



Forward Plan Select Committee

Thursday, 8 July 2010 at 7.30 pm

Committee Room 3, Brent Town Hall, Forty Lane,
Wembley, HA9 9HD

Membership:

Members

Councillors:

Allie (Chair)
Hirani (Vice-Chair)
Mrs Bacchus
Lorber
Naheerathan
Ogunro
BM Patel
Van Kalwala

first alternates

Councillors:

Beck
Aden
Oladapo
Brown
Al-Ebadi
Chohan
HM Patel
A Choudry

second alternates

Councillors:

Matthews
Adeyeye
Sheth
Matthews
Beckman
A Choudry
Steel
Daly

For further information contact: Toby Howes, Senior Democratic Services Officer,
020 8937 1307, toby.howes@brent.gov.uk

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www.brent.gov.uk/committees

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

Item	Page
1 Declarations of Personal and Prejudicial interests	
Members are invited to declare, at this stage of the meeting, any relevant financial or other interest in the items on this agenda.	
2 Deputations (if any)	
3 Minutes of the Previous Meeting held on 25 March 2010	1 - 4
The minutes are attached.	
4 Matters Arising (if any)	
5 Call-in of Executive Decisions from the Meeting of the Executive held on Wednesday, 23 June 2010	
There were no call-ins at the time of publication of the agenda. The deadline for call-ins is Wednesday, 30 June 2010.	
6 The Executive List of Decisions for the Meeting that took place on Wednesday, 23 June 2010	5 - 14
The List of Decisions from the meeting of the Executive that took place on Wednesday, 23 June 2010 is attached.	
7 Briefing Notes/Information Updates requested by the Select Committee from earlier versions of the Forward Plan	15 - 18
<i>Equalities Impact on Finance Modernisation Project</i>	
The Select Committee requested a briefing note on this item to update Members as to whether there has been any impact on equality from the Finance Modernisation project.	
8 The Forward Plan - Issue 3	19 - 32
Issue 3 (12.07.10 to 08.11.10) of the Forward Plan is attached.	

9 Items considered by the Executive that were not included in the Forward Plan (if any)

None.

10 Date of Next Meeting

The next scheduled meeting of the Select Committee is scheduled for Wednesday, 11 August 2010 at 7.30 pm.

11 Any Other Urgent Business

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order 64.



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.
 - Toilets are available on the second floor.
 - Catering facilities can be found on the first floor near The Paul Daisley Hall.
 - A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge

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LONDON BOROUGH OF BRENT

MINUTES OF THE FORWARD PLAN SELECT COMMITTEE Thursday, 25 March 2010 at 7.30 pm

PRESENT: Councillor Long (Chair), Councillor Castle (Vice-Chair) and Councillors Mistry and Gupta

Apologies were received from: Councillors V Brown, HB Patel and Powney

1. **Declarations of Personal and Prejudicial Interests**

None declared.

2. **Deputations (if any)**

None.

3. **Minutes of the Previous Meeting held on 3 March 2010**

RESOLVED:-

that the minutes of the previous meeting held on 3 March 2010 be approved as an accurate record of the meeting.

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

None.

5. **Call-in of Executive Decisions from the Meeting of the Executive on Monday, 15 March 2010**

There were none.

6. **The Executive List of Decisions for the Meeting that took place on Monday, 15 March 2010**

RESOLVED:-

that the Executive List of Decisions for the meeting that took place on Monday 15 March 2010 be noted.

7. **Briefing Notes/Information Updates requested by the Select Committee following consideration of Issue 11 (2009/10) of the Forward Plan**

7.1 Brent Equalities Monitoring

RESOLVED:-

that the briefing note on Brent Equalities Monitoring be noted.

7.2 CCTV Enforcement of MTCs

RESOLVED:-

that the briefing note on CCTV enforcement of Moving Traffic and Parking Contraventions be noted.

8. Briefing Notes/Information Updates requested by the Select Committee from earlier versions of the Forward Plan

8.1 Adult Social Care Annual Performance Assessment 2008/09

The committee expressed their disappointment that the Lead Member for Adults, Health and Social Care had been unable to attend this meeting to respond to questions on this item.

Martin Cheeseman, Director of Housing and Community Care, introduced the report on the Adult Social Care Annual Performance Assessment 2008/09, which went to the Executive on the 18 January 2010. The report advised members on the Annual Performance Assessment (APA) judgement for Adult Social Care for 2008/09, published by the Care Quality Commission (CQC). Martin Cheeseman explained that overall the council was judged to be performing well. He added that the report identified areas requiring further improvement and summarised action taken to date.

Martin Cheeseman advised that councils were supposed to have been assigned a business manager from the commission to work with the council throughout the year, but due to internal problems in the commission, the council was never assigned one. This, he explained, meant that the only contact that the council had with the commission was when they came in to do their assessment. Martin Cheeseman stated that the council were now looking towards next year's assessment. The council, he advised, had been assigned a business manager from the commission who would be looking especially closely at areas such as safeguarding and how the council was responding to the personalisation agenda.

