

Monthly Table List of Actions Taken Under Summary DPRs November 2017

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: Adults and Communities

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
Creation of 3 x Care Quality Advisor Role	25 October 2017	Assistant Director	Creation of 3 x additional role of Care Quality Advisor, on a 12 month fixed term basis, funded by iBCF .

Delivery Unit: Commissioning Group

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TITLE	DATE OF DECISION	DECISION TAKER	SUMMARY OF DECISION
E-Car Club Ltd services contract for private use (general public) and business clients	31/10/17	Head of Estates	<p>The Council seeks to extend and vary the car club services to include Hybrid and Electric vehicles with E-Car Club Ltd. Two electric vehicles will continue to be available for private use (the general public) and business clients at Barnet House with the addition of three Hybrid cars for business use only. Additionally the contract will include a call-off value to allow business users to request the use of additional vehicles when none are available on site. The new total value of the contract will be up to £50,590.</p> <p>Background</p> <p>E-Car Club Ltd within the previous contract price provided two electric vehicles (EVs), maintenance of the vehicles and administration of the vehicles. The contract currently consists of one vehicle being available to London Borough of Barnet staff exclusively for 40 hours a week during operating hours and one vehicle being available for 20 hours a week. Both vehicles are available for use by the public.</p> <p>In 2015, the Council was awarded a grant from the Mayor's Air Quality Fund to support a proactive approach to air quality action planning. As part of this a decision was made to procure an Electric Vehicle car club.</p> <p>Following reasonable means of testing of electric car club providers, a decision was taken in agreement with the Environment Lead Commissioner to procure a contract with E-car for an electric vehicle car club to be based at Barnet House to support in December 2015. The value of the contract was £9,995.</p> <p>The Council varied the contract in February 2017 bringing the total</p>

			<p>value of the E-Car contract from 2015-2017 to £19,800. The variation was agreed via summary DPR.</p> <p>Proposal</p> <p>The proposed further variation will continue to focus on the services provided to support a wider proof of concept for pooled car vehicles for staff in London Borough of Barnet and partners to use for business purposes. This will support the Council's The Way We Work Programme; a smarter working programme that underpins the Council's relocation to Colindale and the wider Longer Term Transport Strategy.</p> <p>Following reasonable means of testing with three providers to roll out a mixed low emissions vehicle car club with staff and public access, engagement was confirmed with E-Car Club Ltd under reasonable means of selection provider based on the type of fleet available to support the Longer Term Transport strategy.</p> <p>The variation will include the following:</p> <ul style="list-style-type: none"> • 2 EVs at Barnet House; one for business use for 40 hours a week and one for general public use • 1 Hybrid vehicle at Barnet house for staff business use only • 2 Hybrids at NLBP for staff business use only • Call off of additional cars up to the value of £3,000 as part of the E-car's umbrella company <p>The additional costs of the extension will be a one-off payment of £27,790 excluding VAT until September 2018 and a call off mechanism capped at £3,000. The cost variation offers good Value for Money with unlimited business memberships (subject to fair use) for London Borough of Barnet Staff and partner organisations. This will support the promotion of greater staff usage of the vehicles for</p>
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			<p>work related travel.</p> <p>The costs will be met from The Way We Work Programme's capital budget.</p> <p>The integration with existing test of concept procured under reasonable means of selection requires confirmation under single tender action to provide compliancy under Contract Procedure Rules 9.1. Justification has been presented and concurred by the Commercial Director.</p>
The acquisition of 17 Walnut Walk, Kempston, Bedford, MK42 7PP	02/11/17	Deputy Chief Executive	<p><u>Decision:</u></p> <p>To authorise the private treaty acquisition 17 Walnut Walk, Kempston, Bedford, MK42 7PP in accordance with Heads of Terms to be agreed in respect of this property.</p> <p><u>Background:</u></p> <p>On 24th April 2017, the Asset, Regeneration and Growth Committee approved the business case for the acquisition of Out of Borough Properties as outlined in the Appendix to the ARG Report entitled "Out-of-Borough Acquisitions Phase 2".</p> <p>On 16th May 2017 the Policy and Resources Committee approved the General Fund capital expenditure of £8 million for the acquisition of the purchase around 50 properties in Bedfordshire, Buckinghamshire, Northamptonshire and Cambridgeshire.</p> <p>The cost, and additional payments will not exceed £265,230 (£199,995 purchase cost, £7,500 stamp duty and £57,735 other costs). All future costs and income will be allocated to the Housing Needs and Resources (HNR) General Fund budgets.</p>

