

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 19 October 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 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: 19 October 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 |
|--|-------------------------|--|-----------------------------------|---------------------------|--|
| October | | | | | |
| Brent Borough Plan 2019-23 To agree the draft Borough Plan be put out to public consultation. KEY Report: Open | Cabinet | Director, Performance, Policy and Partnerships | Leader (Councillor Muhammed Butt) | 15 Oct 2018 | Policy and Scrutiny Manager Tel: 020 8937 1219 Email: mark.cairns@brent.gov.uk |
| Report from Resources and Public Realm Scrutiny Committee Approval of recommendations made by scrutiny chair regarding requesting revaluation of Wembley Stadium in the event of a sale; factors to consider in the allocation of CIL; and making mattress-tagging a condition of landlord licences. Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals. Report: Open | Cabinet | Director, Performance, Policy and Partnerships | Leader (Councillor Muhammed Butt) | 15 Oct 2018 | Policy and Scrutiny Manager Tel: 020 8937 1219 Email: mark.cairns@brent.gov.uk |

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|---|-------------------------|---|---|---------------------------|--|
| <p>Approval to tender a contract for Speech and Language Therapy To approve authority to tender a contract for Speech and Language Therapy.</p> <p>Previous title: <i>Authority to tender a contract for Speech and Language Therapy</i></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) | 15 Oct 2018 | Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Email: Brian.Grady@brent.gov.uk |
| <p>Approval to Tender for a Targeted Service to Promote Education, Employment and Training for Young People To approve tender document: Promoting education, employment and training for young people.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Previous title: <i>Tender document: Promoting education, employment and training for young people</i></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) | 15 Oct 2018 | Head of Inclusion Tel: 020 8937 3804 Email: sarah.miller@brent.gov.uk |

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|---|-------------------------|---|---|---------------------------|--|
| <p>Consultation on Admissions Arrangements for Community Schools for 2020/21 To approve Consultation on Brent Council's Community School Admissions Arrangements for 2020/21</p> <p>KEY</p> <p>Report: Open</p> | Cabinet | Strategic Director, Children and Young People | Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM) | 15 Oct 2018 | Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Email: Brian.Grady@brent.gov.uk |
| <p>Proposal To Join 'Capital Letters' - A Lettings Company Owned by a Consortium of London Authorities To approve the decision to join Capital Letters London Ltd, a Company that will be established by the London boroughs, to procure or lease accommodation for the benefit of homeless households.</p> <p>Previous title: <i>Pan-London collaboration on the procurement of accommodation for homeless households</i></p> <p>KEY</p> <p>Report: Open</p> | Cabinet | Strategic Director, Community Well-being | Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood) | 15 Oct 2018 | Head of Housing Needs Tel: 020 8937 2788 Email: laurence.coaker@brent.gov.uk |

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|---|-------------------------|--|--|---------------------------|--|
| Local Implementation Plan (LIP3) To approve submission of the draft Local Implementation Plan (LIP3) to Transport for London KEY Report: Open | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler) | 15 Oct 2018 | Transportation Planning Manager Tel: 020 8937 5289 Email: rachel.best@brent.gov.uk |
| Brent Local Implementation Plan (LIP) Annual Spending Submission 2019/20 - 2021/22 To note the provisional Local Implementation Plan (LIP) allocation and approve the proposed 2018/19 programme of schemes KEY Report: Open | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler) | 15 Oct 2018 | Transportation Planning Manager Tel: 020 8937 5289 Email: rachel.best@brent.gov.uk |
| On-Street Parking Management – 2018/19 Programme To provide Cabinet with information on levels of demand for new Controlled Parking Zones (CPZs) and CPZ reviews and other restrictions and approve the annual programme KEY Report: Open | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler) | 15 Oct 2018 | Head of Highways and Infrastructure Tel: 020 8937 5151 Email: tony.kennedy@brent.gov.uk |

