

<b><u>Meeting</u></b> <b>Annual Council</b>
<b><u>Date and time</u></b> <b>Tuesday 23rd May, 2023</b> <b>At 7.00 pm</b>
<b><u>Venue</u></b> <b>Hendon Town Hall, The Burroughs, London NW4 4BQ</b>

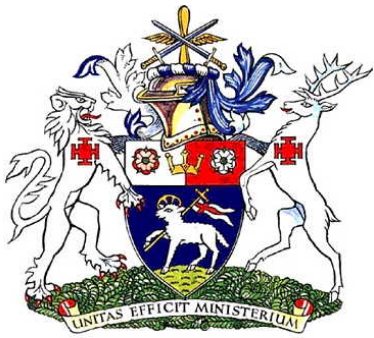
Dear Councillors,

Please find enclosed additional papers relating to the following items for the above mentioned meeting which were not available at the time of collation of the agenda.

Item No	Title of Report	Pages
8	Report of the Monitoring Officer - Constitution Review	3 - 52
10	Report of the Head of Governance - Appointments to Committees	53 - 78
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**Council**      AGENDA ITEM 8  
**23 May 2023**

<b>Title</b>	<b>Constitution Review</b>
<b>Report of</b>	Monitoring Officer
<b>Wards</b>	All
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	Yes
<b>Enclosures</b>	Appendix A – Committee Procedure Rules Appendix B – Table A and B Financial Thresholds Appendix C – Portfolio Holders Terms of Reference
<b>Officer Contact Details</b>	Jessica Farmer Monitoring Officer, 020 8424 1889 <a href="mailto:Jessica.farmer@harrow.gov.uk">Jessica.farmer@harrow.gov.uk</a> Andrew Charlwood, Head of Governance, 020 8359 2014 <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a>

### Summary

The Council's Constitution is the framework for the Council's operations and decision-making and ensures the Council operates in a way which is efficient, transparent, ethical and accountable to local people. It is a reference point for Members, officers and the public.

The Secretary of State has given directions pursuant to S.9P of the Local Government Act 2000 via the Local Government Act 2000 (Constitutions) (England) Direction 2000. The information that is required in the Constitution includes the membership, terms of reference and functions of the authority's committees or sub-committees and any rules governing the conduct and proceedings of meetings of those committees or sub-committees.

In July 2022, the Council passed a resolution which requested that officers review the Council's governance arrangements to move to an Executive system. To give effect to the change the Council's Constitution requires re-writing. It needs to be made up-to-date and legally compliant, reflective of the Council's values and ambitions and consistent with the need for clear, efficient and timely decision-making.

The Constitution sets out a duty for the Monitoring Officer to review the Constitution and make recommendations and changes which need to be approved by full Council.

Due to the size of the Constitution, the time required to review it and the date for the new constitution to come into effect being May 2023, the Monitoring Officer considers that it would be best dealt with in stages. Once the final report is approved, the new Constitution will come into effect during Annual Council.

In order to review the Constitution, an informal Cross-Party Member Constitution Working Group was established and consultation with some other Members has also taken place.

Relevant sections have and will be considered by necessary stakeholders including Council Management Team and a Constitution Review Cross-Party Working Group working group, where appropriate. Sections have been considered by Council in January, February and May 2023.

The Constitution review has also been supported by training for Members and officers to assist members in understanding the various parts of the Constitution and its implications. The Council resolved on 2<sup>nd</sup> May 2023 to cease to operate the Committee System and starts to operate Executive arrangements with effect from the start of the 2023/24 Municipal Year.

## **Officers Recommendations**

- 1. That Council consider and approve the amendments to the Constitution as set out in the Appendices above.**
- 2. That Council agree the new Constitution will come into effect during Annual Council.**
- 3. That Council delegate authority to the Monitoring Officer to make 'housekeeping changes' to the Constitution such as terminology to ensure consistency, numbering and formatting changes.**

### **1. Why this report is needed**

1.1. Under Section 9P of the Local Government Act 2000:

- (1) A local authority must prepare and keep up to date a document (referred to in this section as its constitution) which contains:
  - a) a copy of the authority's standing orders for the time being,
  - b) a copy of the authority's code of conduct (if any) for the time being under section 28 of the Localism Act 2011,
  - c) such information as the Secretary of State may direct, and
  - d) such other information (if any) as the authority considers appropriate.

Such other information as the Secretary of State directs - under the Local Government Act 2000 (Constitutions)(England) Direction 2000 this information includes the membership, terms of reference and functions of the Council's Committees and Sub-Committees, and any rules governing the conduct and proceedings of those Committees and Sub-Committees.

- 1.2. Subject to the provisions above, it is for the Council to decide what information its Constitution should contain.
- 1.3. Detailed changes and the reason for them are set out below.

## **2. Reasons for recommendations**

- 2.1 To enable the Council to move to an Executive system from Annual Council on 23 May 2023 the Council needed a new Constitution.
- 2.2 Table A and B of the current constitution has been updated so that it reflects Key Decision thresholds.
- 2.3 The Committee procedure rules have been updated to include the requirements of the Area Committees. Also changes to the membership of Overview and Scrutiny Committee so as to involve as many councillors as possible in this.
- 2.4 The Portfolio Holder Terms of reference have been updated to include Assets of Community Value as this is an executive side function. There will be a process whereby there will be an opportunity for the portfolio holder to hear the views of those concerned prior to making a decision. An internal procedure note for this process will be developed.

## **3. Alternative options considered and not recommended**

- 3.1 The Council could retain the current Constitution un-amended. This is not recommended as the Constitution needs to be re-written to enable the Council to move to an Executive system from Annual Council on 23 May 2023.

## **4. Post decision implementation**

- 4.1 Subject to the Council's approval, the re-written constitution will come into effect during Annual Council.

## **6. Implications of decision**

### **6.1 Corporate Priorities and Performance**

The Barnet Corporate Plan: Caring for people, our places and the planet: our plan for Barnet 2023 – 2026 was adopted by Council on 28 February 2023. It includes priorities of:

- Being “an effective and engaged council” where we will ensure that “...decision-making is open, transparent and accountable”; and
- “More efficient and transparent decision making” including “We want to engage local groups and residents through the council’s decision-making meetings. Our move from a Committee System to an Executive system (from May 2023) will

support more efficient decision-making and improved accountability with Cabinet Members being responsible for specific portfolios.”

The new Constitution will support deliver of these priorities.

## **6.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

The current Administration have indicated that the new governance system should be cost neutral in respect of Members Allowances. However, there are costs associated with delivering the change of governance arrangements and these are currently being collated but will include: officer time; facilitated workshops with Council Management Team and the Corporate Senior Management Team; additional staff capacity in the Governance Service to support the team during period of change; and legal costs associated with reviewing the Constitution. Costs will be met from existing Assurance budgets or the Transformation Reserve.

## **6.3 Legal and Constitutional References**

Council’s Constitution, Article 7 - the Constitution and General Purposes Committee terms of reference includes responsibility “To keep under review all aspects of the Council’s Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council” and “To have responsibility for overseeing the Council’s governance arrangements.” The Constitution and General Purposes Committee agreed at their meeting on 6 October 2022 that Constitution amendments related to the Governance Review Project could be reported from the Constitution Review Cross Party Working Group directly to Council rather than via the Committee. To ensure that there is on-going Member involvement in the emerging Constitution, the Committee have agreed to set up a Constitution Review Cross Party Working Group to look at the detailed parts of the constitution that will then be reported to Council.

The law allowing the move to an Executive system is the Local Government Act 2000 section 9K under this section ‘A local authority may cease to operate its existing form of governance, and start to operate a different form of governance.’

A resolution of a local authority is required in order for the authority to make a change in governance arrangements. As soon as practicable after passing such a resolution a local authority must –

- (a) secure that copies of a document setting out the provisions of the arrangements that are to have effect following the resolution are available at its principal office for inspection by members of the public, and
- (b) publish in one or more newspapers circulating in its area a notice which:
  - i. states that the authority has resolved to make a change in its governance arrangements,
  - ii. states the date on which the change is to have effect,
  - iii. describes the main features of the change,

- iv. states that copies of a document setting out the provisions of the arrangements that are to have effect following the resolution are available at the authority's principal office for inspection by members of the public, and specifies the address of the authority's principal office. The change has to be implemented at Annual Council. All of the steps above have been completed.

#### 6.4 **Insight**

N/A

#### 6.5 **Social Value**

N/A

#### 6.6 **Risk Management**

N/A

#### 6.7 **Equalities and Diversity**

- i. Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the proposals as they are developed. Consideration of the duties should precede the decision. It is important that Council has regard to the statutory grounds in the light of all available material such as consultation responses.
- ii. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:
- iii. A public authority must, in the exercise of its functions, have due regard to the need to:
  - a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- a) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

- c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- a) Tackle prejudice, and b) Promote understanding.

Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

The relevant protected characteristics are: Age, Disability, Gender reassignment, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation, Marriage and civil partnership

Officers consider that the proposals are an opportunity to look at how the public engage with the council and to advance engagement and to potentially remove any barriers to engagement.

- iv. The Equalities Impact Assessment was reported to February Council.

## 6.8 Corporate Parenting

The role of members in Corporate Parenting will be outlined in the constitution.

## 6.9 Consultation and Engagement

A Governance Review Cross Party Member Working Group has been set up to look at the detail of the constitution. Public consultation on the ways that the public can engage with the council has taken place and was reported to February Council.

## 6.10 Environmental Impact

There are no direct environmental implications arising from the recommendations.

## 7. Background papers

- 7.1 Council, 26 July 2022, Item 14.5, Administration Motion in the name of Councillor Barry Rawlings – Barnet's Governance Arrangements: Agenda for Council on Tuesday 26th July, 2022, 7.00 pm [Agenda for Council on Tuesday 26th July, 2022, 7.00 pm \(moderngov.co.uk\)](https://www.moderngov.co.uk)
- 7.2 Constitution & General Purposes Committee, 6 October 2022, Item 12 – Governance Review Project Update: Agenda for Constitution and General Purposes Committee on



Thursday 6th October, 2022, 7.00 pm [Agenda for Constitution and General Purposes Committee on Thursday 12th January, 2023, 7.00 pm \(moderngov.co.uk\)](#)

7.3 Constitution & General Purposes Committee, 13 January 2023, Item 11 – Governance Review Project Update: [Agenda for Constitution and General Purposes Committee on Thursday 12th January, 2023, 7.00 pm \(moderngov.co.uk\)](#)

7.4 Council, 24 January 2023, Constitution Review, Item 12.1: [Agenda for Council on Tuesday 24th January, 2023, 7.00 pm \(moderngov.co.uk\)](#)

7.5 Council of 28<sup>th</sup> February 2023, Item 12.2: [Agenda for Council on Tuesday 28th February, 2023, 7.00 pm \(moderngov.co.uk\)](#).

7.6 Council of 28<sup>th</sup> February 2023, Item 11.2: [Agenda for Council on Tuesday 28th February, 2023, 7.00 pm \(moderngov.co.uk\)](#)

7.7 Extraordinary Council, 2 May 2023: [Agenda for Council on Tuesday 2nd May, 2023, 7.00 pm \(moderngov.co.uk\)](#)

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## Part 2D

### Terms of Reference and Delegation of Duties to the Cabinet

#### Executive (Cabinet)

1. The Executive will exercise all of the local authority functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.
2. The Executive will have responsibility for approving plans which are not the responsibility of Council and any other non-statutory plans that, from time to time, may be considered their responsibility.
3. **The Cabinet is responsible for the following functions:**
  - 3.1 Development of proposals for the budget (including the capital and revenue budgets, the fixing of the Council Tax Base, and the level of Council Tax) and the financial strategy for the Council;
  - 3.2 Monitoring the implementation of the budget and financial strategy;
  - 3.3 Recommending major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implementing those approved by Council;
  - 3.4 Approving policies that are not part of the policy framework;
  - 3.5 Management of the Council's Capital Programme;
4. **All key decisions - namely:**
  - 4.1 an executive decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or
  - 4.2 an executive decision which is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough;
  - 4.3 a decision is significant for the purposes of above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question;
  - 4.4 award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules this may be done via the Procurement Forward Plan;
  - 4.5 variations between budgets as required by the Financial Regulations;
  - 4.6 making all non-key decisions which are referred to the Executive by the relevant Portfolio Holder or Director;
  - 4.7 Determination of recommendations and references from the Council or any of its Committees or sub-committees and which the Cabinet considers are appropriate for collective decision;
  - 4.8 Approval of HRA Rents.

## Part 2E

### Cabinet Members' (Portfolio Holders) appointment and term of office

1. Other Executive Members shall be appointed to the Executive by the Leader and shall continue in their roles on the Executive until one of the following circumstances applies:
  - 1.1 in the case of the Deputy Leader; the end of the term of office of the Leader
  - 1.2 they resign from office; or
  - 1.3 they are no longer Councillors; or
  - 1.4 the Leader makes changes to the roles of Members of the Executive, or
  - 1.5 they are removed from office by the Leader.
2. **Vacancies in the Executive**
  - 2.1 If at any time a Member ceases to be a Member of the Executive, the responsibilities of that Member shall be carried out by the Executive collectively until such time as the Leader has appointed a replacement, or where appropriate, re-appointed the Member concerned.
  - 2.2 In the event that all Members of the Executive are removed or have been disqualified from office, the Head of Paid Service shall, in the interim, carry out the Executive functions.
3. **Temporary Absence of Leader or other Portfolio Holder**
  - 3.1 In the temporary absence of the Leader or other Portfolio Holder, decisions may be taken in accordance with the Scheme of delegation relating to Portfolio Holders set out in this Constitution.
4. **Special Provision to take urgent action in an election year**
  - 4.1 That following a Borough Election and until the day of the Annual Council Meeting the Leader or a Portfolio Holder will, if the political group to which they belong do not have a majority of members on the Council, consult and ensure consensus with the Leaders of one or more other groups that together form a majority of members on the Council;
  - 4.2 That following a Borough Election and until the day of the Annual Council Meeting, if the Leader is not re-elected as a Councillor, the powers of the Leader shall be exercised by the Head of Paid Services in consultation with all group Leaders.
5. **Proceedings of the Executive**
  - 5.1 Proceedings of the Executive will take place in accordance with the Executive Procedure Rules.

## Leader of the Council and Portfolio Holder Resources and Effective Council

### 6. The Leader of the Council shall have the following responsibilities:

#### 6.1 When present, to chair meetings of the Cabinet.

- Appoint and dismiss Portfolio Holders and the Deputy Leader.
- Appoint to and dismiss from any committees of the Cabinet.
- Determine from time to time the roles and areas of responsibility of Portfolio Holders.
- In the absence of a Portfolio Holder, or on written notice to that Portfolio Holder, to exercise any of that Portfolio Holder's functions themselves or arrange the discharge of those functions by another Portfolio Holder or a Chief Officer.
- Champion the Borough locally, nationally, and internationally and act as an advocate for its residents.
- Work with the Government to maximise opportunities for devolution, fairer funding and growth.
- Lead the development and implementation of the Council's Corporate Plan, Budget, Resident Experience and Procurement Strategy.
- Liaise with Government Departments, the Greater London Authority, London Councils, West London Alliance and other local, sub-regional and public bodies.
- Champion the Council's media relations and promote its brand and reputation.
- Ensure that the decisions and activities of the Council comply with the highest possible ethical standards and that all Members of the Council adhere to the Code of Conduct.
- Ensuring the effective management of the Council's property and community assets (including assets of community value), with specific authority to acquire or dispose of land up to the key decision threshold (other than at less than best consideration).
- To be responsible for the financial strategy of the Council, including:
  - Developing and promoting its annual and long-term budgets and policy frameworks.
  - Ensuring financial controls and processes are effective, including procurement.
- Championing effective Risk Management and Business Continuity activity including Counter Fraud, Organisational Resilience Emergency Planning, Counter Terrorism Strategy (CONTEST).
- Leading on Council Transformation.
- Ensuring the Council has effective processes to monitor and manage the performance of its services.
- Leading on the Council's Digital Strategy.
- Leading on the Armed Forces Covenant.

