

MEETING

GENERAL FUNCTIONS COMMITTEE

DATE AND TIME

MONDAY 20TH MARCH, 2017

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BG

TO: MEMBERS OF GENERAL FUNCTIONS COMMITTEE (Quorum 3)

Chairman: Councillor Joan Scannell BEM

Vice Chairman: Councillor Wendy Prentice

Councillors

Richard Cornelius

Alison Moore

Ammar Naqvi

Barry Rawlings

Daniel Thomas

Substitute Members

Geof Cooke

Tom Davey

Adam Langleben

David Longstaff

John Marshall

Charlie O-Macauley

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is Wednesday 15 March at 10AM. Requests must be submitted to Maria Lugangira maria.lugangira@barnet.gov.uk

You are requested to attend the above meeting for which an agenda is attached.

Andrew Charlwood – Head of Governance

Governance Service contact: Maria Lugangira 020 83592761

Media Relations contact: Sue Cocker 020 8359 7039

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes	5 - 12
2.	Absence of Members	
3.	Disclosable Pecuniary interests and Non Pecuniary interests	
4.	Report of the Monitoring Officer (if any)	
5.	Public Question and Comments (if any)	
6.	Members Item (if any)	
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FACILITIES FOR PEOPLE WITH DISABILITIES

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Decisions of the General Functions Committee

6 December 2016

Members Present:-

AGENDA ITEM 1

Councillor Joan Scannell (Chairman)
Councillor Wendy Prentice (Vice-Chairman)

Councillor Richard Cornelius	Councillor Barry Rawlings
Councillor Alison Moore	Councillor Daniel Thomas
Councillor Ammar Naqvi	

1. MINUTES

RESOLVED that the minutes of the meeting held on 9 November be approved as a correct record.

2. ABSENCE OF MEMBERS

None.

3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. PUBLIC QUESTION AND COMMENTS (IF ANY)

Public comments were made by John Burgess (Unison) in relation to Item 9 – Libraries Service Transformation Programme and Item 10 – Restructure Proposal of the Adults and Communities Mental Health Service

6. MEMBERS ITEM (IF ANY)

None.

7. RECRUITMENT AND RETENTION PAYMENTS POLICY

The Strategic HR Director presented the report which sought approval of two schemes covering recruitment as part of the unified rewards agreement.

He clarified for the committee that recruitment or retention Payments would be paid in circumstances “where market pressures would otherwise prevent the Council from being able to recruit staff to and retain staff in sufficient numbers for the posts concerned at the normal salary for a job of that weight”.

He advised that a report updating Members on position as stood in October 2017 would be brought back to a future meeting of the Committee.

Having considered the report, **the Committee RESOLVED;**

1. **That the General Functions Committee agrees to the introduction of recruitment and retention schemes that allow the Council to pay supplements to basic salary where there are recruitment or retention difficulties in areas of the workforce with effect from 1 October 2016.**

8. RECRUITMENT OF THE CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

The Strategic HR Director presented the report which sought approval to proceed with the external recruitment for the Chief Executive's position which would also involve the setting up a meeting of the Chief Officers Appointment panel

With regards to the role of the Returning Officer the Strategic HR Director confirmed that as this is considered to be secondary employment, the Chief Executive (when undertaking the role) would be expected to take either annual leave or special unpaid leave when fulfilling this function.

Having considered the report, **the Committee RESOLVED to;**

1. **Agree the approach and timetable for the recruitment and selection of a Chief Executive and Head of Paid Service as detailed in paragraph 1.6 and Appendix 1**
2. **Agree to the advertising of, and recruitment to, the Chief Executive's post.**
3. **Decide on (and report back to Council) the salary package for the Chief Executive as this is in excess of £100,000 per annum (in accordance with section (e) of the General Functions Committee Terms of Reference)**
4. **To set the parameters for the remuneration of Chief Executive on recruitment (in accordance with section g. of the General Functions Committee Terms of Reference)**
5. **Should an internal appointment be made to the Chief Executive and Head of Paid Service, agree to the advertising of, and recruitment to, any subsequent vacant posts which arise as a result of the appointment above Assistant Director Level.**

9. LIBRARIES SERVICES TRANSFORMATION PROGRAMME

The Assistant Director, Early Intervention and Prevention introduced the report which sought approval from the Committee to proceed with proposed restructure of the Library Service. Also in attendance were the Head of Libraries, Workforce and Community and the Libraries Manager.

The report follows on from approval granted by Full Council 4 April 2016 on 'Barnet's Future Library Service'.

The Committee were informed that the context of the report was about the overall library strategy which was seeking to make savings of about £2.2m whilst keep all 14 libraries open.

The Assistant Director highlighted the key significant changes which were around (i) the technology-enabled opening system – leading to an increase in the overall number of opening hours across the service and (ii) the reduction of staff from 114FTE to the proposed 63.9FTE.

The revised staffing structure was to reflect the changes to the library service revenue budget between 2016/17 and 2019/20. The cost of the new structure was in line with this revised budget and was reduced by a total of £1.7m. Implementing the new structure would enable the service to meet MTFS savings targets.

Close work had been undertaken with the unions to ensure staff were provided with the appropriate support. He clarified that it was still too early in the process to confirm exactly how many redundancies there would be but that the forecast was 20FTE – steps would be taken to try and reduce that number.

Clarification was sought on who in the proposed new structure would co-ordinate the relationship between the Council and the Partnership Libraries. The Libraries Manager confirmed that there would be two new roles - Library Community Engagement Officers - whose role would be to engage with the partnership libraries on day to day basis, provide training and the necessary support. With regards to contract monitoring that would be overseen by herself along with the Operations and Customer Services manager. She confirmed a training programme was in place and sessions would commence once the Library Community Engagement Officers posts were approved and recruited too and the Partnership Libraries confirmed.

Concern was around the risk of losing a lot of experience as part of the restructuring process and sought clarification on the cost or efficiency on staff travelling between libraries.

The Libraries Manager clarified that they wanted to ensure travel times were as short as possible and that this was factored into the opening hours to ensure staff this would not for example have lunch breaks impact on. As such library pairings were based up the upon the easiest travel routes between sites.

Clarification was sought on what was being done to support those members of staff who were at risk of redundancy.

The Libraries Manager confirmed that a number of measures have been undertaken to support staff, including

- Those at risk being placed on the redeployment register for LBB jobs and all available roles are circulated.
- Barnet is part of a network of London libraries and any roles currently available in other London library services would be circulated to all at risk staff all
- There is a dedicated HR Business partner for the restructure who has been working closely with staff, schools and partners to ensure any vacancies that become available are circulated. Advice has also been provided on an individual basis.
- Staff have been given the opportunity to access support to prepare for submitting job applications and attending interviews/selection activities
- Pension workshop for those who wanted to obtain pension advice.

- A number of 1-1 sessions have been held with staff at risk of redundancy to discuss potential redeployment options.

Clarification was sought as to whether November 2016 was correct with regards to the completion of the restructure selection process.

The Libraries Manager confirmed that there had been a couple of resignations which meant that the process had been slightly elongated because the vacancies created which had not been anticipated at time the report was written. She reported that most of the internal vacancies in the actual restructure had been filled and work was being undertaken with HR and those individuals who were unsuccessful to try and secure them employment. The final numbers of redundancy would not be known until the 31 March 2017. Regarding the voluntary redundancies she confirmed there had been 7.5FTE

Following discussion and consideration of the report, the Chairman moved to the recommendations. Votes were recorded as follows:

For	4
Against	3
Abstain	0

The recommendations were therefore carried and the **Committee RESOLVED;**

1. **That the General Functions Committee approve the proposed restructure of the council's Library Service, including the deletion of existing posts and the creation of new posts, as set out in Appendices 1 to 3 of this report.**
2. **That the General Functions Committee authorise the Assistant Director, Early Intervention and Prevention be authorised to take all necessary actions to put in place transitional arrangements for the continuity of business.**

10. RESTRUCTURE PROPOSALS OF THE ADULTS AND COMMUNITIES MENTAL HEALTH SERVICE

The Adult and Communities Director introduced the report which sought approval from the Committee to proceed with proposed restructure of the Adults and Communities Mental Health Service. Also in attendance was the Assistant Director for Adult Social Care and the Head of Integrated Care – Mental Health Service

The report set out the outcomes of the consultation that had been undertaken around the restructure of the mental health service. The approach taken aimed to minimise the number of redundancies and impact on occupied posts. It has aligned the Mental Health staff structure with the rest of the Adults and Communities Delivery Unit by returning staff back into Adults and Communities and ending the secondments to the Barnet, Enfield and Haringey Mental Health Trust (BEHMHT). The Director confirmed that many of the proposed deleted posts were vacant and had not been covered by agency staff. As result of the proposed changes one member of staff in the Adults and Communities Mental Health service was placed at risk of redundancy. Managers would be working closely with the individual concerned and HR to provide support and ensure that the opportunities for redeployment were maximised.

The Committee were informed of the consultation engagement activity that had been undertaken and the various methods employed to encourage staff to respond to the consultation.

Alongside seeking to ensure redundancies were kept at the minimum the proposals also sought to ensure that any negative impacts for residents' were managed efficiently and minimised where possible.

Following discussion and consideration of the report, the Chairman moved to the recommendations. Votes were recorded as follows:

For	4
Against	0
Abstain	3

The recommendations were therefore carried and the **Committee RESOLVED;**

1. **That the General Functions Committee approve the proposed restructure of the Adults and Communities Mental Health Service, including the deletion of existing posts and the creation of new posts as set out in Appendix A.**
2. **That authority to take all necessary actions to put in place transitional arrangements to ensure the continuity of business as these proposals are implemented be delegated to the Adults and Communities Director.**

11. NOMINATION OF LOCAL AUTHORITY REPRESENTATIVES ON SCHOOL GOVERNING BODIES

The Committee received a report in the name of the Head of Governance. The report asked the Committee to nominate representatives to local authority governor vacancies on the school governing bodies listed in Appendix A to the report.

Nominations were circulated in respect of 6 schools. The nominations were uncontested.

The Committee RESOLVED;

1. **That the following representative be nominated to vacancies on school governing bodies**

School Governing Body	Representative
Hasmonean Primary School	Mr Adrian Flasher
St Catherine's Catholic	Mr Gordon Fisher

2. **Nominations to the following school governing bodies be deferred.**

School Governing Body
Dollis Junior School
St Paul's Primary School, NW7
Livingstone School
Sunnyfield School

12. DECISION OF A SCHOOL GOVERNING BODY NOT TO APPOINT A LOCAL AUTHORITY REPRESENTATIVE NOMINATED BY THE COUNCIL

The Committee considered a report in the name of the Head of Governance. The report asked the Committee to note the decision of a school governing body to not appoint a local authority nominee, together with the reasons for that decision.

RESOLVED that the General Functions Committee note:

1. That the governing body of a school considered the Council's nomination (made on 10 October 2016) and decided not to appoint the candidate.
2. The reason for the governing body's decision (as set out in section 1.6 of the report)
3. That the local authority governor position at that school remains vacant.

13. GENERAL FUNCTIONS COMMITTEE WORK PROGRAMME

The Committee reviewed the 2016-17 work programme and agreed that to due to the consultation deadlines for some of the reports to reallocate those items scheduled for 16 January 2017 to March 2017. They further requested that the report on the Schools Governing Bodies Project, which is currently 'unassigned', is brought forward to the meeting Committee taking place on the 20 March 2017.

RESOLVED that the General Functions Committee agree the 2016-17 work programme subject to the above revision.

14. MOTION TO EXCLUDE THE PRESS AND PUBLIC

The Chairman moved a motion to exclude the press and public which was duly seconded and unanimously agree.

RESOLVED to exclude the press and public:

- in accordance with section 9 of part 19 of the Constitution Access to Information Rules); and
- by virtue of Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006 being information which was likely to reveal the identity of an individual; and
- because the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

15. DECISION OF A SCHOOL GOVERNING BODY NOT TO APPOINT A LOCAL AUTHORITY REPRESENTATIVE NOMINATED BY THE COUNCIL

The report identified the school governing body concerned. The Committee discussed in further detail the implications of the governing body's decision which is set in paragraph 1.6 of the public report.

RESLOVED that the General Functions Committee note the report.

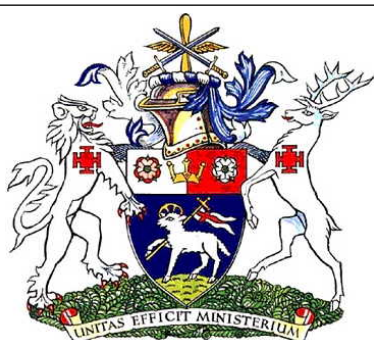
16. ANY ITEM(S) THAT THE CHAIRMAN DECIDES IS URGENT

None.

The meeting finished at 9.01 pm

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AGENDA ITEM 7



General Functions Committee 20 March 2017

Title	Annual Interim Review of Polling Districts and Polling Places
Report of	John Hooton - Chief Executive and Returning Officer
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A: Polling arrangement proposals within the Chipping Barnet parliamentary constituency area Appendix B: Polling arrangement proposals within the Finchley and Golders Green parliamentary constituency area Appendix C: Polling arrangement proposals within the Hendon parliamentary constituency area Appendix D: Copy of all representations received in relation to this Interim Review
Officer Contact Details	John Bailey – Head of Electoral Services 020 8359 3008 - john.e.bailey@barnet.gov.uk

Summary

This report advises the Committee on the arrangements being proposed by the London Borough of Barnet's Returning Officer for polling districts and polling places (and includes proposals to change five current polling places) to be used at all relevant future elections and referendums that take place within the borough.

There are currently no scheduled elections or referendums due to take place within the borough until 3 May 2018, so the Committee's approval of these proposals is sought so that they can take effect in the event that any by elections or borough-wide elections or referendums are called before that date.

Recommendation

1. That the Committee approve all polling place arrangements as proposed by the Returning Officer and laid out in Appendixes A, B and C.

1. WHY THIS REPORT IS NEEDED

- 1.1 In order to comply with the requirements of the Representation of the People Act 1983 sections 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), the Council was required to undertake a full review of all polling districts and polling places in the period between 1 October 2013 and 31 January 2015 and must subsequently do so every five years thereafter (in the equivalent period leading up to a UK Parliamentary General Election). It became apparent during the conduct of the review (taken to Committee on 11 November 2014) that further amendments would be necessary to the polling arrangements within the borough on a more regular basis than every five years. At the meeting held on 11 November 2014, the Committee decided that an annual interim review of the borough's polling districts and polling places would be undertaken thereafter.

2. REASONS FOR RECOMMENDATIONS

- 2.1 After review by the Head of Electoral Services and the borough's Returning Officer, during which representations were sought from electors and elected stakeholders, it is submitted to the committee that the needs of affected electors will be best met at future elections and referendums within the borough by adopting the proposed changes to polling arrangements detailed within the attached appendixes.
- 2.2 The current polling arrangements within the borough are considered to be predominantly satisfactory and have all been shown at elections conducted in recent years to be practicable given the circumstances that prevail within the areas that they serve. The approach throughout this interim review has been to only propose changes where a clear conclusion has been reached that new arrangements:
 - will on balance better serve the affected **electors** by offering superior polling facilities, accessibility and/or location in comparison with existing arrangements
 - will reduce inconvenience caused by polling day arrangements for local **residents** without any substantive detrimental effect upon the voting arrangements for affected electors
- 2.3 Reviewing and approving polling arrangements annually ensures that optimal voting arrangements are maintained in response to the borough's changing electorate size and densities (e.g. as caused by new housing developments). Regular changes to a smaller number of polling arrangements will help to avoid the need for the more drastic and wide scale changes that could be

necessary if the arrangements are only reviewed once every five years (as required by section 18C of the Representation of People Act 1983).

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 As the Council must statutorily only undertake a review of polling districts and polling places within a defined period once every five years, in accordance with the provisions of the Representation of the People Act 1983 section 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), there is an option to make no changes to any polling arrangements at this time. This was rejected for the reasons outlined in 2.3 above.

4. POST DECISION IMPLEMENTATION

- 4.1 The polling districts and polling places as approved by Committee will be used in the event that any by elections or borough-wide elections or referendums are called by any relevant statutory body before the next annual interim review of polling districts and polling places takes place (currently scheduled to report to Committee in Feb 2018).
- 4.2 On an annual basis (and following any borough-wide election or referendums where held), the Head of Electoral Services, in consultation with the Returning Officer, will review all polling arrangements for suitability. Following this any proposed changes to existing polling arrangements (e.g. polling districts and polling places) will be submitted for approval to the General Functions Committee.
- 4.3 Provision is contained within Section 18E RPA 1983 to state that no election is to be questioned by reason of any informality relative to polling districts and polling places.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The designation of polling districts and polling places that give all electors reasonable and accessible facilities for voting (so far as is practicable within the circumstances), helps to ensure that the views of all residents that are eligible electors are expressed and taken into consideration on all aspects of the corporate priorities.

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

- 5.2.1 There are savings (location dependent but approx. £1000 to £1500) on rent and staff costs for the administration and delivery of elections if the Committee approves a proposal that *removes* a polling place in comparison with the existing arrangements.
- 5.2.2 In those instances where a polling place is proposed to move between permanent buildings, the cost will either be cost neutral or will create a negligible increase or decrease in comparison with existing costs (rental costs will differ – staff costs will be static).

5.2.3 In those instances where a polling place is proposed to move away from portable offices to a permanent building, there will be savings in excess of £1700 per polling station, per election (reduction and/or elimination of costs for; portable office rental, delivery, installation and collection, electricity generator hire & fuel and portable WC hire).

5.2.4 The Council is only responsible for the costs of conducting local (council) elections, including when held, local by elections that elect the Borough's own councillors. At all other elections all 'actual and necessary' costs are recovered by the Returning Officer from the relevant governing body for that particular election (e.g. central government for UK and European Parliamentary elections and the GLA for the London Mayoral and Greater London Assembly elections).

5.3 Social Value

Covered at 2.2 above.

5.4 Legal and Constitutional References

5.4.1 In order to comply with the provisions of the Representation of the People Act 1983 sections 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 the Council undertook a statutory review of polling districts and polling places in the period between October 2013 and January 2015.

5.4.2 In carrying out any review of polling arrangements, the local authority must comply with the steps set out in Schedule A1 Representation of the People Act 1983. The local authority is required to:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by the Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website (regulation 3 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006)
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).
- on completion of a review, give reasons for its decisions and, in accordance with regulation 4 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, publish:
 1. all correspondence sent to an (Acting) Returning Officer in connection with the review
 2. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
 3. all representations made by any person in connection with the review

4. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
 5. details of the designation of polling districts and polling places within the local authority area as a result of the review
 6. details of the places where the results of the review have been published
- 5.4.3 Provision is contained within Section 18E RPA 1983 which provides that no election is to be questioned by reason of any informality relative to polling districts and polling places. Representations can be made to the Electoral Commission which may make directions to alter polling districts and/or polling places.
- 5.4.4 The Council's Constitution, Responsibility for Functions, Annex A states the terms of reference of the General Functions Committee, including '....polling stations.'

5.5 Risk Management

- 5.5.1 By approving the outcomes of this review the Council will meet its statutory duty to review polling districts and polling places as designated under the Representation of the People Act 1983 section 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013) and thereby eliminates the risk of breaching this duty.
- 5.5.2 In conducting and implementing the findings of this review of Polling Districts and Polling Places, the Council mitigates the risk that electors find the arrangements for polling within the Borough to be hampered by poor accessibility or the provision of sub-standard facilities (given the practicable circumstances prevailing in each polling district).
- 5.5.3 By approving an annual review and submission to the General Functions Committee of the arrangements for polling districts and polling places within the borough, the Council will mitigate the risk of the polling arrangements becoming unfit for purpose. This is an ongoing consideration due to changes to the electorate that naturally occur or that are brought about by housing re-developments and regeneration projects and/or events that change current voter franchises (e.g. the UK leaving the EU, introduction of voting for 16 & 17 year olds by future legislation etc.).

5.6 Equalities and Diversity

- 5.6.1 No separate equalities impact assessment has been undertaken as the delivery of this electoral process is strictly governed by legislation, which is in itself designed to provide for reasonable access for all electors – including persons who have different forms of disability (so far as is reasonably practicable in the circumstances). In addition to providing polling stations that are as accessible as practicable in the circumstances, section 2 Representation of People Act 2000 provides that all voters have the right to request the use of postal or proxy voting arrangements.
- 5.6.2 The legislation governing this review requires that representations are sought from persons who are considered to have an expertise in access to locations for persons with different forms of disability. In order to fulfil this requirement, representations were sought from The Head of Service for Health and Safety at the London Borough of Barnet

5.7 Consultation and Engagement

5.7.1 Public notice of this review, which invites representations to be made regarding the polling arrangements within the borough, was published and displayed at Hendon Town Hall and posted on the Council's website on 3 February 2016. In addition a copy of the review notice was sent to:

- All 63 London Borough of Barnet Councillors
- The three Members of Parliament that represent the constituencies within the London Borough of Barnet
- The Barnet and Camden London Assembly Constituency Member

5.7.2 The proposals of the Returning Officer (as laid out in appendixes A, B and C to this report) were received on 11 January 2016 and had to be published within 30 days of receipt. They were published via public display at Hendon Town Hall and on the Council's website on 3 February 2016.

5.7.3 All representations received in response to the published Notice of Review are contained within Appendix D.

6. BACKGROUND PAPERS

6.1 At the meeting of the General Functions Committee held on 18 February 2016 the Committee approved all current polling district and polling place arrangements.

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=8584&Ver=4>

6.2 At the meeting of the General Functions Committee held on 11 November 2014, the Committee approved that an annual 'interim' review be held of polling arrangements within the borough.

