

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 1 August 2019 to 30 November 2019



The Forward Plan is a list of forthcoming decisions and provides at least **28 days'** notice of the following:

- all decisions to be taken by the Cabinet and Cabinet Committees; and
- key decisions taken by Council Officers and the West London Economic Prosperity Board.

A key decision is defined by regulations as a decision which relates to an executive function and which is likely:

- a. to result in the local authority incurring expenditure / 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: July 2019

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
July					
<p>Accommodation Plus Dynamic Purchasing System (lot 4.1) To publish an award following the retendering of the Accommodation Plus Dynamic Purchasing System (lot 4.1) for 3 Mental Health Services at 144 The Mall, 33 Essex Road and 7-9 Pound Lane.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	Not before 4 Jul 2019	Interim Commissioning Manager Tel: 02089374162 Lorraine.Regan@brent.gov.uk
<p>Award of a contract for Phases 3 and 4 of Dynamics Implementation To award a contract for phases 3 and 4 of Microsoft dynamics 365 implementation.</p> <p>KEY</p> <p>Report: Part exempt</p>	Assistant Chief Executive	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	Not before 11 Jul 2019	Digital Transformation Lead Tel: 020 8937 1935 Rehana.Ramesh@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>Phase 2 Brent Infill Programme Approval sought to tender the PH2 Brent Infill Programme using an open tender process which will allow all interested contractors to submit their bids for works to: Mason Ct, Hindhurst, Frontenac, Gloucester Close and Kings Drive.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	12 Jul 2019	Development Project Manager Tel: 02089371716 Peter.De-Bique@brent.gov.uk
<p>Public Spaces Protection Order (PSPO) for Open Spaces, Graveyards and Cemeteries To approve the making of a borough wide PSPO impacting Open Spaces, Graveyards and Cemeteries</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Community Safety & Engagement (Councillor Tom Miller)	15 Jul 2019	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@brent.gov.uk

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<p>United Colleges To consider a loan to United Colleges to enable development of a new college site in Wembley Park.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Jul 2019	Interim Finance Director Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p>Financial Outturn Report 2018/19 To note the financial outturn position and the actions being taken to manage the issues arising.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Jul 2019	Head of Finance Tel: 020 8937 1731 benjamin.ainsworth@brent.gov.uk
<p>Quarter 1 Financial Report 2019/20 To note the report</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Finance Director	Deputy Leader (Councillor Margaret McLennan)	15 Jul 2019	Interim Finance Director Tel: 020 8937 4043 minesh.patel@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>July Finance Review To agree the budget setting process for 2020/21</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Finance Director	Deputy Leader (Councillor Margaret McLennan)	15 Jul 2019	Interim Finance Director Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p>Resident Ballot in South Kilburn To agree the landlord offer in relation to the residents' ballot. Decision on how to increase social housing outputs in South Kilburn.</p> <p>Reason for deferral from May to June 2019 Cabinet: Further work to be undertaken by officers.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	15 Jul 2019	Senior Project Manager, Estate Regeneration Tel: 020 8937 1650 emma.sweeney@brent.gov.uk

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<p>South Kilburn: Gloucester & Durham Block Purchases To seek Cabinet's permission to acquire Gloucester & Durham blocks.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	15 Jul 2019	Director of Property & Assets nick.ljustina@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>Voluntary Sector Initiative Fund – Local Grants 2019 - 2020</p> <p>To seek Cabinet approval to:</p> <ul style="list-style-type: none"> i. Agree to the continuation of the Voluntary Sector Initiative Fund – Local Grants funding for 2019-2020 ii. Agree the approach set out in a-e for the Local Grants Programme which consists of: <ul style="list-style-type: none"> a) Aligning the priorities of the Borough Plan for 2019-23 b) Retaining the current geographical priority areas c) Agreeing that the term of grant funding will be one year d) Maintaining the maximum grant available at £25k per year, per project e) Maintaining the grant condition that all staff funded through the Local Grants Programme are paid the London Living Wage <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	15 Jul 2019	Senior Policy and Scrutiny Officer Tel: 02089371958 Jacqueline.Barry-Purssell@brent.gov.uk

