

# LONDON BOROUGH OF BRENT

## FORWARD PLAN OF KEY DECISIONS

for the period April 2020 to 31 August 2020



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: 08 April 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>	<p>Strategic Director - Community Well-being</p>	<p>Strategic Director - Community Well-being</p>	<p>Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)</p>	<p>15 Nov 2019</p>	<p>Housing Needs Service  Tel: 020 8937 2076  saleema.nuraney@brent.gov.uk</p>
<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>	<p>Strategic Director - Regeneration and Environment</p>	<p>Strategic Director - Regeneration and Environment</p>	<p>Lead Member for Regeneration, Property &amp; Planning (Councillor Shama Tatler)</p>	<p>29 Nov 2019</p>	<p>Development Project Manager  Tel: 020 8937 1716  Peter.DeBique@brent.gov.uk</p>
<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>February 2020</b>					
<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
<b>March 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>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: 020 8937 1544 Biancia.Robinson@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

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>Uxendon Manor Primary School Expansion Project</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 Regeneration, Property & Planning (Councillor Shama Tatler)	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>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Mar 2020	Project Manager Tel: 020 8937 2869 Andrew.Appleby@brent.gov.uk

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<p><b>LD scheme at Harrowdene 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
<p><b>Retender Profound Multiple Learning Disability service at John Wilson House</b> To recommission a 5 bedded Profound Multiple Learning Disability service at John Wilson House, 167 Willesden Road, Brent</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)	25 Mar 2020	Interim Commissioning Manager Tel: 020 8937 4162 Lorraine.Regan@brent.gov.uk
<p><b>Authority to Award Contract for the Uxendon Manor Primary School Expansion Project</b> To request approval to award a Design &amp; Build contract for Uxendon Manor Primary School Expansion Project as required by Standing Order 86(e).</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 Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	25 Mar 2020	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@brent.gov.uk

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<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
<p><b>Transfer of Network Homes Temporary Accommodation Portfolio</b>  To approve the transfer of the Temporary Accommodation portfolio currently managed by Network Homes to the Council.</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	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk

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<p><b>Strategic CIL contribution to the fit out of three medical centres</b> To agree a CIL contribution of up to £3.472million towards the fit out of three medical centres</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)	20 Apr 2020	Operational Director - Regeneration, Growth and Employment Tel: 020 8937 6441 alice.lester@brent.gov.uk
<p><b>Highway Works funded under the HIF Grant in South Kilburn</b> That the Development Agreement between the Council and Countryside Properties Limited entered into on 31 July 2018 be modified to include the construction of an adjacent and intersecting highway works at Peel as shown in appendix A (Peel Highway Works) at an estimated value of Three Million pounds (3,000,000).</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)	20 Apr 2020	Senior Project Manager, Estate Regeneration Tel: 020 8937 1650 emma.sweeney@brent.gov.uk



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<p><b>Executive Response to Air Quality Scrutiny Task Group</b> To agree actions in consideration of the Air Quality Scrutiny Task Group Report presented to Cabinet on 14th January 2020.</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)	20 Apr 2020	Operational Director, Environmental and Employment Services Tel: 020 8937 5342 chris.whyte@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>Executive response to recommendations of the Budget Scrutiny Task Group</b> A response from Cabinet on the recommendations of the budget scrutiny task group.</p> <p><b>Non-Key Decision</b></p> <p>Report: <b>Open</b></p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	20 Apr 2020	Assistant Chief Executive Shazia.Hussain@brent.gov.uk

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<p><b>Recommendations from Scrutiny Committees</b> To receive any recommendations made by individual Scrutiny Committees in relation to reviews undertaken.</p> <p><b>Non-Key Decision</b></p> <p>Report:</p>	Cabinet	Assistant Chief Executive		20 Apr 2020	Assistant Chief Executive Shazia.Hussain@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
<p><b>Acquisition of Grand Union Phase One Affordable Homes</b> To consider the acquisition of Grand Union Phase One Affordable Homes</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)	20 Apr 2020	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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<p><b>Kensal Corridor Improvements</b> To award a contract for the delivery of highway works – Kensal Corridor Improvements</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 Environment (Councillor Krupa Sheth)	1 Apr 2020	Projects Development Manager, Highways and Infrastructure Tel: 020 8937 5113 sandor.fazekas@brent.gov.uk
<p><b>HVM Wembley Estate</b> To cancel the awarded contract for the installation of HVM measures near Wembley stadium.</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 Environment (Councillor Krupa Sheth)	1 Apr 2020	Head of Highways and Infrastructure Tel: 020 8937 5151 tony.kennedy@brent.gov.uk
<p><b>Authority to tender for a contract for boiler replacement works at Roe Green Infant and Junior Schools and Wykeham Primary School</b> To request authority to tender for a contract for boiler replacement works at Roe Green Infant and Junior Schools and Wykeham Primary School as per Contract Standing Orders 88 and 89.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	1 Apr 2020	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@brent.gov.uk

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<p><b>Authority to tender for a contract for pitched roof replacement, window replacement and structural repairs at Mora Primary School</b> To request authority to tender for a contract for pitched roof replacement, window replacement and structural repairs at Mora Primary School as per Contract Standing Orders 88 and 89.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	1 Apr 2020	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@brent.gov.uk
<p><b>Approval to tender of a contract for an Independent Reviewing Officer Service and Fostering Reviewing Service</b> Approve the tender of a contract for the provision of an Independent Reviewing Officer Service and Fostering Reviewing Service for a period of three (3) years with the option to extend for up to a further one (1) year.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Strategic Director - Children and Young People	Strategic Director - Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	Not before 17 Apr 2020	Operational Director, Safeguarding, Partnerships & Strategy Tel: 0208 937 4173 Brian.Grady@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><b>Direct Award for Family Wellbeing Centre Support Services</b> To make a direct award for a 1 year period to the current provider for Family Wellbeing Centre Support Services.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director - Children and Young People	Strategic Director - Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	Not before 6 Apr 2020	Head of Early Years and Family Support Tel: 020 8937 2710 sue.gates@brent.gov.uk
<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 Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	April 2020	Head of Commissioning, Contract and Market Management Tel: 020 8937 1609 andrew.davies@brent.gov.uk
<p><b>Approval to procure a Profound Multiple LD scheme</b> To seek approval from the Operational Director of Adult social care to procure a new 6/7 bedded profound multiple learning disability scheme at Harrowdene Road.</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)	April 2020	Interim Commissioning Manager Tel: 020 8937 4162 Lorraine.Regan@brent.gov.uk

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<p><b>Award of a Contract for Microsoft Licences for the London Borough of Brent</b> To approve the award of the 3 year agreement for the provision of Microsoft Software Licences for the London Borough of Brent.</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)	30 Apr 2020	Senior Category Manager, Procurement Tel: 020 8937 1733 philippa.brewin@brent.gov.uk
<b>May 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 Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	28 May 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily-Rae.Maxwell@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><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)	28 May 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily- Rae.Maxwell@brent.gov.uk
<p><b>Parking Policy 2020</b> To approve a revision to the Parking Strategy 2015 (agreed by Cabinet on 16.11.2015), updating changes to the council's parking policies and operational practices since 2015.</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)	28 May 2020	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk

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<p><b>Authority to enter into a commercial agreement and funding agreement in relation to Olympic Way Zone C</b> Approval for authority to enter into a commercial agreement and funding agreement in relation to Olympic Way Zone C.</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)	Not before 1 May 2020	Operational Director - Regeneration, Growth and Employment Tel: 020 8937 6441 alice.lester@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