

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 01 March 2021 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 of 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 Nerva](#) (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 Stephens](#) (Schools, Employment & Skills)

[Cllr Knight](#) (Community Safety & Engagement)

Publication Date: 05 February 2021

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
January 2021					
<p>Authority to Tender for the Design & Build Contract for the new dining hall build at Oliver Goldsmith Primary School To request authority to tender for a contract for the design and build of the new dining hall at Oliver Goldsmith Primary School as per Contract Standing Orders 88 and 89.</p> <p>KEY</p> <p>Report: Open</p>	Operational Director - Property and Assets	Operational Director - Property and Assets	Lead Member for Schools, Employment & Skills (Councillor Thomas Stephens)	12 Jan 2021	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@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
February 2021					
<p>Meanwhile Use Strategy & Action Plan To note the Meanwhile Use Strategy & Action Plan</p> <p>To approve the Meanwhile Use Strategy & Action Plan, prior to publication on the Council's website, dissemination the same to key partners and stakeholders, and implementation.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	8 Feb 2021	Major Projects Team Tel: 020 8937 2348 jonathan.kay@brent.gov.uk
<p>FWH Business Plan 2021-22 The report presents the First Wave Housing Ltd (FWH) Business Plan 2021/22 to Cabinet for Shareholder approval.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	8 Feb 2021	Head of Transformation Tel: 020 8937 1507 sadie.east@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>i4B Business Plan 2021-22 The report presents the i4B Holdings Ltd (i4B) Business Plan 2020/21 to Cabinet for Shareholder approval.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	8 Feb 2021	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p>Budget and Council Tax 2021/22 To set out the Council's budget proposals for 2021/22 and beyond.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	8 Feb 2021	Head of Finance Tel: 0208 937 1487 ravinder.jassar@brent.gov.uk
<p>Borough Plan 2021-2022 To approve the Borough Plan 2021-2022.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	8 Feb 2021	Senior Policy and Scrutiny Officer Tel: 02089371958 Jacqueline.Barry-Purssell@brent.gov.uk, Assistant Chief Executive Shazia.Hussain@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>Recommissioning of HRS To seek approval to retender Housing Related Support services</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	8 Feb 2021	Interim Commissioning Manager Tel: 020 8937 4162 Lorraine.Regan@brent.gov.uk
<p>Recommendations from Scrutiny Committees To receive any recommendations made by individual Scrutiny Committees in relation to reviews undertaken.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Promise Knight)	8 Feb 2021	Assistant Chief Executive Shazia.Hussain@brent.gov.uk
<p>Housing repairs and maintenance authority to go out to tender To request authority for Housing to go out to tender for housing maintenance services.</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Housing	Strategic Director - Customer and Digital Services	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	5 Feb 2021	Category Manager, Procurement Tel: 020 8937 2678 Andrew.Stirland1@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>Recommissioning the Advice, Infrastructure, Healthwatch and NHS independent Advocacy Contracts To request approval for various voluntary and community sector contracts.</p> <p>KEY</p> <p>Report: Part exempt</p>	Assistant Chief Executive	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Promise Knight)	Not before 5 Feb 2021	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk Partnership and Engagement Manager, Strategy and Partnerships Tel: 020 8937 1133 Julia.Mlambo@brent.gov.uk
<p>Variation to the Microsoft Agreement for the London Borough of Southwark To vary the contract between the London Borough of Brent and Trustmarque Solutions Ltd for the London Borough of Southwark's Microsoft licences.</p> <p>KEY</p> <p>Report: Part exempt</p>	Deputy Leader	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	Not before 8 Feb 2021	Senior Category Manager, Procurement Tel: 0208 937 1733 philippa.brewin@brent.gov.uk

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<p>Authority to appoint a Design Lead Multi-Disciplinary Team for the New Council Homes Programme (NCHP) Approval to appoint a Design Lead Multi-Disciplinary Team to progress planning application submissions for up to 18 development sites within the New Council Homes Programme.</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 19 Feb 2021	Project Manager, Property Tel: 020 8937 1722 tanveer.ghani@brent.gov.uk
<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)	Not before 8 Feb 2021	Projects Development Manager, Highways and Infrastructure Tel: 020 8937 5113 sandor.fazekas@brent.gov.uk

