

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 3 July 2018 to 31 October 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)

[Cllr Miller](#) (Community Safety)

Publication Date: July 2018

email: committee@brent.gov.uk

Tel: 020 8937 1355

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
July					
July Finance Review Draft Budget options and financial outlook 2019/20 Report: Open	Cabinet		Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk
Quarter 1 Financial Performance Review Review of the Financial Performance for Q1 Report: Open	Cabinet		Deputy Leader (Councillor Margaret McLennan)	16 Jul 2018	Chief Finance Officer Tel: 020 8937 6528 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 conrad.hall@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
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 8937 irene.bremang@brent.gov.uk
Wembley Transport Improvements To: • 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 KEY Report: Part exempt	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	16 Jul 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
Harlesden Neighbourhood Plan KEY Report:	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	16 Jul 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk
August					
Salmon Street - Contract Award To agree the Contract award for a Learning Disability service for 6 service users at Salmon Street. This is a re-procurement of an existing service and permission was given to go out to tender. KEY Report: Part exempt	Strategic Director, Community Well-being		Lead Member for Adult Social Care (Councillor Harbi Farah)	8 Aug 2018	Strategic Director, Community Well-being phil.porter@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>Contracts with Academies for Additionally Resourced Provisions and the Choice, Advice and Fair Access Service To seek Cabinet agreement to an exemption from the procurement requirements of the Council's Contract Standing Orders and approval to award contracts for the placement of children and young people in:</p> <ul style="list-style-type: none"> • Additionally Resourced Provision (ARP) provided by academies • the Choice, Advice and Fair Access Interview Service and related specialist English as an Additional Language provisions provided by academies. <p>KEY Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills	13 Aug 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
<p>Community Safety Strategy, Towards a 'Safer Brent' 2018-2021 The decision for the revised strategy to be implemented and delivered locally.</p> <p>KEY Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Leader (Councillor Muhammed Butt)	13 Aug 2018	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@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>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
<p>Award of Contract – Insurance Services To agree to award the contract to the preferred bidder.</p> <p>Reason for deferral from July to August Cabinet meeting: to enable development of final recommendation.</p> <p>Report: Part exempt</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	13 Aug 2018	Head of Finance Andrew.Ward@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
September					
<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 August to September Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Sep 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>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 September 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)	12 Sep 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>Tenant Management Organisations To agree the management allowances and terms of the Management Agreement for Kilburn Square TMO and Watling Gardens TMO</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Sep 2018	External Contracts Manager Geeta.LeTissier@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>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 Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	12 Sep 2018	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
October					
<p>Housing Revenue Account Business Plan To agree the Housing Revenue Account Business Plan 2018/19 – 2048/49</p> <p>Reason for deferral from July to October: Requested by Operational Director to enable finalisation of Business Plan.</p> <p>KEY Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Oct 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@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
Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services. 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 Report: Open	Cabinet			15 Oct 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk
November					
Estate Parking Project To seek Cabinet's approval on the proposed set of consultation principles pertaining to parking controls across defined estates. Reasons for deferral from July to November: To enable further consideration and development of final options. KEY Report: Open	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@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
School Place Planning Strategy 2019-2023 To approve School Place Planning Strategy 2019-2023 KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills	12 Nov 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
December					
No items currently scheduled.					
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 irene.bremang@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
February					
Local Authority determination of arrangements for school admissions 2019 To approve Local Authority determination of arrangements for school admissions 2019 KEY Report: Open	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills	11 Feb 2019	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
March					
No items currently scheduled.					
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 irene.bremang@brent.gov.uk