



## **LONDON BOROUGH OF BRENT**

### **MINUTES OF THE CABINET Monday 11 December 2017 at 6.00 pm**

PRESENT: Councillor Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Farah, Hirani, Miller, Southwood and Tatler

#### **1. Apologies for Absence**

An apology for absence was received from Councillor M Patel (Lead Member for Children and Young People). Councillor Butt conveyed apologies for absence from Carolyn Downs, the Council's Chief Executive.

#### **2. Declarations of Interest**

There were no declarations of interest.

#### **3. Minutes of the Previous Meeting**

RESOLVED:-

that the minutes of the previous meeting held on 13 November 2017 be approved as an accurate record of the meeting.

#### **4. Matters Arising (if any)**

None.

#### **5. Petitions (if any)**

None.

#### **6. Performance Report, Q2 (July - Sept.) 2017/18**

Councillor Margaret McLennan, Deputy Leader of the Council, introduced the report and supporting performance scorecard (Appendix A) to set out the position on the Council's performance in the second quarter of 2017/18.

Councillor McLennan stated that the content and format of the report and scorecard have been revised to focus primarily on the Brent 2020 priorities and then on the Borough Plan priorities. She stated that the purpose of this report is to provide Cabinet with a corporate overview of performance information linked to the Brent 2020 and Borough Plan priorities, to support informed decision-making and to manage performance effectively.

She reminded Cabinet that the Brent 2020 vision provides a strategic picture of where the Council would like to be by 2020 and how it intends to get there. The Brent 2020 vision is designed to complement the Borough Plan over the next five years. Its five themed priorities are as follows:

- Employment and Skills – to respond to the increase in the working age population and lift people out of poverty and welfare dependency.
- Regeneration - to improve the economic, social and environmental conditions in the borough.
- Business and Housing Growth - to maximise the tax base to support the delivery of core services.
- Demand Management - to manage the pressure on needs led budgets such as children's social care, adult social care and homelessness.
- Raising Income - to support the delivery of core services.

Councillor McLennan stated that the Corporate Performance Scorecard (Appendix A) sets out the suite of key performance indicators (KPIs) being monitored corporately. Commentary is mandatory in line with the current performance framework and is included in the scorecard.

**RESOLVED** that:

- 6.1 The performance information contained in the report be noted; and
- 6.2 The current and future strategic risks associated with the information provided be considered.

## **7. First Wave Housing Ltd - Services Agreement**

Councillor Muhammed Butt, Leader of the Council, stated that the report sets out the proposal to enter into a Services Agreement between the Council and First Wave Housing Ltd, which requires Cabinet consent.

Councillor Butt stated that Housing Management services have now been brought in-house, but the Council has retained First Wave Housing Ltd (formerly Brent Housing Partnership Ltd) as an arms-length organisation with Registered Provider status.

He stated that the Council has been asked by First Wave Housing Ltd to provide it with services as detailed in the report. A medium-term (four-year) Services Agreement is considered appropriate by both First Wave and Council Officers. The Services Agreement will require the Council to procure and directly deliver a number of services and provide a number of functions in return for a fee and reimbursement of costs incurred directly on behalf of First Wave Housing Ltd.

**RESOLVED** that:

- 7.1 The Council's entry into a four-year Services Agreement with First Wave Housing Ltd to provide a range of support services be approved; and

- 7.2 Any future variation to the Services Agreement is delegated to the Chief Finance Officer in conjunction with the Leader.

## 8. **Budget Strategy and Financing Update**

Councillor Margaret McLennan, Deputy Leader of the Council, stated that the purpose of this report is to set out the Council's budget proposals for 2018/19. The report, she stated, therefore includes other key activities in relation to setting the 2018/19 budget, including dealing with any surplus on the Council's collection fund and updating the position on the proposed London business rates pilot pool. The report also provides a general update on the overall financial position, including an assessment of the Chancellor of the Exchequer's Autumn Budget on 22 November 2017.

