

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 1 July 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.

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: 19 June 2020

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
November					
<p>Contract for the provision of transition insurance for private rented sector properties 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>KEY</p> <p>Report: Part exempt</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
December					
<p>To award a contract for the support and delivery of Brent's Digital Transformation Programme To award a contract to a technology partner for the support and delivery of Brent's Digital Transformation Programme.</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)	6 Dec 2019	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk

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February 2020					
<p>Purchase of Library Books Authority to proceed with the purchase programme.</p> <p>KEY</p> <p>Report: Part exempt</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
March 2020					
<p>Authority to Award a Contract for Hillside & Milton Avenue (Stonebridge) - Contractor To request approval to award a contract for the procurement of 73 residential units at Stonebridge</p> <p>KEY</p> <p>Report: Part exempt</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

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>LD scheme at Harrowdene Road To seek approval to procure 5/6 bedded LD scheme across 2 properties</p> <p>KEY</p> <p>Report: Part exempt</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>Retender Profound Multiple Learning Disability service at John Wilson House To recommission a 5 bedded Profound Multiple Learning Disability service at John Wilson House, 167 Willesden Road, Brent</p> <p>KEY</p> <p>Report: Part exempt</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
April 2020					
<p>Kensal Corridor Improvements To award a contract for the delivery of highway works – Kensal Corridor Improvements</p> <p>KEY</p> <p>Report: Part exempt</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

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<p>HVM Wembley Estate To cancel the awarded contract for the installation of HVM measures near Wembley stadium.</p> <p>KEY</p> <p>Report: Part exempt</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>Direct Award for Family Wellbeing Centre Support Services To make a direct award for a 1 year period to the current provider for Family Wellbeing Centre Support Services.</p> <p>KEY</p> <p>Report: Part exempt</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>Award of Homecare Framework Contracts Delegated decision to award the contracts for the Homecare Services in Brent</p> <p>KEY</p> <p>Report: Part exempt</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

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 procure a Profound Multiple LD scheme 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>KEY</p> <p>Report: Part exempt</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
May 2020					
<p>Final Terms of the Transfer Agreement with Network Homes Limited for the temporary accommodation portfolio to the Council To agree the final terms of the Transfer Agreement with Network Homes Limited for the transfer of the temporary accommodation portfolio to the Council</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 18 May 2020	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk
June 2020					

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>Tenancy Management Policy 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>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Jun 2020	Housing Partnerships Manager Tel: 020 8937 1131 Emily-Rae.Maxwell@brent.gov.uk
<p>Tenancy Strategy 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>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Jun 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>Authority to Award a Contract for roof renewal and structural works project at Uxendon Manor Primary School To request approval to award a contract in respect of a contract for the roof renewal and structural works project at Uxendon Manor Primary School as per Contract Standing Order 88</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	15 Jun 2020	Director of Property & Assets Tel: 020 8937 5025 nick.ljustina@brent.gov.uk
<p>Authority to Award a Contract for pitched roof replacement, window replacement and structural repairs at Mora Primary School To request approval to award a contract for pitched roof replacement, window replacement and structural repairs at Mora Primary School as per Contract Standing Order 88.</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Property and Assets	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	15 Jun 2020	Director of Property & Assets Tel: 020 8937 5025 nick.ljustina@brent.gov.uk

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<p>Authority to Award a Contract for boiler replacement works at Roe Green Infant and Junior Schools and Wykeham Primary School</p> <p>To request approval to award a contract for boiler replacement works at Roe Green Infant and Junior Schools and Wykeham Primary School as per Contract Standing Order 88.</p> <p>KEY</p> <p>Report: Part exempt</p>	<p>Operational Director - Property and Assets</p>	<p>Strategic Director - Regeneration and Environment</p>	<p>Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)</p>	<p>15 Jun 2020</p>	<p>Director of Property & Assets Tel: 020 8937 5025 nick.ljustina@brent.gov.uk</p>
<p>Award of Contract for the Procurement and Management of Temporary Accommodation for the Housing Association Leasing Scheme</p> <p>The report seeks approval to award the tender to contractors who have undergone an evaluation process conducted by officers from the Housing Needs Service. The report outlines the selection and evaluation criteria.</p> <p>The proposed contract will commence in July 2020</p> <p>KEY</p> <p>Report: Part exempt</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>June 2020</p>	<p>Housing Needs Service Tel: 020 8937 2076 saleema.nuraney@brent.gov.uk</p>

