

MEETING

CONSTITUTION AND GENERAL PURPOSES COMMITTEE

DATE AND TIME

MONDAY 22ND OCTOBER, 2018

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

**TO: MEMBERS OF CONSTITUTION AND GENERAL PURPOSES COMMITTEE
(Quorum 3)**

Chairman: Councillor Melvin Cohen LLB (Chairman)
Vice Chairman: Councillor John Marshall MA (Hons) (Vice-Chairman)

Councillor Geof Cooke Councillor Richard Cornelius Councillor Alison Moore
Councillor Barry Rawlings Councillor Sarah Wardle

Substitute Members

Councillor Anthony Finn Councillor Ross Houston Councillor Ammar Naqvi
Councillor Sachin Rajput Councillor Alan Schneiderman Councillor Peter Zinkin

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 17 October at 10AM. Requests must be submitted to Maria Lugangira 020 8359 2761 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 8359 2761

Media Relations Contact: Gareth Greene 020 8359 7039

ASSURANCE GROUP

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ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes	5 - 8
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)	
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12.	Committee Forward Work Programme	103 - 106
13.	Any item(s) that the Chairman decides is urgent	

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Decisions of the Constitution and General Purposes Committee

24 July 2018

AGENDA ITEM 1

Members Present:-

Councillor Melvin Cohen (Chairman)
Councillor John Marshall (Vice-Chairman)

Councillor Geof Cooke Councillor Barry Rawlings
Councillor Richard Cornelius Councillor Sarah Wardle
Councillor Alison Moore

1. MINUTES

RESOLVED that the minutes of the General Functions Committee held on 19 March 2018 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)

None.

6. MEMBERS ITEM (IF ANY)

None

7. CONSTITUTION REVIEW

The Monitoring Officer presented the Constitution Review report. Following discussion and consideration of the report **the Committee RESOLVED to:**

Recommend to Council that the Constitution be amended to incorporate the changes detailed in the report and in the amended versions the sections set out in Appendix A to Appendix C subject to the following amendments;

1. **Article 3, Section 3.2 Questions to Committee – first sentence of the first paragraph,**
 - **“Questions must specify the substantive item of business on the agenda which they relate to.”**

delete with word ‘substantive’, amended wording to read;

- **“Questions must specify the item of business on the agenda which they relate to.”**

2. **Article 3, Section 3.5 Issues for Residents Forums – bullet point 1**
 1. **Residents will have the opportunity to discuss the issue raised for up to 3 minutes.**

Amended the wording to read:

1. **Residents will have the opportunity to address the Forum for up to 3 minutes on the issue they have previously raised.**

8. ELECTORAL REVIEW OF THE LONDON BOROUGH OF BARNET STAGE 1 - COUNCIL SIZE SUBMISSION TO THE LOCAL GOVERNMENT BOUNDARY COMMISSION

The Chief Executive presented the report which detailed the recommendation to the Commission for Stage 1 of the review (Council Size).

Following discussion and consideration of the report **the Committee RESOLVED:**

1. **That the draft submission to the Local Government Boundary Commission that proposes the future council size (the number of councillors) in Appendix A is presented to Full Council for acceptance on 31 July 2018.**
2. **That the Committee acknowledged that there may be initial feedback from the Local Government Boundary Commission for England to be considered and which may subsequently affect the final submission on Council Size.**

9. DIRECTORS OF RE (REGIONAL ENTERPRISE) LTD

The Chairman introduced the report which notified the Committee of the resignation of Councillor Richard Cornelius (the Leader of the Council) and Mr John Hooton (Chief Executive) as Directors of RE (Regional Enterprise) Ltd.

Following consideration of the report **the Committee RESOLVED to:**

1. **Note that Councillor Richard Cornelius and Mr John Hooton have resigned their positions as Directors of RE (Regional Enterprise) Ltd.**

10. BARNET COUNCIL'S ANNUAL HEALTH AND SAFETY REPORT

The Head of Safety, Health and Wellbeing presented the report which provided the Committee with information on the Council’s health and safety performance for the

period 2017/18. The further set out the priorities for the period 2018/19, to ensure continued improvement in H&S performance.

Following discussion and consideration of the report **the Committee RESOLVED:**

1. **To note the report and approve the priorities for the period 2018/19 as outlined in section 3 of Appendix 1; Councils Annual Health and Safety Report.**

11. MEMBERS' INFORMATION MANAGEMENT POLICY AND GUIDANCE ON GDPR

The Information Strategy Manager & Interim Data Protection Officer presented the report and summarised the key aspects of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 which became law on 25 May 2018. She explained to the committee its impact on Elected members their roles in relation to data protection legislation and personally responsible for their compliance with the law. The report provided a new Members' Information Management Policy and Toolkit and makes recommendations for guidance to be provided to Members on their responsibilities.

Following discussion and consideration of the **report the Committee RESOLVED;**

1. **To approve the new Members' Information Management Policy and the Members' Information Management Toolkit.**
2. **That the Data Protection Officer be instructed to publish the policy and toolkit to the council's intranet and website under the information management policy framework.**
3. **That the Data Protection Officer be authorised to make minor changes as necessary to the policy and toolkit following any formal guidance or case law**
4. **That the Data Protection Officer be instructed to produce guidance for Members on their obligations for key areas of compliance such as privacy notices.**

12. COMMITTEE FORWARD WORK PROGRAMME

The Committee noted the Forward Work Programme.

13. ANY ITEM(S) THAT HE CHAIRMAN DECIDES IS URGENT

None.

The meeting finished at 8.05 pm

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	Constitution and General Purposes Committee 22 October 2018
Title	Constitution Review
Report of	Monitoring Officer Head of Governance
Wards	N/A
Status	Public
Enclosures	Appendix A– Article 7: Extract. Committees, Forums, Working Groups and Partnerships (Tracked) Appendix B – Chief Officers (Tracked)
Officer Contact Details	Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk
Summary	
<p>Following the comprehensive review of the Constitution which was completed in May 2018 a number of housekeeping amendments are proposed as set out in the report and appendices.</p>	

Officers Recommendation

That the Committee recommend to Council that the Constitution be amended to incorporate the changes set out in this report and the amended versions attached at Appendix to Appendix B.

1. WHY THIS REPORT IS NEEDED

- 1.1 The terms of reference Committee include responsibility to “proactively to review and keep under review all aspects of the Council’s Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council”.
- 1.2 Detailed changes and the reason for them are as set out in the table below:

No.	Section	Reference	Issue Identified	Changes Made
1.	Article 7 (Committees, Furums and Partnerships)	Terms of Reference of the Health and Wellbeing Board (HWB)	<p>The terms of reference of the Barnet Health and Wellbeing Board currently do not include membership for voluntary and community sector representatives (non-voting). In most other authorities, voluntary and community sector representatives are non-voting members appointed by Local Authority as they represent a significant local stakeholder that plays such an important role in improving local population's health and wellbeing.</p> <p>NHS England plays an important role in delivering some of the local services however HWB Board agenda is not relevant in its entirety to their business and therefore they failed to engage on a regular basis. We therefore propose to remove NHS England from core membership and add them as extended membership, to be invited as and when relevant.</p> <p>Vice-Chair of the Health and Wellbeing Board is CCG Chair, as prescribed by the Act (s194(2)(f)).</p> <p>Health and Wellbeing Board represents a strategic partnership across local health and</p>	<p>Add to HWB Board Terms of reference:</p> <ul style="list-style-type: none"> • Barnet's voluntary and community sector representative (non-voting member) • Remove NHS England from core membership • Add a reference to Vice Chair being CCG Governing Body Chair, as prescribed by the Act • Add: "To provide collective leadership and enable shared decision making, ownership and

No.	Section	Reference	Issue Identified	Changes Made
			<p>care economy and, as such, has a responsibility for collective leadership, joint decision-making, shared responsibilities and accountability. This partnership's role is to provide strategic oversight (rather than performance management) on health and care offer locally, promote joint working, joint commissioning as well as joint bidding process for external resources.</p>	<p>accountability.”</p> <ul style="list-style-type: none"> • Rewording of few paragraphs to reflect strategic and joint responsibilities across partnershi
2.	Article 7 (Committees, Forums and Partnerships)	Terms of Reference of the Community Leadership and Libraries Committee	<p>The terms of reference of the Community Leadership and Libraries Committee currently include responsibility for ‘.....grants to the voluntary sector.’</p> <p>The Council currently seeks to determine applications within 6-8 weeks of receipt depending upon any issues that might arise during the assessment process, a broadly realistic timeframe in the case of smaller grant requests dealt with under delegated powers. The processing time of applications seeking a larger grant is usually longer, subject, as it is, to the frequency of meetings of CLLC and the proximity of such to when an application is received. This is unfavourable to the larger applications who may have a waiting time of up to time 6 months from when application is recived to a decision made.</p>	<p>Remove from the terms of reference of the Constitution & General Purposes Committee:</p> <p>“...and grants to the voluntary sector.”</p>

No.	Section	Reference	Issue Identified	Changes Made
			<p>It is proposed that Members delete this from the terms of reference of the committee and agree to extend the Director of Finance (Section 151 Officer) delegated powers to encompass all awards from the corporate grants on the basis that the chairman of CLLC will continue to be consulted on all recommendations.</p>	
3.	Article 9 – Chief Officers	9.4 Functions of the Chief Finance Officer / Section 151 Officer	<p>It is recommended that Article 9 (Chief Officers) be amended to include within the responsibilities of the Functions of the Chief Finance Officer / Section 151 Officer writing of debt.</p>	<p>Add the following to “Debt Manangement . The Chief Finance Officer will in consultation with HB Public Law write off debt amounts up to and including £5,000”</p>

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Constitution and General Purposes Committee are required under their terms of reference to proactively review and keep under review all aspects of the Constitution. These proposals are recommended to ensure the smooth running of the Council.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Committee could retain the current Constitution un-amended. This is not recommended as the Constitution needs to be kept under review to ensure that it complies with legislation and best practice.

4. POST DECISION IMPLEMENTATION

- 4.1 Subject to the committee's approval, the recommendations will form part of a report to Full Council on 30 October 2018 to make final approval.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Barnet Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. By keeping the Constitution under review it ensures that the framework in which the Council is governed supports the delivery of corporate priorities and performance.

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

- 5.2.1 There are no resource implications as a result of these proposals.

5.3 Legal and Constitutional References

- 5.3.1 Council's Constitution, Article 7 - the Constitution and General Purposes Committee terms of reference includes responsibility "To keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council".

5.4 Risk Management

- 5.4.1 The process of managing changes to the Constitution through the Constitution and General Purposes Committee ensures that the proposals are developed through Member participation and consideration.

5.5 Equalities and Diversity

- 5.5.1 The decision making processes of the Council, as enshrined within the Constitution, need to be transparent and accessible to all sectors of the

community.

5.6 Consultation and Engagement

5.6.1 None in the context of this decision.

6. BACKGROUND PAPERS

6.1 The currently adopted Constitution can be accessed here:
<http://barnet.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13581&path=0>

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Appendix A – Proposed changes to Committee Terms of Reference

<p>Community Leadership & Libraries Committee</p>	<p>(1) Responsibility for libraries, culture, civic events, the mayoralty, community safety, registration and nationality service and grants to the voluntary sector.</p> <p>(2) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(3) To submit to the Policy and Resources Committee proposals on the Committee's budget for the following year in accordance with the budget timetable and make recommendations on issues relating to virements, underspends or overspends. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Health and Wellbeing Board</p>	<p>(1) To jointly assess the health and social care needs of the population with NHS commissioners, and use<u>apply</u> the findings of a Barnet J<u>oint</u> S<u>trategic</u> N<u>needs</u> A<u>assessment</u> (JSNA) to <u>inform</u> all relevant <u>local</u> strategies and policies <u>across</u> <u>partnership</u>.</p> <p>(2) To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and <u>strategically</u> <u>oversee</u> <u>performance</u> <u>manage</u> its implementation to ensure that improved <u>population</u> outcomes are being delivered.</p> <p>(3) To work together to ensure the best fit between available resources to meet the health and social care needs of the <u>whole</u> population of Barnet, (including children), by</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p><u>Vice Chairman is Chair of Barnet CCG Governing Body</u></p> <p>Three Members of the Council</p> <p>Director of Public Health</p> <p>Strategic Director for Children & Young People</p>

	<p>both improving services for health and social care and helping people to move as close as possible to a state of complete physical, mental and social wellbeing. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; the Better Care Fund; and Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) To provide collective leadership and enable shared decision making, ownership and accountability</p> <p>(5) To promote partnership and, as appropriate, integration, across all necessary areas, including the use of joined-up commissioning plans and joined-up approach to securing external funding across the NHS, social care, voluntary and community sector and public health.</p> <p>(6) To explore partnership work across North Central London where appropriate.</p> <p>(5) Specific responsibilities for:</p> <ul style="list-style-type: none"> • Overseeing public health and promoting prevention agenda across the partnership • Developing further health and social care integration. 	<p>Strategic Director for Adults, Communities & Health</p> <p>Barnet Clinical Commissioning Group- Board members x 3</p> <p>Barnet Clinical Commissioning Group- Chief Officer</p> <p>Barnet Healthwatch representative</p> <p>Barnet voluntary and community sector representative</p> <p>Independent Chair of the Adults and Children's Safeguarding Boards (Non-Voting Member)</p> <p>NHS England</p> <p>Each member may nominate a substitute if they cannot attend.</p> <p>Requirement for proportionality is waived and voting rights allowed to members other than Members of the Council.</p> <p>Quorum 3</p>
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Appendix B - Article 9 – Chief Officers

9.1 Management Structure

- (a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions. Apart from those officers referred to in (b) immediately below, all officers are appointed by the Chief Executive.
- (b) **Chief Officers.** Members will appoint staff for the following posts, who will be designated Chief Officers:

Chief Executive (Head of Paid Service)
Deputy Chief Executive
Assistant Chief Executive
Strategic Director, Children and Young People
Strategic Director, Adults, Communities and Health
Strategic Director, Environment
Director of Resources (Chief Finance Officer / Section 151 Officer)
Director of Public Health

Delegated Authority to Chief Executive and Chief Officers

(i) Chief Officers (Deputy Chief Executive, Assistant Chief Executive, Strategic Directors for Adults, Children and Environment, Director of Resources) have the following delegated powers in respect of all matters which are not key decisions (as defined in Article 2) and not reserved for decision by the Council or by a Committee of the Council:

(a) to make decisions and approve expenditure relating to their functions and the functions of their Department, where necessary in accordance with (b) and (c) below, and providing (1) that the sum expended is within the approved budget for the Department and/or relevant portfolio, and (2) the amount in relation to any single matter does not exceed £181,302.

(b) to determine employment matters relating to staff including all changes to staffing structures. This power will not include changes to terms and conditions of employment or additional payments to any individual member of staff above £100K.

(c) to approve tender strategies and award contracts in accordance with the Council's Contract Procedure Rules within Part 2 of the Constitution.

(d) the Chief Executive has all the above delegated authority and as may be necessary, determine which Department discharges any particular Council function if this is not clear.

Discretion to Refer Matters to Members: Where a Chief Officer believes that a matter that is within their delegated authority is significant or sensitive they have the discretion to refer it to Members for decision.

(ii) These powers may be delegated further under a Scheme of Delegation and powers are also delegated to all officers in accordance with their job description and department budget.

(iii) Officers should ensure that delegated powers are exercised in accordance with relevant Council policies and procedures and all decisions with a value of £50,000 or more made by officers under delegated powers should be listed in writing and a copy of the list for each Department produced to the Chief Executive and the Leader on the 30th September and 31st March of each year.

(iv) The Chief Executive and Chief Officers may exercise voting rights at general meetings of companies of which the Council is a member or by written resolution and may take any necessary action to protect, safeguard and effectively manage the Council's interest in such companies.

(c) Statutory Officers

The Council will designate the following posts as shown:

Post	Statutory Designation
Chief Executive	Head of Paid Service
Chief Legal Advisor	Monitoring Officer
Director of Resources	Chief Finance Officer / Section 151 Officer
Strategic Director, Children and Young People	Director of Children's Services
Strategic Director, Adults Communities and Health	Director for Adult Social Services
Director of Public Health	Director of Public Health

9.2 Functions of Head of Paid Service

(a) **Discharge of functions by the Council.** The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

(b) **Restriction of functions.** The Head of Paid Service may not be the Monitoring Officer, but may hold the post of Chief Finance Officer if a qualified accountant.

- (c) The Head of Paid Service has authority over all other chief officers so far as is necessary for efficient management and for carrying out the Council's functions.

