

Chief Officer List of Decisions: April 2022 - Present

Assurance Director

TITLE / DECISION	DATE OF DECISION	DECISION TAKER	REASON
To approve a contract extension with Stor-A-File for the scan on demand service, for the remainder of the offsite storage contract duration.	13 th May 2022	Clair Green, Executive Director of Assurance	The scan on demand contract will be used to establish the requirements of the council moving forward and inform the digital scanning strategy with the aim to reduce costs and increase information security.
To approve the continuation of the Stor-A-File contract for a 12-month increment from August 2022 to end of July 2023.	13 th May 2022	Clair Green, Executive Director of Assurance	This Chief Officer Decision is to continue the current contract into the third 12-month increment extension from August 2022 to end of July 2023.
N.S.E.P Community Interest Company – ECINS	17 th May 2022	Clair Green, Executive Director of Assurance	Decision taken to re-contract with ECINS
CCTV Maintenance DSSL Procurement	24 th May 2022	Clair Green, Executive Director of Assurance	The Community Safety team have gone through a procurement exercise to award a contract for the maintenance of the Council's CCTV cameras, including installation of new equipment and repair services (where repair is possible). The Contract has been awarded to DSSL Group Limited.
Internal Audit mini restructure	9 th June 2022	Clair Green, Executive Director of Assurance	To change the Internal Audit team structure as follows:

			<p>1. Amendment of 'Schools Auditor' post to generic 'Audit Executive' post.</p> <p>2. Deletion of vacant 'Senior Audit Executive' post to create 2 x 'Internal Audit Practitioner – Level 4 Apprentice' posts.</p>
Extension of 2x (Interim) Senior Electoral Officer roles within Assurance	26 th July 2022	Clair Green, Executive Director of Assurance	Extend 2x Senior Electoral Services Officer posts for period 01/07/22 to 30/06/23.
Post Amendment: Electoral Services Administrator to Electoral Services Officer	26 th July 2022	Clair Green, Executive Director of Assurance	Post Amendment for Ardita Nuhija (emp. no: 10027330) from Electoral Services Administrator to Electoral Services Officer with effect from 1 August 2022.
Extension for two years of Electoral Management Software (EMS) Contract	26 th July 2022	Clair Green, Executive Director of Assurance	Contract with Democracy Counts Ltd for the supply and support of Elector8 Electoral Management Software to be extended until 31 March 2023.
Licence to Occupy Enfield Monitoring Centre	4 th August 2022	Clair Green, Executive Director of Assurance	A licence is needed for the CCTV monitoring staff to occupy the Enfield control monitoring centre. The licence will be held by Barnet Council with a sub licence to Enigma.
CCTV Maintenance Contract with DSSL Group Limited	4 th August 2022	Clair Green, Executive Director of Assurance	A new contract with DSSL Group Ltd is needed to provide CCTV maintenance for Community Safety and the Library service. The contract term will be 6 months with the option to extend for up to 3 months, until the procurement of the maintenance contract has completed, and the contract following that procurement commences with the successful bidder.

Approve the creation of a new post – Complaints Apprentice - within Assurance	23 rd August 2022	Ali Saka, Head of Assurance and Business Development	Create the post of Complaints Apprentice.
Single Tender Action – One Eighty Advisory	1 st September 2022	Caroline Glitre, Head of Internal Audit	Adopting 6.1 Single Tender Action of the Contract Procedure Rules (CPRs) with regards supplier One Eighty Advisory. A single quote was received following competitive request via portal. Two changes Caroline made to the COD following being asked by legal: <ol style="list-style-type: none"> 1. Addition of the following wording: As advised by HBPL, the term of the contract can be longer than 1 year and therefore it has been set as 3 years with the potential for a 1 year extension. 2. Changed the Head of Internal Audit’s delegated authority limit to £213,477 in line with updated CPRs.
Authorisation of fraud prosecution by London Borough of Bromley	25 th October 2022	Clair Green, Executive Director of Assurance	To execute the agreement as a deed by affixing the common seal of London Borough of Barnet
Approve the creation of a new post – Strategic Political Advisor	25 th October 2022	Clair Green, Executive Director of Assurance	Create the post of Strategic Political Advisor.

I have the required powers to make the decision documented above or have delegated authority to the recorded Officer. I am satisfied that all relevant advice has been sought in taking the above decision in order to ensure that the decision making framework of the organisation including the Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations are applied. I also confirm that a full audit trail will be retained on file and available on request by the relevant authority.

Date
