

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 3 September 2018 to 29 April 2019



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 which is, or the making of savings which are significant, having regard to the local authority's budget for the service or function to which the decision relates; or
- 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 6607/1355 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 6607/1355 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)

[Cllr Hirani](#) (Public Health, Culture & Leisure)

[Cllr Farah](#) (Adult Social Care)

[Cllr Southwood](#) (Housing and Welfare Reform)

[Cllr Tatler](#) (Regeneration, Highways & 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)

Publication Date: 4 September 2018

email: committee@brent.gov.uk
Tel: 020 8937 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
August					
<p>Authority to Award Contract for Enforcement Agents for the Recovery of Parking and Traffic Related Debts</p> <p>This decision concerns the award of contracts to two Enforcement Agents to collect debts arising from parking and traffic Penalty Charge Notices. The attached report requests authority to award contracts as required by Contract Standing Order 88. It also summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends to whom the contract should be awarded.</p> <p>Previous title: <i>Enforcement Agent Contract Award</i></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 28 Aug 2018	Strategic Director Regeneration and Environment Tel: 0208 937 1516 Amar.Dave@brent.gov.uk

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September					
<p>General Update Report Operational update, progress on current projects, proposed public consultation; and an indication of capital / reserve expenditure possibly required during the next 12 months.</p> <p>Report: Open</p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	4 Sep 2018	Environmental Policy Officer Leslie.Williams@brent.gov.uk
<p>Annual Report 2017-2018 To note the Annual Report and the Accounts; to note the Independent Review of the Accounts; and to ask officers to update the Charity Commission with the Report and Accounts.</p> <p>Report: Open</p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	4 Sep 2018	Environmental Policy Officer Leslie.Williams@brent.gov.uk

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<p>Authority to Tender Concession Contract for Six-Sheet Advertising Across the Borough Report seeking authority to proceed with the re-procurement of the concession contract for six-sheet advertising displays across the borough.</p> <p>Previous title: Authority to proceed - Six sheet advertising</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Sep 2018	Director, Performance, Policy and Partnerships Tel: 020 8937 1400 peter.gadsdon@brent.gov.uk

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<p>Extending the Harlesden Community Hub Model This report sets out proposals for extending the community hub model located at Harlesden library. The extension of the model would include enhancing the offer at the Harlesden location based on user needs, introducing additional and more joined up services and expanding the model to new locations and opening times.</p> <p>Reason for deferral from August to September Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Councillor Eleanor Southwood	12 Sep 2018	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
<p>Parking Annual Report 2017-2018 To agree and approve for publication the Parking Service's Annual Report 2017/18</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	12 Sep 2018	Head of Parking and Lighting Tel: 020 8937 2979 gavin.f.moore@brent.gov.uk

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<p>Contingency planning for the Council's Benefits Service: Authorisation of Third Parties to determine Housing Benefit, Council Tax Benefit and Council Tax Support Claims</p> <p>To agree the basis of Brent Council utilising an offsite processing contract (via a framework agreement) for the processing of Housing Benefit and Council Tax Support claims, to assist in backlog clearance and to provide future resilience against staff turnover during the implementation and rollout of Universal Credit.</p> <p>Previous title: <i>Offsite Resilience Contract for Housing Benefit and Council Tax Support processing</i></p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Sep 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@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>2017/18 Treasury Management Outturn Report Treasury Management report for 2017/18</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Sep 2018	Head of Finance - Capital Tel: 020 8937 3057 daniel.omisore@brent.gov.uk
<p>Brent Council Borrowing Strategy 2018/19 - 2020/21 Strategy for Borrowing</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	12 Sep 2018	Head of Finance - Capital Tel: 020 8937 3057 daniel.omisore@brent.gov.uk
<p>Housing Revenue Account Borrowing Headroom To agree to the business case to increase the HRA borrowing headroom</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Sep 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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<p>Funding of London Borough of Culture 2020 To agree the funding strategy for the London Borough of Culture 2020.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	12 Sep 2018	Director Public Health Tel: 0208 937 6227 melanie.smith@brent.gov.uk
October					
<p>Consultation on Brent Council's Community School Admissions Arrangements for 2020/21 To approve Consultation on Brent Council's Community School Admissions Arrangements for 2020/21</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	15 Oct 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk

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<p>Approval to Tender for a Targeted Service to Promote Education, Employment and Training To approve tender document: Promoting education, employment and training for young people.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Previous title: <i>Tender document: Promoting education, employment and training for young people</i></p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	15 Oct 2018	Head of Inclusion Tel: 020 8937 3804 sarah.miller@brent.gov.uk
<p>Authority to tender a contract for Speech and Language Therapy. To approve authority to tender a contract for Speech and Language Therapy</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	15 Oct 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk

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<p>Report of Chair of Resources & Public Realm Scrutiny Committee Approval of recommendations made by scrutiny chair regarding requesting revaluation of Wembley Stadium in the event of a sale; factors to consider in the allocation of CIL; and making mattress-tagging a condition of landlord licences.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	15 Oct 2018	Policy and Scrutiny Manager Tel: 020 8937 1219 mark.cairns@brent.gov.uk
<p>Pan-London collaboration on the procurement of accommodation for homeless households To approve the decision to join Capital Letters London Ltd, a Company that will be established by the London boroughs, to procure or lease accommodation for the benefit of homeless households</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 Oct 2018	Head of Housing Needs Tel: 020 8937 2788 laurence.coaker@brent.gov.uk