9.3 Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** The Monitoring Officer, in consultation with the Head of Governance, will maintain an up-to-date version of the Constitution and will ensure that it is available for consultation by Members, staff and the public.
- (b) **Ensuring lawfulness and fairness of decision-making.** After consulting with the Head of Paid Service and the Assistant Chief Executive, the Monitoring Officer will report to the full council if s/he considers that any proposal, decision or omission which is referred by Harrow and Barnet Public Law or which is otherwise notified to him/her, would give rise to unlawfulness or if any decision or omission so referred would give rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Ensuring lawfulness and fairness of council operating procedures.** After consulting with the Head of Governance and the relevant senior line manager the Monitoring Officer will report to the Head of Paid Service and the Assistant Chief Executive any council process or procedure which s/he considers would give rise to unlawfulness or if any such process or procedure would give rise to maladministration.
- (d) **Managing the relationship with Harrow & Barnet Public Law.** As Chief Legal Advisor within the council, responsibility to manage the strategic relationship with Harrow & Barnet Public Law to ensure the council continues to be provided with a legal service which meets its needs and to advise the Head of Paid Service and Assistant Chief Executive where any risks are identified.
- (e) **Supporting the Constitution, Ethics and Probity Committee.** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution, Ethics and Probity Committee.
- (f) **Conducting investigations.** The Monitoring Officer will conduct or appoint Officers or others to conduct investigations into allegations of breach of the Member Code of Conduct. Then s/he or they will make reports and recommendations in respect of such allegations in accordance with the procedure for handling complaints against Members.
- (g) **Providing legal advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.
- (h) **Register of Members Interests.** The Monitoring Officer will keep and maintain the Register of Members Interests and ensure its availability to the public.

9.4 Functions of the Chief Finance Officer / Section 151 Officer

- (a) **Ensuring lawfulness and financial prudence of decision-making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council and the council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the council is about to enter an item of account unlawfully.
- (b) **Estimates and resources.** In accordance with the Local Government Act 2003 to advise on robustness of estimates and level of resources.
- (c) **Administration of financial affairs.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the council.
- (d) **Providing financial advice.** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- (e) **Give financial information.** The Chief Finance Officer will provide financial information to the media, members of the public and the community.
- (f) **Pensions governance.** The Chief Finance Officer will provide support to the Pension Fund Committee and Local Pension Board.
- (g) Debt Management. The Chief Finance Officer will in consultation with HB Public Law write off debt amounts up to and including £5,000**

9.5 Functions of the Director of Children's Services

- (a) The Council as a children's services authority is required by the Children Act 2004 to appoint an officer to be known as the Director of Children's Services. The Strategic Director, Children and Young People will fulfil the role of the Director of Children's Services.
- (b) The Director of Children's Services is responsible for the delivery of the Council's education and social services functions for children, and any health functions for children delegated to the Council by an NHS body and as required by the Children Act 2004.

9.6 Functions of the Director of Adult Social Services

- (a) The Strategic Director, Adults Communities and Health will fulfil the role of the Director for Adult Social Services as required by the Local Authority Health Social Services Act 1970, as amended by the Children Act 2004.
- (b) The Strategic Director, Adults Communities and Health is responsible for the delivery of the Council's social services functions, other than those for which

the Council's Director of Children's Services is responsible under the Children Act 2004.

9.7 Functions of the Director of Public Health (DPH)

- (a) The DPH is responsible for writing the Annual Report on the health of the local population.
- (b) The DPH is responsible for all of the local authority's duties to take steps to improve public health.
- (c) The DPH is responsible for exercising the local authority's functions in planning for, and responding to, emergencies that present a risk to public health.
- (d) The DPH is responsible for exercising the local authority's role in co-operating with the Police, the Probation Service and the Prison Service to assess the risks posed by violent or sexual offenders.
- (e) The DPH is responsible for the local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications.
- (f) The DPH is responsible for exercising the local authority's duties to ensure plans are in place to protect their population including through screening and immunisation.

9.8 Duty to provide sufficient resources to the Monitoring Officer and Chief Finance Officer

The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their reasonable opinion sufficient to allow their duties to be performed.

9.9 Conduct

Officers will comply with the Officers' Code of Conduct and the Protocol on Member/Officer Relations set out in this Constitution.

9.10 Employment

The recruitment, selection and dismissal of officers will comply with the Human Resources (HR) Regulations.

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	Constitution and General Purposes Committee 22 October 2018
Title	Code of Conduct Allegations 2017/18
Report of	Monitoring Officer
Wards	N/A
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Code of Conduct Allegations – 2017/18
Officer Contact Details	Andrew Charlwood, andrew.charlwood@barnet.gov.uk , 020 8359 2014

Summary

This report updates the Constitution and General Purposes Committee on complaints the Monitoring Officer has received about Member conduct during 2017/18

Recommendation

That the Committee note the update as set out in Appendix A

1. WHY THIS REPORT IS NEEDED

- 1.1 The Members Code of Conduct requires that the Monitoring Officer submits a report to inform the Committee at annual intervals to inform the Committee about complaints which have been received and not investigated and complaints which have been investigated.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To comply with the constitutional requirement to report to the Committee.
- 2.2 To ensure that the Committee discharges its duty to: promote and maintain high standards of conduct for Members; review the application of the Code of Conduct for Members to Member complaints; and maintain an overview on ethical standards in general across the authority.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Not applicable.

4. POST DECISION IMPLEMENTATION

- 4.1 Not applicable

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Barnet Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards.

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

- 5.2.1 There are no resources implications in the context of this report.

5.3 Social Value

- 5.3.1 Not applicable

5.4 Legal and Constitutional References

- 5.4.1 Members Code of Conduct – Procedure for dealing with Complaints, Section 7, Reports – states “The Monitoring Officer will submit a report to the Constitution and General Purposes Committee at annual intervals to inform the Committee about complaints which have been received during the year.”
- 5.4.2 Article 7, Terms of Reference of Committees, Sub-Committees and Partnership Boards – the terms of reference of the Constitution and General Purposes

Committee includes “To consider and make recommendations to the Council on: (i) how it can satisfy the continuing duty to promote and maintain high standards of conduct for Members; (ii) on the Code of Conduct for Members; and (iii) on ethical standards in general across the authority.”

5.4.3 The Council’s arrangements under which complaints about Member conduct are investigated and decided comply with the relevant provisions of the Localism Act 2011.

5.5 **Risk Management**

5.5.1 Failure to deal with Member complaints in accordance with the provisions of the Members Code of Conduct could have reputational implications for the Council.

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 None.

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Cllr	Date complaint received	Date acknowledged	Provisions of Code relates to	Informal resolution Yes/No Summary	Referred to formal investigation Yes/No	Investigator	Referred to Committee Yes/No	Date of Decision and Summary	Date complaint informed
Conservative Councillor	16/06/2017	19/06/2017	3 (1) Failure to treat with respect	Yes	No	Monitoring Officer	No	19/06/2017 - Handled directly through the MO and the relevant Member. Apologies to officer made and no further action taken.	20/06/2017
Labour Councillor	13/06/2017	19/06/2017	3 (1) Failure to treat with respect	Yes	No	Monitoring Officer	No	06/08/2017 - handled directly through the MO and relevant Member. Apologies to officer made and no further action taken.	07/08/2017
Conservative Councillor	06/02/2018	09/02/2018	3 (1) Failure to treat with respect	Yes	No	Monitoring Officer	No	22/02/2017 - handled directly through the MO and relevant Member. Apologies to the Member made and no further action taken.	23/02/2018
5 Councillors 1 Labour 4 Conservative	20/02/2018	22/02/2018	Not applicable	Yes	No	Monitoring Officer	No	22/02/2017 - handled directly through the MO.	23/02/2018

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Constitution and General Purposes Committee

22 October 2018

Title	Review of the Local Government Elections - 3 May 2018
Report of	John Hooton - Chief Executive and Returning Officer
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - Report of the review of the Local Government Elections on 3 May 2018
Officer Contact Details	Emily Bowler, Head of Business Development and Project Delivery (Assurance) 020 8359 4463 - emily.bowler@barnet.gov.uk

Summary

This report provides Committee with a review of the planning, implementation and delivery of the Local Government Elections held on 3 May 2018 for election of all 63 ward councillors within the London Borough of Barnet. The report also identifies the key lessons learnt and makes recommendations to benefit future election projects.

Officers Recommendations

1. That the Committee note the recommendations made in the Local Elections Review (Appendix A) from the elections held on 3 May 2018.

1. WHY THIS REPORT IS NEEDED

- 1.1 So that the Constitution and General Purposes Committee have oversight of the delivery of statutory elections within the borough and of the resources (including staff, accommodation, equipment and services) made available by the Council to the London Borough of Barnet's Returning Officer and Electoral Registration Officer.
- 1.2 This internal review of the Local Elections project concludes that the process for the administration of the election ran smoothly across all Wards, with no major issues. The overall turnout across Barnet was 43.7% compared to London which was 38.9%. For these Elections 109,125 electors cast their votes, with 69.1% casting their votes across Barnet's 156 polling stations at 94 locations and 30.9% voting by post.
- 1.3 The next scheduled borough-wide elections that are due to take place in Barnet are on 7 May 2020 for the Greater London Authority and London Mayoral elections, and then the Local Government and UK Parliamentary General Election in May 2022. The learning and recommendations from this report will inform the planning and preparation for the next election.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Council has a duty to provide the authority's Returning Officer (who has overall responsibility for the preparation and conduct of all elections within the borough) with appropriate resources to ensure the efficient and legislatively compliant conduct of all statutory elections.
- 2.2 This report helps to provide Constitution and General Purposes Committee with relevant information to:
- ensure that the Council has met its obligations in this regard
 - ask any necessary questions to satisfy themselves that provision for future elections will be sufficient and appropriate.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None

4. POST DECISION IMPLEMENTATION

- 4.1 The Returning Officer, Assurance Director and Head of Electoral Services will commence the planning and implementation of the recommendations included in the report.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

It is a Corporate Priority to ensure fairness in decision making. In line with this, it is essential that electoral processes are robust and fair to all in Barnet and the use of post-election reviews has been commended as a way of ensuring that future improvements to the conduct of elections are identified and introduced where

possible.

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

5.2.1 The costs of Council (local government) elections are met in full by the council and any increases in the cost of conducting any election activities will have to be met by the council.

5.3 Social Value

5.3.1 No applicable

5.4 Legal and Constitutional References

5.4.1 Article 7 of the constitution sets out the functions of the Constitution and General Purposes Committee which includes overseeing the Council's governance arrangements including elections and electoral registration performance.

5.4.2 Section 8(2)(a) of the Representation of the People Act 1983 requires the Council to appoint an officer to be the Electoral Registration Officer (ERO). The ERO is responsible for the preparation and maintenance of the electoral register for any parliamentary constituency or part of a constituency within its area.

5.4.3 Each London Borough is then required by Section 35(3) of the Representation of the People Act 1983 Act to appoint an officer of the council (the proper officer of the council (e.g the Electoral Registration Officer)) to be the Returning Officer (RO) for elections of borough councillors.

5.5 Risk Management

5.5.1 The purpose of the election review is to assess the most recent performance and suitability of Barnet's election preparations, planning and delivery. Further to that it is designed to identify where improvements can be made to reduce the risk of poor performance or outcomes at future elections so the actions proposed by the full review report will identify and minimise risks at future elections.

5.6 Equalities and Diversity

5.6.1 No separate equalities impact assessment has been undertaken as the delivery of all electoral processes are strictly governed by legislation, which is in itself designed to provide for reasonable access to voting 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.

5.7 Corporate Parenting

8.7.1 Not applicable

5.8 Consultation and Engagement

5.8.1 This full review of the election includes reference to feedback from individuals and/or groups that will represent all stakeholders in the statutory electoral process.

5.8 Insight

5.8.1 In order to develop this review and to propose its conclusions, a number of sources of information and feedback were utilised including:

- Feedback from members of the London Borough of Barnet's Elections Project Board and other key individuals from the project team.
- Responses received to the online election staff feedback survey that was sent to all staff that worked on the elections across a wide-range of roles and duties
- Responses to the online survey that was sent to the Election Agents of all candidates that stood as for election in the 21 Wards of the London Borough of Barnet
- A review of written and email contacts, queries and complaints that were received from residents, electors and other stakeholders both during and after the election period.

6. BACKGROUND PAPERS

6.1 'Review of the General Election held on 8 June 2017.'¹

¹ See GFC November 2017, Item 7 <https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MID=9283>

**London Borough of Barnet
Elections Project Review**

**Local Government Elections - 3 May 2018
Election of 63 Ward Councillors**

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1. Introduction

The scheduled Local Government Elections for the London Borough of Barnet were held on Thursday 3 May 2018. For the election of Councillors to the local authority, the Chief Executive Officer (CEO) takes the role of Returning Officer (RO). The RO has a duty to comply with all relevant electoral legislation and is directly accountable to the Law Courts as an independent statutory office holder.

This internal review of the Local Elections project concludes that the process for the administration of the election ran smoothly across all Wards, with no major issues. The overall turnout across Barnet was 43.7% compared to London which was 38.9%. For these Elections 109,125 electors cast their votes, with 69.1% casting their votes across Barnet's 156 polling stations at 94 locations and 30.9% voting by post.

The next scheduled borough-wide elections that are due to take place in Barnet are on 7 May 2020 for the Greater London Authority and London Mayoral elections, and then the Local Government and UK Parliamentary General Election in May 2022. The learning and recommendations from this report will inform the planning and preparation for the next election.

2. Aim of the review

The aim of this Election Project review is to:

- Review the overall performance of the project that was undertaken to deliver the Local Elections within the London Borough of Barnet including:
 - The planning and preparations that were undertaken for the elections
 - Electoral Registration processes for electors to apply to vote or change voting arrangements
 - The effectiveness of the methods used to manage and work with partners and suppliers
 - The operation of polling stations (venues, staff, processes etc.)
 - Postal vote issuing, opening and verification processes
 - The counting of votes and the declaration of results.
- Identify the key lessons learnt and make recommendations to benefit future election projects.
- Highlight any actions that must, or are advised, be undertaken before the next borough-wide election is held in the London Borough of Barnet (currently scheduled to be the London Mayoral and Greater London Assembly elections on 7 May 2020).

3. Review Methodology

The Democratic Engagement Project Manager conducted this Elections Project review following the Local Elections in May 2018.

In order to develop this review and to propose its conclusions, a number of sources of information and feedback were utilised including:

- Feedback from members of the London Borough of Barnet's Elections Project Board and other key individuals from the project team.
- Responses received to the online election staff feedback survey that was sent to all staff that worked on the elections across a wide-range of roles and duties.

- Responses to the online survey that was sent to the Election Agents of all candidates that stood as for election in the 21 Wards of the London Borough of Barnet.
- A review of written and email contacts, queries and complaints that were received from residents, electors and other stakeholders both during and after the election period.

4. The Local Elections - Project Objectives

The core objectives of any borough-wide election project are similar, and to a large extent are set down by electoral legislation or under guidance from the Electoral Commission.

For the purposes of this review, the following objectives will be considered against all assessments of performance or proposed future activities and advice:

- a) All eligible electors are able to vote and in the manner in which they choose and know that their votes will be counted in the way they intend.
- b) People who want to stand for election are clear about how to get involved and what they have to do to comply with the rules.
- c) All statutory and necessary electoral processes are conducted in a consistent, professional and transparent manner, complying with legislation and statutory deadlines and take heed of relevant Electoral Commission guidance.
- d) The elections and subsequent results are delivered through processes that are secure and transparent and accepted as such by voters, candidates, staff and observers.
- e) Run the elections utilising an effective project management approach, ensuring that all necessary stakeholders within the organisation are effectively communicated with and have confidence in the progress of the project's activities.
- f) All necessary processes are carried out consistently and efficiently so that effective use is made of public money.

5. Project Resources and Methodology

The Local Elections project was managed utilising an approach which, whilst broadly based upon standard project management controls, also incorporated the experience of key project team members and good practice learned from previous election projects in Barnet.

As Returning Officer for the Local Government elections, with legislative responsibility for the conduct of the poll and the counts, London Borough of Barnet's Chief Executive Officer was the Project Sponsor and was responsible for directing and monitoring the progress of the project and with ensuring that adequate resources were made available to for the conduct of the election.

Project Management was provided by the Democratic Engagement Project Manager and the Head of Electoral Services, who were responsible for the planning, implementation and reporting of all activities required to deliver the project's deliverables.

5.1. Project Planning

The Local Elections Project Implementation Plan and full Project Plan outlined key activities with set timescales and milestones to ensuring a successful election.

The regular Election Project Board meetings chaired by the Returning Officer were key to the delivery of the project and communicating the progress. Throughout the year, the Returning Officer holds monthly meetings with the Director of Assurance and Head of Electoral Services, and from this meeting it was decided that the Elections Project Board would be established from December 2018 and meet regularly from thereafter. Key stakeholders were present at all

meetings, including Deputy Returning Officers (DAROs), Head of Electoral Services, Electoral Registration Manager, Elections Project Manager, Monitoring Officer as well as representatives from Communications Team, Customer Services Group and the Head of IT. This ensured that all key stakeholders were aware of progress, could contribute suggestions based on previous experience and offer solutions to any issues that arose.

