

Monthly Table List of Actions Taken Under Summary DPRs- June 2016

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.

Adults & Communities

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Contract Monitoring Officer Post Conversion to Quality in Care Advisor	3rd June 2016	James Mass	This DPR records the decision to convert one FTE Contract and Monitoring Officer post to a Quality in Care Advisor. This will provide more capacity to support the local homecare market to improve quality and create a positive and high performing care community.

All records relevant to support the decision are retained by Delivery Units.

Children's Service**Contact:**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Single supplier-Consultancy Staff (Family Services)	9 June 2016	Commissioning Director for Children and Young People	Approval is granted to contract with a specialist advisor to Family Services. The role underpins the implementation of the Practice Improvement Plan and the Social Work Improvement Board chaired by the interim CEO. This is single source contract due to the nature of specialism.
Library service specialist recruitment agency	1 July 2016	Assistant Director, Early Intervention and Prevention	Approval is sought to award to a specialist recruitment agency which was the only company that tendered for the contract to recruit professional librarians.

Commissioning Group**Contact:**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Changes within the Information Management Team	3 June 2016	Director of Resources	It is necessary to change the structure of the Information Management Team to facilitate the focus on physical and electronic document and records management into the future. The Director of Resources has agreed with the following proposals:

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			<ul style="list-style-type: none"> that the role of Archives Manager (also known as Records Management Officer) be deleted and replaced with a new role of Records Manager That the role of Records Officer be deleted and replaced with a new role of Records Officer
Acceptance of the quotation from Kit Buildings Direct for the installation of a Bulking Facility building at Mill Hill Depot	21 June 2016	Street Scene Director	<p>This report seeks approval to appoint Kit Buildings Direct to undertake the supply and construction of a building to cover the recycling operations at the Bulking Facility at Mill Hill Depot in the sum of £63,405.</p> <p>The report seeks to approve a further provisional sum of £11,500 to undertake any additional requirements as directed by the Environment Agency during construction.</p>
Extension of contract to develop a tool to measure community benefit	08/06/2016	Interim Chief Operating Officer	<p>The Community Asset Strategy implementation plan, which was agreed by the Assets Regeneration and Growth Committee on 7th September 2015, set out that the Council would 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.</p> <p>The Council ran a competitive quotation process in accordance with Contract Procedure Rules for award of this contract which was authorised by a separate Full Officer DPR in line with the Contract Procedure Rules (Table A). The contract value was £33,250 + VAT and was due to be delivered within the 2015/16 financial year.</p>

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			<p>This summary DPR requests an extension to the timeline for delivery of the work under this contract until the end of July 2016. The contract involved delivering a pilot and the extension is necessary because of challenges identified in the pilot (which will feed into learning about how to ensure successful roll out). There are no risks associated with extending the contract. Extending the contract mitigates the risk of key performance indicators under the contract not being delivered.</p>
<p>The Better Care Fund 2015-2016: Agreement to add the Joint Commissioning Executive Group Terms of Reference to the Section 75</p>	<p>6 June 2016</p>	<p>Commissioning Director Adults and Health</p>	<p>The Joint Commissioning Executive Group (JCEG) oversees all Section 75 agreements held between the London Borough of Barnet and NHS Barnet CCG to ensure that they are operating effectively. JCEG has oversight of the extension and renewal process for Section 75 agreements and referring matters for decision to the relevant Committee of NHS Barnet CCG and/or London Borough of Barnet which has the appropriate level of delegated authority to take decisions. JCEG receives section 75 performance reports at each of its meetings.</p> <p>To ensure appropriate and robust governance, it is required that the Terms of Reference of the JCEG are added to all section 75 agreements.</p> <p>This report confirms that the Commissioning Director of Adults and Health has executed the Deed of Variation that adds the Terms of Reference of the JCEG to the section 75 covering The Better Care Fund 2015-2016: Agreement to enter into a pooled fund with NHS Barnet CCG which was signed and sealed on the 27 January 2016.</p>