## **7. Deputy Leader of the Council**

7.1 The Deputy Leader of the Council shall have overall responsibility for:

- Undertaking the responsibilities and delegated powers of the Leader of the Council, to the extent permitted by the Constitution, in the absence of the Leader.
- The chairing of meetings of the Executive in the absence of the Leader of the Council.

## **8. Portfolio holders generally**

- Portfolio holders may not make key decisions except for the leader when the leader is taking urgent decisions. Portfolio holders are expected to work together and where they work collaboratively in specific areas may draft internal protocols for doing so.

## **9. Portfolio Holder - Adult Social Care**

9.1 To be responsible for the development and strategic direction of the Council's Adult Social Care functions, for people who draw on care and support and carers, including:

- Championing the safeguarding of adults at risk older and disabled people and supporting them to have a good as quality of life as possible.
- Oversight and strategic direction on the integration of health and social care and partnerships between the NHS and the council.
- Oversight of commissioning of adult social care services and joint commissioning between the NHS and the council.
- Oversight and strategic direction to ensure that people who draw on care and support, and carers are involved and engaged; and that there are comprehensive involvement and co-production mechanisms in place.
- Overseeing compliance with both relevant statutory duties and performance targets.
- Working in partnership with people, carers, health bodies, other councils, the voluntary and community sector, and national, regional, and sub-regional bodies
- Supporting partnership development in relation to social care and integrated care and joint commissioning of services.

## **10. Portfolio Holder - Culture, Leisure, Arts and Sports**

10.1 To be responsible for the development and strategic direction of the following:

- Promoting Barnet as a destination, a Borough of Culture and leading on the 'Borough of Fun'.
- Cultural and Heritage activities in the Borough.
- Library Services, arts, museums, and tourism.
- Promotion of participation in physical activity and sports.
- Events and activities in, and use of parks and open spaces.
- Strategic direction of leisure services.

**11. Portfolio Holder - Community Wealth Building**

11.1 To be responsible for the strategic direction and the promotion of employment, skills, higher education, local business engagement and resilience of town centres including:

- Liaising with local and national government bodies and the business community and leading on inward investment.
- Leading on small business and social enterprise support and business engagement and relationships.
- Leading on the Council's approach to community wealth building, economic regeneration, an inclusive economy, and poverty reduction.
- Leading on the promotion of social value through procurement and the council's supply chain including working with all Portfolio Holders to drive value for Council priorities.
- Leading on the night-time economy.
- Ensuring residents have appropriate training and development opportunities and benefit from employment opportunities in the Borough
- Promotion of credit unions and projects to promote employment, benefit advice, skills, and wellbeing.
- Town Teams and engagement with them.

**12. Portfolio Holder - Community Safety and Residents Participation**

12.1 To be responsible for the strategic direction and promotion of community cohesion, tackling crime and enforcement in the borough including:

- Working with community groups, and statutory agencies to both maintain and improve community cohesion and community safety, reduce crime, mitigate its effect, and reduce fear of crime including hate crime.
- Oversight and strategic direction of Community Safety work and Environmental Crime enforcement activities, including the development of Community Safety Hubs and Community Safety Ward Walks.
- Support the delivery of high-quality CCTV services.
- Oversight and strategic direction on the work to end Violence Against Women and Girls (VAWG), Domestic Abuse and supporting survivors, Integrated Offender Management (IOM) and Serious Youth Violence.

12.2 To be responsible for the strategic direction of resident and community participation including:

- Development and implementation of the Community Participation Strategy.
- Ensuring residents and stakeholders are being appropriately involved and consulted on the Council's decisions, plans and activities.
- Leading on the delivery of the community events programme.

**13. Portfolio Holder - Family Friendly Barnet**

- 13.1 To fulfil the requirements in the Statutory guidance on the roles and responsibilities of the Director of Children’s Services and the Lead Member for Children’s Services and Section 19(2) (Lead Member for Children’s Services) of the Children Act 2004.
- 13.2 To be responsible for the development and implementation of strategy for the delivery of high standards of service in Education and Social Care for children and young people including safeguarding and looked after children in the Borough including:
- To be responsible for the strategic oversight of education and social services for children and young people including education, schools, nurseries, safeguarding and child protection.
  - To be responsible for the strategic oversight of thoughtful commissioning of services and oversight of contractual arrangements; promoting close partnership working within the community, with Barnet schools, governing bodies, the voluntary sector and the Health Service.
  - To promote equality of access to education and to social services for all children and young people in Barnet.
  - To represent Barnet in pan London policy discussions with Portfolio Holders for Children’s services on promoting improvements to services for children and young people across London.
  - To promote the children's voice and encourage consideration of children's views in development of wider council policies.
  - Sufficiency in provision of early years and school places.
  - Responsibility for the Councils Corporate Parenting duties to Children in Care and those who are Care Experienced.
  - Quality and standards in early years and schools provision.
  - Lead on the Councils responsibilities under the UN Convention on the Rights of the Child.
  - Working with all other Portfolio Holders to promote good outcomes for Children and Young People.

**14. Portfolio Holder - Health and Wellbeing**

- 14.1 To be responsible for the development and strategic direction of the Council’s Public Health functions and related environmental factors which impact on health outcomes including:
- Overseeing compliance with both relevant statutory duties and performance targets within Public Health.
  - Developing policies to tackle health inequalities.
  - Lead on the Council’s response to major public health incidents, including future pandemics and Covid 19 recovery.
  - Leading on the promotion of good mental health and wellbeing across the Borough.
  - Leading on the Combatting Drugs Partnership.



**15. Portfolio Holder - Environment and Climate Change**

15.1 To be responsible for the development and strategic direction of the Council's environment services, addressing climate change and the journey to Net Zero, including:

- Leading on the Council's ambition to be a Net Zero Council by 2030, and a Net Zero Borough by 2042, including working with all Portfolio Holders to deliver this.
- Strategies to reduce, re-use and re-cycle waste.
- Street scene services including street cleaning and the council's waste collection services.
- Leading on the Sustainability Strategy, biodiversity, energy, fuel poverty, water efficiency and improvements to waterways.
- Road safety, major traffic infrastructure, transportation and active travel.
- Protecting and enhancing Barnet's green spaces, including protection of the greenbelt.
- Environment Health services.

**16. Portfolio Holder - Homes and Regeneration**

16.1 To be responsible for the development and strategic direction of the Council's housing services and regeneration programmes including:

- To provide new Council homes and develop partnerships with other housing providers for affordable homes.
- To adequately fund the repair and improvement of Council homes ensuring the viability and cost-effectiveness of the Housing Revenue Account.
- To engage and listen to council tenants and leaseholders to enhance and improve housing services.
- To develop policies to prevent homelessness and meet the needs of those at risk of or suffering homelessness.
- To lead on the strategic relationship with Barnet Homes and The Barnet Group.
- To lead on the adoption of the Local Plan and other planning policy documents
- To support the delivery of high-quality new housing of other tenures to meet local need in accordance with the Local Plan and promote development of specialist housing to meet particular needs.
- To promote quality in private sector housing, including through ensuring appropriate regulation of the private rented housing sector, and promoting private tenants' rights.
- To oversee implementation of the councils regeneration programmes in compliance with the Local Plan, including promoting the development of a Regional Park, working with other relevant Portfolio holders.

**17. Portfolio Holder - Equalities and the Voluntary and Community Sector**

17.1 To be responsible for the development and strategic direction of the Council's approach to Equalities, Diversity and Inclusion (EDI), and to be responsible for the strategic relationship with the Voluntary, Community, and Faith Sector, including:

- Leading the Council's Strategy to address all forms of inequality and compliance with the Equality Act 2010.
- Championing the Council's commitment to social inclusion and fairness, including representation on appropriate partnerships, boards and groups.
- Supporting the development of the Council's equalities framework and monitor progress to drive improvement and ensuring the Council promotes equality of opportunity in all its work.
- Leading on the Borough of Sanctuary.
- Ensuring an effective working relationship with voluntary, community, and faith sector organisations.

## Part 3C

### Committee Procedure Rules

#### 1. Application of these Rules

##### 1.1 These Rules are applicable to:

- 1.1.1 Governance, Audit, Risk Management and Standards Committee
- 1.1.2 Standards Sub-Committee
- 1.1.3 Licensing and General Purposes Committee
- 1.1.4 Licensing Sub-Committees
- 1.1.5 Employment Sub-Committee
- 1.1.6 Independent Panel and Appeals Committee
- 1.1.7 Strategic Planning Committee
- 1.1.8 Planning Committees A and B
- 1.1.9 Overview and Scrutiny Committee
- 1.1.10 Children's & Education Sub-Committee
- 1.1.11 Adults and Health Sub-Committee
- 1.1.12 Call-In Sub-Committee
- 1.1.13 Pension Fund Committee
- 1.1.14 Health and Wellbeing Board
- 1.1.15 Area Committees (East, North and West)

##### 1.2 These Rules do not apply to the procedure of Council or the Executive, which have their own Procedure Rules.

#### 2. Establishment of Committees

##### 2.1 The Council at its Annual Meeting will:

- 2.1.1 decide which Committees and Sub-Committees to establish for the Municipal Year;
- 2.1.2 decide the size and terms of reference of these Committees and Sub-Committees;
- 2.1.3 decide the allocation of seats on these Committees and Sub-Committees to the political groups in accordance with the rules on political proportionality apply to those committees;

##### 2.2 The number of Members, Independent Members Independent Persons and co-optees appointed to each Committee and the details of any sub-committees established by Committees can be found in Part 2 of the Constitution (Allocation of Responsibilities).

#### 3. Appointment of Substitutes to Committees and Sub-Committees

##### 3.1 Allocation

The Council will allocate seats on Committees, sub-committees and boards for members and substitutes.

### 3.2 **Number**

For each Committee and sub-committee, the Council will normally appoint substitutes in accordance with the wishes of the respective group leaders.

## 4. **Powers and Duties**

Substitute Members will have all the powers and duties of any ordinary Member of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

### 4.1 **Substitution**

- 4.1.1 Where the committee have a substitute member sitting a meeting adjourned to another day shall be treated as a new meeting.
- 4.1.2 If a Substitute Member is in attendance at a meeting the ordinary member for whom they are substituting shall not be entitled to attend that meeting and take part as an ordinary member of that body.

## 5. **Attendance of Members at Committees and Sub-Committees**

### 5.1 **Right to Speak (Planning Committees)**

- 5.1.1 Members Requests to Speak at Planning Committees
- 5.1.2 Members may address a planning committee on any application, unless they have a pecuniary interest in which case they are precluded. Members should give notice to the Chair of the meeting of their intention to speak before the start of the meeting. Any Member wishing to address the Committee shall have up to 3 minutes. Members' rights to address planning committees are in addition to the rights of public speakers.
- 5.1.3 MPs and GLA Members from the borough and MPs, GLA Members and Members from neighbouring boroughs may request to address a planning committee on a matter which affects their constituency or ward. Notice should be given to the Chair of the meeting before the start of the meeting. Any such Member would be allowed up to 3 minutes.

### 5.2 **Members' rights to attend and speak at committees or sub-committees when they are not a Member of the committee.**

- 5.2.1 Councillors may attend any Council Committee or Sub-Committee, even when they are not appointed to them, but they cannot vote and should sit with members of the public.
- 5.2.2 Apart from planning committees (see above) and Licensing Sub Committees, councillors may speak at a meeting subject to giving notice to the Chair of the meeting before the start of the meeting and the Chair giving his or her consent. (for Licensing Sub Committee the rights to speak are outlined in the Licensing Code) Any Councillor wishing to address the Committee or Sub-Committee shall have up to 3 minutes.
- 5.2.3 The Lead Member for Children and Adults Services has a right to address a Committee, Sub-Committee or Partnership Board for up to three minutes when it is considering matters which relate children and young people, subject to giving notice to the Chair of the meeting before the start of the meeting and the Chair giving his or her consent.

- 5.2.4 A Member (including Members appointed as substitutes by Council) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or Sub-Committee on which s/he serves. The matter must be relevant to the terms of reference of the committee. If the Head of Governance has any doubts about any Members Item for reasons of propriety, he or she may refer it to the Monitoring Officer. If the Monitoring Officer considers the Members Item to be vexatious, irrelevant, or otherwise improper, the Head of Governance will return it to the Member who submitted it as soon as possible. The Head of Governance will explain to the Member in writing why it will not be included on the agenda circulated for the meeting. This rule does not apply to planning committees and licensing sub-committees. The Head of Governance must receive written notice of a Member's Item, at least seven clear working days before the meeting. The Lead Member for Children's Services is permitted to have one matter only (with no-sub items) on the agenda for a meeting of a Committee, Sub-Committee or Partnership Board on which s/he does not serve when that body is considering an item which relates to children and young people.
- 5.2.5 A Ward Member will be permitted to have one matter only (with no sub-items) on the agenda for an Area Committee where the Member is submitting a request for CIL funding to an Area Committee Budget relating to their Ward. Members' Items for CIL funding Budget must be submitted 10 clear working days before the meeting. Items received after that time will only be dealt with at the meeting if the Chair agrees they are urgent.
- 5.2.6 Members may remain for the private part of any committee meeting.

## **6. Nominated Members**

- 6.1 Minority groups shall nominate from amongst their Members on Committees and sub-committees, a Member to be consulted by Chief Officers in the exercise of delegated powers relating to the urgency procedure. (The Urgent Non-Executive Decisions and Minor Matters is set out in Part 2F of the Constitution).
- 6.2 Nominated members must be full Members of the Committee concerned.

## **7. Charing Committees and Sub-Committees**

### **7.1 Election of a Chair and Vice Chair of a Committee or Sub Committee**

- 7.1.1 The Chairs and Vice Chairs of Committees and Sub Committees of the Council will be appointed by the Council under the Council Procedure Rules. If the Council fails to appoint a Chair for any Committee then that Committee shall appoint a Chair as the first item of business at its first meeting following the Annual Council.

### **7.2 Absence of Chair at Meetings of Committees and Sub-Committees**

- 7.2.1 In the absence of the Chair, the Vice-Chair shall preside.
- 7.2.2 If after 15 minutes since the identified start time of the Committee or Sub-Committee neither the Chair nor Vice-Chair are present then the meeting shall elect a Chair for that meeting as its first order of business.

- 7.2.3 Where the Chair and Vice-Chair have both submitted apologies in advance of the meeting to the Monitoring Officer then, without the delay mentioned above, the first order of business shall be to elect a Chair for the meeting.

## **8. Business not on the Agenda**

### **8.1 Business not on the agenda may only be considered where:**

- 8.1.1 the Access to Information Procedure Rules in Part 3E of this Constitution have been complied with; or
- 8.1.2 a member of the Committee or any Statutory Officer has requested that an item be placed on the agenda for the meeting at any time before the start of the meeting and the Chair agrees to the item being included on the grounds of urgency and the Committee agreeing to consider that item of business. The grounds of urgency and the circumstances giving rise to the request must be recorded in the minutes of the meeting.

## **9. Late and Urgent Reports marked “to follow on the Agenda”**

- 9.1 If there is a request to publish a report on an agenda after the statutory deadline for publication, that item may only be considered if the Chair (after consulting the Nominated Member) agrees by virtue of the special circumstances set out either in the report or on the supplementary agenda, that the item should be considered as a matter of urgency and specified in the minutes of the meeting.