In addition, the Democratic Engagement Project Manager led short weekly meetings with the core project team to review and update Project Plan ensuring that all activities were implemented.

5.2. Staffing

As for previous elections, the Electoral Services team was supplemented with additional members of full-time staff, who were seconded-in from across the Assurance Group (4). Utilising staff from within the council who had prior knowledge and core transferable skills was essential to enable robust delivery and resilience across all election project deliverables.

The full complement of staff was then split between a 'Electoral Registration Team' and an 'Elections Project Team' although a high degree of flexibility in temporarily moving staff members between these teams as required (e.g. to meet specific statutory deadlines etc.) was necessary to make best use of these available resources.

The following table outlines the key project individuals and their key responsibilities for the election:

Name and LBB Position	Project Role	Summary of Key Responsibilities
John Hooton Chief Executive	Returning Officer (RO) / Project Sponsor	To ensure that the election is administered effectively and that the objectives of the elections project are met.
Clair Green Assurance Director	Deputy Returning Officer (DRO)	To deputise for the RO and to ensure that appropriate resources are made available to the project as required. Also, Line Management of Head of Electoral Services.
Cath Shaw Deputy Chief Executive Mathew Kendall Adults and Communities Director Jamie Blake Commissioning Director	Deputy Returning Officer(s) (DRO) - Polling and Count	To deputise for the RO.
David Tatlow Chief Legal Advisor and Monitoring Officer	Monitoring Officer	Chief Legal Advisor
John Bailey Head of Electoral Services	Head of Electoral Services / Deputy Returning Officer	All project management duties, budgetary control and overall management for all electoral processes, staff and venues.
Emily Bowler Democratic Engagement Project Manager	Elections Project Manager	Responsible for project management: planning, implementation and reporting elections project activities, including quality assurance, and management and co-ordination of all internal and external

		communications.
Akhtar Ali Electoral Registration Manager	Electoral Registration Manager	All Electoral Registration duties, management and application of elections software (including statutory notices etc.). Project resources and quality assurance.
Robert Dunsford Senior Financial Fraud Investigation Officer	Logistics and Security Manager	Facilities and transport management for all polling and count venues. Recruitment and supervision of all security and marshalling staff.
Dave Rowe Head of Exchequer Services	Count Support Manager - Deputy Returning Officer (Count)	Provide additional preparation and planning for all Count processes. DAROs adjudication and processes. Project quality assurance.
Ken Argent Grants Manager	Postal Vote Verification Manager	Planning and management of Postal Vote sessions. Recruitment and supervision of all postal vote opening and verification staff.
Katie Mayers Interim Assistant Director - Strategy and Communications	Communications (Elector, Resident and Media Engagement)	Internal and external communications, media and PR management.
Bryan Webb Head of IT Adam Hussain Service Delivery Manager Kirit Patel Technical Manager	Election project IT support	Planning, management and support of all project IT requirements and systems.
Natasha Patterson Customer Services Group (CSG)	Customer Services Group (CSG)	Customer services relationship management and support.

The Customer Services Group were tasked with providing essential support through the implementation of a dedicated Elections Call Centre to ensure that all 'first tier' enquiries from electors, residents and other stakeholders (for example, straightforward and basic enquiries) were suitably responded to. They also added supplementary support to manage the email box along with the Electoral Registration Office.

In addition to the core Elections Project Team, there is a requirement to appoint over 700 people to fill polling and count roles. A key element is to ensure staffing levels were sufficient throughout and so 'over-recruiting' to key polling and count roles is important to successfully mitigate for inevitable late staff withdrawals and potential no-shows on the day of the Election.

Staff who had worked on recent previous elections were contacted to confirm their availability to work at the Local Elections. In addition, a recruitment campaign ran from January 2018 to increase the number of reserve staff available to work on the elections. The advert inviting new applications was included in Barnet First e-newsletter to Barnet residents, Middlesex University student newsletter and the councils internal staff newsletter. A stall promoting recruitment was held in the Atrium at North London Business Park on the 21 February 2018. Through this campaign we received 203 new applications, of which 154 were used to work on the Local Elections.

All key election staff (including Presiding Officers, Count staff, Polling Inspectors etc.) were trained and briefed by the Head of Electoral Services in preparation for the election.

6. Summary of the Project's Performance

The preparations in Barnet involved confirmation of 156 polling stations, the count venue, and the co-ordination of multiple statutory processes that involved over 700 staff across polling stations, security and logistics, postal voting and finally, the count and declarations. It also involved standing up additional resources to manage the typical surge in registration before an Election, as well as the preparation and issuing of polling cards, postal votes, proxy votes and so on.

6.1. Key headlines

- Following publication of the Notice of Election for the Local Elections, 221¹ successful candidate nomination forms were received
- There were 10,765 additions to the register, with 249,738 people eligible to vote in the May 2018 Local Elections of which 50,591 were registered to vote by post.
- At 43.7%, overall turnout across Barnet was 3.2% higher than that of the 2014 local elections (40.5%).
- On polling day, 75,412 electors cast their votes across Barnet's 156 polling stations at 94 locations, giving an in-person turnout of 37.9% (slightly lower than the London average of 39%).
- Postal voter turnout was at 66.6% which is especially significant given that Barnet has the largest number of postal voters in London.
- These figures make it clear that electors were able to cast their vote in the way that they chose and gives good assurance that there were no wide-spread issues that stopped eligible electors from either getting registered or casting their votes.
- The level of formal complaints and social media enquiries during the run up and on the day of the election was considerably lower than in previous years suggesting an increased level of customer satisfaction from the electorate.
- The Election Count held at Allianz Park ran without any issues, with the first of the 21 Wards declaring results by 3am and last by 9am.
- As a consequence of the very close results in High Barnet, East Barnet and Childs Hill, the Returning Officer agreed to conduct additional checking of the counted votes, by way of 'bundle-flicks' of block votes and complete cross-checking of the mixed vote count sheets. This resulted in the declarations for these wards not being made until all additional checks were finished and provisional results were accepted by all Election Agents.
- An online survey was sent all staff involved in administering all aspects of the elections, and the 386 responses were received were highly positive. To illustrate this, some key responses received were:
 - 96.8% of respondents want to work on future elections in Barnet (96.9% in General Election 2017)
 - 93.8% felt that the right number of staff were available for the processes (compared to 92.4% in the General Election 2017)
 - 95.3% stated that a good level of service was given to electors and candidates (93.2% in General Election 2017)
- An online survey was sent to all candidates' Election Agents. Overall, respondents gave positive feedback.

¹ One candidate withdrew their nomination before publication of the Statement of Persons Nominated.

- Of those respondents who attended the Candidates and Agents Briefing, 100% found it useful
- 83.3% found the process of submitting candidates forms accessible or very accessible
- 100% found the Returning Officer's Agents Briefing event useful or very useful
- 100% felt that Allianz Park was a suitable Election Count venue
- 100% felt that the Election Count processes were clear and transparent
- 100% felt that the election count was well managed.

7. Pre-election preparations

7.1. General Election - June 2017 – Review Recommendations

7.1.1. The review of the General Election held in June 2017 outlines a number of recommendations² following key lessons learnt. All 21 recommendations were implemented as part of the Project plan for the Local Elections.

7.2. Pre-election preparation

7.2.1. A large secure space with good access is required for all elections to prepare the 156 ballot boxes and facilitate collection in person by the Presiding Officers.

7.2.2. Due to the unavailability of BEST Hub it was vital to find an alternative venue for the pre-election preparation. The Gosford Room in the RAF Museum in Colindale was hired from Monday 9 April through to Friday 11 May and proved to be an ideal venue to facilitate the pre-election activities.

7.2.3. The cost for hiring the RAF museum was significantly higher than the BEST Hub, and although perfectly usable, work to investigate whether any alternative venues (that are still assessed as suitable) that may offer better value for money should be undertaken.

7.2.4. North London Business Park (NLBP) was used to brief Candidates and Agents as well as train all staff for their various election roles. With the imminent move out of NLBP, an alternative venue with adequate space will need to be found for the next election.

7.3. Polling Districts and Polling Places

7.3.1. The Interim Review of Polling Districts and Polling Places³ is completed annually and is taken to Constitution and General Purposes Committee (previously the review was taken to General Functions Committee) to enable the committee to decide upon arrangements for polling places and polling districts in London Borough of Barnet.

7.3.2. The report from January 2018 included proposals to change five polling places and split one polling district to be used at all relevant future elections and referendums that take place within the borough. These proposals were approved at General Functions Committee and implemented for the Local Elections in May 2018.

7.3.3. 94 Polling Places accommodate the 156 Polling Stations for the Local Elections.

7.3.4. Barnet used 31 schools as polling venues (over third of all polling places), of which 29 are primary schools. Of these, 17 schools closed to pupils on polling day. We worked closely with Head Teachers during the run up to the Local Elections and schools continue to be

² See GFC November 2017, Item 7 <https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MID=9283>

³ See GFC January 2018, Item 7 <https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MID=9286>

accommodating. However, some Head Teachers are still concerned about disruption to education and to parents being unable to work due to having to provide childcare on polling day if the school is closed.

- 7.3.5. 12 Portable cabins are used as polling venues. As in previous elections, an additional portable cabin was hired on 'standby' to mitigate the non-availability of any other polling venues. Although this space portacabin was not required, we will continue to hire a stand-by portable cabin to mitigate business continuity risks.
- 7.3.6. The next Annual Interim Review of Polling Districts and Polling Places will take place in the autumn 2018 and report to Constitution and General Purposes Committee upon its conclusion. This review will address any issues that arose from the Local Elections.

7.4. IT Infrastructure and Electoral Software

- 7.4.1. In addition to their attendance at the Project Board meetings, the Elections Project Manager and Head of Electoral Services held regular meetings with the key IT staff, including the Head of IT, were held from January 2018. The level of support from the council IT team was increased given the priority of the project.
- 7.4.2. As in previous elections, an initial 'change freeze' was agreed with IT colleagues to mitigate against any unnecessary IT issues. However, this period of change did not mitigate against BAU changes across the council which led to a number of IT issues period preceding the election that directly impacted the delivery of the Project.
- 7.4.3. For future elections, the Chief Executive has stipulated that the period of controlled change across all major council IT systems must be extended, starting earlier and widened to include non-election system changes to minimise any unexpected disruption.
- 7.5. Barnet Electoral Services have used Democracy Counts Ltd 'Elector8' Electoral Management Software System since April 2017. This system is integral to all registration and election activities and therefore Electoral Services worked closely with the supplier throughout the preparation for the Local Elections.

7.6. Communications

- 7.6.1. In preparation for the Local Elections, the dedicated web pages for Election on the council website had been significantly improved, considering customer feedback and learning from the previous elections. Including for example, including clearer information about the verification process from Gov.uk and updating the FAQs section.
- 7.6.2. To increase voter registration and to raise awareness of the Local Elections and encourage voting, a bright and bold Barnet Local Elections campaign brand was developed. This campaign brand included a logo and strap line which was used on all Barnet Local Elections material helping residents to identify information regarding the Local Elections at a glance.
- 7.6.3. The strap line "Make your voice heard. Make your vote count" was the main call to action throughout the campaign to encourage residents to take part in the democratic process. These call to actions appeared in speech bubbles throughout the campaign and was a rallying cry for residents to take action and register to vote. The artwork showed the voting journey of a resident registering to vote and then voting on polling day.
- 7.6.4. The Barnet Local Elections Voter Registration campaign ran from 19 February - 3 May 2018 and was split into three phases, providing over nine million 'opportunities to see':
 - Phase One - Household Notification Letter: 19 February-11 March

- Phase Two - Registering to vote: 3-16 April
- Phase Three - Voting: 17 April-3 May

7.6.5. The high profile Local campaign covered a range of different communication channels, including:

- Dedicated Local Elections webpage on the Barnet Council website - www.barnet.gov.uk/elections
- Bus shelter and six sheet high street posters
- Interior bus passenger panel posters (for phase one only)
- A4 information posters in GP surgeries and libraries across the borough
- Targeted digital advertising
- Social media posts (both organic and paid for)
- A press release
- Working in partnership with local community organisations, such as CommUNITY Barnet, to circulate voter registration information to our target audience
- Content within the Barnet First e-newsletter to 12,000 residents and an e-newsletter dedicated to voter registration, sent to residents a few days before the deadline.
- Advertising in the Barnet First residents' magazine, sent to all 140,500 households across the borough.
- Messages through the council's internal communications channels (First Team, Message of the Day, the Chief Executive's Weekly message and the Intranet).

7.6.6. In response to previous elections, specific focus was given to preparing a clear strategy for managing social media posts from Facebook and Twitter. Communications staff attended a briefing session with the Electoral Services team which ensured they were well equipped to deal with election related social media enquiries.

7.6.7. Compared to the General Election in June 2017, there was much lower engagement from people on social media on the day of the election. Only a handful of people submitted comments through Barnet Council's Twitter handle. These were straightforward enquiries that were all answered swiftly.

7.6.8. As in previous years, Barnet's Electoral Services (along with the vast majority of all local authorities) shares polling station location information with the national organisation 'Democracy Club'. Their website (www.wheredovote.com) was promoted on the council site, to enable residents to find their allocated polling station and candidate information. For the London Borough of Barnet, Democracy Club reported that there were 7523 postcode/address lookups and were able to show the polling locations for 7457 of those.

7.7. Access for people with disabilities

7.7.1. We aim to ensure that voters with disabilities in Barnet have choice and equal access to the democratic process, whether and however they choose to participate. It is an important human right that citizens can exercise their democratic right to vote and Electoral Services work hard to provide equal access to prospective voters with a range of disabilities to ensure that they are aware of the options available to them to register and to vote (in person, with support, by postal vote or by proxy).

7.7.2. Approximately 12% of Barnet voters identified as having a broad range of disabilities (sensory, learning, mental health and physical disability) and an ageing population, this is a responsibility we take seriously. Our aim is to promote choice and independence so

that disabled voters are encouraged to register to vote and can make the right choice for their particular circumstances in how they cast a vote.

- 7.7.3. As part of the ongoing Democratic Engagement, in partnership with Barnet Mencap we ran an interactive event in March 2018 for people with Learning Disabilities to promote voter registration and voting to this Under Registered Group. In addition, information on the Local Elections was included in local newsletters specifically for disabled and community groups in Barnet.
- 7.7.4. As in previous years, we widely circulated the Mencap and Electoral Commissions 'Easy Read Guides to voting in the Local Elections' resources to support people with a learning disability in the lead up to the General Election. The web content for the Elections was refreshed to make it easier for all residents to find out more about the elections processes.
- 7.7.5. Electoral Services addressed disability awareness in training for polling station staff to promote a better understanding of disability and improved customer service for people with disabilities. We advise our Presiding Officers (POs) to be disability aware to ensure that where a voter appears on the electoral register, the POs know to offer help and support to disabled voters and to act according to the person's wishes. For example, support to cast a vote, allowing the companion of a disabled voter to assist, including taking a ballot paper out of the station to an elector if requested to do so.
- 7.7.6. In preparation for the Local Elections in 2018, every polling station took account of wheelchair access requirements which also make it easier for parents/carers to vote with small children in prams and pushchairs. All polling station staff are trained in the use of a tactile voting device to support voters with visual impairments, which is displayed at every polling station to improve the independence and secrecy of the voting process for people with impaired vision. The availability of a loop system to support users of hearing aids is also fully communicated at stations where this is available. Where the polling station is a portable office we provide ramps which we recognise can pose a challenge for disabled electors and advise Presiding officers to see that the best possible access arrangements are in place at all locations. In addition, each station is inspected during the course of polling day and the Polling Station Inspectors' checklists review this as a part of their visits.

7.8. Election Call centre

- 7.8.1. As in previous years, arrangements were made with Customer Services Group (CSG) for the provision of a dedicated 'Elections Call Centre' to take and answer all first level telephone and email contacts (straightforward and basic enquiries) from the Electoral Registration Team.
- 7.8.2. The CSG Election Lead Officer attended 2 days training with Electoral Services on 21 and 22 March to refresh their knowledge of electoral registration processes and procedures, as well as providing input to the training materials for the CSG staff.
- 7.8.3. An Electoral Officer and representative from Democracy Counts (EMS software provider) provided training over 2 days at the CSG's Coventry offices to all 42 Elections Call Centre staff, including managers.
- 7.8.4. As in previous elections, all calls were answered directly by call centre agents without the use of automated phone menus (or IVR). This allowed the call centre agent to deal with

the customer enquiry more efficiently. The welcome message also included reference to the council web pages, directing callers to answers to frequently asked questions.

