

Summary of Decisions Taken Under Delegated Powers – October 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
Education and Skills Establishment of Education Welfare Officer, BEST Hub Facilities Officer and BEST Hub Caretaker	23 rd October 2015	Education and Skills Director	<p>Authorisation to establish the following posts:</p> <ul style="list-style-type: none"> • 1x 0.8FE (term time only) Education Welfare Officer (SCP 30-34). An increase in traded services from schools has resulted in the need to employ an additional Education Welfare Officer. • 2 posts (1x term time Facilities Officer (SCP 15-18) and 1x part-time Caretaker (SCP 16-19)) at BEST hub, Lanacre Ave, Colindale. In order to accommodate the Council’s accommodation re-location to Building 2, the Council’s training and conference rooms were re-modelled as office space. The Council supported Education and Skills in re-modelling the Old Orion school building

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			to create Barnet's Education and Skills Training Hub ('BEST Hub'). 1 new post (full time) Schools Safeguarding & Exclusions Officer (SCP 46-49). Following Ofsted's increased focus on safeguarding, and the separation of Education and Skills from Family Services, this post was created to cover both Education and Skills' safeguarding responsibilities and support schools with their responsibilities
Creation of 2.6 temporary posts (SEN caseworkers dealing with post-16 students)	05/10/2015	Education and Skills Director	Following the council's decision to cease the Contract with Prospects (information and guidance to Post 16 Students), this report seeks approval for the creation of a new SEN Casework Team focussing on Post 16 work.
Specialist advisor for Children and Young people with Physical Disabilities/ Complex Medical Needs.	30/09/2015	Education and Skills Director	Following a review of the role "Specialist advisor for Children and Young people with Physical Disability/Complex medical needs" it was decided that the current role profile did not accurately reflect the changes in demands in this work area, and an updated role profile was submitted to the HR department for evaluation. Following HR evaluation, the post was evaluated as SCP 35 to 38 (£31,986 to £34, 590).

Delivery Unit: Children's Service (Family Services)

Contacts

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
The Provision of a Children's Service Special Transport Service	09 March 2015	Assistant Director of Children's Social Care	A £75,000 contract for the provision of a children's service Special Transport Service awarded to Wrixon's. The contract commenced from 04 May 2015 and will continue under Local Authority specific statutory powers. The award of this contract is permitted under the Council's Contract Procedure Rules, outlined at point 11.2.
Children's Service Placement Provider Contract	12 June 2014	Assistant Director of Children's Social Care	A contract of up to the value of £125,100 awarded to Motivation Activity Project Limited, part of Reflexion Care Group, to provide placements for children and young people for the period 26 June 2014 to 31 March 2015. The award of this contract is permitted under the Council's Contract Procedure Rules, outlined at point 11.2.
Children's Service Placement Provider Contract	08 April 2015	Assistant Director of Children's Social Care	A contract of up to the value of £192,000 awarded to Parkview Care to provide placements for children and young people for the period 13 March 2015 to 31 March 2016. The award of this contract is permitted under the Council's Contract Procedure Rules, outlined at point 11.2.
Children's Service Placement Provider Contract	08 April 2015	Assistant Director of Children's Social Care	A contract of up to the value of £78,000 awarded to Teen Support Services to offer medium to long term housing and support to 16-21 year olds for the period 18 March 2015 to 31 March 2017. The award of this contract is permitted under the Council's Contract Procedure Rules, outlined at point 11.2.
Improving Service Response to Subject Access Requests (SARs)	14 October 2015	Family Services Director	<p>To improve the Family Services response to Subject Access Requests (SARs), this summary DPR approved the move of line management of the Subject Access Officer to the Complaints & FOI Officer role, the associated acting up allowance and the appointment of a temporary six month administrative support.</p> <p>These changes cost a total of £10,700 and have been funded from within existing resources within Family Services budgets.</p>