In response to a query around safeguarding, Martin Cheeseman explained that if a council was given an adequate in safeguarding, it could only get an adequate overall. He advised the committee that the Safeguarding Senior Practitioner post, referred to in the report, had now been filled. He also stated that an independent chair had now been appointed to the Adults Safeguarding Board. With regards to the launch of the pan-London safeguarding procedures, Martin Cheeseman advised that the launch had been delayed because the proposed procedures were not considered fit for purpose by the Adult Social Care Directors. He added that it was hoped that a revised set of proposed procedures would be put forward within the next couple of months.

In responding to a question regarding when the reablement service, noted in paragraph 4.6.3 of the report, was due to begin, Martin Cheeseman explained that it would start from April 2010. He added that reablement was about helping people 'to do' more for themselves to enable them to become independent and protect them from unnecessary admission to long term residential care. He advised that evidence suggested that 50-60% of the people who go through the service do not need to use the service again afterwards. He explained that not only was the service therefore cost effective but also helped people to get back into the community and lead independent lives. In response to a concern regarding what would happen to those who had gone through the service but were still not able to look after themselves, Martin Cheeseman explained that the person would be reassessed and a regular care package would begin if required.

The importance of maintaining personal dignity and respect was noted by the committee. In response to a question regarding how new councillors would be kept informed of what was going on in adult social services and the personalisation agenda, Martin Cheeseman explained that as usual they would be carrying out the normal member induction sessions with all councillors after the elections. He added that there may be a need to carry out specific briefings and sessions with councillors on the personalisation agenda.

A concern was raised regarding the difficulties in recruiting occupational therapists. It was asked whether the pan-London procedures would prevent individual London boroughs from paying occupational therapists more than other boroughs. Martin Cheeseman explained that the pan-London procedures would not cover this. In response to a comment regarding the need for robust IT and financial systems to implement self directed care services, Martin Cheeseman explained that 'frameworki' was considered to be a good system and that work was currently being carried out to make the system more user-friendly.

RESOLVED:-

that the Executive report on the Adult Social Care Annual Performance Assessment 2008/09 be noted.

8.2 Petition for Changes to the Consultation Process

At the last Forward Plan Select Committee meeting, the committee requested that a further briefing note on this item be provided to the committee. However, the briefing note was not provided to the committee in time for this meeting. The committee therefore requested that the briefing note be provided to the next Forward Plan Select Committee meeting.

RESOLVED:-

that the briefing note on the information requested by the Forward Plan Select Committee, regarding petition for changes to the consultation process, be provided to the next meeting of the Forward Plan Select Committee.

9. Briefing Notes/Information Updates requested by the Select Committee that are not on the Forward Plan

Funding to Transform Learning in Primary Schools

RESOLVED:-

that the briefing note on the funding to transform learning in Primary Schools be noted.

10. The Forward Plan - Issue 12

RESOLVED:-

Issue 12 of the Forward Plan (05.04.10 to 02.08.10) was before Members of the Select Committee. Following consideration of Issue 12 of the Forward Plan, the Select Committee made no information or briefing note requests.

11. Items considered by the Executive that were not included in the Forward Plan (if any)

None.

12. Date of Next Meeting

It was noted that the next meeting of the Forward Plan Select Committee was scheduled to take place on Wednesday 28 April 2010.

13. Any Other Urgent Business

None.

The meeting closed at 8.05 pm

J LONG
Chair

**London Borough of Brent
Summary of Decisions taken by the Executive
on Wednesday, 23 June 2010**

PRESENT: Councillor John (Chair), Councillor Butt (Vice-Chair) and Councillors Arnold, Beswick, Crane, Jones, J Moher, R Moher, Powney and Thomas

ALSO PRESENT: Councillors Cummins and Sheth

Agenda Item No	Item	Ward(s)	Decision
5.	Appointment to Committees 2010/11		<p>(i) that approval be given to the following appointments for the London Councils Grant Committee (Associated Joint Committee):</p> <p>LONDON COUNCILS GRANTS COMMITTEE (ASSOCIATED JOINT COMMITTEE)</p> <p>R MOHER Arnold (Deputy) Butt (Deputy) Jones (Deputy)</p> <p>(ii) that the following appointments of Members, Chair and Vice Chair to the Highways Committee by the Leader be noted:</p> <p>HIGHWAYS COMMITTEE (5/0/0)</p> <p>BESWICK John BUTT Arnold JONES R Moher J MOHER (C) Thomas POWNEY (VC) Crane</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
6.	Award of contract for construction of Kingsbury intergenerational children's centre	Fryent; Queensbury;	(i) that approval in principle be given to the development of the Kingsbury Intergenerational Children's Centre (as described in the report from the Director of Children and Families) on the site of Kingsbury High School; (ii) that approval be given to the submission of a revised planning application for that scheme.
7.	Award of building contract for the extension work at Sudbury Primary School	All Wards;	(i) that approval be given to the award of a contract for pre-construction services to Morgan Ashurst in relation to the construction works at Sudbury Primary School; (ii) that approval be given to the award of a contract to Morgan Ashurst, with a maximum sum stated in the report from the Director of Children and Families, for the construction works at Sudbury Primary School to provide part new build accommodation and part remodel (and refurbishment) of the existing buildings.
8.	Brent Local Development Framework - adoption of the core strategy	All Wards;	that Full Council be recommended to adopt the Core Strategy, as submitted to the Secretary of State and incorporating the changes recommended by the Inspector, and set out in Appendix 1 of the report from the Director of Environment and Culture.
9.	Enforcement of moving traffic and parking contraventions by means of CCTV cameras	All Wards;	(i) that a resolution be placed before Full Council seeking approval for the transfer of powers to the Council from the Metropolitan Police to enforce moving traffic contraventions, as is required by the London Local Authorities and Transport for London Act 2003 and that 1 January 2011 be the date from which the Borough will take on these powers;

