

DELEGATED POWERS REPORT NO.**817****SUBJECT:****Control sheet**

All of the following actions **MUST** be completed at each stage of the process and the signed and dated report **MUST** be passed to Democratic Service for publishing

All reports		
1. Democratic Services receive draft report	Name of DSO Date	Nick Musgrove 8.5.09
2. Democratic Services cleared draft report as being constitutionally appropriate	Name of DSO Date	Nick Musgrove 8.5.09
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Matthew Gaynor 19.5.09
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Jacquie McGeachie 12.05.09
5. Trade Union response received (Staffing issues only)	Name of TU rep. Date	Unison / GMB 14/05/09
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Sara Laws 20.5.09
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 8.5.09
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 8.5.09
9. The above process has been checked and verified by Director, Head of Service or Deputy (<i>report author to complete</i>)	Name Date	
10. Signed & dated report, scanned or hard copy received by Democratic Services for publishing	Name of DSO Date	
11. Report published by Dem Services to website	Name of DSO Date	
Officer reports:		
12. Head of Service informed report is published and can be implemented.	Name of DSO Date	
Cabinet Member reports:		
13. Expiry of call-in period	Date	
14. Report circulated for call-in purposes to COSC members & copied to Cabinet & Head of Service	Name of DSO Date	
	Date	

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject Transport and Regeneration Manager
Officer taking decision Director of Environment and Transport

Date of decision June 2009

Summary	This report seeks authority to create the post of Transport and Regeneration Manager for a duration of 6 months
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Officer Contributors	Lynn Bishop – Assistant Director (Environment & Transport)
Status (public or exempt)	Public
Wards affected	N/A
Enclosures	Appendix A - Role Profile
Power being exercised	

Contact for further information: – Lynn Bishop – Assistant Director (Environment & Transport),
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Serial No. 817

1. RELEVANT PREVIOUS DECISIONS

- 1.1 Deputy Chief Executive DPR 13/4/07 – appointment of consultants to provide valuation, scheme appraisal and property disposal advice on the Cricklewood Regeneration scheme.
- 1.2 Cabinet Resources Committee on 19 January 2009, decision item 10. approved the appointment of external legal advisors to the regeneration schemes.
- 1.3 Cabinet Resources Committee 23 April 2009, decision item 6, approval to GAF 3 funds and a contribution of £40,000 which would fund this post for a six month duration.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 Corporate Plan 2008/9 – 2011/12 has a corporate priority 'successful city suburb' with an objective to improve transport infrastructure to maximise movement opportunities by providing transport routes that are fit for purpose
- 2.3 The Borough's adopted Unitary Development Plan (May 2006) includes Brent Cross and Cricklewood (Chapter 12) as one of the major developments that the Council is seeking to promote to enable regeneration of the surrounding communities.

3. RISK MANAGEMENT ISSUES

- 3.1 The establishment of this specific Transport and Regeneration Manager post will create capacity within the Environment & Transport service in order to manage and better quantify the development risks going forward.
- 3.2 If this post was not created the Council could be at risk of not obtaining the best outcomes from these major infrastructure developments.
- 3.3 I have considered whether the issues involved are likely to raise significant levels of public concern or give rise to policy considerations; they do not.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 The establishment of the Transport and Regeneration Manager will ensure that the Transport aspect of the regeneration proposals are aligned to meet the local community needs and through related engineering measures, will support vulnerable road users to have safer access to the public highway, therefore contributing to our positive action under the Disability Discrimination act 2005.
- 4.2 The recruitment of this post will follow the agreed HR procedures for recruitment and selection.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 5.1 The impact of the growth from the regeneration projects on the infrastructure of Barnet will be considerable. The establishment of this post will create additional capacity within the Environment & Transport service to ensure that Barnet optimises all its transport expectations from our Developer partners.
- 5.2 Funding of £40,000 is to be contributed to a Transport and Regeneration Manager from the GAF 3 projects. This is the subject of a Cabinet Resources report 23 April 2009. This contribution of £40,000 which would fund the post for a six month duration.
- 5.3 The post is graded SCP 231 to 234, which is a salary range of £62,865 to £67,697, this equates to £83,550 to £90,130 including on-costs. Dependent upon the appointment level an additional top-up of up to £5,065 would be provided from the Environment & Transport revenue budget. This amount is split between two budget lines as, £2,500, Cost Centre 422500 GL Code 10617 and £2,565, Cost Centre 321000 GL Code 10617.

