

# LONDON BOROUGH OF BRENT

## FORWARD PLAN OF KEY DECISIONS

for the period 9 November 2018 to 30 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](mailto:committee@brent.gov.uk).

Should you wish to make representations regarding any matter listed or want to request that an exempt report should be considered in public, please email Governance Services at [committee@brent.gov.uk](mailto:committee@brent.gov.uk) or telephone 020 8937 2063/1355 at least one week before the decision is to be taken. Your representations and the Council's response will be published on the Council's website at least 5 working days before the Cabinet/ Cabinet Committee meeting or date of the scheduled Officer decision.

The current membership of the Cabinet is as follows:

[Cllr Butt](#) (Leader)

[Cllr McLennan](#) (Deputy Leader)

[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: 9 November 2018**

email: [committee@brent.gov.uk](mailto:committee@brent.gov.uk)

Tel: 020 8937 1355/2063



Details of the decision to be taken	Decision to be taken by	Relevant report from	Lead Member	Expected date of decision	Any representations must be made to the following officer at least 1 week before the decision is to be made
<b>November</b>					
<p><b>Award of a Contract for Microsoft Licences for the London Borough of Southwark</b>            To approve the award of the contract for the provision of Microsoft Software Licences for the London Borough of Southwark. The award and contracting are delegated to the London Borough of Brent under the terms of the ICT Shared Service Inter Authority Agreement.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Resources	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	Not before 12 Nov 2018	Senior Category Manager, Procurement Tel: 0208 937 1733 <a href="mailto:philippa.brewin@brent.gov.uk">philippa.brewin@brent.gov.uk</a>
<p><b>Brent Design Guide Supplementary Planning Document (SPD1) Adoption.</b>            To consider consultation responses to the draft Brent Design Guide Supplementary Planning Document (SPD1) and approve its adoption.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	12 Nov 2018	Principal Urban Design Officer Tel: 020 8937 2303 <a href="mailto:Joris.vanderStarre@brent.gov.uk">Joris.vanderStarre@brent.gov.uk</a>

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<p><b>Business Rates and Associated IT Support Contract Award</b> To approve the award and ancillary recommendations relating to the contract for Business Rates and Associated IT Support.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	12 Nov 2018	Director of Brent Customer Services Tel: 020 8937 1521 <a href="mailto:margaret.read@brent.gov.uk">margaret.read@brent.gov.uk</a>
<p><b>Changes to Local Government Association Membership</b> The purpose of this report is to seek Cabinet approval for the council to participate fully in changes to the Local Government Association's organisational structure.</p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	12 Nov 2018	Director, Performance, Policy and Partnerships Tel: 020 8937 1400 <a href="mailto:peter.gadsdon@brent.gov.uk">peter.gadsdon@brent.gov.uk</a>

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<p><b>Delegation of Decision and Award of a Printing Services Contract for the ICT Shared Service Authorities</b></p> <p>Part A: To approve the delegation to the Strategic Director of Resources of the decision to award a contract for Printing Services for the ICT Shared Service authorities.</p> <p>Part B: To approve the award of a contract for Printing Services for the ICT Shared Service authorities.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	12 Nov 2018	Head of Digital Services Tel: 020 8937 6080 <a href="mailto:prod.sarigianis@brent.gov.uk">prod.sarigianis@brent.gov.uk</a>
<p><b>School Place Planning Strategy 2019-2023</b> To approve School Place Planning Strategy 2019-2023</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></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 <a href="mailto:Shirley.Parks@brent.gov.uk">Shirley.Parks@brent.gov.uk</a>

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<p><b>St. Raphael's Estate - Housing Options Appraisal</b> Cabinet to consider housing improvement and development options for the estate.</p> <p><b>Reason for deferral from October to November Cabinet meeting:</b> Officers to undertake further work and engagement around the proposals.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	12 Nov 2018	Operational Director Housing Tel: 020 8937 2023 <a href="mailto:Hakeem.Osinaike@brent.gov.uk">Hakeem.Osinaike@brent.gov.uk</a>
<p><b>Statement of Gambling Principles 2019-2022</b> To agree the updated statement of gambling principles, revised to take into account the local area profile to allow us to remain responsive to our local environment, and to identify current and emerging risks of gambling-related harm. The changes made will allow us to make evidence based decisions to address local gambling issues .</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Community Safety (Councillor Tom Miller)	12 Nov 2018	Senior Regulatory Service Manager Tel: 020 8937 5262 <a href="mailto:yogini.patel@brent.gov.uk">yogini.patel@brent.gov.uk</a>