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=8108&Ver=4>

2016/17 Interim Review of Polling Districts and Polling Places

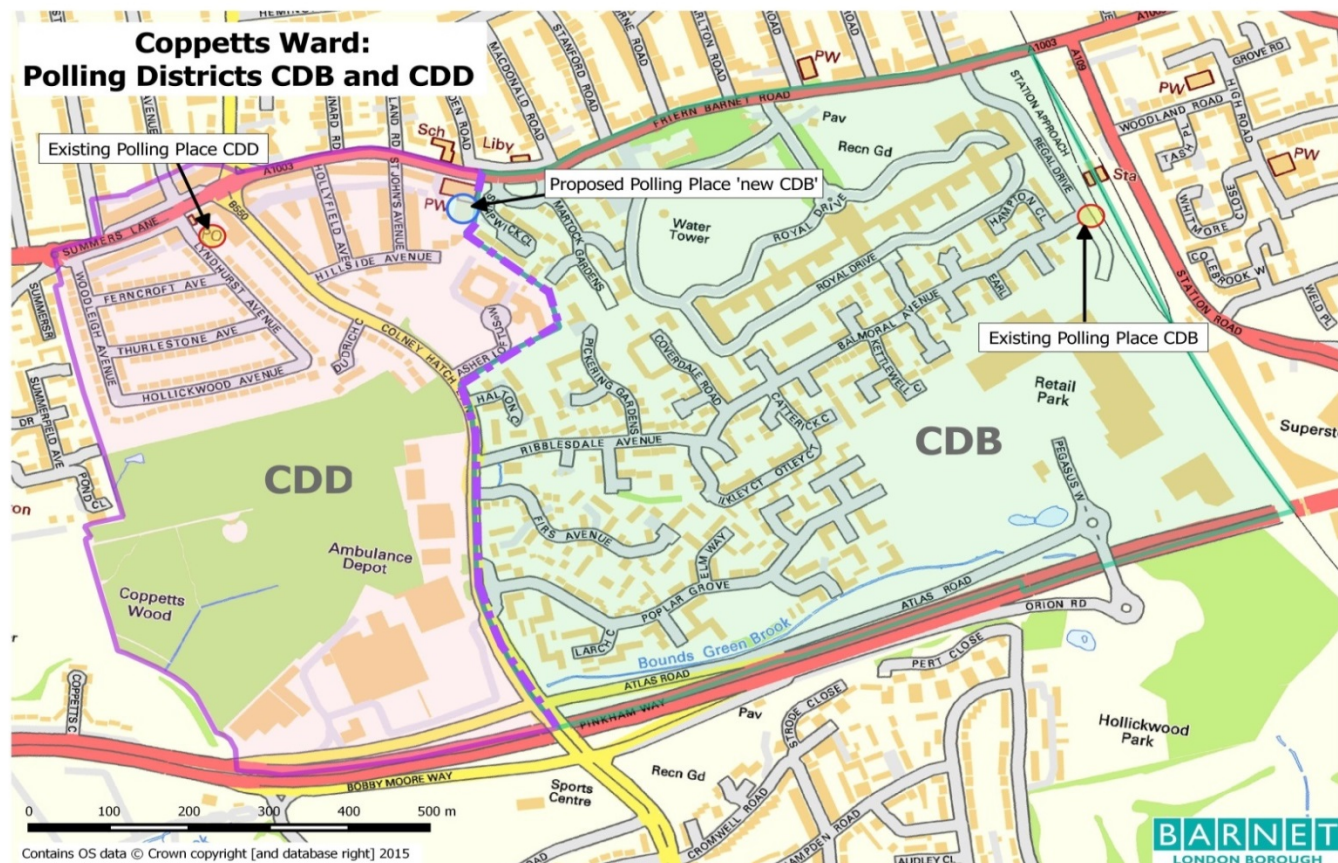
**Proposals of the (Acting) Returning Officer
for the London Borough of Barnet**

January 2017

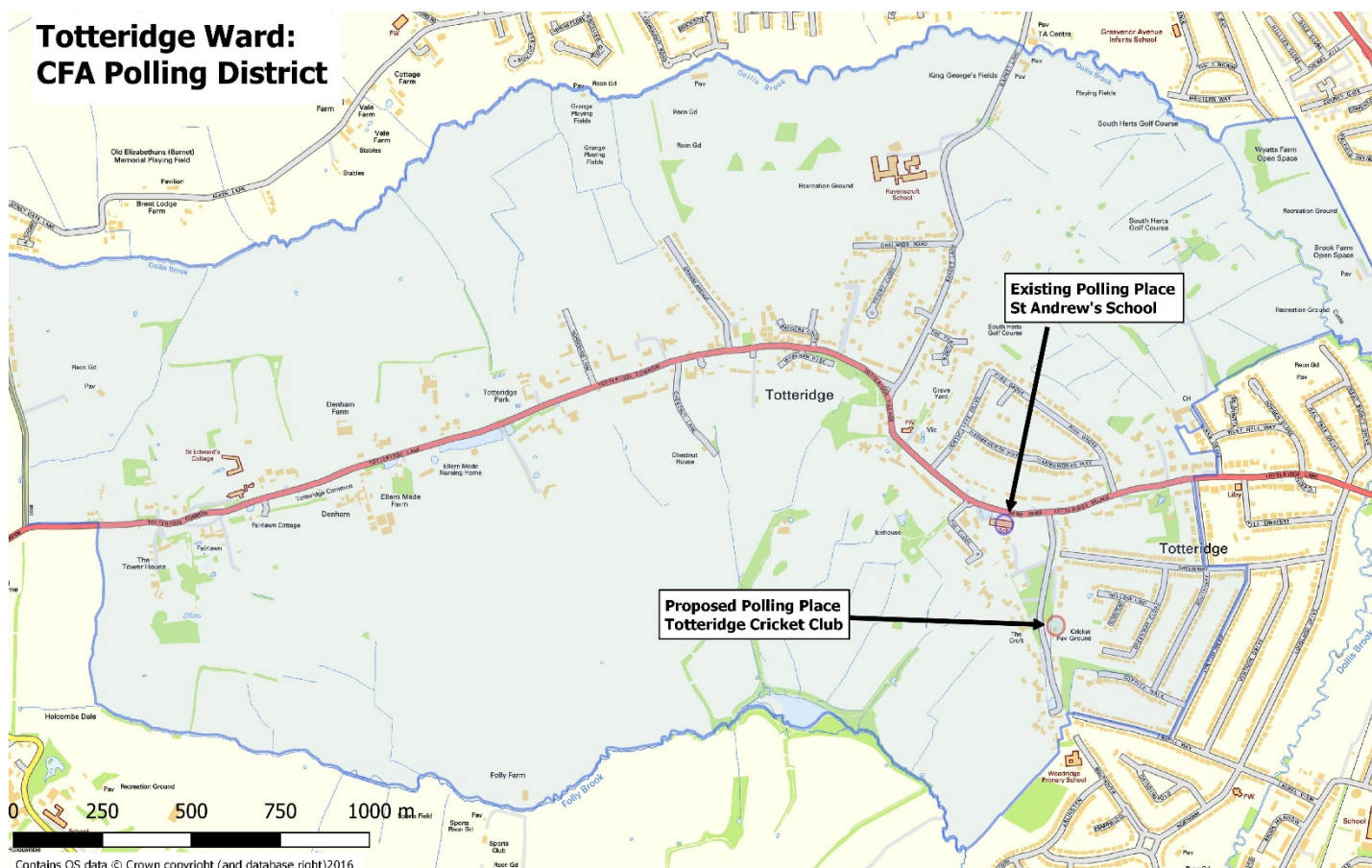
Chipping Barnet Parliamentary Constituency

Polling Place Proposals Overview:

	Ward	Polling District	Current Polling Place	Proposal
1	High Barnet	CAA	Hadley Memorial Hall	No Change
2	High Barnet	CAB	St Mark's Church Hall	No Change
3	High Barnet	CAC	Arkley Men's Club	No Change
4	High Barnet	CAD	Q E Boys School	No Change
5	High Barnet	CAE	Chipping Barnet Library	No Change
6	East Barnet	CBA	New Bevan Baptist Church	No Change
7	East Barnet	CBB	Trent (CE) Primary School	No Change
8	East Barnet	CBC	Scout Hall, Vernon Crescent	No Change
9	East Barnet	CBD	Brookside Methodist Church	No Change
10	East Barnet	CBE	New Barnet Community Centre	No Change
11	Brunswick Park	CCA	Monkfrith Primary school	No Change
12	Brunswick Park	CCB	Osidge Primary School	No Change
13	Brunswick Park	CCC	Portable Offices Car Park - Brunswick Park Rd	No Change
14	Brunswick Park	CCD	Brunswick Park Primary School	No Change
15	Coppetts	CDA	Scout Hall, Goldsmith road	No Change
16	<u>Coppetts</u>	<u>CDB</u>	<u>Portable Offices – Corner of Balmoral Ave and Regal Drive</u>	<u>Move to St John's Parish Centre (combine CDB with CDD)</u>
17	Coppetts	CDC	St Peter Le Poer Church Hall	No Change
18	<u>Coppetts</u>	<u>CDD</u>	<u>Hindu Cultural Centre</u>	<u>Move to St John's Parish Centre (combine CDD with CDB)</u>
19	Coppetts	CDE	Freehold Community Centre	No Change
20	Oakleigh	CEA	Barnet Lawn Tennis Club	No Change
21	Oakleigh	CEB	Lyonsdown Main Hall	No Change
22	Oakleigh	CEC	St Mary Magdalen Parish Centre	No Change
23	Oakleigh	CED	Methodist Church Hall Manor Drive	No Change
24	<u>Totteridge</u>	<u>CFA</u>	<u>St Andrew's JMI school</u>	<u>Move to Totteridge Millhillians Cricket Club, Totteridge Green</u>
25	Totteridge	CFB	Totteridge Tennis Club	No Change
26	Totteridge	CFC	St John's Church Hall	No Change
27	Totteridge	CFD	Finchley Catholic High School	No Change
28	Totteridge	CFE	Woodside Park Social Club	No Change
29	Underhill	CGA	Hope Community Centre, Mays Lane	No Change
30	Underhill	CGB	Underhill Baptist Church Hall, Elton Avenue	No Change
31	Underhill	CGC	St Stephens Church Hall	No Change
32	Underhill	CGD	The Pavilion, Brickfield Lane	No Change
33	Underhill	CGE	Grasvenor Avenue school	No Change



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
CDB: Portable Offices at Corner of Regal Drive and Balmoral Avenue. CDD: Hindu Multi-Cultural Centre, Lyndhurst Avenue	St John's Church Hall, Friern Barnet Lane	Combine CDB and CDD by removing the north-south border between them that runs between them (shown by dashed purple line on map), to create larger single polling district (new CDB).
<p>Review Commentary: Number of Electors (1/7/16): CDB=2732, CDD=1144</p> <p>The current polling place for CDB is the 'Corner of Regal Drive and Balmoral Avenue', where it is necessary to position two Portable Offices to act as polling stations. The Portable Offices are located close to the New Southgate over-ground train station and although this may benefit those electors that live within the polling district and use this station to commute, there is no evidence from hourly turnout figures at recent elections that this is the case (e.g. no increase in voting is evident during 'rush-hours' etc.). However, whilst in-situ the portable offices do present a severe obstruction to both the emergency access for the Friern Bridge Retail Park and most particularly for vehicular access of residents to Balmoral Avenue and its adjoining roads. Presiding Officers at these stations for elections in 2015 and 2016 recorded Health and Safety issues in their log books regarding elector access and also reported instances where voters temporarily parked their cars in such a way as to fully block the road. Portable Offices offer very poor access for electors with mobility issues and some disabilities, and are generally only used where no venue in a permanent building (ideally with DDA compliant access) can be identified within the polling district. Combining the polling districts of CDB and CDD and locating the polling place for this larger polling district at St John's Church Hall, will offer superior polling facilities (including parking spaces immediately outside the venue) to electors currently disadvantaged by the use of these portable offices, without any significant detrimental effect on any other electors within the polling district. In addition there would be an overall cost-saving (in venue hire and preparation costs) per election of approx. £3800 achieved by adopting this proposal.</p>		
<p>Returning Officer's Proposal:</p> <p>Combine polling districts CDB and CDD (by removing the current boundary between them) and place the polling place at St John's Parish Centre, Friern Barnet Road, N11 3EQ</p>		



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
St Andrew's JMI Primary School, Totteridge Lane	Totteridge and Millhillians Cricket Club, Totteridge Green	None
<p>Review Commentary: <i>Number of Electors (1/7/16): CFA=1703</i></p> <p>Representations have been received from the Chair of Governors at St Andrews Primary School over the past few years, requesting that an alternative venue be found for polling in the CFA polling district. As it is necessary for the school to close on polling days, they have proposed a number of possible alternative venues within the polling district. Of these, the facilities at the Totteridge and Millhillian Cricket Club located within a few hundred metres of the school are considered to be the most suitable. The facilities and accessibility at the Cricket Club match those offered by the school and the availability of on-site parking at the venue is a significant improvement versus the school venue. The cricket club is well positioned within the polling district to conveniently serve the vast majority of its electors and being situated so close to the school should ensure that those electors used to using the school are able to easily find the new polling place.</p> <p>Returning Officer's Proposal:</p> <p>Locate the Polling Place for CFA at Totteridge and Millhillians Cricket Club for future elections.</p>		

Finchley and Golders Green Parliamentary Constituency

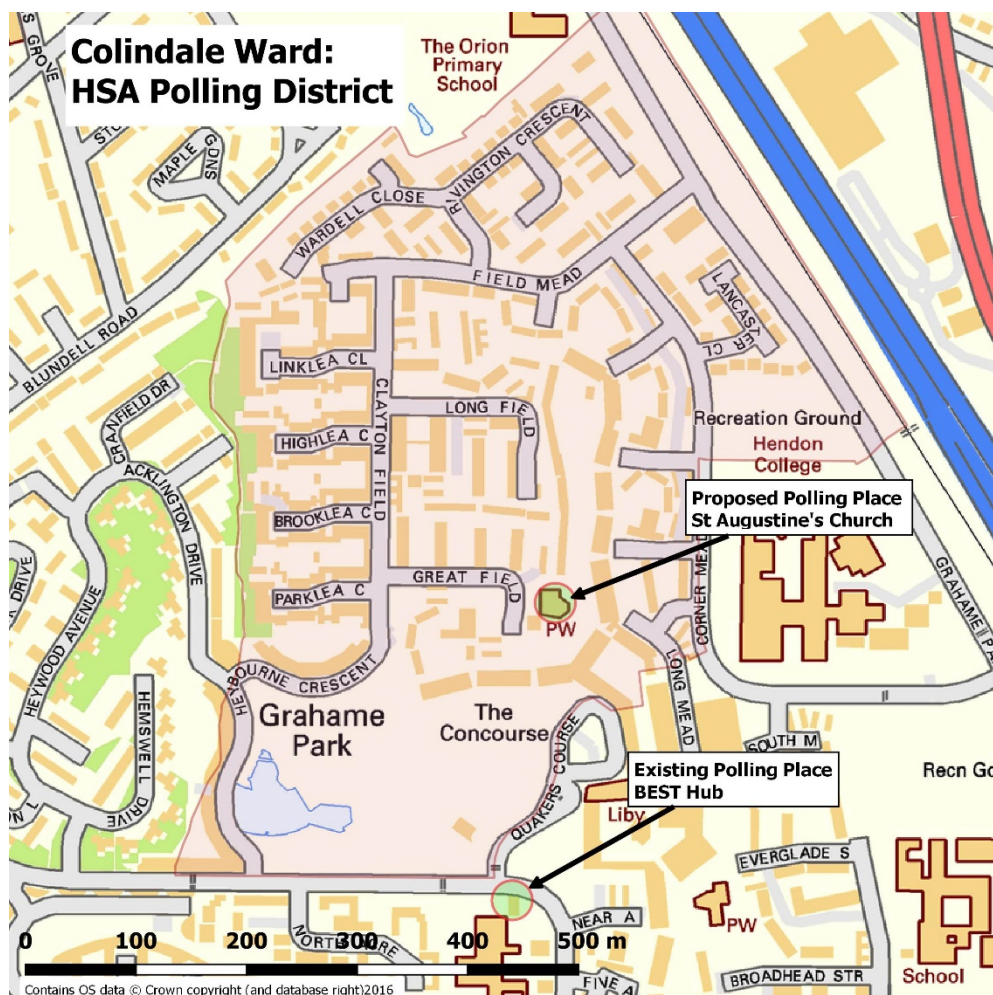
Polling Place Proposals Overview

	Ward	Polling District	Polling Place	Proposal
1	Woodhouse	FHA	North Finchley Library	No Change
2	Woodhouse	FHB	Finchley Scout Hall	No Change
3	Woodhouse	FHC	Summerside School	No Change
4	Woodhouse	FHD	Our Lady of Lourdes Primary School	No Change
5	East Finchley	FIA	The Green Man Community Centre	No Change
6	East Finchley	FIB	East Finchley Library	No Change
7	East Finchley	FIC	Finchley Youth Theatre	No Change
8	East Finchley	FID	Bishop Douglas RC school	No Change
9	Garden Suburb	FJA	Brookland Infants school	No Change
10	Garden Suburb	FJB	Portable Office The Green - Widecombe Way	No Change
11	Garden Suburb	FJC	Portable Office The Synagogue - Norrice Lea	No Change
12	Garden Suburb	FJD	St Judes Church Hall	No Change
13	Garden Suburb	FJE	St Edward the Confessor Church Hall	No Change
14	Garden Suburb	FJF	Fellowship House	No Change
15	Childs Hill	FKA	Harris Room - Trinity Church	No Change
16	Childs Hill	FKB	All Saints CE School	No Change
17	Childs Hill	FKC	St Agnes Centre	No Change
18	Childs Hill	FKD	Trading Hut Needham Terrace	No Change
19	Golders Green	FLA	St Mary & Archangel Mikail Coptic Orthodox Church Hall	No Change
20	Golders Green	FLB	Menorah Primary School	No Change
21	Golders Green	FLC	Claremont Primary School	No Change
22	Finchley – Church End	FMA	St Philip the Apostle Parish Centre	No Change
23	Finchley – Church End	FMB	The Dining Room Avenue House	No Change
24	Finchley – Church End	FMC	Finchley Baptist Church hall	No Change
25	Finchley – Church End	FMD	Chalgrove JMI School	No Change
26	Finchley – Church End	FME	Portable Office at Hendon Cemetery	No Change
27	West Finchley	FNA	Carey Room Trinity Church Centre	No Change
28	West Finchley	FNB	St Paul's Church Centre	No Change
29	West Finchley	FND	Essex Hall	No Change

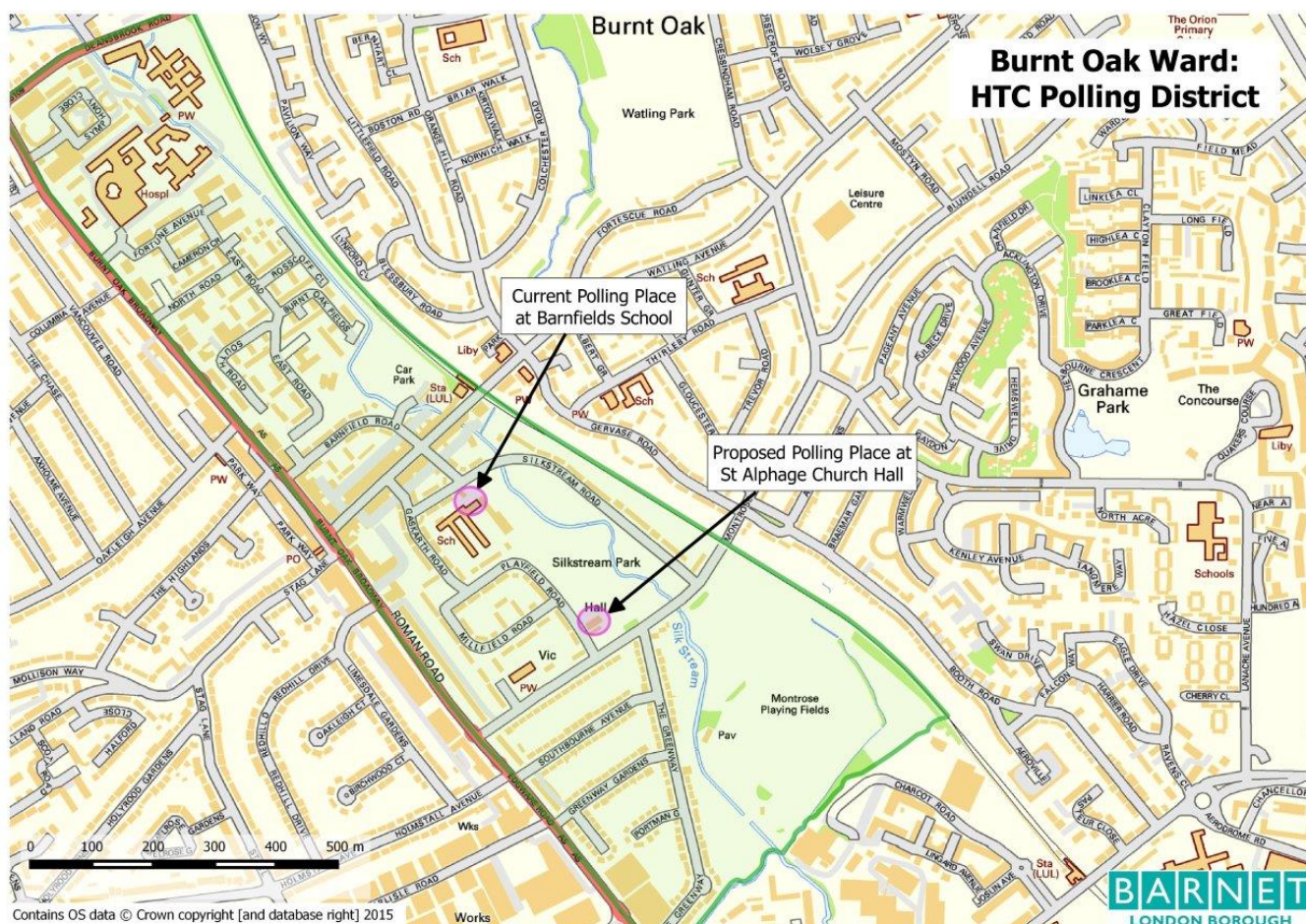
Hendon Parliamentary Constituency

Polling Places Proposals Overview:

	Ward	Polling District	Current Polling Place	Proposal
1	Hale	HOA	Fairway Primary School	No Change
2	Hale	HOB	Courtland JMI School	No Change
3	Hale	HOC	Deansbrook School	No Change
4	Hale	HOD	Portable – Harvester Car Park	No Change
5	Hale	HOE	The Royal British Legion	No Change
6	Hale	HOF	Annunciation Catholic School	No Change
7	Mill Hill	HPA	Etz Chaim Jewish School	No Change
8	Mill Hill	HPB	St Paul's Church Hall	No Change
9	Mill Hill	HPC	Portable Offices Bittacy Road	No Change
10	Mill Hill	HPD	Dollis Infants School	No Change
11	Mill Hill	HPE	Mill Hill Library	No Change
12	Hendon	HQA	Sunnyfields School	No Change
13	Hendon	HQB	St Mary and St John CE School	No Change
14	Hendon	HQC	Bell Lane School	No Change
15	Hendon	HQD	Hendon School	No Change
16	West Hendon	HRA	Barnet Multi-Cultural Centre	No Change
17	West Hendon	HRB	Hasmonean Primary School	No Change
18	West Hendon	HRC	Parkfield Primary School	No Change
19	West Hendon	HRD	West Hendon Community Centre	No Change
20	West Hendon	HRE	The Hyde school	No Change
21	<u>Colindale</u>	<u>HSA</u>	<u>BEST Hub, Lanacre Ave</u>	<u>Move to:</u> <u>St Augustine's Church Hall</u>
22	Colindale	HSB	Grahame Park Community Centre	No Change
23	Colindale	HSD	Estate Management Suite	No Change
24	Colindale	HSC	The Hyde United Reform Church Hall	No Change
25	Burnt Oak	HTA	Trinity Watling Church Hall	No Change
26	Burnt Oak	HTB	Our Lady of the Annunciation Church Hall	No Change
27	<u>Burnt Oak</u>	<u>HTC</u>	<u>Barnfield School</u>	<u>Move to:</u> <u>St Alphage Church Hall</u>
28	Burnt Oak	HTD	Watling Community Association	No Change
29	Edgware	HUA	Broadfields Infant School	No Change
30	Edgware	HUB	Edgware Parish Hall	No Change
31	Edgware	HUC	Stonegrove Community Centre, (Hayling Way / Green Lane)	No Change



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
BEST Hub, Lanacre Avenue	St Augustine's Church, Great Field	None
<p>Review Commentary: Number of Electors (1/7/16): HSA=2269</p> <p>The polling place for HSA polling district was moved to the BEST Hub on Lanacre Avenue from St Augustine's Church, Great Field at the last interim polling places review in January 2016. Since that date however, considerable remedial building works have been carried out at the premises of St Augustine's which have fully resolved all of the Health and Safety concerns which necessitated the need to find an alternative polling place. The roof and ceilings have been fully repaired and are now both safe and free from any leaks and the interior of the premises has also been refurbished in other aspects which mean that both the accessibility and available space for polling is much improved.</p> <p>The BEST hub was used as the polling place for HSA for the London Mayor and GLA elections in May '16 and for the EU referendum in June '16 and although turnout in this polling district was comparable on these two polling days to other elections and to nearby areas, the polling place is not considered ideal as it is situated just outside of the polling district boundary and is more difficult to approach than St Augustine's for electors on foot due to the need for electors to cross the frequently busy Lanacre Avenue.</p> <p>The polling districts and polling places throughout the Colindale Ward will need to be kept under regular review in the coming years to ensure that they remain appropriate throughout, due to the considerable regeneration in the area and subsequent ongoing changes to the density and numbers of electors that will inevitably occur throughout this period.</p>		
<p>Returning Officer's Proposal:</p> <p>Return the Polling Place for HSA (currently at BEST Hub, Lanacre Avenue) to St Augustine's Church for future elections.</p>		



Existing Polling Place(s):	Proposed Polling Place:	Polling District Proposed Boundary Changes:
Barnfield School	St Alphage Church Hall	None

Review Commentary: Number of Electors (1/7/16): HTC=2956

The current polling place for HTC polling district is at Barnfield School, which remains open on polling days and ensures electors (and the general public) cannot access the main school building by providing a room that is not accessed via the main school entrance. Unfortunately this entrance is located underneath a very narrow, covered archway that is an actively used road leading to the school's (and co-located Children's Centre) staff parking area. There is insufficient room for a pedestrian and a car to pass each other safely and multiple concerns were raised during the delivery of the elections in 2015 and 2016 about the safety of elector's whilst accessing the polling stations only entrance. There is no available parking for electors on-site (or indeed particularly nearby) so all electors must access this polling venue on foot.