Councillor McLennan informed Cabinet that, subject to the results of consultation and scrutiny, it is envisaged that the budget proposals set out in this report would then form the basis of the budget to be agreed at the Full Council meeting of February 2018. For the avoidance of doubt, all of the proposals included in this report were set out for Council in February 2017, together with the results of the consultation carried out leading up to that.

Councillor McLennan stated that no new budget proposals are recommended by way of this report and the position for 2018/19 is still broadly in line with that estimated in February 2017 and updated since.

Agreeing the proposals in this report, all of which were consulted on and agreed in February 2017 will enable the council to set a balanced budget in 2018/19, in accordance with the statutory obligations.

The report also asks Cabinet to take decisions necessary to enable the council to participate in the London Business Rates Pool should this be in the council's interests.

### **RESOLVED** that:

- 8.1 The overall financial position be noted;
- 8.2 The budget proposals for 2018/19 that were previously agreed at the Council meeting of 27 February 2017, as set out in Appendix A, be endorsed;
- 8.3 The technical assumptions underpinning the budget as set out throughout the report, be endorsed;
- 8.4 The results of the extensive consultation on the budget proposals and a council tax increase of 3.99% that was carried out between November 2016 and January 2017 with local residents, businesses and other stakeholders, be noted;
- 8.5 The approach to consultation between December 2017 and January 2018, as set out in section 4 of the report, be noted;

8.6 The estimated Collection Fund balance relating to Council Tax for 2018/19 as a surplus of £1.856m (Brent's share being £1.503m) and note the current estimated balance relating to NNDR for 2018/19 as zero (no surplus or deficit), be agreed;

8.7

- i. Participation in the London Business Rates Pilot Pool for one year with effect from 1 April 2018, in principle, be agreed;
- ii. The decision whether to agree the Designation Order to be issued by the Secretary of State designating the Council as an authority within the London Business Rates Pilot Pool pursuant to 34(7)(1) of Schedule 7B Local Government Finance Act 1988, be delegated to the Chief Finance Officer;
- iii. The Chief Finance Officer be authorised to enter into such Memorandum of Understanding with the participating authorities as may be necessary to implement and/or regulate the pool;
- iv. The authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 be delegated to the City of London Corporation ("COLC") acting as the Lead Authority, subject to agreement of the Designation Order by the Chief Finance Officer;
- v. The Leader of the Council be agreed to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding and that he will respond to the consultations;
- vi. It be noted that the Lead Authority may sub-contract certain ancillary administrative functions within the Pool to the GLA as it considers expedient; and
- vii. The Chief Finance Officer, in consultation with the Leader of the Council, be delegated authority to agree the operational details of the pooling arrangements with the participating authorities.

## 9. **Shared Registration and Nationality Service with Barnet**

Councillor Tom Miller, Cabinet Member for Stronger Communities, informed Cabinet that Brent has been providing Barnet's Registration and Nationality Service under the terms of an Inter Authority Agreement (IAA) since 22nd April 2014. The IAA is for an initial term of five years, with an option to extend for a further 2 years subject to agreement by both parties.

Councillor Miller stated that the IAA also provides an opportunity for both parties to review the arrangement after 3.5 years of operation and to determine whether the arrangement should continue. In the event that either party wished to cease the arrangement, at least six months' prior notice would be required. Accordingly, both parties agreed to jointly review the IAA during 2016/17 to determine whether it should continue and if so, to identify and agree changes to the IAA.

**RESOLVED** that:

- 9.1 The termination of the Inter Authority Agreement with Barnet Council for the provision of a shared Registration and Nationality Service be agreed, by giving notice as required under the Inter Authority Agreement of not less than six months but not more than nine months;
- 9.2 The Strategic Director Resources be delegated authority to agree the precise terms of the exit arrangements applicable to the ending of the Inter Authority Agreement including any continued provision of Information Technology Support relating to the Barnet Registration and Nationality Service;
- 9.3 The financial implications arising from the recommendation to terminate the agreement, as set out within Section 4 of the report (Financial Implications), be noted; and
- 9.4 The potential requirement for the council to enter into a bulk transfer arrangement for pension purposes as set out within paragraph 5.4.2 of the report, be noted.