- 7.8.5. The Elections Call Centre went live from the Coventry office from Monday 26 March until Friday 4 May. During this period 4595 calls were offered and 4284 (93%) were answered. The council agreed performance target with CSG is 80% of calls are answered within 120 seconds.
- 7.8.6. On Election Day, the Election Call Centre was open from 6am-10.15pm and received 627 calls. On the day they achieved a service level of 99.2%.
- 7.8.7. Learning from previous elections, Electoral Services utilises an automated email response to frequently asked questions and an email filter system to effectively manage the expected increase in electorate engagement. From 26 March, the Coventry CSG team responded to 146 straightforward email enquiries. Electoral Services dealt with 5,249 emails from 1 March 2018 to 4 May 2018 that needed a more in-depth response.

7.9. Training and briefing sessions

- 7.9.1. The Head of Electoral Services and the Elections Project Team ran number of briefing and training sessions, with the Returning Officer or Deputy Officer present, to prepare staff and key stakeholders for the Local Elections.
- 7.9.2. A small team of experienced Trainers, led by the Head of Electoral Services, worked together to ensure that all training was consistent. In total, over 700 staff were trained in advance of the Local Elections.
- 7.9.3. Training for polling staff included:
 - Poll Clerk Training (9, 13, 18, 19, 21, 23 April)
 - Presiding Officer (7,14, 11 April and 2 May)
 - Polling Station Inspector briefings (27 April)
- 7.9.4. Due to the complexity of the Local Elections Count (split across 21 Wards - block and mixed votes), the history of high number of mixed votes and the closeness of results in 2014 Local Elections, specific focus was given to the count methodology with a number of development sessions with the Returning Officer and Deputy Returning Officer prior to finalising the count process.
- 7.9.5. In order to ensure that the various prescribed count processes were understood and embedded, to compliment the training, short video clips of each element of the count methodology were produced, which were presented as part of the count training and briefing sessions. These video clips were also available on the council website for all count staff to review.
- 7.9.6. All staff involved in the election count attended count training including a mock count. Sessions included:
 - DARO and DRO Assistant Count briefing session (24 April 2018)
 - Table Supervisors Count Training (22 March 2018)
 - Count staff training (7, 10, 14, 21 April and 1 May 2018)
- 7.9.7. Staff involved in the postal vote verification sessions were briefed before each session between 26 April to 3 May. All DROs supporting the Postal Vote Verification were given written documentation outlining their roles and legislative duties and 1:1 training ahead of their first session adjudicating on Postal Security Statements.

- 7.9.8. Candidates and Elections Agents were invited to attend a number of briefing sessions including:
- Prospective Candidate and Election Agents briefing session (19 February 2018)
 - Candidates and Election Agent Briefing Sessions (16 April 2018)
- 7.9.9. Overall, we have received positive feedback back from both staff and key stakeholders on the training session with 88.1% of respondents to the online survey stating that they found training useful to undertake their role (compared to 78.3% for General Election 2017) and 100% of respondents to the Election Agents online survey found both Briefing Sessions useful or very useful.
- 7.9.10. Following on from learning on the election day, we will refresh the Polling staff briefing session to ensure that key elements of the role are adhered to, for example, Presiding Officers checking in before the Polling Stations are open to let the Election Project Team know that they are ready, and more information on packing instructions when the polls close.

8. Electoral Registration

8.1. Electoral Registration Levels

- 8.1.1. In London 5.9 million people were registered to vote at the Local Government elections. Over 171,000 applications to register to vote were made between 1 March and 17 April 2018 (the deadline to register to vote). More than 96% of applications were made using the online service, including 21,641 which were submitted on the last day to register to vote.
- 8.1.2. In Barnet, there were 16,525 online applications to register to vote. (See Appendix 1 for the full comparative data from London authorities). Between 1 March to 17 April there were 10,765 additions, 3,349 deletions, and 5,760 duplicate applications to the Register of Electors. The number of online applications received alone on the registration deadline (17 April) was 2,297.
- 8.1.3. The total eligible electorate on polling day was 249,738. The overall turnout in 2018 was 43.7%, an increase of 3.2% from previous Local Elections in 2014 which saw an overall turnout of 40.5%. Please see Appendix 2 for full voting results broken down into wards.
- 8.1.4. A decision was taken to issue a Household Notification Letter to all residential properties (157,753 households) showing who is registered to vote at that particular address. This process has a number of clear benefits, all of which contributed to helping Electoral Services ensure that the register was as accurate and complete as possible ahead of the local elections:
- It was a useful tool for prompting those who have not registered yet to do so before the typical election surge in registrations
 - It helped to identify those who have recently moved within or in / out of the registration area
 - It gave residents the opportunity to check that their details on the register are accurate.

Although the HNL necessarily overlapped with the election registration period, over 6000 household amendments (additions / deletions etc) were directly attributable to the HNL.

8.1.5. Overall satisfaction from the electorate, particularly in relation to registration and voting has improved, and can be evidence by the reduction of formal complaints and social media enquiries. Between April and June 2017, Electoral Services recorded 9 formal complaints (5 upheld and 4 not upheld), mostly focusing on issues with registration in comparison to the same period in 2018 where the team recorded 4 formal complaints from residents with just 1 partially upheld.

8.2. Absent Voting (Postal and Proxy Votes)

8.2.1. There are a number of different elements that must all perform to a high degree of efficiency to ensure that the votes of those electors using the available methods of absent voting are accurately and securely added to the final count whilst guarding against actual and perceived opportunities for electoral fraud.

8.2.2. The number of registered electors in Barnet opting to vote by post was 50,591 which represents over 20% of electors compared with the London average of 15.5%.

8.2.3. A total of 33,712 postal ballot packs were returned by 10pm on polling day, giving a turnout from postal voters of 66.6%. Overall a total of 90 replacement postal vote packs were issued from North London Business Park and Hendon Town Hall for lost, spoilt or non-receipt of postal voting packs.

8.2.4. Although handling of absent vote applications by political parties or their representatives is not against the law, the Electoral Commission have shared a code of conduct that all the main political parties have signed up to. The Electoral Commissions code of conduct set out clear guidance to candidates and their representatives on the handling of postal vote applications and postal ballot papers.

8.2.5. In the run up to the Local Elections, the Electoral Registration Office did receive a number of bulk absent vote applications handed in person and by post to North London Business Park in the lead up to absent vote deadline.

8.2.6. Absent vote applications submitted in this manner were recorded and logged for audit purposes. Random checks on applications were carried out by contacting the elector to confirm that they had completed the form. In all cases of the checks carried out, electors confirmed that they had completed the application form.

8.2.7. An experienced Postal Vote Verification Manager oversaw the postal votes opening and verification processes which took place from 26 April - 3 May at Hendon Town Hall.

8.2.8. Over 2000 Postal Votes were returned directly from polling stations on the day and subsequently brought to Allianz Park along with Ballot Boxes for process and verification at Allianz Park. In addition, three late batches (totally approximately 220) of Postal Votes were delivered from Royal Mail Sorting Offices at 9.30pm to Allianz Park.

8.2.9. To eliminate electoral fraud, postal voters must provide their signature and date of birth. These identifiers are matched against those provided at the time of postal vote application. As these Elections, Barnet rejected 890 postal vote packs due to missing or non-matching identifiers. This equates to 2.6% of all postal packs returned compared against the London average of 2.9%.

8.2.10. The number of registered electors opting to vote by Proxy was 210. Of these, emergency proxy voting arrangements were granted to 20 electors. (See Appendix 1 for comparative data for London authorities).

- 8.2.11. In many instances, because of the late nature of these applications, these needed to be called through to the polling stations on the day of the Election. Presiding Officers were provided with the latest version of the proxy voters lists which included Emergency Proxies. Emergency Proxies received on polling day were recorded correctly and communicated to Presiding Officers promptly.

9. Polling Day

9.1. Polling Stations

- 9.1.1 On polling day, 109,124 electors cast their votes across Barnet's 156 polling stations at 94 locations, giving an in-person turnout of 43.7%.
- 9.1.2 A number of new Polling Venues were used to the Local Elections following the Polling Place and Polling District annual review agreed in January 2018. As well as more focused engagement with these venues in advance of Election day, Polling Station Inspectors were allocated these venues as their first visit to ensure smooth start to the polls.
- 9.1.3 The polling stations were managed and delivered by over 500 Polling Station staff. The process to recruit staff was managed using the Elector8 staff portal. Following on from learning of recent elections, an increased number of 'reserve staff' were recruited to ensure that any staff dropping out could be replaced quickly.
- 9.1.4 More experienced Presiding Officers were allocated to preside at selected polling places that host two polling stations within a single hall. This has been shown to be a better allocation of available resource and allows better management of breaks and busier voting periods.
- 9.1.5 Feedback from polling staff and election agents was very positive stating that the process ran more smoothly in Barnet. Specific feedback on individual polling venues will be used to inform preparations for future elections.
- 9.1.6 Along with the scheduled visits of Polling Station Inspectors (who are allocated a specific area to oversee), the Returning Officer and Deputy ROs visited polling stations throughout the day.

10. Count and declarations

10.1. Venue

- 10.1.1 Allianz Park continues to be used to host the Election Count. The layout and the facilities available at the Allianz Park make it an entirely suitable and comfortable venue for the delivery of the count activities on the large scale of borough-wide elections within Barnet.
- 10.1.2 The Olympic Bar provides an excellent venue for the count given its size and dimensions. The Fez Club was used for Postal Vote Verification. This room was kept secure with access only to Postal Vote staff, candidates and postal voting agents. The Tulip Club was allocated for candidates and agents as well as press and media. This was also the room used for the declaration of the results.
- 10.1.3 As with all Election Counts, it is important to keep the venue secure. Allianz Park provided security on the door with 'bag checks' at the main entrance. Police also provided a presence at Allianz Park and across the borough polling stations during the day.

10.1.4 Due to the volume of candidates, media and other attendees authorised to attend the count, more rigorous arrangements for the reception desk were implemented with robust procedures for individuals to sign in. All attendees at the count were issued with a colour coded ID badge so all security staff and senior Count staff could easily identify individuals, their roles and which processes they were entitled to observe.

10.1.5 Learning from the issue with IT at Allianz Park at the General Election in 2017, a number of meetings were held with IT colleagues to ensure access to IT for both the Postal Verification and the count to run smoothly.

10.2. Media handling

10.2.1 As expected, there was considerable media interest in the Local Elections Barnet and particularly at the Count. More than 30 journalists attended the Local Elections count at Allianz Park ranging from local media, regional media to national media. There was a strong turnout from broadcast media. This included:

- Sky News
- BBC News
- BBC London
- Good Morning Britain
- BBC Sunday Politics Show
- LBC Radio

10.2.2 The council's Communications Team dealt with the media the evening of the count and overall was managed very well with no issues arising. They were open and transparent with the media concerning the elections process in Barnet, whilst also rebutting and resolving any inaccuracies. However, there were a small number of cases where journalists were filming and taking photographs on mobile phones in the count area, despite this not being permitted.

10.2.3 The team were able to provide real-time updates to media regarding voter turnout figures for respective wards provided to be popular with journalists.

10.3. Count Process

10.3.1 Due to the complexity of Local Elections Counts and the close results of 4 years ago, detailed planning and preparation for the count processes took place early on in the project.

10.3.2 Following a thorough review of known count methods (for multiple-member wards) and other London local authority practices, Barnet developed a bespoke count methodology (nicknamed the 'Barnet Giraffe') dealing with high numbers of mixed-vote ballot papers. The Barnet Giraffe proved effective in ensuring high levels of transparency and accuracy. It also proved effective when re-checking mixed vote ballot papers for accuracy.

10.3.3 As legislated, the count followed a number of different stages:

- Verification - checking the total number of ballot papers received in polling station and postal votes
- Count - recording the votes cast by each elector. This includes:
 - Block votes (3 votes for a single political party)
 - Mixed votes (votes made for different political parties or all 3 not used)
 - Doubtful votes for adjudication

10.3.4 The count process ran smoothly, with all 21 Wards completing the verification process by 2am.

- 10.3.5 Underhill was the first ward to be declared at approx. 3.45am and the final ward, High Barnet declaring just before 9am on Friday morning.
- 10.3.6 As a consequence of the very close results in Childs Hill, High Barnet and East Barnet, the Returning Officer accepted requests from agents to undertake additional checks of the votes counted in these wards. As a result, it took longer for these wards to proceed to their declarations. High Barnet ward was the last to be declared and took place shortly before 9am.
- 10.3.7 During the period when election results were being prepared for declaration, it was difficult for the Returning Officer to review the results with relevant candidates and agents with sufficient confidentiality. Inevitably, what happened in the large open plan hall was that during these discussions, the RO was crowded by other interested parties as these conversations were undertaken.
- 10.3.8 The count hall was arranged into 21 Ward specific Count Tables. Supporting the Returning Officer, there were four Deputy Returning Officers each responsible for 5 or 6 wards who were supported by two Deputy Returning Officer Assistants. Each Deputy Returning Officer was also supported by a Table Supervisor Manager who managed and supported their bank of Table Supervisors.
- 10.3.9 Each ward specific Count Table was allocated a Table Supervisor and 8 Count Clerks. This ensured that there was no downtime during the count, as 6 Count Clerks worked whilst other 2 were able to take a break. We will continue to review the approach staffing and breaks for future election counts to maximise efficiency.
- 10.3.10 Following the close of polls, Ballot boxes were returned by Presiding Officers to Allianz Park. The implementation of these processes enabled the receipt of all 156 ballot boxes, including a check on the accompanying paperwork, the ballot paper accounts and a verification of the unused ballot papers to be completed in less than two hours.
- 10.3.11 The number of postal votes received with ballot boxes and from the Royal Mail sorting office did have an impact upon the completion of the verification stage of the ward counts. For future Elections, Electoral Services will review the procedure for collecting postal votes that have handed in to polling stations later in the day. This will minimise any delay in postal vote verification processes being completed and postal votes being introduced to the election count.

11. Recommendations

The key learning and recommendations from this Election Project are listed below. Where relevant some of these can be actioned by Electoral Services in the short term whilst other will need to be revisited in preparation for the next borough-wide Election scheduled for 2022.

- 11.1 Ensure succession planning and knowledge sharing is in place for all key elections roles and responsibilities. This is especially important given that the next scheduled election is not for 2 years.
- 11.2 Continue to ensure the levels of resource (particularly seconded permanent staff) are made available and secured in advance of future elections, utilising where possible, existing staff with prior knowledge of the election processes.
- 11.3 Develop ongoing recruitment plan across the year to ensure good pool of staff available Review Presiding Officer training to ensure additional attention given to importance of 'call-in' process at the start of polling day and packing instructions after close of polls.
- 11.4 There were clear benefits to early training of count staff at all levels to ensure consistent count methods and ensure that processes were clearly prescribed. It is also recommended that the guidance for Table Supervisors on managing count staff is expanded.
- 11.5 Given the number of candidates standing in a Local Elections, review the resources available to process candidate nomination process with particular focus on proof checking.
- 11.6 Informing schools of the dates for next scheduled elections so they can plan dates for closing into their annual timetable.
- 11.7 Continue to send the Household Notification Letters at the beginning of the year to ensure Electoral Register is accurate and update to date in advance of any election, reducing the amount of amendments to the register during the compressed timescales running up to an election.
- 11.8 It is recommended that Electoral Services develop a portfolio of suitable venues in Barnet that is refreshed on an annual basis to mitigate the challenges of identifying and securing suitable venues to accommodate the statutory election activities (potentially at short notice).
- 11.9 Recommend that the period of control change is extended to 1 month before polling day, which includes all Business as Usual systems, web, and Electoral Management Systems.
- 11.10 Revisit the Postal Vote verification process on polling day.
- 11.11 Consider creating specific area in Count hall for Candidate and Agent provisional result discussions with the Returning Officer. This is particularly important at Local Elections when the Count hall becomes very busy.