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|---|-------------------------|-----------------------|---|---------------------------|--|
| <p>Quarter 2 Financial Forecast 2018/19 Projected Finance position for Quarter 2.</p> <p>Previous title: <i>Quarter 2 Budget Monitoring Report</i></p> <p>KEY</p> <p>Report: Open</p> | 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 |
| <p>Draft Budget Proposals 2019/20 – 2020/21 The purpose of this report is to set out the Council's budget proposals for 2019/20 – 2020/21. Subject to the results of consultation it is envisaged that these would then form the basis of the budget to be agreed at the Full Council meeting of February 2019.</p> <p>KEY</p> <p>Report: Open</p> | 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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| <p>Kingsbury Library and Flats, 522-524 Kingsbury Road NW9 9HE Lease</p> <p>To seek delegated authority for the Strategic Director Resources to renew the lease for a term of up to 10 years following the ending of the current lease on 31 October 2018.</p> <p>KEY</p> <p>Report: Part exempt</p> | Cabinet | Strategic Director, Resources | Deputy Leader (Councillor Margaret McLennan) | 15 Oct 2018 | <p>Commercial Portfolio Manager Tel: 020 8937 1398 Email: james.young@brent.gov.uk</p> |
| <p>Review of Local Council Tax Support Scheme for 2019/20</p> <p>To confirm the Brent Council Tax Reduction Scheme for 2019/20, which will remain unchanged from the current scheme.</p> <p>To advise on the review of the Council Tax Support and Local Welfare Assistance schemes for 2020/21.</p> <p>Previous title: <i>Council Tax Reduction Scheme ("Council Tax Support")</i></p> <p>KEY</p> <p>Report: Open</p> | Cabinet | Strategic Director, Resources | Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood) | 15 Oct 2018 | <p>Head of Customer Services Operations Tel: 020 8937 1931 Email: david.oates@brent.gov.uk</p> |

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| <p>Gateway to Support Services To provide authority:</p> <p>A) To procure a contract for a “Gateway to Support Services” Hub. The Hub will provide a focal point of access to all advocacy services, carers support service and Social Isolation Preventative service. It will also deliver information, advice, guidance and more specialist interventions.</p> <p>B) To Award contract at a later stage after evaluation process</p> <p>KEY</p> <p>Report: Part exempt</p> | Strategic Director, Community Well-being | Strategic Director, Community Well-being | Lead Member for Adult Social Care (Councillor Harbi Farah) | Not before 15 Oct 2018 | Operational Director, Adult Social Care Tel: 020 8937 6168 Email: helen.woodland@brent.gov.uk |
| <p>Authority to award stage two contract for the redevelopment of Knowles House London NW10 3UN To award a building contract for the redevelopment of Knowles House, Longstone Avenue, NW10 3UN</p> <p>KEY</p> <p>Report: Part exempt</p> | Strategic Director, Resources | Strategic Director, Resources | Leader (Councillor Muhammed Butt) | Not before 25 Oct 2018 | Project Manager, Property Tel: 020 8937 1739 Email: gordon.cooper@brent.gov.uk |

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|--|-------------------------|--|--|---------------------------|---|
| November | | | | | |
| Changes to Local Government Association Membership The purpose of this report is to seek Cabinet approval for the council to participate fully in changes to the Local Government Association's organisational structure. Report: Open | Cabinet | Director, Performance, Policy and Partnerships | Leader (Councillor Muhammed Butt) | 12 Nov 2018 | Director, Performance, Policy and Partnerships Tel: 020 8937 1400 Email: peter.gadsdon@brent.gov.uk |
| 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 (Councillor Amer Agha MB BS, MSc, PHCM) | 12 Nov 2018 | Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Email: Shirley.Parks@brent.gov.uk |