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<p>Authority to award contract for the provision of hard (planned, statutory and reactive maintenance) facilities management services for Brent Council operational buildings</p> <p>This report concerns the future provision of a contract for the delivery of Hard Facilities Management (FM) services for Brent Council's operational buildings. This report requests authority to award the contract for the delivery of Hard FM services in accordance with the cabinet decision of 10th February 2020 delegating authority to approve the same to the Strategic Director for Regeneration & Environment for a period of 5 + 2 years.</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)	Before 26 Feb 2021	Facilities Portfolio Manager Tel: 020 8937 1771 Russell.Burnaby@brent.gov.uk

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<p>Award of 6 Supported Living Services The Council have tendered for the following 6 Supported Living services across the borough 2 x Learning Disability 2x PMLD 1x Mental Health 1x Dual Diagnostic As the tender process will have been completed the Council wish to Award the contracts to the successful providers.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	Not before 8 Feb 2021	Interim Commissioning Manager Tel: 020 8937 4162 Lorraine.Regan@brent.gov.uk
<p>Authority to Tender for the Contract for boiler replacement projects at Northview Primary School and Salusbury Primary School To request authority to tender for a contract for the boiler replacement projects at Northview Primary School and Salusbury Primary School as per Contract Standing Orders 88 and 89.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Thomas Stephens)	15 Feb 2021	Programme Manager, Special Projects – Schools Neil.martin@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>Award of LD services at 127 &129 Harrowdene Rd The Council have been out to tender to provide a Learning Disability service across 10 units at 127 & 129 Harrowdene Road. The tender process has now been completed and we wish to award the tender to the successful provider</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	8 Feb 2021	Interim Commissioning Manager Tel: 020 8937 4162 Lorraine.Regan@brent.gov.uk
March 2021					
<p>Approval of procurement for the remaining phases of the South Kilburn Regeneration Programme and to seek approval for a 'Find A Tender' process to procure a delivery partner for the comprehensive redevelopment of the NWCC Site To seek approval for an OJEU process to procure a delivery partner for comprehensive redevelopment of 1-8 Neville House, 1-64 Winterleys, 113-128 Carlton House, and Carlton Hall (together defined as NWCC Site)</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	8 Mar 2021	Senior Project Manager, Estate Regeneration Tel: 020 8937 1621 Marie.Frederick@brent.gov.uk

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<p>Purchase of 83 Wembley Park Drive, London HA9 8HE for rough sleepers accommodation To delegate authority to the Strategic Director of Regeneration and Environment, in conjunction with the Strategic Director Community Wellbeing, to agree the terms of the acquisition and enter into contract for the purchase.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Community Well-being, Strategic Director - Regeneration and Environment	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	8 Mar 2021	Property and Projects Tel: 020 8937 2529 denish.patel@brent.gov.uk
<p>Authority to Commission Community Equipment Provider To</p> <p>i) Agree to continue with the 'Framework Contract for Community Equipment Service' with LB Barnet</p> <p>ii) Agree to the retender of the Community Equipment Service for a period of 3 years +1 yr + 1yr</p> <p>iii) Agree to award the contract to the new provider</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Operational Director - Adult Social Care	Lead Member for Adult Social Care (Councillor Harbi Farah)	8 Mar 2021	Head of Adults Services - Urgent Care, Community Wellbeing Tel: 020 8937 1323 Sunny.Mehmi@brent.gov.uk

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<p>Resident Support Fund Resident Support Fund to replace Local Welfare Assistance with wider eligibility, support and advice to residents including financial inclusion, employment support and development and digital inclusion.</p> <p>The view being supporting residents with early intervention and prevention with financial stability and sustainability.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Customer and Digital Services	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	8 Mar 2021	Head of Customer Access, Management (Customer Services) Tel: 020 8937 2705 asha.vyas@brent.gov.uk
<p>Roe Green Infant School Kitchen & Improvement Works – Approval of Capital Funding To approve the capital funding for the kitchen extension and improvement works at Roe Green Infant School</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Thomas Stephens)	8 Mar 2021	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@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>Recommendations from Scrutiny Committees To consider any recommendations from Scrutiny Committees.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Environment (Councillor Krupa Sheth), Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	8 Mar 2021	Senior Policy and Scrutiny Officer Tel: 020 8937 2855 michael.carr@brent.gov.uk
<p>Freehold Disposal or Long Leasehold Amendment of 347 -355 High Road, Wembley (Former Brent House) To delegate authority to the Operational Director of Property & Assets to dispose of the Freehold Disposal or carryout Long Leasehold Amendments of 347 -355 High Road, Wembley (Former Brent House).</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Operational Director - Property and Assets	Lead Member for Regeneration, Property & Planning (Councillor Shama Tatler)	8 Mar 2021	Director of Property & Assets Tel: 020 8937 5025 nick.ljustina@brent.gov.uk