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>(ii) that officers be authorised to carry out all necessary steps to enable the Borough Council to begin enforcement on 1 January 2011 in accordance with the Code of Practice for operation of CCTV enforcement cameras in the London Borough of Brent;</p> <p>(iii) that the full set-up costs of introducing the CCTV enforcement of MTCs (£1,104,000) be funded through prudential borrowing (as referred to in paragraph 8.2 of the report from the Director of Environment and Culture), the costs of which will be met from income generated by the scheme;</p> <p>(iv) that the scheme be monitored from the appointed start date and that a review be carried out following six and twelve months of operation;</p> <p>(v) that the Head of Transportation be authorised to enter into such agreements or arrangements as he sees fit for the enforcement of MTCs referred to in Appendix A of the Director’s report which occur on those parts of boundary roads which fall within the areas of neighbouring boroughs.</p>
10.	Main programme grant funding 2010/2011	All Wards;	<p>(i) that approval be given to the allocation of the Main Programme Grants for 2010/11 as summarised in Appendix A and detailed in individual reports attached as Appendix B to the report from the Director of Housing and Community Care;</p> <p>(ii) that it be noted that the funding recommendations will commence on 1st July 2010;</p> <p>(iii) that all funding made be subject to the Council’s Grant Conditions,</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>and that the funding be subject to each organisation agreeing and abiding by a statement of purpose with the Council;</p> <p>(iv) that it be noted that of the 12 organisations that previously received funding in 2009/10, 11 have re-applied. One organisation did not re-apply and therefore has not been recommended for the grant. Another organisation also applied for the three-year funding and has been recommended and therefore its one- year grant has not been recommended.</p>
11.	Main Programme Grant - funding for organisations providing Regeneration, Crime and Community Safety Services (3 year funding)	All Wards;	<p>(i) that the schemes and funding allocations recommended in paragraph 3.16 of the report from the Director of Housing and Community Care be noted and approved, the allocations to be made from 1st July 2010 until 31st March 2013;</p> <p>(ii) that officers' individual assessment reports for all the organisations that applied for funding detailed in Appendix E be noted, as summarised with officers' recommendations and set out in Appendix D of the Director's report;</p> <p>(iii) that all funding be made subject to the Council's Grant Conditions and that each organisation approved, sign an agreement with the Council, stating the purpose of the grant and expected outcomes before funding is released;</p> <p>(v) that it be noted that an exit fund of approximately £48,908 will be created for organisations previously funded from the MPG but were unsuccessful in their bid for the new fund;</p> <p>(v) that in cases where an organisation either declines their grant</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			during the funding period or the grant is withdrawn for performance reasons, that the decision to re-allocate the fund be delegated to the Director of Housing and Community Care.
12.	Amendment to Housing and Social Care Non HRA PFI project - authority to award Phase 2 of contract report	All Wards;	<p>(i) that the revised total of units to be delivered at Phase 2 of the scheme is 169 units instead of the 165 units that were reported to members in the report presented on 15 March 2010;</p> <p>(ii) that the revised total of 169 units at Phase 2 of the scheme be agreed, taking the total units for Phase 1 and Phase 2 to 384 as set out in paragraph 4.6 of the report submitted to the Executive on 15 March 2010.</p>
13.	Brent Council becoming a national beacon of diversity best practice	All Wards;	<p>(i) that the report be noted;</p> <p>(ii) that the eight key indicators which will ensure that Brent Council becomes a national beacon of diversity best practice be endorsed;</p> <p>(iii) that as part of achieving our aspiration for Brent Council to become a national beacon of diversity best practice, the five stage approach to meeting the EFLG assessment be endorsed.</p>
14.	South Kilburn Regeneration - next steps	Kilburn; Queens Park;	<p>(i) that the progress made on the South Kilburn Regeneration project as set out in the report from the Directors of Policy and Regeneration and Housing and Community Care be noted;</p> <p>(ii) that the remainder of Phase 1 of the regeneration proposals be progressed in line with the overall phasing strategy, incorporating the redevelopment of Cambridge Court, Wells Court, Hicks Bolton House, Bond House and Ely Court;</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>(iii) that it be noted that officers are working with the Homes and Communities Agency to prepare a short, medium and long term investment strategy for South Kilburn;</p> <p>(iv) that officers progress a detailed planning application for Cambridge Court (Zone 6i) and Wells Court (Zone 6D) for approximately 105 new homes;</p> <p>(v) that officers progress a detailed planning application for the Ely Court site (Zones 6iii and 6iv);</p> <p>(vi) that officers progress a detailed planning application for the Bond House and Hicks Bolton House sites (Zones 13N and 13S);</p> <p>(vii) that it be noted that the new social rented housing developed as part of the above sites has the primary purpose of delivering decant accommodation for residents from blocks within Phase 2 of the regeneration programme;</p> <p>(viii) that officers be authorised to begin the procurement process to assemble an EU compliant framework of prospective developer partners to bring forward the remaining Phase 1 sites, and future Phase 2 and 3 sites;</p> <p>(ix) that approval be given to the assessment criteria set out in paragraph 3.24 of the Directors’ report which will be used to select prospective development partners for inclusion on the framework;</p> <p>(x) that approval be given to the making of compulsory purchase orders (CPOs) to acquire (a) the leasehold interests listed in appendix 2 of</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>the Directors' report (the CPO Land) and (b) any new rights in the CPO Land which may be required under section 13 of the Local Government (Miscellaneous Provisions) Act 1976;</p> <p>(xi) that approval be given to the submissions of the CPOs, once made, to the Secretary of State for confirmation whilst at the same time seeking to acquire the land by private negotiated treaty on such terms as may be agreed by the Director of Finance and Corporate Resources;</p> <p>(xii) that approval be given to:</p> <p>(a) the Director of Housing and Community Care entering into agreements and make undertakings on behalf of the Council with the holders of interests in the CPO Land or parties otherwise affected by the Scheme setting out the terms for the withdrawal of their objections to the confirmation of the CPOs and including the offering back of any part of the CPO Land not required by the Council after the completion of the development or the acquisition of rights over the CPO Land in place of freehold acquisition, where such agreements are appropriate;</p> <p>(b) the making of one or more general vesting declarations or service of Notices to Treat and Notices of Entry (as appropriate) pursuant to the Compulsory Purchase (Vesting Declarations) Act 1981 and the Compulsory Purchase Act 1965 respectively should the CPOs be confirmed by the Secretary of State;</p> <p>(c) the service of all requisite notices on the holders of the CPO Land relating to the making and confirmation of the CPOs;</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>(d) the Director of Housing and Community Care removing from the CPOs any plot (or interest therein) no longer required to be acquired compulsorily for the scheme to proceed and to amend the interests scheduled in the CPOs (if so advised) and to alter the nature of the proposed acquisition from an acquisition of existing property interests to an acquisition of new rights (if so advised);</p> <p>(e) the Director of Housing and Community Care within the defined boundary of the CPO Land, acquiring land and/or new rights by agreement either in advance of the confirmation of compulsory purchase powers, if so advised, or following the confirmation of compulsory powers by the Secretary of State;</p> <p>(f) the Director of Housing and Community Care, if so advised, seeking to acquire for the Council by agreement any interest in land wholly or partly within the limits of the CPO Land for which a blight notice has been validly served.</p> <p>(xiii) that approval be given to enter into a legal agreement with the South Kilburn Neighbourhood Trust (SKNT) requiring the repayment to SKNT of New Deal for Communities (NDC) Grant of up to £2.5m in 2009/10 and 2010/11 used to fund leaseholder buy backs in the next demolition phase of the South Kilburn redevelopment programme;</p> <p>(xiv) that the proposals set out in paragraphs 3.9-3.13 of the Directors' report to establish a consistent, effective and efficient approach to neighbourhood management in South Kilburn be noted;</p>

