

Summary of Decisions Taken Under Delegated Powers –October 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.

Delivery Unit: Children’s Services (Family Services)

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
To amend a fixed term post, post number 025158 of cook/Housekeeper based at 68A Meadow Close Residential Children’s Home.	16/09/2016	Assistant Director of Family Services	<p>Background information/documents</p> <p>The purpose of this report is to amend the end date of the post of Cook/Housekeeper which is set up as a fixed term post.</p> <p>The post is currently filled by an agency worker.</p> <p>The post is under review so it is not possible to make this post permanent at this time. The post was recently advertised as a one year fixed term contract and an appointment was made.</p>

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			<p>The end date of the post therefore needs to be amended to 31 December 2017.</p> <p>Financial Implications</p> <p>The post is graded D, points 18-21 of the Unified Reward Pay Scale. This equates to £19,524 - £21,552 full-time equivalent. Total costs including/excluding oncosts will be £26,162 - £28,995.</p> <p>The person appointed has previous continuous Barnet service so a redundancy payment will be applicable if the contract is ended and no redeployment is found.</p> <p>Constitutional powers / delegated power being exercised Annex B responsibility for functions delegates the below power:</p> <p>Where people processes are in accordance with the Council's Terms and Conditions and any cost can be contained within the Group or Delivery unit budget then this is a matter for the relevant Delivery Unit Director or equivalent</p>

Delivery Unit: Children's Services (Education and Skills)

Contacts

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Agree new instruments of government to be signed and sealed	20/10/16	Commissioning Director children and young people.	<p>Giving authority for Instrument of Government of school governing bodies to be submitted for signing and sealing.</p> <p>This report highlights the requirement to make the Instrument of Government for the following maintained schools:</p> <ul style="list-style-type: none">• St Johns CE Primary School <p>EQUALITIES AND DIVERSITY ISSUES: The schools' Instruments of Government do not compromise their compliance with their statutory equality duties as set out in the Equality Act 2010.</p> <p>LEGAL ISSUES: The School Governance (Constitution) (England) Regulations 2012 sets out the arrangements for the constitution of governing bodies of maintained schools including foundation and trust schools in England.</p> <p>BACKGROUND INFORMATION: In line with new Regulations, Governing Bodies of Maintained schools have been required to reconstitute in regard to the number and types of Governor. The Governing Bodies of the schools listed have submitted details of changes in their Instruments of Government, which is the formal document that outlines the arrangement of each Governing Body.</p>

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Creation of temporary project officer posts (4), Library customer service officer. Stock post (!) and Admin Officer Post (1).	16/09/16	Assistant Director early intervention and prevention.	<p>Approval of Temporary Project Officer, Stock Assistant & Admin Officer posts as detailed below. The posts are funded by from the remaining Libraries Transformation project budget of £467,162 and will cost a total of £81,857. The posts will be in the Library Service Team.</p> <p>Stock Project Officer– Mid Oct Grade G until 31/3/2017 (total cost of £17,48516,315)</p> <p>LCSO: Stock – Mid Oct Grade E until 31/3/2017 (total cost of £13,616)</p> <p>Schools Library Resources Service Move Project Officer – Grade H 19/9/2016 – 11/11/2016 (total cost of £6,928)</p> <p>Above all reporting to Business Development Manager</p> <p>Buildings Reconfiguration Project Officer – Grade H 19/9/2016 - 31/3/2017 reporting to Libraries Manager (total cost of £22,518)</p> <p>Community Engagement /Volunteer Project Officer – Grade G January 2017 until 31/3/2017 reporting to Operations & Customer Service Manager (total cost of £9,537)</p> <p>Admin Assistant – Mid Oct/ Grade C until 31/3/2017 Reporting to Senior Operations Officer (total cost of £11,722)</p>

