

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 9 April 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)

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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
April 2021					
<p>Authority to Commission Community Equipment Provider To 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 Report: Part exempt</p>	Cabinet	Operational Director - Adult Social Care	Lead Member for Adult Social Care (Councillor Harbi Farah)	6 Apr 2021	Head of Adults Services - Urgent Care, Community Wellbeing Tel: 020 8937 1323 Sunny.Mehmi@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>South Kilburn Regeneration Programme: Approval of Procurement Processes for Future Phases and Associated Matters 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)	6 Apr 2021	Senior Project Manager, Estate Regeneration Tel: 020 8937 1621 Marie.Frederick@brent.gov.uk
<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
<p>Water Charges and Brent Council Tenants Approval of London Borough of Brent's response to water charges for Council tenants.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	6 Apr 2021	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>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)	6 Apr 2021	Schools Capital Programme Team Tel: 020 8937 4203 neil.martin@brent.gov.uk
<p>Brent Climate and Ecological Emergency Strategy 2021-2030 To adopt the final version of the Brent Climate and Ecological Strategy (2021-2030) following the most recent public consultation on the draft strategy which took place between November 2020 and January 2021.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Lead Member for Environment (Councillor Krupa Sheth)	6 Apr 2021	Head of Environmental Strategy & Commissioning Tel: 020 8937 5323 oliver.myers@brent.gov.uk Climate Emergency Strategy Manager tom.welsh@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>Public Sector Decarbonisation Scheme - Energy Efficiency Works in Brent Corporate Buildings</p> <p>To note the details of the project to improve energy efficiency of the 16 Brent Council buildings with the highest energy consumption and approve the approach of the Energy Team.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	6 Apr 2021	<p>Senior Project Manager - Energy & Sustainability, Finance Tel: 020 8937 2942 Catherine.Arotsky@brent.gov.uk Energy Manager Tel: 020 8937 3772 Neil.Luscombe@brent.gov.uk</p>
<p>Streamlining of the Brent Black Community Action Plan</p> <p>To approve the proposed streamlined Brent Black Community Action Plan and accompanying Year One Delivery Plan which will be delivered during the 2021-2022 financial year.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	6 Apr 2021	<p>Community Action Plan Co-ordinator Tel: 0208 937 2566 Elaine.Cleland-Awity@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>Corporate Performance – Q3 2020/21 Performance Report To note the Q3 performance report.</p> <p>Non-Key Decision</p> <p>Report: Open</p>	Cabinet	Assistant Chief Executive	Deputy Leader (Councillor Margaret McLennan)	6 Apr 2021	Head of Strategy and Partnerships Tel: 020 8937 1045 pascoe.sawyers@brent.gov.uk
<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>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	Not before 9 April 2021	Parking Policy Manager Tel: 020 8937 5105 anthony.vartanian@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>Extension of the Independent Advice and Guidance Contract This is to request permission to extend the independent Advice and Guidance contract for a period of up to a year to enable a commissioning process to be undertaken. This is part of a planned commissioning programme affecting four key contracts within the Strategy and Partnerships Service</p> <p>KEY</p> <p>Report: Part exempt</p>	Lead Member for Community Safety & Engagement	Strategic Director - Customer and Digital Services	Lead Member for Community Safety & Engagement (Councillor Promise Knight)	Not before 3 Apr 2021	Partnership and Engagement Manager, Strategy and Partnerships Tel: 020 8937 1133 Julia.Mlambo@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
<p>Award of Contract for Architecturally-led Multidisciplinary Design Team for the Phase 1 site, St Raphael's, London Borough of Brent 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)	30 Apr 2021	Senior Project Manager, St Raphael's, Housing Partnerships kathryn.eames@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 Contract to Deliver a Rapid Assessment Hub and a Housing First Service for Rough Sleepers Funded by the Rough Sleeper Initiative Grant Approval to Award a Contract to Deliver a Rapid Assessment Hub and a Housing First Service for Rough Sleepers Funded by the Rough Sleeper Initiative Grant</p> <p>KEY</p> <p>Report: Fully exempt</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 3 Apr 2021	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk
<p>Authority to Award Contract for Emergency Temporary Accommodation for Homeless Households Approval to award a contract for emergency temporary accommodation for homeless households</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 3 Apr 2021	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@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>To extend the contract for 0-19 Public Health Contract (Health Visiting and School Nursing Services) To extend the contract for 0-19 Public Health Contract (Health Visiting and School Nursing Services) until the 31st March 2022.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Community Well-being	Strategic Director - Community Well-being	Lead Member for Public Health, Culture and Leisure (Councillor Neil Nerva)	Not before 12 Apr 2021	Consultant – Children and Health Protection Marie.McLoughlin@brent.gov.uk