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<p>London Borough of Culture (LBOC) 2020 – proposal to administer the LBOC 2020 Culture Fund</p> <p>Cabinet delegates authority to the Strategic Director Community Wellbeing in consultation with the Lead Member for Public Health, Culture & Leisure to award grants up to a maximum value of £10,000 to organisations and £3,000 to individuals, to deliver approved projects as part of the Brent London Borough of Culture 2020 programme, using funds from the LBOC 2020 Culture Fund to make such grants, as further described in paragraph 1.2 above.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	15 Jul 2019	Artistic Director, London Borough of Culture lois.stonock@brent.gov.uk
<p>Woodfield School Temporary Classrooms</p> <p>Authority to Award a Contract for the construction of a modular building comprising 2 classrooms, small group rooms, storage and wc facilities. This proposed structure will deliver additional accommodation at Woodfield School for up to 19 Year 7 pupils with Autistic Spectrum Disorder (ASD), Moderate Learning Difficulty (MLD) and Severe Learning Difficulty (SLD).</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Regeneration and Environment		Deputy Leader (Councillor Margaret McLennan)	17 Jul 2019	Interim Capital Projects Manager Tel: 020 8937 2365 shafik.takla@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>Re-Procurement of Barrister Framework To agree to participate in a collaborative procurement of a new LBLA Barrister Framework to access the services of barristers across a range of specialisms</p> <p>KEY</p> <p>Report: Open</p>	Director of Legal, HR and Audit			July 2019	Director of Legal, HR and Audit Debra.norman@brent.gov.uk
<p>Zone B Olympic Way - Commercial Agreement Agreement of the Business Plan and entering into an agreement for the future sharing and reinvestment of net income generated through assets on Olympic Way</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Regeneration and Environment		Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	Not before 28 Jul 2019	Operational Director - Regeneration, Growth and Employment Tel: 020 8937 6441 alice.lester@brent.gov.uk
<p>CCTV Maintenance Services Authority to Tender Contract To award the tender for the CCTV Maintenance Services contract following the agreed procurement service.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Regeneration and Environment		Lead Member for Community Safety & Engagement (Councillor Tom Miller)	31 Jul 2019	Strategic Director - Regeneration and Environment amar.dave@brent.gov.uk

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August					
<p>Contract Award Highways Improvement Programme To award the contracts for the Highways Improvement Programme</p> <p>Cabinet 15th April 2019 Recommendation 2.5 “That Cabinet delegate to the Strategic Director for Regeneration & Environment, in consultation with the Lead Member for Regeneration & Environment authority to select contractor(s) and enter into agreement(s) with the contractor(s)”</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Regeneration and Environment		Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	2 Aug 2019	Highways Contracts and Delivery Manager Tel: 020 8937 3360 jonathan.westell@brent.gov.uk

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<p>HVM Measures - Wembley Stadium - Authority to Tender To seek approval to go out to tender for the procurement of Hostile Vehicle Mitigation measures at strategic locations around routes into Wembley Stadium</p> <p>KEY</p> <p>Report: Open</p>	Operational Director - Environmental Services		Lead Member for Environment (Councillor Krupa Sheth)	In month: August 2019	Operational Director - Environmental Services Chris.whyte@brent.gov.uk
September					
<p>Formal Consultation on School Organisation Arrangements of Roe Green Infant School</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)	9 Sep 2019	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk
<p>Secondary School Expansion</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)	9 Sep 2019	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk

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<p>NNDR Applications for Discretionary Rate Relief To consider and approve applications received in last 6 months from non-profit making organisations for discretionary rate relief</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	9 Sep 2019	Assistant Chief Executive Tel: 020 8937 1400 peter.gadsdon@brent.gov.uk
<p>Tenant Management Organisation (TMO) Agreement The purpose of this report is to give an overview of the TMO's performance and management arrangements to date. It will also seek approval from Cabinet to enter into new Modular Management Agreements with both Watling Gardens and Kilburn Square.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Operational Director - Housing	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Sep 2019	Head of Housing Partnerships John.Magness@brent.gov.uk

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October					
<p>Consultation on Admissions Arrangements for Community Schools for 2021/22</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 Oct 2019	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk
<p>Digital Strategy and Business case 2019-2023 Cabinet to approve the Digital Strategy and business case 2019-2023</p> <p>Item deferred from September to October Cabinet to allow for further engagement on informing the draft strategy.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	14 Oct 2019	Digital Transformation Lead Tel: 020 8937 1935 Rehana.Ramesh@brent.gov.uk

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<p>Re-Procurement of Barrister Framework To agree the award of the new LBLA Barrister Framework following a collaborative procurement process.</p> <p>KEY</p> <p>Report: Part exempt</p>	Director of Legal, HR and Audit			October 2019	
November					
<p>School Place Planning Strategy 2019-23 Refresh</p> <p>KEY</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)	11 Nov 2019	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk
<p>Assets Management Strategy A report to present the HRA Asset Management Strategy and 30-year financial plan.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	11 Nov 2019	Head of Service - Housing Management Property, Housing and Culture Tel: 0208 937 1147 sean.gallagher@brent.gov.uk

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<p>Infill Programme – Authority to Award (Contracts in respect of Infill Projects1 & 2) To seek approval for awarding the contract for Projects 1 and 2 of the Infill Programme</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Regeneration and Environment		Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	18 Nov 2019	
December					
<p>Purchase of Library Books Authority to proceed.</p> <p>Reason for deferral: Item deferred from July to December 2019 to allow officers to undertake further work on the report.</p> <p>KEY</p> <p>Report: Open</p>	Director of Public Health	Director of Public Health	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	2 Dec 2019	Senior Category Manager Tel: 020 8937 3924 jonathan.heyas@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					
Admissions Arrangements for Community Schools 2021/22 KEY Report: Open	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: 0208 937 4173 Brian.Grady@brent.gov.uk