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
			<p>(xv) that authority be delegated to the Director of Housing and Community Care in consultation with the Lead Member for Housing and Customer Services, to agree the proposed allocation policy for phase 1 as set out in Appendix 1 to the Directors’ report or with such amendments as he sees fit following consultation with residents and stakeholders.</p> <p>(xvi) that approval be given to the ongoing community engagement and consultation approach set out in paragraphs 3.29-3.33 of the Directors’ report;</p> <p>(xvii) that the Director of Housing and Community Care be authorised to seek the Secretary of State’s consent to the disposal and redevelopment of phase 1 sites on the estate for the purposes of ground 10A of Schedule 2 to the Housing Act 1985 to enable the Council to apply for a court order to obtain vacant possession of residential dwellings let under secure tenancies.</p>
15.	Code of Corporate Governance	All Wards;	that the Code of Corporate Governance as appended to the report from the Director of Finance and Corporate Resources and the Borough Solicitor be adopted.
16.	Authority to Award a contract for Office Supplies	All Wards;	that approval be given to the award of the contract for office supplies to Office Depot (UK) Ltd for a term of 3 years 9 months commencing on 1 July 2010.
17.	National non domestic rate relief and hardship relief	All Wards;	that approval be given to the discretionary rate relief applications as set out in appendices 2, 3 and 4 of the report from the Director of Finance and Corporate Resources.

