

**Summary of Decisions Taken Under Delegated Powers – July 2015**

This notice gives detail of decisions taken within the organisation in accordance with the London Borough of Barnet’s Scheme of Delegation.

The decisions documented below are taken within the powers that the Council has delegated to Senior Officers. These decision makers are responsible for ensuring decisions are compliant with the decision making framework of the organisation which includes the Council’s Constitution, the Officer Scheme of Delegation, and budget and policy framework, as well as compliance with all relevant Legal considerations.

**Delivery Unit: Children’s Services**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
<b>Authorisation to award a contract to IndePenDent Business Services for the provision of a drafting service for Education, Health and Care Plans</b>	04/08/2015	Assistant Director: Inclusion & Skills	<p>This report seeks authorisation to award a contract to IndePenDent Business Services (IndePenDent) who will be the service provider for 3 years, commencing 01 September 2015.</p> <p>In September 2014, the legislation that governs Special Educational Needs (SEN) assessments and statements changed. Where previously Local Authorities could issue statements to pupils with SEN, detailing the pupils’ needs, desired outcomes and additional provision required, they would now be issuing Education, Health and</p>

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			<p>Care (EHC) Plans. As a consequence of this Local Authorities must put in place a plan to transfer all existing SEN statements to EHC Plans over a three period, ending in April 2018.</p> <p>The Authority needs to give significant time to the preparation of new EHC Plans whether through transfer reviews or new assessments. The service the provider is delivering is essential in assisting the SEN team in this process and meeting their statutory deadlines. IndePenDent will be drafting EHC Plans for the council, the demand will probably fluctuate but the initial expectation is that IndePenDent will be completing 200+ drafts a year.</p> <p><u>Contract procedure rules</u> This decision was taken in accordance with the council's contract procedure rules.</p> <p>Two organisations registered their interest and submitted the necessary information and based on this information, both suppliers went through the full evaluation process which resulted in IndePenDent being awarded the contract.</p> <p><u>Equality and diversity issues</u> The procurement process was followed in accordance with the Corporate Procurement Code of Practice, ensuring that successful bidders abide by the London Borough of Barnet's Equalities Policy and keep abreast of equality and diversity issues.</p> <p><u>Finance</u> The initial contract value will be £45k over the 3 years. As the demand and the capacity of the SEN team could fluctuate, if the contract value needs to be increased the team will ensure this is</p>

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			<p>done through the appropriate Procurement route.</p> <p>The Full Officer DPR seeking the authority to procure this contract has been approved and is available to view on the council's website here:  <a href="http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=5848">http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=5848</a></p> <p>Audit trail of the decision is available via the e-portal Curtis Fitch, which was used during the procurement process. This has been saved and will be retained in the contract repository.</p>
<p>Procurement of consultancy advice and support for future potential options for services provided to children</p>	<p>17/07/2015</p>	<p>Commissioning Director for Children and Young People</p>	<p>Authorisation to release an Invitation to Quote on the e-portal to invite organisations to submit a tender to provide consultancy advice and support for future potential options for services provided to children.</p> <p>Support is required to give us initial guidance to help shape and contribute to an initial options appraisal for how we could best provide a range of Children's services when considering using the new freedoms and flexibilities enacted in the Children and Young Persons Act 2008 (Relevant Care Functions) England Regulations 2014 which came into effect in September 2014 in the future, to get the best outcomes for service users and residents and savings for the taxpayer.</p> <p>A budget provision of up to £25,000 has been allocated. The funding of this contract will be met from the transformation reserve budget.</p> <p>For the budget available the works are not subject to the EU procurement regulations as the value is below the threshold. On the</p>

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			<p>basis of the information contained in the report the relevant provisions of the council's Contract Procedure Rules have been met. In accordance with the council's Contract Procedure Rules there will be a need to enter into contract with the successful supplier.</p> <p>This decision is in line with the Council's constitution which includes the Council's Contract Procedure Rules.</p> <p>Once tenders have been received and evaluated, if a decision is made to accept a tender and enter into a contract, a Summary DPR will be produced in accordance with the Council's Contract Procedure Rules.</p> <p>Audit Trail is retained within the Commissioning Directors electronic file management structure</p>