In addition, there are further concerns regarding the health and safety and accessibility with the current arrangements as once inside the entrance to the polling stations, there a number of steep steps down into the hall. Although a purpose built ramp has been constructed here, it does not comply with DDA requirements (indeed the RO and DRO actually witnessed an elderly elector fall from this ramp whilst visiting the station in May 2015).

If the school is to be retained as the polling place for future elections, the Returning Officer considers that he will be required to exercise his statutory right to designate another area of the school as the location for the polling stations. This will be necessary to resolve the significant concerns that he has regarding the poor accessibility for elderly electors and those with restricted mobility (including some forms of disability) and the highly unsatisfactory health and safety risks posed by the current polling station entrance. By moving the location of the polling stations within the school (e.g. to the main hall), electors would be required to enter them by way of the school's main entrance and thus be provided with far safer access and facilities. As a consequence however, the Head teacher has been very clear that such arrangements would force the school to be closed

to pupils on polling days.

The proposed alternative polling place at St Alphage Church Hall is assessed as having superior facilities when compared with the current venue. There is much safer access for electors (especially the elderly, wheelchair users and those with restricted mobility and some forms of disability) from the street and internally the venue has all appropriate facilities available far more conveniently than at the hall currently used within the school.

Although the St Alphage Church Hall is a few hundred metres further away from Burnt Oak Underground station than the school site, it is well served by local buses, is easily accessible on foot from all directions and benefits from having some non-CPZ street parking available nearby

Returning Officer's Proposal:

Locate the Polling Place for HTC polling district at St Alphage Church Hall for future elections.

**Representations Received by Electoral Services in Response to the
Notice of Review of Polling Districts and Polling Places 2016/17**

Representation 1 of 6

**Representation received from Cllr. John Hart – re: Mill Hill Ward Polling Places
3 February 2017**

Dear Mr Bailey,

I notice there is no change in Mill Hill ward's polling stations. As the population in Millbrook (the former MoD barrack site) increases towards an eventual 4,000 to 6,000 inhabitants there is a need to consider either transferring the temporary voting station in Bittacy Rd to Millbrook or creating a new polling station within Millbrook.

With my regards
John Hart
Cllr, Mill Hill

Representation 2 of 6

**Representation received from Cllr. Nagus Narenthira – re: HSA Polling Place
3 February 2017**

We as Councillors of Colindale ward welcome the move of this polling station back to St. Augustine's Church hall. That is the appropriate place for the polling station. We have requested this move several times and now we are glad that it has happened. People who live in HSA polling station will find it easier to vote now. This is a thumbs up for democracy.

Representation received from Cllr. Ammar Naqvi – re: HTC Polling Place
8 February 2017

Dear John,

Thank you very much for the Interim Review. May I ask a question about the shift of polling station in HTC: I recall when this was last discussed we raised concerns about the safety of Silkstream Park at night. It was suggested at the time that the shift from Barnfield School to St Alphage would be accompanied by better lighting in and around the park. Please could you confirm whether this is still the case? Thank you.

Kind Regards,

Cllr Ammar Naqvi
Burnt Oak Ward
London Borough of Barnet

Representation received from Kate Salinger – re: Polling Stations
13 February 2017

Dear Sir/Madam,

I am requesting permission to speak at the General Functions Meeting on March 20th in relation to the proposed moving of polling stations.

Kate Salinger
[Personal Telephone number supplied and redacted]

Please let me know that you have received this email and my request is accepted.

Kind regards,

Kate Salinger

Representation received from Diana Gunn (Headteacher of Barnfield Primary School)
re: HTC Polling Place
22 February 2017

I am writing as the Headteacher of Barnfield Primary School in Burnt Oak.

We have previously been a polling station, using our music room or SEN room which both have external access. I was told on a recent visit that if we were to be a polling station again then a larger space would be needed. This would then involve closing the school due to safeguarding. I am appealing to you to not use the school as this would clearly disrupt the children. Elections often take place during May - this is the key time for the national tests of our Years 2 and 6 children. To close the school in the week prior to this will have an impact on the learning of those children. I know it is seen as only one day but we work very much from the fact that every day counts, that every lesson counts and that as much learning as possible is given to the children.

Additionally we work very hard with parents to ensure that our children have a high attendance. This is a hard battle as many families want to take holidays and the costs are so high during official school holidays. We have worked incredibly hard to get our attendance figures above the national average. If I close the school I am starting to give the message that it is ok when we want to close the school but not when they want/need to take holidays.

I fully support the electoral process and do understand that you need to find places where the general public can easily access. However, by using the school it will have an impact on 450 children for the day as well as their families who also have to find additional child care provision for their children as well as all the learning that has been lost. I know there has been a discussion about using St Alphages Church in Burnt Oak rather than the school. This is just across the park from us and would not have the huge impact on the learning of the children that using the school would have.

I do hope that you are able to take our request into consideration.

Kind Regards

Dianna Gunn
Headteacher

Representation received from Frances Lasok (Agent for Chipping Barnet Conservatives and Theresa Villiers MP) – re: CFA and CDB Polling Places
27 February 2017

Dear John,

I hope that you are well. As discussed last week, please find below my representations on the proposed new polling places for Chipping Barnet.

Above all, polling places should be situated so that it is easy for people to vote. This is important not only in terms of the Electoral Commission guidance but to encourage residents to participate in the democratic process.

I am particularly concerned about the proposals to move the polling station in Totteridge Village and the polling station by New Southgate. Both proposals seem to be placing obstacles in the way of electors for no good reason.

CFA

St Andrew's school hall in the CFA polling district is conveniently situated: it is on the way from Totteridge village for commuters going to Totteridge and Whetstone station, taking their children to school, running errands on Whetstone High Road or driving to work on the Great North Road. The cricket club is out of the way to walk to and difficult to access by car. The one potential improvement at the cricket club, the better car park, is outweighed by the single-track road leading to it.

The school is better placed than many to act as a polling station given that voting can take place in the hall and there is a separate entrance meaning that there is no need for the school to close. Given that the hall was donated for the benefit of the people of Totteridge, refusing to allow its use as a polling station seems rather contrary to the spirit in which it was left to the school.

There does not seem to be a reason to move the polling station away from the school other than that the current Chair of Governors objects. I am not certain that this is a valid reason to make it more difficult for the residents of Totteridge to vote.

CDB

I understand that the Portacabins situated at the junction of Regal Avenue and Balmoral Drive are not ideal polling stations. That said, I do not believe that moving the polling station to St John's Church Hall will improve the situation for the voters in the area.

Evidence from the ground for the past several elections is clear that there is a large increase in peak time, and that people vote coming off the trains at New Southgate,

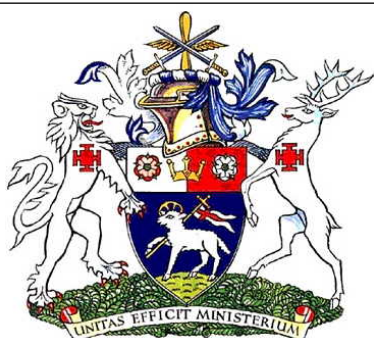
coming from the Piccadilly Line at Arnos Grove, or off the buses from Station Road. The Portacabins are conveniently placed for commuters whilst the church hall is not. As well as being in the wrong direction, the church hall is also further away for much of the polling district.

As discussed, I am not convinced about the applicability of the quoted turnout figures in judging the placing of the polling station. The data used is from the European Referendum, which saw very high turnout and those who are ordinarily non-voters voting. I am not sure using an election where people would have gone to any lengths in order to vote is a good example to judge whether or not a polling station is conveniently placed. A better case would be local authority elections although the problem, as with all election data, is that there are no control samples and it is very difficult to ever compare like with like.

I understand that the ERO has not actually received any complaints regarding difficulty in accessing the Portacabins. I am not sure that it is worth running the risk in making life more difficult for any electors with mobility issues, especially those that do not drive, by moving the polling station to a less convenient location if nobody is experiencing problems with the Portacabins at the moment.

Best wishes,

Frances Lasok, Agent
Chipping Barnet Conservatives & Theresa Villiers MP



General Functions Committee

20 March 2017

Title	Annual Electoral Registration Report 2016
Report of	John Hooton – Electoral Registration Officer for the London Borough of Barnet
Wards	All
Status	Public
Enclosures	Appendix 1 – Annual Electoral Registration Report
Officer Contact Details	John Bailey – Head of Electoral Services john.e.bailey@barnet.gov.uk 0208 359 3008

Summary

The annual Electoral Registration report provides an overview on the status of the Register of Electors in Barnet as at 1 December 2016 and on the work done by officers on behalf of the Council's Electoral Registration Officer.

Recommendations

1. That the General Functions Committee considers and comments on this first annual Electoral Registration report.

1. WHY THIS REPORT IS NEEDED

- 1.1 So that the General Functions Committee has oversight of the Register of Electors and of the work done by officers on behalf of the Electoral Registration Officer (ERO) of the Council.

2. REASONS FOR RECOMMENDATIONS

- 2.1 N/A

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 N/A

4. POST DECISION IMPLEMENTATION

- 4.1 That the Electoral Services Team will continue to deliver the work required to ensure that the ERO complies with his statutory duties on behalf of the Council.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Council has a responsibility to protect the public purse through proper administration and control of the public funds and assets to which it has been entrusted. By having oversight of the work being done on behalf of the borough's Electoral Registration Officer, the General Functions Committee can ensure that appropriate resources are being made available to the ERO and that they are used in an appropriate and cost effective manner. Ensuring that the Register of Electors is as complete and accurate as possible allows all eligible residents to have their say in the democratic processes conducted within the borough.

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

- 5.2.1 The Council has a duty to provide the ERO with the resources needed to discharge his statutory functions, and any expenses properly incurred by an ERO in the performance of their functions must be paid by the local authority that appointed them. The budget for this is in the Elections Service.

5.3 Legal and Constitutional References

- 5.3.1 The local authority must appoint an ERO and must provide the resources needed by them to discharge their statutory functions. These functions include the duties of the ERO that are set out in legislation, and any further duties imposed by a direction of the Secretary of State. The Secretary of State has a power to direct EROs in the discharge of their functions. The Secretary of State can only exercise this power of direction in accordance with a recommendation of the Electoral Commission.
- 5.3.2 The ERO has a duty under Section 9A of the Representation People Act 1983

(as amended by the Electoral Registration and Administration Act 2013) to take all necessary steps to comply with his duty to maintain the electoral register, and to ensure, as far as is reasonably practicable, persons who are entitled to be registered in the register (and no others) are registered in it

- 5.3.3 The Council's Constitution under Responsibility for Functions, Appendix A - The General Functions Committee's terms of reference, details the functions of the Committee including:
- Elections in general

5.4 **Risk Management**

- 5.4.1 The on-going work of the Electoral Registration Service ensures that the ERO and the Council meet their legal obligations.

5.5 **Equalities and Diversity**

- 5.5.1 Pursuant to section 149 of the Equality Act, 2010, the council has a public sector duty to have due regard to eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advancing equality of opportunity between those with a protected characteristic and those without; promoting good relations between those with a protected characteristic and those without. The, relevant, 'protected characteristics' are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to elimination discrimination
- 5.5.2 Effective processes and activities with regards registering residents in compliance with relevant electoral legislation ensures that all eligible individuals are able to exercise their democratic rights in the manner in which they choose.

5.6 **Consultation and Engagement**

- 5.6.1 None

6. **BACKGROUND PAPERS**

- 6.1 At the meeting of the General Functions Committee held on 9 November 2016 the Committee received the independent review, undertaken by Dr Dave Smith, into Barnet's 'Elections and Electoral Registration Services'. An accepted recommendation of the Smith review was for an annual report on Electoral Registration to be presented to the Committee.

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Electoral Registration Annual Report 2016

27 Feb 2017
John Bailey
Head of Electoral Services

The purpose of this annual report is to provide an overview on the activities of the work of the Electoral Registration Team throughout 2016 and to summarise the status of the Register of Electors throughout the London Borough of Barnet upon the publication of the Full Revised Register of Electors on 1 December 2016.

This first annual report on the Electoral Register has been produced in accordance with the accepted recommendations of the 'Review of the London Borough of Barnet's Registration and Elections Services' as undertaken by Dr Dave Smith and reported to the Council's General Functions Committee in November 2016. During the London Mayoral and GLA Assembly elections on 5 May 2016, voters in Barnet experienced problems with voting during the morning of the elections as a result of incomplete electoral registers being sent to Polling Stations across the borough. This led to a number of voters not being able to cast their vote during the morning of the 5 May 2016. A detailed independent review was immediately undertaken into the circumstances surrounding the error and the action taken to rectify the error during polling day. This review, undertaken by Mark Heath in May 2016, made a number of recommendations, including for a wider review of Barnet's electoral and registration service which was the review conducted by Dr Dave Smith.

The Electoral Registration and Administration Act 2013 (ERA 2013) legislated for the introduction of Individual Electoral Registration (IER) in June 2014. Since that date all new applications to the register of electors has been the responsibility of each individual and can no longer be completed by a single 'head of the household' for everybody at a single address. The transition to a final IER register was only fully completed upon the publication of the Full Revised Register of Electors of 1 December 2015 (when all remaining non-verified individuals still on the register had to be removed). Therefore, 2016 has been the first full year in which all electors on the register were matched (whether as part of the initial IER confirmation exercise or subsequently by way of an individual verification) against other data held by the Department of Work and Pensions, or failing that have had to produce additional evidence of their identity (including in a few rare instances 'attestation' by another registered elector).

The London Borough of Barnet has a diverse and growing population and by extension the Register of Electors continues to grow. However, it should be noted that there are a number of significant factors, explained in more detail within the body of the report, that mean that the correlation of numbers between estimated population statistics and the actual number of electors on the register is not directly comparable.

The current Register of Electors in Barnet as published **1 December 2016** is at the highest it has ever been upon publication of the full revised register and contains **241,737 elector entries**. This is an increase of 4.69% (10,738) over the 1 December 2015 when all non-IER electors were removed. This is a little above the average increase across London boroughs (based upon 23 boroughs for which figures have been reported to date), which stands at 3.54%.

In summary, as Barnet has one of the largest electoral registers in London, it subsequently performed amongst the highest number of total additions, amendments and deletions to its register of all the boroughs at 93,942 (as recorded by the Elections Management System) in 2016.

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- 1. Introduction and Background Information**
- 2. Key Activities of the ER Team in 2016**
- 3. Analysis of Barnet's Full Revised Register of Electors**
- 4. Priorities for Electoral registration in Barnet in 2017**

1. Introduction and Background Information

In England, the council of every district and London borough is required to appoint an officer of the council to be the Electoral Registration Officer (ERO). As is standard practice across London, the officer appointed to be the ERO in Barnet is the Chief Executive. All Electoral Registration work is then conducted in line with the appropriate legislation and is statutorily carried out on behalf of the borough's ERO.

The ERO has a duty to compile and maintain a register of parliamentary electors and a register of local government electors, as well as a register of relevant citizens of the European Union entitled to vote at European Parliamentary elections. These registers contain the details of all those who are registered to vote and must be combined so far as is practicable – this combined version of the register is the 'full register'. In addition the ERO must also produce a version of the register called the 'open register' (formerly known as the 'edited register') which contains only the names and addresses of those on the full register who have not taken the decision to opt out of their details appearing on the open register. All references to 'the register' or 'the register of electors' in this report should therefore be taken as referring to the combined totals of the full register unless otherwise stated.

In 2016 there were two borough-wide polling days – the first on 5 May for the election of the Mayor of London and the members of the London Assembly and then, six weeks later on 23 June 2016 for the Referendum on the UK's membership of the European Union. The EU referendum has been widely acknowledged as one of the most significant electoral processes to have taken place in a generation and it encouraged an almost unprecedented interest within the general population to ensure that they were able to participate. Indeed, a national late surge in online applications to join the register of electors caused the government's individual registration portal to crash and lead to a decision by the Prime Minister and Parliament to extend deadline for registering to vote in time to take part by 48 hours (albeit in Barnet less than 100 additional applications were made during this extended registration period).

The London Borough of Barnet has a diverse and growing population and by extension the Register of Electors is expected (and does) also continue to grow. However, it should be noted that there are a number of significant factors that mean that the correlation of numbers between estimated population statistics and the actual number of electors on the register is not always directly comparable. From the perspective of the Register of Electors (and the Electoral Registration Team) any household that contains only individuals of ineligible nationality will be considered 'empty' (as in empty of electors). Additionally, although 16 and 17 year olds are recorded on the register as 'attainers' (i.e. somebody that may obtain eligibility upon turning 18 within the period that the current register is in force), anybody below 16 years of age is not captured. Two further factors that have a considerable impact upon how complete and accurate or 'up-to-date' the register is able to be at any specific point in time are; 1) the redevelopment and creation of housing – obviously when new housing is built, but just as importantly where existing properties are being demolished and 2) the growing prominence of properties that are being rented by residents on a short term basis, as it is well documented that individuals that move frequently or even more than once within a shorter time period are far less likely to register than long term residents. Both of these factors are of particular significance in a number of Wards and Polling Districts within Barnet.

2. Key Activities of the Electoral Registration Team in 2016

In accordance with electoral legislation, all updates to the register are published on specifically determined dates between January and September and then the full revised version of the register is published each year on 1 December. Following the ERA 2013 and the introduction of IER from June 2014, the Electoral Commission has regularly made the point that even the publication of the Full Revised Register on 1 December each year must be seen as a 'snapshot' of the register as there will still always be numerous electors (or even 'households') at different stages of the various processes that EROs must follow in order to make additions to or deletions from the register of electors.

Throughout 2016 the Electoral Services Team had a number of key activities that it undertook specifically in relation to maintenance of the register of electors and the timings of a number of these activities during 2016 are summarised in the table below:

Period:	Description of Activities
Jan – Mar 2016	Refresh of 5yr Absent Voter's Personal Identifiers (Letters and Reminders to approx. 5,500 PV electors) – PV deletion where no response received.
Mar – May 2016	Increased registration activities in relation to the 5 May GLA elections (including the management of Absent Vote arrangements in line with the statutory election timetable)
May – June 2016	Increased registration activities in relation to the 23 June EU Referendum (including the management of Absent Vote arrangements in line with the statutory election timetable and the applications from a significant number of Overseas Elector)
July – Sept 2016	Full tender process for the procurement of Mobile Tablet Devices and software for use during the annual HEF canvass 'personal visits' stage (scheduled to commence on 10 October 2016).
July – Nov 2016	Planning and management of the statutory Annual 'Household Enquiry Form' (HEF) canvass – 151,000 Initial HEFs sent out 8 Aug – 85,000 Reminder HEFs sent out 12 Sept
Oct – Nov 2016	Management of the Personal Visits (and 2 nd Reminder) stage of the Annual Canvass to approx. 54,000 non-responding properties
Oct – Dec 2016	Full tender process for the procurement of a new 'Elections Management Software System' (EMS) to be awarded in line with current contractual commitments and take affect from 1 April 2017.

All key electoral registration activities throughout 2016 were supported by use of public awareness and engagement campaigns. The aim of these public awareness campaigns is always a 'call for action' from any eligible residents (not yet registered) to ensure that they are on the register of electors and thus able to participate as they wish in democratic processes being conducted within the borough. An overview of the public engagement activities is given in the following table:

Description of Engagement Activities:	Timescale and Rationale:
EC approved A5 Leaflet on voter registration delivered to all households along with their Council Tax demands.	These were sent out in March and delivered to all households. The message on the leaflet was targeted at residents that had moved in the past year.
<u>5 May GLA Elections</u> ~'Empty Property Poll Card' sent to all properties where no electors are registered. ~Full Page 'advert' in Barnet First – delivered to all LBB properties ~Bus Shelter and Street Posters campaign – using London Elects artwork (with LBB logo incorporated)	~March 2016 – sent at same time as elector poll cards to encourage registration ahead of the GLA Elections on 5 May (ensures any non-registered eligible residents do not think their poll card is simply late). ~This magazine was delivered in March to all Barnet residential properties and so ensured that the 'Have Your Say' message was received in every household. ~This campaign ran in the second half of March in support of the London-wide advertising being undertaken by London Elects (which ran through until 17 April) in support of the May elections.