Appendix 1 - Comparative data for London Authorities for Local Government Elections 2018

Borough	Online/ITR Applications 1/3 to 17/4	Online/ITR Applications on 17/4/18	Additions 1/3 to 17/4	Deletions 1/3 to 17/4	Duplicates 1/3 to 17/4	RM Sweep (total rec'd)	Postal Vote Reissues	Emergency Proxies	Electorate (polling day)	Eligible Postal Voters (polling day)	Time of first Ward Declaration	Time of final Ward Declaration	Avg % of mixed votes	Overall Turnout
Barnet	11,010	2,297	10,765	3,349	5,760	30	90	20	249,738	50,591	4.10am	8.50am	22%	47%
A	3,664	670	2,068	1,274	929	250	51	4	134,346	19,584	2.18am	3.07am	6%	Not reported
B	3,730	664	2,910	3,037	1,145	-	18	8	145,397	28,785	2.45am	7.45am	not reported	37%
C	7,367	947	8,453	5,664	971	275	103	6	188,059	26,815	3.45am	6.45am	31%	37%
D	6,283	839	3,195	3,764	1,725	261	36	5	240,271	37,296	11am (Friday)	3.15pm (Friday)	26%	40%
E	2,846	254	2,488	1,053	not reported	21	124	16	156,147	22,820	2.45am	1pm (Friday)	12%	37%
F	6,836	1,082	5,933	2,972	2,662	197	92	1	270,890	47,450	1.54am	6am	20%	38%
G	8,567	39	3,691	1,859	2,527	not reported	41	13	245,412	30,707	2.29am	3.59am	26%	42%
H	6,148	232	3,798	3,675	1,930	102	41	4	217,157	26,526	2.00am	7.30am	19%	38%
I	9,799	1,134	10,633	7,294	159	not reported	66	19	187,475	26,875	4:15am	6.25am	28%	36%
J	9,884	1,752	5,047	2,021	2,446	306	73	5	178,880	20,018	2pm (Friday)	4.30pm (Friday)	n/a	37%
K	2,363	269	2,216	1,597	1,160	217	35	3	192,362	28,519	2.30am	7am	32%	37%
L	5,234	999	3,380	1,198	1,536	270	58	18	202,888	28,941	1.12am	4am	not reported	38%
M	4,527	671	6,585	4,751	733	446	32	5	194,683	29,236	3.14pm (Friday)	6.54pm (Friday)	29%	37%
N	7,977	1,228	3,955	3,374	2,249	223	44	12	151,420	21,685	1.30pm (Friday)	3pm (Friday)	30%	38%
O	2,711	298	2,258	1,003	906	11	55	not reported	95,360	17,262	4.10am	6:20am	23%	40%
P	4,634	435	4,033	3,732	340	181	38	2	117,535	22,986	3.30pm (Friday)	5.45pm (Friday)	23%	47%
Q	8,958	1,101	5,461	6,648	3,065	41	55	21	227,555	27,998	2.10pm (Friday)	6.41pm (Friday)	34%	34%
R	8,305	1,539	6,738	2,577	1,912	181	72	3	199,555	25,983	2.30pm (Friday)	4.45pm (Friday)	not reported	37%
S	4,291	601	6,526	4,604	646	177	31	8	151,176	21,798	2.00am	5.30am	22%	41%
T	5,021	1,343	3,332	6,188	1,248	324	56	10	207,589	28,450	4.01am	8.03am	25%	39%
U	3,846	12	2,622	1,792	1,087	253	47	29	142,020	27,243	1.44am	6.01am	34%	51%
V	6,270	972	4,257	2,668	1,916	112	35	10	207,442	27,024	3.30am	5.03am	28%	34%
W	9,064	999	4,539	3,982	2,403	250	34	2	195,058	31,012	4.30pm (Friday)	2pm (Saturday_	not reported	42%
X	4,955	577	2,645	2,922	1,058	not reported	33	10	185,224	24,132	1.50am	3:20am	31%	38%
Y	13,626	2,018	9,467	7,500	4,397	137	118	19	233,837	47,907	2.03am	4:39am	not reported	43%
Z	3,404	12	6,091	3,583	505	50	48	15	134,386	21,407	1.30am	4.45am	5%	38%

Appendix 2 - Local Elections 2018 - Turnout by wards

Ward	Eligible Electorate	Postal Voters	Overall Turnout %	Postal Turnout%	In-Station Turnout%
High Barnet	11,578	2,157	55.0%	72.2%	51.0%
East Barnet	11,793	2,388	47.1%	70.2%	41.2%
Brunswick Park	12,116	2,323	45.5%	65.5%	40.7%
Coppetts	11,914	1,955	40.0%	61.5%	35.8%
Oakleigh	11,840	2,337	45.7%	68.4%	40.1%
Totteridge	10,350	2,354	46.5%	69.6%	39.6%
Underhill	11,794	2,346	43.0%	66.0%	37.3%
Woodhouse	12,538	2,405	42.4%	63.6%	37.4%
East Finchley	11,514	1,989	45.4%	63.4%	41.6%
Garden Suburb	10,822	2,232	48.1%	70.2%	42.3%
Childs Hill	12,839	2,579	44.7%	67.0%	39.1%
Golders Green	11,327	2,521	43.7%	69.3%	36.4%
Finchley - Church End	11,268	2,227	46.9%	69.4%	41.3%
West Finchley	10,833	2,092	43.6%	66.3%	38.1%
Hale	12,129	2,938	49.7%	70.0%	43.2%
Mill Hill	13,670	2,905	43.5%	67.7%	36.9%
Hendon	11,712	2,445	40.9%	65.9%	34.3%
West Hendon	11,601	2,402	41.7%	64.2%	35.9%
Colindale	14,457	2,759	31.4%	59.3%	24.8%
Burnt Oak	11,817	2,436	32.6%	60.6%	25.3%
Edgware	11,826	2,801	44.1%	68.3%	36.6%
Total	249,738	50,591	43.7%	66.6%	37.9%

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Constitution and General Purposes Committee

22 October 2018

Title	Local Government Boundary Commission Electoral Review of the London Borough of Barnet Stage 2 - Warding Arrangements Supporting information
Report of	John Hooton - Chief Executive
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - Electoral Review of the London Borough of Barnet - Stage 2 Warding Arrangements - Supporting information
Officer Contact Details	Emily Bowler, Head of Business Development and Project Delivery (Assurance) 020 8359 4463 – emily.bowler@barnet.gov.uk

Summary

The Local Government Boundary Commission for England (LGBCE) is undertaking an electoral review of the London Borough of Barnet. The review examines and proposes new electoral arrangements for the whole local authority, and will take decisions upon:

- The total number of councillors to be elected to the council (Council Size)
- The names, numbers and boundaries of wards
- The number of councillors to be elected to represent each ward.

The Commission have made their provisional decision on council size and announced that they are minded to recommend 63 councillors be elected for Barnet in the future.

Stage 2 of the Electoral Review determines the ward patterns is carried out in two phases

of public consultation between September 2018 and April 2019.

This report brings together available information, data and evidence that organisations or individuals submitting a proposal on warding arrangements might find useful.

Officers Recommendations

1. That the Constitution and General Purposes Committee note the information included in this report which will be submitted to the Local Government Boundary Commission for England, which is also available to all interested organisations or individuals submitting a proposal on warding arrangements.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Local Government Boundary Commission for England (LGBCE) is undertaking a statutory review of the London Borough of Barnet's electoral arrangements. This will be the first review of the ward boundaries in the borough since 1999.
- 1.2 The compulsory review examines and proposes new electoral arrangements for the whole local authority, and will finally take decisions upon:
- The total numbers of councillors to be elected to the council (Council Size)
 - The names, numbers and boundaries of wards
 - The number of councillors to be elected to represent each ward.
- 1.3 The statutory criteria that the LGBCE will apply when making its proposals and decisions are:
- Electoral equality (a consistent number of electors per councillor)
 - Community identity (strong ward boundaries that reflect communities) and
 - Effective and convenient local government (coherent wards with good internal transport links).
- 1.4 The outcome of the review will be implemented in time to take effect at the May 2022 scheduled elections (i.e. these elections will elect councillors to the new wards for the first time).
- 1.5 Officers have gathered relevant information to support organisations and individuals that may be intending to make a submission or representation to the LGBCE for review as part of the Stage 2 consultation.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The size and scope of this statutory Electoral Review is such that it will affect
- the number of councillors elected to form the council
 - the boundaries, names and number of all wards, and
 - the electoral representation of all electors and residents by elected members.
- 2.2 The Constitution and General Purposes Committee terms of reference is 'To have responsibility for overseeing the Council's governance arrangements including "Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries".'

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The council must engage with the Local Government Boundary Commission by law.
- 3.2 The council has the option to make an initial Stage 2 officer submission to the Commission on warding patterns. However, this is not recommended as we consider that it would not be possible to do this in a way that is (and is accepted as being) politically neutral and that could be agreed at Committee.
- 3.3 At the second stage of the consultation (February-April 2019) when the Commission have published draft recommendations for new electoral arrangements including warding patterns officers will consider if a technical response/submission is required.

4. POST DECISION IMPLEMENTATION

- 4.1 Stage 2 of the Electoral Review determines the ward patterns will be carried out in two phases of public consultation between September 2018 and April 2019.
- 4.2 The first part of the Commissions consultation runs from 25 September 2018 to 3 December 2018 and invites submissions from the public on where they believe ward boundaries should be in Barnet Council.
- 4.3 The Commission will consider all the proposals received during this phase of consultation, and will publish draft recommendations for new electoral arrangements in February 2019. The second public consultation on the draft recommendations will take place between February 2019 and April 2019.
- 4.4 Once the Commission have considered the representations and evidence as part of that consultation, they will publish their final recommendations in June 2019 and the outcome of the complete Electoral Review will be implemented in time to take effect at the May 2022 scheduled elections (i.e. these elections will elect Councillors to the new wards for the first time).

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The 2015-2020 Corporate Plan of has the following principles:
 - 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.
- 5.1.2 Periodically reviewing ward boundaries ensures that Barnet has the correct number of elected Members and ward sizes.

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

5.2.1 Following the LGBCE proposal to keep 63 Ward Councillors, there are currently no resource implications arising from the Electoral Review.

5.3 Social Value

5.3.1 No applicable

5.4 Legal and Constitutional References

5.4.1 Section 56 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act) requires that the LGBCE review 'from time to time' every principal local authority in England and make recommendations about electoral arrangements (but not their external boundaries).

5.4.2 The report for Stage 2 of the report has been undertaken in accordance with the advice and guidance provided by the LGBCE.

5.4.3 The Constitution and General Purposes Committee terms of reference includes to: "Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries and to make recommendations thereon to the Council."

5.5 Risk Management

5.5.1 If ward boundaries are not periodically reviewed to ensure that Barnet has an appropriate number of councillors then there is a risk of there being an inequity in councillors case work across the borough. Moving ward boundaries and/or creating or removing wards enables ward boundaries to have a broadly consistent number of residents and electors in each ward.

5.5.2 If the council do not complete the review within the LGBCE timescales, the council would fail to comply with the requirements of this statutory review and there is a risk of reputational damage.

5.6 Equalities and Diversity

5.6.1 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
- Foster good relations between people from different groups

5.6.2 The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services.

5.7 Corporate Parenting

5.7.1 Not applicable

5.8 Consultation and Engagement

5.8.1 The LGBCE are running the public consultation (www.lgbce.org.uk/barnet) which is being widely publicised by the Commission and Barnet Council.

5.8 Insight

5.8.1 The data included in this report is publicly available on a range of public sector websites.

6. BACKGROUND PAPERS

6.1 [Electoral Review of the London Borough of Barnet Stage 1 - Council Size Submission to the Local Government Boundary Commission](#)

6.2 [Local Government Boundary Commission for England - Electoral Review of Barnet](#)

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**Electoral Review
of the
London Borough of Barnet**

Stage 2 - Warding Arrangements
Supporting information

Submission to the Local Government Boundary
Commission for England

October 2018

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1. Introduction

- 1.1 The Local Government Boundary Commission for England (LGBCE) is undertaking a review of the London Borough of Barnet's electoral arrangements. The review examines and proposes new electoral arrangements for the whole local authority, and will take decisions upon:
- The total number of councillors to be elected to the council (Council Size)
 - The names, numbers and boundaries of wards
 - The number of councillors to be elected to represent each ward.
- 1.2 The statutory criteria that the LGBCE will apply when making its proposals and decisions are:
- Electoral equality (a consistent number of electors per councillor)
 - Community identity (strong ward boundaries that reflect communities) and
 - Effective and convenient local government (coherent wards with good internal transport links).
- 1.3 The outcome of the review will be implemented in time to take effect at the May 2022 scheduled elections (i.e. these elections will elect councillors to the new wards for the first time).

2 Stage 1 - Council Size

- 2.1 The Electoral Review was initiated in May 2018 and the preliminary stage of the review on Council Size has been completed. The council submitted its proposal on Council Size on the 10 August 2018.
- 2.2 The council proposed to remain with the current number of councillors and suggested the figure of 63 to be the optimum number of councillors required to ensure effective governance and scrutiny for the authority, as well as enabling councillors to offer fair representation to the ward constituents.
- 2.3 The full Council's submission on council size can be found on the LGBCE website - [here](#)
- 2.4 On the 25 September, the Commission published their decision on future council size and announced that they are minded to recommend 63 councillors continue to be elected for Barnet in the future (no change from the current arrangements).
- 2.5 The Commission's provisional decision on council size now informs the next stage (Stage 2 - Warding Arrangements) of the review, which is now open and considers size and numbers of wards, ward boundaries and the number of councillors to represent each ward.

3 Stage 2 - Warding arrangements

3.1 Stage 2 of the Electoral Review determines the ward patterns, and is carried out in two phases of public consultation between September 2018 and April 2019.

3.2 Timetable for Stage 2 - Warding Arrangements

Stage 2 – Warding Arrangements	
Warding Arrangements Consultation Period - <i>Public consultation run by LGBCE</i>	25 September to 3 December 2018
Draft Recommendations LGBCE – Commission’s meeting <i>- LGBCE will agree first draft of the warding arrangements at this meeting</i>	22 January 2019
Draft Recommendations Published	5 February 2019
Draft Recommendations Consultation - LGBCE run this consultation on the first draft of the new Ward patterns	5 February to 15 April 2019
Final Recommendations LGBCE – Commission’s meeting <i>LGBCE will agree final warding arrangements at this meeting</i>	28 May 2019
Final Recommendations Published - <i>LGBCE will publish final recommendations LBB to promote and implement for 2022 Local Elections</i>	11 June 2019
Order Laid	Summer 2019

3.3 In accordance to legislation¹, the Commission must abide by certain criteria when drawing up proposals for new ward or electoral division boundaries. The main rules are:

- Delivering electoral equality for local voters - this means ensuring that each local councillor represents approximately (within +/- 10%) the same number of people so that the value of an elector’s vote is the same regardless of where they live in the local authority area.
- Reflecting the interests and identities of local communities - this means establishing electoral arrangements which, as far as possible, maintain local ties and where boundaries are easily identifiable.
- Promoting effective and convenient local government - this means ensuring that the new wards or electoral divisions can be represented effectively by their elected representative(s) and that the new electoral arrangements as a whole allow the local authority to conduct its business effectively. In addition, we must also ensure that the pattern of wards reflects the electoral cycle of the council as shown below.

3.4 The LGBCE dedicated web pages to Barnet’s Electoral Review (www.lgbce.org.uk/all-reviews/greater-london/greater-london/barnet) and the accompanying consultation portal (<https://consultation.lgbce.org.uk/node/15057>) gives full guidance on submitting a proposal for ward patterns.

3.5 In addition, the LGBCE ran a public briefing session on Thursday 20 September to give more information about the review and how to get involved in the public consultation. The slides from this presentation are include in Appendix 1.

¹ Schedule 2, [Local Democracy, Economic Development and Construction Act 2009](#)

- 3.6 This report is designed to bring together available information, data and evidence that the council holds and that organisations or individuals wishing to submit a proposal on ward patterns to the LGBCE might find useful.
- 3.7 The LGBCE have made it clear that they will look at the strength of all proposals submitted 'on their own merits and based upon the evidence provided along with that proposal'. On that basis, the information provided in this report is not offered with any comment or analysis or as being in any way complete or comprehensive. The LGBCE will consider any other evidence put forward on its own strengths and that of the proposal it is supporting.

4 How to propose new ward boundaries

- 4.1 When proposing new ward boundaries, the LGBCE ask that submissions include evidence and examples.
- 4.2 The Commission asks that the three legal factors are considered when proposing new boundaries:
- Electoral Equality (see section 5)
 - Reflecting the interests and identities of local communities (see section 6)
 - Promote effective and convenient local government (see section 7)
- 4.3 Full technical guidance is available on the website - [http://s3-eu-west-2.amazonaws.com/lgbce/Corporate%20Documents/technical-guidance-2014%20\(reduced\).pdf](http://s3-eu-west-2.amazonaws.com/lgbce/Corporate%20Documents/technical-guidance-2014%20(reduced).pdf) and more detailed information for Proposing Ward Patterns - [http://s3-eu-west-2.amazonaws.com/lgbce/Corporate%20Documents/Guidance/How%20to%20propose%20a%20pattern%20of%20wards%20\(2018\).pdf](http://s3-eu-west-2.amazonaws.com/lgbce/Corporate%20Documents/Guidance/How%20to%20propose%20a%20pattern%20of%20wards%20(2018).pdf)

5 Electoral Equality

- 5.1 The LGBCE guidance states that 'new wards should leave each councillor representing roughly the same number of voters as other councillors elsewhere in the authority'.
- 5.2 Currently, Barnet Council is currently comprised of 63 councillors across 21 wards. All wards elect 3 councillors to represent them on the council. This uniform pattern of three-member wards across the borough is currently consistent with most London borough councils.
- 5.3 As part of the Stage 1 part of the electoral review, the council projected the electorate for 2024. The Commission have reviewed these figures and have published the projected electorate to increase to 276,720 by June 2024. The Commission's published projected electorate can be found on their website - <http://www.lgbce.org.uk/all-reviews/greater-london/greater-london/barnet> and included in Table 1 below.