Delivery Unit: CSG

Contacts

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
55 Silkstream Road HA8 0DD	4/10/16	Head of Estate Management	To authorise removal of covenant prohibiting parking at front of house on ex-right to buy freehold house.
15 The market place, falloden way, London, NW11 6LB	22/06/16	Head of Estate Management	Author of the DPR to approve renewal of sub-underlease to Garden Suburb Community Library Limited. Consent was obtained from Landlord, tied with the 2016 review for a fee of £1,000 p.a. Term to be effective from 25 June 2016 to 29 June 2021 at rent of a peppercorn payable to the council.
21 Bushfield Crescent Edgware HA8 8XG	21/09/16	Head of Estate Management	To authorise grant of license to carry out structural works (ex-right to buy freehold).
22 Pendall Close	21/09/16	Head of Estate Management	To approve payment share to council from staircasing acquisition (not a council-owned property) and consent to the discharge of the charge insofar as it applies to this property,
41 Garthland drive, EN5 3BD	21/09/16	Head of Estate Management	To authorise consent to register on sale of freehold (as required under restriction, protecting restrictive covenants).

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39 Meadow Close, Dollis Valley Way, Barnet, EN5 2UE	21/09/16	Head of Estate Management	To authorise the removal of a charge on the title register (mortgage in favour of council that has been redeemed)
The Hall school fireworks display license 2016, Wilf slack memorial ground, east end road, N3 2SU	21/09/16	Head of Estate Management	To accept grant of license for 2016.

Delivery Unit: Adults and Communities

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Improvement Consultant Recruitment	12/10/2016	Assistant Director, Adults and Communities	Establish two additional improvement consultant posts within the business improvement team in adults and communities.

Delivery Unit: Street Scene

Contacts

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Acceptance of quotation for ground investigation for Montrose and silkstream parks.	20/09/16	Commissioning Director for environment	<p>This report seeks approval to appoint Quantum Geotechnical to undertake intrusive ground investigation surveys in connection with works to develop a scheme at Montrose and Silkstream Parks</p> <p>These proposals form part of the improvement of parks in the Borough following the adoption of the Parks and Open Spaces strategy in May 2016</p> <p>Competitive quotations were sought from four specialist companies through the procurement portal in line with the Council's Contract Procedure Rules, with award criteria based on Most Economically Advantageous Tender principles, quality and cost.</p> <p>Six submissions were received by the submission deadline. Evaluation was undertaken with Quantum Geotechnical submission successful from this exercise. The submission price of £66 546.36 is within the budget and will be funded from the capital budget for the project.</p> <p>The work will be undertaken via a purchase order covered by the Council's standard terms and conditions. Under paragraph 12 .1 of the Council's Contract Procedure Rules contract terms every contract must be in a form approved by the Monitoring Officer (on consultation with HB Public Law) or delegated office, if its value</p>

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			<p>exceeds £25,000 or where appropriate to the nature of the contract.</p> <p>The works will be delivered with the tendered programme and is in keeping within the overall project programme</p> <p>This procurement and authorisation to award contract is in accordance with Contract Procedure Rules, Appendix 1 Table A.</p>
<p>Redevelopment of Grahame Park Estate – Phase 1b subphase 3 – Block B6 – Highway Works Agreement under section 38 and section 278 of the Highways Act 1980</p>	<p>28/10/16</p>	<p>Commissioning Director for Environment</p>	<p>Background information</p> <p>The developer, Choices for Grahame Park Limited applied to the Council for Planning Permission under reference no. W01731/JS/04. Outline planning consent was granted on 17th January 2007.</p> <p>Further to this, Choices for Grahame Park, applied to the Council for revised planning permission under reference number 14/07210/FUL registered 14th November 2014.</p> <p>The revised application for development of plot B6 comprises buildings between 1 and 6 storeys, to accommodate 92 residential units (84 flats and 8 dwelling houses); associated vehicle access, highways, parking, landscaping, amenity space, refuse and cycle storage. This is an amended proposal for the whole of this development plot, being proposed instead of the reserved matters approval reference H/00308/11 dated 21st February 2012 for 84 flats in a part 5, part 6 storey building.</p> <p>The application was approved by Planning Committee on 25th February 2015 subject to a Section 106 agreement which was completed, signed and sealed on 15th July 2015.</p> <p>On 17th May 2016, the Policy And Resources Committee approved the adoption of the Grahame Park Estate Development</p>