London Borough of Brent – Summary of Decisions taken by the Executive on Wednesday, 23 June 2010 (continued)

Agenda Item No	Item	Ward(s)	Decision
18.	Exclusion of Press and Public		

Briefing Note for the Forward Plan Select Committee on Equalities Impact of Finance Modernisation Project

SERVICE AREA: Finance

Report Title:- Briefing Note on Equalities Impact on Finance Modernisation Project

At the Forward Plan Select Committee meeting on 24 September 2009, it was agreed that a briefing note would be presented to update the committee as to whether there has been any impact on equality from the Finance Modernisation project.

A consultation period is currently underway with staff to consider the proposed new structures arising from the Finance Modernisation project. A draft Impact Needs / Requirement Assessment form has been completed and the key initial findings are set out below. However, it should be noted that this is very much an ongoing process, and that we will continue to monitor the equality impact of the proposals over the next few months.

The INRA's initial finding is that the Finance Modernisation project is consistent with the comprehensive equality policy, as the changes that finance will deliver through implementing the transformation programme will not only improve the efficiency of the service provision, it will ensure greater consistency in the delivery of the service, better information, lower costs and it will also significantly improve the customer experience.

Throughout the project lifecycle the Project Team have followed relevant council policies including Managing Change and Recruitment and Selection. By following corporate policy and guidelines, equalities considerations are automatically integrated into the proposed changes. For example, recruitment and selection policies, procedures, guidance and training specifically reference equality and diversity issues, including discrimination and relevant legislation. Selection panel members are required to attend recruitment training which includes equality and diversity before participating in the selection process.

A stakeholder assessment of customer needs has been carried out as part of the project, and a communications plan is in place to communicate with the various customer groups to ensure that all staff and partner organisations are aware of the changes and its impact on customers, and that they are able to provide adequate information in response to customer enquiries. There are 4 key customer groups that will be affected by the proposed changes:

Finance Staff

The role of Finance Staff across the authority will be changing quite significantly. Following the restructure some remaining Finance staff will be put into new teams, some will have to relocate and most will have completely new jobs.

A number of existing finance staff have flexible working arrangements in their existing roles. Staff will need to reapply for these flexible working initiatives when they move into their new teams/roles. There is a possibility that this will have an adverse impact

on staff with caring responsibilities or staff with young children, particularly in the event where their applications for flexible working maybe rejected.

A disproportionate number of women have been ringfenced to jobs in the new structure as opposed to being assimilated even though they make a greater percentage of the workforce, and a greater percentage of staff who work in finance. This is due to the fact that most of the assimilated jobs are in the specialist finance team and are at higher grades. Most of these posts have traditionally being held by men.

The draft INRA recommends that wherever existing flexible working arrangements and/or contracts exist, these should be considered in the new structure. If flexible patterns can be maintained, particularly where staff have care responsibilities for children or adults, then these should be enabled and encouraged. Flexible working patterns and arrangements should be discussed with affected post holders prior to the start of new contract arrangements.

Service Areas/Internal Customers

Internal customers will be directly impacted, as a result of the introduction of new income and payment processes. Internal customers that carry out finance related activities will receive the relevant training and communications to prepare them for the change.

External Customers

External customers will be impacted by the new income and payment processes. This will be communicated to customers via letter, email and the internet. The new processes include additional payment methods which enable additional accessibility and access to customers needing to make a payment to the Council.

Although there is no evidence to suggest an adverse impact on a particular group, special provisions will need to be made to ensure that vulnerable customers and hard to reach groups (elderly, disabled, customers with limited English and customers with learning difficulties) not only receive information about the proposed changes but received the information via a medium that is accessible and preferred by them.

External suppliers

External suppliers will be affected as a result of changes to the payment process. This will be communicated to the suppliers via letter and emails. The changes should benefit the suppliers by ensuring that Brent make prompt payments and resolve supplier queries quickly and efficiently. Arguably, this could most benefit smaller businesses, which probably include a large percentage of ethnic minority and/or women owners.

Recommendations

As the modernisation process will take place over a number of stages, the impact on equalities will continue to be monitored. It is recommended that the new service should regularly monitor the take-up and non-take up of its services as required by the council's equality scheme. This will help to widen and strengthen awareness of the introduction of new processes and to reduce the possibility of some diversity groups being adversely impacted on.

Contact: Duncan McLeod
Extension: 1424
E-mail: duncan.mcleod@brent.gov.uk

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LONDON BOROUGH OF BRENT

THE FORWARD PLAN OF KEY DECISIONS

for the four month period 12 July 2010 to 8 November 2010

The Forward Plan sets out the **key decisions** and other decisions **that the Executive intends to take over the following four months**, together with key decisions by officers. Briefly, a Key Decision is defined by Regulations as an Executive decision which is likely to result in significant expenditure or savings, or have a significant effect on communities living or working in an area comprising two or more wards. In Brent the council will treat as a key decision all decisions taken at a meeting of the Executive whether or not the decision would be classed as a key decision according to the statutory definition.