## **10. Time and Place of Meetings**

- 10.1 Meetings of Committees and sub-committees shall take place at the place and time stated on the agenda. Following consultation with the nominated Members and subject to compliance with the Access to Information Rules, the Chair shall have the power to alter the venue, day and time if they believe it to be appropriate for the conduct of the business of the Committee, sub-committee.
- 10.2 For those sub-committees not having scheduled meetings, the date, time and place of meetings will be set by the Head of Governance/Monitoring Officer after consultation with the Chair and nominated Members of the sub-committee.

## **11. Cancellation or Postponement of Meetings**

- 11.1 The Chair, or in their absence the Vice-Chair and/or Head of Governance, may cancel or postpone a meeting of any Committee, sub-committee either before or after the agenda for the meeting has been issued provided that reasons for the cancellation are given.

## **12. Calling of Special Meetings**

### **12.1 Calling Special Meetings**

- 12.1.1 Those listed below may request the Monitoring Officer or Head of Governance to call Committee or sub-committee meetings in addition to ordinary scheduled meetings:
- 12.1.1.1 the Committee or sub-committee by resolution;
- 12.1.1.2 the Chair of the Committee or sub-committee. In relation to the Overview and Scrutiny Committee or relevant Overview and Scrutiny sub-committee, the Chair must, before requesting the Monitoring Officer or Head of Governance to call a special meeting, consult with the nominated members of each of the political groups represented on the

Overview and Scrutiny Committee or Overview and Scrutiny sub-committee;

12.1.1.3 at least one-third of the members of the Committee or sub-committee, if they have signed a requisition presented to the Chair of the Committee or sub-committee and they have refused to call a meeting or has failed to call a meeting within five clear working days of the presentation of the requisition.

## 12.2 Business

12.2.1 Business at special meetings of Committees and sub-committees shall be restricted to the items notified in the published agenda.

## 13. Notice of and Summons to Meetings

13.1 The Head of Governance will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules set out in this Constitution. At least five clear working days before a meeting, the Head of Governance will publish an agenda. The agenda will give the date, time and place of the meeting and specify the business to be transacted and will be accompanied by all relevant reports (except those marked to follow in accordance with Rule 8).

## 14. Quorum

14.1 Unless otherwise indicated in the Committee Terms of Reference in the Allocation of Responsibilities section of this Constitution, the quorum of a meeting will be at least one quarter or three Members, whichever is the greater, of the whole number of members of the Committee or sub-committee, with the exception of the Overview and Scrutiny Committee.

14.2 The quorum for the Overview and Scrutiny Committee, and sub committees will be one quarter or three members, whichever is the greater of the whole number of Members (including co-opted voting members) AND where there are appointed co-opted voting members, the quorum shall be calculated on the total number inclusive of such co-optees.

14.3 If, after 15 minutes from the advertised time of the start of the meeting, or such other longer period as the Chair may decide, a quorum is not present, the meeting will not take place. The Chair may announce the time and date that the meeting will be convened.

14.4 During any meeting, if the Chair counts the number present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary meeting of the Committee or sub-committee.

## 15. Closure of Meetings

### 15.1 Time of Closure

15.1.1 No business at any meeting of a Committee or Sub-Committee shall be transacted after three hours after the start time of the meeting and any business transacted after that time shall be null and void. After three hours and without further debate the Chair shall immediately put to the vote any motion or amendment, which has been formally moved and seconded.

15.1.2 At any meeting of the Strategic Planning Committee and Planning Committees, the Chair at their sole discretion may extend the period for the transaction of business to three and a half hours after the start time of the meeting. This will be recorded in the Committee's minutes.

## **16. Deputations**

- 16.1 This Rule does not apply to Planning Committees, when considering planning applications, nor to Licensing applications, nor to the Overview and Scrutiny Committee, nor Standards Sub-Committee.
- 16.2 Any committee or sub-committee of the Council other than those excluded from the application of this Rule may receive a deputation on any matter appearing on the relevant agenda.
- 16.3 Requests for deputations must be in writing and supported by the signatures of at least five and no more than 24 citizens (deputations with more than 24 signatures will be treated under the Petition Scheme) or representatives of local organisations or businesses in Barnet. The signatories must clearly state their names and post code/qualifying education/business address. The request must explain why a deputation is required.
- 16.4 The request must be given to Head of Governance by 10am on the third working day prior to the meeting, although the Committee or sub-committee on the grounds of urgency can waive this requirement.
- 16.5 Those persons nominated to speak should also be signatories to the original written request to make a deputation. All may speak but the total length of the speeches from the deputation must not exceed three minutes.
- 16.6 The deputation shall be heard at the beginning of the meeting. The Chair has complete discretion to move any items that are subject to a deputation on the agenda.
- 16.7 The total time for deputations at the meeting will be no more than 20 minutes.

## **16.8 Responses to Deputations**

- 16.8.1 The Committee may respond to deputations in the following ways:
- 16.8.1.1 To note the deputation and take no action.
  - 16.8.1.2 To vote on the substantive report taking into account the deputation.
  - 16.8.1.3 Ask officers to prepare a report for the next meeting (of either this committee or another relevant committee) on the deputation.
  - 16.8.1.4 Ask officers to provide a written response to the deputation.

## **17. Public Questions and Comments**

### **17.1 Comments**

- 17.1.1 Written comments must specify the item of business on the agenda which they relate to. Committee agendas are published on the Council's website five clear working days prior to the meeting. Citizens should state their road and postcode when submitting comments. Each written comment is limited to 100 words. Written comments should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any written comments received after this time will not be considered. A citizen may submit



one written comment per agenda item. Written comments will be reported to the committee and published alongside the agenda papers for the meeting.

## 17.2 Public Questions

- 17.2.1 Questions must specify the item of business on the agenda which they relate to. Committee agendas are usually published on the Council's website five clear working days prior to the meeting. Citizens should state their road and postcode when submitting questions. Each question is limited to 100 words.
- 17.2.2 Questions should be submitted in writing to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any questions submitted after this time will not be considered.
- 17.2.3 Questions will be answered by the Chair in the meeting in order of receipt, alternating between citizens. Citizens will be able to ask one supplementary question per question answered.
- 17.2.4 Questions will be published prior to the meeting. Any additional questions received will be not be accepted. Citizens submitting questions are able to send a substitute to ask their question if they are unable to attend the committee meeting.
- 17.2.5 The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.
- 17.2.6 Any questions that are not answered at the meeting will be given a written response at the discretion of the Chair.

## 18. Procedure for Public Questions and Comments at Committees

- 18.1 At committee meetings a time period of up to 20 minutes is available for public questions and comments in total.
- 18.2 Questions will be asked in order of receipt.

## 19. Restrictions for Deputations, Public Questions and Comments

- 19.1 Public questions, comments or deputations are not permitted:
  - 19.1.1 If they don't relate to a substantive item on the agenda
  - 19.1.2 If they are defamatory, abusive or offensive.
  - 19.1.3 If submitted from Council employees or trade unions on employment matters; Members of staff may lead or join deputations only in their capacity as local electors and on issues other than those affecting their employment with the Council.
  - 19.1.4 If they would result in the release of confidential information, or which may prejudice enforcement.
  - 19.1.5 If they relate to a matter where there is a right of appeal against any decision of the Council.
  - 19.1.6 If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was imposed;
  - 19.1.7 If they are received from people who are not Barnet citizens;

19.1.8 At the Strategic Planning Committee and Planning Committees on Town and Country Planning applications (a separate procedure is detailed in section 29). Public questions are permitted at the Strategic Planning Committee on planning policy matters;

19.1.9 If they relate to the making / confirmation of Tree Preservation Orders, as the procedure for making objections or representations is prescribed by the Town and Country Planning Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012. The Chair of the relevant Committee or Sub-Committee, in consultation with the Head of Governance, shall decide whether any particular question, comment or issue will be permitted.

## **20. Confidential Business**

20.1 All reports, other documents, information, discussions and proceedings of a Committee or sub-committee which are marked Exempt under Schedule 12A of the Local Government Act 1972, or Confidential must be treated as such by all Members of the Committee or sub-committee. Members of the public will not have access to these papers and discussions. Confidential or exempt items will be marked as such and the relevant part of Schedule 12A will be specified on the document. Confidential and/or exempt items will be discussed in 'Part II' of the Committee or sub-committee meeting following a resolution to exclude the press and public.

## **21. Voting**

### **21.1 Majority**

21.1.1 Unless Statute or this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and seated in the room at the time the question was put. Voting shall be by a show of hands or electronic voting.

### **21.2 Chair's Casting Vote**

21.2.1 If there is an equal number of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

### **21.3 Individual Recorded Vote and Explanation for Vote**

21.3.1 If, immediately before the vote is taken, any Member present at the meeting requests that his or her vote be recorded as voting for or against or not voting, it shall be so recorded in the minutes.

21.3.2 A recording of a vote or abstention in the minutes of the meeting shall be made without explanation save that in cases where it is necessary for the avoidance of ambiguity a brief note may be added at the Member's request explaining that Member's reason for voting or not voting.

### **21.4 Recorded Vote by Individual Recorded Vote**

21.4.1 If immediately before an ordinary vote is taken three Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

## **22. Minutes**

### **22.1 Signing the Minutes of Committees or Sub-Committees**

22.1.1 The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only aspect of the minutes that may be discussed is their accuracy.

### **22.2 Minutes of Decisions of Committees or Sub-Committees**

22.2.1 Minutes of Committees or sub-committees shall be published on the Council's intranet and website.

### **22.3 Production of Minutes**

22.3.1 Minutes of the meetings of Committees or sub-committees will normally be published within five clear working days of the date of the meeting.

## **23. Record of Attendance**

23.1 All Members present during the whole or part of a meeting will be recorded in the minutes. If a member leaves during a meeting or joins a meeting part way through this will be recorded in the minutes.

## **24. Exclusion of the Public**

24.1 Members of the public and press may only be excluded either in accordance with Rule 12 of the Access to Information Procedure Rules in Part 3E of this Constitution or under Rule 26 (Disturbance by the Public).

## **25. Members' Conduct**

### **25.1 Precedence of Chair**

25.1.1 When the Chair speaks during a debate, any Member speaking at the time must stop speaking. The meeting must be silent.

### **25.2 Member not to be heard further**

25.2.1 If a Member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further during the consideration of that item of business. If seconded, the motion will be voted on without discussion.

### **25.3 Member to leave the Meeting**

25.3.1 If the Member continues to behave improperly after such a motion is carried, the Chair may move that either the Member leave the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

### **25.4 General Disturbance**

25.4.1 If there is a general disturbance, making business impossible, the Chair may adjourn the meeting for as long as they think necessary.

## **26. Disturbance by the Public**

### **26.1 Removal of Member of the Public**

26.1.1 If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

**26.2 Clearance of Part of a Meeting Room**

26.2.1 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

**27. Adjournment**

27.1.1 Following an order by the Chair for one or more members of the public to leave the meeting room, if they deem it necessary in the interests of public safety and for the safety of Members and officers present, the Chair may adjourn the meeting for as long as they think necessary.

27.1.2 If it is considered expedient so to do, the Chair with the agreement of the Members present may adjourn the meeting for such duration as is considered appropriate.

**28. Ruling of the Chair on Interpretation of these Rules**

28.1 The Chair's ruling on the interpretation or application of any of the Committee Procedure Rules is final.

**29. Special Rules for Planning Committees, Licensing & General Purposes Committee and Licensing Sub Committee**

29.1 The requirements set out in this Procedural Rule shall apply to Members and substitute or replacement Members serving on the Planning and/or Licensing & General Purposes Committee.

29.2 In nominating Members to serve on the Planning and/or Licensing & General Purposes Committee the political Groups will have regard to those Members of Council who have received the relevant training in the statutory roles of the Committee. A register of those Members who have completed training shall be kept by the Head of Governance and updated periodically by them as future Members are trained.

29.3 Members who are not trained may not serve on the Planning and/or Licensing & General Purposes Committee.

29.4 Where an application is recommended for refusal by the Chief Planning Officer but the Planning Committee or Strategic Planning Committee is minded to approve ('grant') the application, the application will be deferred to the next meeting of the Planning Committee or Strategic Planning Committee to enable re-notification to take place and give an opportunity for objectors to the application and the applicant to attend the subsequent meeting and make representations and for a rehearing of the application to take place.

29.5 Requests to speak about an application on the Planning Committees agenda should be submitted to the relevant Planning Case Officer by 10am on the third working day prior to the meeting.

29.6 In addition to any Councillor and the Applicant (or their representative) two citizens may speak. Such speakers shall be one for and one against the application unless there is no citizen wishing to speak for the application in which case two citizens may speak against the application, or no citizen in objection in which case two citizens may speak in support of the application.

- 29.7 At the meeting, each speaker will have a time period of up to 3 minutes to address the committee. Committee members will then have the opportunity to question the speaker.
- 29.8 Citizens who have requested to speak are able to send a substitute to make their representation if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.
- 29.9 The Chair or three Members of Planning Committees A or B may refer an item to the Strategic Planning Committee for determination by indicating before any decision is made on the item that they wish to refer the item and providing reasons for the referral.
- 29.10 Where an application being considered by a Planning Committee is referred to the Strategic Planning Committee for determination, the speaking rights of members of the public who have registered to speak on the application or item will automatically transfer to the Strategic Planning Committee.
- 29.11 Speaking rights will also automatically transfer where an application has been deferred or adjourned to a future meeting of Planning Committees, but only if the speakers have not already addressed the committee on the deferred or adjourned item. In cases where the membership of the committee which considers the deferred or adjourned application is different from the committee which originally heard the application, then the application should be fully re-heard including speakers.
- 29.12 Public speaking arrangements do not apply to an item relating to the making / confirmation of a Tree Preservation Order as this would be contrary to the legislative procedure for making objections and/or representations.

### **30. Special Rules for Area Committees**

- 30.1 Area Committees provide an opportunity for citizens to raise matters affecting their area, except matters relating to licencing and planning applications.
- 30.2 Matters must be received by the Governance Service by 10am on the tenth working day prior to the meeting for the item to be discussed at the Area Committee.
- 30.3 Written responses to local matters will be provided on the fifth clear working day before the Area Committee takes place as part of the committee agenda. Citizens should state their address when submitting a matter.
- 30.4 The Area Committee Chair has the discretion to accept issues with less than 10 working days' notice if they deem the matter to be urgent. Responses to urgent matters will be responded to verbally by officers at the Area Committee meeting.
- 30.5 The Six Month Rule shall apply whereby matters dealt with cannot be raised again within this period. The Six Month Rule means that an Area Committee will not reconsider any matter discussed or any decision taken by a committee in the last six months preceding the date of the committee.
- 30.6 An exception is that where the Chair has agreed that a matter raised at a previous Area Committee meeting should be reported back with a detailed response in which case the resident who raised the original issue (or their nominated deputy) will be invited to address the Committee for up to 3 minutes.
- 30.7 The Area Committee may also be a forum for certain consultations from the Council as decided by the Chair.

30.8 Area Committee matters will be considered in order of receipt. Where a resident has submitted more than one matter, their second item or question will be considered after all other citizens have presented their first item. Issues will continue to be determined in this way until all issues have been considered.

30.9 The Area Committee will determine issues in the following way:

30.9.1 Citizens will have the opportunity to address the Committee for up to 3 minutes on the matter they have previously raised

30.9.2 Chairs, Chief Officers or other relevant officers may respond to the matters raised

30.9.3 Having considered the matter the Committee can take the following actions:

- note the matter and take no action
- instruct that an appropriate named officer contact the resident within
- 20 working days to provide an additional response and that this response be published in the meeting documents available on the website.
- instruct that Ward Members are notified of the matter.
- decide that a Road Safety and Parking issue be referred to the Director of Highways.