6. LEGAL ISSUES

- 6.1 None.

7. CONSTITUTIONAL POWERS

- 7.1 Responsibility for Functions - Part 3: paragraph 6.3 – Besides having delegated powers to deal with executive matters, specific Chief Officers have powers to deal with staffing matters which are functions for which the Council is responsible. This matter is not an item that is required to be reported to the General Functions Committee under Part 3 Paragraph 2.

8. BACKGROUND INFORMATION

- 8.1 The creation of this post will ensure that Barnet is best placed to deliver growth projects which are supported by appropriate infrastructure developments by providing additional capacity in the Highway planning role.
- 8.2 The impact of the growth from the regeneration projects on the infrastructure of Barnet will be considerable. The establishment of this post will create additional capacity within the Environment & Transport service to ensure that Barnet optimises all its transport expectations from our Developer partners.
- 8.3 The relevant Trade Unions have been consulted on the creation and grade of this post.
- 8.4 The main duties for this post will be to ensure the delivery of a complex range of infrastructure solutions on the Council's behalf for all transport aspects of regeneration schemes, comprising of :-

- 8.4.1 Taking overall project management responsibility for the delivery of all transport aspects, including working with selected regeneration partners to develop and deliver schemes, realising the best possible outcomes for Barnet residents, the council and its stakeholders / partner organisations.
- 8.4.2 Being the Council expert responsible for using and acquiring advanced specialist knowledge and skills to deliver regeneration improvements. Working closely with the Regeneration and Planning Services to ensure a corporate approach to delivering outcomes which strive to exceed the Council's Regeneration expectations.
- 8.4.3 Ensuring cost effective and efficient procurement of consultancy services which enable the delivery of appropriate specialist technical advice. Leading on the effective and efficient execution of projects, schemes, investigations and analysis as required within all regeneration programmes.

9. LIST OF BACKGROUND PAPERS

- 9.1 Transport and Regeneration Manager role profile for the post.
- 9.2 Any person wishing to inspect the background papers listed above should telephone Lynn Bishop on 020 8359 7557

10. OFFICER'S DECISION

I authorise the following action

- 10.1 Creation of the Transport and Regeneration Manager post within the Environment & Transport Service at SCP 231 to 234 for a period of 6 months**

Signed



**Dorne Kanareck, Acting Director of
Environment and Transport**

Date

10/6/09.

ROLE PROFILE

Job Title	Regeneration and Transport Manager
Pay scale and spinal points	BB5 231 - 234 £83,550 to £90,130
Reports to	Director of Environment & Transport
Service area	Environment & Transport
Number of staff responsible for	3 + Service / Support Partners
Budget responsibility (£)	Regeneration Programme c £100M p.a.

Purpose of Job:

- To be responsible for delivering a complex range of Infrastructure solutions on the Council's behalf for all transport aspects of regeneration schemes.
- To take overall project management responsibility for the delivery of transport aspects, including working with selected regeneration partners to develop and deliver schemes, realising the best possible outcomes for residents, the council and its stakeholders/partner organisations.
- As the Council expert you will be responsible for using and acquiring advanced specialist knowledge and skills to deliver regeneration improvements.
- Working closely with the Highways Strategy Manager you will provide sustainable options for travel that enable choice for the citizens of Barnet.
- Working closely with the Regeneration and Planning Services you will ensure a corporate approach to delivering outcomes which strive to exceed the Council's Regeneration expectations.
- You will support the Director of Environment & Transport in delivering innovative regeneration schemes that drive forward the Council's Transport agenda.
- Ensure the cost effective and efficient procurement of consultancy services which enable delivery of appropriate specialist technical advice.
- To lead in the effective and efficient execution of projects, schemes, investigations and analysis as required within all regeneration programmes.