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CSG Contract Variation to cover reception services at Hendon Town Hall	12 November 2015	Stephen Evans	<p>Approval is required for a Contract Variation covering Change Request 058 which recommends the provision of reception services to meet and greet customers at Hendon Town Hall.</p> <p>Reception to be manned Monday to Friday 0900-1700</p> <p>Total additional costs are £34,080. These comprise 2 staff working 0900-1300 and 1300-1700 equivalent to 1.07 FTEs at a cost of £27,266 pa. The period covered by this Contract Variation is 15 months from 1st October 2014 to 31st December 2015.</p>
NNDR Analyse Local RV Finder and forecasting service (CR 074)	October 2015	Head of Finance	<p>Approval is required for Change Request 074 which recommends the purchase of a service to identify missing or undervalued NNDR properties and for forecasting the impact of rateable value (RV) appeals.</p> <p>Since April 2014, the total NNDR Rateable Value (RV) has decreased within Barnet by £8.9m leading to a reduction in the tax base and the revenue the Council receive. .</p> <p>In view of this reduction, it is especially important that through the CSG partnership any opportunity to maximise the tax base is pursued. The Council wish to procure through Capita a service provided by Inform CPI Ltd using their Analyse Local software to identify missing or undervalued NNDR properties and for forecasting the impact of rateable value (RV) appeals. The service provided by Inform CPI Ltd has been used on a London contract administered by Capita and has to date been successful in increasing the tax base and is a service that Capita can recommend.</p>

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			<p>The Council have reviewed the service direct with Inform CPI Ltd and are satisfied that it meets their requirements. On agreement of this CR, Capita will procure the service on behalf of the Council and will manage the process. Capita will on receipt of details of missing or undervalued properties serve completion notices where necessary and raise BAR reports to the Valuation Office Agency (VOA) to have the changes included within the Valuation List.</p> <p>The Inform CPI Ltd service will also provide a forecasting tool that Capita will utilise to support the compilation of NNDR government returns with regard to the calculation of the impact of outstanding RV appeals with the VOA. The resolution of outstanding appeals can have a major impact on the tax base and it is important that future estimates are as accurate as possible. The use of a more sophisticated data set will improve the accuracy of the government returns and the associated rate retention calculations, as well as provide a more robust methodology that will support the audit process. .</p> <p>The CR will run for 12 months commencing from the effective date of the agreement with Inform CPI Ltd.</p> <p>There is a licence fee for the Analyse Local Forecasting Tool. The RV finder service is calculated on a commission basis with a fee only being incurred if the RV is increased which may result in a higher NNDR tax base</p> <ul style="list-style-type: none"> • £11,000 licence fee <p>7.5% of RV increase identified in the NNDR Rating List plus £75 for each BAR raised to cover Capita's cost of administration</p>
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<p>Authority to vary Section 75 Agreement between Barnet Council and Barnet Enfield and Haringey Mental Health Trust for Integrated Provision of Mental Health Services for Adults of working age and older adults and the creation of aligned funds</p>	<p>30/06/16</p>	<p>Commissioning Director Adults and Health</p>	<p>Barnet Council and Barnet Enfield and Haringey Mental Health Trust (BEH MHT) entered into the current Section 75 Agreement for Integrated Provision of Mental Health Services for Adults of working age and older adults and the creation of aligned funds 1 August 2012.</p> <p>The Section 75 Agreement has no inherent value attached to it and is not a contract or subject to procurement rules. It is an agreement that sets out the terms of the partnership arrangement in accordance with the National Health Services Act 2006 between the two responsible authorities.</p> <p>The Section 75 Agreement expired on 30 November 2013 and was extended until 31 July 2015. The parties have both continued to provide Services in accordance with the terms of the Agreement..</p> <p>This report authorises a retrospective extension to cover the period of twenty-four months from 1 August 2015 to 31 July 2017. Its purpose to also vary the terms of the Section 75 Agreement to allow for a change in the name of Barnet Primary Care Trust to Barnet Clinical Commissioning Group as well as changes to the aligned funds.</p> <p>The Partnership Management Group who oversees the integrated provision of mental health services agreed an updated set of Partnership Outcomes and Milestones for 2015-16 in January 2016. This report authorises a variation to the Section 75 Agreement to append Annex 1 Partnership Outcomes and Milestones 2015-16. Performance reporting for</p>
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			<p>2016-17 has been agreed in writing between the Parties.</p> <p>The variation of this Section 75 Agreement is required in order to ensure that the Agreement is updated and corrected. These amendments are not substantial and are in-line with the findings and recommendations made by an internal Barnet audit of all Section 75 Agreements in December 2015.</p> <p>The Council's Scheme of Delegation states that the Director of Adults Social Services is responsible for approving extensions and variations to Section 75 agreements.</p>
<p>Overarching Section 75 Agreement – Adults Integrated Health and Social Care Services and associated schedules of Community Equipment, Voluntary Services Prevention Commissioning and the Better Care Fund.</p>	<p>29 June 2016</p>	<p>Commissioning Director Adults and Health</p>	<p>Barnet has worked on integrated health and social care services for some time: defining a local vision for integration; agreeing a Concordat for Integration with Barnet commissioning and provider partners; and setting up an integrated care programme, reporting to the Health and Wellbeing Board (HWBB).</p> <p>Section 75 allows Local Authorities and National Health Service (NHS) bodies to enter into partnership arrangements in relation to certain functions, where these arrangements are likely to lead to an improvement in the way in which those functions are exercised.</p> <p>This report confirms that the Director of Adults and Health has executed the Deed of Variation, in line with the Council's Contract Procedure Rules, covering:</p> <ul style="list-style-type: none"> • Extending the overarching Collaborative Working Agreement to continue indefinitely • Adding an appendix to the Health and Social Care