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			<p>Supplementary Planning Document.</p> <p>By one or more of the planning obligations the developer is required to agree the offsite highway works and / or dedication of highway with the Highway Authority following the grant of planning permission. The extent of the highway works is shown on attached drawing ref 11323-1039 Rev C3.</p> <p>It is proposed that the Developers enters into a Section 38 / 278 agreement with the Council to deliver highway works comprising:</p> <ul style="list-style-type: none"> • the construction of new adoptable carriageway with associated footway including crossovers fronting the new development; • the construction of new pedestrian tactile crossings (dropped kerbs); • the resurfacing of existing footpath in Flight Approach, the repair of the existing footway including crossovers damaged by development activities; • New street gully connections, lighting columns and the implementation of new carriageway markings including waiting restrictions. <p>Under the proposed Section 38 / 278 agreement, the road coloured pink in attached drawings reference number 11323-1039 Rev C3 will be dedicated by the developers for adoption by the council.</p> <p>All costs associated with the proposed Section 38 / 278 works for processing technical approval for the works will be borne by the developer, Choices for Grahame Park. Similarly, any legal costs associated with the preparation, negotiation and completion of the</p>

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			<p>Section 38 / 278 Agreement will also be borne by the developer.</p> <p>The developer will maintain access to all properties unaffected by the proposed redevelopment while construction works take place.</p> <p>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> <p>Equalities and Diversity</p> <p>Section 149 of the Equality Act 2010 requires a decision-maker to have 'due regard' to achieving a number of equality goals:</p> <ul style="list-style-type: none"> (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. It also covers marriage and civil partnership with regard to eliminating discrimination. <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 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</p>

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			<p>pram and pushchairs.</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>Decision</p> <ul style="list-style-type: none"> • That, subject to completion of all necessary legal and other documentation, the Council enters into an Agreement with the Developer, Choices for Grahame Park of the plot B6 development, under Section 38 and 278 of the Highways Act 1980, to carry out highway works under the Council's supervision and in accordance with approved drawings (or any subsequent revision approved by the Traffic and Development Section, Development and Regulatory Services) associated with those works. <p>That, the necessary Traffic Management Order(s) are processed as shown on drawing no 11323-1021 Rev C4 subject to i) agreement with the Traffic and Development Section, Development and Regulatory Services ii) Public Consultation.</p>

Delivery Unit: Assurance Group

Contacts

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
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Creation of two fixed term Tenancy Fraud Officer posts within the corporate anti-fraud team (CAFT)	5/10/16	Interim Assurance Director	<p>To create two fixed term Fraud Officer Posts (one Tenancy Fraud and one generic Fraud Officer) within the Corporate Anti-Fraud Team to deal with increased levels of reactive work and to assist with the future planned pro-active fraud exercises within the team.</p> <p>The two posts will be created from 1st November 2016 until 31st March 2018. The costs of the two posts will be new Grade I in line with unified reward grading. The posts are estimated to cost £135,100 over the period (£37,740 in 2016/17 and £95,360 in 2017/18)</p> <p>The posts will be funded from within CAFT 10002 current resources and reserves.</p>
Interim decision to re-grade the current counter fraud manager (corporate) post within the corporate anti-fraud team (CAFT) to 'Head of Counter Fraud Operations'.	5/09/16	Interim Assurance Director	<p>There are a number of interim arrangements currently in place within the Assurance Group. In order to support those arrangements without any adverse effect of delivery of service specifically with the CAFT team an interim decision has been made to re grade the current Counter Fraud Manager (Corporate) post within the Corporate Anti-Fraud Team (CAFT) to 'Head of Counter Fraud Operations' taking on additional responsibilities as appropriate.</p> <p>The post will be at generic Head of Service grade - scale point LBB 7e.</p> <p>The Counter Fraud Manager post is funded from cost centre 10002 (CAFT) The difference between the two grades will be covered from with the CAFT cost centre / reserves.</p> <p>The post will be effective from 5th September 2016 and will be</p>