Table 1 - LGBCE Electorate for 2018 and projected to 2024

	2018	2024
<i>Number of councillors:</i>	63	63
<i>Overall electorate:</i>	252,772	276,720
<i>Average electorate per cllr:</i>	4,012	4,392

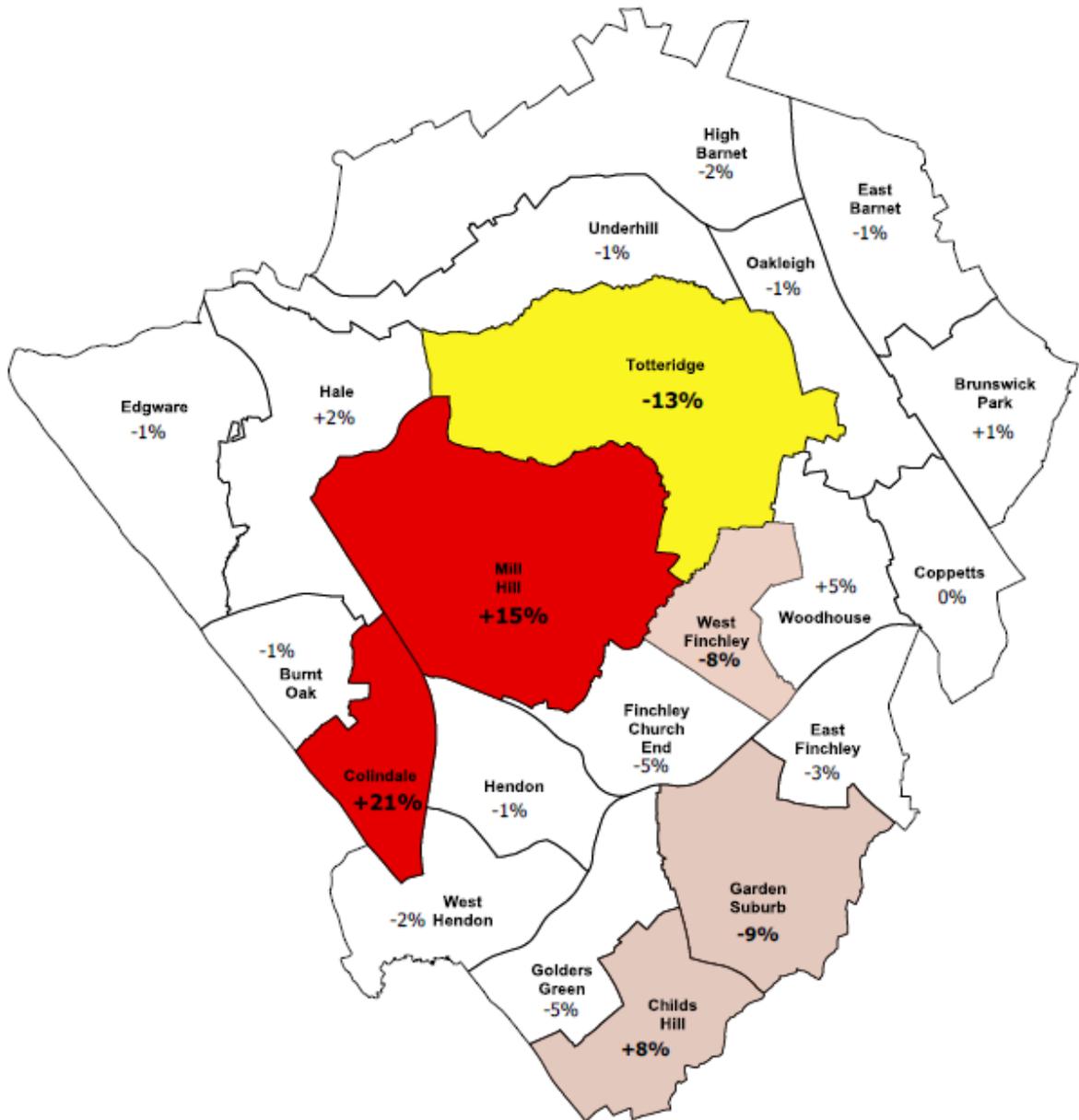
Name of ward	Currently Number of cllrs per ward	Electorate 2018	Variance 2018	Electorate 2024	Variance 2024
Brunswick Park	3	12,217	1%	14,211	8%
Burnt Oak	3	11,895	-1%	12,218	-7%
Childs Hill	3	13,053	8%	13,773	5%
Colindale	3	14,570	21%	21,937	66%
Coppetts	3	12,027	0%	12,048	-9%
East Barnet	3	11,901	-1%	12,772	-3%
East Finchley	3	11,679	-3%	11,864	-10%
Edgware	3	11,966	-1%	12,660	-4%
Finchley Church End	3	11,461	-5%	12,027	-9%
Garden Suburb	3	11,008	-9%	11,296	-14%
Golders Green	3	11,473	-5%	14,117	7%
Hale	3	12,286	2%	12,505	-5%
Hendon	3	11,868	-1%	12,167	-8%
High Barnet	3	11,743	-2%	12,213	-7%
Mill Hill	3	13,855	15%	17,040	29%
Oakleigh	3	11,955	-1%	12,844	-3%
Totteridge	3	10,503	-13%	11,311	-14%
Underhill	3	11,883	-1%	12,303	-7%
West Finchley	3	11,027	-8%	11,452	-13%
West Hendon	3	11,738	-2%	13,097	-1%
Woodhouse	3	12,664	5%	12,867	-2%

5.4 A council size of 63 equates to an electoral ratio of 4012 electors for each councillor in 2018, which is projected to increase to 4,392 by 2024.

5.5 Based on the June 2018 Electoral register 3 wards currently have an electoral inequality of +10 or -10% to the average – see Map 1. These are:

- Colindale (+21%)
- Mill Hill (+15%)
- Totteridge (-13%)

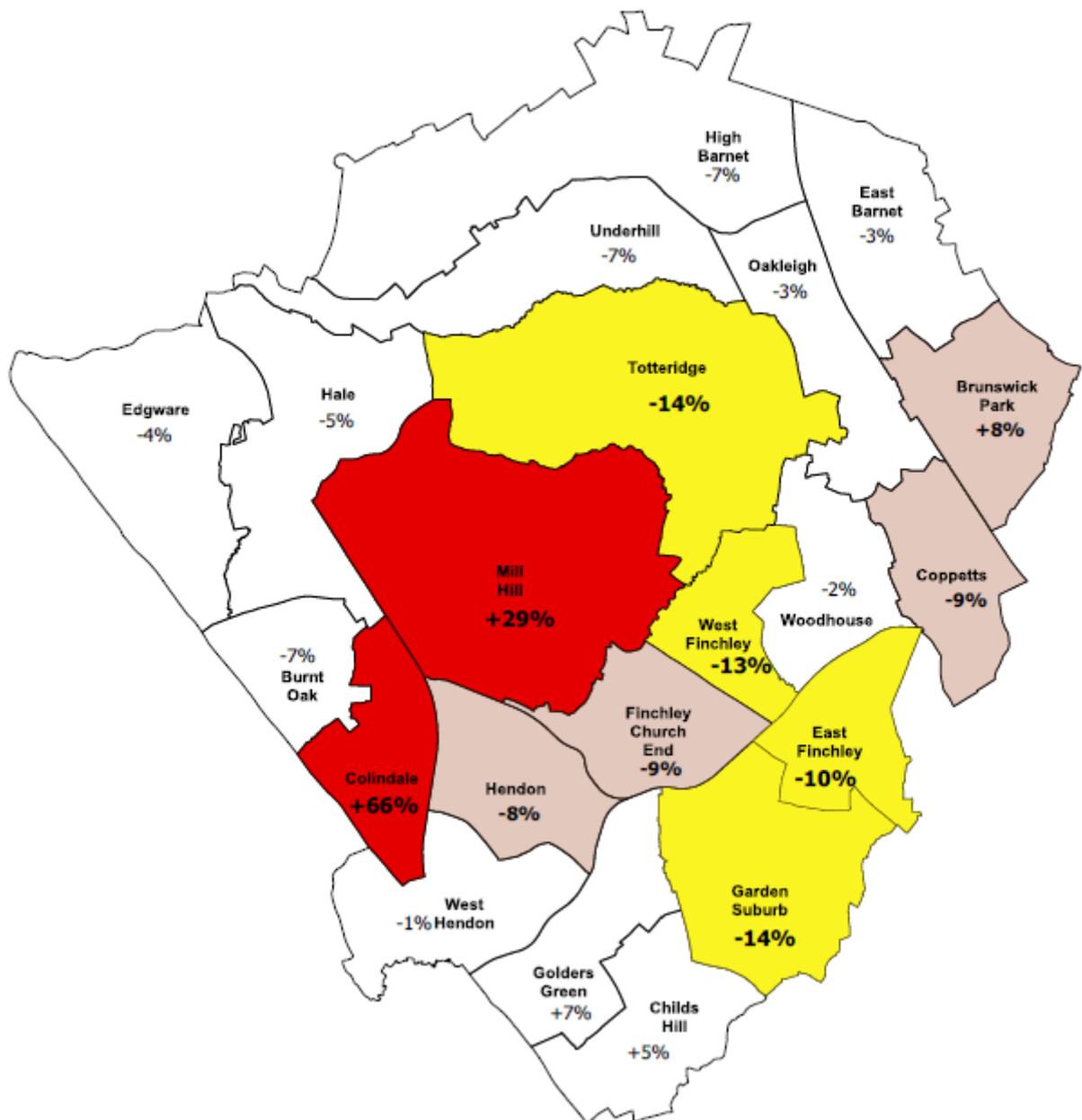
Map 1 - Current Electorate variance to average by ward (June 2018)



5.6 Map 2 shows the forecasted electorate for 2024 split into the current 21 wards and the electorate representations. This shows that 6 wards are forecast to have an electorate inequality of 10% or -10% to the average:

- Colindale (+66%)
- Mill Hill (+29%)
- Totteridge (-14%)
- West Finchley (-13%)
- East Finchley (-10%)
- Garden Suburb (-14%)

Map 2 - Forecast Electorate variance to average by ward in 2024



6 Interests and identities of local communities

6.1 The LGBCE guidance states that ‘New wards should – as far as possible – reflect community interests and identities, and boundaries should be identifiable. Consider:

- transport links
- community groups and facilities
- natural or physical boundaries
- parishes and shared interests.’

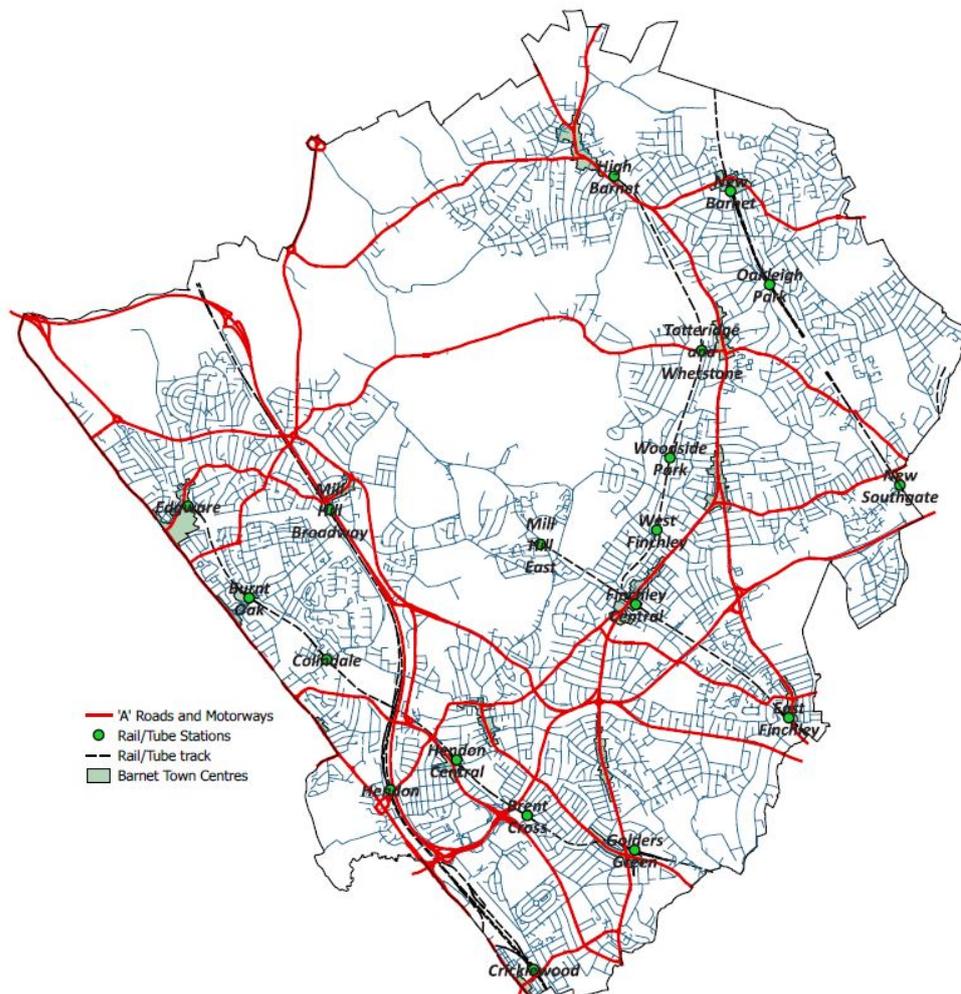
6.2 Transport links

6.2.1 The Commission asks:

‘Are there good communication links within the proposed ward or division? Is there any form of public transport? If you are proposing that two areas (e.g. villages, estates or parishes) should be included in the same ward or division together, how easily can you travel between them?’

6.2.2 The Borough is connected through a comprehensive road and rail network; the M1 motorway provides access to the North and the M25, and the A1000 links the borough with Central London. Additionally, the North Circular Road provides major connections east and west. Barnet has rail links to both the Northern Line and over ground rail services. Local bus routes can be found on the Transport for London website – www.tfl.gov.uk.

Map 3 - Barnet’s road and rail links



6.3 Shared interests

6.3.1 The Commission asks:

'Are there particular issues that affect your community which aren't necessarily relevant to neighbouring areas that might help us determine where a ward boundary should be drawn? For example, many local authorities contain areas which have urban, suburban and rural characteristics. Each of those areas may have different needs and interests though they could be located next to each other. One area might be more affected by urban issues such as the local economy while an adjacent area might be more concerned with local transport matters. We would like to hear evidence about what those issues are and how they mean boundaries should combine or separate the areas in question.'

6.3.2 **Characterisation Study of the London Borough of Barnet - May 2010**

The London Borough of Barnet commissioned 'Urban Practitioners' to undertake an urban characterisation and local distinctiveness study to inform the Local Development Framework. The report is broken down into the following chapters:

- Borough wide analysis of the physical form
- Typologies
- Character areas
- Key findings and conclusions.

The Characterisation Study of the London Borough of Barnet can be found here -

<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/planning-policies-and-further-information/local-plan-review/characterisation-study.html>

6.3.3 **Conservation Areas**

Conservation areas are those areas identified by the Local Planning Authority as having special architectural or historic interest which merits designation. There are 16 conservation areas in Barnet. These are areas of special architectural or historic interest that we believe should be preserved.

More information on Barnet's conservation areas can be found here -

<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/conservation/Conservation-Areas.html>.

6.3.4 **Locally Listed buildings**

There are 2,155 listed buildings in Barnet. These are buildings, objects or structures considered to be of special architectural or historic interest, which need to be preserved for future generations.

<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/conservation/Locally-Listed-Buildings.html>

6.3.5 **Historic Parks and Gardens**

There's currently 4 registered Historic Parks and Gardens within Barnet:

- East Finchley Cemetery and St Marylebone Crematorium (formerly St. Marylebone Cemetery) Grade II*
- Avenue House Grounds (now known as Stephens House and Gardens) Grade II
- Golders Green Crematorium Grade I
- St Pancras and Islington Cemetery and Crematorium Grade II*

<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/conservation/Registered-Historic-Parks-and-Gardens.html>

6.3.6 **Parks and Green Spaces**

Barnet is a leafy suburban borough with a range of parks, open spaces, green belt and access to the countryside. More information on Barnet's Parks and Open Spaces can be found here - <https://www.barnet.gov.uk/citizen-home/parks-sport-and-leisure/parks-and-open-spaces.html> and <https://open.barnet.gov.uk/dataset/parks-open-spaces-in-barnet>

6.4 **Community groups**

6.4.1 The Commission asks:

'Is there a residents' group or any other local organisation that represents the area? What area does that group cover? What kind of activities do they undertake and are there any joint-working relationships between organisations that could indicate shared community interests between different geographical areas?'