30.10 When determining issues in accordance with the options detailed above, the Committee must give reasons for their decision.

### **30.31. Additional Rules for Overview and Scrutiny**

30.131.1 The rules below are specific to the Overview and Scrutiny Committee.

### **31.32. Membership of the Overview and Scrutiny Committee**

31.132.1 All Councillors except members of the Executive may be Members of the Overview and Scrutiny Committee and any Overview and Scrutiny sub-committees.

31.232.2 No member may be involved in scrutinising a decision in which they have been directly involved.

31.332.3 The Overview and Scrutiny Committee will comprise such members as the Council shall determine, ~~including the Chairs of the Scrutiny sub-committees.~~

31.432.4 Members of the Overview and Scrutiny Committee will be appointed by Council in accordance with the rules on political proportionality.

### **32.33. Scrutiny Sub-Committees**

32.133.1 The Overview and Scrutiny Committee has appointed Sub-Committees as set out below:

- Children & Education Overview & Scrutiny Sub-Committee
- Adults & Health Overview & Scrutiny Sub-Committee

32.233.2 Subject to Council approval, the Overview and Scrutiny Committee may discontinue any of these sub-committees and/or appoint alternative sub-committees. The Overview and Scrutiny Committee may also amend the terms of reference of the sub-committees as appropriate.

~~32.333.3~~ 32.433.3 The terms of reference of the sub-committees are set out in the Allocation of Responsibilities in Part 2 of the Constitution.

~~32.433.4~~ 32.533.4 Where the Overview and Scrutiny Committee seeks to discontinue or appoint sub-committees, it should consult interested parties as appropriate.

~~32.533.5~~ 32.633.5 The Sub-Committees will comprise such Councillors as appointed by Council.

~~32.633.6~~ 32.733.6 Membership of the sub-committees will be subject to the political proportionality rules.

~~32.733.7~~ 32.833.7 The appointment of “church” representatives to the Children & Education Overview & Scrutiny Sub-Committee will be carried out in accordance with the requirements of Local Government Act 2000. There will be two voting parent governor representatives and two voting “church” representatives who shall be voting members of the Sub-Committee on education matters. They are entitled to speak but not vote on any other matter.

~~32.833.8~~ 32.933.8 The appointment of parent governor representatives to the Children and Education Overview and Scrutiny Sub-Committee will be carried out in accordance with the requirements of the Parent Governor Representatives (England) Regulations 2001.

~~32.933.9~~ 33.134.9 The sub-committees may appoint advisers to the sub-committees. Such advisers will not be members of the sub-committees and cannot vote.

### ~~33.34.~~ 33.34. **The Call-In Sub-Committees**

~~33.134.1~~ 33.234.1 The Council will appoint a Call-In Sub-Committee to consider and comment on decisions of the Executive and to process matters “called-in”.

~~33.234.2~~ 33.334.2 The Call-In Sub-Committee will comprise ~~three~~ **five** Members of the Overview and Scrutiny Committee.

~~33.334.3~~ 33.434.3 The Rules for call-in are detailed in below and Appendix 1.

### ~~34.35.~~ 34.35. **Meetings of the Overview and Scrutiny Committee and its Sub-Committees**

~~34.135.1~~ 34.235.1 The Call-In Sub-Committee shall be convened as and when required.

~~34.235.2~~ 34.335.2 In exceptional circumstances, the Chair, or if they are not available the Vice-Chair, may change the date or start time of any meeting, cancel or postpone any meeting or call any additional meeting by seeking and gaining the agreement of a majority of Members of the Committee.

### ~~35.36.~~ 35.36. **Work Programme**

~~35.136.1~~ 35.236.1 The Overview and Scrutiny Committee will consider its outline work programme, and that of the Overview and Scrutiny sub-committees, at its first meeting following the Annual Meeting of Council, except in years where there are whole borough elections, where the work programme will be considered at the first suitable meeting.

~~35.236.2~~ 35.336.2 In setting the outline work programme, account will be taken of the need to scrutinise forthcoming policy, for example, the budget and other major policies or strategies in development, whilst leaving flexibility to allow additional items to be added to the agendas for committees and sub-committees and to commission task and finish group reviews during the year in response to new requests for scrutiny.

~~35.3~~36.3 The Overview and Scrutiny Committee will report the agreed outline work programme to the first available ordinary meeting of the Council.

### **~~36.37.~~ 36.37. Setting the agenda for meetings**

~~36.1~~37.1 The Chair of the Overview and Scrutiny Committee or the relevant Overview and Scrutiny sub-committees will be responsible for approving the agenda for each meeting.

~~36.2~~37.2 The Chair of the meeting will decide on all matters of order, relevance and interpretation of these procedures.

~~36.3~~37.3 The Chair will have the power to vary the order of business to give precedence to any item of business.

~~36.4~~37.4 Any voting member of the Overview and Scrutiny Committee or the Overview and Scrutiny sub-committees is entitled by giving at least seven clear working days notice before the meeting to the Monitoring Officer or Head of Governance, that they wish an item relevant to the functions of the Committee or sub-committees to be included on the agenda. The Monitoring Officer or Head of Governance will ensure that the matter is included on the agenda.

~~36.5~~37.5 The Overview and Scrutiny Committee shall consider whether it is appropriate to respond to requests from the Council and the Executive, to review particular areas of Council activity.

### **~~37.38.~~ 37.38. Overview and Scrutiny Committee and Sub-Committees Responsibilities**

~~37.1~~38.1 The role of the Overview and Scrutiny Committee and Overview and Scrutiny sub-committees in relation to the development of the Council's budget and policy framework is set out in the Budget and Policy Framework Procedure Rules in this Constitution.

~~37.2~~38.2 Overview and Scrutiny Committee and Sub-Committees have the following powers and responsibilities:

~~37.2.1~~38.2.1 Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive.

~~37.2.2~~38.2.2 Make reports or recommendations to Full Council or the Cabinet with respect to the discharge of any functions which are the responsibility of the executive.

~~37.2.3~~38.2.3 Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive.

~~37.2.4~~38.2.4 Make reports or recommendations to Full Council or the Cabinet with respect to the discharge of any functions which are not the responsibility of the executive.

~~37.2.5~~38.2.5 Make reports or recommendations to Full Council or the Cabinet on matters which affect the borough or its inhabitants.

~~37.2.6~~38.2.6 Review or scrutinise the performance of anybody carrying out any function on behalf of or in partnership with the Council.

~~37.2.7~~38.2.7 Commission in depth evidence-based reviews via informal Task and Finish Groups.



~~37.2.8~~38.2.8 Produce and publish an annual report for consideration by Full Council.

~~37.2.9~~38.2.9 To review the policy framework, and budget of the council as set out in the Budget and Policy Framework.

~~37.3~~38.3 In relation to the development of the Council's policy on matters which do not form part of the budget and policy framework, the Overview and Scrutiny Committee and/or Scrutiny sub-committees may make proposals to the Executive or the Council for developments in so far as they relate to matters within their terms of reference.

#### **~~38.39.~~ 38.39. Reports from Overview and Scrutiny Committee**

~~38.139.1~~38.139.1 Once it has formed proposals for policy development, the Overview and Scrutiny Committee or sub-committee will prepare a formal report and submit it:

~~38.1.139.1.1~~38.1.139.1.1 to the Executive, if the proposals are consistent with the existing budgetary and policy framework, or

~~38.1.239.1.2~~38.1.239.1.2 to the Executive and to the Council, if the recommendations would require a departure from or change to the agreed budget and policy framework.

~~38.239.2~~38.239.2 If the Overview and Scrutiny Committee or sub-committee cannot agree on one single final report, then any two Members of the relevant committee may prepare a minority report to be submitted for consideration by the Executive or Council together with the majority report.

#### **~~39.40.~~ 39.40. Consideration of Overview and Scrutiny reports by the Executive and/or the Council**

~~39.140.1~~39.140.1 The Council or Executive (as appropriate) shall consider a report of the Overview and Scrutiny Committee or sub-committees within 8 weeks of it being published, or at its next meeting, whichever is the sooner.

~~39.240.2~~39.240.2 Where reports are sent to the Executive or Portfolio Holder from the Overview and Scrutiny Committee or sub-committees the Executive or Portfolio Holder will have 8 weeks from the date of the reference for them to respond to the Overview and Scrutiny Committee or Scrutiny sub-committees.

~~39.340.3~~39.340.3 When the Council meets to consider a matter referred from the Overview and Scrutiny Committee or Scrutiny sub-committees, it shall also consider any response of the Executive to the proposals of the Overview and Scrutiny Committee or Scrutiny sub-committees.

#### **~~40.41.~~ 40.41. Rights of Overview and Scrutiny Committee Members to Documents**

~~40.141.1~~40.141.1 The rights of access to documents of Members of Overview and Scrutiny Committees and Sub-Committees are set out in Rule 23 of the Access to Information Rules (Part 3E of this Constitution).

#### **~~41.42.~~ 41.42. Holding Members and Chief Officers to Account**

~~41.142.1~~41.142.1 In fulfilling the scrutiny role, the Overview and Scrutiny Committee and Scrutiny sub-committees may require the Leader of the Council and any other member of the Executive or Chief Officer to attend before the Committee to explain:

~~41.1.142.1.1~~41.1.142.1.1 any particular decisions or series of decisions;

41.1.242.1.2 the extent to which the actions taken implement Council policy;  
and/or

41.1.342.1.3 their performance.

41.242.2 Where required to attend, it is the duty of that Member or Chief Officer to do so subject to them having been given reasonable notice.

41.342.3 Where the account to be given to the Committee or sub-committee will require the production of a report, the Member or Chief Officer concerned will be given sufficient notice to allow for the preparation of that documentation.

41.442.4 Where, in exceptional circumstances, the Member or Chief Officer is unable to attend on the required date, the Monitoring Officer or Head of Governance, in consultation with the Chair and the Member or Chief Officer concerned, shall arrange an alternative date for attendance.

#### **42.43. Attendance at the Overview and Scrutiny Committee and Scrutiny Sub-Committees**

42.143.1 The Overview and Scrutiny Committee and Scrutiny sub-committees may invite any other person to address the Committee or sub-committees. It may, for example, wish to discuss issues of local concern with citizens, partners, Members and officers from other public sector or private sector organisations.

42.243.2 The Overview and Scrutiny Committee or Scrutiny sub-committees may invite any person to attend, but attendance (except for Chief Executives of Health Authorities) is entirely optional.

#### **43.44. Call-in**

43.144.1 Call-in is the process whereby a key decision of the Executive, Officer, Portfolio Holder or any Joint Committee (where it has taken a decision delegated to it by the Executive) taken but not implemented, may be examined by the Overview and Scrutiny Committee prior to implementation. They may recommend that the Executive reconsider the decision. For the avoidance of doubt a decision may only be subject to the call-in procedure once.

#### **43.244.2 The process for call-in**

43.344.3 Five Members of the Council can call in a decision of the Executive, which has been taken but not implemented.

43.444.4 Decisions of the Executive shall not be implemented for 5 clear working days following the publication of the decision and a decision can only be called in during this period. This Rule does not apply to urgent decisions. The notice of the decision will state the date on which the decisions may be implemented if not called in.

43.544.5 Call-in must be by notification to the Monitoring Officer or Head of Governance in writing signed by all five Members.

#### **44.45. Requirement to Give Reasons**

44.145.1 A notice seeking to invoke the call-in procedure must state at least one of the following grounds in support of the request for a call-in of the decision:

44.1.145.1.1 inadequate consultation with stakeholders prior to the decision;

44.1.245.1.2 the absence of adequate evidence on which to base a decision;

44.1.345.1.3 the decision is contrary to the policy framework, or contrary to, or not wholly in accordance with the budget framework;

44.1.445.1.4 the action is not proportionate to the desired outcome;

44.1.545.1.5 a potential human rights challenge, failure to consider the public sector equality duty or not in accordance with or which undermines the Council's corporate parenting responsibilities;

44.1.645.1.6 insufficient consideration of legal and financial advice.

44.1.745.1.7 The decision was a key decision and not labelled as such.

#### **45.46. Referral to the Call-In Sub-Committees**

45.146.1 Once a notice invoking the call-in procedure has been received the decision may not be implemented until the designated members (as defined in Appendix 1) have considered the guidance outlined in Appendix 1 and if required, the Call-In Sub-Committee has considered the decision. The Monitoring Officer or Head of Governance shall in consultation with the Chair arrange a meeting of the Call-In Sub-Committee to be held within seven clear working days of the receipt of the request for call-in.

45.1.146.1.1 Where the Call-In Sub-Committee fails to meet within seven clear working days of the call-in request being received by the Monitoring Officer, the decision may be implemented on the day following twelve clear working days from the date the decision was published.

45.1.246.1.2 Where the Call-In Sub-Committee meets within seven clear working days of the receipt of notification of a call-in request, but fails to refer the matter back to the Executive or Joint Committee, the decision may be implemented on the day following the Call-In Sub-Committee meeting.

45.1.346.1.3 No Member who has signed a call-in notice may sit as a member of the Call-In Sub-Committee which considers that call-in notice.

#### **46.47. Process for Consideration of Called-in Items at the Call-In Sub-Committee**

46.147.1 The Call-In Sub-Committee will consider the decision and the reasons for call-in. The Sub-Committee may invite the relevant Cabinet Member and a representative of those calling in the decision to provide information at the meeting.

46.247.2 The Sub-Committee may come to one of the following conclusions:

46.2.147.2.1 that the challenge to the decision should be taken no further and the decision may be implemented;

46.2.247.2.2 that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget framework, and should therefore be referred to the Council. In such a case the Call-In Sub-Committee must set out the nature of its concerns for Council; or

46.2.347.2.3 that the matter should be referred back to the decision taker (i.e. the Executive or Joint Committee) for reconsideration. In such a case the Call-In Sub-Committee must set out the nature of its concerns for the decision taker/Executive.

#### **47.48. Referral - Back under Rule**

47.148.1 In the event of a referral-back, the Executive or Portfolio Holder must reconsider the decision within ten clear working days of that referral or at the next meeting of Cabinet. The original decision may then be confirmed or amended in the light of the comments of the Call-In Sub-Committee.

#### **48.49. Referral to Council**

48.149.1 In the event that the Call-In Sub-Committee refers the matter to Council, the decision shall be discussed at the next ordinary meeting of Council.

48.249.2 The Council when considering the matter may conclude:

48.2.149.2.1 that the challenge to the decision should be taken no further and the decision may be implemented;

48.2.249.2.2 that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget and cannot therefore be implemented; or

48.2.349.2.3 that the matter should be referred back to the Executive, Portfolio Holder, officer or Joint Committee for reconsideration. In such a case the Council must set out its reasons for the referral; or

48.2.449.2.4 acknowledge that the decision is contrary to the policy framework, or contrary to or not wholly in accordance with the budget framework, but approve an amendment to the particular policy or budget to allow the decision to be implemented.

#### **49.50. In the event of a referral back to the Executive**

49.150.1 The Executive must reconsider the decision at its next meeting (consideration should be given to the holding of a special meeting if the issue is considered to now be sufficiently urgent). The Executive can either:

49.1.150.1.1 confirm the original decision and report back to the next meeting of the Overview and Scrutiny Committee;

49.1.250.1.2 amend or alter the decision in the light of the comments of the Call-In Sub-Committee and report back to the next meeting of the Overview and Scrutiny Committee or sub-committee.

