

**Monthly Table List of Actions Taken  
Under Summary DPRs-December 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.

**Deliver Unit: Re**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Stonegrove & Spur Road Regeneration Scheme – Cost Recovery	9 December 2016	Interim Deputy Chief Executive & Commissioning Director for Growth and Development	To agree the costs recovery with Barratt homes with regards to the Stonegrove and Spur Road estate regeneration scheme in accordance with the Principal Development Agreement (PDA). The figure agreed is £1,651, 832.56. This is to be paid by Barratt through the Council retaining a previous receipt for £1,300,00 which has continued to be held on accounts and invoicing Barratt for the remaining sum.

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

<p>Redevelopment at Stonegrove and Spur Road Estates Regeneration Scheme, Zones 1, 4a &amp; 4b, Edgware, HA8.</p> <p>Stopping up of Highway under Section 247 of the Town and Country Planning Act 1990</p>	<p>22 November 2016</p>	<p>Commissioning Director – Environment</p>	<p>The Town and Country Planning Act 1990 (Section 247) empowers the Council to authorise, by order, the stopping up or diversion of any Highway within its area. In making an order the Council as local Highway Authority should follow the procedure set out in Section 252 of the Town and Country Planning Act 1990.</p> <p>Decision:</p> <ul style="list-style-type: none"> <li>• That the Council make an Order for the stopping up of highway at / adjacent to Lacey Drive, Edgware as per attached Drawing no. 1203/02/72 and schedule (or any subsequent revision approved by the Traffic and Development Section, Development and Regulatory Services), pursuant to Section 247 of the Town and Country Planning Act 1990.</li> <li>• In the event that there is no opposition to the Notice of the making of the Order, to move to confirm the order thereafter.</li> <li>• In the event that the proposal for the making of the Order is opposed, to notify the Mayor of London of any objections raised and to hold a public inquiry, if appropriate.</li> </ul> <p>To seek recovery of all reasonable legal and other fees including advertising costs from the Developer and/or its agent.</p>
<p>Redevelopment of Grahame Park Estate – Phase 1b subphase 3 – Block B6 – Highway Works Agreement under</p>	<p>28 October 2016</p>	<p>Commissioning Director for Environment</p>	<p>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</p>

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Section 38 and Section 278 of the Highways Act 1980			<p>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> <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>
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**Delivery Unit:** Assurance Group

**Contact**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Audio Visual Services for Council Holocaust Memorial Event	30 November 2016	Head of Governance	<p>The report relates to the provision for audio visual services for the Council at the Holocaust Memorial Commemoration event to be held at the Middlesex University, Hendon on Sunday 29<sup>th</sup> January 2017. A full tender exercise for this event was undertaken in 2011. Two companies submitted bids and MST Media Productions were successful. Their contract was extended twice and expired in January 2016. The total cost of audio visual services last year was £8,699.</p> <p>In considering re-procurement option the Council approach Middlesex University to ascertain if they were able to provide audio visual services in addition to hosting the event (which is held annually in the Quadrangle at the University). The quote from Middlesex University is £2,000. Middlesex are experienced in providing audio visual services in this location and this will</p>

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			<p>assist in minimise risks associated with this event.</p> <p>The Mayor and the Leader have been consulted and are both agreeable to the use of the Middlesex University in-house provider for audio and visual services at this event.</p> <p>Approximately 400 people are expected to attend and therefore the services are necessary.</p> <p>Officers have considered the requirement to undertake a reasonable means of selection. A reasonable means of selection is defined as an unbiased selection process based on the relative merits of the quotation provided and taking account of previous purchasing practices for supplies, services or works of a similar type which involves attaining more than one quotation, providing an audit trail of action undertaken and confirmation from the relevant approved officer that budget is available and rationale for appointment is accepted. The Council requires that consideration is given to local suppliers for requirements less than £9,999. All of the aforementioned requirements have been complied with in the commissioning of these services.</p> <p>The funding of this contract will be met by the existing Civic Events budget.</p>
Extension of Contract with Modern Mindset Ltd	20 December 2016	Head of Governance	This report proposes an extension to the contract for the Council's committee papers content management system currently provided by Modern Mindset Ltd. The extension shall be for a period of five (5) years for the provision of the Modern.Gov content management system and will include

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			maintenance, support and external hosting.
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**Delivery Unit:** Commissioning Group

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
License for Works on the 'Bothy' – Avenue House Estate	22 November 2016	Head of Estates	To approve the Licence for Works on the 'Bothy'-Avenue House Estate
Procurement of Arboricultural Consultancy Support	14 December 2016	Commissioning Director, Environment	To seek permission to procure Arboricultural consultancy support. This is necessary in order to progress the formulation of the Borough's Arboricultural Policy. As the Council only has limited experience in this area it is proposed to commission appropriately qualified expertise to support the formulation of the policy. Enquiries via the market indicate that this work can be undertaken for a cost of circa £16,000 - £20,000.
Authorisation to enter into contract for specialist Professional Services to support	2 December 2016	Commissioning Director, Environment	The disabled persons Freedom Pass Review which was agreed by the Policy and Resource Committee on 1 December 2016 sets out that the Council will jointly work with a Subject Matter Specialist from the London Borough of Lewisham who have a robust exemplar process established to provide