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| <p>St. Raphael's Estate - Housing Options Appraisal Cabinet to consider housing improvement and development options for the estate.</p> <p>Reason for deferral from October to November Cabinet meeting: Officers to undertake further work and engagement around the proposals.</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 Nov 2018 | Operational Director Housing Tel: 020 8937 2023 Email: Hakeem.Osinaike@brent.gov.uk |
| <p>Brent Design Guide Supplementary Planning Document (SPD1) Adoption. To consider consultation responses to the draft Brent Design Guide Supplementary Planning Document (SPD1) and approve its adoption.</p> <p>KEY</p> <p>Report: Open</p> | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler) | 12 Nov 2018 | Principal Urban Design Officer Tel: 020 8937 2303 Email: Joris.vanderStarre@brent.gov.uk |

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| Met Patrol Plus Funding Review The decision for the extension of the Partnership Tasking Team for the final year under the S.92 Agreement. KEY Report: Open | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Community Safety (Councillor Tom Miller) | 12 Nov 2018 | Head of Community Protection Tel: 020 8937 5067 Email: Karina.Wane@brent.gov.uk |
| Statement of Gambling Principles 2019-2022 To agree the updated statement of gambling principles, revised to take into account the local area profile to allow us to remain responsive to our local environment, and to identify current and emerging risks of gambling-related harm. The changes made will allow us to make evidence based decisions to address local gambling issues . KEY Report: Open | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Community Safety (Councillor Tom Miller) | 12 Nov 2018 | Senior Regulatory Service Manager Tel: 020 8937 5262 Email: yogini.patel@brent.gov.uk |

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| <p>Delegation of Decision and Award of a Printing Services Contract for the ICT Shared Service Authorities</p> <p>Part A: To approve the delegation to the Strategic Director of Resources of the decision to award a contract for Printing Services for the ICT Shared Service authorities.</p> <p>Part B: To approve the award of a contract for Printing Services for the ICT Shared Service authorities.</p> <p>KEY</p> <p>Report: Part exempt</p> | Cabinet | Strategic Director, Resources | Deputy Leader (Councillor Margaret McLennan) | 12 Nov 2018 | <p>Head of Digital Services Tel: 020 8937 6080 Email: prod.sarigianis@brent.gov.uk</p> |
| <p>Business Rates and Associated IT Support Contract Award</p> <p>To approve the award and ancillary recommendations relating to the contract for Business Rates and Associated IT Support.</p> <p>KEY</p> <p>Report: Part exempt</p> | Cabinet | Strategic Director, Resources | Deputy Leader (Councillor Margaret McLennan) | 12 Nov 2018 | <p>Director of Brent Customer Services Tel: 020 8937 1521 Email: margaret.read@brent.gov.uk</p> |

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|---|-------------------------------|--|--|---------------------------|---|
| <p>Award of a Contract for Microsoft Licences for the London Borough of Southwark To approve the award of the contract for the provision of Microsoft Software Licences for the London Borough of Southwark. The award and contracting are delegated to the London Borough of Brent under the terms of the ICT Shared Service Inter Authority Agreement.</p> <p>KEY</p> <p>Report: Part exempt</p> | Strategic Director, Resources | Strategic Director, Resources | Deputy Leader (Councillor Margaret McLennan) | Not before 12 Nov 2018 | Senior Category Manager, Procurement Tel: 0208 937 1733 Email: philippa.brewin@brent.gov.uk |
| <p>General Update Report To note arrangements for the continued deployment of a Project Officer to serve the needs of the Barham Trust and the estate.</p> <p>Report: Open</p> | Barham Park Trust Committee | Strategic Director, Regeneration and Environment | Deputy Leader (Councillor Margaret McLennan) | Not before 15 Nov 2018 | Barham Park Project Officer Tel: 020 8937 5628 Email: Leslie.Williams@brent.gov.uk |
| <p>Letting of Unit 7 at Barham Park To make a decision on the letting of Unit 7 at Barham Park.</p> <p>Report: Part exempt</p> | Barham Park Trust Committee | Strategic Director, Regeneration and Environment | Deputy Leader (Councillor Margaret McLennan) | Not before 15 Nov 2018 | Barham Park Project Officer Tel: 020 8937 5628 Email: Leslie.Williams@brent.gov.uk |