<p><u>23 June EU Referendum</u></p> <p>~‘Empty Property Poll Card’ sent to all properties where no electors are registered.</p> <p>~Leaflet drop to every LBB household of an EC Approved A5 ‘You Can’t Miss It’ (national branding) leaflet.</p> <p>~Full Page registration deadline ‘advert’ taken out in Barnet’s local newspapers</p> <p>~Bus Shelter and Street Posters campaign – using Electoral Commission artwork</p>	<p>~May 2016 – sent at same time as elector poll cards to encourage registration ahead of the referendum, to ensure that non-registered eligible residents do not simply think that their poll card is late.</p> <p>~Late May – to ensure that the Registration Deadline message was in every household.</p> <p>~This full page advert was run over two weeks (19 & 26 May) to raise awareness of the deadline for registering in time to vote in the referendum.</p> <p>~This campaign ran in the second half of May in support of the nationwide advertising being undertaken by the EC and detailed the registration deadline date.</p>
<p>Annual Canvass</p> <p>~Bus Shelter and Street Posters campaign – using adapted Electoral Commission artwork resources</p>	<p>~Sept 2016 – this poster campaign ran to coincide with the 1st Reminder HEFs being sent out. It asked residents to respond to the HEF they had received by post.</p>

However, the bulk of the work of Barnet’s Electoral Registration Team to maintain the accuracy and completeness register of electors is constant, ongoing and spread throughout the year. In virtually all cases, under IER the processes to maintain the register have lengthened and increased in complexity, due to the legislation introducing measures to increase the security of the register and reduce the opportunities for fraud. Amongst the most common activities undertaken on a daily basis by the Electoral Officers in relation to the register are:

- processing applications to join the register - including as required the follow up on incomplete or initially unsuccessful applications, to request further evidence or information that will allow the application to be correctly determined
- tasks to ensure that duplicate entries are not made on the register for individuals that submit multiple applications (especially through central government’s online registration application portal)
- identifying individuals that may be eligible to register but have not applied and contacting them, followed by the issuing of statutory posted Invitation to Register (ITR) forms and reminders
- managing the processes to delete individuals on the register that are no longer resident, or for which information has been received that means they may no longer be eligible to be on the register (in virtually all instances two pieces of evidence must be obtained before a verified individual can be removed from the register of electors)
- operating as a front line service to deal with the high quantity of queries received directly from electors (including overseas electors), residents and a variety of other people that have an interest in the register of electors or specific information about entries on it

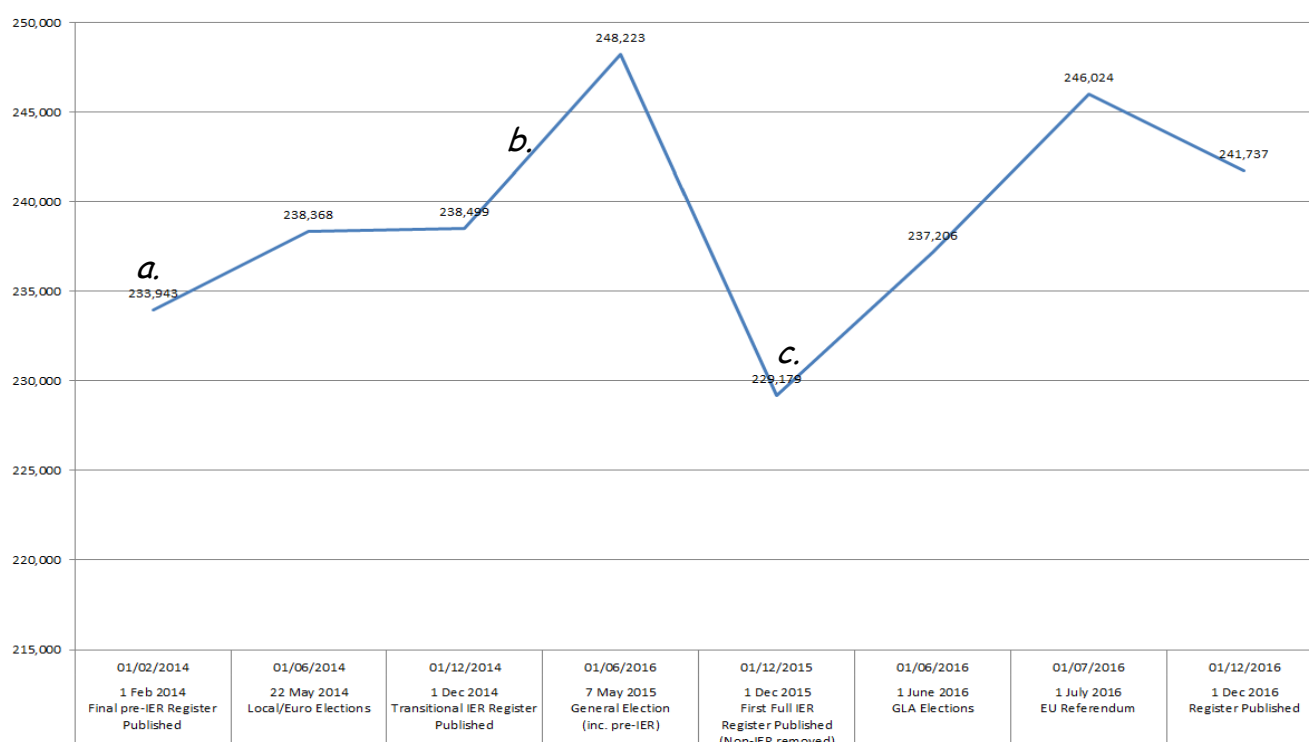
By virtue of having such a large population and electorate, the number of movements and amendments made to the London Borough of Barnet’s Full Register is of course significant. In total there were 43,995 additions, 32,739 deletions and 17,208 amendments (93,942 total elector changes) made to the register of electors in 2016.

3. Analysis of Barnet's Full Revised Register of Electors

In analysing the Full Register of the London Borough of Barnet the information within this report is focussed on data that appears to identify those areas where opportunities to improve the completeness of the register are most apparent.

3.2 Register Totals 2013 to 2016 (Pre-IER to date)

This graph (full size at Appendix A) shows the total number of registered electors as at the date that the register of electors was published, either upon final Notice of Amendment before a borough-wide election or as the annual publication of the Full Revised Register. It illustrates how the implementation and transition to IER has affected the Register and also how high profile national elections drive additional registration applications.



Notes:

- The final publication of the annual Full Revised Register of Electors, before IER became law in June 2014, was delayed from 1 December 2013 to the 1 February 2014. This decision was taken by government to ensure that registers were as accurate as possible prior to the initial 'confirmation' process whereby all electors on the register had their information compared to data held by DWP.
- The Transitional IER Register and the Register for the General Election on 7 May 2015 both still included all electors that had either not been verified against DWP data or had still not provided further documentary evidence to verify their identity.
- Following a ministerial direction (as legislated under ERA 2013) all electors not verified in accordance with IER were removed from the register immediately prior to the publication of the Full Revised Register of Electors on 1 December 2015. In Barnet approx. 9,000 entries were removed for this reason.

3.2 Electors per Property

Although affected many other variables (e.g. demographics of nationality, age, social housing etc.), comparing the number of registered electors against the known number of residential properties can be very effective in highlighting those areas where registration rates appear to be lower. Based upon the 1 December 2016 Full Register, Barnet currently has 1.61 electors per property. This compares with an average for London (based upon 23 boroughs for which figures are available) of 1.67 electors per property, which given other statistics regarding

population density across London (Barnet is in a lower-mid range for density at 4,400 per km²) does not suggest that there are large numbers of non-registered electors in the borough. However, as illustrated by the table below, across the borough's wards there are some significant differences in this figure (to illustrate, the two highest and lowest figures have been underlined).

Ward	Electorate	Properties	Electors per Household	Ward	Electorate	Properties	Electors per Household
High Barnet	11412	6978	1.64	Golders Green	10907	6954	1.57
East Barnet	11637	6863	1.70	Finchley Church End	11125	6858	1.62
Brunswick Park	11985	6260	<u>1.91</u>	West Finchley	10522	6973	1.51
Coppetts	11522	7169	1.61	Hale	11916	6430	<u>1.85</u>
Oakleigh	11742	6599	1.78	Mill Hill	12935	7675	1.69
Totteridge	10080	6077	1.66	Hendon	11376	7917	1.44
Underhill	11640	6755	1.72	West Hendon	11023	7023	1.57
Woodhouse	12037	7350	1.64	Colindale	13078	10305	<u>1.27</u>
East Finchley	11162	6942	1.61	Burnt Oak	11478	6857	1.67
Garden Suburb	10634	6722	1.58	Edgware	11290	6700	1.69
Childs Hill	12236	8976	<u>1.36</u>	TOTALS:	<u>241,737</u>	<u>150,383</u>	<u>1.61</u>

Based on information from the 2011 census, Colindale Ward has the highest percentage of residents from Black, Asian and Ethnic Minority (BAME) groups and Childs Hill has the highest number of residents that privately rent their homes (both of these are clearly identified as groups within the community that have a higher tendency not to be registered). In addition, the ongoing regeneration schemes in Colindale Ward regularly mean that large numbers of unoccupied properties are placed onto the electoral registration software system ahead of residents moving in and registering (and as a high proportion of these often appear to be short term lets, they are also then less likely to register).

4. Priorities for Electoral Registration in Barnet in 2017

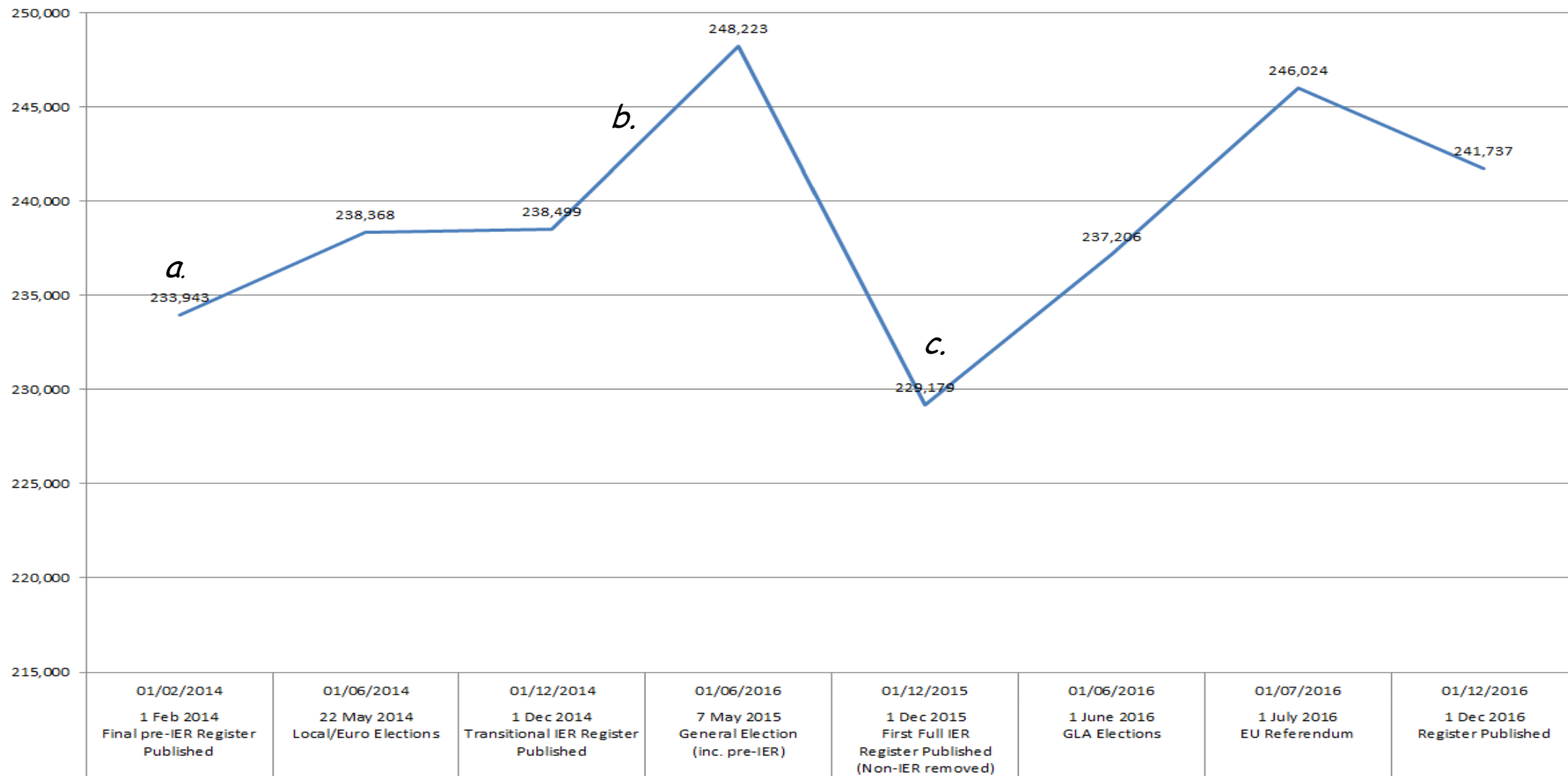
Due to electoral legislation, there are a number of key Electoral Registration activities that must be undertaken within specific times throughout the year. The most specific example of this is of course the Annual HEF Canvass of all Residential Properties, which the law requires must take place between 1 July and 30 November. The Full Revised Register of Electors must be published each year on 1 December following this canvass.

Following the recent procurement process and award of contract for a new Electoral Registration and Elections Management Software System (as required by the Contract Procedure Rules of Barnet's Constitution), the new system will be installed and tested during March 2017 ahead of the contractual go-live date of the 1 April 2017. There will then be a period of staff training and familiarisation with this new system, but indications from the competitive procurement process were that within a short while this new system should deliver improvements in efficiency and effectiveness in a number of key areas. Most specifically the new system should enable and exploit opportunities to correspond with existing and pending electors through a number of modern channels and reduce the reliance upon posted letters. This not only offers high potential cost savings, but should also help to significantly speed up a number of processes that might sometimes deter residents from joining the register.

Finally a key priority for this year is the implementation of the improvement recommendations resulting from the recent independent 'Smith' review. This work has begun and will progress throughout the coming year and into the run up to the Local Government elections scheduled for 3 May 2018. Additional reports on the progress of the implementation of the improvement recommendations will be provided to future meetings of General Functions Committee. More detailed planning has already been produced and opportunities to work closely with both the Electoral Commission and Association of Electoral Administrators (AEA) on good electoral practice have already been initiated. For example: Barnet is included amongst 20 local authorities' nationwide that have started working with the Electoral Commission to look at Election Count arrangements and processes and the Electoral Registration Manager will be joining an AEA London-wide 'working group' to identify and advise on effective registration activities in use across the city.

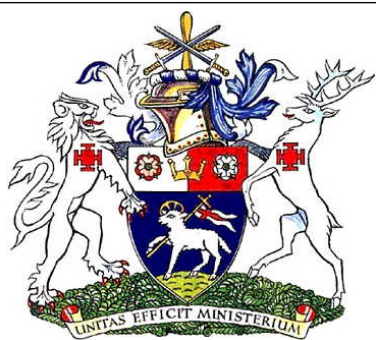
Appendix A

LBB Full Electorate – 2013 to 2016



Notes:

- d. The final publication of the annual Full Revised Register of Electors, before IER became law in June 2014, was delayed from 1 December 2013 to the 1 February 2014. This decision was taken by government to ensure that registers were as accurate as possible prior to the initial 'confirmation' process whereby all electors on the register had their information compared to data held by DWP.
- e. The Transitional IER Register and the Register for the General Election on 7 May 2015 both still included all electors that had either not been verified against DWP data or had still not provided further documentary evidence to verify their identity.
- f. Following a ministerial direction (as legislated under ERA 2013) all electors not verified in accordance with IER were removed from the register immediately prior to the publication of the Full Revised Register of Electors on 1 December 2015. In Barnet approx. 9,000 entries were removed for this reason.



General Functions Committee

20 March 2017

Title	Creation of Assistant Director post, Adults & Health Joint Commissioning Unit
Report of	Dawn Wakeling, Adults and Health Commissioning Director
Wards	None
Status	Public
Urgent	No
Key	No
Enclosures	1. Job description: Assistant Director, Adults & Health JCU 2. New organisational structure, Adults & Health JCU
Officer Contact Details	Joanne Humphreys, Project Lead, Commissioning Group joanne.humphreys@barnet.gov.uk ; 020 8359 3311

Summary

Following a period of formal staff consultation a restructure of the Adults Joint Commissioning Unit has been confirmed. As the restructure affects fewer than 20 staff, the Adults and Health Commissioning Director has the power to authorise the deletion of current posts and creation of new posts required to implement the new structure. However, the creation of one new post – Assistant Director – requires approval by the General Functions Committee. This paper sets out the reasons for creating an Assistant Director post to lead the Adults Joint Commissioning Unit.

Decisions

That the General Functions Committee approves:

- 1. The creation of an Assistant Director post in the Adults Joint Commissioning Unit, as set out in this report.**
- 2. The advertising of, and recruitment to, the Assistant Director post.**

1. WHY THIS REPORT IS NEEDED

- 1.1 In 2013 the Adults Joint Commissioning Unit (JCU) was established as a key vehicle for the Council and NHS Barnet Clinical Commissioning Group (BCCG) to deliver the aims of Barnet's Health and Wellbeing Strategy and the commissioning intentions articulated in the Council's Corporate Plan and in BCCG's strategic plans. The JCU works across the Council's Commissioning Group and BCCG's Integrated Commissioning Directorate.
- 1.2 Since the JCU was established, the Council's journey towards becoming a Commissioning Council has progressed significantly and the Council has reviewed and refreshed its commissioning intentions. In 2016 it was agreed that the time was right to review the JCU, to ensure it has the right structural design and form to effectively deliver the Council and BCCG's commissioning plans in the context of the development of Sustainability and Transformation Plans and changes to BCCG commissioning.
- 1.3 Following a review of the JCU function, a period of informal engagement with JCU staff took place in November – December 2016. Staff feedback received during informal engagement was reflected in the restructure proposals that were then subject to a formal 30 day period of staff consultation (16 January – 14 February 2017).
- 1.4 At the time of the consultation, the Adults JCU had an establishment of 19 posts, occupied by 12 Whole Time Equivalents. As fewer than 20 staff would be affected by the restructure, the Council's Constitution gives the Adults and Health Commissioning Director power to authorise the deletion and creation of posts required to implement a new structure for the Adults JCU.
- 1.5 The JCU restructure includes a proposal to bring two Head of Service roles (both vacant posts) together in a single post at a more senior grade (Assistant Director). The Council's Constitution requires the creation of a new Assistant Director post to be approved by the General Functions Committee.
- 1.6 The Adults and Health Commissioning Director will, through a Delegated Powers Report, approve the deletion and creation of posts necessary to

implement the new JCU structure, with the exception of the creation of an Assistant Director post to lead the Adults JCU.

2. REASONS FOR RECOMMENDATIONS

- 2.1 External assessment carried out as part of the Adults JCU review and feedback received from JCU staff both identified the need for more senior leadership roles within the Adults JCU. To fulfil this requirement, the JCU establishment has been reduced from 19 posts to 13 posts¹, all of which are higher graded to reflect the need for the JCU function to have more senior level experience.
- 2.2 The proposal to bring two Head of Service roles together in a single post at Assistant Director grade would:
- Create a single post with responsibility for leading the Adults JCU. The current JCU structure has two Head of Service posts, one for Frail Elderly and Long Term Conditions and the other for Mental Health and Learning Disability. This structure has been found to be sub-optimal and has led to some duplication.
 - Enable the recruitment of a senior officer who can provide strong leadership on health and social care commissioning and ensure the Adults JCU has the right capacity and capability to deliver the Corporate Plans and commissioning intentions of both the Council and BCCG.
 - Maintain parity with the other new posts in the JCU structure, all of which are higher graded than the posts in the previous structure. Under the previous structure, the officers reporting directly to the Heads of Service were banded at Grade K (salary of £44,307 - £48,963). In the new structure, the officers reporting directly to the Assistant Director will be banded at Grade M (salary of £57,950 - £64,389).
- 2.3 All responses received to the staff consultation were in favour of the creation of an Assistant Director post to lead the JCU and shape its future direction. In the feedback it was felt that a more senior role would help to ensure an integrated approach to commissioning, raise the team's profile, ensure the streamlining of internal processes and promote greater levels of joint working.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1 **Do nothing:** the current leadership structure of two Heads of Service has not proven an optimal structure for managing the Adults JCU.

¹ Including the Assistant Director post, subject to approval by the General Functions Committee.

- 3.2 **Reduce Head of Service posts from two to one:** the Head of Service post is not sufficiently senior to attract a candidate with the leadership skills, strategic insight and senior level commissioning experience that are needed to strengthen integrated adult health and social care commissioning in Barnet.

4. POST DECISION IMPLEMENTATION

- 4.1 Should the Committee approve the proposed creation of an Assistant Director post, recruitment to the post will commence immediately. The post will be advertised internally, to Council and BCCG staff, and externally.

5. IMPLICATIONS OF DECISION

Corporate Priorities and Performance

- 5.1 Successful implementation of the Commissioning Plan will help to support and deliver the following 2015 – 2020 Corporate Plan objectives for health and social care services:
- To remodel social care services for adults to focus on managing demand and promoting independence, with a greater emphasis on early intervention.
 - To fully integrate social care commissioning with health services, helping the NHS manage the huge costs of A&E and hospital admissions through greater provision of primary and community care.
 - To make a step change in the Council's approach to early intervention and prevention as a means of managing demand for services.
 - To implement the Council's vision for adult social care, which is focused on providing personalised, integrated care with more residents supported to live in their own home.
- 5.2 This approach is consistent with the Joint Health and Wellbeing Strategy 2016-2020 which sets out a vision that includes providing a shared vision and strategic direction across partners; continuing emphasis on prevention and early intervention and joining up services so residents have a better experience.

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

- 5.3 The current Head of Service posts are funded through the Barnet Better Care Fund, a pooled budget shared between the Council and BCCG. The proposed Assistant Director post would be funded through the same pooled budget.

- 5.4 The creation of the Assistant Director post assumes the continuation of Barnet's Better Care Fund, in line with the announcement in the Government's Spending Review of November 2015 that each part of the country will be required to develop plans for the integration of health and social care services by 2017, to be implemented by 2020. In the event of a change to central government policy around the national Better Care Fund programme, alternative structures for delivering a single pooled budget for health and social care services in Barnet would be considered.
- 5.5 The existing Head of Service posts (both currently vacant) were previously filled by one Council employee and one BCCG employee. Under the Council's Unified Reward pay scale, the Head of Service roles are Grade M posts, with a salary range of £57,950 - £64,389. Under the NHS Agenda for Change pay scale which is used by BCCG, the Head of Service roles are Grade 8C posts, with a salary range of £62,509 - £74,889 (including London weighting).
- 5.6 The proposed new Assistant Director post is a Grade O post under the Council's Unified Reward pay scale (salary range £85,139 - £94,599) and a Grade 8D post under the NHS Agenda for Change pay scale (salary range £72,987 - £88,839, including London weighting). The post holder could be employed by either the Council or BCCG. The employer would be confirmed when the appointment is made.
- 5.7 A single Assistant Director post carries a lower cost than two Head of Service posts. One Assistant Director post (at the starting point of Unified Reward Grade O) would incur salary costs in the region of £31,000 less than two Head of Service posts (at the starting point of Unified Reward Grade M).

Legal and Constitutional References

- 5.8 In accordance with Appendix A to the Responsibility for Functions sections of the Council's Constitution, the General Functions Committee has responsibility for staffing matters (i.e. salaries and conditions of service) other than those within the remit of the Chief Officer Appointment Panel.
- 5.9 The HR Regulations in the Council's constitution (Section 2.1) require that no vacant posts at Assistant Director level or above shall be advertised or recruited to without prior Committee approval and all new posts at Assistant Director level or above shall be created by Committee decision (General Functions Committee, Policy and Resources Committee or Urgency Committee) and not by delegated powers.

Risk Management

- 5.10 The Assistant Director role reflects a significant step-up from the expectations of the Head of Service roles. The level of interest that this post will attract from potential candidates, and the volume and quality of applications that will be received, are unknown at this time. This risk will be managed through adherence to the Council's processes for advertising and recruiting to senior level vacancies.

Equalities and Diversity

- 5.11 The 2010 Equality Act outlines the provisions of the public sector equalities duty which requires public bodies to have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act (2010).
 - Advance equality of opportunity between people from different groups; and
 - Foster good relations between people from different groups.
- 5.12 The broad purpose of this duty is to integrate considerations of equality into day to day business and keep them under review in decision making, the design of policies and the delivery of services.
- 5.13 The job description for the Assistant Director role has been produced and evaluated within normal HR practice.

Consultation and Engagement

- 5.14 The normal 30 day consultation with staff and trade unions has been undertaken.

6. BACKGROUND PAPERS

- 6.1 None.

ROLE PROFILE

Service:	Joint Commissioning Unit
Location:	North London Business Park
Job Title:	Assistant Director
Grade:	LBB Unified Reward - Band O / Barnet CCG 8d
Post N°:	
Reports to:	Adults & Health Commissioning Director (LBB) Director of Integrated Commissioning (Barnet CCG)

1. Purpose of Job

This is a joint post between Barnet Council and Barnet Clinical Commissioning Group.