**Delivery Unit: CSG**

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<b>The School House, Sunnyfields Primary School, Hatchcroft Off</b>	30/07/2015	Assistant Director of Finance	To authorise the grant of a new Service Tenancy for school caretaker

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<b>Greyhound Hill, Hendon, London, NW4 4JH</b>			

**Delivery Unit: Re.**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
<b>Millbrook Park Regeneration Scheme – Phase 6A Commercial Access – Frith Lane / Business Area Junction Works. Highway Works Agreement under Sections 38 / 278 of the Highways Act 1980.</b>	06/07/2015	Assistant Director for Strategic Planning, Regeneration and Transport	<p>The Developers, Inglis Consortium LLP, applied to the Council for planning permission which was registered on 30 October 2009 under application no. H/04017/09. Outline Planning Permission was granted on 22 September 2011.</p> <p>Condition 31 of the planning consent granted for this development refers to obligations by the developers in relation to off-site highway works that need to be completed prior to the occupation of any dwellings linked to that phase of the development within the site. The off-site highway works shall be constructed in accordance with approved details on or before the completion of certain phases and / or occupation of units (or prior to the commencement of the subsequent phase) within the development site.</p> <p>The proposed off-site highway works entail the reconstruction of an existing access junction in Frith Lane NW7, the construction of a</p>

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			<p>pedestrian refuge island with associated pedestrian tactile crossings, kerb realignment, cut back existing overgrown vegetation to improve sight lines and construction of footway either sides of the access. The extent of the highway works is shown in the indicative Agreement Plan, reference number 5106655-ATK-PH6AH-PL-D-0100 Revision P01 and is attached to this DPR. Land shown pink in the drawing will be adopted by the Council as public highway under S38 / 278 highways agreement.</p> <p>A Traffic Management Order (TMO) for waiting restrictions (double yellow lines) is to be processed to ensure that the visibility sight lines either side of the access / junction, remain un-obstructed and clear of vehicles. All costs associated with the TMO will be met by the developers.</p>
<p><b>DPR - Millbrook Park - Zebra crossing and shared use footway / cycleway in Bittacy Hill NW7- S278 Agreement</b></p>	<p>06/07/2015</p>	<p>Assistant Director for Strategic Planning, Regeneration and Transport</p>	<p>The Developers, Inglis Consortium LLP, applied to the Council for planning permission which was registered on 30 October 2009 under application no. H/04017/09. Outline Planning Permission was granted on 22 September 2011.</p> <p>Condition 31 of the planning consent granted for this development refers to obligations by the developers in relation to off-site highway works that need to be completed prior to the occupation of any dwellings linked to that phase of the development within the site. The off-site highway works shall be constructed in accordance with approved details by the completion of certain phases and / or occupation of units (or prior to the commencement of the subsequent phase) within the development site.</p> <p>The proposed off-site highway works entail the removal of an existing pedestrian refuge island and the construction of a new</p>

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			<p>zebra crossing with a pedestrian refuge island in the same location as existing, carriageway resurfacing, laying of carriageway antiskid on the approaches to the new zebra crossing, new carriageway markings and a localised widening of the existing shared footway / cycleway adjacent to Bittacy Hill within the vicinity of the Zebra crossing. The extent of the highway works is shown in the indicative General Arrangement Plan, reference number 5106655-ATK-BH-DR-D-0102 revision P01.5. A public notice for the proposed zebra crossing under section 23 of the Road Traffic Regulation Act 1984, will also be processed in due course.</p> <p>The developers will meet the Council's legal costs in drawing up the agreement under Section 278 of the Highways Act 1980, including all costs associated with the provision of technical approval, construction and supervision of the works. All costs associated with these works will be borne by the developers. There are no adverse or additional maintenance costs involved.</p>
<p><b>Proposed Canopy of the Station Road façade of The Broadwalk Shopping Centre in Station Road, Edgware, HA8 – Projection Licence under Section 177 of the Highways Act 1980.</b></p>	<p>06/07/2015</p>	<p>Assistant Director for Strategic Planning, Regeneration and Transport</p>	<p>Planning application reference number H/00829/13 was granted permission on 10 April 2013 for alterations and refurbishment of the Station Road façade of the Broadwalk Shopping Centre including new entrance canopy and columns.</p> <p>The proposed canopy will partly project over the existing public highway. The construction of a building over a highway maintainable at public expense requires a licence granted by the highway authority in order to render the construction lawful. The owners of the Broadwalk Shopping Centre, Scottish Widows Investment Partnership Property Trust, through their agency consultants, WSP UK Limited, have submitted to the Council a relevant drawing</p>