## **10. Acquisition of land at 136 Honeypot Lane**

Councillor Krupesh Hirani, Cabinet Member for Community Wellbeing, introduced the report seeking Cabinet approval for the acquisition of land at 136 Honeypot Lane as a site for NAIL (New Accommodation for Independent Living) Extra Care housing. Councillor Hirani stated that, as part of terms of sale, the vendor requires that the exchange of contracts takes place before Christmas.

**RESOLVED** that:

- 10.1 Provisions be made to meet future Extra Care housing needs in the borough through investment in land which is suitable to meet local needs, and in a location that promotes the wellbeing of customers; and
- 10.2 The purchase of the land at 136 Honeypot Lane at the price disclosed in the confidential Appendix 2, subject to the Strategic Director of Resources being satisfied that appropriate due diligence checks have been carried out, be agreed.

## **11. London Housing Strategy – Consultation Response**

Councillor Harbi Farah, Cabinet Member for Housing and Welfare Reform, introduced the report advising Cabinet of the Council's response to the Mayor's draft London Housing Strategy. Councillor Farah explained that the reporting deadlines and the deadline of 7 December for submission of responses mean that it has not been possible to present a report to Cabinet prior to this meeting, but that the draft response has been considered internally and has taken on board discussion at those meetings.

Given the importance of the London Housing Strategy in driving future housing policy in London and the need for the Council's own strategies to demonstrate general conformity with it, it is important that Cabinet should be aware of the draft proposals and the issues identified in the response. The final strategy will be published in spring 2018.

**RESOLVED** that:

11.1 The response be noted.

**12. Authority to Award a Contract for a Mental Health Supported Living Scheme**

Councillor Krupesh Hirani, Cabinet Member for Community Wellbeing, stated that, in accordance with Contract Standing Orders 88, this report seeks Cabinet authority to award a care and support contract for a Mental Health Supported Living Scheme at 115 Pound Lane.

He stated that the site at Pound Lane has an Annex that has 14 self-contained studio flats where the Council would like to deliver a supported Living scheme. This report summarises the rationale for this request and the impact on the wider community as well as the financial implication on the London Borough of Brent.

**RESOLVED** that:

12.1 An exemption from the procurement requirements of Contract Standing Order 95 in respect of a contract for Care and Support for a Mental Health Supported Living Scheme at 115 Pound Lane, be agreed;

12.2 The award of a contract for Care and Support for a Mental Health Supported Living Scheme at 115 Pound Lane to Look Ahead Care and Support for an initial term of up to 3 years 9 months with the ability to extend such term by 1 further year, be approved; and

12.3 The anticipated contract start date was noted as being February 2018.

**13. Authority To Award Contracts For Care and Support for Learning Disability Supported Living Accommodation**

Councillor Krupesh Hirani, Cabinet Member for Community Wellbeing, stated that this report requests authority to award 2 contracts each for a period of 3+1+1 years as required by Contract Standing Order No 88. These contracts are for care and support services within supported living accommodation at 7 Kinch Grove and 63 Manor Drive and 54 Beechcroft Gardens.

Councillor Hirani stated that these care and support services will be provided to people aged 18+ who have learning disabilities and an assessed need for care and support as defined by The Care Act 2014. They will deliver enablement focused support which will support individuals to have increased choice, control and independence in line with the Council's strategic objectives for accommodation based care.

He stated that 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.

**RESOLVED** that:

- 13.1 A contract for 24 hour care and support at Kinch Grove be awarded to Voyage Care for a period of 3 years with options to extend for 2 further periods of 1 year (3+1+1); and
- 13.2 A contract for 24 hour care and support at 63 Manor Drive and 54 Beechcroft Gardens be awarded to Dimensions (UK) Ltd for a period of 3 years with options to extend for 2 further periods of 1 year (3+1+1).