			<p>A valuation report is annexed, showing the market value of this property as determined by qualified surveyors; it can be seen that the proposed purchase cost is within the range of market value.</p> <p>DECISION: Authorise the private treaty acquisition 17 Walnut Walk, Kempston, Bedford, MK42 7PP in accordance with Heads of Terms to be agreed.</p>
The acquisition of 59 Quilter Close, Luton, LU3 2LL	23/10/17	Commissioning Director, Growth and Development	<p><u>Decision:</u></p> <p>To authorise the private treaty acquisition of 59 Quilter Close, Luton, LU3 2LL at a purchase price of £160,000 in accordance with Heads of Terms to be agreed in respect of this property.</p> <p><u>Background:</u></p> <p>On 24th April 2017, the Asset, Regeneration and Growth Committee approved the business case for the acquisition of Out of Borough Properties as outlined in the Appendix to the ARG Report entitled “Out-of-Borough Acquisitions Phase 2”.</p> <p>On 16th May 2017 the Policy and Resources Committee approved the General Fund capital expenditure of £8 million for the acquisition of around 50 properties in Bedfordshire, Buckinghamshire, Northamptonshire and Cambridgeshire.</p> <p>The cost, and additional payments will not exceed £212,185 (£160,000 purchase cost, £5,500 stamp duty and £46,685 other costs and income will be allocated to the Housing Needs and Resources (HNR) General Fund budgets.</p> <p>A valuation report is annexed, showing the market value of this property as determined by qualified surveyors; it can be seen that the proposed purchase cost is within the range of market value.</p>

			<p>DECISION: Authorise the private treaty acquisition of 59 Quilter Close, Luton, LU3 2LL at a purchase price of £160,000 in accordance with Heads of Terms to be agreed.</p>
Citizens' Panel	01/10/2017	Head of Communications	<p>This summary DPR is to authorise a single tender action to award a three year contract to Membership Engagement Services (MES) to administer Barnet's Citizens' Panel on the council's behalf</p> <p>The justification for single tender action is outlined below:</p> <ul style="list-style-type: none"> • the ITQ was released to open competition through the procurement portal and it was advertised, 14 expressions of interest were registered with 1 submission meeting the deadline; • evaluation of the single submission confirms the bid meets the quality requirements and post tender clarification has confirmed acceptance of Barnet T&Cs; • Barnet have through post tender clarification highlighted that service requirement will not require all elements of pricing and this resulted in revision on price; • this service provision continues and business continuity is required which does not support further delay through a new procurement . <p>Single tender action has been reviewed by procurement and concurred by the Commercial and Customer Services Director in accordance with the Contract Procedures Rule 9.1</p> <p>The contract will run from the 15th October 2017 to 16th October 2020.</p> <p>The value of the contract is:</p> <ol style="list-style-type: none"> 1. Upkeep, maintenance and recruitment to the panel: £13 000 per annum.; 2. Administration of service specific Citizens' Panel surveys: Up