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			<p>showing the location and extent of the proposed canopy. The submitted drawing was checked against the council's criteria for granting projection licences and found to be satisfactory. Consequently, a projection licence under section 177 of the Highways Act 1980 needs to be processed in order to allow the construction of the canopy.</p> <p>The licence may cover the terms and conditions relating to the construction; maintenance of the canopy structure; lighting and use of the canopy structure as the council sees fit.</p> <p>The licence will not authorise any interference with the convenience of persons using the highway.</p> <p>All costs associated with the works, including legal fees for processing and drafting the projection licence, will be borne by the applicant / owners of the Broadwalk Shopping Centre. The fees for processing the technical approval for the canopy have already been received by the Council.</p> <p>An AIP (Approval in Principle) has also been processed in order to ensure that the canopy structure is safe to be on the public highway. Drawing reference number SK-16 revision A showing the extent of the canopy and its location is also attached to this DPR.</p>
<p><b>Highway Improvement S106 Contributions related to Menorah Foundation School</b></p>	<p>16/07/2015</p>	<p>Assistant Director for Strategic Planning, Regeneration and Transport</p>	<p>On 18 November 2013 the Council granted planning permission (reference No. H/02986/12) for the expansion of the Menorah Foundation.</p> <p>Planning permission was granted following the completion of a</p>



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			<p>section 106 Town and Country Planning Act 1990 agreement (“s106 Agreement”) dated 30 August 2013. The S106 Agreement imposed an obligation on the owners of the land and the Trustees of the Menorah Foundation School to pay the following contributions to the Council which have been secured:</p> <p>(1) The Highways Orange Hill Road Contribution - a sum of £6,000 towards implementing School Keep Clear (SKC) markings on Orange Hill Road fronting the proposed new development and access and waiting restrictions on roads in the vicinity of the development (including preparation of a Traffic Management Order) to facilitate the proposed school expansion;</p> <p>(2) The Highways Pedestrian Contribution – a sum of £5,000 for a feasibility studies and review of a pedestrian crossing facility across Orange Hill Road.</p> <p>In the event that the outcome of the feasibility study and Road Safety Audit identifies a requirement for a crossing, this will trigger the requirement to pay the sum of £15,000 for the implementation of the pedestrian crossing.</p> <p>It is intended that the SKC markings on Orange Hill Road will be implemented towards the end of August 2015.</p>
<p><b>Delivering a Waste Strategy for Barnet Project</b></p>	<p>18/07/2015</p>	<p>Commissioning Director – Environment</p>	<p>The Street Scene Alternative Delivery Model project needs to be based on a thorough understanding of the future needs of the service, including how the Borough plans to deliver key statutory performance targets for items such as landfill diversion and</p>

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			<p>recycling.</p> <p>The project affects two of the Councils most high profile services, refuse collection and recycling, which along with waste disposal, form a significant part of future cost savings in the PSR.</p> <p>The project is at an early stage and an initial Draft Waste Strategy has been produced. This is a high profile project and so the Council has looked for ad-hoc external “critical friend” support and challenge to look at critically evaluating a number of the project products as well as assisting in the drafting of the final document.</p> <p>The decision highlights the requirement for an additional resource to be acquired in order for the project to be delivered. It consider urgent to procure this service urgently.</p> <p>This decision is in accordance with the Councils contract procedure rules documented in the Councils constitution.</p> <p>The proposal attached is for a maximum of £25,000 and is a single source tender on the basis that the organisation proposed has technical expertise which is difficult to procure on a short term, immediate basis. This has the agreement of the Commercial &amp; Customer Services Director.</p> <p>Funding is from the Environment transformation budget.</p>

