

# LONDON BOROUGH OF BRENT

## FORWARD PLAN OF KEY DECISIONS

### for the period March 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: February 2020**

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>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
<p><b>Infill Programme – Authority to Award (Contracts in respect of Infill Projects1 &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: 020 8937 1716 Peter.DeBique@brent.gov.uk
<b>December</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>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
<b>January 2020</b>					
<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	Senior Project Manager, Estate 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>Capital Programme Budget 2020/21 – 2024/25</b></p> <p>The purpose of this report is to set out the Council’s Capital Programme budget including new capital bids proposed for the medium term financial planning period 2020/21 to 2024/25.</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: 020 8937 2998 Flora.Osiyemi@brent.gov.uk
<p><b>Budget &amp; Council Tax 2020/21-2022/23</b></p> <p>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

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<p><b>Facilities Management (FM) Service – Review of Facilities Management provision and in-house service delivery</b>            For Soft FM services (Cleaning and Security excluding Catering and Hospitality), to decide on whether to deliver these service packages in-house beyond the current contract in July 2021.</p> <p>For Hard FM services (planned/reactive maintenance), to tender for a new provider and extend the outsourced contract to the wider retained estate.</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)	10 Feb 2020	Facilities Portfolio Manager Tel: 020 8937 1771 Russell.Burnaby@brent.gov.uk

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<p><b>Voluntary Sector Initiative Fund (VSIF) Infrastructure Grant, Brent Advice Partnership - Local advice &amp; guidance services and Brent Advice Fund 2020/21</b>            To approve a one-year extension to the:</p> <ul style="list-style-type: none"> <li>• Voluntary Sector Initiative Fund (VSIF) Infrastructure Grant to CVS Brent to the end of March 2021;</li> <li>• Brent Advice Partnership – local advice and guidance services contract with Citizens Advice Brent.</li> <li>• Brent Advice Fund.</li> </ul> <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	Senior Policy and Scrutiny Officer Tel: 020 8937 1958 Jacqueline.Barry-Purssell@brent.gov.uk
<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	Chief Executive	Deputy Leader (Councillor Margaret McLennan)	10 Feb 2020	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<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	Chief Executive	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>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>	Director of Public Health	Director of Public Health	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	Not before 10 Feb 2020	Library Stock Development Manager Tel: 020 8937 3465 Allan.Costello@brent.gov.uk
<p><b>Authority to Tender construction of 5 former Garage sites throughout the Borough namely: Mason Court; Hindhurst Close; Kings Drive; Gloucester Close; Frontenac</b> To request approval to tender the works for the construction of additional homes on the above 5 sites. The contracts are to be divided into two groups based on the location of the sites.</p> <p>Mason Ct, Hindhurst Cl and Kings Drive are in the North of the borough whilst Gloucester Cl &amp; Frontenac are in the south. Each contract will be in the region of £3.2m</p> <p>Each tranche is being tendered as an Open Tender via the London Portal</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)	13 Feb 2020	Project Manager, Property and Assets Tel: 020 8937 3360 Stacey.Hislop@brent.gov.uk



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<b>March 2020</b>					
<p><b>Changes to policy for use of RIPA (Regulation of Investigatory Powers)</b> To consider and approve changes to the policy relating to the use of RIPA powers.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director of Legal, HR, Audit & Investigations	Deputy Leader (Councillor Margaret McLennan)	9 Mar 2020	Senior Lawyer, Constitutional and Governance Tel: 0208 937 1544 Bianca.Robinson@brent.gov.uk
<p><b>Q3 2019/20 Performance Report</b> To consider the scheduled quarterly report</p> <p><b>Non-Key Decision</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	9 Mar 2020	Senior Performance Officer Tel: 020 8937 5068 chatan.popat@brent.gov.uk
<p><b>Neighbourhood Community Infrastructure levy (NCIL) +100 K Project Approval</b> To seek formal approval to 12 x 2019/20 Round2 NCIL Projects following consideration by the Panel, given they are over 100K.</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 Mar 2020	Partnership Funding Officer Tel: 020 8937 1170 kate.lambert@brent.gov.uk