The post holder will lead the Barnet Joint Commissioning Unit (JCU) which brings together health and social care commissioning activity across Barnet through a joint work programme. Working proactively with the Director of Integrated Commissioning (CCG) and the Commissioning Director, Adults and Health (LBB), they will embed a joint commissioning approach across the two organisations.

The post holder will work collaboratively across a multi-agency environment with a range of partners to develop practical responses to key strategic policy challenges, promoting innovation and creativity in service provision to achieve integrated outcomes for residents of Barnet. Central to the role is the development and maintenance of highly effective working relationships with stakeholders including Council Members, the CCG Board, GP wider membership and external partners.

The post holder will also be required to determine/ develop the approach and future shape of the commissioned services and provide strategic direction and management to deliver and improve service performance.

A crucial requirement of this post is the need to interpret, analyse and own the development of strategic solutions to complex, cross-cutting policy and commissioning challenges. Candidates will need to be able to demonstrate a proven track record of delivering high quality outputs – with a clear ability to think strategically – and the ability to work across team and organisational boundaries during times of increased pressure.

This role holds accountability for the successful delivery of the JCU function including programmes and projects through either directly leading these or by ensuring that team members effectively deliver a planned work schedule of programmes and projects with demonstrable outcomes.

2. Key accountabilities/duties/responsibilities

2.1 Strategy, commissioning and policy development

- Accountable for the development of commissioning strategies to achieve the Council and CCG's strategic outcomes across all JCU functions identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary. Critical to success will be involving or working with local partners – (e.g. Job Centre Plus, Police, NHS, Third Sector, Middlesex University) to ensure services are commissioned to deliver objectives within the resources available across the borough.
- Key aspect of the role is horizon scanning across all JCU functions and the wider local and regional health and social care landscape to assess both future needs and opportunities and stimulate and reshape the market by developing commissioning strategies reflective of these. This aspect will particularly link with, inform and be informed by the Joint Strategic Needs Assessment (JSNA).
- The post holder will maintain an extensive professional network of existing providers, potential future providers, fellow commissioners both local and national and engage with key strategic regional and national policy makers to inform development of strategy and policies. Maintain a good knowledge of emerging policies from government departments to assist in the thinking and definition of strategy discussions for the Council and CCG.
- Work with providers to put in place initiatives to ensure the market can respond to and meet service user/ patient and carer outcomes, and that commissioning plans are co-produced with service users/ patients, carers and other stakeholder groups.
- Identify gaps in health and social care service delivery and/or new commissioning opportunities and engage with relevant Commissioning Portfolio Directors or Strategic Leads and Delivery Units to recommend commissions to fill these gaps.
- Interpret local and national health and social care policy and develop responses on behalf of the Council and CCG as advised by the Lead Commissioners as the JCU's subject matter experts.
- Work collaboratively both internally and externally to ensure the commissioning of the most cost effective and successful services to meet the future needs of the Barnet residents with respect to the outcomes reflected in the LBB and CCG Corporate Plans.
- Ensure the commissioning portfolio is demonstrating value for money for the current spend through tracking, managing and delivering agreed benefits.
- Develop and implement qualitative and quantitative measures to determine performance against organisational strategy. Report progress against the strategy

through representation at senior management forums and by written reports to appropriate boards and groups of staff. Where necessary, identify, define and deliver technical and specialist solutions and manage agreed programmes and projects.

- Author and present reports summarising status on issues, appraising outcomes, and providing progress updates for the Council and CCG executives
- Review business cases as developed by the Lead Commissioners which contribute to effective commissioning outcomes.
- Ensure projects and initiatives either directly or through line management of the JCU function are delivered on time, to quality standards and in a cost effective manner, adjusting plans as required.
- Operate in a highly political and sensitive environment.

2.2 Leadership

- Provide strong leadership on health and social care commissioning, articulating change across a number of professional boundaries within and outside the Council and CCG.
- Recruit as necessary and performance-manage a team that delivers a range of tasks within a matrix structure in a new and challenging environment.
- Provide strong, visible leadership and professional supervision for JCU staff to ensure a high quality of service provision within professional guidelines and standards.
- Manage, motivate and develop staff within the team to ensure they are able to deliver the responsibilities of the JCU. Including working with guidelines and instructions on the management of disciplinary procedures, undertaking staff consultation and considering welfare and safety matters. Ensure that appraisals are undertaken regularly.
- Set clear accountabilities for finance, performance, delivery, risk; ensuring operational service delivery remains within Delivery Units within an agreed accountability framework.
- Represent the JCU in sensitive and political situations, delivering difficult messages where required to high-level audiences.
- Employ effective communication, negotiation and influencing skills to enable an effective change management with stakeholders at all levels (including senior management) who may hold differing and contentious views.

- The Assistant Director will have line management responsibility for a team of 12 and be accountable for the performance of the Joint Commissioning Unit – Adults Joint Commissioning Team

2.3 Financial Responsibilities

- Responsible for ensuring delivery of sustainable recurring efficiency savings across the JCU function with a focus on achieving value for money and ensuring high quality services are commissioned
- Manage the use of set resources (people, assets etc.) to ensure they are best deployed to meet identified needs and achieve agreed service outcomes and manage the day to day delivery of services.
- Manage operational budgets within agreed financial parameters, and monitor compliance with relevant legislation, statutory duties and Council/CCG policies to manage risk appropriately.
- Responsible for commissioning budgets, complex programmes and shaping the way resource is deployed.
- Respond to internal audit reviews and implement action plans within agreed deadlines.

3. Promotion of corporate values

Ensure that:

- Outstanding customer/ patient care is maintained to the agreed standards for all customers of the Council and patients of the CCG's jointly commissioned services.
- Any issues or complaints are dealt with, and resolved, in an effective and timely manner.
- A high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The post holder may be required to carry out other reasonable duties commensurate with the grade, as requested by the Adults & Health Commissioning Director and Director of Integrated Commissioning.

This job description is not exhaustive and may change as the post or the needs of the JCU develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. Commitment to equality

Deliver on the Council and CCG's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services that the Council and CCG deliver.

PERSON SPECIFICATION

Service:	Joint Commissioning Unit
Location:	North London Business Park
Job Title:	Assistant Director
Grade:	LBB Unified Reward - Band O / Barnet CCG 8d
Post N°:	
Reports to:	Adults & Health Commissioning Director (LBB) Director of Integrated Commissioning (Barnet CCG)

Knowledge, training and experience
<ul style="list-style-type: none"> • Educated to masters level and experience of working at a senior level in commissioning. E • Significant senior level commissioning experience, including experience of leading service changes to completion. E • Significant experience of operating at a management level in a complex organisation. E • Successful track record of developing and delivering programmes of work and services which are effective at meeting patient/customer needs and are cost efficient. E • Extensive track record of successful leadership and managerial experience at a senior level, promoting, leading and managing change. E • Evidence of continued professional development. D • Significant experience of the commissioning cycle and how to use this to identify need, implement new solutions and evaluate progress. E • Strong track record of leading/sponsoring corporate projects and extensive knowledge of policy development and implementation. E • The ability to identify innovative solutions to new policy challenges and to equate clear measures to track implementation. E • Substantial knowledge of specific government policies and legislation affecting future integration and commissioning of local services. E • Significant experience of working successfully with elected or Board members and the ability to work productively and closely with Members and provide clear advice on policy options. D • Extensive knowledge of the adult social care and health landscape including relevant legislative and statutory frameworks, and the background to and aims of current social care and healthcare policy in London. D

- Experience in budget setting and budget management, a track record of contributing to financially related decisions on high value spending, and working knowledge of financial processes. E
- Able to fully utilise risk management tools in identifying and assessing risk and applying appropriate and proportionate mitigations to risks throughout the commissioning life cycle. D
- Able to fully utilise standard Microsoft Office products. E

Skills

Planning, organising and controlling skills

- Highly developed problem solving and analytical skills. E
- Ability to analyse data \ identify current and future trends to shape future policy direction and advise on/develop commissioning opportunities. E
- Ability to identify risks, anticipate issues and create solutions and to resolve problems in relation to project or service delivery. E
- Ability to interpret a range of policy documentation in order to produce findings, identify cross cutting issues and scope for integration with other services. E
- Ability to draw qualitative and quantitative data from a wide range of sources and present in a clear concise manner. D
- Ability to analyse numerical and written data, assess options and draw appropriate conclusions. E
- Ability to work as part of and lead a virtual team across sectors and boundaries E
- A clear understanding of the priorities of other key partners such as health, police and 3rd sector. E
- High level critical thinking skills. E
- Demonstrates sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from executive directors when appropriate.

Communication and influencing skills

- Ability to work effectively and build strong working relationships with a range of strategic partners to shape and influence their policy direction including health, police, 3rd sector, schools and central government. E
- Identifies opportunities for co-operation and interdependency across groups. E
- Ability to provide and receive, convey and present highly complex, sensitive and/or contentious information to large internal and external groups, responding openly to questions to ensure full understanding and engagement. E
- Ability to provide strong leadership on new policy direction, articulating change across a number of professional boundaries within and outside the Council and CCG. E

- Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations, anticipating barriers and taking action to improve communication as necessary. E
- Strong interpersonal skills and able to challenge, support, influence and engage senior management and peers. E
- The ability to distil complex policy initiatives into simple concepts to be shared with a variety of audiences. E
- Champions a culture that values equality and diversity, and ensures these are built into the delivery of services. D
- Demonstrates a high level of personal drive and energy that sets an example to others. E
- Fosters a dynamic, achievement orientated culture. D
- Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust. E
- Highly developed negotiating and influencing skills. E
- Ensures there is a culture of continuous improvement and responsiveness to change. D
- Strong partnership development and management skills, including business acumen and negotiation skills. E
- Ability to inspire and motivate others with a distinct vision for change, setting clear objectives, and aligning the organisation through the change process, including providing appropriate support mechanisms for staff. E
- Ability to communicate with clinical, academic and all levels of staff effectively. E

Initiative and Innovation skills

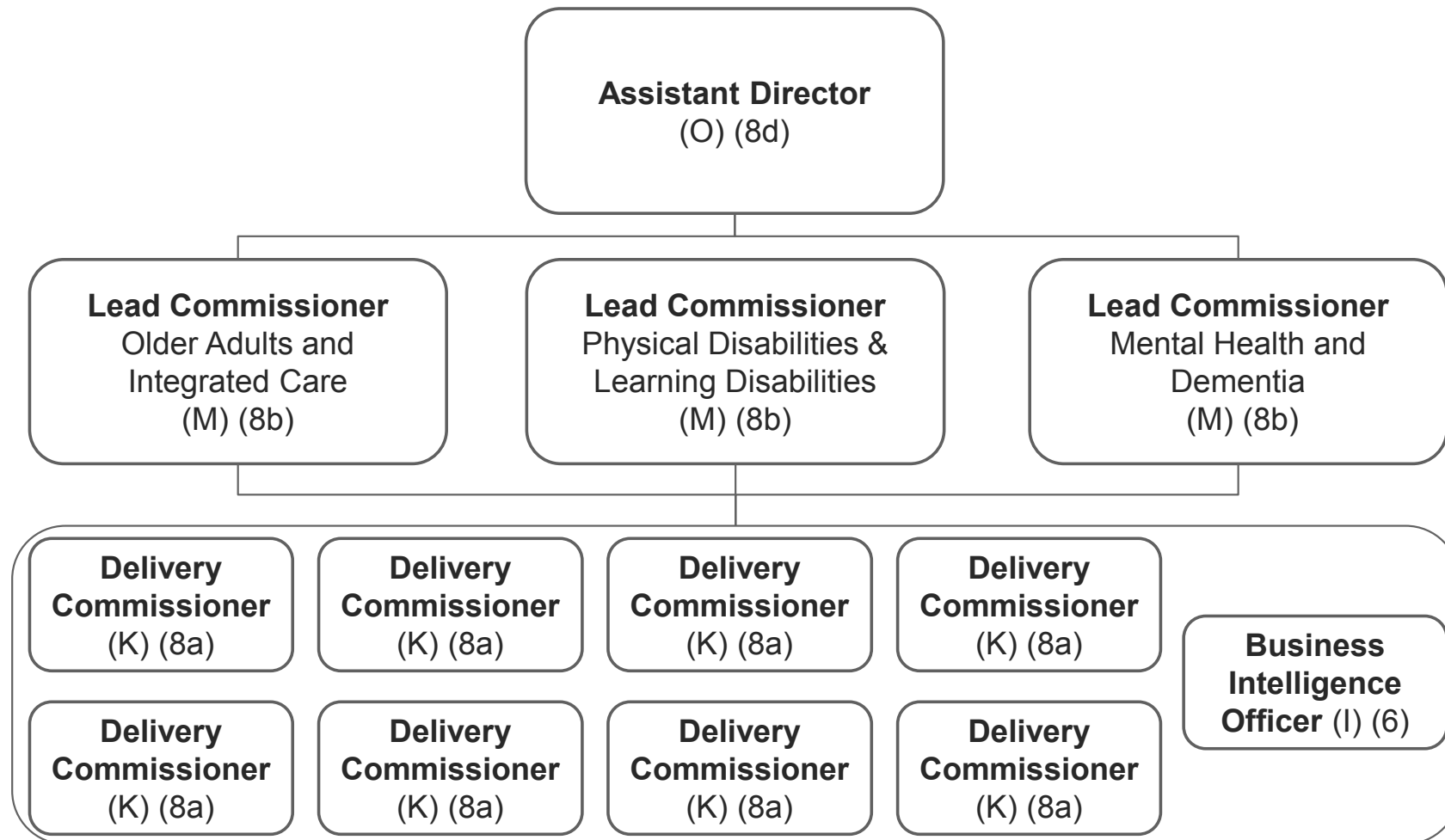
- Demonstrable experience of partnership working, including the ability to influence and lead corporate and multi-agency projects and initiatives effectively developing a positive personal and organisational profile and building partnerships. E
- Have the right strategic and technical competency to ensure that the JCU is an effective commissioner and transformer of public services. E
- Ability to shape new policies and set long-term objectives aligned to wider NHS and social care strategic objectives and plans in an uncertain environment and to work in partnership with others to develop, take forward and evaluate service improvements. E
- Ability to work on own initiative and organise workload, allocating work as necessary, working to tight and often changing deadlines. E
- Ability to make decisions autonomously, when required, on difficult issues. E

SUPPLEMENTARY INFORMATION FORM

Post Title	Assistant Director.
Service Area	Joint Commissioning Unit.
Job Ref Number	For office use.
Budget management accountability	Post holder acts as budgetholder for the Non Acute portfolio totalling c £90m with a contributory input into the authorisation of related expenditure as per Standing Financial Instructions of the CCG and LBB.
Staff management accountability	<ul style="list-style-type: none"> • Direct line management of Lead Commissioners x3 and Business Intelligence Officer x 1. • Responsible for JCU Adults Joint Commissioning Team of 12 WTE.
Physical effort	N/A
Working environment	N/A

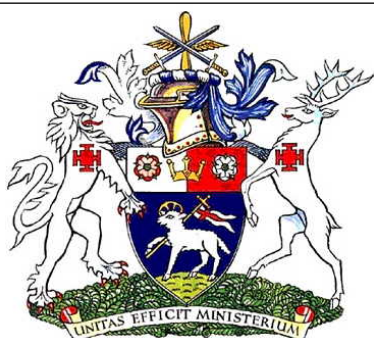
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New organisational structure, Adults & Health Joint Commissioning Unit



Letters (O, M, K, I) relate to the Council's Unified Reward pay scale. Numbers (8d, 8b, 8a, 6) relate to the NHS Agenda for Change pay scale, which applies to employees of Barnet Clinical Commissioning Group.

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General Functions Committee

20 March 2017

Title	Pay Policy Statement
Report of	Graeme Lennon, Strategic HR Director
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Pay Policy Statement
Officer Contact Details	Graeme Lennon, 020 8359 5080, Graeme.Lennon@Barnet.gov.uk

Summary

Local Authorities have to publish a Pay Policy Statement on the 1 April each year or as soon thereafter as is practicable. This report introduces a draft Pay Policy Statement for endorsement by the General Functions Committee prior to final approval being sought by Full Council on 4th April 2017 prior to publication.

Recommendations

1. That the General Functions Committee reviews the Council's Pay Policy Statement for the financial year 2017/18 and agrees to recommend it for approval by Council on 4th April 2017.

1. WHY THIS REPORT IS NEEDED

- 1.1 Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To comply with the Localism Act, associated statutory guidance, including the transparency requirements on remuneration as set out in the Code of Recommended Practice for Local Authorities on Data Transparency issued by the Department for Communities and Local Government in September 2011 and the council's constitution.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The proposal arises from the statutory obligation cited in sections 1.1 and 2.1 and as such alternative options have not been considered in the context of this report

4. POST DECISION IMPLEMENTATION

- 4.1 The Pay Policy Statement requires endorsement by Full Council on 4 April 2017 prior to publication.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 No applicable

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

- 5.2.1 Not Applicable.

5.3 Social Value

Not applicable

5.4 Legal and Constitutional References

- 5.4.1 Section 38(1) of the Localism Act 2011 requires local authorities to produce an annual pay policy statement.
- 5.4.2 The [General Functions Committee](#) (appointed by [Council](#)) has responsibility for decisions related to the pay and terms and conditions of employment for staff (other than those within the remit of the [Chief Officer Appointment Panel](#)¹) in accordance with [section 15 \(Annex A\) of the Constitution](#) – Responsibility for Functions.
- 5.4.3 In addition (to other responsibilities listed in [Annex A to the Responsibility for Functions](#)) [the committee must review remuneration annually and ensure that sufficient flexibility exists within the pay policy to allow responses to unforeseen circumstances without having recourse to revising the policy between annual reviews.](#)

¹ The Chief Officer Appointment Panel deals with chief officer appointments, discipline and capability matters.

5.4.4 Council is asked to consider the General Functions Committee's recommendation(s) and is ultimately responsible (in accordance [with section 1.20 of the Responsibility for Functions](#)) for approval of the annual pay policy

5.5 Risk Management

5.5.1 Not applicable

5.6 Equalities and Diversity

5.6.1 Not applicable

5.7 Consultation and Engagement

5.7.1 Not applicable

5.8 Insight

5.8.1 Not applicable

6. BACKGROUND PAPERS

6.1 There are no background papers.

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APPENDIX A

London Borough of Barnet

Pay Policy Statement 2017/18

Published
April 2017

1 Background

Localism Act 2011 - Openness and accountability in local pay

- 1.1. Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement.
- 1.2. The provisions in the Act do not seek to change the right of each local authority to have autonomy on pay decisions, however it emphasises the need to deliver value for money for local taxpayers.
- 1.3. This statement has been approved by Council and any further changes during the year will be brought back to Council for adoption.
- 1.4. This statement does not cover schools.

Related Remuneration and Transparency Context

- 1.5. The Council follows the transparency requirements on remuneration as set out in the Code of Recommended Practice for Local Authorities on Data Transparency issued by the Department for Communities and Local Government in September 2011 and specific guidance relevant to the Localism Act issued by the Department in February 2012 and February 2013.
- 1.6. Part of the Code of Recommended Practice for Local Authorities on Data Transparency includes publishing information relating to senior salaries within a local authority. A full list of all posts that are paid more than £58,200 is published on the Council's website. See <https://barnet.gov.uk/citizen-home/council-and-democracy/finance-and-funding/financial-statements-budgets-and-variance-reports/senior-salaries.html>

2. Governance arrangements for pay and conditions of service within London Borough of Barnet

- 2.1. The [General Functions Committee](#) (appointed by [Council](#)) has responsibility for decisions related to the pay and terms and conditions of employment for staff (other than those within the remit of the [Chief Officer Appointment Panel](#)¹) in accordance with [section 15 \(Annex A\) of the Constitution](#) – Responsibility for Functions.
- 2.2. Included within its responsibilities, is the duty to develop and publish the annual pay policy statement for approval by Council (being its parent body) which will comprise:
 - the level and elements of remuneration for each Chief Officer
 - relationship of the remuneration of Chief Officers and other officers
 - a description of the relationship between decisions made on the lowest paid and top paid employees in the organisation

¹ The Chief Officer Appointment Panel deals with chief officer appointments, discipline and capability matters.

- remuneration of the lowest paid (with the definition of the lowest paid and the reasons for adopting that definition)
- remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments
- transparency arrangements
- reasons for chosen approach to remuneration levels and how this is to be implemented
- differences of approach to groups of employees and the reasons for them
- pay dispersion
- incremental progression factors
- use of recruitment and retention Premia and ex-gratia payments
- determination of remuneration parameters for officers who have returned to work for a local authority
- appointment and remuneration terms.

2.3. In addition (to other responsibilities listed in [Annex A to the Responsibility for Functions](#)) the committee must review remuneration annually and ensure that sufficient flexibility exists within the pay policy to allow responses to unforeseen circumstances without having recourse to revising the policy between annual reviews.

2.4. Council is asked to consider the General Functions Committee's recommendation(s) and is ultimately responsible (in accordance [with section 1.20 of the Responsibility for Functions](#)) for approval of the annual pay policy statement.

3. Remuneration arrangements for all employees

Introduction

3.1. This section sets out the remuneration arrangements for London Borough of Barnet employees.

Senior Management

3.2. The Senior Management Team's pay and reward arrangements include:

- Market based pay structure which links job size to the mid point between Median and Lower Quartile Pay data
- Evaluation of all roles using Hay job evaluation scheme to size the role.
- Pay Grade reflect job sizes and evaluated roles are slotted according to the evaluated job size
- Automatic enrolment into Local Government Pension Scheme (LGPS)
- Base pay reviewed by General Functions Committee - these roles are outside national pay bargaining
- 30 days annual leave
- Sick pay is a maximum of six months at full pay and three months at half pay

Rest of the Council

- 3.3. The Council is reviewing its pay and reward arrangements for all other employees. Current arrangements are:
- Base pay negotiated through collective bargaining arrangements administered by the Local Government Association
 - Adoption of the National Joint Council (NJC) for Local Government Services (LGS) pay spine
 - Evaluation of all roles using systematic job evaluation.
 - Roles placed on the pay spine using job evaluation
 - Automatic enrolment into Local Government Pension Scheme (LGPS)
 - Other terms and conditions of employment, such as entitlement to sick pay and annual leave, are governed by the NJC LGS

Pay Scales - Senior Management Team

- 3.4. The Senior Management grade structure and salaries were agreed by Remuneration Committee on 28 June 2012. The Remuneration Committee was disbanded at the conclusion of the 2014/15 municipal year with its responsibilities being assumed by the General Functions Committee and Chief Officer Appointment Panel. The General Functions Committee (subject to Council approval) sets the pay rates applicable to the grade structure on an annual basis and this pay policy statement is updated. The table below sets out the salaries associated with the pay grades for the Senior Management Team and the Statutory Officer posts. Salaries are reviewed during April each year and an updated pay policy statement is approved and published by the Council as necessary.