**14. Authority to Award Contract for CCTV Supplies and Services**

Councillor Tom Miller, Cabinet Member for Stronger Communities, stated that this report requests authority to award contracts as required by Contract Standing Order 88.

Councillor Miller stated that this report summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends that Members award the contract for Upgrade of CCTV Equipment - Supplies and Services to Tyco Fire and Integrated Solutions (UK) Ltd. The Contract is for a period of two years with a possible one year extension for a maximum sum of £2.3m dependant on the specific CCTV equipment required on individual sites during installation.

**RESOLVED** that:

- 14.1 The contract for Upgrade of CCTV Equipment - Supplies and Services be awarded to Tyco Fire and Integrated Solutions (UK) Ltd. for a period of two years with a possible one year extension for a maximum sum of £2.3m dependant on the specific CCTV equipment required on individual sites during installation.

**15. Parking Services Contract**

Councillor Eleanor Southwood, Cabinet Member for Environment, introduced the report which identifies a preferred option for the future procurement of the Council's Parking Services Contract.

Councillor Southwood stated that three procurement options have been considered for this contract, whose first five year term expires in July 2018:

- re-tendering the contract;
- establishing a new in-house team; or
- extending the Serco contract by up to five years.

Councillor Southwood stated that the report sets out why the latter option is recommended: to facilitate service improvements, efficiencies and savings; and minimise service and financial risks. The extension period will also provide an opportunity to test new approaches to enforcement and ways of working; and provide space to develop a preferred strategic option for the council in respect of the future delivery of parking and other environmental services.

**RESOLVED** that:

- 15.1 It be agreed to exercise the option to extend the Parking Services Contract by four years and nine months to 31 March 2023, for the reasons set out in Section 5 of the report.

**16. Authority to Award Contract for Arboricultural Services**

Councillor Eleanor Southwood, Cabinet Member for Environment, introduced the report requesting authority to award a contract as required by Contract Standing Order No 88. Councillor Southwood stated that 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.

**RESOLVED** that:

- 16.1 The Arboricultural Services Contract to be awarded to Gristwood and Toms Ltd for a period of five (5) years from 1<sup>st</sup> April 2018, with an option to extend for up to two (2) additional years.

**17. Tree Management Policy**

Councillor Eleanor Southwood, Cabinet Member for Environment, stated that the Council is committed to managing the Borough's tree stock successfully. She stated that the revised Tree Management Policy has been developed to consider the benefits and importance of maintaining the Council's trees. It aims to raise the profile, value and appreciation of trees in the borough, to improve understanding of tree issues, manage expectations and to meet the challenge of adapting to climate change in the coming decades.

Councillor Southwood stated that the policy also recommends a risk management-based approach to mitigate against insurance claims arising from damage to property and/or personal injury caused by trees.

The report also draws together all relevant services to provide a single comprehensive policy covering the management of trees that fall within service areas of: Street Trees; Parks & Cemeteries; Planning; Highways & Infrastructure; and Housing Management.

**RESOLVED** that:

- 17.1 The Council's revised Tree Management Policy, set out in full as the Appendix to the report, be approved.

**18. Quietway – Phase 2: Wembley Park to Harrow Weald**

Councillor Eleanor Southwood, Cabinet Member for Environment, introduced the report on the proposed phase 2 Quietway cycle route from Wembley Park to Harrow Weald. This includes two spurs: one to Wembley Central station; and the second along Churchill Avenue to Kenton Road. The programme is at an early stage with only an indicative route, passing through the central and northern parts of the borough.

**RESOLVED** that:



- 18.1 The route of the proposed Quietway through Brent be agreed, and it be noted that the scheme is to be continued to detailed design and consultation; and
- 18.2 The Head of Highways and Infrastructure in consultation with the Lead Member for Environment, be authorised to undertake any necessary statutory and non-statutory consultation and consider any objections or representations regarding the proposed Quietway route and interventions. If there are no objections or representations, or the Head of Highways and Infrastructure in consultation with the Lead Member for Environment considers the objections or representations are groundless or insignificant, the Head of Highways and Infrastructure in consultation with the Lead Member for Environment be authorised to deliver the scheme. Otherwise, the Head of Highways and Infrastructure in consultation with the Lead Member for Environment be authorised to refer objections or representations to the Cabinet for further consideration.