Decisions made by the Executive are subject to a call-in provision. If any item is called in, the Forward Plan Select Committee (a sub-committee of the Scrutiny Committee, made up of councillors not on the Executive) will meet to consider the item. Following this, the Executive will meet and take into account the recommendations of the select committee. This will usually take place within 4-6 weeks of the original decision. The Executive may then implement or change its decision as it sees fit. The exact date when the recommendations of the Select Committee on a matter are to be considered by the Executive can be obtained from Democratic Services. The Plan is updated monthly. Copies can also be obtained from Democratic Services, Room 06, Town Hall, Forty Lane, Wembley, Middlesex, HA9 9HD, telephone 020 8937 1366 or via e-mail at committee@brent.gov.uk.

Members of the public are entitled to see the reports that will be relied on when the decision is taken unless they contain confidential or exempt information under the Local Government Act 1972 as amended. These are listed in column 3 and will be published on the council's website five clear working days before the date the decision is due to be taken. Paper copies will be made available via Democratic Services as detailed above. The council's Access to Information Rules set out the entitlement of the public to see documents and reports.

Anyone who wishes to make representations regarding any of the matters listed in the Forward Plan can do so by forwarding a written submission to Democratic Services using the above address/telephone number up to one week before the date the decision is to be taken (see column 4). Where a specific decision date has yet to be identified, contact Democratic Services who will forward representations to the Lead Officer.

The current membership of the Executive is as follows:

Cllr John (Corporate Strategy and Policy Co-ordination)
Cllr Butt (Resources)
Cllr Thomas (Housing and Customer Services)
Cllr J Moher (Highways and Transportation)
Cllr R Moher (Adults, Health and Social Care)

Cllr Crane (Regeneration and Economic Development)
Cllr Beswick (Crime Prevention and Public Safety)
Cllr Long (Human Resources and Diversity, Local Democracy and Consultation)
Cllr Powney (Environment, Planning and Culture)
Cllr Arnold (Children and Families)

Publication Date: July 2010

Contact Officer: Anne Reid
email: anne.reid@brent.gov.uk
Tel: 020 8937 1359
Fax: 020 8937 1360

