

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period February 2020 onwards



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 / making of savings of £500,000 or more.
- 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 2063/1355 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 2063/1355 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, Resources)

[Cllr Hirani](#) (Public Health, Culture & Leisure)

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

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

[Cllr Tatler](#) (Regeneration, Property & 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 & Engagement)

Publication Date: 10 January 2020

email: committee@brent.gov.uk
Tel: 020 8937 2063/1355

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
November					
<p>Lift replacement programme To approve the replacement programme.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 8 Nov 2019	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>Contract for the provision of transition insurance for private rented sector properties Approves the award of the contract for the provision of transition insurance for private rented sector properties to Help2Rent Limited for a period of two years with an option to extend for a further two years.</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)	15 Nov 2019	Housing Needs Service Tel: 020 8937 2076 saleema.nuraney@brent.gov.uk

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<p>Infill Programme – Authority to Award (Contracts in respect of Infill Projects 1 & 2) To seek approval for awarding the contract for Projects 1 and 2 of the Infill Programme</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	29 Nov 2019	Development Project Manager Tel: 020 8937 1716 Peter.De-Bique@brent.gov.uk
December					
<p>To award a contract for the support and delivery of Brent's Digital Transformation Programme To award a contract to a technology partner for the support and delivery of Brent's Digital Transformation Programme.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Customer and Digital Services	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	6 Dec 2019	Digital Transformation Lead Tel: 020 8937 1935 Rehana.Ramesh@brent.gov.uk
<p>Peabody Right to Buy Grant Application To consider an application for the award right to buy receipts.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 19 Dec 2019	Head of Housing Partnerships Tel: 020 8937 2111 david.guy@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
January 2020					
<p>Homelessness & Rough Sleeping Strategy 2020 - 2025</p> <p>Pursuant to section 1(4) of the Homelessness Act 2002, the Council must exercise its power to carry out and publish a homelessness strategy so as to ensure that a new homelessness strategy for their area is published within the period of five years beginning with the day on which their last homelessness strategy was published.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	14 Jan 2020	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@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>London Councils' Transport and Environment Committee – Governing Agreement Amendment for Electric Vehicle Charging</p> <p>To agree to delegate to London Councils' Transport and Environment Committee (TEC) to exercise further functions in delivering electric vehicle charging infrastructure across London.</p> <p>To authorise the Council's Director of Legal, HR, Audit and Investigations to sign any necessary documents to give effect to the variation of the London Council's TEC.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	14 Jan 2020	Head of Planning and Development Tel: 020 8937 6477 gerry.ansell@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>Morland Gardens Redevelopment To support the proposal to invest up to £43m to deliver a state of the art adult education centre, 65 new affordable homes, a 675 sq metres affordable workspace for start-up businesses from the local community, and a public facing cafe. This includes the cost of the 2 year service decant.</p> <p>To agree to the proposed decant of the existing provision at Morland Gardens to the Stonebridge Primary Schools Annexe, a vacant council owned site.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	14 Jan 2020	Head of Employment, Skills and Enterprise Tel: 020 8937 1815 matthew.dibben@brent.gov.uk
<p>Admissions Arrangements for Community Schools 2021/22 To consider the outcomes of the statutory consultation on and agree proposed changes to Admission Arrangements for Community Schools, to take effect for the academic year 2021/22, as required by the School Admissions Code.</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)	14 Jan 2020	Operational Director, Safeguarding, Partnerships & Strategy Tel: 020 8937 4173 Brian.Grady@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>Air Quality Task Group Report To consider the report and recommendations of the Resources and Public Realm Scrutiny Committee.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Councillor Krupa Sheth	14 Jan 2020	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<p>Quarter 3 Revenue Budget Monitoring Report This report sets out the current forecasts of income and expenditure against the revenue budget.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2020	Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p>Quarter 3 Capital Budget Monitoring Report This report sets out the current forecasts against the capital budget.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2020	Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk

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<p>Authority to Award a Contract for Honeypot Lane - Contractor To request approval to award a contract for the procurement of 61 NAIL units at 136 Honeypot Lane</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	9 Jan 2020	Director of Property & Assets Tel: 020 8937 5025 nick.ljustina@brent.gov.uk
<p>Authority to vary the Development Agreement with Countryside Properties to include the HIF works to the roads at Peel (South Kilburn) To request approval to modify the contract as suggested using Section 72 (5) of the PCR without the need for a new procurement process. This is because the estimated value of the additional works is below the EU procurement threshold levels for a works contract, and this amount is less than 10% of the total value of the original contract. Also, the works do not alter the overall nature of the original contract.</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	20 Jan 2020	Senior Project Manager, Estate Regeneration Tel: 020 8937 1650 emma.sweeney@brent.gov.uk
February 2020					

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>Capital Programme Budget 2020/21 – 2024/25</p> <p>The purpose of this report is to set out the Council’s Capital Programme budget including new capital bids proposed for the medium term financial planning period 2020/21 to 2024/25.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Finance Tel: 020 8937 2998 Flora.Osiyemi@brent.gov.uk
<p>Budget & Council Tax 2020/21-2022/23</p> <p>The purpose of this report is to set out the Council’s budget proposals for 2020/21, 2021/22 and 2022/23. It also sets out the results of the statutory processes of consultation, scrutiny and equalities. Subject to discussion at the Cabinet meeting, these will form the basis of the budget to be agreed at the Full Council meeting of 19 February 2020.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Finance Tel: 020 8937 1487 ravinder.jassar@brent.gov.uk