49.250.2 The decision may be implemented as soon as the original Executive decision is confirmed or amended by the decision taker.

#### **50.51. Call-in and Urgency**

50.151.1 The call-in procedure set out above shall not apply where the decision being taken by the Executive is an urgent decision. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

50.251.2 The record of the decision, and notice by which it is made public, shall state that the matter is considered one of urgency, and will thus not be subject to call-in.

50.351.3 The Chair of the Overview and Scrutiny Committee must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.

50.451.4 In the absence of the Chair of the Overview and Scrutiny Committee, the consent of the Vice-Chair of the Overview and Scrutiny Committee is required.

50.551.5 Decisions taken, as a matter of urgency must be reported by the Monitoring Officer to the next available meeting of the Council, together with the reasons for urgency.

#### **51.52. Task and Finish Group Reviews**

51.152.1 Overview and Scrutiny Committee may conduct reviews via informal Task and Finish Groups but the findings must be reported back to the relevant Committee or Sub-Committee.

51.252.2 In conducting Task and Finish Groups they may also ask people to attend to give evidence at their meetings.

51.352.3 Task and Finish Groups will be carried out in accordance with the principles set out in the Protocol for Member/Officer Relations in Part 5 of the Constitution.

51.452.4 Following any Task and Finish Group review, a report will be submitted to the relevant Committee or sub-committees for onward submission to the Executive.

## Appendix 1

### Part 3C1

#### Overview and Scrutiny Sub-Committees Call-In Procedure: Guidance

This Guidance is written for all members to consider when calling in a decision made by the Executive. The Guidance has been prepared to prevent abuse of the call-in process, and to promote the efficient use of the Council's resources.

The Overview and Scrutiny Committee shall delegate authority to the designated Members (see below) to consider requests for Call-In received in accordance with the Council's constitution, except where either or both of the designated Members have signed the call-in notice (see below).

In the event that the designated Members fail to reach agreement on whether a request should be called in, the request for a Call-In shall automatically pass to the Call-In Sub-Committee for consideration.

#### (1) Call in by Members of Council

The Guidance will be relied upon by the Chair and Vice Chair of the Overview and Scrutiny Committee. These Members will be the designated Members for the purpose of this Guidance<sup>1</sup> when considering a request for call in by Members of the Council. If either of the designated Members has signed a call-in notice they will not take part in the consideration of the request for call-in and it will be considered by the other Member alone. If both designated Members have signed a call-in notice the request for a Call-in shall automatically pass to the Call-In Sub-Committee for consideration.

#### Reasons for refusal

The designated Member(s) must ensure that the requirement to give reasons under the Committee Procedure Rules ("the Rules") as contained in the Council's Constitution is met. In the event that the requirements are met, the following guidance shall be used when considering a request for call-in to the Call-In Sub-Committee:

1. **Time limit** - A decision may only be called-in during the period of 5 clear working days from the date of publication of the executive decision.
2. **Financial and Political implications** - Only Key decisions may be called in.
3. **Duplication** - The Call-In Sub Committee should not be used when another forum or route is available to deal with concerns about an Executive decision, such as the Standards Committee or Appeals Committee
4. **Relevance** - The Call-in request must be of direct relevance to the Decision being called-in.
5. **Process** - Have the requisite 5 Members requested the call-in (for matters impacting a particular ward, a ward Councillors must be included in the 5 signatures). This guidance about ward councillors does not apply where: all ward councillors are members of the Executive, or where there are vacancies in that ward which mean that the only ward members are members of the executive at the time of the call in.

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<sup>1</sup> When the Chair and Vice-Chair of the Overview and Scrutiny Committee belong to the same political group, the designated members for the purposes of this Guidance only shall be the lead or nominated member from the next largest political group.

6. **Vexatious Requests** - Can the request be reasonably construed as vexatious having regard to tone, content, language, persistence etc.
7. A decision that can no longer be implemented should not be called in.

The list above is not exhaustive and occasionally additional and different reasons may be relied upon to reject a request for a call in. If this is the case, a review of this Guidance will be carried out to ensure that it remains up to date and of assistance to members.

The designated Member(s) should consider each of the above factors fully when considering a request for call-in, and in the event of refusal, reasons shall be provided which refer to the above categories.

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## Part 4B

### Contract Procedure Rule

#### 1 Application

- 1.1 These Contract Procedure Rules provide the governance structure for the Council to procure works, goods and services.
- 1.2 These mandatory Contract Procedure Rules apply to everyone who commissions or procures contracts on behalf of the Council, including external consultants and third party providers.
- 1.3 Approved Officers (Heads of Service and above) are accountable for all Procurement in their respective area of responsibility including following the Contract Procedure Rules and complying with operational procurement guidelines and codes of practice.
- 1.4 All Officers must ensure that the Council's approved processes and standards for Procurement, as set out in the Procurement Toolkit are adhered to. All information governance, insurance, safeguarding, social value (including Support to Local Community), conflict of interest and business continuity requirements must be adhered to in line with the Procurement Toolkit and the Council's Information Governance Policies.
- 1.5 The Assistant Director of Commercial and Procurement and the Head of Finance in consultation with the Executive Director of Strategy and Resources shall maintain and issue the Contract Procedure Rules.
- 1.6 Procurement are responsible for ensuring Council awareness and compliance with all relevant Law. Any significant changes to relevant Law will be reflected in these Contract Procedure Rules.

#### 2 Scope

- 2.1 The Contract Procedure Rules apply to all Procurement activities, including expenditure of external funding on Procurement, such as grant allocation, received by the Council from external sources and may apply CIL funding allocations agreed by area committees
- 2.2 The Contract Procedure Rules do not apply to Non-Procurement activities whereby the Council has to pay for a Service which it did not initiate or for payments where it is not appropriate to tender including (but not exclusively) inter-authority and inter-agency payments, subscriptions/memberships, emergency temporary accommodation for vulnerable people, assessments, recoument and Council grant allocations, including those payments that constitute an investment in the community infrastructure of the Borough. Payments to third parties for these activities are subject to authorisation by Finance.
- 2.3 Where the Council is entering into a Contract as an agent in collaboration with another public body or organisation which is the principal or lead body in the collaboration, these Contract Procedure Rules apply only in so far as they are consistent with the requirements of the principal or lead body concerned. Where the Council is acting as principal or the lead body, these Contract Procedure Rules will take precedence.
- 2.4 Where the Council's schools have to abide by the Scheme for Financing Schools which requires them to follow Contract Standing Orders (CSO) for Schools, then the CSO for Schools shall take precedence over these Contract Procedure Rules.

- 2.5 These Contract Procedure Rules do not apply to any acquisition or disposal of any interest in land including any transaction in land under section 75 of the National Health Services Act 2006; partnership arrangements between NHS bodies and the Council under section 75 of the National Health Services Act 2006 are not subject to these Contract Procedure Rules though procurement activities undertaken under any such arrangements will be subject to these Contract Procedure Rules unless such procurement activities are with an NHS body or another contracting authority.

### **3 Contract Value Calculation**

- 3.1 Contract value means the estimated aggregate or recurring value payable in pounds sterling exclusive of Value Added Tax over the entire Contract period including any form of options or extensions of the Contract. Contract Values inclusive of VAT will determine whether advertising and conduct of procedure as above thresholds is required. Where the Contract term is not fixed the estimated value of the Contract must be calculated by multiplying the monthly spend value by 48 in accordance with Regulation 6 of the Public Contracts Regulations 2015.
- 3.2 Contracts must not be artificially underestimated or disaggregated into two or more separate contracts with the intention of avoiding the application of Contract Procedure Rules or the Law.
- 3.3 In the case of Framework Agreements or Dynamic Purchasing Systems the contract value must be calculated to include the total estimated value, net of VAT, of all the contracts envisaged to be awarded for the total term of the Framework Agreement or the Dynamic Purchasing System.

### **4 Authorisation**

- 4.1 Any Procurement, including extensions and variations to Contracts set out in the Annual Procurement Forward Plan and approved by Cabinet, is deemed as Authorised irrespective of the Contract value, subject to 4.3 below.
- 4.2 Any Procurement which has not been Authorised as set out in 4.1 must be Authorised in accordance with the Authorisation and Acceptance Thresholds set out in these Rules and in the Allocation of Responsibilities (as set out in Part 2 of the Constitution).
- 4.3 Any Procurement authorised via the Annual Procurement Forward Plan is subject to the reporting requirements detailed in the approved Annual Procurement Forward Plan.

### **5 Procurement Method**

- 5.1 The method of procurement is set out in the Authorisation and Acceptance Thresholds and the Allocation of Responsibilities section of the Constitution.
- 5.2 All Procurements for goods and services over £25,000 must be advertised on Contracts Finder within 24 hours of the time when the Procurement is advertised in any other way. Procurement over the tender financial threshold must be advertised since 1 January 2021 in the 'Find a Tender' first and then on Contracts Finder. A Contract award notice must also be published on Contracts Finder. Procurement will arrange this through provision of softcopy authorised contract from service area to procurement.
- 5.3 Commissioners may decide to award a contract in the form of separate lots and may determine the size and subject-matter of such lots. If commissioners decide not to subdivide into lots they must document the main reasons for their decision.

- 5.4 Where the Council accesses an existing Framework Agreement, the Framework Agreement terms and conditions of contract must be used, amended as appropriate as permitted by the Framework Agreement. Before entering into a Framework Agreement due diligence checks must be carried out to demonstrate that the Council can lawfully access the Framework Agreement and that it is fit for purpose and provides value for money.
- 5.5 For activities that result in a contractual obligation for social care placements and special education needs where the decision has been made on the Council's behalf (such as court directed order, personal budget/statement request or an individual's specific needs) the authority to sign off to award an individual funding agreement in accordance with the decision-making framework is contained within the Allocation of Responsibilities section of the Constitution.
- 5.6 Procurement activity for Contracts for certain health, social, community, educational and cultural related services, "Light-Touch Regime Services" whose value is equal to or over the threshold of £663,540 must be tendered and awarded in compliance with the Public Contracts Regulations 2015. Refer to the Procurement Team to advise on the procedures to be applied in connection with the award of these Contracts.
- 5.7 For Procurements below the tender financial threshold only Suitability Assessment Questions can be asked. This means there can be no SQ stage.
- 5.8 For Contracts under the tender financial threshold the Assistant Director Commercial & Procurement in conjunction with the Assistant Director Investment and Innovation Resources may waive the requirement to seek 2 written quotes subject to an Officer Decision being provided, demonstrating that the market-place has been fully tested and the Council has obtained value for money.
- 5.9 The award of Contracts will be based on the most economically advantageous tender assessed from the Council's point of view.
- 5.10 Commissioners shall require tenderers to explain the price or costs proposed in the tender where tenders appear to be abnormally low in relation to the works, goods or services.

## 6 Single Tender Action

- 6.1 A Single Tender Action is the awarding of a Contract to a contractor without undertaking a competitive tendering exercise. This is permitted only in exceptional circumstances and should be approved in advance by the [Assistant Director Investment and Innovation Head of Finance Resource](#) and Assistant Director Commercial Services. Procurement advice should be sought in all cases. Exceptional circumstances may include where the works, supplies or services can be supplied only by a particular supplier.
- 6.2 Where a competition has been undertaken and only a single bid has been received the [Assistant Director Investment and Innovation Head of Finance Resource](#) and Assistant Director Commercial and Procurement can approve the award of a Contract, subject to an appropriate review being undertaken and an audit trail being available for inspection.

## 7 Concession Contracts

- 7.1 Concession Contracts are contracts under which the council outsources works or services to a contractor or provider, who then has the right to commercially exploit those works or services in order to recoup its investment and make a return. The key feature is that the

contractor/provider bears the operating risk of the arrangement and so has no guarantee of recouping its investment or operating costs.

- 7.2 Concession Contracts must meet certain requirements and advice should be sought from Legal Services and Procurement.

## **8 Acceptance**

- 8.1 Acceptance of Contracts must be in accordance with the Allocation of Responsibilities section of the Constitution, and in all cases is subject to: Budget provision; a compliant Procurement process; and confirmation of acceptable financial status of the contractor.
- 8.2 Acceptance of Contracts with independent providers of individual placements for children or adults will in the first instance be achieved through approved frameworks or approved lists of providers. Where requirements cannot be met through approved frameworks or approved lists, authority is delegated to the relevant officer of a service area under the scheme of delegation in the council's Constitution to enter into contract with a new independent provider.
- 8.3 Acceptance thresholds for Contract extensions and variations are set out in the Allocation of Responsibilities section of the Constitution.
- 8.4 The financial assessment of tenders will be undertaken where they are necessary either by statute, to ensure value for money for the council, or both by the following:
- 8.4.1 The relevant service undertaking a procurement if it identifies a requirement for financial assessment to be undertaken for a service/goods contract beneath the 'Find a Tender' tender threshold or beneath the Find a Tender works tender thresholds, or;
- 8.4.2 A Financial Officer as delegated by the Executive Director of Strategy and Resources (Section 151 Officer) if: (a) the contract is valued at Find a Tender Service tender threshold or more, for goods or services; or (b) the contract is valued at Find a Tender Service tender threshold or more for works; or (c) the Executive Director of Strategy and Resources (Section 151 Officer) considers that the Contract has a significant impact on the council's finances.

## **9 Contract Signing and Sealing**

- 9.1 Every Contract must be in a form approved by Legal services or delegated officer, if its value exceeds £25,000 or where appropriate to the nature of the Contract.
- 9.2 All Contracts awarded following a Procurement process with a Contract value above the tender financial threshold shall be sealed unless Legal Services or delegated officer directs otherwise.
- 9.3 Contracts and Framework Agreements must be sealed. Call-off Contracts from a Framework Agreement under the tender financial threshold do not require sealing and need only be signed by a Council Officer in accordance with the Scheme of Delegation.

## **10 Contract Management**

- 10.1 During the life of the Contract Approved Officers must ensure that the Council's approved processes for Contract Management, as set out in the Contract Management Toolkit are adhered to. In particular to ensure continuous improvement and value for money is achieved all Approved Officers must ensure that those responsible for managing Contracts undergo Procurement approved training

## **11 Extensions and Variations**

- 11.1 Contracts that have been originally advertised with extension options and which contain clear extension options can be extended subject to acceptance under the Allocation of Responsibilities section of the Constitution.
- 11.2 Under Regulation 72 of the Public Contracts Regulations 2015 certain amendments, and extensions or renewals of an existing Contract can be made without triggering a requirement for a new Procurement exercise, subject to the financial limits. Where necessary seek advice from Legal and Procurement.
- 11.3 Placement Agreements for individuals in Social Care or Educational Needs may be varied or extended without reference to the Variation or Extension Acceptance levels and documentation set out in the Allocation of Responsibilities (Part 2 of the Constitution).
- 11.4 The value referred to in the Allocation of Responsibilities (Part 2 of the Constitution).
- 11.5 in the column headed 'Variation or extension Acceptance' is the total value of the original Contract value plus the addition of the value of any extensions and/or variations i.e. the total value of the extended or varied Contract.
- 11.6 In addition to the requirements of Regulation 72 Contracts may only be extended or varied if all of the following conditions have been met:
- 11.6.1 the initial Contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
  - 11.6.2 the value of the extension or variation added to the value of the original Contract does not exceed the original Authorisation threshold as defined in the Allocation of Responsibilities (Part 2 of the Constitution);
  - 11.6.3 the extension or variation has an approved Budget allocation;
  - 11.6.4 if the initial Contract was subject to an UK regulated tender procedure, that the extension option was declared within the Find a Tender contract notice and the original Acceptance report (Delegated Powers Report/relevant Committee or Cabinet Report);
- 11.7 Where the Procurement results in a Contract which includes a provision for an extension, any Acceptance of that extension needs to be in accordance with the Allocation of Responsibilities (Part 2 of the Constitution).
- 11.8 Save where the modification can be justified under Regulation 72, if any of the conditions at 11.6 or 11.7 cannot be met, then a new Procurement exercise must be commenced.
- 11.9 Where a variation or extension moves the total value of the Contract into a higher threshold, then acceptance must be sought in accordance with the Allocation of Responsibilities section of the Constitution.