**Delivery Unit: Assurance Group**

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<b>Award of Print &amp; Post Contract for 2015 Electoral Registration Canvass</b>	06/072015	Director of Assurance	<p>Following a tender procurement exercise that was run under the London Boroughs of Barnet and Harrow's Electoral Services Print and Postage Framework Agreement (2013-2017), the contract for the supply of all externally required Printing and Postage Services for the delivery of the 2015 Electoral Registration Canvass has been awarded to Electoral Reform Services Ltd.</p> <p>Under LBB's Contract Procedure Rules (June 2014), the Assurance Director is authorised to award a contract up to the value of £172,514. The total value of services to be supplied under this contract award is valued at approx. £90,000.</p> <p>Full funding for this contract is available from the London Borough of Barnet's Electoral Registration budget, as supplemented by Individual Electoral Registration (IER) grant funding received from Cabinet Office to cover the full additional costs of implementing IER between 2013-2016.</p> <p>The London Borough of Barnet's Procurement Team (part of CSG) holds a full audit of the establishment of the Electoral Services Print and Postage Framework Agreement (701193) in 2013 and for the mini-tender exercise that was conducted in order to award this contract.</p>

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<p><b>Electoral Services Administration Assistant - Post Creation</b></p>	<p>02/07/2015</p>	<p>Assurance Assistant Director</p>	<p>The Cabinet Office has provided funding to Local Authorities so that they are able to comply with new legislation (ERA Act 2013) – which includes the implementation and transition to Individual Electoral Registration.</p> <p>The project to deliver this work has clearly identified that over (at least) the next 12 months, the Electoral Services teams (i.e. Electoral Projects and Electoral Registration) will require full time administrative support.</p> <p>The creation of an additional one year fixed term post of Electoral Services Administration Assistant has is required to fulfil the project goals.</p> <p>The Cabinet Office funding fully covers the cost of the post over the entire period.</p> <p>Audit trail retained by Elections Project Team within the IER project's documentation.</p>

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<b>Variation to DPR published on 29 April 2015: Dollis Valley Regeneration Phase 2</b>  <b>A. Appropriation of Phase 2a to Planning purposes</b>  <b>B. Entering into a deed of variation to enable the grant of the Phase 2a Development Lease</b>  <b>C. Entering into Phase 2 Shared Equity Mortgages</b>	29/04/2015	Strategic Director for Commissioning	<p>Under the DPR the Council approved (inter alia)</p> <p>3. That in accordance with the resolution of Assets Regeneration and Growth Committee dated 8th September 2014 and the terms of the Development Agreement dated 1st October 2012 between the Council and Countryside Properties (UK) Limited, the Council agrees enter into shared equity mortgages in respect of the five newly constructed properties on the redeveloped estate identified at paragraph 1.10 below</p> <p>On phase 1 the Council has agreed to enter into shared equity mortgages on 7 homes, 5 of which are awaiting completion. Under the terms of the shared equity agreements the council will hold a percentage of the value of the home and it has been agreed that stamp duty land tax will be paid on a proportional basis with the council being responsible for payment of the SDLT on its equity holding.</p> <p>The actual amount payable may increase slightly dependent on the final sale price at completion, but the provisional amount of SDLT that the Council will pay has been assessed at £50,137.50. This variation to the DPR seeks authority to Complete the Mortgage agreements and to pay the Stamp Duty Land tax due on each property in proportion to the equity interest retained by the Council</p>

			up to a maximum of £52,000.
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<b>Tennis and Ball Court Refurbishment Works</b>	27/07/2015	Street Scene Director	Authorisation is sought to award the contract (reference 701307) to ETC Sports Surfacing for the provision of Tennis Court/Ball Court Refurbishment works for Green Spaces throughout the London Borough of Barnet for a 12 month period, to a maximum value of £170,000 for phase 1 and phase 2 delivery.