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<p>the implementation of process improvements for disabled persons Freedom Passes from London Borough of Lewisham</p>			<p>training and quality assurance for Barnet's new process. The proposal is for London Borough of Lewisham staff to support the Barnet Team for two days per week for a period of 26 weeks focusing on improvements to the following areas:-</p> <ul style="list-style-type: none"> <li>• Data Cleansing - Transfer of Disabled Persons Freedom Pass to Older Persons Freedom Passes where an individual has reached the qualifying age. This will lead to a reduction in administration costs as the Older Persons Freedom Pass is administered by London Councils. There are a number of pass holders who are pending transfers to the Older Persons Freedom Pass. Of these pass holders it has been highlighted some are deceased and 'Not known at this address'.</li> <li>• Data Matching – From the consultation, the Council have received a number of returned correspondence stating, 'Not known at this address' which requires further investigation. These cohorts of individuals are still listed as having an active Disabled Persons Freedom Pass.</li> <li>• Website information and functionality – Internal user testing has highlighted that web content requires improvement so that applicants can readily access clear information. Service user groups will take place in early 2017 to determine accessibility and support requirements.</li> <li>• Application Forms – Forms will be improved and include additional guidance to applicants. They will also be clearly labelled and incorporate an anti-fraud clause and sharing of information statement. Paper application forms will be updated and introduce a choice of 'Easy Read' and 'Large Print'.</li> </ul>
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			<ul style="list-style-type: none"> <li>• Communication Templates – Templates will be created that are suitable for use by the applicant and written in ‘Plain English’.</li> <li>• Renewals – All renewals will be communicated in a timely manner with existing pass holders, ensuring that adequate support is given where required.</li> <li>• Accessibility – Whilst the process fully supports the Customer Access Strategy, it is acknowledged that vulnerable persons may need assistance in completing their application. In such cases, there may be a need for a ‘Call Back’ or ‘Face to Face’ assistance; the Customer Support Group would provide the necessary support.</li> <li>• Diversity – The Council recognises that the borough has a diverse population and as such will endeavour to assist applicants where English is not their first language by providing support in their preferred language.</li> <li>• Telephone Communication – The review will ensure that where Interactive voice responses are used, they are clear and transferred to the relevant department in a timely manner, ensuring that the Customer Access strategy is supported.</li> <li>• Re-designing applicant journeys end-to-end – Operational level agreements will be introduced.</li> <li>• Automatic renewals – The Council proposes to introduce eligibility review checks to coincide with award expiry dates, to ensure that the individual is entitled to the pass. The pass holder will be required to submit a further award letter in order to have</li> </ul>
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			<p>continuing eligibility for the pass.</p> <ul style="list-style-type: none"> <li>• Desk based assessments – It is proposed that the Council continues with desk based assessments and Independent Medical Assessments relating to the category ‘Has a disability, or has suffered an injury, which has a substantial and long-term adverse effect on his ability to walk.’ A full process will be created following approval of the new draft criteria which will also highlight who will actually carry out Independent Medical Assessments.</li> </ul> <p>As part of shared services, Lewisham and Barnet (together called “the Councils”) will enter into an agreement which will form a binding contract for the Councils.</p> <p>The fee of £15,000 will be payable to Lewisham Council and in addition any other reasonable travel expenses and subsistence due to travel shall be met by Barnet.</p> <p>The funding for this arrangement will be covered from the Parking Reserve Account. This specialist support service is not available from any other source.</p>
Amendment to existing lease(s) to properties listed below to transfer responsibility for the maintenance of windows and doors that are of sole	15 November 2016	Deputy Chief Executive Officer, Barnet Group	<p>The lessee’s of the following properties have applied to Barnet Gomes, as managing agents of the council’s housing stock, to amend the lease.</p> <p>The amendment would transfer the responsibility to maintain the doors and windows that are of sole benefit to their dwelling from the corporation (LBB) to the lessee. The amendment to the lease is made by way of a Deed of Variation.</p>

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benefit to the dwelling from the corporation to the lessee.			The affected properties are: 9 Endersby Road, Herts, EN5 3AH, Ground Floor, 97 years remaining lease term 3 Haldane Close, N10 2PB, Ground Floor, 93 years remaining lease term
The acquisition of 51 Williamson Road, Bedfordshire, MK42 7HL	3 November 2016	Commissioning Director, Growth and Development	To authorise the private treaty acquisition of 51 Williamson Road, MK42 7HL in accordance with Heads of Terms to be agreed in respect of this property
The acquisition of 27 Princes Court, The Mall, LU5 4HW	16 December 2016	Commissioning Director, Growth and Development	To authorise the private treaty acquisition of 27 Princes Court, The Mall, LU5 4HW in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 65 Queens Court, Luton, LU5 4HH	20 December 2016	Commissioning Director, Growth and Development	To authorise the private treaty acquisition 65 Queens Court, Luton, LU5 4HH in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 88 Edmeston Close, London, E9 5TL	18 November 2016	Commissioning Director, Growth and Development	To authorise the private treaty acquisition 88 Edmeston Close, London, E9 5TL in accordance with Heads of Terms to be agreed in respect of this property.