Pay Grade	Pay point for Entry On 1 April 2017	Pay point for Developing On 1 April 2017	Pay point for Fully Competent On 1 April 2017	Chief Officer and Senior Management Posts
1	£177,613	£182,613	£187,613	Chief Executive*
2	£148,464	£153,464	£158,464	Chief Operating Officer (Section 151 Officer)*;
3	£124,870	£129,870	£134,870	Commissioning Director (Growth and Development)* Commissioning Director (Children & Families)* (incorporates statutory Director of Children's Services); Commissioning Director (Adults & Health)* (incorporates Statutory Director for Adults and Social Services) Commissioning Director (Environment)* Director of Family Services
4	£103,846	£108,846	£113,846	Director of Strategy Assurance Director (Monitoring Officer)* Resources Director

Pay Grade	Pay point for Entry On 1 April 2017	Pay point for Developing On 1 April 2017	Pay point for Fully Competent On 1 April 2017	Chief Officer and Senior Management Posts
				Commercial Director Delivery Unit Director (Adults & Communities) Delivery Unit Director(Streetscene)
5	£85,139	£89,869	£94,599	Non-chief officer posts – mainly Assistant Director posts and Heads of Service
6	£71,511	£75,484	£79,457	
7	£57,950	£61,170	£64,389	

***Chief Officer posts**

- 3.5. Each Pay Grade comprises 3 pay points Entry, Developing and Fully Competent. The Fully Competent pay point reflects the evaluated level of the job. The Council does not pay beyond the evaluated level of the job and there is no automatic progression between each level within the Grade.
- 3.6. The appropriate pay point at recruitment will normally depend upon the applicant's assessed level of competence.
- 3.7. All chief officer appointments will be conducted by the Chief Officer Appointment Panel, which comprises five elected members appointed to the panel by Council. The Panel includes the Leader of the Council, the Deputy Leader of the Council, the Chairman of the General Functions Committee, the Leader of the opposition and a further member of the opposition group. The post holder's remuneration will be voted on by the General Functions Committee and reported to Council at the earliest opportunity.
- 3.8. In accordance with supplementary guidance issued by the Department for Communities and Local Government, Council have been given the opportunity to vote on Chief Officer Salary packages, salaries at or above £100,000 per annum and any severance packages per individual of £95,000 or more (see section 4 below). Council delegated this function to the General Functions Committee.
- 3.9. The General Functions Committee is responsible for the appointment of all chief officers with the exception of the Head of Paid Service (Chief Executive) as Council retains the responsibility to confirm the appointment or dismissal of the Head of Paid Service ([section 1.14 of the Responsibility for Functions](#)).

Pay Scales - Rest of the Council

- 3.10. The council in accordance with its single status agreement currently has two pay bands in operation for the remainder of the Council as follows:

Pay Band	Relevant employees	Lowest Pay Point on 1 April 2017	Highest Pay Point on 1 April 2017
Hay band 4	Senior Managers and some professional staff	£49,947	£64,389
Barnet Broadband	All other employees	£17,981	£66,916

- 3.11. The evaluated grade for a role is normally 4 spinal column points. However the Single Status Agreement allows for some discretion in the number of spinal column points within a grade ranging from single spot grade through to a career grade; this discretion must be in line with the single status agreement.
- 3.12. The pay point on recruitment is normally at the bottom point of the grade for each post unless there is a justifiable reason for doing otherwise. An example might be that for particular roles there is difficulty in recruitment and retention and to ensure that the successful candidate accepts the job offer a salary above the bottom of the grade is required.
- 3.13. Progression through the grade is assessed through the annual performance review cycle with pay awards being subject to those outlined in Table A below until the top of the pay grade is reached.

Table A

Rating	Percentage increase
Development Needs	0%
Satisfactory	0.5%
Good	2.25%
Outstanding	3%

Barnet Living Wage

- 3.14. The Council has developed a fair pay policy to ensure that it applies a minimum wage for Council employees.

“London Borough of Barnet is a fair pay employer and will apply the principles of a living wage (including taking into account the National Minimum Wage, National Living Wage, London Living Wage and national pay awards in the public sector), subject to affordability.”

- 3.15. Employees whose pay rate is less than the agreed amount will receive a pay supplement to bring their pay up to an equivalent of the published Barnet Living Wage rate. The minimum rate will be reviewed on an annual basis. For 2017/18 no employees are paid below the Barnet living wage rate.

Other Elements of Remuneration

Pay Protection

- 3.16. The Council's Managing Organisational Change Policy is applicable to all employees and sets out the Council's pay protection policy.

Recruitment and Retention Premia

- 3.17. The Council has a recruitment and retention payments policy applicable to all employees which describes when and how the Council may pay beyond the evaluated level of the job. Any market payment will need to be supported by clear market evidence before it can be brought into payment.

Other

- 3.18. The Council does not pay bonuses or performance related pay to senior managers.
- 3.19. The Council does not offer any benefits in kind.
- 3.20. The Council does not use ex-gratia payments.

Payment for election duties

- 3.21. The role of Returning Officer is considered to be secondary employment and any Senior Officer undertaking this role will be expected to either take annual leave or special unpaid leave when fulfilling this function.
- 3.22. Any employee who undertakes election duties is paid for this through the Returning Officer. The level of Fees & Charges payable for election duties are set by the Cabinet Office & London Councils.

Pension Arrangements

- 3.23. The percentage rate of contributions is set according to pension regulations.
- 3.24. Employees of the London Borough of Barnet are automatically enrolled into the LGPS but can opt out if they so wish.
- 3.25. All pension matters are dealt with by LGPS Scheme Rules.

Redundancy Terms

- 3.26. The Council's Managing Organisational Change Policy is applicable to all employees, including Chief Officers, and Head of Paid Service, and sets out redundancy compensation.
- 3.27. Compensation is calculated as 1x actual salary x number of weeks. Number of weeks is calculated using the statutory matrix of Age and Years of Completed Service. The minimum is 1 week's actual gross pay and the maximum is 30 weeks.
- 3.28. The Council's redundancy terms do not enhance pension entitlements.

- 3.29. The Council as part of its duty to mitigate the consequences of redundancy puts in place appropriate employee support, which includes career advice, workshops and trial periods for employees.

Appointment and Remuneration Terms

- 3.30. The Council appoints to roles on a variety of terms and the final decision about the appointment and remuneration terms will be a reflection of the requirements of the role; the evaluated level of the role; the longevity of the role; budgetary constraints and broader value for money considerations.

4. Severance arrangements

- 4.1. The Council does not enhance severance packages beyond statutory and contractual entitlements. In practice this means severance package consist of redundancy pay (see 3.6), any holiday pay the employee is contractually entitled to and pension payments that the employee is entitled to in accordance with the Local Government Pension Scheme (LGPS). The Total severance payment to any individual will be capped at a maximum of £95,000 and includes all payments relating to the employee's contract termination. In respect of the local government pension scheme this will mean that mandatory and discretionary payments towards premature retirement compensation will be included in the assessment of the severance payments made to an individual.
- 4.2. Where an employee is aged 55 or above and is made redundant then by virtue of the LGPS scheme rules the employee's pension will automatically come into payment. It should be noted that an employer cost, known as 'Pension Strain' will be crystallised and is a cost to be paid by the employer to LGPS subject to the £95,000 cap not being exceeded.
- 4.3. For the purposes of calculating the component parts of a severance package this will include:
- redundancy pay
 - holiday entitlement earned but not taken
 - 'pension strain' cost payable by the Council to the Pension Scheme.
- 4.4. Council has been given the opportunity to vote on severance packages at or above £95,000 per annum and have delegated this function to the General Functions Committee.

5. Relationship between the remuneration of its chief officers, and the remuneration of its employees who are not chief officers

Remuneration of the Lowest Paid

- 5.1. The definition of the lowest paid is based on the Council's living wage - see section 3.13.

Pay Dispersion

- 5.2. The highest paid role in the Council is the Chief Executive with earnings of £187,613. The median average paid role is £28,385 and this covers a wide range of roles. The ratio between the highest paid in the authority (Chief Executive Officer) and the median average paid role is 1:6.6. The lowest paid role in the Council is scp 9 earning £17,981 per annum but this is subject to the Council's living wage supplement (see section 3.13 to 3.15). The ratio between the highest and lowest paid roles is 1:10.4. The lowest paid includes the Council's living wage supplement.
- 5.3. A comparison between the current year and previous year is shown below:

Description	2013/14	2014/15	2015/16	2016/17
Highest Paid	£187,613	£187,613	£187,613	£187,613
Median	£28,800	£25,710	£27,251	£28,385
Lowest paid	£14,697	£16,518	£16,518	£17,981
Highest to median ratio	1:6.5	1:7.3	1:6.9	1:6.6
Highest to lowest ratio	1:12.8	1:11.4	1:11.4	1:10.4

Elements of Chief Officer Remuneration

- 5.4. All Chief Officers receive only base pay. In common with all other roles in the Council if there was clear market evidence that the evaluated level of the job did not reflect the market then a market supplement would be considered. Any market supplement would need to be agreed by the General Functions Committee.

6. Staff moving posts within the public sector

- 6.1. The Council operates a recruitment policy based on merit - in line with section 7 the Local Government and Housing Act 1989.
- 6.2. Should a successful candidate be in receipt of a severance payment or pension the London Borough of Barnet applies the Rules of the Local Government Pension Scheme and Modification Order to manage the following scenarios, should they occur:
- Where previously employed by the same authority, left with a severance or redundancy payment, and have come back as a Chief Officer
 - Are in receipt of a Local Government Pension Scheme or Firefighter pension (whether their previous service was with the same authority or not).
- 6.3. Where the successful candidate was previously employed by the Council then there would normally be a 12 month break before the Council would re-employ either as an employee or under a contract for services

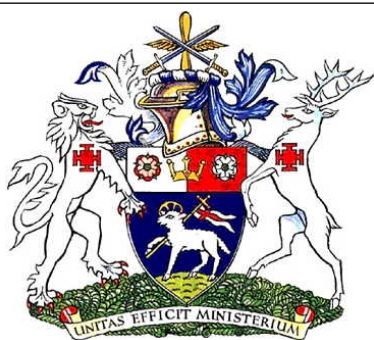
7. Publication of and access to information regarding remuneration of Chief Officers

- 7.1. Remuneration information about Chief Officers is published on the London Borough of Barnet's website which is accessible to all members of the public.
- 7.2. The Council's Annual Accounts set out actual remuneration including all elements of pay for roles paid above £58,200. These accounts are published on the Council's website.

8. Amendments to this Pay Policy Statement

- 8.1. There is a requirement to keep this Pay Policy Statement as up to date as possible. Therefore, mid-year amendments to the statement will be approved and published by the Council as appropriate.

April 2017



General Functions Committee

20 March 2017

Title	Senior Management Pay Review
Report of	John Hooton – Chief Executive and Head of Paid Service
Wards	Not Applicable
Status	Public
Urgent	No
Key	No
Enclosures	None
Officer Contact Details	John Hooton - 020 8359 7850 John.Hooton@barnet.gov.uk

Summary

This report proposes a review of the senior management pay structure affecting the commissioning group and delivery units.

The Council has a talented group of senior managers and in order to develop and retain this group there will always be a need periodically to review the Senior management structure alongside the remuneration levels of senior staff.

The remuneration levels for senior staff in Barnet were last reviewed in 2012 and have remained static for the last 5 years in that there have been no cost of living rises, whilst all other staff have received modest salary rises averaging 1% each year for the last 5 years.

The Council's policy on senior management pay is that each role has a Market based pay structure which links job size to the mid-point between Median and Lower Quartile Pay data. The result of having static pay is that the senior management pay levels are now in the lower quartile. This is now showing across recruitment for senior management roles and the Council is struggling to attract and recruit high quality staff. This leads me to recommend a review of the senior management pay structure alongside the relevant reporting lines to ensure that the Council has capacity in the right places to deal with future challenges.

The need for pay restraint is still needed and therefore the aim will be to deliver an overall saving on senior management costs.

Recommendation

It is recommended that the General Functions Committee AGREE:

- 1. That a review of the Senior Management pay Structure is undertaken and a report of the results be brought back to a future meeting of this Committee.**

Reason for decision:

The reason for this decision is to formally review the senior management salary structure and reporting lines to ensure that the Committee are satisfied that the proposals and rationale have been sufficient.

1. WHY THIS REPORT IS NEEDED

- 1.1 The report concerns the potential to change the pay policy of the Council. The report is presented as due to the seniority of the posts being considered, this is a matter for the General Functions Committee to decide.

2. REASONS FOR RECOMMENDATION

- 2.1 The recommendations in this report are designed to strengthen the Council's senior management pay structure for the reasons set out in the Consultation.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The recommendation and the structure have been subject to consultation and amended as set out in the report, below.

Consideration to continue with the existing arrangements could result in the Council's senior management pay structure becoming uncompetitive and challenge the retention of key executives

4. POST DECISION IMPLEMENTATION

- 4.1 Should the recommendation be approved, the Constitution Ethics and Probity Committee will be asked to make the consequential changes to the constitution.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The report concerns the senior management functions of the Council.

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

- 5.2.1 The proposals set out within this report will be contained within the relevant existing budgets of the Council, with potential savings in the overall cost of senior management and associated support costs.

5.3 Social Value
Not applicable

5.4 Legal and Constitutional References

5.4.1 This decision relates to the senior management structure. Separate decisions relating to individuals will be taken in accordance with the Council's scheme of delegation and HR policies, for example a decision to re-grade a post or assimilate an employee into a new post.

5.4.2 In accordance with Appendix A to the Responsibility for Functions sections of the Council's Constitution, the General Functions Committee has responsibility for staffing matters (i.e. salaries and conditions of service) other than those within the remit of the Chief Officer Appointment Panel. The Committee will also consider reports on restructure in line with the HR Regulations.

5.5 Risk Management

5.5.1 The Council's functions are essential to the continuing transformation of services and delivery. To achieve this, the Council requires the right people with the set of skills to commission effective services for our residents.

5.6 Equalities and Diversity
Not applicable

5.7 Consultation and Engagement

5.7.1 The consultation of staff affected has been undertaken through, individual meetings with those directly affected. Consultation will continue with affected individuals while the restructure is implemented. Legal and HR advice will be taken where appropriate to do so.

5.8 Insight
Not applicable

6. DETAIL

6.1 The Council has a talented group of senior managers and in order to develop and retain this group there will always be a need periodically to review the senior management structure alongside the remuneration levels of senior staff.

6.2 The remuneration levels for senior staff in Barnet have remained static for the last 5 years in that there have been no cost of living rises, whilst other staff have received modest salary rises averaging 1% each year for the last 5 years.

6.3 The Council's policy on senior management pay is that each role has a Market based pay structure which links job size to the mid-point between

Median and Lower Quartile Pay data. The result of having static pay is that the senior management pay levels are now in the lower quartile.

- 6.4 This is now showing across recruitment for senior management roles and the Council is struggling to attract and recruit high quality staff.
- 6.5 There have been a number of failed recruitment exercises which leads me to recommend a review of the senior management pay structure.
- 6.6 The need for pay restraint is still needed and therefore I propose to exclude my own position from the review and further propose that any additional costs be met from within the existing senior management staffing budget costs.
- 6.7 At the same time it also seems appropriate to review the relevant reporting lines to both the Chief Executive and Directors to ensure that the Council has capacity in the right places to deal with future challenges.
- 6.8 It is proposed to undertake a review of the senior management pay structure using experienced Hay Management consultants to advise the Council and make appropriate recommendations to a future meeting of the General Functions Committee.

7. CONSULTATION

- 7.1 The Head of Paid Service launched the formal consultation with employees potentially affected by these proposals, all of whom are not covered by any collective bargaining arrangements.
- 7.2 The consultation was undertaken through:

Individual consultation: the Head of Paid Service had face to face meetings with those potentially affected.

8. IMPACT

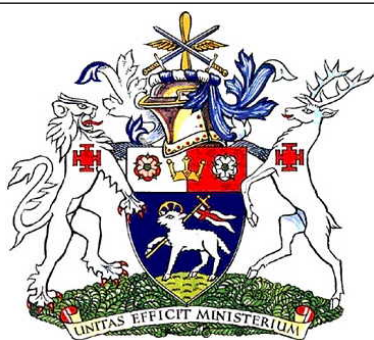
- 8.1 The proposals set out today directly affect 22 employees.
- 8.2 An Equalities Analysis has been undertaken and no specific disproportionate impacts were identified on any protected characteristics relating to the Council's Equalities Duty.

9. USE OF RESOURCES

- 9.1 Subject to the agreement of General Functions Committee to the review the costs of the review will be met from existing budgets..

10. BACKGROUND PAPERS

- 10.1 There are no background papers.



General Functions Committee

20 March 2017

Title	Senior Management Children & Family Services Restructure
Report of	Chris Munday – Commissioning Director (Children & Families)
Wards	Not Applicable
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - Current and Proposed Structure Chart
Officer Contact Details	Chris Munday Chris.Munday@barnet.gov.uk 020 8359 7099

Summary

This report proposes changes to the senior management structure in Children and Family Services affecting the commissioning group and delivery unit. Details of the proposed changes are set out in the main body of the report.

The Head of Paid Service undertook individual consultation with the Commissioning Director (Children & Families) between the 1st February 2017 and 3rd March 2017. The Commissioning Director (Children & Families) undertook individual consultation with affected Family Services staff.

Although this restructure affects fewer than 20 employees, the seniority of the employees and the impact across lower levels of the organisation warrant consideration by the General Functions Committee.

Subject to the agreement by the General Functions Committee of the recommendations below, the Committee will also be asked to consider the pay and grading of the amended positions, in line with the Council's existing senior management pay scales.

Recommendation

It is recommended that the General Functions Committee AGREE:

- 1. The deletion of 6 posts from the Council's establishment, the creation of 3 posts, re-grading of 2 posts and the realignment of the senior management structure as set out in Section 6 of this report.**
- 2. Agree to implement a restructure in accordance with the 'Proposed Structure' chart at Appendix A of this report together with the relevant recruitment to vacant posts. The list of posts on the establishment at this level will be as set out on that chart. The restructure will have a phased implementation from 1st April 2017.**

Reason for decision: The reason for this decision is to formally alter the Council's establishment and that the Committee are satisfied that the proposals, rationale and consultation have been sufficient.

1. WHY THIS REPORT IS NEEDED

- 1.1 The report concerns the proposed changes to the establishment of the Council. The report is presented as due to the seniority of the posts being restructured, this is a matter for the General Functions Committee to decide.

2. REASONS FOR RECOMMENDATION

- 2.1 The recommendations in this report are designed to strengthen the Council's commissioning functions for the reasons set out in the Consultation.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 These recommendations and the structure have been subject to consultation and amended as set out in the report, below. Consideration to continue with the existing arrangements would result in the retention of the current structure, without the benefit of the savings indicated and improvements to the intention to strengthen the commissioning functions of the Council.
- 3.2 The development of the proposal included a consultation with senior managers to explore alternative proposals.

4. POST DECISION IMPLEMENTATION

- 4.1 Should the recommendation be approved, the Constitution Ethics and Probity Committee will be asked to make the consequential changes to the constitution.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The report concerns the Children & Families functions of the Council.

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

- 5.2.1 The proposals set out within this report can be contained within the relevant existing budgets of the Council, with savings in the overall cost of senior management and associated support costs.

5.3 Social Value Not applicable

5.4 Legal and Constitutional References

- 5.4.1 This decision relates to the Children and Families senior management structure. The HR regulations in the constitution require that all new posts at Assistant Director level or above shall be created by committee decision (General Functions Committee, Policy and Resources Committee or Urgency Committee) and not by delegated powers. Separate decisions relating to individuals will be taken in accordance with the Council's scheme of delegation and HR policies, for example a decision to re-grade a post or assimilate an employee into a new post.

- 5.4.1 In accordance with Appendix A to the Responsibility for Functions sections of the Council's Constitution, the General Functions Committee has responsibility for staffing matters (i.e. salaries and conditions of service) other than those within the remit of the Chief Officer Appointment Panel. The Committee will also consider reports on restructure in line with the HR Regulations.

5.5 Risk Management

- 5.5.1 The Council's functions are essential to the continuing transformation of services and delivery. To achieve this, the Council requires the right people with the set of skills to commission effective services for our residents.

5.6 Equalities and Diversity Not applicable

5.7 Consultation and Engagement

- 5.7.1 The consultation of staff affected has been undertaken through, individual meetings with those directly affected and the opportunity for written feedback. There was high engagement from senior managers with considered points of view that have been reflected in these final proposals. Consultation will continue with affected individuals while the restructure is implemented. Legal and HR advice will be taken where appropriate to do so.

5.8 Insight Not applicable

6. DETAIL

- 6.1 This paper sets out a series of proposals which seek to enhance the delivery of effective early help and children's social care services for children and young people in Barnet. The proposals seek to enshrine the resilience based practice model established within the services and ensure that quality provision, leadership and accountability are clear within the management arrangements.
- 6.2 To enhance leadership and accountability the Commissioning Director for Children and Young People is made managerially accountable for the services to children.

The present senior management structure is deleted and replaced by an enhanced model which:

- Enhances the capacity of the senior leadership in Children's Social Care by creating two posts accountable for either early help and children in need of help and protection or corporate parenting.
 - Aligns early help provision under a single line management arrangement enhancing the efficiency and effectiveness of delivery establishing a senior Director to lead the operational and strategic delivery.
 - Enhances and embeds the need for practice development across the service with 1FTE post being provided to each Operational Director/Divisional Director with the funding being provided from savings achieved through this restructure.
 - Strengthens the Council's corporate parenting approach by establishing a senior Director to lead the operational and strategic delivery.
 - Strengthens the leadership of quality assurance and performance by establishing a senior post to drive practice assurance incorporating quality, workforce development and systems.
 - Offers a competitive salary to attract and retain the best candidates across London.
 - Creates a more cost effective arrangement.
- 6.3 To inform the recommendations to this Committee, the Head of Paid Service undertook individual consultation with the Commissioning Director (Children & Families between the 1st February 2017 and 3rd March 2017. The Commissioning Director (Children & Families) undertook individual consultation with affected Family Services staff.

Proposals

- 6.4 The proposals are summarised as follows:

Family Services

Deletion of:

- Family Services Director (1 FTE - Vacant)
- Assistant Director (Early Intervention & Prevention) (1 FTE - Vacant)
- Assistant Director (Children's Social Care) (1 FTE - Occupied)

- Head of Service (Safeguarding and Quality Assurance) (1FTE – Vacant)
- Principal Social Worker(1 – FTE Vacant)
- Head of Service (Libraries, Workforce & Community Engagement (1 FTE - Occupied)

Creation of:

- Operational Director(Early Help, Children in Need of Help and Protection)
- Operational Director(Corporate Parenting, Disability and Permanence)
- Divisional Director(Quality, Performance and Improvement)

Following external assessment by Hay Group, re-grade the Divisional Director of (Early Help, Children in Need of Help and Protection) and Divisional Director (Corporate Parenting, Disability and Permanence) to Chief Officer Band 4 £103,846 to £113,846 and the Divisional Director (Quality, Performance and Improvement) be graded Chief Officer Band 5 £85,139 - £94,599.effective from 1 April 2017. These grading reviews were carried out within the Council's HR procedures on grading.

As part of the process job evaluation process our external assessor provided the following benchmarking Data from the 2016 London Councils Chief Officer survey. The table below shows the salary level for Divisional Director level posts across London and in the main the lower median level for this type of post falls within the Barnet Chief Officer Band 4 salary range.

Job Title	Job Designation	Basic Salary Minimum (£)	Basic Salary Maximum (£)	Basic Salary Actual (£)
Director of Children's Services	A3	£70,218	£105,339	£115,386
Director of Early Intervention and Prevention	A3	£83,000	£115,000	£98,000
Director of Children's Safeguarding and Social Work	A3	£83,000	£115,000	£105,596
Director of Children Family Intervention and Children's Social Care	A3	£115,000	£115,000	£115,000
Director for Integrated Care	A3	£88,338	£105,851	£102,261
Director of Children's Services	A2	£111,000	£129,000	£126,200
AD for Safeguarding & Social Care	A3	£94,800	£110,200	£106,025
AD for Early Help & Prevention	A3	£94,800	£110,200	£95,825
Director of Children and Young People services	A3	£101,676	£114,759	£104,760
ASSISTANT DIRECTOR CHILDREN'S SERVICES	A3	£91,189	£113,986	£108,514

Director Targeted Specialist Children	A3	£98,637	£111,555	£106,488
Assistant Director - Prev, Early Intervention & Qual Standards	A3	£80,800	£131,300	£114,090
Assistant Director of Children's Services (Children and Families)	A3	£80,800	£131,300	£106,319
Director Children's Social Care & Health	A3	£103,704	£108,612	£108,612

7. CONSULTATION

7.1 The Commissioning Director (Children & Families) launched the formal consultation with employees potentially affected by these proposals, all of whom are not covered by any collective bargaining arrangements.