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			reviewed at 31 st March 2017 in line with other interim arrangements.
CAFT contract award to Equifax public sector gateway	13/09/16	Interim Assurance Director	<p>To appoint Equifax Public Sector Gateway a contract under a single tender to provide The Corporate Anti-Fraud Team with credit searching facilities, along with identity verification and both pre and full investigation reports obtained under Section 29.3 and Sec 35 of the Data Protection Act 1998 for a period of 36 months</p> <p>After assessing other providers it was found that Equifax searches were more adaptable to the needs of CAFT and gave a better level of flexibility with the required search criteria.</p> <p>Therefore this contract award is justified for a single tender action in accordance with the 'technical' services exceptions.</p> <p>This award has been agreed in accordance with section 9 of the Contract Procedure Rules which state:-</p> <p>9 SINGLE TENDER ACTION</p> <p>9.1 A single tender action or commitment is not allowed unless approved in advance by the Commercial and Customer Services Director, who has given approval to this single tender action.</p> <p>Costs for contract are £8,475.00 each year for 3 years totalling £25,425.00 over the 3 years and will be met from the existing CAFT budget.</p>

Delivery Unit: Commissioning Group

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<p>Procurement of IT Technical Assurance Partner – Appointment of Leidos (formerly known as Lockheed Martin) (2016-17 – 2019-20); to an upper limit of £164,716) variation of contract terms.</p>	<p>24/10/16</p>	<p>Director of resources</p>	<p>Background</p> <p>LBB has adopted a commissioning approach to identify the resources available across agencies and allocate them to achieve a set of shared outcomes, prioritising as required. The council will commission the best possible services from across the market, whether they are provided ‘in house’ or by external partners. Our primary focus is to ensure that services are of good quality, represent value for money and achieve the outcomes residents want.</p> <p>This approach resulted in the Council entering into a 10 year contact in 2013/14 with Capita for the provision of services that make up the Customer and Support Group (CSG) contract, including the provision of information systems services and support.</p> <p>Through the CSG contract, the council has approved a 5 year ICT Strategy to provide the council with a clear and concise vision for the future state of the ICT service and infrastructure, which supports the delivery of the council’s corporate plan. Our vision is to “enable Barnet residents, local businesses, Members, staff and partners to access the information and services they need securely and reliably from anywhere through any device.”</p> <p>The strategy represents a major step change in the Council’s ICT to enable improved and enhanced service that supports the Council’s transformation. It contains a 5 year implementation roadmap of planned changes, split into the following four delivery themes:</p> <ul style="list-style-type: none"> - Modern & Flexible - Integrated & Paperless - Secure & Reliable - Partnership & Sharing
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<p>Extension of fixed term contract: National Management Trainee</p>	<p>04/10/16</p>	<p>Interim strategic lead – programmes & performance.</p>	<p>In October 2015, the candidate was appointed to the role of National Management Trainee with a fixed-term contract of 2 years.</p> <p>The candidate will be going on maternity leave during this fixed term contract.</p> <p>This summary is to agree an extension of the fixed term National Management Trainee contract by up to 24 months from 1 October 2017, at SCP 27 – 29 (£25,761 - £27,525).</p> <p>This will enable the National Management Trainee to undertake 2 placements upon her return from maternity leave.</p> <p>This is within the agreed budget provision for the NGDP cost code 11373.</p>
<p>The railway Terraces Cricklewood conservation area character and management proposals</p>	<p>11/10/16</p>	<p>Commissioning director for growth and development.</p>	<p>To carry out a public consultation exercise with local residents, organisations, relevant ward members and amenity groups on the draft Character Appraisal and Management Proposals for The Railway Terraces Cricklewood Conservation Area.</p>