6.4.2 The Barnet Community Directory is a searchable database of voluntary groups, organisations, social clubs, charities and social enterprises that are based, or work in Barnet - <https://vcs-database.barnet.gov.uk/#/>. You can also download an excel version of the database from the [Barnet Open Data Portal](#)

6.5 **Facilities**

6.5.1 The Commission asks:

Where do local people in your area go for shopping, medical services, leisure facilities etc? The location of public facilities can represent the centre or focal point of a community as do some service arrangements such as NHS commissioning groups. We would like to hear evidence from local people about how they interact with those facilities so that we can understand the shape of local communities and the movement and behaviours of their residents.

6.5.2 **Town Centres**

Barnet has 30 town centres which come in all shapes and sizes and play different roles in the wider community. There are 7 main town centres:

- Burnt Oak
- Chipping Barnet
- Cricklewood
- Edgware
- Finchley Church End
- Golders Green
- North Finchley

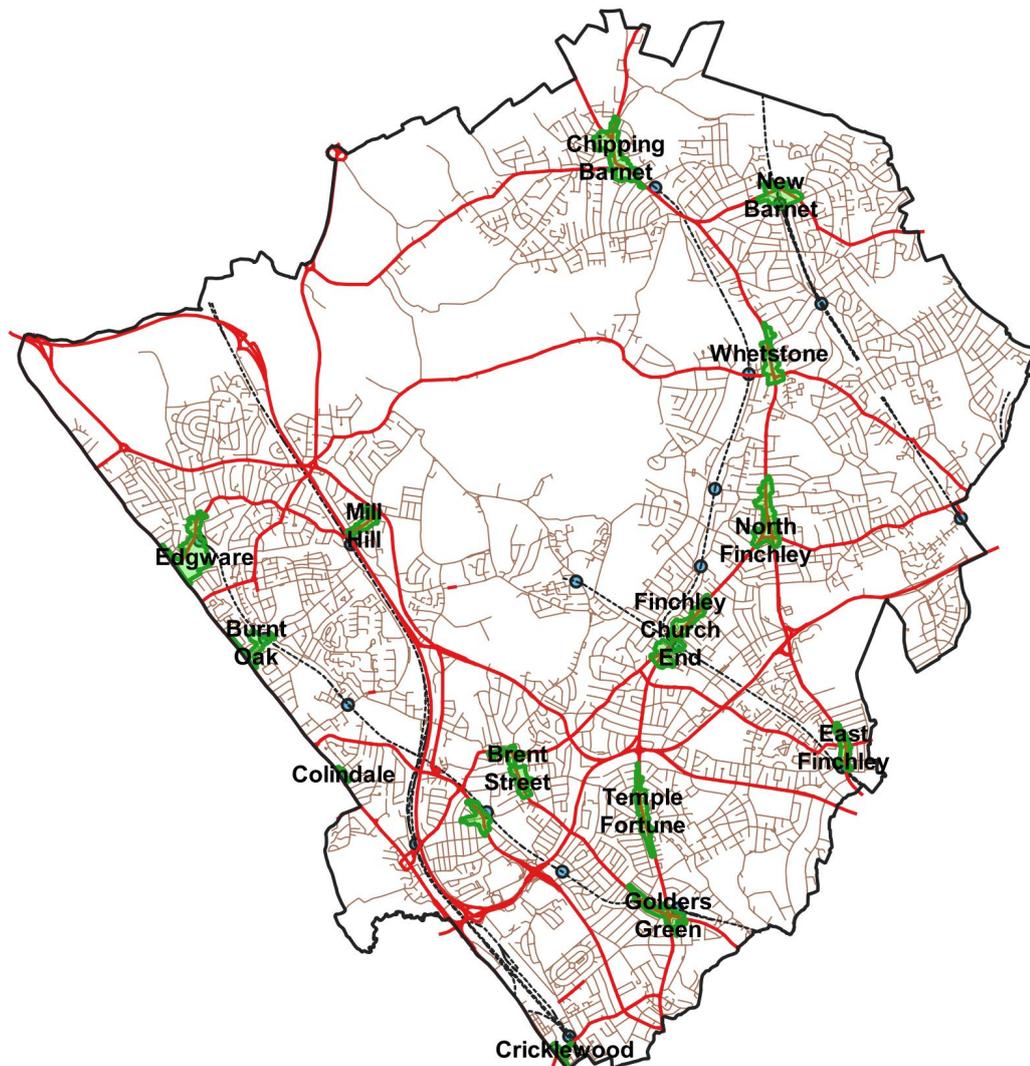
There are 8 district centres

- Brent Street
- Colindale/The Hyde
- East Finchley
- Hendon Central
- Mill Hill
- New Barnet
- Temple Fortune
- Whetstone

And 15 local and neighbourhood centres:

- Apex Corner
- Childs Hill
- Colney Hatch Lane
- Deansbrook Road
- East Barnet
- Friern Barnet
- Golders Green Road
- Grahame Park
- Great North Road, New Barnet
- Hale Lane
- Hampden Square
- Holders Hill Circus
- Market Place
- New Southgate
- West Hendon

Map 4 - Town and district centres



More information on Barnet's town centres can be found here -

<https://www.barnet.gov.uk/citizen-home/delivering-for-barnet/town-centres.html>

6.5.3 **Medical Services**

There are currently 56 GP surgeries in Barnet. This list of GP surgeries is available on the NHS website - <https://www.nhs.uk/Services/Trusts/GPs/DefaultView.aspx?id=89833>.

There are also a number of Hospitals including:

- Barnet Hospital
- Finchley Memorial Hospital.

6.5.4 **Educational Facilities**

There are 118 schools in Barnet:

- 89 primary schools
- 22 secondary schools
- 3 all-through schools
- 4 special schools.

Information on all schools in the London Borough of Barnet can be found here - <https://open.barnet.gov.uk/dataset/schools-in-barnet>.

There are also 2 colleges:

- Woodhouse College
- Barnet and Southgate College.

Middlesex University's main campus is based in Hendon.

6.5.5 **Places of worship**

There are a number of places of worship in the borough of Barnet.

The Multi-faith forum in Barnet also hold more information -

<http://barnetmultifaithforum.org/>

6.5.6 **Leisure Facilities**

There are 6 leisure centres in Barnet run by Greenwich Leisure Limited (GLL):

- Burnt Oak Leisure Centre Watling Avenue, Edgware HA8 ONP
- Copthall Leisure Centre Champions Way, Hendon NW4 1PX
- Church Farm Leisure Centre Church Hill Rd, East Barnet EN4 8XE
- Finchley Lido Leisure Centre Great North Leisure Park, Chaplin Square, Finchley N12 0GL
- Hendon Leisure Centre Marble Drive, Brent Cross NW2 1XQ

More information can be found on the GLL website - <https://www.better.org.uk/leisure-centre/london/barnet#>

6.5.7 **Libraries**

There are 14 libraries in Barnet and 2 community libraries. Information on libraries can be found on the council website - <https://barnet.gov.uk/citizen-home/libraries/find-your-local-library.html>

6.6 Identifiable boundaries

- 6.6.1 The Commission ask that proposal considers *Natural features such as rivers can often provide strong and recognisable boundaries. Similarly, constructions such as major roads, railway lines or commercial developments can also form well known and effective barriers between communities.*
- 6.6.2 The Unitary Development Plan (UDP) is a land use plan that seeks to make the most efficient and effective use of land in the public interest. More information about Barnet's UDP, as well as interactive maps, can be found here - <https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/unitary-development-plan.html>

6.7 Other elements to consider

- 6.7.1 The Local Government Boundary Commission also state in their guidance: *'These are issues you may wish to consider when proposing a pattern of wards or if you are commenting on the Commission's proposals. It is not – and is not intended to be – an exhaustive list of matters the Commission will consider when coming to a conclusion on wards and their boundaries. Similarly, the Commission attaches no specific weighting to any of the issues above when taking decisions. This guide simply intends to provide some prompts for you to be able to have your say.*
- 6.7.2 The Commission also states a number of elements that they do not consider to be strong evidence when it takes decisions: *'For example, an area's history and tradition may be the basis of a sense of community identity. However, communities change over time and perceptions can vary between individuals as to the nature of those ties. The Commission would need to hear how and why those traditional arrangements reflect communities now. In addition, whilst social and economic data (e.g. from the census or other statistical sources) can tell you a lot about individuals living in an area, it doesn't necessarily explain the nature of communities and is often a poor guide their interests and identities. The Commission considers that this kind of evidence can provide useful background information for an area but we will treat it with caution when proposing new wards.'*

7 Effective and convenient local government

- 7.1 The final criteria that the Local Boundary Commission consider is whether a ward pattern would help to deliver effective and convenient local government. The Commission ask that any proposal for ward patterns considers the following areas to help meet these criteria:
- 7.1.1 **Size of ward** - The Commission will look at the geographic size of the ward and try to ensure that it is not so large that it would be difficult for a councillor to represent. Similarly, in urban areas, a ward might be so small in area that its councillor might not be able to contribute effectively to the wider business of the council.
- 7.1.2 **Ward names** - The Commission suggest *'that communities are usually able to suggest appropriate names for wards that reflect community identities and mean something to local people. In determining names for wards, we aim to avoid causing confusion amongst local electors and ensure that names are distinct and easily identifiable, for example, our preference is for names that are short rather than those which attempt to describe an area exhaustively.'*

7.1.3 Internal access – The Commission advise that:

‘recommendations for ward boundaries will normally provide for people to move between all parts of the ward without having to venture outside of the ward. This normally means vehicular access by road. However, there may be occasions when parts of a community are linked not by vehicular routes but by footpaths, footways, pedestrianised streets etc. These will be more likely to be acceptable in densely populated residential areas of towns or cities.

7.1.4 Barriers – Again the Commission refers to transport links such as roads and railway lines *‘can unite communities or serve to divide them. For example, a parade of shops can act as the focal point for an area but a main road can signify the ward between communities.’* The Commission will aim to reflect these differences in its recommendations.

7.1.5 Number of councillors for each ward – The Commission state that:

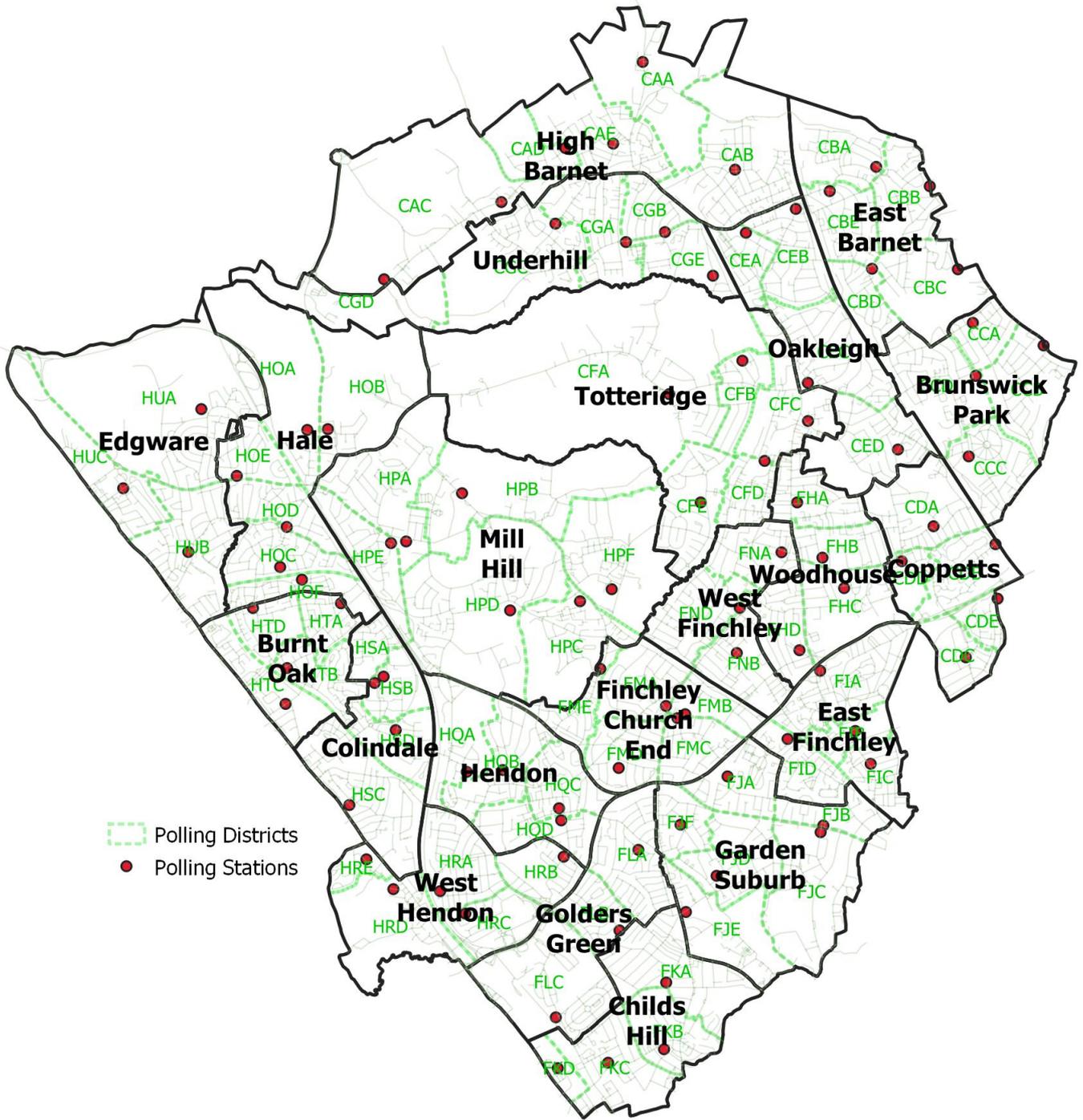
There is no limit, in law, to the number of councillors that can be elected to represent a ward. However, as a matter of policy, the Commission will not accept a proposal for more than three councillors to represent a ward as we do not think such an arrangement would promote effective and convenient local government or local accountability. For councils that hold whole-council elections every four years, the Commission is able to propose any pattern of wards that it believes best meets its statutory criteria. This is usually a mixture of single-, two- and three-member wards. Councils that elect by whole-council election are able formally to request a single-member ward review. Such a request must be made to the Commission before the start of the Stage One consultation (see page 3). In a single-member ward review, the Commission will have a presumption in favour of a uniform pattern of single-member wards for the whole local authority.

8 Other considerations

8.1 In addition to the LGBCE’s three criteria, there are other factors that interested parties may want to consider when proposing warding arrangement.