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<p>Special Needs Transport Managed Service - Contract Renewal To agree the payment of London Living Wage to divers and escorts employed by the Special Needs transport service that is shared with Harrow Council.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	8 Mar 2021	Operational Director, Environmental and Employment Services Tel: 020 8937 5342 chris.whyte@brent.gov.uk
<p>New Build Infill Proposals at Watling Gardens, Windmill Ct and Kilburn Sq Approve Initial and Final Demolition notices, potential CPOs and other matters in relation to the acquisition of leaseholder properties and the redevelopment of land owned within the HRA.</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)	8 Mar 2021	Head of Housing Partnerships Tel: 020 8937 3272 John.Magness@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>Consideration of application for designation of Harlesden Neighbourhood Forum and Neighbourhood Area Consideration of responses to consultation.</p> <p>Confirmation of the Harlesden Neighbourhood Forum and Neighbourhood Area.</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>26 Mar 2021</p>	<p>Operational Director - Regeneration, Growth and Employment Tel: 020 8937 6441 alice.lester@brent.gov.uk</p>
<p>Daily Visitor Parking Charges and Permit Refunds To proceed to publication and notification on the amendment of the relevant Traffic Management Orders to formally link and align daily visitor permit prices to bus fares and increase the maximum refund value for all parking permits.</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 Environment (Councillor Krupa Sheth)</p>	<p>20 Mar 2021</p>	<p>Parking Policy Manager Tel: 020 8937 5105 anthony.vartanian@brent.gov.uk</p>

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<p>Brent Legacy 2020 Agreement of a one-off grant that will support Metroland Cultures Ltd to establish itself and build a sustainable business model over the next 4 years.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Public Health, Culture and Leisure (Councillor Neil Nerva)	8 Mar 2021	Zerritha Brown, Brent 2020 Legacy Manager Zerritha.brown@brent.gov.uk
April 2021					
<p>Debt write-off procedure To consider the updated fair debt policy.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Director of Customer Access	Deputy Leader (Councillor Margaret McLennan)	6 Apr 2021	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>Award of Contract for Architecturally-led Multidisciplinary Design Team for the Phase 1 site, St Raphael's, London Borough of Brent</p> <p>The Council have been out to tender for a multi-disciplinary design team to carry out the design of the Phase 1 site on St Raphael's. The tender process has now been completed and we wish to award the tender to the successful provider.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Regeneration and Environment	Operational Director - Housing	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	9 Apr 2021	Senior Project Manager, St Raphael's, Housing Partnerships kathryn.eames@brent.gov.uk
<p>New Council Homes Programme – Appoint Contractor for Infill Sites (Pharamond and Longley Avenue)</p> <p>Authority to appoint a contractor for building 11 new homes across the following sites:</p> <ul style="list-style-type: none"> • Longley Avenue • Pharamond <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 1 Apr 2021	Project Manager, Property Tel: 020 8937 1722 tanveer.ghani@brent.gov.uk

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<p>New Council Homes Programme – Appoint Contractor for Infill Sites (Aneurin Bevan Court and Sycamore Grove) Authority to appoint a contractor for building 10 new homes across the following sites:</p> <ul style="list-style-type: none"> • Aneurin Bevan Court • Sycamore Grove <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 1 Apr 2021	Project Manager, Property Tel: 020 8937 1722 tanveer.ghani@brent.gov.uk
<p>Authority to Award - Voluntary and Community Sector Infrastructure Support contract To award the tender to the successful provider after a competitive tender process</p> <p>KEY</p> <p>Report: Part exempt</p>	Assistant Chief Executive	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Promise Knight)	Before 30 Apr 2021	Partnership and Engagement Manager, Strategy and Partnerships Tel: 020 8937 1133 Julia.Mlambo@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 – Independent Health Complaints Advocacy Service To award the tender to the successful provider after a competitive tender process</p> <p>KEY</p> <p>Report: Part exempt</p>	Assistant Chief Executive	Assistant Chief Executive	Lead Member for Community Safety & Engagement (Councillor Promise Knight)	Before 30 Apr 2021	Partnership and Engagement Manager, Strategy and Partnerships Tel: 020 8937 1133 Julia.Mlambo@brent.gov.uk