7.2 The consultation was undertaken through:

Individual consultation: the Commissioning Director (Children & Families) had face to face meetings during the consultation with those potentially affected. Further meetings were offered during the consultation period. No individual feedback was received.

7.3 Consideration was given to extending the consultation period to allow more time for individuals who may be affected to consider the impact on them. No employee requested additional time, and the general consensus was to progress with the proposals swiftly to ensure a continued focus on service commissioning plans, financial planning and delivery and continued improvements to delivery and commissioning functions. The relevant Council HR policy was also followed.

8. IMPACT

8.1 The proposals set out today directly affect 12 employees. There is an overall reduction of 3 FTE posts.

8.2 An Equalities Analysis has been undertaken and no specific disproportionate impacts were identified on any protected characteristics relating to the Council's Equalities Duty.

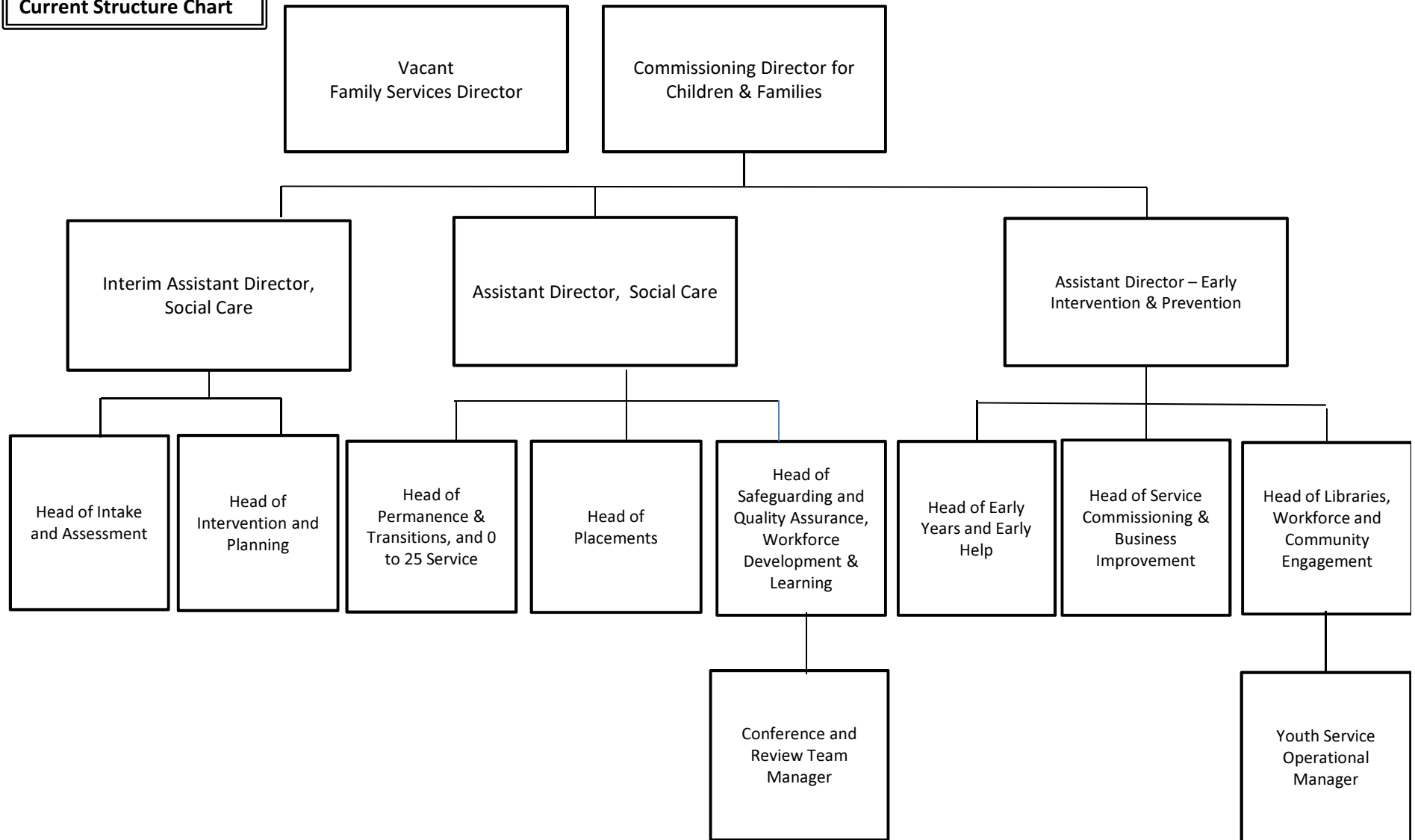
9. USE OF RESOURCES

9.1 Subject to the approval of the remuneration levels, the overall structure will see a further reduction in senior management costs of £61,623 for a full year.

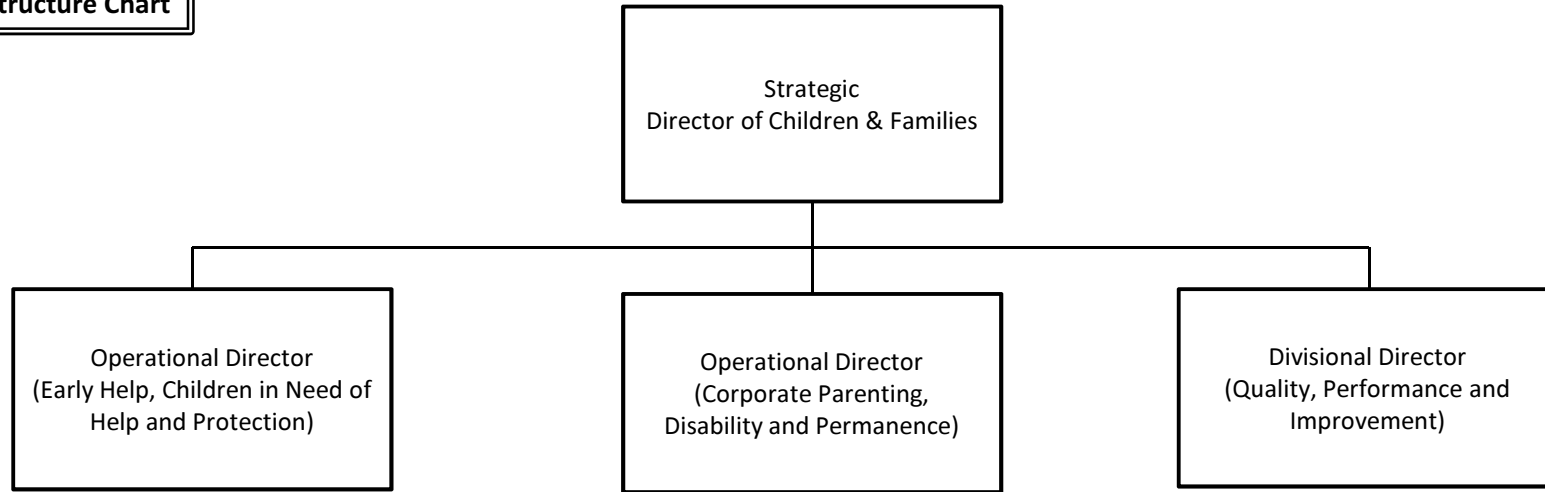
10. BACKGROUND PAPERS

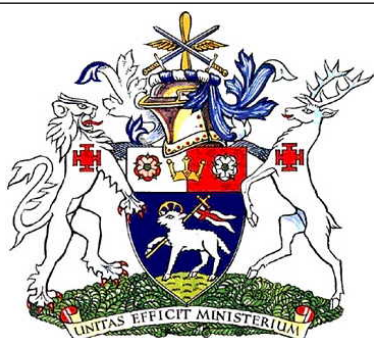
10.1 There are no background papers.

Current Structure Chart



Proposed Structure Chart





General Functions Committee

20 March 2017

Title	Bi-Annual Health and Safety Report
Report of	Mike Koumi - Head of Safety, Health and Wellbeing
Wards	None
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 – Health and Safety Report
Officer Contact Details	Mike Koumi – Head of Safety, Health and Wellbeing michael.koumi@barnet.gov.uk 020 8359 7960

Summary

This report provides information on the Council's health and safety performance for the period 1 April to 30 September 2016.

The report is based on performance information and data obtained from the council's accident/incident reporting system, together with independent audit results, corporate training records and ill health data.

Recommendation

- 1. The Committee is requested to note the report.**

1. WHY THIS REPORT IS NEEDED

- 1.1 This report enables the council to monitor its health and safety performance over a defined period and address any gaps identified.
- 1.2 The [Management of Health and Safety at Work Regulations 1999](#) and associated guidance suggests that regular monitoring of health and safety performance enables organisations to set meaningful targets to effect

improvements, reduce work related accidents and ill health and comply with statutory duties.

- 1.3 The 6 month report at Appendix 1 shows information for corporate performance as well as for individual Delivery Units.
- 1.4 The report gives statistical information and commentary for the first 6 months of 2016/17, and includes:
 - Accidents and Incident statistics
 - Audit results
 - Health and Safety Training undertaken
- 1.5 The report has identified varying results for quarter 3 and 4. Adults and Communities and StreetScene have identified an increase in non-notifiable incidents compared with the same period last year. Assurance and Commissioning group have had no incidents reported within the 6 month period.
- 1.6 A 'Report It' campaign was rolled out in May; this was to encourage managers and employees to report incidents and near misses. Early indications appear to suggest that the campaign has had some success with the increase in reported incidents from Adults and Communities and Streetscene Delivery Units. This will continue to be monitored by the Safety, Health and Wellbeing (SHaW) team.
- 1.7 The number of audits planned and undertaken in this reporting period is improving with the focus in inspection of construction sites. In addition to these, 5 audits were undertaken over this period within the Family Services and Streetscene Delivery Units as well as in 2 schools. The audits have identified that additional training is required for staff in the management of legionella and Asbestos and this is being arranged.
- 1.8 There has been an increase in the DU management teams implementing the requirements of the corporate h&s policy. This will continue to be a priority to ensure 100% implementation throughout the organisation, with support given to DU management team's by the SHaW service.
- 1.9 298 training modules have been completed within these 2 quarters. DSE, fire safety and manual handling modules have the biggest uptake.

2. REASONS FOR RECOMMENDATION

- 2.1 The report provides monitoring information to the committee and is for consideration and noting only.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 Not applicable

4. POST DECISION IMPLEMENTATION

4.1 None

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The [Corporate Plan](#) includes the strategic objective to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”. This report aims to contribute to that objective by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community, continues to be a good employer and protects persons who may come into contact with its activities.

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

5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

5.3 Social Value

5.3.1 Not applicable.

5.4 Legal and Constitutional References

5.4.1 The council has various legal duties held under the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

5.4.2 The General Functions Committee's Terms of Reference are outlined in [Section 15a of the Constitution, Appendix A to Responsibility for Functions](#), which states that the Committee is responsible for health and safety matters.

5.5 Risk Management

5.5.1 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

5.6 Equalities and Diversity

- 5.6.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.
- 5.6.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

5.7 Consultation and Engagement

- 5.7.1 The report will be presented and discussed at the Local Joint Consultation Committees (JCC's).

5.8 Insight

- 5.8.1 N/A

6 BACKGROUND PAPERS

- 6.1 [Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37)
<http://www.legislation.gov.uk/ukpga/1974/37>
- 6.2 [Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

HEALTH & SAFETY

REPORT

1st and 2nd Quarters; April - September 2016

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10.2	Trend Commentary		
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1.0 INTRODUCTION

The purpose of this report is to identify incident trends and areas of good compliance throughout the council. Once identified, it is possible to establish areas that require improvement and development.

The report has identified varying results for quarters 1 and 2. Adults and Communities and StreetScene have identified an increase in non-notifiable incidents compared with the same period last year. Assurance and Commissioning group have had no incidents reported within the 6 month period.

A 'Report It' campaign was rolled out in May; this was to encourage managers and employees to report incidents and near misses. Early indications appear to suggest that the campaign has had some success with the increase in reported incidents from Adults and Communities and Streetscene Delivery Units. This will continue to be monitored by the Safety, Health and Wellbeing (SHaW) team.

Incident reports are continuously monitored and reviewed by the SHaW team, investigations are initiated where necessary. The online Health and Safety Management System enables SHaW to compile reports and produce statistics that can be used to identify trends and highlight areas of good compliance.

It is important to note that it is the manager's responsibility to monitor each report that relates to their team. This includes their duty to complete the 'manager's review' by carrying out local investigations and introducing prevention measures

2.0 EXECUTIVE SUMMARY

- 2.1. **Incidents** – Adults and Communities and StreetScene have seen an increase in incidents compared to the same period last year. There have been 6 RIDDOR reportable incidents from schools which is a decrease from the same period last year.

Concerns have been raised that schools are not logging incidents on the reporting system. The SHaW team are currently liaising with schools to increase their reporting and reviewing culture.

- 2.2. **Training** – 486 training modules have been completed within these 2 quarters. DSE, fire safety and manual handling modules have the biggest uptake.
- 2.3 **Audits** – The number of audits planned and undertaken in this reporting period is improving with the focus in inspection of construction sites. In addition to these, 6 audits were undertaken over this period within the Family Services and Streetscene Delivery Units as well as in 2 schools. Audit and inspection visits are significantly increasing the knowledge and awareness of health and safety amongst line managers and premises managers. Regarding the priority audits (Legionella/Asbestos/Fire), it has

been identified that additional training is required for staff in the management of legionella and asbestos and this is being arranged.

There has been an increase in the DU management teams implementing the requirements of the corporate h&s policy. This will continue to be a priority to ensure 100% implementation throughout the organisation, with support given to DU management team's by the SHaW service.

The target score for audits is above 80% with one of the Family Services audits at the Family Resource Centre achieving an audit score of 52%. The main reason for this score was low H&S training attendance by staff. An action plan has been produced by the SHaW team with recommendations to improve this score and they will be supporting management to achieve this. Training has since been carried out for Fire Wardens and further H&S training is being arranged for Quarter 4.

3.0 INTERVENTIONS

3.1. Enforcing Authority Interventions

3.1.1. There has been no enforcing authority interventions

3.1.2. There have been no SHaW lead interventions

4.0 CORPORATE ACCIDENT / INCIDENTS

4.1. Statistics - Rolling 12 Month Total (Employees Only)

Accident Incidents Rate (AIR)/Annual Rolling Total - Total incidents over the rolling 12 months i.e. Q3 15/16, Q4 15/16, Q1 16/17 and Q2 16/17 X 1,000/
Average number of employees over the rolling 12 months – shown as

	Annual Rolling Total		Q3 15/16	Q4 15/16	Q1 16/17	Q2 16/17
	Incidents	AIR	Incidents	Incidents	Incidents	Incidents
RIDDOR Incident	9	4.5	1	2	2	4
Non-notifiable Incidents	73	36.5	14	15	23	21
Physical assault	9	4.5	0	1	5	3
Verbal Assault	57	28.5	11	9	16	21

Top 3 Incident type	Number of incidents
contact with moving object	17
slip trip, fall on same level	11
Handling lifting and carrying	9

4.2 Management Reporting Status Statistics Overall (Employees Only)

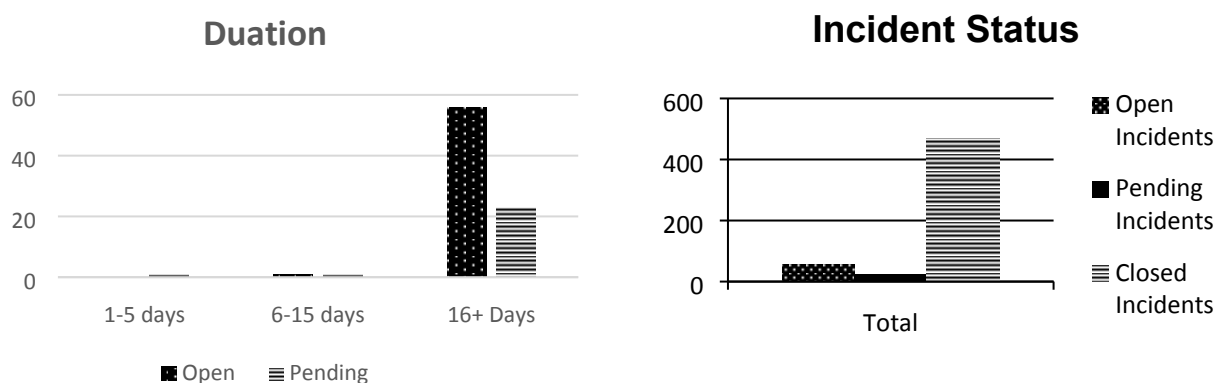
Open Incidents - Awaiting a 'Managers Review' to be completed. SHaW will only make changes to an Open incident if the incident requires immediate action, for all other reports, no changes will be made by SHaW until the manager has completed the review. Managers will be prompted to complete this.

Pending Incidents - Undergone review and are now awaiting further information to be provided or an investigation to be undertaken.

Closed Incidents – Reviewed by managers and SHaW and all actions to prevent recurrence have been exercised, SHaW will then close the incident report.

Charts below show how many incidents have remained Open/Pending and for how long, segregated into three time scales: 1 – 5 days; 6 – 15 days; 16 + days. Open incidents are awaiting review by manager. The relevant managers for these incidents have received notification that these incidents require their attention. Open and pending incidents over 16 days will be escalated to senior management and, if no action undertaken, the Head of SHaW.

	Total	Adults & Communities	Assurance	Family Services	Commissioning	Streetscene
Open Incidents	57	17	1	37	1	1
Pending Incidents	25	6	0	14	0	5
Closed Incidents	460	18	7	184	9	242



4.3 Audit Statistics Overall

Figures below represent the total number of Audits carried out.

Full	These audits are undertaken of the entire premises. This includes a comprehensive audit of the policies and procedures, risk assessments, maintenance checks, training records and a full site inspection.
Assurance	These audits are undertaken for third party contractors who are providing a service to London Borough of Barnet. This audit is to ensure that contractors are providing a suitable and competent service and are carried out on contractors working for Delivery Units.
Management	These audits are carried out to highlight any gaps in a DU's health and safety compliance and performance. This includes a review of the policies, management check lists and other relevant documentation.
Priority	These audits are undertaken to evaluate how DU's manage priorities highlighted in the council's Annual Health and Safety Report; Manual handling, work place hazards, risk assessments, fire and emergency procedures, work place violence, electrical management, gas management, COSHH and work related stress. Priority audits will occasionally include a site inspection.

Average scores	Adults & Communities	Assurance	Family Services	Commissioning	Street Scene	Schools
Full Audits	-	-	-	-	-	75%
Assurance Audits	-	-	67%	-	-	-
Management Audits	-	-	-	-	89%	-
Priority Audits	-	-	86%	-	-	76%

NOTE: Actions plans are produced by SHaW to assist managers in addressing any gaps identified as a result of audits and to improve health and safety performance.

5.0 ADULTS & COMMUNITIES ACCIDENT/INCIDENTS

5.1 **Significant RIDDOR details** – There were no RIDDOR incidents reported.

5.2 **Trend commentary** – a total of 11 Non – notifiable incidents were reported, which is an increase from the same period last year. This may be due to the “Report it” campaign to encourage greater reporting. Also the SHaW team have been working with Adults & Communities managers to help increase the knowledge of all staff in regards to the reporting of injuries / accidents, these statistics show an improving H&S culture within this DU.

	Total Q1/2 15/16	AIR	Q1/2 16/17	EMPLOYEE AIR	Adults Social Care	Community & Wellbeing		Non- Employees
RIDDOR Incidents	0	0.0	0	0.0	0	0		0
Non- notifiable Incidents	3	10.8	7	24.5	6	1		4
Physical Assault	0	0.0	0	0.0	0	0		0
Verbal Assault	1	3.6	1	3.5	1	0		0

Incident type	Number of Incidents (ALL)
Slip/trip/fall on same level	6
Handling/lifting/carrying	2
Contact with moving object	2
Fall from Height	1

5.3 Audit

5.3.1 No audit was undertaken in the Adults & Communities DU, there is however a plan in place to undertake a management audit in Quarter 3.

	Adults Social Care	Community & Wellbeing	Average audit score
Full Audits	0	0	-
Assurance Audits	0	0	-
Management Audits	0	0	-
Priority Audits	0	0	-

5.4 Corporate Training

5.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken.

27 courses were completed; the most popular courses undertaken were DSE and Fire Safety.

Course	Number of course completed
DSE	13
Fire Safety	5
Other	9

6.0 ASSURANCE ACCIDENT/INCIDENTS

6.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

6.2 **Trend commentary** – No reported incidents in this period. A lack of reports is not currently a cause of concern. However the trend will be monitored to ensure there is no lack of reporting.

6.3 Audit

6.3.1 No audits had been carried out during this period

	Governance	Operational Assurance	Electoral Registration	Average audit score
Full Audits	0	0	0	-
Assurance Audits	0	0	0	-
Management Audits	0	0	0	-
Priority Audits	0	0	0	-

6.4 Corporate Training

6.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken.

6.4.2 94 courses were completed; the most popular courses were Manual Handling and Office Safety.

Course	Number of courses completed
Manual handling	16
Office Safety	16
Workplace safety	10
H&S for homeworkers (employees)	5
Induction safety	5
Pregnancy interactive	5
Fire Safety	3
Other	34

7.0 FAMILY SERVICES ACCIDENT/INCIDENTS

7.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

7.2 **Trend commentary** – there has been a significant increase in reported verbal assault incidents when comparing to the same period last year. This may be due to the “Report it” campaign to encourage greater reporting. The trend will be monitored by the SHaW team.

	Total Q1/2 15/16	AIR	Total Q1/2 16/17	EMPLOYEE AIR	Early Intervention & Prevention	Children’s Social Care		Non- Employees
RIDDOR Incidents	0	0.0	0	0.0	0	0		0
Non- notifiable Incidents	1	1.6	0	0.0	0	0		0
Physical Assault	1	1.6	4	6.0	4	0		0
Verbal Assault	16	25.6	30	45.1	26	4		0

7.3 Audit

7.3.1 5 audits were completed by the SHaW team. These audits scored an average of 77%. An audit at the Family Resource Centre achieved a relatively low audit score of 52%. The main reason for this score was low H&S training attendance by staff. An action plan has been produced by the SHaW team with recommendations to improve this score and they will be supporting management to achieve this. Training has since been carried out for Fire Wardens and further H&S training is being arranged for Quarter 4.

Family Services	Total	Early Intervention & Prevention	Children’s Social Care	Average audit score
Full Audits	0	0	0	-
Assurance Audits	2	0	2	67%
Management Audits	0	0	0	-
Priority Audits	3	2	1	86%

7.4 Corporate Training

7.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken.

349 training modules were completed; the most popular courses being DSE, Fire Safety and H&S we are all responsible.

