

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 1 September 2019 to 31 December 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: August 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
August					
<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 21 Aug 2019	Interim Commissioning Manager Tel: 02089374162 Lorraine.Regan@brent.gov.uk
<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	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	Not before 21 Aug 2019	Highways Contracts and Delivery Manager Tel: 020 8937 3360 jonathan.westell@brent.gov.uk

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<p>Award of a contract for Microsoft Azure and Office 365 assessment and implementation To award a contract for Microsoft Azure and Office 365 assessment and implementation services for the Shared ICT Service.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Customer and Digital Services	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	28 Aug 2019	Senior Category Manager, Procurement Tel: 0208 937 1733 philippa.brewin@brent.gov.uk
September					
<p>General Update Report To update Members on operational issues at Barham Park and on current progress on projects.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Barham Park Trust Committee	Operational Director - Environmental Services	Deputy Leader (Councillor Margaret McLennan)	3 Sep 2019	Operational Director, Environmental and Employment Services Tel: 020 8937 5342 chris.whyte@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>Approval to apply to Charity Commission for permission to incur expenditure</p> <p>The Trust Committee will be asked to authorise officers to seek the permission of the Charity Commission to incur expenditure from the Trust's restricted funds on items relating to the building and park at Barham Park</p> <p>Non-Key Decision</p> <p>Report: Open</p>	<p>Barham Park Trust Committee</p>	<p>Operational Director - Environmental Services</p>	<p>Deputy Leader (Councillor Margaret McLennan)</p>	<p>3 Sep 2019</p>	<p>Operational Director, Environmental and Employment Services Tel: 020 8937 5342 chris.whyte@brent.gov.uk</p>
<p>Annual Report 2018-2019</p> <p>This report presents the annual report for the Barham Park Trust for 2018/19. There is a statutory requirement to produce an Annual Report, including the Accounts each financial year</p> <ul style="list-style-type: none"> i) To approve the Annual Report and the Accounts ii) To note the Independent Review of the Accounts; and, iii) To ask officers to update the Charity Commission with the Report and Accounts. <p>Non-Key Decision</p> <p>Report: Open</p>	<p>Barham Park Trust Committee</p>	<p>Operational Director - Environmental Services</p>	<p>Deputy Leader (Councillor Margaret McLennan)</p>	<p>3 Sep 2019</p>	<p>Senior Finance Analyst Jekaterina.Popova@brent.gov.uk</p>

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<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>Public Spaces Protection Order (PSPO) for Open Spaces, Graveyards and Cemeteries</p> <p>To approve the making of a borough wide PSPO impacting Open Spaces, Graveyards and Cemeteries.</p> <p>Reason Deferred: Decision deferred to September Cabinet to allow further consideration.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Community Safety & Engagement (Councillor Tom Miller)	9 Sep 2019	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@brent.gov.uk
<p>NNDR Applications for Discretionary Rate Relief</p> <p>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	Strategic Director of Customer and Digital Services Tel: 020 8937 1400 peter.gadsdon@brent.gov.uk

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<p>Brent Neighbourhood Community Infrastructure Levy (NCIL) Projects and London Borough of Culture Mural To seek approval of the allocation of Neighbourhood CIL (NCIL) funds to 10 community projects from round one of the 2019/20 NCIL programme.</p> <p>To seek approval the allocation of Neighbourhood CIL (NCIL) funds for £60,000 for Town Centre Murals for the London Borough of Culture.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	9 Sep 2019	Partnership Funding Officer kate.lambert@brent.gov.uk
<p>Brent Community Lottery Proposal - Cabinet variation report This report seeks to inform and obtain Cabinet approval for a variation to the Cabinet report titled 'Brent Community Lottery Proposal' approved on 17 June 2019.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Tom Miller)	9 Sep 2019	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk

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<p>2018/19 Treasury Management Outturn Report Cabinet is asked to consider the 2018/19 Treasury Management outturn report, and ask that it be forwarded to Council, in compliance with CIPFA's Code of Practice on Treasury Management (the Code).</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Finance Director	Deputy Leader (Councillor Margaret McLennan)	9 Sep 2019	Head of Finance - Capital Tel: 020 8937 3057 daniel.omisore@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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<p>Adopt London West Regional Adoption Agency - Partnership Agreement In consultation with the Lead Member for Children's Safeguarding, Early Help and Social Care, the Chief Finance Officer and the Director of Legal and HR Services, to agree the terms and enter into a Partnership Agreement between Brent and the other boroughs involved in Adopt London West.</p> <p>KEY</p> <p>Report: Open</p>	<p>Strategic Director - Children and Young People</p>	<p>Strategic Director - Children and Young People</p>	<p>Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)</p>	<p>Not before 18 Sep 2019</p>	<p>Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk</p>
<p>Authority to Award a Contract for the Multidisciplinary Technical Services for Phase Two of the School Asset Management Programme To request approval to award a contract for the Multidisciplinary Technical Services for Phase Two of the School Asset Management Programme as per Contract Standing Order 88.</p> <p>KEY</p> <p>Report: Part exempt</p>	<p>Operational Director - Property and Assets</p>	<p>Operational Director - Property and Assets</p>	<p>Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)</p>	<p>24 Sep 2019</p>	<p>Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@brent.gov.uk</p>