<p>Parking and Traffic Related Debt: Enforcement Agents Contracts Extension Request authority to extend the contracts for 2 years to 30th June 2023.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	26 Apr 2021	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@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 procure and to award a Framework Agreement for Disabled facilities and installation and repair works in Council-owned residential properties</p> <p>To request authority to procure and award a framework agreement for Disabled facilities installation and repair works in Council-owned residential properties.</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Housing	Operational Director - Housing	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 6 Apr 2021	Contracts Manager, Private Housing Services Tel: 020 8937 2997 Neil.Edwards@brent.gov.uk
<p>i4B SLA with Brent Council</p> <p>Agreement to enter into a service level agreement with i4B for the provision of corporate and landlord services to the company.</p> <p>KEY</p> <p>Report: Part exempt</p>	Director of Finance	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	7 Apr 2021	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p>FWH SLA with Brent Council</p> <p>Agreement to enter into a service level agreement with FWH for the provision of corporate and landlord services to the company.</p> <p>KEY</p> <p>Report: Part exempt</p>	Director of Finance	Director of Finance	Deputy Leader (Councillor Margaret McLennan)	7 Apr 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>Family Wellbeing Centre Support Services Authority to tender Authority to tender Family Wellbeing Centre support services.</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)	Not before 12 Apr 2021	Head of Early Years and Family Support Tel: 020 8937 2710 sue.gates@brent.gov.uk Operations Manager Tel: 020 8937 3295 Simon.Topping@brent.gov.uk
<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)	25 Apr 2021	Interim Commissioning Manager Tel: 020 8937 4162 Lorraine.Regan@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
May 2021					
<p>Award of a contract for Microsoft Licensing for the London Borough of Southwark, and termination of existing contract. To terminate the existing contract for Microsoft Licensing for the London Borough of Southwark, and award a new contract for the licensing.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Customer and Digital Services	Deputy Leader (Councillor Margaret McLennan)	10 May 2021	Senior Category Manager, Procurement Tel: 0208 937 1733 philippa.brewin@brent.gov.uk
<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	Deputy Leader (Councillor Margaret McLennan)	10 May 2021	Senior Policy and Scrutiny Officer Tel: 020 8937 2855 michael.carr@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>Preferred Commissioning Strategy for the Redefining Local Services Programme To agree for the Preferred Strategy to be issued for statutory consultation with representatives of persons identified under Section 3 LGA 1999.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director - Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	10 May 2021	Head of Environmental Strategy & Commissioning Tel: 020 8937 5323 oliver.myers@brent.gov.uk
<p>Authority to Award the Design & Build Contract for the new dining hall build at Oliver Goldsmith Primary School To request approval to award a contract for the design and build of the new dining hall at Oliver Goldsmith Primary School as per Contract Standing Order 88.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Thomas Stephens)	10 May 2021	Head of Capital Programmes – 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>Authority to Tender for a contractor for Watling Gardens To request authority to go out to tender for a contractor.</p> <p>KEY</p> <p>Report: Part exempt</p>	Operational Director - Housing	Strategic Director - Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 10 May 2021	Development Manager Akin.adenubi@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>Draft Brent Local Plan Examination: Proposed Modifications to the Local Plan and other Actions</p> <p>To approve for consultation proposed modifications to the submitted draft Brent Local Plan.</p> <p>To approve the Brent Local Development Scheme.</p> <p>To approve the Brent Statement of Community Involvement.</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>14 May 2021</p>	<p>Planning, Policy and Projects Tel: 020 8937 6710 paul.lewin@brent.gov.uk</p>
<p>Authority to Award the contract for electrical works at Oliver Goldsmith, Roe Green Infant and Junior and Wykeham Primary Schools</p> <p>To request approval to award a contract for electrical works at Oliver Goldsmith, Roe Green Infant and Junior and Wykeham Primary Schools as per Contract Standing Order 88.</p> <p>KEY</p> <p>Report: Open</p> <p>N.B. This decision was added to the Forward Plan on 19 April 2021</p>	<p>Strategic Director - Regeneration and Environment</p>	<p>Strategic Director - Regeneration and Environment</p>	<p>Lead Member for Schools, Employment & Skills (Councillor Thomas Stephens)</p>	<p>18 May 2021</p>	<p>Head of Capital Programmes – Schools Tel: 020 8937 4203 Neil.Martin@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>Authority to Award the contract for boiler replacement projects at Northview Primary School and Salusbury Primary School</p> <p>To request approval to award a contract for boiler replacement projects at Northview Primary School and Salusbury Primary School as per Contract Standing Order 88.</p> <p>KEY</p> <p>Report: Open</p> <p>N.B. This decision was added to the Forward Plan on 19 April 2021</p>	Strategic Director - Regeneration and Environment	Strategic Director - Regeneration and Environment	Lead Member for Schools, Employment & Skills (Councillor Thomas Stephens)	18 May 2021	Head of Capital Programmes – Schools Tel: 020 8937 4203 Neil.Martin@brent.gov.uk
June 2021					
<p>Housing repairs and maintenance authority to go out to tender</p> <p>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)	1 Jun 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>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)	1 Jun 2021	Project Manager, Property Tel: 020 8937 1722 tanveer.ghani@brent.gov.uk
<p>New Council Homes Programme – Appoint Contractor for Infill Sites (Pharamond and Longley Avenue) 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)	1 Jun 2021	Project Manager, Property Tel: 020 8937 1722 tanveer.ghani@brent.gov.uk