

# LONDON BOROUGH OF BRENT

## FORWARD PLAN OF KEY DECISIONS

for the period 1 January 2020 onwards



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

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

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

- a. to result in the local authority incurring expenditure / making of savings of £500,000 or more.
- b. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

All decisions taken by the Cabinet and Cabinet Committees and key decisions taken by Council Officers can be called-in by Councillors before they are implemented. If a decision is called-in, a Scrutiny Committee made up non-Cabinet Members will meet to consider the decision within 15 working days of the decision being made. The original decision-maker will then take into account the recommendations of this Scrutiny Committee before choosing to either implement or change the decision. The exact date when the recommendations of the Scrutiny Committee are to be re-considered by the Cabinet, Cabinet Committee or Officer (as the case may be) can be obtained from Governance Services.

Members of the public are entitled to see the reports that will be relied on when a decision is taken unless they contain confidential or exempt information under the Local Government Act 1972. Reports will be published on the Council's website at least five clear working days before the date the decision is due to be taken. Paper copies can also be obtained from Governance Services, Brent Civic Centre, Engineers Way, Wembley, Middlesex, HA9 0FJ, telephone 020 8937 2063/1355 or via e-mail to [committee@brent.gov.uk](mailto: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](mailto: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: 20 December 2019**

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

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<p><b>Infill Programme – Authority to Award (Contracts in respect of Infill Projects 1 &amp; 2)</b> To seek approval for awarding the contract for Projects 1 and 2 of the Infill Programme</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	29 Nov 2019	Development Project Manager Tel: 02089371716 Peter.De-Bique@brent.gov.uk
<b>December</b>					
<p><b>Housing - Partnership Agreement (John Barker Court)</b> Permission is being sought enter into a partnership agreement with Network Homes.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Dec 2019	Head of Housing Partnerships Tel: 020 8937 2111 david.guy@brent.gov.uk
<p><b>Housing - Housing Development Programme</b> Permission is being sought to delegate authority the CWB Director and the S151 officer to go out to the market and appoint on 6 new housing development sites above £5m in value.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Dec 2019	Head of Housing Partnerships Tel: 020 8937 2111 david.guy@brent.gov.uk

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<p><b>Q2 Corporate Performance Report</b> To provide the Q2 corporate performance monitoring update.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	9 Dec 2019	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<p><b>St Raphael's Masterplanning</b> To adjust the masterplanning red line area in line with recommendations from the site viability work.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Dec 2019	Senior Project Manager, St Raphael's, Housing Partnerships Tel: 020 8937 2744 kathryn.eames@brent.gov.uk
<p><b>Brent Neighbourhood Community Infrastructure Levy (NCIL) Project</b> to request that Cabinet approves the allocation of Neighbourhood CIL (NCIL) funds to one further community project from round one of the 2019/20 NCIL programme. This was not included in the September 2019 report as we were awaiting quotations. When finalised the value rose above £100,000</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	9 Dec 2019	Partnership Funding Officer Tel: 02089371170 kate.lambert@brent.gov.uk

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<p><b>Equality Strategy 2019-23</b> To approve the council's new 4-year equality strategy.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	9 Dec 2019	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<p><b>Borough Delivery Plan update</b> To review the mid-year update of the Borough Plan Delivery Plan (Year 1)</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	9 Dec 2019	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<p><b>Inclusive Growth Strategy 2019-2040</b> To approve the Inclusive Growth Strategy 2019-2040</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	9 Dec 2019	Major Projects Team Tel: 020 8937 2348 jonathan.kay@brent.gov.uk

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<p><b>Park Royal Liveable Neighbourhoods Match Funding Bid</b> To agree to use CIL funds for £1.1m match funding for Liveable Neighbourhoods bid to TfL</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	9 Dec 2019	Operational Director - Regeneration, Growth and Employment Tel: 020 8937 6441 alice.lester@brent.gov.uk
<p><b>To award a contract for the support and delivery of Brent's Digital Transformation Programme</b> To award a contract to a technology partner for the support and delivery of Brent's Digital Transformation Programme.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director - Customer and Digital Services	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	6 Dec 2019	Digital Transformation Lead Tel: 020 8937 1935 Rehana.Ramesh@brent.gov.uk
<p><b>Re-Procurement of Barrister Framework</b> To agree the award of the new LBLA Barrister Framework following a collaborative procurement process.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Director of Legal, HR, Audit & Investigations	Director of Legal, HR, Audit & Investigations	Deputy Leader (Councillor Margaret McLennan)	13 Dec 2019	Director of Legal, HR, Audit and Investigations Tel: 020 8937 1578 debra.norman@brent.gov.uk

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<p><b>Peabody Right to Buy Grant Application</b> To consider an application for the award right to buy receipts.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 19 Dec 2019	Head of Housing Partnerships Tel: 020 8937 2111 david.guy@brent.gov.uk
<b>January 2020</b>					
<p><b>Homelessness &amp; Rough Sleeping Strategy 2020 - 2025</b> Pursuant to section 1(4) of the Homelessness Act 2002, the Council must exercise its power to carry out and publish a homelessness strategy so as to ensure that a new homelessness strategy for their area is published within the period of five years beginning with the day on which their last homelessness strategy was published.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	14 Jan 2020	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk