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>Dudden Hill Lane, land adjacent to No. 19 To dispose of land to Housing Association.</p>	Executive	Director of Finance and Corporate Resources	Between 1 Jul 2010 and 30 Sep 2010	Internal	Property and Asset Management Tel: 020 8937 1398 james.young@brent.gov.uk
<p>Budget Strategy 2011/12 and Beyond To consider a proposed strategy to meet the future challenges following changes to the Council's estimated financial position for 2011/12 and the following three years, in light of the 2009/10 outturn, 2010/11 forecasts, and the Government's recent announcements on funding.</p>	Executive	Director of Finance and Corporate Resources	26 Jul 2010	Internal	Director of Finance and Corporate Resources Tel: 020 8937 1424 duncan.mcleod@brent.gov.uk
<p>Relocation of Albert Road Day Care Centre To seek authority to the capital spend appointment of the main contractor IESE framework and the variation of an existing lease with the GAA (London)</p>	Executive	Director of Finance and Corporate Resources	26 Jul 2010	Internal	Property and Asset Management Tel: 020 8937 1334 richard.barrett@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
Disposal of two former park keeper properties on the Barham Park	Executive	Director of Finance and Corporate Resources	Between 2 Aug 2010 and 30 Sep 2010	Internal	Property and Asset Management Tel: 020 8937 1325 louis.eden@brent.gov.uk
Treasury Management Annual Report 2009/10 To recommend that Full Council approve the Treasury Management Report and Annual Investment strategy, note outturn the prudential indicators and approve the mid year treasury report for 2010/11.	Executive	Director of Finance and Corporate Resources	Between 2 Aug 2010 and 31 Aug 2010	Internal	Exchequer and Investment Tel: 020 8937 1472 martin.spriggs@brent.gov.uk
Award of contract for banking, card acquiring and bill payment Services The Director of Finance seeks the Executive to award the contract for Banking, Card Acquiring and Bill payment services from officers' recommendations following a tender process.	Executive	Director of Finance and Corporate Resources	14 Sep 2010	Internal	Procurement and Risk Management Tel: 020 8937 1628 karen.dobson@brent.gov.uk
Land at Elm Gardens To dispose of land to Housing Association.	Executive	Director of Finance and Corporate Resources	Between 1 Sep 2010 and 30 Sep 2010	Ward councillors and the local residents through the planning process	Property and Asset Management Tel: 020 8937 1398 james.young@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>The leasing of the Eton Grove Community Centre To approve the leasing of the building/land for use as a nursery, community centre and sports changing rooms on the terms agreed with the preferred bidder following a non binding open market tender to refurbish or redevelop the existing building.</p>	Executive	Director of Finance and Corporate Resources	14 Sep 2010	Internal	Property and Asset Management Tel: 020 8937 1398 james.young@brent.gov.uk
<p>Performance and Finance Quarter 4, 2009-2010 To note performance, activity and budget information at the end of the last quarter of the financial year and agree any measures required to address under-performance or over-spends identified.</p>	Executive	Director of Policy and Regeneration	26 Jul 2010	Internal	Director of Policy and Regeneration Tel: 020 8937 1032 phil.newby@brent.gov.uk
<p>Brent Engagement Strategy To approve the Brent Engagement Strategy 2010-2014.</p>	Executive	Director of Communication and Diversity	26 Jul 2010	Internal	Head of Consultation Tel: 020 8937 1055 owen.thomson@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>Annual Complaints Report 09/10 To consider a review of complaints submitted during the financial year.</p>	Executive	Phil Newby	26 Jul 2010	Internal	Director of Policy and Regeneration Tel: 020 8937 1032 phil.newby@brent.gov.uk
<p>Transition Services Task Group To approve the recommendations made by the task group in relation services in place for vulnerable young people aged 16 to 24 in Brent</p>	Executive	Director of Policy and Regeneration	26 Jul 2010	Contributors through the review	Policy and Regeneration Tel: 020 8937 1359 andrew.davies@brent.gov.uk
<p>Strategy for the expansion of primary provision To approve the strategy for expanding primary provision which is necessary to accommodate rising pupil numbers.</p>	Executive	Director of Children and Families	26 Jul 2010	Internal	Director of Children and Families Tel: 020 8937 3130 john.christie@brent.gov.uk
<p>Brent Transport Service approval for procurement of managed service contract staff To approve the procurement of a managed service contract over four years</p>	Executive	Director of Children and Families	26 Jul 2010	Internal	Director of Children and Families Tel: 020 8937 3130 john.christie@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>Determination of proposals for the alteration (expansion by one form entry) of Park Lane Primary School To agree the statutory proposals (published on 20 May 2010) for the expansion of Park Lane Primary School to a 2FE school.</p>	Executive	Director of Children and Families	26 Jul 2010	Internal	Director of Children and Families Tel: 020 8937 3130 john.christie@brent.gov.uk
<p>Authority to award works contract for a new build intergenerational Children's Centre C at Kingsbury High School To approve the award of the contract for the new build of Kingsbury Intergenerational Children's Centre (subject to grant of planning permission.</p>	Executive	Director of Children and Families	Between 2 Aug 2010 and 30 Jun 2010	Internal	Director of Children and Families Tel: 020 8937 3130 john.christie@brent.gov.uk
<p>BSF strategy for change To approve the strategy for change to Partnerships for Schools.</p>	Executive	Director of Children and Families	Between 2 Aug 2010 and 30 Jun 2010	Internal	Director of Children and Families Tel: 020 8937 3130 john.christie@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>Statement of licensing policy - Licensing Act 2003 To approve the council's revised statement and submit to Full Council the final approval.</p>	Executive	Director of Environment and Culture	28 Jul 2010	Statutory authorities, members, trade and community representatives.	Health, Safety & Licensing Officer alan.howarth@brent.gov.uk
<p>Soil conditions investigations at St Raphael's and Brentfield estates To consider the report on the findings of investigations into soil conditions at St Raphael's and Brentfield Estates; and to agree the approach to risk management; and remediation where necessary</p>	Executive	Director of Environment and Culture	26 Jul 2010	Brent Housing Partnership, residents' steering group and residents	Environmental Health Tel: 020 8937 5262 yogini.patel@brent.gov.uk
<p>Waste and Street Cleansing Review To approve the implantation of street cleansing efficiency savings. To approve consultation on waste collection proposals.</p>	Executive	Director of Environment and Culture	26 Jul 2010	Area Consultative Forums, residents, community organisations	Head of Environment Management Tel 020 8937 5342 chris.whyte@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>The Brent Placemaking Guide To approve the Placemaking Guide which encourages a reduction in street clutter and provides guidance on the types of materials and street furniture LBB would like to see in its streets and town centres. To give approval for the consultation, publication and marketing arrangements for launching the guide in the public arena</p>	Executive	Director of Environment and Culture	14 Sep 2010	Currently seeking the advice of CABA (Commission for Architecture and the Built Environment) on the draft document	Transportation Unit Tel: 020 8937 5151 tim.jackson@brent.gov.uk
<p>Adoption of new 'Sexual Entertainment Venue' provisions of Local Government (Misc. Provisions) 1982 To resolve to adopt the new provisions of Schedule 3 of the Act specifying a day they will come into effect regulating lap-dancing, strip tease and the like.</p>	Executive	Director of Environment and Culture	14 Sep 2010	Internal	Health, Safety & Licensing Officer alan.howarth@brent.gov.uk