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<p>Authority to extend contract for Children's Centre Services to Barnardo's for 3 months To agree approval to extend the contract to Barnardo Services Limited for Children's Centre services for a period of 3 months.</p> <p>KEY</p> <p>Report: Open</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)	9 Jun 2020	Operations Manager Tel: 020 8937 3295 Simon.Topping@brent.gov.uk
July 2020					
<p>Parking Policy 2020 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>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	20 Jul 2020	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk
<p>Council Tax 13A Policy To consider and approve policy for use of section 13A in Council Tax</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Customer Access	Deputy Leader (Councillor Margaret McLennan)	20 Jul 2020	Head of Revenues and Debt Tel: 020 8937 2307 Peter.Cosgrove@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>Quarter 1 Financial Report 2020/21 This report sets out the current forecast of income and expenditure against the revenue budget for 2020/21 and other key financial data.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	20 Jul 2020	Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p>Medium Term Financial Outlook This report sets out the medium term financial outlook for the Council and presents an early overview and assessment of the financial impact of COVID-19 on the medium term financial strategy.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	20 Jul 2020	Director of Finance Tel: 020 8937 4043 minesh.patel@brent.gov.uk
<p>2019/20 Financial Outturn Report This report sets out the outturn of income and expenditure against the revenue and capital budgets for 2019/20.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	20 Jul 2020	Director of Finance 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>COVID-19 Support Fund To agree the allocation of surplus funds from the Council Tax Covid-19 Hardship Fund</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	20 Jul 2020	Head of Customer Access, Management (Customer Services) Tel: 020 8937 2705 asha.vyas@brent.gov.uk
<p>Q4 Performance Report 2019/20 Note the information contained in this report.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	20 Jul 2020	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<p>Borough Plan - Review of year one To approve the review of year one of the Borough Plan.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Leader (Councillor Muhammed Butt)	20 Jul 2020	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk

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<p>Billing and Metering Methodology to be used for Heating and Hot Water in New Build Properties served by Communal Systems and District Heating Networks in Brent</p> <p>KEY</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	20 Jul 2020	<p>District Energy Network Manager, Finance Tel: 020 8937 3772 Francesca.Campagnoli@brent.gov.uk,</p> <p>Senior Project Manager - Energy & Sustainability, Finance Tel: 020 8937 2942 Catherine.Arotsky@brent.gov.uk</p>
<p>Brent Neighbourhood Community Infrastructure Levy (NCIL) Review and Recommendations including the consultation findings on the new Priorities 2020-2023</p> <p>To recommend a revised approach to the NCIL funding strategy based on the review of the 2017 - 2019 Projects.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	20 Jul 2020	<p>Partnership Funding Officer Tel: 020 8937 1170 kate.lambert@brent.gov.uk</p>

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>6 monthly update and procurement reports on NCHP To receive a six monthly update on the New Council Homes Programme.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	20 Jul 2020	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>Parking Enforcement on Council Housing Estates To consider the options for introduction of Off Street Controlled Parking (OSPC) through a Traffic Management Order (TMO) on land owned within the Housing Revenue Account (HRA).</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	20 Jul 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>Article 4 Direction To Remove Permitted Development Rights For Changes Of Use From Office And Light Industrial To Residential Consideration of responses to consultation.</p> <p>Confirmation 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>KEY</p> <p>Report: Open</p>	<p>Strategic Director - Regeneration and Environment</p>	<p>Strategic Director - Regeneration and Environment</p>	<p>Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)</p>	<p>13 Jul 2020</p>	<p>Planning, Policy and Projects Tel: 020 8937 6710 paul.lewin@brent.gov.uk</p>

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>United College Group Loan 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>KEY</p> <p>Report: Part exempt</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
August 2020					

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>Recommissioning the Advice, Infrastructure, Healthwatch and NHS independent Advocacy Contracts</p> <p>The paper is to present options for the retendering of four key contracts within the Strategy and Partnerships service. The contracts fund voluntary sector capacity development, advice provision, the Healthwatch service and an advocacy service to support people making complaints against the NHS.</p> <p>KEY</p> <p>Report: Part Exempt</p>	Cabinet	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Tom Miller)	17 Aug 2020	<p>Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk</p> <p>Partnership and Engagement Manager, Strategy and Partnerships Tel: 020 8937 1133 Julia.Mlambo@brent.gov.uk</p>
<p>Article 4 Direction To Remove Permitted Development Rights For Residential To Houses in Multiple Occupation</p> <p>to consider responses to consultation.</p> <p>Making of a non-immediate Article 4 Direction removing permitted development rights for change of use from residential (C3) to houses in multiple occupation (C4) to apply to parts of the borough.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	17 Aug 2020	<p>Planning, Policy and Projects Tel: 020 8937 6710 paul.lewin@brent.gov.uk</p>