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Variation to Priority Estates Projects (PEP) contract at the West Hendon Estate.	28/10/15	Commissioning Director Growth and Development	Authorise the variation to Priority Estates Project (PEP) contract at the West Hendon Estate to include additional requirements expenditure.
1-40 Wood Court, 1 South Road Edgware HA8 0BF	6 th October 2015	Head of Estate Management	To authorise grant of licence to allow title to be charged
David Lloyd Tennis Centre, Summers Lane N12 0QB	6 th October 2015	Head of Estate Management	To authorise grant of licence to assign/underlet
Metro Golf Centre, Barnet Copthall, Champions Way NW4 1PX	6 th October 2015	Head of Estate Management	To authorise Landlord's Consent to carry out an extension to the existing building at the Metro Golf Centre to improve the restaurant and shop
Metro Golf Centre, Barnet Copthall, Champions Way NW4 1PX	6 th October 2015	Head of Estate Management	To authorise Landlord's Consent for the redevelopment and upgrading of the existing adventure golf facility at the Metro Golf Centre

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Colinhurst House, Station Road NW4 3SP – part of 2 nd floor	6 th October 2015	Head of Estate Management	To accept a Licence for Middlesex University to occupy the ex-control room on the 2 nd floor for a temporary period of 3 months, ending on 13 December 2015, thereafter on a monthly basis with one month's notice by either party
11 Barfield Avenue, N20 0DB	6 th October 2015	Head of Estate Management	To authorise removal of a Restrictive Covenant requiring consent to carry out structural works (ex-Right to Buy Freehold)
4-8 Meadway, EN5 5LF – garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 5 years granted by exchange of letters
58 Grants Close NW7 1DE- garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 5 years granted by exchange of letters
52 Grants Close NW7 1DE- garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 5 years granted by exchange of letters
50 Grants Close NW7 1DE- garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 5 years granted by exchange of letters
6 Brookland Close NW11 6DJ – garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 5 years granted by exchange of letters

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45 Grants Close NW7 1DE- garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 1 year, renewable on an annual basis, granted by exchange of letters
2 Brookland Close NW11 6DJ – garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 5 years granted by exchange of letters
Tudor Recreation Ground Golf Course	6 th October 2015	Head of Estate Management	To accept a nil increase rent review as at 1 st April 2011
4 Brookland Close NW11 6DJ – garden land rear of	6 th October 2015	Head of Estate Management	To accept Licence for 1 year, renewable on an annual basis, granted by exchange of letters

Delivery Unit: Commissioning Group

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Appointment of Wragge Lawrence and Graham Co LLP to provide legal advice on the establishment of a Wholly Owned Company (WOC).	21 st October 2015	Commissioning Director Growth and Development	Appointment of a legal advisor to provide initial advice on the options available to London Borough of Barnet with regards to establishing a WOC to develop mixed tenure housing on General Fund land. The appointment is based on a fee of £25,000.
To support the London Borough of Barnet (LBB) in designing the principles/ethos/critical factors for consideration in the design of the Alternative Delivery Model (ADM) for Adults Social Care (ASC) at LBB.	30 July 2015	Commissioning Director Adults and Health	Acceptance of the attached proposal from NDTi, following a benchmarking exercise of their capabilities against Mutual Ventures and Salvere. The final package of works will cost £22,400.
Award of contract to develop a tool to measure community benefit	21 October 2015	Director of Strategy and Communications	The Community Asset Strategy implementation plan, which was agreed by the Assets, Regeneration and Growth Committee on 7 th September 2015, sets out that the Council will procure an external agency to develop a methodology and tool that can be used to assess the level of community benefit that VCS organisations in Barnet deliver. The value of this contract will be the bid price of £33,250 + VAT; the