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|---|--|--|---|---------------------------|--|
| <p>Authority to Invite Tenders for contract for roof, window and door replacement project at Preston Park Primary School</p> <p>To request approval to invite tenders in respect of a contract for roof, window and door replacement project at Preston Park Primary School as part of the School Asset Management Programme as required by Contract Standing Orders 88 and 89.</p> <p>KEY</p> <p>Report: Open</p> | Strategic Director, Resources | Strategic Director, Resources | Deputy Leader (Councillor Margaret McLennan) | Not before 19 Nov 2018 | <p>Strategic Director of Resources</p> <p>Tel: 0208 937 1564</p> <p>Email: Althea.Loderick@brent.gov.uk</p> |
| <p>Award contract for lifts</p> <p>To award contract for lifts at five sites within the London Borough of Brent.</p> <p>KEY</p> <p>Report: Part exempt</p> | Strategic Director, Community Well-being | Strategic Director, Community Well-being | Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood) | Not before 19 Nov 2018 | <p>Head of Service - Housing Management Property, Housing and Culture</p> <p>Tel: 0208 937 1147</p> <p>Email: sean.gallagher@brent.gov.uk</p> |
| December | | | | | |

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|--|-------------------------|--|---|---------------------------|---|
| <p>2017/18 Annual Complaints Report Annual report considered by Cabinet.</p> <p>Reason for deferral from October to December 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 | Deputy Leader (Councillor Margaret McLennan) | 10 Dec 2018 | Head of Performance & Improvement Tel: 020 8937 1822 irene.bremang@brent.gov.uk |
| <p>Performance Report, Q2 This will be the second quarter's performance report of 2018/2019.</p> <p>Reason for change of date: Item brought forward from February 2019 to December 2018 in line with usual corporate performance reporting practices.</p> <p>KEY</p> <p>Report: Open</p> | Cabinet | Director, Performance, Policy and Partnerships | Leader (Councillor Muhammed Butt) | 10 Dec 2018 | Head of Performance & Improvement Tel: 020 8937 1822 irene.bremang@brent.gov.uk |

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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 December Cabinet: To enable a more in-depth analysis into the range of options being proposed.</p> <p>KEY Report: Open</p> | Cabinet | Strategic Director, Community Well-being | Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood) | 10 Dec 2018 | Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk |
| <p>Outcome of Parking Consultation Decision to proceed on permit product changes for External ESU permits, the Diesel surcharge and the surcharge on Second and Third vehicle permits</p> <p>KEY Report: Open</p> | Cabinet | Strategic Director, Regeneration and Environment | Lead Member for Environment (Councillor Krupa Sheth) | 10 Dec 2018 | Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk |
| January | | | | | |

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|---|-------------------------|--|---|---------------------------|---|
| Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services. Reason for deferral: Item deferred to allow officers to undertake further work on the business case KEY Report: Open | Cabinet | Strategic Director, Children and Young People | Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel) | 14 Jan 2019 | Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk |
| Quarter 3 Budget Monitoring Report Projected financial position for Quarter 3 KEY Report: Open | Cabinet | Chief Finance Officer | Deputy Leader (Councillor Margaret McLennan) | 14 Jan 2019 | Head of Finance Tel: 020 8937 1731 benjamin.ainsworth@brent.gov.uk |
| February | | | | | |
| i4B Business Plan 2019/20 To present i4B Holdings Ltd Business Plan for 2019/20 to Cabinet for Shareholder approval KEY Report: Part exempt | Cabinet | Director, Performance, Policy and Partnerships | Deputy Leader (Councillor Margaret McLennan) | 11 Feb 2019 | Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk |

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| Determination of Brent Council's Community School Admissions Arrangements for 2020/21 To approve Local Authority determination of arrangements for school admissions 2019. Previous title: 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 (Councillor Amer Agha MB BS, MSc, PHCM) | 11 Feb 2019 | Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk |
| March | | | | | |
| There are currently no items currently scheduled for this month. | | | | | |
| April | | | | | |
| Performance Report, Q3 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 irene.bremang@brent.gov.uk |