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Lease renewal-164 Cricklewood Lane-21 November 2014 (expiry)	5 March 2015	Head of Estates Management	To authorise the grant of a new 20 year lease
The acquisition of 29 Arethusa House, Cahir Street, London, E14 3RD	29 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition 29 Arethusa House, Cahir Street, London, E14 3RD in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 8 Welland Court, Avon Drive, Bedford, MK41 7EY	30 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition of 8 Welland Court, Avon Drive, Bedford, MK41 7EY in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 8 Welland Court, Avon Drive, Bedford, MK41 7EY	30 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition of 8 Welland Court, Avon Drive, Bedford, MK41 7EY in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of Flat 1 Haddon Court, Trinity Way, London, W3 7HT	8 December 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition Flat 1 Haddon Court, Trinity Way, London, W3 7HT in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 12 Carmichael House, Poplar High Street, E14	29 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition 12 Carmichael House, Poplar High Street, E14 0AZ in accordance with Heads of Terms to be agreed in respect of this property.

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The acquisition of 59 Startpoint, Downs Road, Luton, LU1 1XN	30 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition of 59 Startpoint, Downs Road, Luton, LU1 1XN in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 10 Reddall Close, Bedford, MK42 0LY	30 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition of 144 Reddall Close, Bedford, MK42 0LY in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 122 Kingsland Court, Kingsland Road, Luton, LU1 3DR	30 November 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition of 122 Kingsland Court, Kingsland Road, Luton, LU1 3DR in accordance with Heads of Terms to be agreed in respect of this property.
The acquisition of 506 Summerwood Road, Isleworth, TW7 7QZ	8 December 2016	Commissioning Director Growth and Development	To authorise the private treaty acquisition 506 Summerwood Road, Isleworth, TW7 7QZ in accordance with Heads of Terms to be agreed in respect of this property.

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

**Contacts**

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
<p>To authorise contract award to Torton Bodies Ltd to design, build and supply a Mobile Library vehicle.</p>	<p>16 December 2016</p>	<p>Commissioning Director, Children and Young People</p>	<p>On 6 February 2014 the Libraries Transformation Board approved proposals to replace the current Mobile Library with a smaller vehicle. The benefits of this recommendation are:</p> <ul style="list-style-type: none"> <li>• Increased access to key communities, for example sheltered accommodation, playgroups, children's centres, schools and other community venues. Targeting sites of this nature will drive up issues and service use.</li> <li>• A newer vehicle will facilitate the provision of a more flexible and targeted stock, facilitating higher issues at lower cost.</li> <li>• A newer vehicle will incur lower maintenance costs, resulting in a revenue saving of c. £4000 p.a. plus lower fuel consumption resulting in an additional revenue saving of c. £620 p.a.</li> </ul> <p>Furthermore in accordance with the Rule 9.2 of the Council's CPR's, the single tender action has been approved by the Commercial and Customer Services Director</p> <p>Commissioning Director, Children and Young People has agreed with the following proposals:</p> <p>1) That the contract be awarded to Torton Bodies Ltd to design, build and supply a Mobile Library vehicle at a cost of</p>

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			<p>£100,001.</p> <p>2) That the value of this contract be funded through the Libraries capital programme.</p>
Contract for Residential Children's Services	2 December 2016	Assistant Director of Children's Social Care, Family Services	<p>The decision has been taken to enter into a contract with the following providers:</p> <p>1. Ryes Education and Children's Homes, New Road, Aldham Essex, CO6 3PN Contract Period: 1 April 2015 – 31 March 2017 Contract Value: Weekly Fee £3,056.35</p> <p>2. Granary Care Ltd, PO Box 1129, Uxbridge, UB8 9XW Contract Period: 1 April 2016 – 31 March 2017 Contract Value: Weekly Fee £3500.00</p> <p>3. Care 2Share: 55 Gordon Road, London E18 1DW Contract Period: 1 April 2016 – 31 March 2017 Contract Value: Weekly fee: £3000.00</p>

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			<p>4. Holibrook House: 12 Belmont Hill, London SE13 5BD  Contract Period: 1 April 2016 – 31 March 2017  Contract Value: Weekly fee: £1000.00</p> <p>5. St Christopher's Fellowship: 1 Putney High Street, London SW15 1SZ  Contract Period: 1 April 2016 – 31 March 2017  Contract Value: Weekly fee: £2400.00</p>
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**Delivery Unit:** Adults and Communities

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Award of the Professional Services Contract for the construction of new leisure centres at Barnet Copthall and Victoria Recreation Ground.	21 December 2016	Commissioning director Adults and Health	Enter into the Professional Services Contracts with Graham Construction to undertake the technical design work for the proposed leisure centres at Barnet Copthall and Victoria Recreation Ground required to establish both confirmed costs and the programme prior to the signing of the NEC construction contract for the construction of each scheme

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