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<p><b>General Update Report</b> To note arrangements for the continued deployment of a Project Officer to serve the needs of the Barham Trust and the estate.</p> <p>Report: <b>Open</b></p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	Not before 12 Nov 2018	Barham Park Project Officer Tel: 020 8937 5628 <a href="mailto:Leslie.Williams@brent.gov.uk">Leslie.Williams@brent.gov.uk</a>
<p><b>Letting of Unit 7 at Barham Park</b> To make a decision on the letting of Unit 7 at Barham Park.</p> <p>Report: <b>Part exempt</b></p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	Not before 12 Nov 2018	Barham Park Project Officer Tel: 020 8937 5628 <a href="mailto:Leslie.Williams@brent.gov.uk">Leslie.Williams@brent.gov.uk</a>
<p><b>Authority to Invite Tenders for contract for roof, window and door replacement project at Preston Park Primary School</b> To request approval to invite tenders in respect of a contract for roof, window and door replacement project at Preston Park Primary School as part of the School Asset Management Programme as required by Contract Standing Orders 88 and 89.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Strategic Director, Resources	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	Not before 19 Nov 2018	Strategic Director of Resources Tel: 0208 937 1564 <a href="mailto:Althea.Loderick@brent.gov.uk">Althea.Loderick@brent.gov.uk</a>

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<p><b>Award contract for lifts</b> To award contract for lifts at five sites within the London Borough of Brent.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Community Well-being	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	Not before 19 Nov 2018	Head of Service - Housing Management Property, Housing and Culture Tel: 0208 937 1147 <a href="mailto:sean.gallagher@brent.gov.uk">sean.gallagher@brent.gov.uk</a>
<p><b>Gateway to Support Services</b> To provide authority:</p> <p>A) To procure a contract for a “Gateway to Support Services” Hub. The Hub will provide a focal point of access to all advocacy services, carers support service and Social Isolation Preventative service. It will also deliver information, advice, guidance and more specialist interventions.</p> <p>B) To Award contract at a later stage after evaluation process</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Community Well-being	Strategic Director, Community Well-being	Lead Member for Adult Social Care (Councillor Harbi Farah)	Not before 12 Nov 2018	Operational Director, Adult Social Care Tel: 020 8937 6168 <a href="mailto:helen.woodland@brent.gov.uk">helen.woodland@brent.gov.uk</a>



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<p><b>Authority to award stage two contract for the redevelopment of Knowles House London NW10 3UN</b> To award a building contract for the redevelopment of Knowles House, Longstone Avenue, NW10 3UN</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Resources	Strategic Director, Resources	Leader (Councillor Muhammed Butt)	Not before 12 Nov 2018	Project Manager, Property Tel: 020 8937 1739 <a href="mailto:gordon.cooper@brent.gov.uk">gordon.cooper@brent.gov.uk</a>
<b>December</b>					
<p><b>Individual Cabinet Member Decision - Private Housing HMO &amp; Selective Licensing Fee Structure</b> To seek approval for a revision to the charging mechanism for HMO &amp; Housing Selective Licensing fees.</p> <p><b>Please note this is a Non Key Decision included on the Forward Plan for information only</b></p> <p>Report: <b>Open</b></p>	Lead Member for Housing and Welfare Reform	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	3 Dec 2018	Operational Director Housing Tel: 020 8937 2023 <a href="mailto:Hakeem.Osinaike@brent.gov.uk">Hakeem.Osinaike@brent.gov.uk</a>

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<p><b>Amendment to the Annual Accounts of the Barham Park Trust Committee</b> To approve the amended annual accounts of the Barham Park Trust Committee</p> <p>Report: <b>Open</b></p>	Barham Park Trust Committee	Strategic Director, Regeneration and Environment	Deputy Leader (Councillor Margaret McLennan)	Not before 10 Dec 2018	Operational Director, Environmental and Employment Services Tel: 020 8937 5342 <a href="mailto:chris.whyte@brent.gov.uk">chris.whyte@brent.gov.uk</a>
<p><b>2017/18 Annual Complaints Report</b> Annual report considered by Cabinet.</p> <p><b>Reason for deferral from October to December Cabinet meeting:</b> Officers to undertake further work and engagement around the proposals.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	10 Dec 2018	Head of Performance & Improvement Tel: 020 8937 1822 <a href="mailto:irene.bremang@brent.gov.uk">irene.bremang@brent.gov.uk</a>

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<p><b>Approval to proceed with the South Kilburn District Energy Network</b></p> <p>The report is seeking approval to deliver and approval of the proposed delivery route for the South Kilburn District Energy Network, which is funded by S106 contributions.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	10 Dec 2018	Chief Finance Officer Tel: 020 8937 6528 <a href="mailto:conrad.hall@brent.gov.uk">conrad.hall@brent.gov.uk</a>
<p><b>Outcome of Parking Consultation</b></p> <p>Decision to proceed on permit product changes for External ESU permits, the Diesel surcharge and the surcharge on Second and Third vehicle permits</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Environment (Councillor Krupa Sheth)	10 Dec 2018	Head of Parking and Lighting Tel: 020 8937 2979 <a href="mailto:gavin.f.moore@brent.gov.uk">gavin.f.moore@brent.gov.uk</a>