**19. Decision to delegate authority for the award of contracts for three named schemes within the South Kilburn Regeneration Programme**

Councillor Shama Tatler, Cabinet Member for Regeneration, Growth, Employment and Skills, introduced the report stating that the regeneration of South Kilburn is a fifteen year programme which is approximately half way through. It aims to transform the area into a sustainable and mixed neighbourhood and create a real sense of place and belonging. The programme will deliver around 2,400 new homes of which 1,200 will be made available for social rent for existing South Kilburn, secure council tenants. To date 1073 new homes have been delivered with 60% (639) new homes having been made available for existing secure tenants of South Kilburn.

The Council's objective is to provide high quality new homes with values driven from market sales in order to maintain the viability of the Regeneration Programme in the long-term, and to achieve a substantial improvement in the living conditions of existing South Kilburn secure Council tenants.

Councillor Tatler stated that the South Kilburn Masterplan review took place in 2016, and that the community is at the heart of the decision making process. She outlined that the Council had taken an inclusive and participatory approach to consultation and engaged with residents and stakeholders of South Kilburn with extensive local consultation from July through to December, which directly fed into the drafting of a revised South Kilburn Supplementary Planning Document 2017 (SPD). The SPD was adopted by Cabinet on the 19 June 2017 and will be an important document in determining how this area continues to transform over the next 10-15 years.

Councillor Tatler stated that the South Kilburn Regeneration Programme also includes the delivery of a new larger high quality urban park and an improved public realm, a new local primary school, new health facilities, new retail facilities, an Enterprise Hub and Community Space, improved environmental standards and a South Kilburn District Energy System. The South Kilburn Programme has been

recognised for exemplar design for new build homes as well as landscape projects and has won a number of prestigious awards.

Councillor Tatler thanked Marie Frederick, Senior Project Manager, and Jill Rennie, Senior Project Manager, for their work on this report.

This report seeks approval to authorise the Strategic Director of Regeneration and Environment to appoint multi-disciplinary design teams and a developer partner for the named sites within the South Kilburn Regeneration Programme in order to speed up the design process and also the delivery process. This will help to ensure that the programme timescales as envisaged and as communicated can be achieved.

**RESOLVED** that:

- 19.1 The Strategic Director of Regeneration and Environment in consultation with the Lead Member Regeneration, Growth, Employment and Skills be delegated authority to award the contract for a Multi-Disciplinary Design Team to progress with the design process to prepare a detailed planning application for the proposed comprehensive redevelopment of the 1-8 Neville, 1-64 Winterelys, 113-128 Carlton House and Carlton Hall Site;
- 19.2 The Strategic Director of Regeneration and Environment in consultation with the Lead Member Regeneration, Growth, Employment and Skills be delegated authority to award the contract for an architecturally led Multi-Disciplinary Design Team to progress the design process to prepare a detailed planning application for the proposed comprehensive redevelopment of the Hereford House and Exeter Court Site; and
- 19.3 The Strategic Director of Regeneration and Environment in consultation with the Lead Member Regeneration, Growth, Employment and Skills to be delegated award a contract for a Developer Partner for the Redevelopment of the Chippenham Gardens Site.

**20. Reference of item considered by Scrutiny Committees (if any)**

None.

**21. Exclusion of Press and Public**

None

**22. Any Other Urgent Business**

None.

This being the last Cabinet meeting of 2017, Councillor Muhammed Butt, Leader of the Council, wished all Brent residents, staff and Councillors a Merry Christmas and Happy New Year.

The meeting ended at 6.28 pm

COUNCILLOR MUHAMMED BUTT  
Chair