

## Summary of Decisions Taken Under Delegated Powers – August 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 Service (Education and Skills)

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Establishment of new post of Head of SEN Assessment and Placements and grading of SEN Information, Placement & Data Support Officer	25 August 2015	Education & Skills Director	<p>Decisions:</p> <ol style="list-style-type: none"> <li>1. The creation of the following post: Head of SEN Assessment and Placements on HAYBAND 201 – 204.</li> <li>2. The amendment of the grade of the following post to SCP 26-29: SEN Information, Placement &amp; Data Support Officer.</li> </ol> <p><b>Use of resources implications</b></p> <p>The Head of SEN Assessment and Placements, the SEN Placement, Financial Strategy &amp; Information Co-ordinator and the SEN Information, Placement &amp; Data Support Officer post can be</p>

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			<p>funded from within the existing core budget for the SEN Assessment, Planning, Placements and Resources service (previously known as the Referral and Assessment team (cost centre 10189).</p> <p>The Head of SEN Assessment and Placements post has been subject to job-evaluation and will be graded at HAYBAND 201 – 204, salary £49,082 to £52,553 the total post costs including oncosts will be £71,000.</p> <p>The SEN Information, Placement &amp; Data Support Officer post has been subject to job-evaluation and will be graded at SCP 26 to 29 meaning a salary of £24,744 to £27,252 and total annual cost of £36,790. The previous post holder TUPE'd across from London Skills Council, and was paid on their protected salary of £34676. Therefore the regrading of this job will deliver a significant cost saving.</p>

**Delivery Unit: Children's Service (Family Services)**

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Moving Up – Barnet Mencap	22 May 2015	Head of Libraries, Workforce and Community Engagement	The award of a contract worth £21,000 for the provision of a service and support for children and adults with learning disabilities and / or autism and their family carers for one year with the possibility of a one year extension.
Change in pay-scale for Family Services Officer	07 August 2015	Acting Head of Service Placement Service	As a result of change in the remit of the role, the spinal point of the role has increased. The spinal point of the role is to change from 23 to 27.

**Delivery Unit: Re.**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Variation to DPR, no 661 Hanuman Community centre, Marsh Drive, West Hendon, NW9 7QE	30/7/15	Chris Smith, Head of Estate Management	Variations to DPR 661 and its variations dated 24/2/15, 16/2/15 and 13/2/14 to update details of the lease.  1. The tenant will guarantee performance of its obligations under the lease by providing a rent deposit of £15, 250. A rent deposit deed which will regulate how this deposit is held and used will be entered into between Barnet and the tenant
Proposed Highway Improvements at Bunns Lane / Grahame Park Way roundabout	31 / 07 / 2015	Assistant Director of Strategic Planning, Regeneration and Transport	The Colindale Area Action Plan sets out proposals for the creation of 10,000 new residential units in the period 2001 to 2021.  As part of the network management duty the Council is keen to

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<p>junction, NW7 – Land to be adopted under Section 38 of the Highways Act 1980</p>			<p>ensure the efficient movement of people, goods and vehicles around the Colindale regeneration area up to and beyond 2021. The Council has been working together with the developers in the Colindale area to identify possible improvements that can be made at this location. It is anticipated that the vehicular traffic will significantly be increased in the Bunns Lane / Grahame Park Way junction following the completion of the Grahame Park regeneration scheme. Proposals for improvements to this junction have also been identified in the Colindale Area Action Plan. A proposal to improve the Bunns Lane / Grahame Park Way mini roundabout junction was commissioned by the Council.</p> <p>At present, only Grahame Park Way has a two lane approach to the mini roundabout junction. The council proposes to have two lanes on each of the three approaches to the roundabout in order to accommodate the anticipated increase in the vehicular traffic as well as improve traffic flow at this junction. The design of the scheme has also taken into account the inevitable increase in pedestrian activity and demand at this location resulting from the nearby developments and Orion School.</p> <p>Part of the proposals includes the realignment of the east and west kerb line on Grahame Park Way and the kerb line on the south side of Bunns Lane. This kerb realignment is necessary in order to accommodate an additional lane on each of the three approaches to the roundabout. Consequently, the council needs to adopt additional land in order to proceed with the highway improvements described above. The adoptable land required is situated on the south east corner of the junction, adjacent to the railway bridge and it is owned by Network Rail.</p>

