

LONDON BOROUGH OF BRENT

FORWARD PLAN OF KEY DECISIONS

for the period 15 February 2019 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 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)

[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: January 2019

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					
<p>Award of a Contract for Microsoft Licences for the London Borough of Southwark 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>KEY</p> <p>Report: Part exempt</p>	Strategic Director, Resources	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	Not before 14 Jan 2019	Senior Category Manager, Procurement Tel: 0208 937 1733 philippa.brewin@brent.gov.uk
<p>Award contract for lifts <i>Issue withdrawn at officers' request.</i></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 14 Jan 2019	Head of Service - Housing Management Property, Housing and Culture Tel: 0208 937 1147 sean.gallagher@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>Gateway to Support Services 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>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 14 Jan 2019	Operational Director, Adult Social Care Tel: 020 8937 6168 helen.woodland@brent.gov.uk
<p>Authority to award contract for Street Lighting Maintenance Report seeks authority to award contract for the street lighting maintenance contract due to commence on 01/04/19</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 14 Jan 2019	Parking Projects Manager, Parking and Lighting Tel: 020 8937 5300 mark.fairchild@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>Wembley Transport Improvements - Wembley Industrial Estate Two-way working To award contract to successful supplier to deliver Phase 1 of Two-way working in Wembley Industrial Estate</p> <p>KEY</p> <p>Report: Part exempt</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 Amar.Dave@brent.gov.uk
February					
<p>Budget and Council Tax 2019/20 – 2020/21 The purpose of this report is to set out the Council's budget proposals for 2019/20 and 2020/21. It also sets out the results of the consultation and scrutiny processes. Subject to discussion at the Cabinet meeting these will form the basis of the budget to be agreed at the Full Council meeting of 25 February 2019.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Chief Finance Officer	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Chief Finance Officer Tel: 020 8937 6528 conrad.hall@brent.gov.uk, Head of Finance Tel: 0208 937 1487 ravinder.jassar@brent.gov.uk

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<p>Authority to award stage two contract for the redevelopment of Knowles House London NW10 3UN To award a building contract for the redevelopment of Knowles House, Longstone Avenue, NW10 3UN</p> <p><i>Please note that this decision has originally been scheduled to made by the Strategic Director of Resources.</i></p> <p>Reason for deferring this decision to Cabinet meeting in February: To allow officers to report changes since previous Cabinet approval.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Project Manager, Property Tel: 020 8937 1739 gordon.cooper@brent.gov.uk
<p>Council Tax – Empty Homes premium To agree to increase the council tax premium for domestic homes that have been empty for more than 2 years from 50% to 100% form 1/4/2019</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk

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<p>Contingency planning for the Council Tax Service: Authorisation of Third Parties to Make Decisions for Council Tax Functions To authorise a third party service provider to make decisions relating to Council Tax matters.</p> <p>To delegate authority to the Strategic Director of Resources in consultation with the Lead Member to authorise a third party service provider to make decisions relating to Council Tax matters for any other specific and ad-hoc purposes that may arise.</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk
<p>National Non Domestic Rates – to approve discretionary rate relief schemes for 2019/20 To approve the scheme for revaluation support for 2019/20 and the scheme for retail rate relief as announced in the October budget and as detailed in the report</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Resources	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Director of Brent Customer Services Tel: 020 8937 1521 margaret.read@brent.gov.uk

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<p>Business Rates Relief Scheme for businesses accredited with the Living Wage Foundation To approve the continuation of the discretionary NNDR discount scheme for businesses accredited with the Living Wage Foundation until March 2023.</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	11 Feb 2019	Economic Development Manager, Employment, Skills and Enterprise Tel: 020 8937 6673 kaya.chatterji@brent.gov.uk
<p>Establishment of Operational Director Post To seek approval to establishment of an Operational Director post.</p> <p>Report: Open</p>	Cabinet	Chief Executive	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Senior HR Transformation Lead Tel: 020 8937 3209 Martin.Williams@brent.gov.uk
<p>Six-Sheet Advertising Concession Contract Approval to award the Contract.</p> <p>Reason for deferral from January to February Cabinet meeting: To allow officers to undertake further work.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Director, Performance, Policy and Partnerships	Deputy Leader (Councillor Margaret McLennan)	11 Feb 2019	Senior Category Manager Tel: 020 8937 3924 jonathan.heyese@brent.gov.uk