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<p><b>Performance Report, Q2</b> This will be the second quarter's performance report of 2018/2019.</p> <p><b>Reason for change of date:</b> Item brought forward from February 2019 to December 2018 in line with usual corporate performance reporting practices.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	10 Dec 2018	Head of Performance & Improvement Tel: 020 8937 1822 <a href="mailto:irene.bremang@brent.gov.uk">irene.bremang@brent.gov.uk</a>
<p><b>Review of Estate Cleaning</b> To approve the option for the future delivery of the estate cleaning service.</p> <p><b>Reason for deferral from April Cabinet to December Cabinet:</b> To enable a more in-depth analysis into the range of options being proposed.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)	10 Dec 2018	Operational Director Housing Tel: 020 8937 2023 <a href="mailto:Hakeem.Osinaike@brent.gov.uk">Hakeem.Osinaike@brent.gov.uk</a>

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<p><b>Stronger Communities Strategy</b> Report seeking approval for Safer Communities Strategy.</p> <p><b>KEY</b></p> <p>Report:</p>	Cabinet	Director, Performance, Policy and Partnerships	Lead Member for Community Safety (Councillor Tom Miller)	10 Dec 2018	Head of Strategy and Partnerships Tel: 020 8937 1045 <a href="mailto:pascoe.sawyers@brent.gov.uk">pascoe.sawyers@brent.gov.uk</a>
<b>January</b>					
<p><b>Capital Budget Setting and Capital Pipeline Proposals 2019/20 – 2021/22</b> Report setting out the new capital proposals including the adoption of a permanent strategic capital pipeline.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2019	Head of Finance – Capital Tel: 020 8937 3057 <a href="mailto:daniel.omisore@brent.gov.uk">daniel.omisore@brent.gov.uk</a>

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<p><b>Met Patrol Plus Funding Review</b> The decision for the extension of the Partnership Tasking Team for the final year under the S.92 Agreement.</p> <p><b>Reason for deferral from November to January Cabinet meeting:</b> The report has been deferred to allow for further internal consultation.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Community Safety (Councillor Tom Miller)	14 Jan 2019	Head of Community Protection Tel: 020 8937 5067 <a href="mailto:Karina.Wane@brent.gov.uk">Karina.Wane@brent.gov.uk</a>
<p><b>Quarter 3 Budget Monitoring Report</b> Projected financial position for Quarter 3</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	14 Jan 2019	Head of Finance Tel: 020 8937 1731 <a href="mailto:benjamin.ainsworth@brent.gov.uk">benjamin.ainsworth@brent.gov.uk</a>

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<p><b>Regionalisation of adoption</b> To agree the arrangements of Regionalisation of adoption services.</p> <p><b>Reason for deferral:</b> Item deferred to allow officers to undertake further work on the business case</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	14 Jan 2019	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 <a href="mailto:nigel.chapman@brent.gov.uk">nigel.chapman@brent.gov.uk</a>
<p><b>Wembley Transport Improvements - Wembley Industrial Estate Two-way working</b> To award contract to successful supplier to deliver Phase 1 of Two-way working in Wembley Industrial Estate</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Regeneration and Environment	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	Not before 28 Jan 2019	Strategic Director Regeneration and Environment Tel: 0208 937 1516 <a href="mailto:Amar.Dave@brent.gov.uk">Amar.Dave@brent.gov.uk</a>

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<b>February</b>					
<p><b>Determination of Brent Council's Community School Admissions Arrangements for 2020/21.</b> To approve Determination of Brent Council's Community School Admissions Arrangements for 2020/21.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></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 <a href="mailto:Shirley.Parks@brent.gov.uk">Shirley.Parks@brent.gov.uk</a>
<p><b>First Wave Housing Business Plan 2019/20</b> To present First Wave Housing Ltd Business Plan for 2019/20 to Cabinet for Shareholder approval.</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Head of Transformation Tel: 020 8937 1507 <a href="mailto:sadie.east@brent.gov.uk">sadie.east@brent.gov.uk</a>



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<p><b>Governance arrangements for Brent's network of Community Hubs</b> This report sets out proposals for the governance and management arrangements of Brent's network of community hubs.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	11 Feb 2019	Head of Transformation Tel: 020 8937 1507 <a href="mailto:sadie.east@brent.gov.uk">sadie.east@brent.gov.uk</a>
<p><b>i4B Business Plan 2019/20</b> To present i4B Holdings Ltd Business Plan for 2019/20 to Cabinet for Shareholder approval</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Head of Transformation Tel: 020 8937 1507 <a href="mailto:sadie.east@brent.gov.uk">sadie.east@brent.gov.uk</a>
<b>March</b>					
<p><b>Wembley Transport Improvements - North End Road Connection</b> To award contract to successful supplier to deliver the North End Road Connection</p> <p><b>KEY</b></p> <p>Report: <b>Part exempt</b></p>	Strategic Director, Regeneration and Environment	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	Before 1 Mar 2019	Strategic Director Regeneration and Environment Tel: 0208 937 1516 <a href="mailto:Amar.Dave@brent.gov.uk">Amar.Dave@brent.gov.uk</a>

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<b>April</b>					
<p><b>Performance Report, Q3</b> This is the performance report for the third quarter of 2018/2019.</p> <p><b>KEY</b></p> <p>Report: <b>Open</b></p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	15 Apr 2019	Head of Performance & Improvement Tel: 020 8937 1822 <a href="mailto:irene.bremang@brent.gov.uk">irene.bremang@brent.gov.uk</a>