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<p>Facilities Management (FM) Service – Review of Facilities Management provision and in-house service delivery For Soft FM services (Cleaning and Security excluding Catering and Hospitality), to decide on whether to deliver these service packages in-house beyond the current contract in July 2021.</p> <p>For Hard FM services (planned/reactive maintenance), to tender for a new provider and extend the outsourced contract to the wider retained estate.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	10 Feb 2020	Facilities Portfolio Manager Tel: 020 8937 1771 Russell.Burnaby@brent.gov.uk

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<p>Voluntary Sector Initiative Fund (VSIF) Infrastructure Grant, Brent Advice Partnership - Local advice & guidance services and Brent Advice Fund 2020/21 To approve a one-year extension to the:</p> <ul style="list-style-type: none"> • Voluntary Sector Initiative Fund (VSIF) Infrastructure Grant to CVS Brent to the end of March 2021; • Brent Advice Partnership – local advice and guidance services contract with Citizens Advice Brent. • Brent Advice Fund. <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Tom Miller)	10 Feb 2020	<p>Senior Policy and Scrutiny Officer Tel: 020 8937 1958 Jacqueline.Barry-Purssell@brent.gov.uk,</p> <p>Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk</p>
<p>i4B Business Plan 2020-21 To approve the 2020-21 i4B Business Plan.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p>FWH Business Plan 2020-21 To approve the 2020-21 FWH Business Plan.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk

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<p>Purchase of Library Books Authority to proceed with the purchase programme.</p> <p>KEY</p> <p>Report: Part exempt</p>	Director of Public Health	Director of Public Health	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	Not before 10 Feb 2020	Library Stock Development Manager Tel: 020 8937 3465 Allan.Costello@brent.gov.uk
<p>Authority to Tender construction of 5 former Garage sites throughout the Borough namely: Mason Court; Hindhurst Close; Kings Drive; Gloucester Close; Frontenac To request approval to tender the works for the construction of additional homes on the above 5 sites. The contracts are to be divided into two groups based on the location of the sites.</p> <p>Mason Ct, Hindhurst Cl and Kings Drive are in the North of the borough whilst Gloucester Cl & Frontenac are in the south. Each contract will be in the region of £3.2m</p> <p>Each tranche is being tendered as an Open Tender via the London Portal</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Property and Assets	Strategic Director – Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	13 Feb 2020	Project Manager, Property and Assets Tel: 020 8937 3360 Stacey.Hislop@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
March 2020					
<p>Changes to policy for use of RIPA (Regulation of Investigatory Powers) To consider and approve changes to the policy relating to the use of RIPA powers.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Legal, HR, Audit & Investigations	Deputy Leader (Councillor Margaret McLennan)	9 Mar 2020	Senior Lawyer, Constitutional and Governance Tel: 0208 937 1544 Bianca.Robinson@brent.gov.uk
<p>Assets Management Strategy A report to present the HRA Asset Management Strategy and 30-year financial plan.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Mar 2020	Head of Service - Housing Management Property, Housing and Culture Tel: 0208 937 1147 sean.gallagher@brent.gov.uk
<p>Procurement and Management of Temporary Accommodation The report seeks authority to invite tenders for the provision of procurement and management of temporary accommodation for the Housing Association Leasing Scheme (HALS).</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Mar 2020	Housing Needs Service Tel: 020 8937 2076 saleema.nuraney@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
April 2020					
<p>Tenancy Strategy The Tenancy Strategy for Brent was last approved by the Council's Executive (Cabinet) in July 2012 and needs to be reviewed. Under the Act, the council must keep this strategy under review.</p> <p>This report will seek approval from Cabinet to adopt a new Tenancy Strategy for 2020-2024.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	20 Apr 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily-Rae.Maxwell@brent.gov.uk
<p>Tenancy Management Policy The Tenancy Policy for Brent council homes was last approved by the Council's Executive (Cabinet) in July 2012 and needs to be reviewed.</p> <p>This report seeks approval from Cabinet to adopt a new Tenancy Policy.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	20 Apr 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily-Rae.Maxwell@brent.gov.uk

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<p>Priorities of Brent Neighbourhood Community Infrastructure Levy To agree the updated neighbourhood priorities of the Neighbourhood Community Infrastructure Levy</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	20 Apr 2020	National Management Trainee, Employee Relations Tel: 0208 937 2588 sarah.parkinson@brent.gov.uk
July 2020					

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>United College Group Loan Chief Executive, in consultation with the Deputy Leader, to determine whether the conditions set out in the report have been discharged.</p> <p>Director of Finance, in consultation with the Deputy Leader, to set the interest rate and other terms of the loan.</p> <p>Director of Finance, in consultation with the Deputy Leader, to conclude and execute the loan transaction or transactions referred to above, whether acting independently or with other lenders, including to make such minor adjustments to the precise terms as prove necessary.</p> <p>KEY</p> <p>Report: Part exempt</p>	<p>Director of Finance</p>	<p>Director of Finance</p>	<p>Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)</p>	<p>Before 31 Jul 2020</p>	<p>Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk</p>