## **12 Waivers**

- 12.1 If the application of these Contract Procedure Rules prevents or inhibits the delivery or continuity of service, Approved Officers (Heads of Service or above) may apply for a waiver. All applications for a waiver of these Contract Procedure Rules must be submitted to Cabinet specifically identifying the reason for which a waiver is sought, including justification and risk.
- 12.2 Approved Officers may take decisions on emergency matters (i.e. an unexpected occurrence requiring immediate action) in consultation with the Leader providing they

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report to the next available Cabinet meeting, setting out the reasons for the emergency waiver. A copy of the relevant Cabinet report must be provided to Procurement and stored on the Council's contract repository.

- 12.3 Any waiver should only be granted for a maximum period of 12 months, except in exceptional case.

**13 Authorisation and Acceptance Thresholds**

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	£10,000 - £24,999	Council Officer as approved by Scheme of Delegation Officer Decision; or Procurement Forward Plan Officer Decision	Under £25k Audit Form Officer Decision Report; or Procurement Forward Plan Officer Decision Report	Minimum 2 written Competitive Quotations sought	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Must move to next threshold if £25,000 or above	Officer Decision Report	Purchase Order
B	£25,000 - £213,477	Officer Decision; or Procurement Forward Plan	Officer Decision Report; or Procurement Forward Plan	Minimum 2 written quotations  No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Signed Contract Contract Award Notice
C	£213,477 - £500,000	Portfolio Holder Decision or Procurement Forward Plan	Portfolio Holder Delegated Powers Report; or Procurement Forward Plan	Services/Goods – Find a Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within Budget: Portfolio Holder Delegated Powers Report	Signed and sealed contract Contract Award Notice

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	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
D	£500,000 and above	Cabinet Report; or  Procurement Forward Plan	Cabinet Report; or  For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan	<p>Competitive quotation for works contracts for values £500,000 to £5,336,937</p> <p>Works and Concession Contracts: Full Find a Tender above £5,336,937</p> <p>Goods: Full Find a -Tender</p> <p>Services: Full Find a -Tender</p> <p>Health, educational, cultural and social car related services: Light Touch Regime Tender above £633,540</p>	Council Officer as designated by approved Scheme of Delegation	<p>If within Budget: Officer Delegated Power Report</p> <p>If not within budget: <a href="#">Cabinet Report</a> <del>Cabinet Report</del></p>	Council Officer as designated by approved Scheme of Delegation	<p>If within Budget: Officer Delegated Power Report</p> <p>If not within budget: <a href="#">Cabinet Report</a> <del>Cabinet Report</del></p>	Signed and sealed contract Contract Award Notice



## Part 4B1

### Land and Property Transactions Authorisation and Delegated Powers

#### **Decisions relating to Property**

(See Table A below)

The 'Compulsory Transaction' column is proposed to be deleted as where the Council is required by law to sell or let or otherwise dispose of its property no decision is required to authorise the transaction.

#### **Decisions relating to Procurement**

(See Table B below)

**TABLE A – Land and Property Transactions Authorisation Delegated Powers<sup>1</sup>**

	<b>Authorisation Level<sup>2</sup></b>	<b>Acquisitions</b>	<b>Lease in</b>	<b>Lease out for Rent or Consideration</b>	<b>Licences, Easements and Consents</b>	<b>Compensations, Settlements and Covenants</b>	<b>Disposals</b>
<b>A</b>	<i>Less than £213,477</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Portfolio Holder (unless a Less Than Best transaction, which must be reported to Cabinet)</i>
<b>B</b>	<i>£213,477 to £500,000 for revenue or £213,477 to £1,000,000 for capital</i>	<i>Portfolio Holder</i>	<i>Portfolio Holder</i>	<i>Portfolio Holder<sup>3</sup></i>	<i>Portfolio Holder<sup>4</sup></i>	<i>Portfolio Holder</i>	
<b>C</b>	<i>More than £500,000 for revenue or £1,000,000 for capital (Key Decision)</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>
<b>D</b>	<i>'Non-Value' Variations post Authorisation</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision in consultation with – Portfolio Holder</i>  <i>Report to next Cabinet</i>

<sup>1</sup> This Table applies to Land and Building activity NOT included in the approved Annual Work Plan

<sup>2</sup> These values may be either Capital or Annualised Income/Expenditure. For calculating a key decision, the total cost or income of the lease over the whole period, for example, is used excluding VAT and service charges.

<sup>3</sup> Leases out for less than best consideration must be reported to Cabinet

<sup>4</sup> Easements granted for less than best must be reported to Cabinet

**Table B - Authorisation and Acceptance Thresholds**

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	£10,000 - £24,999	<u>Council Officer as approved by Scheme of Delegation; or</u>  <u>Officer Decision; or</u>  <u>Procurement Forward Plan</u>	<u>Under £25k Audit Form; or</u>  <u>Officer Decision Report; or</u>  <u>Procurement Forward Plan</u>	Minimum 2 written Competitive Quotations sought	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Must move to next threshold if £25,000 or above	Officer Decision Report	Purchase Order
B	£25,000 - £213,477	Officer Decision; or  Procurement Forward Plan	Officer Decision Report; or  Procurement Forward Plan	Minimum 2 written quotations  No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Signed Contract Contract Award Notice
C	£213,477 - £500,000	Portfolio Holder Decision or  Procurement Forward Plan	Portfolio Holder Delegated Powers Report; or  Procurement Forward Plan	Services/Goods – Find a Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within Budget: Portfolio Holder Delegated Powers Report	Signed and sealed contract Contract Award Notice
D	£500,000 and above	Cabinet Report; or  Procurement Forward Plan	Cabinet Report; or  For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan	Competitive quotation for works contracts for values £500,000 to £5,336,937  Works and Concession Contracts: Full Find a Tender above £5,336,937  Goods: Full Find a -Tender  Services: Full Find a -Tender	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within budget: Cabinet Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within budget: Cabinet Report	Signed and sealed contract Contract Award Notice

**London Borough of Barnet - Constitution**

				Health, educational, cultural and social car related services: Light Touch Regime Tender above £633,540					
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## Annual Council

23 May 2023

<b>Title</b>	<b>Report of Head of Governance – Appointments to Committees</b>
<b>Report of</b>	Head of Governance
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	Appendix A – Councillor Appointments to Committees Appendix B – Non-Councillor Appointments to Committees
<b>Officer Contact Details</b>	Andrew Charlwood, Head of Governance, 020 8359 2014, <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a>

### Summary

This item presents various constitutional and administrative matters for Council's agreement. Full details are as set out in the appended reports.

### Officer Recommendations

**That Council:**

- 1. Consider and make appointments to the committees as set out in Appendix A.**
- 2. That Council note the continuing appointments of Independent, Co-opted, Partner and Officers as listed in Appendix B and agree any re-appointments where required.**

#### 1. WHY THIS REPORT IS NEEDED

- 1.1 The Head of Governance report seeks Council's approval for various matters of business relating to the Council's statutory and constitutional functions.

- 1.2 In making appointments to Committees the Council should note the Report of the Monitoring Officer – Political Proportionality, 24 May 2022, which sets out the changes to political proportionality from the last municipal year.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 As set out in the attached Appendices.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 N/A

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Council decisions will be minuted and implemented through the Head of Governance.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 None specifically arising from this report

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 There are no specific financial implications from the changes in the appendices. All changes will be funded from the Council's budget.

### **5.3 Legal and Constitutional References**

- 5.3.1 Council Constitution, Full Council Procedure Rules, Annual Meetings of the Council – details that Annual Council has responsibility for “Appointing the Chairman, Vice Chairman and members of Committees and other regulatory bodies and approving their respective terms of reference”

### **5.4 Risk Management**

- 5.4.1 None specifically arising from this report.

### **5.5 Equalities and Diversity**

- 5.5.1 None specifically arising from this report.

### **5.6 Consultation and Engagement**

- 5.6.1 None specifically arising from this report.

## **6. BACKGROUND PAPERS**

- 6.1 Extraordinary Council, 2 May 2023, Report of the Head of Governance – Political Proportionality:  
[A4 Letterhead \(moderngov.co.uk\)](https://www.moderngov.co.uk/a4-letterhead)

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**COMMITTEES AND BOARDS  
TO BE APPOINTED TO IN  
ACCORDANCE WITH  
POLITICAL BALANCE  
(PROPORTIONALITY)  
RULES**

## COMMITTEES

### Appeals Committee - 3 seats

<b>Labour (2)</b>	<b>Conservative (1)</b>
1. Cllr Edith David	1. Cllr Laithe Jajeh
2. Cllr Ross Houston	

### Substitutes

<b>Labour</b>	<b>Conservative</b>
1. Cllr Barry Rawlings	1.Cllr Daniel Thomas

### Governance, Audit, Risk Management and Standards Committee – 6 seats

<b>Labour (4)</b>	<b>Conservative (2)</b>
1. (CH) Cllr Arjun Mittra	1.Cllr Peter Zinkin
2. (VC) Cllr Giulia Monasterio	2.Cllr Rohit Grover
3. Cllr Emma Whysall	
4. Cllr Humayune Khalick	

### Substitutes

<b>Labour</b>	<b>Conservative</b>
1. Cllr Ella Rose	1.Cllr Alex Prager
2. Cllr Edith David	2.Cllr Shuey Gordon
3. Cllr Geof Cooke	3.Cllr Laithe Jajeh

### Licensing & General Purposes Committee –12 seats

<b>Labour (8)</b>	<b>Conservative (4)</b>
1. Cllr Emma Whysall	1.Cllr Eva Greenspan
2. Cllr Claire Farrier	2.Cllr Alex Prager
3. Cllr Andrea Bilbow	3.Cllr Caroline Stock
4. Cllr Danny Rich	4.Cllr Shuey Gordon
5. Cllr Richard Barnes	
6. Cllr Zakia Zubairi	
7. Cllr Ernest Ambe	
8.Cllr Geof Cooke	

**Employment Sub Committee – 3 seats** (Membership must include at least one Cabinet member)

<b>Labour (2)</b>	<b>Conservative (1)</b>
1. (CH) Cllr Emma Whysall	1.Cllr Daniel Thomas
2. (VC) Cllr Barry Rawlings	

**Substitutes**

<b>Labour</b>	<b>Conservative</b>
1. Cllr Ross Houston	1.Cllr David Longstaff

**Overview & Scrutiny Committee - 11 seats**

<b>Labour (7)</b>	<b>Conservative (4)</b>
1. (CH) Cllr Danny Rich	1.(VC) Cllr Daniel Thomas
2. Cllr Edith David	2.Cllr Alex Prager
3. Cllr Ernest Ambe	3.Cllr Richard Cornelius
4.Cllr Paul Lemon	4.Cllr Dean Cohen
5. Cllr Arjun Mittra	
6. Cllr Giulia Innocenti	
7. Cllr Emma Whysall	

**Substitutes**

<b>Labour (3)</b>	<b>Conservative (3)</b>
1. Cllr Kath McGuirk	1.Cllr Peter Zinkin
2. Cllr Simon Radford	2. Cllr Jennifer Grocock
3. Cllr Humayune Khalick	3. Cllr David Longstaff

**Children & Education Overview & Scrutiny Sub-Committee – 8 seats**

<b>Labour (5)</b>	<b>Conservative (3)</b>
1. (CH) Cllr Giulia Monasterio	1.(VC) Cllr Lucy Wakeley
2. Cllr Liron Woodcock-Velleman	2.Cllr David Longstaff
3. Cllr Tony Vourou	3.Cllr Joshua Conway
4. Cllr Anne Hutton	
5. Cllr Matt Perlberg	

**Substitutes**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Zakia Zubairi	1. Cllr Sarah Wardle
2. Cllr Kamal Gurung	2. Vacancy

### **Adults & Health Overview & Scrutiny Sub- Committee - 8 seats**

<b>Labour (5)</b>	<b>Conservative (3)</b>
1. (CH) Cllr Phil Cohen	1.(VC) Cllr Caroline Stock
2. Cllr Gill Sargeant	2.Cllr Alison Cornelius
3. Cllr Rishikesh Chakraborty	3.Cllr Lucy Wakeley
4. Cllr Richard Barnes	
5. Cllr Ella Rose	

### **Substitutes**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Andrea Bilbow	1. Cllr Sarah Wardle
2. Cllr Liron Woodcock-Velleman	2.Cllr Nick Mearing Smith

## **Call-in Overview & Scrutiny Sub- Committee - 3 seats**

<b>Labour (2)</b>	<b>Conservative (1)</b>
1. Cllr Danny Rich	1. Cllr Daniel Thomas
2. Cllr Edith David	

### **Substitutes**

<b>Labour (1)</b>	<b>Conservative (1)</b>
1. Vacancy	1. Cllr David Longstaff

## **Pension Fund Committee – 6 seats**

<b>Labour (4)</b>	<b>Conservative (2)</b>
1. (CH) Cllr Simon Radford	1. Cllr Mark Shooter
2. (VC) Cllr Anne Hutton	2. Cllr Elliott Simberg
3. Cllr Andreas Ioannides	
4. Cllr Liron Velleman – Woodcock	

### **Substitutes**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Danny Rich	1. Cllr Nick Mearing Smith
2. Cllr Arjun Mittra	2. Cllr Peter Zinkin

## **Strategic Planning Committee - 10 seats**

<b>Labour (6)</b>	<b>Conservative (4)</b>
1. (CH) Cllr Nigel Young	1.Cllr Richard Cornelius
2. (VC) Cllr Richard Barnes	2. Cllr Eva Greenspan
3. Cllr Claire Farrier	3. Cllr Val Duschinsky
4. Cllr Phil Cohen	4.Cllr Shuey Gordon
5. Cllr Paul Lemon	
6. Cllr Rishikesh Chakraborty	

### **Substitutes**

<b>Labour (3)</b>	<b>Conservative (3)</b>
1. Cllr Danny Rich	1.Cllr Elliot Simberg
2. Cllr Arjun Mittra	2.Cllr Mark Shooter
3. Cllr Tony Vourou	3.Cllr Michael Mire

## **Planning Committees – 6 seats**

### **Planning Committee A (6 seats)**

<b>Labour (4)</b>	<b>Conservative (2)</b>
1. (CH) Cllr Tim Roberts	1.Cllr Joshua Conway
2. (VC) Cllr Richard Barnes	2. Cllr David Longstaff
3. Cllr Anne Hutton	
4. Cllr Danny Rich	

### **Substitutes**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Claire Farrier	1. Cllr Laithe Jajeh
2. Cllr Gill Sargeant	2.Cllr Elliot Simberg

### **Planning Committee B (6 seats)**

<b>Labour (4)</b>	<b>Conservative (2)</b>
1. (CH) Cllr Claire Farrier	1. Cllr Lachhya Gurung
2. (VC) Cllr Arjun Mittra	2. Cllr Michael Mire
3. Cllr Gill Sargeant	
4. Cllr Tony Vourou	

### **Substitutes**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Tim Roberts	1.Cllr Shuey Gordon
2. Cllr Richard Barnes	2.Cllr Nick Mearing-Smith