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<p>Housing Revenue Account Business Plan To agree the Housing Revenue Account Business Plan 2018/19 – 2048/49</p> <p>Reason for deferral from July to October: Requested by Operational Director to enable finalisation of Business Plan.</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 Oct 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk
<p>Carlton & Granville Centres Site – South Kilburn To continue with the project to planning submission.</p> <p>To request Property Services engage with ULFA as set out in the report.</p> <p>Reason for deferral from September to October Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	15 Oct 2018	Senior Project Manager, Estate Regeneration Tel: 020 8937 1650 emma.sweeney@brent.gov.uk

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<p>Local Implementation Plan (LIP3) To approve submission of the draft Local Implementation Plan (LIP3) to Transport for London</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	15 Oct 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk
<p>Brent Local Implementation Plan (LIP) Submission for 2019/20-2021/22 To note the provisional Local Implementation Plan (LIP) allocation and approve the proposed 2018/19 programme of schemes</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	15 Oct 2018	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@brent.gov.uk
<p>Draft Budget Proposals 2019/20 – 2020/21 The purpose of this report is to set out the Council's budget proposals for 2019/20 – 2020/21. Subject to the results of consultation it is envisaged that these would then form the basis of the budget to be agreed at the Full Council meeting of February 2019.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@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 2 Budget Monitoring Report Projected Finance position for Quarter 2</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk
<p>Lease renewal , Kingsbury Library and 4 flats, 520-524 Kingsbury Road, London, NW9 9HE</p> <p>To seek delegated authority for the Strategic Director Resources to renew the lease for a term of up to 10 years following the ending of the current lease on 31 October 2018.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	15 Oct 2018	Corporate Health and Safety Committee oliver.judges@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>Council Tax Reduction Scheme (“Council Tax Support”) To confirm the Brent Council Tax Reduction Scheme for 2019/20, which will remain unchanged from the current scheme.</p> <p>To advise on the review of the Council Tax Support and Local Welfare Assistance schemes for 2020/21</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	15 Oct 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
November					
<p>2017/18 Annual Complaints Report Annual report considered by Cabinet.</p> <p>Reason for deferral from October to November Cabinet meeting: Officers to undertake further work and engagement around the proposals.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	12 Nov 2018	Head of Performance & Improvement Tel: 020 8937 irene.bremang@brent.gov.uk

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<p>Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	12 Nov 2018	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk
<p>School Place Planning Strategy 2019-2023 To approve School Place Planning Strategy 2019-2023</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	12 Nov 2018	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
<p>Review of Estate Cleaning To approve the option for the future delivery of the estate cleaning service.</p> <p>Reason for deferral from April Cabinet to November Cabinet: To enable a more in-depth analysis into the range of options being proposed.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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<p>Tenant Management Organisations To agree the management allowances and terms of the Management Agreement for Kilburn Square TMO and Watling Gardens TMO.</p> <p>Reason for deferral to November Cabinet meeting: Officers to undertake further work.</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	External Contracts Manager Tel: 020 8937 1261 Geeta.LeTissier@brent.gov.uk
<p>Estate Parking Project To seek Cabinet's approval on the proposed set of consultation principles pertaining to parking controls across defined estates.</p> <p>Reasons for deferral from July to November: To enable further consideration and development of final options.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Operational Director Housing Tel: 020 8937 2023 Hakeem.Osinaike@brent.gov.uk

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<p>Met Patrol Plus Funding Review The decision for the extension of the Partnership Tasking Team for the final year under the S.92 Agreement.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Community Safety (Councillor Tom Miller)	12 Nov 2018	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@brent.gov.uk
<p>Business Rates and Associated IT Support Contract Award To approve the award and ancillary recommendations relating to the contract for Business Rates and Associated IT Support.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
December					
No items currently scheduled					

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January					
<p>Performance Report, Q2 This will be the second quarter's performance report of 2018/2019.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	14 Jan 2019	Head of Performance & Improvement Tel: 020 8937 8937 irene.bremang@brent.gov.uk
<p>Quarter 3 Budget Monitoring Report Projected financial position for Quarter 3</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2019	Head of Finance Tel: 020 8937 1731 benjamin.ainsworth@brent.gov.uk
February					

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<p>Determination of Brent Council's Community School Admissions Arrangements for 2020/21 To approve Local Authority determination of arrangements for school admissions 2019.</p> <p>Previous title: Local Authority determination of arrangements for school admissions 2019</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Schools, Employment & Skills (Councillor Amer Agha MB BS, MSc, PHCM)	11 Feb 2019	Head of Partnerships, Planning and Performance Tel: 020 8937 4529 Shirley.Parks@brent.gov.uk
<p>i4B Business Plan 2019/20 To present i4B Holdings Ltd Business Plan for 2019/20 to Cabinet for Shareholder approval</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk
March					
No items currently scheduled					
April					

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<p>Performance Report, Q3 This is the performance report for the third quarter of 2018/2019.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	15 Apr 2019	Head of Performance & Improvement Tel: 020 8937 8937 irene.bremang@brent.gov.uk