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October					
<p>Purchase of residential high rise block by i4B We have now agreed a price and received the heads of terms from Quinatin, we now need approval from cabinet to go ahead with the deal before the director of property can enter into negotiations on our behalf.</p> <p>Decision deferred: from September 2019 to October 2019 Cabinet.</p> <p>Reason for deferral: To allow further review.</p> <p>KEY</p> <p>Report: Fully exempt</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	14 Oct 2019	Strategy and Delivery Lead Craig.Lane@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>Corporate Performance - Q1 2019/20 Performance Report No decision required.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	14 Oct 2019	Senior Performance Officer chatan.popat@brent.gov.uk, Head of Performance & Improvement Tel: 020 8937 1822 irene.bremang@brent.gov.uk
<p>Draft Volunteering Strategy To agree the Volunteering Strategy.</p> <p>KEY</p> <p>Report:</p>	Cabinet	Assistant Chief Executive		14 Oct 2019	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<p>Secondary School Expansion</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Children and Young People, Strategic Director - Regeneration and Environment	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>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

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<p>Outcome of Family Hubs Consultation To present the outcome of the consultation on Family Hubs.</p> <p>KEY</p> <p>Report:</p>	Cabinet	Strategic Director - Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	14 Oct 2019	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk
<p>Brent Local Plan Publication and Submission for Examination To publish the Brent Local Plan for consultation.</p> <p>To delegate to the Director of Regeneration and Environment in consultation with the Cabinet Member for Regeneration, Property and Planning the authority to make modifications to the Brent Local Plan prior to its consideration by Full Council.</p> <p>To recommend to Full Council that it considers the Local Plan publication responses and that the Plan and any proposed modifications be submitted for Examination to the Secretary of State.</p> <p>To adopt the Brent Local Development Scheme.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	14 Oct 2019	Interim Head of Planning gerry.ansell@brent.gov.uk

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<p>Article 4 Directions To Remove Permitted Development Rights For Changes Of Use From Office and Light Industrial To Residential and Also From Residential To Houses In Multiple Occupation</p> <p>Approval of a non-immediate Article 4 Direction removing permitted development rights for change of use from Office (B1(a)) and Light Industrial (B1(c)) to residential (C3) for the remainder of the borough not already subject to an existing Article 4.</p> <p>Approval of the issuing of a non-immediate Article 4 Direction removing permitted development rights for change of use from Residential (C3) to Houses in Multiple Occupation (C4).</p> <p>Authority be delegated to the Strategic Director Regeneration and Environment in association with the Cabinet Member for Regeneration, Property and Planning to consider consultation responses and the decision on whether to confirm the Article 4 Directions</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	14 Oct 2019	Interim Head of Planning gerry.ansell@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>	<p>Director of Legal, HR, Audit & Investigations</p>			<p>October 2019</p>	
<p>Affordable Housing Task Group report Cabinet to: - Note RPR scrutiny committee's endorsement of the report and recommendations of the task group - Note and consider the committee's additional proposal that plans for new housing developments take into account known needs for people with disabilities awaiting housing provision.</p> <p>KEY</p> <p>Report: Open</p>	<p>Cabinet</p>	<p>Assistant Chief Executive</p>	<p>Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood), Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)</p>	<p>14 Oct 2019</p>	<p>Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk</p>

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November					
<p>School Place Planning Strategy 2019-23 Refresh</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>Authority to Tender for Homecare Services in Brent</p> <p>To seek approval to go out to tender for the procurement of a Homecare Framework for Older People, Adults, Young People and Children.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	11 Nov 2019	Head of Commissioning, Contract and Market Management Tel: 020 8937 1609 andrew.davies@brent.gov.uk
<p>Assets Management Strategy</p> <p>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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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	Tel: 020 8937 3924
January 2020					
<p>Admissions Arrangements for Community Schools 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 Jan 2020	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@brent.gov.uk