**COMMITTEES AND OTHER BODIES TO  
BE APPOINTED TO  
THAT ARE NOT SUBJECT TO  
POLITICAL BALANCE  
(PROPORTIONALITY)  
RULES**



## Area Based Committees

### Seat Allocations on Non-Politically Proportional Bodies

#### **North Area Committee - 8 seats**

East Barnet, Barnet Vale, High Barnet, Underhill, Totteridge and Woodside, Mill Hill, Edgwarebury and Whetstone);

<b>Labour (5)</b>	<b>Conservative (3)</b>
1. (CH) Cllr Ella Rose	1. Cllr Sarah Wardle
2. (VC) Cllr Tim Roberts	2. Cllr Alison Cornelius
3. Cllr Emma Whysall	3. Cllr Val Duschinsky
4. Cllr Richard Barnes	
5. Cllr Phil Cohen	

#### **Substitutes – all other Councillors in the area**

#### **East Area Committee - 8 seats**

(Brunswick Park, Friern Barnet, Woodhouse, West Finchley, Finchley Church End, Golders Green, East Finchley and Garden Suburb

<b>Labour (5)</b>	<b>Conservative (3)</b>
1. (CH) Cllr Paul Lemon	1. Cllr Jennifer Grocock
2. (VC) Cllr Geof Cooke	2. Cllr Michael Mire
3. Cllr Arjun Mittra	3. Cllr Dean Cohen
4. Cllr Pauline Coakley Webb	
5. Cllr Danny Rich	

#### **Substitutes – all other Councillors in the area**

#### **West Area Committee - 8 seats**

(Burnt Oak, Edgware, Colindale North, Colindale South, West Hendon, Hendon, Cricklewood and Childs Hill)

<b>Labour (6)</b>	<b>Conservative (2)</b>
1. (CH) Cllr Nagus Narenthira	1. Cllr Nick Mearing-Smith
2. (VC) Cllr Ernest Ambe	2. Cllr Mark Shooter
3. Cllr Kamal Gurung	
4. Cllr Andreas Ioannides	

5. Cllr Anne Clarke	
6. Cllr Matthew Perlberg	

**Substitutes – all other Councillors in the area**

**Special statutory bodies or informal or consultative bodies or committees where proportionality requirements do not apply.**

**Standards Sub Committee - 4 seats (4 Members drawn from the GARMS Committee (2 from each of the main Political Groups) and an Independent Person.**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Arjun Mittra	1 Cllr Dan Thomas
2. Cllr Emma Whysall	2 Cllr Peter Zinkin

**Substitutes**

<b>Labour (1)</b>	<b>Conservative (1)</b>
1. Vacancy	1. Cllr David Longstaff

**Constitution review Working Group (informal) – 4 seats**

<b>Labour (2)</b>	<b>Conservative (2)</b>
1. Cllr Alison Moore	1 Cllr Daniel Thomas
2. Cllr Geof Cooke	2 Cllr Eva Greenspan

**Health and Well-Being Board - 3 Seats**

<b>Labour</b>
1. (CH) Cllr Alison Moore
2. Cllr Pauline Coakley-Webb
3. Cllr Paul Edwards

**Substitutes**

<b>Labour</b>
1. Cllr Barry Rawlings
2. Cllr Zahra Beg
3. Cllr Anne Clarke



# Special Statutory Bodies or Informal Consultative Bodies

## Welsh Harp Joint Consultative Committee - 4 Seats

<b>Labour (4)</b>
1.Cllr Andrea Bilbow
2.Cllr Rishikesh Chakraborty
3.Cllr Ernest Ambe
4.Cllr Alan Schneiderman

### Substitutes

<b>Labour (4)</b>
1.Cllr Sara Conway
2.Cllr Humayune Khalick
3.Cllr Nagus Narenthira
4.Cllr Andreas Ioannides

## Local Pension Board – 1 seat

<b>Labour</b>
1. Cllr Humayune Khalick

### Substitute

<b>Labour</b>
1. Cllr Edith David

## Barnet Children’s Partnership Board - 1 Seat

(Lead member for Childrens Services)

<b>Labour</b>
1. Cllr Pauline Coakley-Webb

**Safer Communities Partnership Board - 1 Seat**

(Vice-Chair will be from the Metropolitan Police)

<b>Labour</b>
1. (CH) Cllr Sara Conway

**Local Strategic Partnership (Barnet Partnership Board) - 1 Seat**

(Must include the Leader of the Council)

<b>Labour</b>
1. Cllr Barry Rawlings

## Other Bodies / Appointments

### **Lead Member for Children’s Services**

<b>Labour</b>
1. Cllr Pauline Coakley-Webb

### **Corporate Parenting Advisory Panel - 9 Seats** (the Chair will be the Lead Member for Children’s Services)

<b>Labour (7)</b>	<b>Conservative (2)</b>
1.Cllr Pauline Coakley-Webb	1.Cllr Lachhya Gurung
2.Cllr Humayune Khalick	2.Cllr Eva Greenspan
3.Cllr Claire Farrier	
4.Cllr Zakia Zubairi	
5.Cllr Matthew Perlberg	
6.Cllr Kamal Gurung	
7.Cllr Anne Hutton	

### **Substitutes**

All Other Councillors

### **North Central London Joint Health Overview and Scrutiny Committee – 2**

**seats** (Comprises representatives from the Health Overview and Scrutiny Committees of Barnet, Enfield, Haringey, Camden and Islington)

<b>Labour</b>
1. Cllr Phil Cohen
2. Cllr Rishikesh Chakraborty

### **West London Economic Prosperity Board – 1 seat**

<b>Labour (1)</b>
1. Cllr Barry Rawlings

### **Substitute**

<b>Labour (1)</b>
1. Cllr Ross Houston

### **Diabetes Champion**

Council on 7 March 2017 agreed to establish a post of Diabetes Champion.

<b>Labour</b>
1. Cllr Zahra Beg

### **Natural Environment Champion**

Council on 16 July 2015 agreed to establish a Natural Environment Champion.

<b>Labour</b>
1. Cllr Giulia Innocenti

### **Design and Heritage Champion**

To champion how Barnet as a local authority provides a vision for how we see the quality of the built environment improving including via planning, conservation, the delivery of new buildings, alongside the management of streets and green spaces.

<b>Labour</b>
1. Cllr Nigel Young

### **Ageing Well and Mental Health Champion**

To champion how Barnet as a local authority can support people of all ages suffering with dementia and mental health issues.

<b>Labour</b>
1. Cllr Gill Sargeant

### **Small Business Champion**

To be briefed on issues for small businesses, build a relationship with representative bodies and champion council events designed to support small businesses.

<b>Labour</b>
1. Cllr Anne Clarke

## **Digital Champion**

<b>Labour</b>
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1. Cllr Rishikesh Chakraborty
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## **Armes Forces Covenant Champion**

<b>Labour</b>
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1. Cllr Kamal Gurung
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## Appendix B – Non-Councillor Appointments to Committees and Boards

Current Independent, Co-opted, Partner and Officer Members of Committees and Boards are listed below. It is recommended Council confirm approval of the expiring memberships highlighted below, for the next year.

### **Governance, Audit, Risk Management and Standards Committee**

The Council have undertaken a recruitment process for Independent Members of the Governance, Audit, Risk Management and Standards (GARMS) Committees following the expiration of the terms of appointment of the existing Members. The recruitment process is on-going and recommended appointments are expected to be reported to Council on 11 July 2023 for Member approval. This will allow appointments to be made before the first meeting of the GARMS Committee on 17 July 2023. When the appointments are reported to Council, it will be recommended Council appoint the members to the Committee for a four-year term (with the option to extend for a further two years).

<b>Independent Member</b>	<b>Appointed</b>	<b>Term</b>	<b>Status</b>
Vacant	TBC	4 years	Current
Vacant	TBC	4 years	Current

### **Independent Persons**

The Council has appointed Independent Persons to sit on the Standards Sub-Committee (which deals with complaints about Members) and the Independent Panel (which considers disciplinary matters in relation to statutory officers).

<b>Independent Person</b>	<b>Appointed</b>	<b>Term</b>	<b>Status</b>
Michael Schindler	20 Oct 2020	4 years	Current
Gary Rogers	22 July 2022	4 years	Current
Daniela Schofield	22 July 2022	4 years	Current
James Coyle	22 July 2022	4 years	Current
Kristofer McGhee	22 July 2022	4 years	Current

### **Local Pension Board**

The Constitution requires that the Local Pension Board shall consist of seven members constituted as follows:

Three employer representatives comprising:

- One councillor who is not a member of the Pension Fund Committee
- Employer representatives from an admitted or scheduled body (e.g., CSG or Middlesex University)

Three scheme member representatives (employee side) comprising:

- One active members
- Retired/deferred members

One independent member/advisor

<b>Member</b>	<b>Role</b>	<b>Appointed</b>	<b>Term</b>	<b>Status</b>
Stephen Ross	Independent Member	23 May 2023	1 year	Current
Geoffrey Alderman	Employer Representative (Retired/ Deferred)	23 May 2023	1 year	Current
Hem Savla	Employer Representative (Retired/ Deferred)	25 Jan 2022	4 years	Current
Alice Leach (substitute)	Employer Representative (Retired/ Deferred)	25 Jan 2022	4 years	Current
Rebecca Doctors (substitute)	Employer Representative (Retired/ Deferred)	20 Oct 2020	4 years	Current
Salar Rida	Employee Representative (Active)	2 March 2020	4 years	Current
David Woodcock	Employer – Admitted body (Middlesex Uni)	25 January 2022	4 years	Current

### **Children & Education Overview & Scrutiny Sub-Committee – Education Co-Opted Members**

The Terms of Reference of the Overview & Scrutiny Sub-Committees are set out in Part 2B (14) of the Constitution. The Committee Procedure Rules are set out in Part 3C (33) of the Constitution.

The appointment of Parent Governor Representatives to the Children and Education Overview and Scrutiny Sub-Committee has been carried out in accordance with the requirements of the Parent Governor Representatives (England) Regulations 2001 (33.8). The appointment of “Church” representatives to the Children & Education Overview and Sub-Scrutiny Committee have been carried out in accordance with the requirements of Local Government Act 2000 (33.7) as outlined in part 3C of the Constitution.

The Children and Education Overview and Scrutiny Sub-Committee will include two voting Parent Governor Representatives and two voting “church” representatives. (Part 3C 32.3)

As explained in Regulation 10 of the Parent Governor Representatives (England) Regulations 2001 and The Local Government Act 2000 (paragraph 7), Part 3C of the Constitution states that there will be two voting parent governor representatives, two voting “church” representatives (from the Church of England and Roman Catholic faiths) who shall be voting members of the Sub-Committee on education matters) and one “church” representative from the Jewish faith who shall be non-voting on education matters. They are entitled to speak but not vote on any other matter.

### Church Representatives

As outlined in The Local Government Act 2000 (paragraph 7) where the authority maintains one or more Church of England schools and one or more Roman Catholic Church schools, an Overview and Scrutiny Committee or Sub-Committee must include the qualifying persons: One Church of England diocese representative (*statutory*), One Roman Catholic diocese representative (*statutory*) as stated in Part 3C (32.3) of the Constitution.

Other Faith representatives are considered and are at the discretion of the authority who are free to appoint representatives from other communities/faith groups as they see fit.

Following the statutory requirements for religious representatives outlined in The Local Government Act 2000 (paragraph 7), the Council are asked to appoint a Jewish Faith representative (*discretionary*) on the Children and Education Overview and Scrutiny Sub-Committee as there are one or more Jewish Faith schools in the area maintained by the authority. There are no other faith schools maintained by the authority.

The Council contacted the relevant boards for a representative. A schedule of nominations is set out below:

<b>Co-Opted Member / Representing</b>	<b>Nominator</b>	<b>Appointment</b>	<b>Term</b>	<b>Status</b>
Nigel Wildish / Church of England London ( <i>statutory</i> )	Diocesan Board for Schools	23 May 2023	4 years	Current
Anne O'Shea /Roman Catholic Church ( <i>statutory</i> )	Westminster Diocese Education Services	23 May 2023	4 years	Current
Raisel Freedman / Jewish Faith ( <i>discretionary</i> )	Pajes	23 May 2023	4 years	Current

### Parent Governor Representatives

As explained in the Parent Governor Representatives Regulations 2001 – Regulation 3, the authority can appointment between two and five parent governor representatives from local authority-maintained schools. It is at the discretion of the individual authority to devise parent governor representatives into categories (Regulation 4).

Local Authority-maintained schools are schools which are either Community, Voluntary Aided or Foundation. There are 81 schools maintained by the London Borough of Barnet; 74 are primary and seven are secondary.

The Council advertised vacancies for Parent Governor Representatives on the Children and Education Overview and Scrutiny Sub-Committee. All expressions of interest were from primary school parent governors. The Council distributed a ballot to Local Authority Maintained schools for their Parent Governors to vote for two out of the three candidates.

Due to the disproportionality between the number of primary and secondary schools, the Council decided to have two primary parent governor representatives to sit on the Sub-Committee.

<b>Parent Governor Representative</b>	<b>Appointed</b>	<b>Term</b>	<b>Status</b>
Naomi Phillips	23 May 2023	4 years	Current
Tamzin Arora	23 May 2023	4 years	Current

## Health and Wellbeing Board

The Health and Social Care Act 2012 states that Health & Wellbeing Board (HWBB) should consist of the minimum (core) statutory membership of at least the following members:

- At least one elected Member of the local authority
- Local Authority Director of Adult Social Services (DASS),
- Local Authority Director of Children’s Services,
- Local Authority Director of Public Health,
- A representative from the local CCG (which falls within the area of the local authority); and
- A representative from local Healthwatch organisation.