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			<p>Proposed adoptable land</p> <p>In order to facilitate the land adoption mentioned above, it is necessary for the council to enter into a section 38 of the Highways Act 1980 adoption agreement with the current owners of the land, Network Rail. Under this agreement, the adoptable land will be dedicated by Network Rail to the Council as public highway. The extent of the adoptable land is highlighted in blue in the attached drawing reference number 73260.</p> <p>Following adoption of the land, the proposed highway works at this junction will entail carriageway widening and construction of a new footway in accordance with the Council's specifications. The provision of the land will ensure adequate carriageway and footway widths for vehicles and pedestrians respectively within the limits of the scheme. In addition, new carriageway markings, relocation of traffic signs, reposition of lighting columns and utilities diversionary works are also included in the proposals. Any legal fees associated with the processing of the S38 land adoption agreement, will be borne by the Council.</p> <p>All costs associated with the proposed highway improvement works, including legal fees and utility diversion works, will be funded by a combination of £2m growth area and £1m S106 funding related to Colindale Hospital and Zenith House sites.</p> <p>Other than the cost of routine highway maintenance, there are no adverse or additional on-going maintenance costs involved. Furthermore, it is not considered that the issues involved in the report will raise significant levels of public concern or give rise to policy issues.</p>

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			<p><b>EQUALITIES AND DIVERSITY ISSUES</b></p> <p>The council in the exercise of its functions through its officers, recognises its statutory duty to have regard to the need to eliminate all types of discrimination, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it as required under section 149 of the Equality Act 2010.</p> <p>In considering the proposals detailed in this report, officers have had due regard to the requirements of section 149 of the Equality Act and consider that the decision to proceed with the proposals as recommended below complies with the Council's statutory duty under the Act.</p> <p>Section 149 of the Equality Act 2010 requires a decision-maker to have 'due regard' to achieving a number of equality goals: (i) to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act; (ii) to advance equality of opportunity between those with protected characteristics and those without; and (iii) to foster good relations between persons with a relevant protected characteristic and those without. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>New and Improved roads and footways provide benefits to all sectors of the community in removing barriers and assisting quick, efficient and safe movement across the borough. The proposed</p>

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			<p>highway works aim to promote safety, accessibility and mobility to all road users, including people with special needs such as wheel chair users, the elderly, physical or visually impaired and pedestrians with pram and pushchairs. This in turn will enhance and support the Borough's reputation as a good place to live and promote equality.</p> <p>The adoption of land offered by Network Rail will enable the Council to provide wider carriageway lane approaches to the mini roundabout in Bunns Lane and Grahame Park Way respectively. It will also enable the construction of a footway on Bunns Lane side.</p> <p>There may be some minor disruption whilst the work is being completed but this would be minimised through traffic management in discussion with the contractor undertaking the work.</p>
<p>West Hendon Estate - Consultant and Contractor Collateral Warranties for Works in Phases 3b &amp; 3c</p>	<p>11th August 2015</p>	<p>Chris Smith, Head of Estate Management</p>	<p>Decision</p> <p>Authority for the Council to enter into Collateral Warranty deeds with the contractors and principal consultants at the West Hendon regeneration project for phases 3a and 3b.</p> <p>Background</p> <p>The Council entered into a Principal Development Agreement for the West Hendon Regeneration Scheme on 11 August 2006 ("2006 PDA"). At its meeting of 18 April 2013, the Council's Cabinet Resources Committee agreed heads of terms to vary the 2006 PDA. The Deed of Variation was entered into on 5 February 2014.</p> <p>Under the terms of the West Hendon Principal Development Agreement (as varied), the Council's development partners, Barratt Metropolitan LLP undertook to procure Deeds of Warranty from all of</p>