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<p><b>Brent Bike Hangars</b> To utilise the Waltham Forest framework for the supply, maintenance and operation of bike hangars and the proposal to use a different supplier.</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)	9 Mar 2020	Head of Highways and Infrastructure Tel: 020 8937 5151 tony.kennedy@brent.gov.uk
<p><b>Network Collaboration Agreement</b> This report is seeking Cabinet approval to enter into the agreement with Network Homes to share resources and expertise in accordance with Regulation 12(7) of the Public Contracts Regulations 2015. The development of a co-operation agreement has been identified as the most appropriate mechanism to enable the council to accelerate delivery of new affordable housing. As part of its Housing Strategy, the council promotes a strong, local cross-sector co-operation with housing providers operating within Brent to develop and deliver its strategies.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Mar 2020	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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<p><b>Alperton Housing Zone – use of the Council’s compulsory purchase powers on the former Northfields Industrial Estate</b> To consider the redevelopment proposals for the former Northfields Industrial Estate and agree in principle to the making of a compulsory purchase order (CPO).</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 Mar 2020	Major Projects Team Tel: 020 8937 2348 jonathan.kay@brent.gov.uk
<p><b>Alperton Housing Zone – use of the Council’s compulsory purchase powers on the Abbey Manufacturing Estate, Alperton</b> To consider the redevelopment proposals for Abbey Manufacturing Estate and approve in principle to make the necessary CPOs.</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 Mar 2020	Major Projects Team Tel: 020 8937 2348 jonathan.kay@brent.gov.uk

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<p><b>Uxendon Manor Primary School Expansion Project: Project Update and Request for Budget Increase</b>            To note the update on the increased project costs for Uxendon Manor Primary School and approve a virement for the project along with the revised procurement arrangements.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	9 Mar 2020	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@brent.gov.uk
<p><b>Award a contract for Enterprise Resource Planning (ERP) implementation services</b>            To approve the award of a contract for system implementation services</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)	19 Mar 2020	Head of IT Transformation and Programme Management Tel: 020 8937 1432 sally.chin@brent.gov.uk
<p><b>Authority to Award a Contract for Stonebridge - Contractor</b>            To request approval to award a contract for the procurement of 73 residential units at Stonebridge</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 Mar 2020	Project Manager Tel: 020 8937 2869 Andrew.Appleby@brent.gov.uk

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<p><b>LD scheme at Harrodene Road</b> To seek approval to procure 5/6 bedded LD scheme across 2 properties</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Operational Director - Adult Social Care	Strategic Director - Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	16 Mar 2020	Supplier Relationship Manager, Commissioning Contracting and Market Management Tel: 020 8937 2349 sarah.patel@brent.gov.uk
<b>April 2020</b>					
<p><b>Procurement and Management of Temporary Accommodation (Housing Association Leasing Scheme)</b> The report seeks authority to invite tenders for the provision of procurement and management of temporary accommodation for the Housing Association Leasing Scheme (HALS).</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)	20 Apr 2020	Housing Needs Service Tel: 020 8937 2076 saleema.nuraney@brent.gov.uk

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<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 Well-being	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 Well-being	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

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<p><b>Priorities of Brent Neighbourhood Community Infrastructure Levy</b> To agree the updated neighbourhood priorities of the Neighbourhood Community Infrastructure Levy.</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)	20 Apr 2020	National Management Trainee, Employee Relations Tel: 0208 937 2588 sarah.parkinson@brent.gov.uk
<p><b>Social Value and Ethical Policy</b> To approve the Social Value and Ethical Policy.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	20 Apr 2020	Head of Procurement Tel: 0208 937 1598 rajesh.shori@brent.gov.uk
<p><b>Award a contract for Enterprise Resource Planning (ERP) system licences</b> To approve the award of a contract for the Council's ERP licences.</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)	20 Apr 2020	Head of IT Transformation and Programme Management Tel: 020 8937 1432 sally.chin@brent.gov.uk

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<p><b>Award of Homecare Framework Contracts</b> Delegated decision to award the contracts for the Homecare Services in Brent</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Operational Director - Adult Social Care	Strategic Director – Community Wellbeing	Lead Member for Adult Social Care (Councillor Harbi Farah)	April 2020	Supplier Relationship Manager Tel: 020 8937 3202 Jacqueline.Casson@br ent.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>	<p>Director of Finance</p>	<p>Director of Finance</p>	<p>Lead Member for Regeneration, Property &amp; Planning (Councillor Shama Tatler)</p>	<p>Before 31 Jul 2020</p>	<p>Director of Finance  Tel: 020 8937 4043  minesh.patel@brent.gov.uk</p>