Current officer and representative Members of the Board are listed below:

<b>Health &amp; Wellbeing Board</b>	
<b>Post</b>	<b>Current Board Members</b>
Elected Member(s)	<ul style="list-style-type: none"> <li>• Councillor Alison Moore – <b>Chair of the Health and Wellbeing Board</b></li> <li>• Councillor Pauline Coakley Webb– Chair of the Children, Education and Safeguarding Committee</li> <li>• Councillor Paul Edwards – Chair of Adults and Safeguarding Committee               <ul style="list-style-type: none"> <li>○ Substitute – Councillor Barry Rawlings</li> <li>○ Substitute – Councillor Zahra Beg</li> <li>○ Substitute – Councillor Anne Clarke</li> </ul> </li> </ul>
Director of Public Health and Lead Officer	<ul style="list-style-type: none"> <li>• Director of Public Health and Prevention – Dr Tamara Djuretic</li> <li>○ Substitute – Dr Julie George, Deputy Director of Public Health</li> </ul>
Director of Adult Social Services	<ul style="list-style-type: none"> <li>• Executive Director for Adults and Health (Director of Adult Social Services) – Dawn Wakeling</li> <li>○ Substitute – Director of Integrated Commissioning, Jess Baines-Holmes</li> </ul>
Director of Children’s Services	<ul style="list-style-type: none"> <li>• Executive Director for Children and Young People (Director of Children’s Services) – Chris Munday</li> <li>○ Substitute – Assistant Director- Education, Strategy and Partnerships– Ben Thomas</li> </ul>
North Central London (NCL) Clinical Commissioning Group (CCG) representatives	<ul style="list-style-type: none"> <li>• NCL CCG GP members (Barnet directorate)               <ul style="list-style-type: none"> <li>• Dr Charlotte Benjamin (<b>Vice-Chair of the HWBB</b>)</li> <li>• Dr Clare Stephens</li> <li>• Dr Nikesh Dattani                   <ul style="list-style-type: none"> <li>○ Substitute – Dr Barry Subel</li> <li>○ Substitute – Dr Murtaza Khanbhai</li> </ul> </li> </ul> </li> <li>• CCG Officers               <ul style="list-style-type: none"> <li>• Sarah McDonnell- Davies, Executive Director of Borough Partnerships.</li> <li>• Substitute – Collette Wood, Director Primary Care Transformation.</li> </ul> </li> </ul>
Barnet Healthwatch representative	<ul style="list-style-type: none"> <li>• Barnet Healthwatch Manager – Nitish Lakhman</li> <li>○ Substitute – Rebecca Sare (Inclusion Barnet)</li> </ul>

Inclusion Barnet	<ul style="list-style-type: none"> <li>• Caroline Collier, CEO Inclusion Barnet (non-voting member with full speaking rights)</li> </ul>
Safeguarding Adults Board	<ul style="list-style-type: none"> <li>• Fiona Bateman, Independent Chair Safeguarding Adults Board (non-voting member with full speaking rights)</li> </ul>

### **Children’s Trust Partnership Board**

The Children’s Trust Partnership Board includes representatives from the following partners:

- Barnet Clinical Group
- CommUNITY Barnet
- Barnet and Southgate College
- Metropolitan Police
- Primary, Secondary and Special Schools

### **Local Strategic Partnership (Barnet Partnership Board)**

The Barnet Partnership Board includes the following partners:

- Related Argent
- Barnet & Southgate College
- Barnet Council
- Brent Cross Shopping Centre
- Barnet Together Alliance
- CCG
- DWP
- Federation of Small Business
- London Fire Service
- Middlesex University
- Police
- Saracens
- West London Alliance

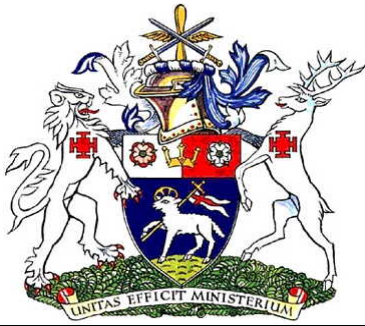
### **Safer Communities Partnership Board**

The Safer Communities Partnership Board includes the following partners:

- London Probation Trust
- National Probation Service
- London Fire Brigade
- Barnet Clinical Commissioning Group
- MOPAC (Mayor’s Office for Policing Crime)
- Barnet Safer Neighbourhood Board
- Middlesex University
- North West London Magistrates’ Court
- CommUNITY Barnet
- Victim Support, North London Division
- Department of Works and Pension

**RECOMMEND that Council:**

- 1. Note the continuing appointments of Independent, Co-opted, Partner and Officers as listed.**
- 2. Approve the re-appointment of the members of the Local Pension Board as listed.**
- 3. Approve the appointment of the Education Co-Opted Members to the Children & Education Overview & Scrutiny Sub-Committee as listed.**
- 4. Approve the appointment of the Member and Officer appointments to the Health & Wellbeing Board as listed.**



## Annual Council

23 May 2023

<b>Title</b>	<b>Report of Head of Governance – Appointments to Outside Bodies</b>
<b>Report of</b>	Head of Governance
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	Appendix A – Appointments to Outside Bodies (not subject to proportionality)
<b>Officer Contact Details</b>	Andrew Charlwood, Head of Governance, 020 8359 2014, <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a>
<b>Summary</b>	
This report outlines the appointments to Outside bodies for Council's agreement. Full details are set out in the appended reports.	

## Recommendations

**That Council:**

1. **Consider and make appointments to the Outside Bodies as set out in Appendix A.**

### 1. WHY THIS REPORT IS NEEDED

- 1.1 The Head of Governance report seeks Council's agreement in relation to the Outside Bodies outlined in Appendix A.

### 2. REASONS FOR RECOMMENDATIONS

- 2.1 As set out in the attached Appendix.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

3.1 N/A

### **4. POST DECISION IMPLEMENTATION**

4.1 Council decisions will be minuted and implemented through the Head of Governance.

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

5.1.1 None specifically arising from this report.

#### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 There are no specific financial implications from the changes in the appendices. All changes will be funded from the Council's budget.

#### **5.3 Legal and Constitutional References**

5.3.1 Council Constitution, Article 4 – The Full Council, details that Council has responsibility for “Approving Member and officer appointments to outside bodies and external organisations on the recommendation of the Group Secretaries or Chief Executive”.

#### **5.4 Risk Management**

5.4.1 None specifically arising from this report.

#### **5.5 Equalities and Diversity**

5.5.1 None specifically arising from this report.

#### **5.6 Consultation and Engagement**

5.6.1 None specifically arising from this report.

### **6. BACKGROUND PAPERS**

6.1 None.



### List of Vacancies on Outside Bodies – May 2023

Council is asked to make appointments to fill the vacancy shown shaded grey

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Arts Depot Ltd	Councillor Giulia Innocenti	Expired on 21/05/23	Ammar Navqi		
Special Conditions	<p>a) No more than three directors to be appointed by the council.</p> <p>b) Directors appointed by the council in accordance with the Articles shall be appointed by notice to the trust for a period of three years subject to the power of the council at any time to remove and replace a director so appointed for the remainder of the period. In any event, one of the directors shall be reappointed or replaced by the council in each year. Where no director has served for a term of three years, then the council shall reconsider the appointment of the director who has been longest appointed as a director but as between directors who were appointed on the same day then (unless the directors affected agree otherwise between themselves) the appointment to be reconsidered shall be determined by lot.</p> <p>c) An individual with a genuine vested interest in arts and culture.</p> <p>d) Council to not be full trustees, but instead, observers</p>				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Colindale Communities Trust	Councillor Ross Houston	Expiring on 24/05/23	Ross Houston		
	Councillor Anne Clarke (Deputy)	Expiring on 24/05/23	Anne Clarke		
Special Conditions	a) Representative should be the lead member for housing. Annual appointment.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Day's and Atkinson's Almshouse Charity	Councillor Lucy Wakeley	Expiring on 21/05/23		Lucy Wakeley	
	Councillor Nick Mearing-Smith	Expiring on 21/05/23		Nick Mearing-Smith	
Special Conditions	a) Persons appointed need not be members of the council but they must be nominated by the councillors representing the Edgware Ward. b) Appointment is five years, or for the remaining unexpired term if an appointee is replaced mid-term.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Eleanor Palmer Trust	Councillor Alison Cornelius	Expiring on 21/05/2023	Simon Raford		
	Councillor David Longstaff	Current until 25/05/2025			
	Mrs Wendy Prentice	Expiring on 21/05/2023	Richard Barnes		
	Mrs Helena Davis	Expiring on 21/05/2023	Helena Davis		
Special Conditions	a) The person appointed may, but need not, be a member of the council and the fact that a trustee ceases to be a member of the council during a term of office as trustee does not affect the trusteeship. b) The person appointed shall through residence, occupation or employment or otherwise have special knowledge of the area of benefit, ie the former urban districts of Barnet and East Barnet and particular knowledge of social housing. c) Appointments are for four years, or for the remainder of the four year term if an appointee is replaced mid-term. d) Appointees will be referred to as directors of the corporate trustee. The corporate trustee is appointed by the trust directly.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>Friends of Moat Mount Campsite</b>	Councillor Marianne Haylett	Expiring on 24/05/2023	<b>Tim Roberts</b>		
Special Conditions	a) Four year appointment. b) Representative should be a council officer or a councillor.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>Grahame Park Partnership Board</b>	Councillor Ross Houston	Expiring on 24/05/2023	<b>Ross Houston</b>		
	Councillor Zakia Zubairi	Expiring on 24/05/2023	<b>Zakia Zubairi</b>		
	Martin Smith – Regen Manager	Current until resignation			
	Susan Hunter, Regen Officer	Current until resignation			
	Housing Manager, Barnet Homes	Current until resignation			
Special Conditions	a) Annual appointment. Current appointees are Lead Member for Housing and Regeneration, Ward Member for Colindale, Head of Regeneration and Principal Project Manager. b) Deputies are a majority party council member, a Ward Member for Colindale and an officer for Regeneration. c) The board would like any replacements to hold the same offices or similar level of seniority				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>Hampstead Heath, Highgate Wood and Queen's Park</b>	Councillor Arjun Mittra	Expiring on 24/05/2023	<b>Arjun Mittra</b>		
Special Conditions	a) The representative must be a member of the council. b) Annual appointment.				

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Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>Lancelot Hasluck Trust, East Barnet</b>	Mr Andreas Tambourides	Expiring on 21/05/2023	<b>Tony Vourou</b>		
Special Conditions	a) The nominative trustee to be appointed by the council may, but need not, be a member of the council. b) A trustee's term of office runs from the date of the council meeting at which the appointment is made. c) No further appointment or re-appointment may be made until a vacancy has actually occurred. Any competent trustee may be re-appointed. d) The person appointed should through residence, occupation or employment or otherwise have a special knowledge of the area of benefit, i.e. the Urban Districts of Barnet, East Barnet and Friern Barnet as constituted immediately before 1/4/1965. Four years appointment.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>London CIV – Shareholder Representative</b>	Councillor Anne Hutton	Expiring on 24/05/2023	<b>Simon Radford</b>		
	Councillor Andreas Ioannides	Expiring on 24/05/2023	<b>Anne Hutton</b>		
	Councillor Alison Moore	Expiring on 24/05/2023	<b>Andreas Ioannides</b>		
Special Conditions	a) One voting member and up to two named deputies (usually the Pension Committee Chair).				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>London Councils' Grants Committee</b>	Councillor Barry Rawlings	Expiring on 24/05/2023	<b>Zahra Beg</b>		
	Councillor Ross Houston	Expiring on 24/05/2023	<b>Sara Conway</b>		
	Councillor Sara Conway	Expiring on 24/05/2023	<b>Ross Houston</b>		
	Councillor David Longstaff	Expiring on 24/05/2023		<b>David Longstaff</b>	
	Councillor Dan Thomas	Expiring on 24/05/2023		<b>Daniel Thomas</b>	
	Special Conditions	<p>a) Councils nominate one voting member and up to four named deputies, who must all be a member of the nominating borough's cabinet. They will preferably be the member with responsibility for partnerships and the voluntary sector and up to four named deputies. Annual appointment.</p> <p><i>Politically Proportional</i></p>			

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>London Councils' Greater London Employment Forum</b>	Councillor Barry Rawlings	Expiring on 24/05/2023	<b>Barry Rawlings</b>		
	Councillor Ross Houston	Expiring on 24/05/2023	<b>Ross Houston</b>		
Special Conditions	<p>a) Councils nominate one member and a deputy. The member sits on the employers' side of the forum.</p> <p>b) It is expected that in most cases this will be the member responsible for human resources issues within the authority.</p> <p>c) The employers' side of the Greater London Provincial Council will be 15 members chosen from the combined membership of the forum and the Leaders' Committee.</p> <p>d) Annual appointment.</p>				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>London Councils' S101 Leaders Committee</b>	Councillor Barry Rawlings	Expiring on 24/05/2023	<b>Barry Rawlings</b>		
	Councillor Ross Houston	Expiring on 24/05/2023	<b>Ross Houston</b>		
	Councillor Dan Thomas	Expiring on 24/05/2023		<b>Daniel Thomas</b>	
Special Conditions	a) Councils nominate one voting member and up to two named deputies (usually Leader/Executive Councillor, but not necessarily). b) All three members will receive papers for meetings. c) Annual appointment. <b>Politically Proportional</b>				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
<b>London Councils' Transport and Environment Committee</b>	Councillor Geof Cooke	Current until 24/05/2023	<b>Geof Cooke</b>		
	Councillor Alan Schneiderman (Deputy)	Current until 24/05/2023	<b>Alan Schneiderman</b>		
	Councillor Dean Cohen (Deputy)	Current until 24/05/2023		<b>Dean Cohen</b>	
	Councillor Nick Mearing-Smith (Deputy)	Current until 24/05/2023		<b>Nick Mearing-Smith</b>	
	Councillor Arjun Mittra (Deputy)	Current until 24/05/2023	<b>Arjun Mittra</b>		
Special Conditions	a) Councils nominate one member and up to four named deputies (the main member is usually the lead member for transport and environment). b) Annual appointment. <b>Politically Proportional</b>				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
London Youth Games Limited	Councillor Ernest Ambe	Expiring on 24/05/23	Ernest Ambe		
Special Conditions	a) Annual appointment. b) The representative is normally a member of the council. c) The substitute is to be an officer.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Newable Ltd (Formerly Greater London Enterprise)	Councillor Barry Rawlings	Expiring on 24/05/23	Barry Rawlings		
	Councillor Ross Houston	Expiring on 24/05/23	Ross Houston		
Special Conditions	a) Annual appointment.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Nicholl & Daniel Holmes Charity	Golnar Bokaei	Expired on 05/03/2023		Golnar Bokaei	
	Councillor Humayune Khalick	Current until 26/07/2026			
	John Hart	Current until 21/05/2024			
	Denise Loughlin	Current until 25/01/2026			
	William Nicholson	Current until 30/07/2023			
Special Conditions	b) Four year appointment. c) Representatives may, but need not, be members of the council, but they shall be persons who through residence, occupation or employment or otherwise have a special knowledge of the area of benefit, i.e. of the Wards of Childs Hill, Colindale, Golders Green, Hale, Hendon, Mill Hill and West Hendon.				

	d) Meet normally 4 times per year with occasional extra meetings when new appointments are to be made. The meetings are on Fridays at 18.15 hours. Fridays were chosen to allow councillors to attend as meetings on other nights clash with council committee meetings.
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Outside Body			Nominations		
			Labour	Conservative	
North London Waste Authority	Councillor Geof Cooke	Expiring on 24/05/23	Geof Cooke		
	Council Alan Schneiderman	24/05/23	Alan Schneiderman		
Special Conditions	a) The persons appointed must be elected members. b) Annual appointment.				

Outside Body			Nominations		
			Labour	Conservative	
Safer Neighbourhood Board	Councillor Sara Conway	Expiring on 24/05/23	Sara Conway		
Special Conditions	a) Needs to be portfolio holder for community safety only.				



Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Standing Advisory Committee for Religious Education (SACRE)	Mrs Agnes Slocombe	Expiring on 21/05/2023	Agnes Slocombe		
	Councillor Lachhya Gurung	Expiring on 21/05/2023			
	Councillor Danny Rich	Current until 24/05/2026			
	Councillor Nagus Narenthira	Current until 24/05/2026			
	Councillor Humayune Khalick	Current until 24/05/2026	Ella Rose		
	Councillor Joshua Conway	Current until 24/05/2026			
	Councillor Linda Lusingu	Current until 24/05/2026			
	Chief Education Officer	Permanant			
Special Conditions	a) Seven representatives should be councillors plus one officer who should be the Chief Education Officer or his/her representative. b) The term of office is until the next council election. c) Four years duration appointment.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
Valentine Poole	Councillor Simon Radford	Current until 02/03/2027	<b>Phil Cohen</b>		
	Wendy Prentice (now a co-optee member therefore a replacement is needed)	Current until 21/05/2023	<b>Emma Whysall</b>		
	Mrs Brenda Sandford	Current until 21/05/2024			
	Mrs Helena Davis	Current until 21/05/2024			
Special Conditions	d) Term of office is for four years. e) Representatives may, but need not, be members of the council.				

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	
West Hendon Regeneration Partnership Board	Councillor Ernest Ambe	Expiring on 23/05/2023	<b>Ernest Ambe</b>		
	Regeneration Manager (Simon Bailey)	until resignation			
	Project Support Officer (Emily Morris)	until resignation			
	Special Conditions	<b>Special Conditions:</b> a) Term of office is for one year. b) Annual appointments. c) One Cllr for West Hendon Ward and two council officers			



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