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<p>Borough Plan 2019-2023 To consider the Borough Plan 2019-2023</p> <p>KEY</p> <p>Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Leader (Councillor Muhammed Butt)	11 Feb 2019	Director, Performance, Policy and Partnerships Tel: 020 8937 1400 peter.gadsdon@brent.gov.uk
<p>First Wave Housing Business Plan 2019/20 To present First Wave Housing Ltd Business Plan for 2019/20 to Cabinet for Shareholder approval.</p> <p>KEY</p> <p>Report: Part exempt</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
<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: Part exempt</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

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<p>Bridge Park New Leisure Centre (NLC) Mixed Development</p> <p>The purpose of this report is to seek Member approval for the enhancements made to the leisure provision incorporating additional community facilities, enterprise space and New Accommodation for Independent Living (NAIL) and delegated authority to enter into a revised Conditional Land Sale Agreement (CLSA) to reflect the enhanced provision.</p> <p>KEY</p> <p>Report: Part exempt</p>	Cabinet	Strategic Director, Community Well-being	Lead Member for Public Health, Culture and Leisure (Councillor Krupesh Hirani)	11 Feb 2019	Strategic Director, Community Well-being Tel: 020 8937 5937 phil.porter@brent.gov.uk

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<p>Award of Contract for a Targeted Service to Promote Education, Employment and Training for Young People (Connexions) To approve the award of contract for the provision of a Targeted Service to Promote Education, Employment and Training for Young People (Connexions).</p> <p>Reason decision date deferred from January to February: A decision on contract award will be made following Full Council decision regarding the Council's budget at the February 2019 Cabinet meeting.</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director, Children and Young People	Strategic Director, Children and Young People	Lead Member for Children's Safeguarding, Early Help and Social Care (Councillor Mili Patel)	Not before 11 Feb 2019	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@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
March					
<p>Regionalisation of adoption To agree the arrangements of Regionalisation of adoption services.</p> <p>Reason for deferral: Item deferred to allow officers to undertake further work on the business case with other local authority partners.</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)	11 Mar 2019	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk
<p>Future use of Roundwood Centre for alternative education/ youth provision To discuss potential options for future use of Roundwood Centre for alternative education/ youth provision.</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)	11 Mar 2019	Operational Director Integration & Improved Outcomes Tel: 020 8937 4456 nigel.chapman@brent.gov.uk

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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)	11 Mar 2019	Head of Performance & Improvement Tel: 020 8937 1822 irene.bremang@brent.gov.uk
<p>Authority to tender contract for CCTV Maintenance Authority to progress the tender contract for CCTV Maintenance</p> <p>Reason for deferral from February to March 2019: To allow officers to undertake further work on the report.</p> <p>KEY</p> <p>Report: Open</p>	Strategic Director, Regeneration and Environment	Strategic Director, Regeneration and Environment	Lead Member for Community Safety (Councillor Tom Miller)	Not before 11 Mar 2019	Head of Community Protection Tel: 020 8937 5067 Karina.Wane@brent.gov.uk
<p>Wembley Transport Improvements - North End Road Connection To award contract to successful supplier to deliver the North End Road Connection</p> <p>KEY</p> <p>Report: Part exempt</p>	Strategic Director, Regeneration and Environment	Strategic Director, Regeneration and Environment	Lead Member for Regeneration, Highways, Planning (Councillor Shama Tatler)	Before 1 Mar 2019	Transportation Planning Manager Tel: 020 8937 5289 rachel.best@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
April					
<p>Governance arrangements for Brent's network of Community Hubs This report sets out proposals for the governance and management arrangements of Brent's network of community hubs.</p> <p>Reason for Deferral: Decision Deferred from 11 February 2019 to 11 March 2019 to allow further work to be done to develop the proposal and engage key stakeholders.</p> <p>KEY Report: Open</p>	Cabinet	Director, Performance, Policy and Partnerships	Councillor Eleanor Southwood	15 Apr 2019	Head of Transformation Tel: 020 8937 1507 sadie.east@brent.gov.uk