Key accountabilities

Role Specific Responsibilities

- Lead and direct the key strategic transport infrastructure aspects of major regeneration projects to deliver sustainable options for travel enabling choice.
- Lead, direct and coordinate project staff ensuring effective use of resources.
- Ensure effective liaison with colleagues, other services and appropriate outside agencies in order to facilitate efficient working and appropriate Transport solutions.
- Work with both internal and external stakeholders to the projects, including staff, partners, residents, technical advisers and communications experts to drive up

standards of project management in areas identified as needing change and improvement.

- Ensure appropriate project management and reporting arrangements for all project members including external partners in accord with project governance arrangements.
- Lead on scoping, research and review of strategic transport regeneration initiatives and major transport projects to ensure the delivery of corporate objectives.
- Manage and develop the Transport & Regeneration team ensuring that it delivers its service plan and corporate objectives including providing input to the appropriate Council plans and policies.
- Manage and monitor the progress and impact of the regeneration schemes ensuring difficulties are remedied and opportunities are attained.
- Provide timely and appropriate professional advice and strategic guidance on Regeneration Transport issues to members
- Provide intellectual leadership in the development, evaluation and communication of all aspects of transport infrastructure solutions for regeneration schemes.
- Responsible for ensuring that report proposals are correct, accurate and reflect the Council's policy and considered opinion.
- Work effectively with project team members including consultants and project support staff, with size of project team and range of activities fluctuating over the course of the project
- Proactively develop relationships with customers, partners and other service areas so as to ensure that the Regeneration Service retains both a positive and professional role in the delivery of the regeneration schemes
- To carry out research and continually monitor outside developments and trends affecting the regeneration environment.
- Appoint and manage consultants working within the specific work area.
- Assess and respond to changes in legislation, statutory requirements, codes of practice, British and European standards to ensure that practices, procedures and working methods are reviewed and updated as necessary to ensure compliance.
- Dealing with all claims, legal challenges and disputes against the Council that can have an impact financially and in terms of service delivery.
- Deal with complex, contentious and sensitive issues to create value for both the community in Barnet and the Council.
- Provide any required transport input to bid submissions to help secure external funding for regeneration schemes in Barnet.

Team Leadership and Management

- Lead on the development of the Transport & Regeneration team so that it is passionate and committed to delivering an excellent service to our customers and fulfils it's role in making Barnet a successful borough.
- Set section and individual performance objectives linked to those of the Service and corporate organisation.
- Undertake appraisals and ensure regular one-to-one meetings with staff in the section take place, as appropriate, to ensure targets are met and appropriate development opportunities are realised.

Strategy and Policy Development

- Responsible for the Council's input into the regeneration part of the LiP, Transport Policy and programmes.
- To represent the Council and/or the Service, when necessary, and attend Cabinet, Committee and other meetings, area forum, working parties, steering groups and public meetings as necessary and required.
- Represent the service and/or the authority at meetings external to the authority.
- Regularly liaise with Committee Chairmen and Ward Members and take the lead on matters within the professional work area with the Lead Cabinet Member in particular.
- Liaise with the Strategic Procurement Unit in the development of service specifications and contract performance standards for the work area of the section.

Performance and Customer Focus

- Lead on and be responsible for all technical and financial planning, administration, documentation and reporting of assigned regeneration projects
- Be responsible for embedding a performance management culture that consistently drives up standards and delivers high quality, cost effective and efficient services.
- Oversee all aspects of project plans, carrying out quality checks to ensure good project management practice. Identify gaps, conduct reviews and put actions in place to ensure the programmes deliver to cost, to time and to the required standard.
- Ensure that work stream activities are coordinated and assigned, all relevant information is logged and that all information regarding the projects is shared.
- Ensure the change control process is managed in order to ensure the necessary requirements are delivered and the budget is managed appropriately
- Monitor and report on project performance
- Proactively develop, manage and maintain customer relationships.
- Ensure a high level of confidentiality is maintained in all aspects of work.