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			<p>Integration (Better Care Fund) Section 75 detailing the pooled budget and spend for 2016/17 totalling £24,324,521</p> <ul style="list-style-type: none"> • Entering into a revised Section 75 agreement for Community Equipment with an end date of 31 March 2017 and an estimated pooled fund of £2,566,598, which will become a schedule of the overarching agreement • Entering into a revised Section 75 agreement for Voluntary Services Prevention Commissioning with an end date of 31 March 2022 and a pooled fund of £6,094,821 which will become a schedule of the overarching agreement. <p>Section 75 agreements are overseen by the Council and CCG's Joint Commissioning Executive Group.</p>
21 Bell Lane NW2 2BP	26.05.2016	Head of Estate Management	To authorise grant for a new commercial lease
Substation sites (various)	26.05.2016	Head of Estate Management	To authorise renewal of 20 substation licences
Brent Cross Shopping Centre	22 June 2016	Chris Smith, Head of Estates Management	To approve annual rent review for year 2015

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Authority to execute and seal the various Collateral Warranties for Graham Park, Phase B (ii) and (iii) (Plots 5 and 6)	9 May 2016	Commissioning Director Growth and Development	<p>In accordance with the Principal Development Agreement dated 30 January 2007, Graham Park Ltd can appoint specialist advisers where necessary.</p> <p>This DPR authorises the execution and sealing of the various Collateral Warranties for Graham Park, Phase B (ii) and (iii) (Plots 5 and 6).</p>
Authority for London Borough of Barnet to Buy Back specific Premises at Granville Road Estate as set out in exempt information sheet.	27 May 2016	Commissioning Director Growth and Development	A decision was made by the Cabinet and Resources Committee on 4 th December 2013 that enabled the Council to enter into a Development Agreement with Mualley and One Housing Group.
Authority to execute and seal the various Collateral Warranties for Grahame Park, Stage B (Plots 10, 11 and 12)	08/07/2016	Commissioning Director Growth and Development	<p>In accordance with clause 30 of the Principal Development Agreement dated 30 January 2007 ("the PDA"), Choices for Grahame Park Limited (CfGP) can appoint specialist advisers where necessary in connection with the Development, demolition / building works. In appointing specialist advisers CfGP is also required to ensure that they enter into a duty of care warranty in favour of the Council and substantially in the form appended to the PDA.</p> <p>Stage B (Plots 10, 11 and 12) represents the current construction phase of development which is taking place within the Grahame Park regeneration scheme. CfGP have appointed various specialist sub-contractors to help deliver this phase of the scheme.</p> <p>There will be no net cost to the council in authorising these</p>

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			<p>collateral warranties.</p> <p>Authority for the Council to execute and seal the Collateral Warranties (relating to these appointments) for Grahame Park, Stage B (Plots 10, 11 and 12) in Barnet Council's favour .</p>
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