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<p>Controlled Parking Zone (CPZ) work programme 2010/11 To note the timetable of consultation and reports for the 2010/11 work programme.</p>	Highways Committee	Director of Environment and Culture	27 Jul 2010	Internal	Highways and Transportation hossein.amirhosseini@brent.gov.uk
<p>Harrow Road (Wembley) Corridor - traffic scheme To make a decision on whether to close Berkhamsted Avenue at its junction with Harrow Road to traffic as part of the scheme.</p>	Highways Committee	Director of Environment and Culture	27 Jul 2010	Internal.	Transportation Unit Tel: 020 8937 5123 paul.smith@brent.gov.uk
<p>Petition regarding speeding on Temple Road To note the petition and that a scheme is currently being designed to access the issue.</p>	Highways Committee	Director of Environment and Culture	27 Jul 2010		Transportation Unit Tel: 020 8937 5140 chris.margetts@brent.gov.uk
<p>Review of Consultations in Transportation To approve proposed revised options to procedures and practice.</p>	Highways Committee	Director of Environment and Culture	19 Oct 2010	Internal	Transportation Unit Tel: 020 8937 5151 tim.jackson@brent.gov.uk

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<p>Criteria for transport services To seek approval for the introduction of an eligibility criteria for transport services in adult social care.</p>	Executive	Director of Housing and Community Care	Between 1 Jul 2010 and 31 Aug 2010	Internal	Quality and Support lance.douglas@brent.gov.uk 020 8937 4048
<p>Modernisation of Direct Services To seek approval for plans to modernise Direct Services provided by the London Borough of Brent.</p>	Executive	Director of Housing and Community Care	26 Jul 2010	Internal	Adult Social Care Tel: 020 8937 4230 alison.elliott@brent.gov.uk
<p>BALMO New Build Programme To approve the disposal of the Ander Close, Mead Court and Coppermead Close Garage sites to BHP at nil financial consideration in order to develop five new affordable units for rent</p>	Executive	Director of Housing and Community Care	Between 2 Aug 2010 and 30 Sep 2010	Internal	Housing Strategy and Regeneration Tel: 020 8937 4066 maggie.rafalowicz@brent.gov.uk
<p>Transfer of funds for learning disability To accept and agree transfer of funds for learning disability from NHS Brent.</p>	Executive	Director of Housing and Community Care	Between 1 Jul 2010 and 31 Aug 2010	NHS Brent, Learning Disability Partnership Board	Adult Social Care Tel: 020 8937 4230 alison.elliott@brent.gov.uk

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<p>Criteria for transport services To approve the introduction of criteria for transport services in Adult and Social Care.</p>	Executive	Director of Housing and Community Care	Between 1 Jul 2010 and 31 Aug 2010	Internal	Quality and Support lance.douglas@brent.gov.uk 020 8937 4048
<p>Adult and Social Care financial recovery plan To inform members of plans for reducing the deficit in adult and social care.</p>	Executive	Director of Housing and Community Care	Between 1 Jul 2010 and 31 Aug 2010	Internal	Adult Social Care Tel: 020 8937 4230 alison.elliott@brent.gov.uk
<p>Authority to renew advice service grants To authorise the renewal of grant funding for a period of two years for the Citizens Advice Bureau and Brent Community Law Centre.</p>	Executive	Director of Children and Families	26 Jul 2010	Providers	Head of Service Development and Commissioning Tel 020 8937 4061 linda.martin@brent.gov.uk
<p>Homes and Communities Agency investment plan To approve the Homes and Communities Agency's Local Investment Plan which sets out the specific investment requirements and proposals in order to deliver the council's housing and regeneration priorities over the short, medium and longer term.</p>	Executive	Director of Housing and Community Care	Between 1 Sep 2010 and 30 Oct 2010	Internal	Housing Strategy and Regeneration Tel: 020 8937 4066 maggie.rafalowicz@brent.gov.uk

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<p>A new S75 agreement for the lead commissioning function for learning disabilities in line with the government policy To agree an extension of the agreement for a shared budget and combined contract with the NHS Brent on the Integrated Community Equipment Service, with improved outcomes and efficiencies</p>	Executive	Director of Housing and Community Care	Between 1 Sep 2010 and 30 Sep 2010	Internal	Adult Social Care Tel: 020 8937 4230 alison.elliott@brent.gov.uk
<p>Adults and social care complaints To note details of adult and social care complaints for the year 2009/2010.</p>	Executive	Director of Housing and Community Care	Between 1 Sep 2010 and 30 Oct 2010	Internal	Complaints Team Tel: 020 8937 2176 martin.beasley@bhphousing.co.uk
<p>Award of contract for procurement and management of temporary accommodation To award the contract for procurement and management of private sector leased accommodation used to house statutory homeless households.</p>	Executive	Director of Housing and Community Care	Between 1 Aug 2010 and 30 Sep 2010	Internal	Housing Needs/Private Sector Tel: 020 8937 2332 perry.singh@brent.gov.uk

Details of the Decision to be taken	Decision to be taken by	Relevant report from Director of	Expected Date of Decision	Those to be consulted and how	Representations may be made to the following officer by the date stated
<p>Nomination agreements and sustainable lettings plans To note the update of the review of nominations arrangements the council has with its housing association partners and to approve the introduction of revised borough wide nomination agreements which incorporate a policy on sustainable lettings plans for new and existing developments.</p>	Executive	Director of Housing and Community Care	Not before 1 Sep 2010	Internal	Policy and Performance Tel: 020 8937 2336 tony.hirsch@brent.gov.uk

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