Financial Responsibilities

- Deliver and implement effective budget strategies that meet the aspirations of the Council.
- Ensure that development proposals adequately provide for the Council's requirements through S106 and other mechanisms.
- Formulate relevant project budgets (capital, income and revenue) that contribute to delivering the transport aspects of regeneration schemes.
- Manage scheme budgets, ensuring cost effective service provision and demonstrate value for money bringing significant budget variances to the attention of the Director of Environment & Transport at the earliest opportunity
- Respond to internal audit reviews and implement action proper administration of contracts and compliance with financial regulations.
- Ensure the effective risk management strategies are developed, implemented and managed to ensure integrity of the Regeneration projects.
- Ensure that project risks and issues logs are developed that all risks and issues are assessed thoroughly and reviewed regularly.

- Review business processes to minimise the risk of fraud, and alert CAFT in respect of any suspected incident.

Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment to Equality

- Deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

Qualifications required

Type	Level required
Professional qualifications/memberships	<ul style="list-style-type: none"> • Engineering degree or equivalent (town planning, geography) (E) • Masters Degree In Engineering or equivalent (transportation planning / traffic engineering) (D) • Member / associate member of a professional institution (Institute of Highways and Transportation / Logistics and Transport) • Evidence of CPD
Experience	<ul style="list-style-type: none"> • Must have experience in traffic / highway engineering or equivalent (E) • Must have experience of managing teams, consultants, advisors and/or contractors (E) • Must have experience in delivering successful regeneration projects. (E) • Must have experience of managing complex financial / commercial initiatives in a large organisation (E) • Experience in local government (D)

Technical / Knowledge Requirements

Type	Description
Leadership	<ul style="list-style-type: none"> • Able to provide vision and direction for the Transport & Regeneration team and its future

	<p>development. (E)</p> <ul style="list-style-type: none"> • Able to partner with internal and external clients / consultants / advisors to establish tactical and strategic plans to support the council's business. (E) • Demonstrate political awareness and be able to deliver solutions in consultation with elected Members. (E) • Be able to show a proven track record of achievement. (E) • Evidence of strong and successful project management experience. (E) • Experience of leading and contributing to successful partnerships. (E) • Experience of preparing bids and securing funding (E)
Abilities and knowledge relevant to job	<ul style="list-style-type: none"> ◆ Ability to make complex presentations. (E) ◆ Good knowledge of current legislation. (E) ◆ Awareness of political agendas affecting transport and regeneration at local and regional levels. (E) ◆ Knowledge of regeneration and transport issues in Barnet and London. (E) ◆ Ability to develop and influence key decision makers through successful networking. (E) ◆ Excellent analytical and business case / bid writing skills. ◆ Strong mediation and negotiation skills (E) ◆ Must be flexible and be able to work outside normal hours. (E) ◆ Good understanding of the responsibilities and operations of the Mayor's Office, the Greater London Authority, Transport for London, London Development Agency and the London Councils in relation to area of responsibility. (D) ◆ Own means of transport (D)
Management & performance	<ul style="list-style-type: none"> • Ability to provide leadership to consultants / project / staff, in a complex and challenging environment. (E) • Able to lead diverse teams that develop and support diverse and complex solutions to enhance the local environment. (E) • Ability to motivate consultants / project / staff, set priorities and targets, direct and plan work to provide an integrated service to clients. (E) • Experience of commissioning and working with external consultants and advisors to deliver successful outcomes. (E) • Experience of delivering customer focused, outcome oriented projects. (E) • Ability to initiate and deliver excellence in service

	<p>improvements. (E)</p> <ul style="list-style-type: none"> • Able to communicate effectively with colleagues, partners and customers at all levels. (E) • Able to deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. (E)
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April 2009