Course	Number of courses completed
DSE	98
Fire Safety	78
Health and safety we are all responsible	33
Induction	27
Manual Handling	26
Office Safety	21
Other	66

8.0 COMMISSIONING GROUP ACCIDENT/INCIDENTS

8.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

8.2 **Trend commentary** – No reported incidents in this period, this suggests staff may not be reporting incidents or this area of work is of a low risk. It will be monitored by the SHaW service

8.3 Audit

8.3.1 No audits were completed in the Commissioning Group

Deputy Chief Operating Officer	Total	Finance	Information Management	Communications	Health & Safety	Program & Resources	Average audit score
Full Audits	0	0	0	0	0	0	-
Assurance Audits	0	0	0	0	0	0	-
Management Audits	0	0	0	0	0	0	-
Priority Audits	0	0	0	0	0	0	-

8.4 Corporate Training

8.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken. 4 modules were completed within this reporting period.

course	Number of courses completed
DSE	3
Fire Safety	1

9.0 STREETSCENE ACCIDENT/INCIDENTS

9.1 **Significant RIDDOR details** – 0 RIDDOR reportable incident occur within street scene in quarter 2.

9.2 **Trend commentary** – there has been an increase in the total number of incidents report by the StreetScene DU compared to the same period last year. This may be due to the “Report it “campaign to encourage greater reporting. The trend will be monitored by the SHaW team

	Total Q2 15/16	AIR	Total Q2 16/17	EMPLOYEE AIR	Green Streets	Contract Management	Business Improvement	Waste & Recycling	Waste Strategy	Non- Employees
RIDDOR Incidents	4	8.4	0	0.0	0	0	0	0	0	0
Non- notifiable Incidents	18	37.8	33	66.0	13	1	0	18	1	2
Physical Assault	4	8.4	2	4.0	0	1	0	1	0	0
Verbal Assault	3	6.3	3	6.0	1	0	0	2	0	0

Incident type	Number of Incidents (ALL)
Handling Lifting & Carrying	15
Contact with moving object	8
Slip/Trip/Fall on same level	5
Other	7

9.3 Audit

10.3.1 One health and safety audit was carried out within the Streetscene DU and achieved a score of 89%

StreetScene	Total	Green Streets	Transport	Business Improvement	Waste & Recycling	Waste Strategy	Average Score
Full Audits	0	0	0	0	0	0	-
Assurance Audits	0	0	0	0	0	0	-
Management Audits	1	0	0	1	0	0	89%
Priority Audits	0	0	0	0	0	0	-

9.4 Corporate Training

9.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken. 2 modules were completed during the reporting period although it should be noted that Streetscene carry out extensive toolbox training for its staff that would not appear in these figures.

Course	Number of course completed
Fire Safety Interactive	1
Office Safety	1

4 SCHOOLS

10.1 Significant RIDDOR details: 5 of the 6 RIDDOR reportable incidents were for pupil injuries with only 1 being for a member of staff

1053 – Child was playing in the outdoor classroom; she fell into the step up to the shed. RIDDOR has been completed and uploaded to the system, incident is now closed.

1079 – Pupil tripped over another pupil at lunch time and fell on right arm. RIDDOR not uploaded to incident.

1089 – Pupil slipped on climbing frame hitting back of their head causing a small laceration. RIDDOR has been completed and uploaded to incident.

1096- Child was running in the playground and fell on left arm. RIDDOR has been uploaded to the incident and has been closed by a member of the SHaW team.

1104- Teacher tripped over iPad charging case in the office. RIDDOR has been uploaded and incident has been closed by a member of the SHaW team.

1133- Pupil fell on a metal bolt. RIDDOR has been completed and uploaded to system; incident needs to be closed off by a member of the SHaW team.

10.2 Trend commentary:

Employees – there were 3 non-notifiable reported by LBB employees and 1 non-notifiable reported by teaching staff, this is a decrease compared to the same period last year.

Non-Employees – there has been a slight decrease in incidents reported by schools for pupils compared with the same period last year.

To assist in trend spotting, a separate document detailing the cause and number of incidents for each school has been attached at the end of this report.

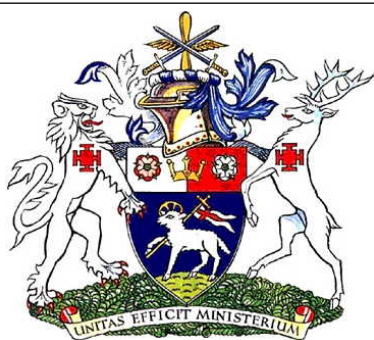
	Total Q1/2 15/16	AIR	Total Q1/2 16/17	AIR	Teachers	LBB Employees			Total Q1/2 15/16	Total Q1/2 16/17	Pupils	Other Non- Employees
RIDDOR Incidents	2	0.7	1	0.3	0	1		RIDDOR Incidents	8	5	5	0

Non-notifiable Incidents	10	3	5	4	1	1	2	2	Non-notifiable	33	25	24	1
Physical Assault	Top Three Primary Cause		Total	Teaching Staff & LBB Employees				Pupils & Non-Employees					
Verbal Assault	Slip, Trip, Fall		18	0	4	2	0	Assault	2	14	2	1	1
	Contact with Moving Object		7	2	0	1	0	Verbal Assault	4	7	0	0	0
	Fall from Height		5	0				4					

10.3 Audit

10.3.1 One Full audit and one Priority audit were completed in the reporting period that achieved an average score of 76%

Schools	Total	Average Score
Full Audits	1	75%
Assurance Audits	-	-
Management Audits	-	-
Priority Audits	1	75%



General Functions Committee

20 March 2017

Title	Approval of premises for Weddings and Civil Partnership Registrations: Clayton Crowne Hotel (previously Crowne Moran Hotel) 142-152 Cricklewood Broadway, Cricklewood, NW2 3ED
Report of	Proper Officer for Registration (Head of Customer Strategy and Programmes, Commissioning Group)
Wards	Childs Hill
Status	Public
Urgent	No
Key	No
Enclosures	None
Officer Contact Details	Mandy Brammer, Head of Registration and Nationality, mandy.brammer@brent.gov.uk ; 020 8937 1010

Summary

This report seeks approval for an application received from the Clayton Crown Hotel to have their approval renewed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.

Recommendations

1. That the General Functions Committee approve the application received from The Clayton Crowne Hotel to renew approval for the solemnisation of civil marriages and civil partnerships for a further period of three years from the date of expiry of the most recent approval.

1. WHY THIS REPORT IS NEEDED

- 1.1 Application has been received from the above venue to have their approval as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the Marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) of the Civil Partnerships Act 2004 renewed for a further three years. This report seeks approval of the application.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Registrar General has issued guidance to local authorities for the approval of premises as venues for civil marriages and civil partnerships (June 2015). The Authority may grant approval only if it is satisfied that:
- The application has been made in accordance with the Regulations.
 - The premise fulfils the requirements set out in the regulations.
 - The premise fulfils any other reasonable requirements which the Authority considers appropriate. Local requirements were agreed in 1995 by the former Policy & Resources Committee.
- 2.4 The application has been made in accordance with the Regulations and the necessary public notice was given in November 2016 in the Barnet Press. No objections or other comments have been made.
- 2.5 The premises have been inspected by Head of Registration and Nationality, who has confirmed that they are suitable for this purpose and meet health and safety requirements.
- 2.6 The London Fire and Emergency Planning Authority require venue owners to commission a fire risk assessment through an accredited person. Clayton Crown Hotel possesses an up to date fire risk assessment.
- 2.7 The premises were found to be seemly and dignified venue for the solemnisations of marriages and registration of civil partnerships. A separate room is available for the couple to be interviewed prior to the ceremony.
- 2.8 The premises are not religious premises and the rooms in which the ceremonies of marriage will be solemnised and civil partnerships registered are identifiable by the descriptions set out within the application and are distinct areas within the premises.
- 2.9 The current approval for the premises has expired. However, under the relevant regulations, as long as the application for renewal was received within the 12 months before the expiry of an approval, it is deemed to be ongoing until the application is determined. The renewal then takes effect from the date of the expiry of the previous approval. The application for renewal was received in accordance with this condition.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Not applicable as the application meets all the conditions required.

4. POST DECISION IMPLEMENTATION

- 4.1 The approval for the premise is ongoing and the application was received prior to the expiry date of the previous approval. Implementation is therefore effective from the date the previous approval expired.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

Approval of this decision will maintain the wide the local choice of venues for marriages and civil partnerships and will generate additional income and therefore, supports the Corporate Plan and one of the priorities of “promote responsible growth, development and success across the borough”.

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

- 5.2.1 The application fee of £875 has been received from Clayton Crown Hotel.

- 5.2.2 The income received by the council when weddings take place at licensed venues is either £275 (Monday to Friday) £330 (Saturdays) or £385 (Sundays).

5.3 Social Value

- 5.3.1 Maintaining a variety of attractive wedding venues in Barnet increases the number of weddings and civil partnerships being held in the borough, which can create additional social and economic value. There is a need for more venues catering for bigger wedding and civil partnership ceremonies in the borough, and this venue will cater for bigger events.

- 5.3.2 The full list of Approved Premises in Barnet is as follows:

Cavendish Banqueting Suite, Edgware Road London NW9

The Haven Bistro and Bar, 1263-1365 High Road Whetstone, N20

The Greenview Venue, Burtonhole Lane, Mill Hill, London NW7

Hendon Hall Hotel, Ashley Lane, Hendon NW4

Avenue House, 17 East End Road, London N3

Hendon Town Hall, The Burroughs, Hendon NW4

Finchley Golf Club, Nether Court, Frith Lane, London NW7

Allianz Park, Greenlands Lanes, Hendon NW4

Crowne Moran Hotel (now Clayton Crown Hotel)

Ariana Banqueting Suite, North London Business Park, Brunswick Park Road, London N11

5.4 Legal and Constitutional References

- 5.4.1 Local authorities are able to approve premises as venues for civil marriages and civil partnerships in pursuance of Section 46A of the Marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A)(a) of the Civil Partnerships Act 2004. Such premises are required to meet certain criteria when making an application and they are set out in guidance from the Registrar General:
- The application must be made in accordance with regulations and the necessary public notice must be given.
 - Any objections or comments must have been considered by the local authority.
 - The premises are a seemly and dignified venue for the solemnisation of marriages and civil partnership.
 - The premises meet the necessary Health and Safety and Fire requirements.
 - The premises will be available for regular use by the general public for both the solemnisation of marriages and civil partnership registrations.
- 5.4.2 The Council Constitution, Responsibility for Functions Annex A states that the terms of reference of the General Functions Committee include 'Carry out functions in relation to approving premises for marriages and the formation of civil partnerships under the Marriage Act 1949, the Civil Partnership Act 2004 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005.

5.5 Risk Management

- 5.5.1 The risk of a venue not being suitable is managed through the process followed by the Registrars service, as indicated above.
- 5.5.2 The ongoing suitability of venue is reviewed each time a marriage or civil partnership ceremony is conducted, at which two qualified registration staff must always be present. Should a venue subsequently fail to meet the national and local requirements, a license can be withdrawn subject to a statutory procedure. This has never happened in Barnet.

5.6 Equalities and Diversity

- 5.6.1 The Marriage and Civil Partnership (Approved Premises) Regulations 2005 provide for the joint approval of premises for both civil marriages and civil partnerships.
- 5.6.2 Clayton Crown Hotel is fully accessible for persons with a physical disability.

5.7 Consultation and Engagement

- 5.7.1 This application was publicised by notice in the Barnet Press for three weeks without any objections being made.

5.7.2 There will be communications of the approval of this application on venue's web site and once the approval has been renewed, on London Borough of Barnet website.

5.8 Insight

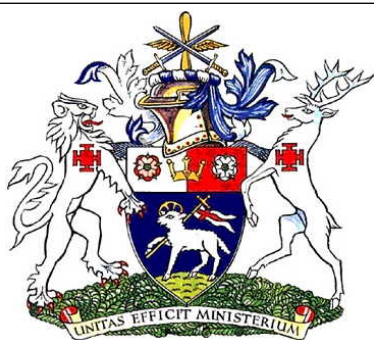
5.8.1 Not applicable.

6. BACKGROUND PAPERS

6.1 The application form for Clayton Crown Hotel and supporting documents are available upon request to members of the Committee and for public inspection.

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AGENDA ITEM 15



General Functions Committee

20 March 2017

Title	Nomination of Local Authority Representatives on School Governing Bodies
Report of	Head of Governance
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - List of LA Vacancies on School Governing Bodies
Officer Contact Details	Maria Lugangira, Governance maria.lugangira@barnet.gov.uk 020 8359 2761

Summary

The Committee is asked to nominate representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.

Recommendation

1. That the General Functions Committee nominates representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Committee has a responsibility to recommend appointments to vacancies in respect of local authority governors on school governing bodies. This assists each school's governing body to be fully constituted and exercise its duties in an efficient and effective manner.

2. REASONS FOR RECOMMENDATION

- 2.1 All state maintained primary, secondary and special schools are accountable to their governing bodies, which in turn are accountable to parents and the wider community. The General Functions Committee (or Full Council where an urgent decision is required) nominates candidates for appointment to local authority governor vacancies.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None

4. POST DECISION IMPLEMENTATION

- 4.1 The Head of Governance in the Assurance Group of the local authority will notify the governing body of the nomination made. It is for the governing body to decide whether the local authority nominee meets any stated eligibility criteria and, if it chooses to reject the candidate on that basis, the Committee will invite the governing body to explain their reasons for refusal to the local authority via the Head of Governance.
- 4.2 General Functions Committee minutes (23 June 2015) state that where a governing body chooses to reject a candidate because they do not meet any stated eligibility criteria, it should (be invited to) explain its decision to the Head of Governance who will inform the General Functions Committee.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 To ensure that the council has robust governance arrangements that enable the delivery of its objectives as set out in the Corporate Plan, its decision making structures will be kept under review to provide effective opportunities for resident participation and engagement.
- 5.1.2 Through the timely execution of its functions, the Committee can assist school governing bodies to fulfil their duties and contribute to the corporate priorities to make sure Barnet is a place:
- of opportunity, where people can further their quality of life
 - where people are helped to help themselves, recognising that prevention is better than cure
 - where responsibility is shared, fairly
 - where services are delivered efficiently to get value for money for the taxpayer.

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

5.2.1 None in the context of this report.

5.3 **Social Value**

5.3.1 The Public Services (Social Value) Act 2013 is not directly applicable in the context of this report.

5.4 **Legal and Constitutional References**

5.4.1 Responsibility for nominating local authority representatives to school governing bodies is attributed to the General Functions Committee in accordance with Annex A to Responsibility for Functions. Section 1.8 of Responsibility for Functions, Functions of Full Council provides that Full Council can make appointments to school governing bodies where an urgent decision is required:

[Section 15 London Borough of Barnet Constitution - Responsibility for Functions](#)

5.4.2 All governing bodies of maintained schools are required to be constituted under either the:

[School Governance \(Constitution\) \(England\) Regulations 2012 \(as amended\)¹](#)

[School Governance \(Federations\) \(England\) Regulations 2012 \(as amended\)²](#)

4.3.3 In these Regulations “local authority governor” means a person who:

- (a) is nominated by the local authority; and
- (b) is appointed as a governor by the governing body having, in the opinion of the governing body, the skills required to contribute to the effective governance and success of the school and having met any additional eligibility criteria set by the governing body.

5.4.3 The governing body must not be smaller than seven members, and must include (subject to the requirements regarding foundation governors in qualifying foundation schools and voluntary aided schools):

- at least two parent governors;
- the headteacher (unless the headteacher resigns as a governor);
- one staff governor;
- one, and only one, local authority governor; and
- the governing body may appoint as many additional co-opted governors as they consider necessary subject to conditions in the regulations.

5.4.4 An individual eligible to be a staff governor at the school may not be appointed as a local authority governor.

¹ [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

² [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

5.5 Risk Management

5.5.1 None in the context of this report.

5.6 Equalities and Diversity

The Committee is advised that the 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups; and
- foster good relations between people from different groups.

5.6.1 All sectors of the community are eligible for nomination to the vacancies. It is expected that all political parties will promote equalities and diversity when making nominations to vacancies.

5.6.2 In delivering this Corporate Plan, the Council's priorities and the actions it takes to deliver them will reflect our Strategic Equalities Objective which is that citizens will be treated equally, with understanding and respect, and will have equal access to quality services which provide value to the tax payer.

5.7 Consultation and Engagement

5.7.1 Not applicable.

5.8 Insight

5.8.1 Insight data has not been used to inform the decision required.

6. BACKGROUND PAPERS

6.1 The Constitution of Governing Bodies of Maintained Schools March 2015 being statutory guidance for governing bodies of maintained schools and local authorities in England published by the Department for Education:

[The Constitution of Governing Bodies of Maintained Schools Statutory Guidance.pdf](#)

The Governors' Handbook published by the Department for Education:
[Governors' Handbook.pdf](#)

GENERAL FUNCTIONS COMMITTEE – 20 March 2017

LOCAL AUTHORITY VACANCIES ON SCHOOL GOVERNING BODIES

The General Functions Committee is asked to make nominations to the vacancies shown below and shaded grey.
The Governor Support Service is invited to nominate a representative after a position has been vacant for three months or more.

CHILDS HILL SCHOOL - NW7 3ED					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Michael Angel Resigned October 2016	Vacancy				

CHRIST CHURCH PRIMARY CE - EN5 4NS					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Duncan Macdonald Appointment expired 23 February 2017	Vacancy*				

*Governor Support have advised Mr Duncan Macdonald wishes to be reappointed

DOLLIS JUNIOR SCHOOL - NW7 3ED					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Sury Khatri (C) Appointment expired 14 November 2015	Vacancy*				

* Governor Support has advised that the governing body has expressed a preference for a candidate with HR and/or PR experience. The Governing Body will also consider someone with Education skills.

HOLY TRINITY SCHOOL CE – N2 8GA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Roderick Tella resigned prior to 27 January 2017	Vacancy				

LIVINGSTONE SCHOOL - EN4 9BU					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Liz Pearson (C) Resigned 21 January 2016	Vacancy*				Joanna Bown

* Governor Support has advised that the governing body has expressed a preference for a candidate with Early Years' Experience and commitment.

MATHILDA MARKS KENNEDY – NW7 3RT					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Reconstituted LA Governor Sought	Vacancy				Mrs Deborah Cohen

ST PAULS PRIMARY SCHOOL CE – NW7 1QU					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Joan Scannell (C) Appointment expired 24 January 2015	Vacancy				Lisa Mazzucoelli

SUNNYFIELDS SCHOOL – NW4 4JH					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Alan Maund (C) Resigned October 2016	Vacancy				

WOODCROFT SCHOOL – HA8 0QF					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Claire Farrier (L) Resigned 7 March 2016	Vacancy*				

*The Governing Body is seeking a candidate with an Education background, who is able to meet the requirements of the role of school governor regarding regular visits and monitoring.

BISHOP DOUGLASS – N2 0SQ					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Phil O'Connor Resigned	Vacancy				

ST JAMES CATHOLIC HIGH SCHOOL - NW9 5PE					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Ms Lynn Holman-Fox Appointment expired 17 February 2017	Vacancy				

WOODRIDGE - N12 7HE					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Keith Hill Appointment expiring 19 March 2017	expiring				

*Governor Support have advised Mr Hil wishes to be reappointed

BARNFIELD – HA8 0DA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Michael Catley Resigned 20.02.17	Vacancy				

**London Borough of Barnet
General Functions Committee Work
Programme**

March 2017 – June 2017

Contact: Maria Lugangira 020 8359 2761 maria.lugangira@barnet.gov.uk

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
20 March 2017			
Annual Interim Review of Polling Districts and Polling Places	To receive a report on the arrangements being proposed by the London Borough of Barnet's Returning Officer for polling districts and polling places (and includes proposals to change five current polling places) to be used at all relevant future elections and referendums that take place within the borough.	Chief Executive and Returning Officer	Non Key
Annual Electoral Registration Report 2016	To receive a report providing an overview on the status of the Register of Electors in Barnet as at 1 December 2016 and on the work done by officers on behalf of the Council's Electoral Registration Officer.	Electoral Registration Officer for the London Borough of Barnet	Non Key
Creation of Assistant Director post, Adults & Health Joint Commissioning Unit	To receive a report for creating an Assistant Director post to lead the Adults Joint Commissioning Unit.	Commissioning Director Adults and Health	Non Key
Annual Pay Policy Statement	To receive the annual review of the Council's pay policy statement together with any amendments	Strategic HR Director	Non Key

Subject	Decision requested	Report Of	Issue Type
Senior Management Pay Review	To receive a report on the proposed review of the senior management pay structure affecting the commissioning group and delivery units.	Chief Executive and Head of Paid Service	Non Key
Senior Management Children and Family Services Restructure	To receive a report on the proposed changes to the senior management structure in Children and Family Services affecting the commissioning group and delivery unit. Details of the proposed changes are set out in the main body of the report.	Commissioning Director (Children & Families)	Non Key
Bi Annual Health Safety Report	This report provides information on the Council's health and safety performance for the period 1 April to 30 September 2016.	Head of Safety, Health and Wellbeing	Non Key
Nomination of Local Authority Representatives on School Governing Bodies <i>Standing Item</i>	To nominate candidates to vacancies on school governing bodies.	Head of Governance	Non Key

Subject	Decision requested	Report Of	Issue Type
Approval of premises for Weddings and Civil Partnership Registrations: Clayton Crowne Hotel (previously Crowne Moran Hotel) 142-152 Cricklewood Broadway, Cricklewood, NW2 3ED	This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.	Proper Officer for Registration	Non Key
28 June 2017			
Senior Management restructure of the Council	A report detailing the proposed changes.	Chief Executive and Head of Paid Service	Non Key
Barnet Council's Annual Health and Safety Report	This report provides information on the Council's health and safety performance for the period 2015/16 and the priorities for the period 2016/17, to ensure continued improvement in performance	Head of Safety, Health and Wellbeing	Non Key
9 October 2017			
Recruitment and Retention Payments Policy	To receive a report updating Members on the current position.	Chief Executive and Head of Paid Service Director of Human Resources	Non Key

Subject	Decision requested	Report Of	Issue Type
Unassigned			
Performance Related Pay	A report detailing the development of a performance related pay scheme for those staff assessed for two consecutive years as outstanding through the annual appraisal scheme.	Chief Executive and Head of Paid Service / Strategic HR Director	Non Key
Indemnities for Council Representatives on Outside Bodies	A report concerning a policy on indemnities for council representatives on outside bodies.	Monitoring Officer/Head of Governance	Non Key
School Governing Bodies Project	To receive an update on the Assurance Group project reported to the committee in November 2015.	Head of Governance	Non Key
Information Management	To determine Member requests for non-committee information as specified in the Members' Information Management Policy.	Head of Information Management	Non Key
Lease of Meeting Rooms at Hendon Town Hall	To review the agreements pertaining to the shared use of the meeting room facilities at Hendon Town Hall.	Director of Resources / Head of Estates	Non Key
Members' Notional Allowance	To consider the arrangements in respect of members' notional allowances.	Head of Governance	Non Key

Subject	Decision requested	Report Of	Issue Type
<p>Nomination of Local Authority Representatives on School Governing Bodies</p> <p><i>Standing Item</i></p>	To nominate candidates to vacancies on school governing bodies.	Head of Governance	Non Key
<p>Approval of premises for Weddings and Civil Partnership Registrations</p> <p><i>As and when required</i></p>	This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.	Proper Officer for Registration	Non Key
<p>Appointments to Outside Bodies</p> <p><i>As and when required</i></p>	To appoint representatives to outside bodies.	Head of Governance	Non Key
<p>Hendon Town Hall Facilities</p> <p><i>As and when required</i></p>	Following a referral from Group leaders or the Chairman, to comment on any proposed changes incurring expenditure over £5,000 which could affect the provision of facilities for Members.	Director of Resource	Non Key