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			<p>the principal contractors, designers and consultants (clause 27 of the PDA) and the Council agreed to act as beneficiary of these deeds.</p> <p>The collateral warranties are between the Council, BDW Trading Limited (the Barratt development company) and the individual consultants including:</p> <ol style="list-style-type: none"> <li>1. URS Infrastructure and Environment UK Limited</li> <li>2. Gillespies LLP Limited</li> <li>3. Halcrow Group Limited</li> </ol> <p>All of the warranties are substantially in the same form as the form of agreements appended to the Schedules of the Principal Development Agreement.</p>
Dollis Valley Regeneration Scheme: Phase 2a Section 104-116 Agreement	3 <sup>rd</sup> September 2015	Commissioning Director, Growth and Development	<p>Under a decision on 29/04/15 the Council granted a development lease to Countryside Properties (UK) Limited to commence construction of Phase 2a of the Dollis Valley Regeneration scheme</p> <p>This DPR authorises the Council to enter into a Section 104-116 Agreement with Countryside Properties (UK) Limited and Thames Water Utilities Limited.</p>



## Delivery Unit: Commissioning Group

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Delivering a Waste Strategy for Barnet project	18 <sup>th</sup> June 2015	Commissioning Director – Environment	<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 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</p>

			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 & Customer Services Director. Funding is from the Environment transformation budget.
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<p>Procurement of consultancy advice and support for future potential options for services provided to children</p>	<p>17th July 2015</p>	<p>Commissioning Director – 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 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>
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**Delivery Unit: Street Scene**

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Mission IT transport scheduling and routing software	26 <sup>th</sup> June 2015	Street Scene Director	To award a 2 year contract, commencing 1 <sup>st</sup> July 2015, with Mission Software Limited to a value of £27,500 with an optional £7,000 which is broken down as Microsoft Bing Mapping (£2,000) and Full migration and Training Pack (£5,000).

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Creation of fixed-term Care Quality Service Manager	22 July 2015	Assistant Director, Community and Wellbeing	<p>This position has been created to meet the growth in increase in referrals to the service following the implementation of the new inspection regime by the Care Quality Commission and to meet the Council's new duties under the Care Act. Under the act, the Council has a duty to help develop a market that delivers a wide range of sustainable high quality care and support services that will be available to their communities.</p> <p>Currently these activities are being carried out by a part time member of staff working additional hours and an interim service manager, with further support by the head of service for Care Quality.</p> <p>The number of care homes that the service has been working with has increased from 6 in January 2015 to 27 in July, with additional care homes being brought to the attention of the service weekly by both the regulator and colleagues and partners.</p> <p>Greater dedicated management oversight and decision making authority is needed to manage the growth in provider concerns and co-ordinate the programme of sustainable sector-wide quality improvement.</p> <p>It is anticipated that this will add stability and resilience to management arrangements in the Care Quality Service, as well as</p>

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			<p>supporting the practice and market transformation agenda going forward. This will be a fixed term position for 12 months and will be recruited at spinal column points 49-52. The requirement for the post will be reviewed following an assessment of the impact of this improvement programme. This will be funded from Care Act Grant.</p>
<p>Creation of fixed-term Contract and Monitoring Officer role for Prevention and Wellbeing Category</p>	<p>22 July 2015</p>	<p>Assistant Director, Community and Wellbeing</p>	<p>This position has been created to ensure adequate performance management and monitoring of contracts within the prevention and wellbeing sector, including services for carers, following the implementation of the Care Act in April 2015. Under the act, the Council must ensure that services help prevent or delay people deteriorating, requires that the Council provides comprehensive information and advice, and strengthens the responsibility to assess and provide services for carers.</p> <p>Services that fulfil these duties are currently held by a number of teams, with limited resources to complete comprehensive monitoring and performance management. In order to effectively oversee these services in future, contract management and monitoring will now be held within the Prevention and Wellbeing Category, in the Care Quality Service.</p> <p>Many of the services are new or recently re-commissioned and have not previously benefited from a formal contract management approach. There is currently one contract officer within the category responsible for monitoring 15 contracts with several more to follow later in 15/16. In order to meet the growing portfolio, a number of monitoring activities are now being undertaken by the Service Manager, reducing the effectiveness of this role to undertake management responsibilities.</p>

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			<p>Greater dedicated monitoring officer resource will enable the team to roll out Council's contract Management toolkit with each service and embed the programme of performance monitoring and contract management.</p> <p>It is anticipated that this will provide greater assurance that services will meet performance targets and enable the Council to drive service improvement. This will be a fixed term position for two years and will be recruited at spinal column points 31-34. The requirement for the post will be reviewed following an assessment of the contract portfolio and commissioning strategy. This will be funded from Care Act Grant.</p>