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<p><b>London Councils' Transport and Environment Committee – Governing Agreement Amendment for Electric Vehicle Charging</b></p> <p>To agree to delegate to London Councils' Transport and Environment Committee (TEC) to exercise further functions in delivering electric vehicle charging infrastructure across London.</p> <p>To authorise the Council's Director of Legal, HR, Audit and Investigations to sign any necessary documents to give effect to the variation of the London Council's TEC.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	14 Jan 2020	Head of Planning and Development Tel: 020 8937 6577 gerry.ansell@brent.gov.uk



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<p><b>Morland Gardens Redevelopment</b>            To support the proposal to invest up to £43m to deliver a state of the art adult education centre, 65 new affordable homes, a 675 sq metres affordable workspace for start-up businesses from the local community, and a public facing cafe. This includes the cost of the 2 year service decant.</p> <p>To agree to the proposed decant of the existing provision at Morland Gardens to the Stonebridge Primary Schools Annexe, a vacant council owned site.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	14 Jan 2020	Head of Employment, Skills and Enterprise Tel: 020 8937 1815 matthew.dibben@brent.gov.uk

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<p><b>Admissions Arrangements for Community Schools 2021/22</b> To consider the outcomes of the statutory consultation on and agree proposed changes to Admission Arrangements for Community Schools, to take effect for the academic year 2021/22, as required by the School Admissions Code.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></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
<p><b>Air Quality Task Group Report</b> To consider the report and recommendations of the Resources and Public Realm Scrutiny Committee.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Councillor Krupa Sheth	14 Jan 2020	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk

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<p><b>Quarter 3 Revenue Budget Monitoring Report</b> This report sets out the current forecasts of income and expenditure against the revenue budget.</p> <p><b>Non-Key Decision</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2020	Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p><b>Quarter 3 Capital Budget Monitoring Report</b> This report sets out the current forecasts against the capital budget.</p> <p><b>Non-Key Decision</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2020	Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p><b>Authority to Award a Contract for Honeypot Lane - Contractor</b> To request approval to award a contract for the procurement of 61 NAIL units at 136 Honeypot Lane</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	9 Jan 2020	Director of Property & Assets Tel: 020 8937 5025 nick.ljustina@brent.gov.uk

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

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><b>Budget &amp; Council Tax 2020/21-2022/23</b> The purpose of this report is to set out the Council's budget proposals for 2020/21, 2021/22 and 2022/23. It also sets out the results of the statutory processes of consultation, scrutiny and equalities. Subject to discussion at the Cabinet meeting, these will form the basis of the budget to be agreed at the Full Council meeting of 19 February 2020.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Finance Tel: 0208 937 1487 ravinder.jassar@brent.gov.uk
<p><b>Purchase of Library Books</b> Authority to proceed with the purchase programme.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Director of Public Health	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	10 Feb 2020	Tel: 020 8937 3924
<p><b>i4B Business Plan 2020-21</b> To approve the 2020-21 i4B Business Plan.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk

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<p><b>FWH Business Plan 2020-21</b> To approve the 2020-21 FWH Business Plan.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p><b>Extension of CVS Grant, BAF and BCAN</b> To agree the extension of the CVS Grant, BAF and BCAN for a further year until 31 March 2020</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Tom Miller)	10 Feb 2020	<p>Senior Policy and Scrutiny Officer Tel: 02089371958 <a href="mailto:Jacqueline.Barry-Purssell@brent.gov.uk">Jacqueline.Barry-Purssell@brent.gov.uk</a></p> <p>Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk</p>
<b>March 2020</b>					
<p><b>Assets Management Strategy</b> A report to present the HRA Asset Management Strategy and 30-year financial plan.</p> <p><b>Non-Key Decision</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Mar 2020	Head of Service - Housing Management Property, Housing and Culture Tel: 0208 937 1147 sean.gallagher@brent.gov.uk

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<b>April 2020</b>					
<p><b>Tenancy Strategy</b> The Tenancy Strategy for Brent was last approved by the Council's Executive (Cabinet) in July 2012 and needs to be reviewed. Under the Act, the council must keep this strategy under review.</p> <p>This report will seek approval from Cabinet to adopt a new Tenancy Strategy for 2020-2024.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director – Community Wellbeing	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	20 Apr 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily-Rae.Maxwell@brent.gov.uk
<p><b>Tenancy Management Policy</b> The Tenancy Policy for Brent council homes was last approved by the Council's Executive (Cabinet) in July 2012 and needs to be reviewed.</p> <p>This report seeks approval from Cabinet to adopt a new Tenancy Policy.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director – Community Wellbeing	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	20 Apr 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily-Rae.Maxwell@brent.gov.uk
<b>July 2020</b>					

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