			<p>to four surveys per year, £24, 000 per annum, commissioned and funded by Delivery Units and Partners on an ad-hoc basis);</p> <p>3. Recruitment to Citizen Panel focus groups (up eight focus groups per year, £6000.00 per annum, commissioned and funded by Delivery Units and Partners on an ad-hoc basis).</p>
Creation of new post of Digital Inclusion Programme Manager	23/11/17	Head of Customer Strategy & Programmes	<p>The Customer Access Strategy was approved by Policy & Resources Committee on 28 June 2016.</p> <p>The Customer Transformation Programme Business Case and Digital Inclusion Strategy was then approved by Policy & Resources Committee on 5 October 2016, and then phases 2-4 of the Programme were approved by Policy & Resources Committee on 16 May 2017. These approvals established a budget of £5.4m for the Customer Transformation Programme, within which, an indicative budget of £0.3m was set aside for implementing the Digital Inclusion Strategy.</p> <p>In order to set up and run this programme, a Digital Inclusion Programme Manager post has been created, and evaluated by HR at Grade L, with a salary range of £49,947-£55,938.</p> <p>The maximum full annual cost of this post is £77,026.</p> <p>The intention is to establish this post on a 12-month fixed term basis, with the potential to extend the term if the Customer Transformation Board agrees it. The post will be advertised to internal candidates in the first instance.</p>

Lease Renewal for Community Focus, tenants of part of Friary House, Friary Park, London N12 9PQ. This property falls under the Community Asset Strategy	1/11/2017	Head of Estates	Approval for Lease Renewal for Community Focus, tenants of part of Friary House, Friary Park, London N12 9PQ
Lease Renewal for Maxability, tenants of 19 Greenacre Walk, London N14 7DB Grahame Park. This property falls under the Community Asset Strategy	11/10/17	Head of Estates	Approval for Lease Renewal for Maxability, tenants of part of 19 Greenacre Walk N14 7DB
Lease Renewal for Barnet Borough Sight Impaired, tenants of Part of Flightways, Grahame Park, Colindale, London NW9 5UX. This property falls under the Community Asset Strategy	1/11/2017	Head of Estates	Approval for Lease Renewal for Barnet Borough Sight Impaired, tenants of Part of Flightways, Grahame Park, Colindale, London NW9 5UX
Acceptance of quotation of asbestos remediation works at West Hendon Pavilion	28/11/2017	Commissioning Director, Environment	Asbestos remediation works. The works include the removal of asbestos debris to the building fabric of the boiler room area only. The works are scheduled to take as soon as practically possible. Four companies were sent an invitation to quote. The award criterion was based on price/quality. The quotes received are listed below:

			<p>RIS £10,500.00 Supplier A £9,200.00 Supplier B £15,750.00 Supplier C £27,950.00 Full contract identities are detailed within the exempt section of the report.</p>
Acceptance of quote for traffic surveys (Finchley Road, Briardale Gardens, Pattinson Road area Ref BC/001261)	17/11/2017	Strategic Director – Environment	<p>Three quotes have been obtained through the procurement portal for traffic surveys related to a proposed scheme on the Barnet/Camden boundary. Survey requirements and locations have been agreed with London Borough of Camden officers.</p> <p>The quotes have been assessed to meet the specified requirements and required levels of public liability insurance and deliver best value. The outcome of this assessment is to award Traffic Data Centre with the contract for this requirement.</p>
Creation of a fixed term role within the Information Management Team	27/11/17	Director of Resources	<p>The clienting of the Estates, Finance, Health & Safety and Information Technology aspects of the CSG contract sit within the remit of the Director of Resources. The clienting of the Information Technology aspects of the contract is undertaken by the Head of IT and Information Management. The decision of the Director of Resources is to create a fixed term contract position of 2 years within the Information Management Team to create greater resilience for the clienting of the IT service. The details of this position are as follows:</p> <p>IT Contract Manager: £44,761 FTE (£61,391 inclusive), 2 year fixed term contract.</p> <p>The costs of this role will be funded from the wider Resources budget.</p> <hr/>

Back Transfer to Genesis Housing Association (Grahame Park CPO)	15/11/17	Commissioning Director for Growth and Development	Authority is given for investment landlord properties on the Concourse at Grahame Park (which are shortly to be subject to a Compulsory Purchase Order) to be purchased by the Council and then subsequently transferred to Choices for Grahame Park. This is in accordance with the 5 th September Asset, Regeneration and Growth Committee authorisation that the “appropriate Chief Officer be authorised to transfer all properties and proprietary interests acquired pursuant to the CPO”. Choices for Grahame Park will be responsible for all the costs associated with the purchase and transfer.
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