on the proposed set of consultation principles pertaining to parking controls across defined estates. 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 Email: Hakeem.Osinaike@brent.gov.uk

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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 Email: Hakeem.Osinaike@brent.gov.uk
July Finance Review Draft Budget options and financial outlook 2019/20 Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 Email: conrad.hall@brent.gov.uk
Quarter 1 Financial Performance Review Review of the Financial Performance for Q1 Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 Email: conrad.hall@brent.gov.uk
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 Email: conrad.hall@brent.gov.uk

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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 Email: Andrew.Ward@brent.gov.uk Tel: 0208 937 6462
Q4 Integrated Finance and Performance Report This will be the final performance report for 2017/2018. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	16 Jul 2018	Head of Performance & Improvement Tel: 020 8937 1822 Email: irene.bremang@brent.gov.uk

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<p>Wembley Transport Improvements</p> <p>To:</p> <ul style="list-style-type: none"> • Approve funding required to implement North End Road connection and two-way working within Wembley Industrial Estate and approve the procurement via OJEU Restricted Procedure for a contractor(s) to deliver the works. • Approve delegated authority to the Strategic Director of Regeneration and Environment in consultation with the Lead Member <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	16 Jul 2018	<p>Transportation Planning Manager Tel: 020 8937 5289 Email: rachel.best@brent.gov.uk</p>

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August					
<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)	13 Aug 2018	Change Manager Tel: 020 8937 1306 Email: fiona.kivett@brent.gov.uk
<p>Community Safety Strategy, Towards a 'Safer Brent' 2018-2021</p> <p>The decision for the revised strategy to be implemented and delivered locally.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Leader (Councillor Muhammed Butt)	13 Aug 2018	Head of Community Protection Tel: 020 8937 5067 Email: Karina.Wane@brent.gov.uk

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<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 Email: gavin.f.moore@brent.gov.uk

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September					
<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 September 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 Email: sadie.east@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
October					
Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services. Reason for deferral from September to October Cabinet meeting: Pending further officer consideration. KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	15 Oct 2018	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk
Brent Council Borrowing Strategy 2018/19 – 2020/21 Brent Council Borrowing Strategy 2018/19 – 2020/21 Report: Open	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Chief Finance Officer Tel: 020 8937 6528 Email: conrad.hall@brent.gov.uk

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January					
Q2 Integrated Finance and Performance Report This will be the second quarter's performance report of 2018/2019. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	14 Jan 2019	Head of Performance & Improvement Tel: 020 8937 1822 Email: irene.bremang@brent.gov.uk
April					
Q3 Integrated Finance and Performance Report This is the performance report for the third quarter of 2018/2019. KEY Report: Open	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	15 Apr 2019	Head of Performance & Improvement Tel: 020 8937 1822 Email: irene.bremang@brent.gov.uk