			contract duration will be until March 2015, with works to be delivered in the 2015-16 financial year.
Creation of Strategic Lead for Children and Families role in Commissioning Group	29 September 2015	Commissioning Director for Children and Young People	<p>Commissioning Group has identified the need to delete the existing Commissioning and Policy Advisor role. There are no redundancy implications as the post will be vacant. The role will be replaced with a Strategic Lead for Children and Families.</p> <p>This role has been evaluated LBB 6, which is in the salary range £71,511 to £79,457 (£97,550 to £108,650 including oncost).</p>
Citizens' Panel	15/10/2015	Chief Operating Officer	<p>Quality Fieldwork is the current provider that administers the panel on the councils' behalf.</p> <p>The contract came to an end on the 31st March 2015 and will be re-procured early in 2016.</p> <p>This summary DPR is to authorise:</p> <ol style="list-style-type: none"> 1. The extension of the Quality Fieldwork contract from the 1st April 2015 to 31st March 2016. <p>Uplift the value of the contract from £10,000 to £24,999.00 to pay for the Citizen Panel maintenance and consultations whilst the new contract is re-procured.</p>
Communications Research and Residents' Perception Survey	10/2015	Director of Strategy	That the tenders from Alpha Research, ORS and Westco be accepted in accordance with price submissions for each lot. That a contract be entered into for each lot with each successful tenderer.

Delivery Unit: CSG/Estates

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West Hendon Regeneration – s118 Agreement for new Sewer at York Park	16 th September 2015	Head of Estates Management	As part of the West Hendon Regeneration the council’s development partner, Barratt Metropolitan LLP (BMLLP) needs to enter into an agreement with Thames Water for a new sewer and associated structures to provide drainage to the new West Hendon properties. This DPR requests authority to enter into the s118 Agreement between BMLLP, Barnet Council, Thames Water and the National House Building Council.

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
North London Business Park, part 1 st floor, West Wing, Oakleigh Road South, N11 1NP	31 October 2015	Chris Smith, Head of Estate Management	To authorise grant of a licence for 2 years plus 1 day from 10 August 2015 at a rent of £2,470 per work station per annum deferred until 16 November 2016
30 Quinta Drive, Barnet EN5 3AT	31 October 2015	Chris Smith, Head of Estate Management	To accept rent agreed at rent review 25 March 2014

Metro Golf Centre, Barnet Copthall, Champions Way NW4 1PX	31 October 2015	Chris Smith, Head of Estate Management	To authorise Landlord's Consent to sublet the retail unit and custom fit bay to American Golf for a 10 year term
16 West View NW4 2SY- access to rear	31 October 2015	Chris Smith, Head of Estate Management	To authorise the reduction of an annual licence fee from £150 to £75 to regularise the sue of council owned land and protect against possible future prescriptive rights

Delivery Unit: Street Scene

Contacts

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Purchase of vehicle tracking equipment	21/09/2015	Street Scene Director	The purchase of vehicle tracking equipment for the council's fleet vehicles. Approve the spend of £45k for the supply of the equipment for 2 years.
Radiocom Systems Ltd- Contract extension and variation	16/09/2015	Street Scene Director	To approve the extension and variation of the existing contract with Radiocom Systems Ltd for the continued provision and maintenance of in-cab radios supporting the waste and recycling fleet.
New Contract for Provision of Steel Wheeled Bin Refurb Service	04/09/2015	Street Scene Director	To accept the tender and enter into a contract with Bin Masters for the refurb of steel wheeled containers

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Transport Services 2015/16 Fleet Procurement	09/09/2015	Street Scene Director	Purchase of: Graffiti removal van approved from the 2015/16 capital budget

Delivery Unit: Assurance

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Change in structure to regrade the Elections Project Manager post to Head of Electoral Services	September 2015	Assurance Director	After consultation with the Chief Executive, to amend the structure of electoral services, to have from 1 st October 2015 instead of an Elections Project Manager post, a Head of Service responsible for all electoral services, rather than an Electoral Registration Manager and an Elections Project Manager both reporting to the Assurance Director. The existing Registration Manager to report into the new Head of

TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
			<p>Service post and the Head of Electoral Services to report to the Director of Assurance.</p> <p>The post will be at scale point LBB 7e. The Elections Project Manager was funded from cost centre 11163 (elections project team). The salary and on costs of this new post (£78,635.02) should be transferred from cost centre 11163 to cost centre 11366 (assurance management).</p>