8.2 Current Ward Boundaries, polling districts and polling places

8.2.1 The following map outlines the current ward, polling district and polling places. You can also find further information on the council website - <https://barnet.gov.uk/citizen-home/council-and-democracy/democracy-and-elections/elections-in-barnet/polling-stations.html>

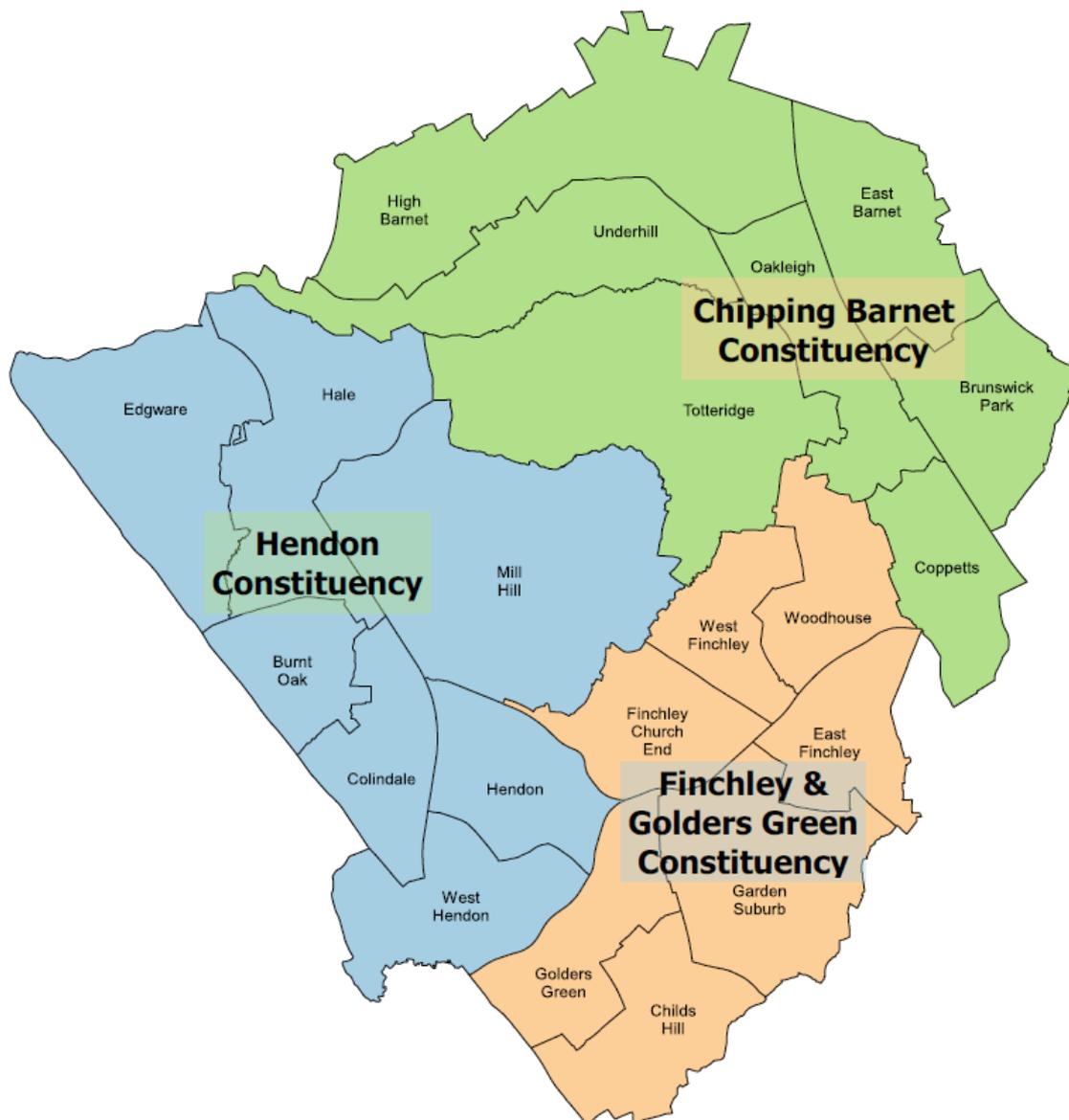


Map 5 - Current ward, polling districts and polling places

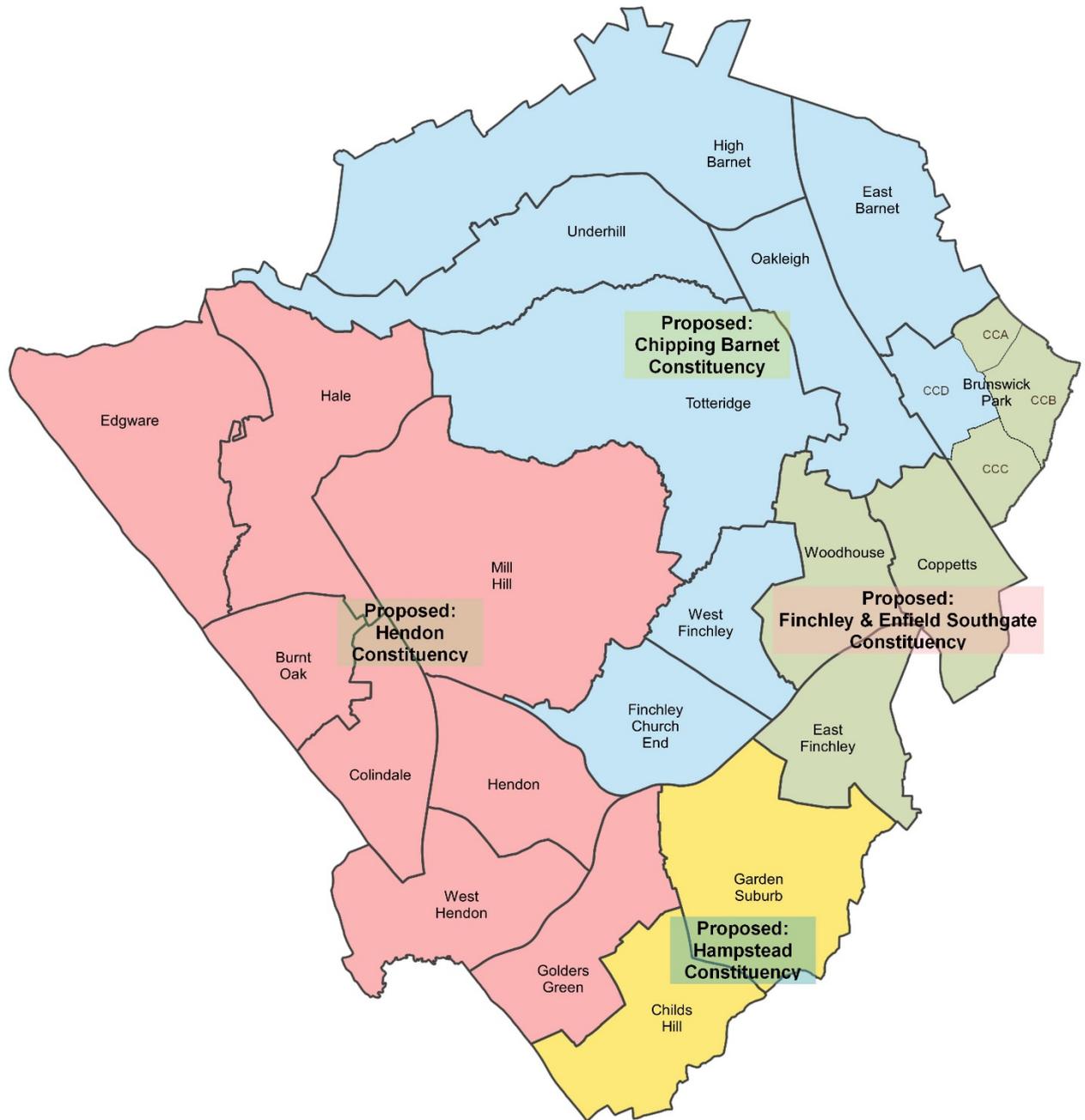
8.3 Proposed Parliamentary Constituency Boundaries

- 8.3.1 Parliamentary boundaries define the area where a person votes for their local MP – their parliamentary constituency. During the 2018 Boundary Review, the [Boundary Commission for England](#) examined those areas and made proposals for a new set of boundaries which are fairer and more equal, while also trying to reflect geographic factors and local ties.
- 8.3.2 The Parliamentary Boundary Commission looked at current constituencies and local government patterns in redrawing the map of boundaries in England.
- 8.3.3 The Commission submitted its final recommendations to Government in September 2018. Parliament will now have the opportunity to consider these recommendations.
- 8.3.4 Full details of the current and proposed Parliamentary Boundaries can be found here - <https://boundarycommissionforengland.independent.gov.uk/2018-review/>

Map 6 - Current Parliamentary Boundaries



Map 7 - Proposed Parliamentary Boundaries



8.4 Regeneration plans for Barnet

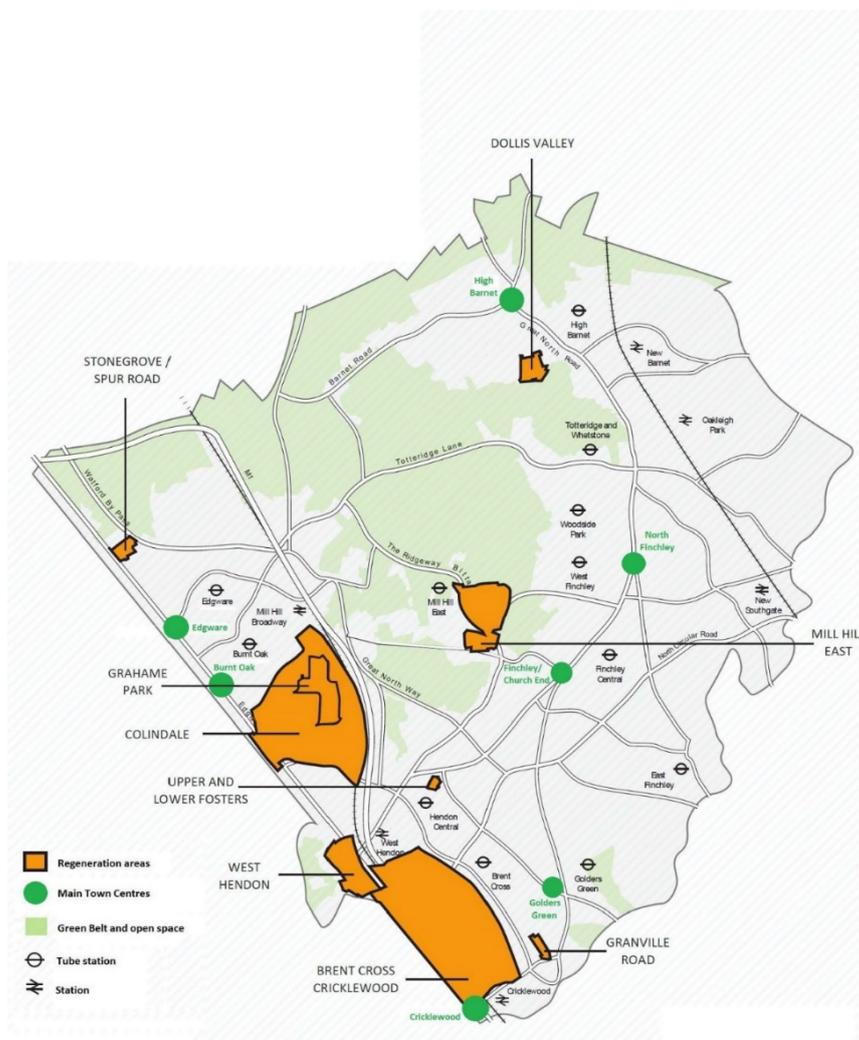
8.4.1 Barnet has a programme of regeneration and development taking place across the borough over the next ten years.

8.4.2 The main areas for regeneration are:

- Brent Cross Cricklewood
- Colindale
- Dollis Valley
- Grahame Park
- Mill Hill East
- Stonegrove and Spur Road
- Upper and Lower Foster Estate
- West Hendon

8.4.3 More information about the regeneration and development plans can be found here - <https://barnet.gov.uk/citizen-home/delivering-for-barnet.html>

Map 8 - Regeneration areas



Appendix 1 - LG BCE presentation slides for public briefing held on 20 September 2018

The
Local Government
Boundary Commission
for England

London Borough of Barnet Council



BARNET

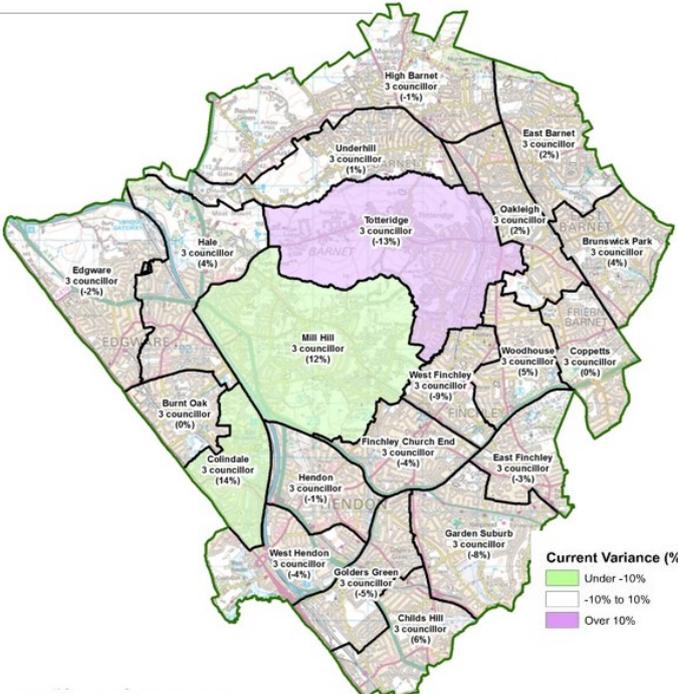
LONDON BOROUGH



Electoral review briefing for community groups 20 September 2018

Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

The
Local Government
Boundary Commission
for England



Why Barnet?

Barnet's ward boundaries have not been reviewed since 1999.

Current Variance (%)

- Under -10%
- 10% to 10%
- Over 10%

Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

The review so far

- Initial meetings with group leaders / full Council / officers
- Council size dialogue with the Council
- Commission made a decision on council size on 18 September 2018

Your Review Timeline

Preliminary period/
No. councillors
May to 10 August 2018



Consultation on
warding patterns
**25 September 2018 to 3
December 2018**



Consultation on draft
recommendations
**5 February 2019 to 15
April 2019**



Final recommendations
Published **June 2019**
Order Made **Summer
2019**
Elected upon **2022**



How?

Ward Boundaries:

Effective representations will address:

Electoral equality
for voters

Community
interests and
identities

Effective and
convenient local
government

Effective representations at every stage:

- Tell us why you are putting forward your view: your rationale.
- Put forward an alternative, not just registering an objection.
- Provide evidence to support your argument.
- Consider the future.

How to get involved



Website: www.lgbce.org.uk
Have your say: consultation.lgbce.org.uk
Follow us: @lgbce
Contact us: reviews@lgbce.org.uk

What counts as evidence?

Historical associations are useful, but we need to know how communities interact now. Practical examples are important:

- Shared community events
- Shared amenities and facilities
- Public facilities such as doctors' surgeries, hospitals, libraries or schools
- What defines it and marks it out as a distinct community or communities
- Show how facilities provide a focus for community interaction

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What is effective representation?

What we want:

- Rationale not assertion.
- What you DO & don't like.
- Alternatives.
- Practical community examples.
- Consideration of all 3 statutory criteria.

We cannot consider:

- Political consequences.
- "It ain't broke don't fix it" arguments.
- Parliamentary boundaries.
- Postcodes or addresses.
- House prices & council tax.

Contact details

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	Constitution & General Purposes Committee 22 October 2018
Title	Member Development Programme 2018 – 2022
Report of	Head of Governance
Wards	All Wards
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Delivered Sessions for Member Development Programme from May 2018 – date. Appendix B – Appendix B - Proposed Member Development Sessions for 2018-19
Officer Contact Details	Anita Vukomanovic, Governance Team Leader 020 8359 7034 anita.vukomanovic@barnet.gov.uk

Summary

To support councillors to be effective in their various roles, it is essential that the Council has in place a comprehensive programme of briefings and other development activity.

At its meeting in March 2018, the now decommissioned General Functions Committee received a report outlining the attached Member Development Programme 2018 – 2022, which provided the details for the post-election induction of new and returning Members. It also set out an overarching strategic framework of Member Development for the next administration.

Since the Local Elections in May 2018, the Governance Service has coordinated a successful all-Member induction day, and has also rolled out a wider programme of development covering a variety of Councillor responsibilities. The details of the sessions completed to date are set out at Appendix A.

The Governance Service have designed a year-long programme of Member Development sessions to ensure that Members are fully supported in their roles. The sessions proposed to take place over the remainder of the Municipal year are set out at Appendix B.

Officers Recommendations

- 1. That the Committee note the sessions delivered since the start of the new municipal year as set out in Appendix A and provide feedback on sessions delivered to date.**
- 2. That the Committee note the schedule of proposed Member Development sessions as set out in Appendix B and comment accordingly.**

1. WHY THIS REPORT IS NEEDED

- 1.1 Councillors are responsible for setting the overall policy direction of the Council and overseeing the delivery of a range of services, many of which are complex or have a statutory basis. Expectations of councillors by residents are high – they want their Council to deliver high quality services and respond quickly to changing demands all within ever increasing financial constraints. To be effective councillors need to be able to:
 - Represent the views of their political party and constituents;
 - Contribute to the good governance of the Council;
 - Understand local government and the legal framework that it operates within; and
 - Be knowledgeable about local policy, services and communities.
- 1.2 In addition to serving on Council and committees, councillors may also be appointed to a range of outside bodies which have their own governance arrangements (e.g. school governing bodies, community organisations, charities, trusts and companies, etc).
- 1.3 To ensure that councillors are best supported as possible in their various roles, a comprehensive Member Development Programme has been developed in consultation with the political groups and chief officers. The purpose of the programme is to ensure:
 - There are clear expectations of Members in relation to training and development;
 - Sessions are commissioned well in advance; and
 - There is an understanding from Members about which sessions are mandatory, which are recommended and which are optional.
- 1.4 Appendix A provides Members with an update of the sessions that have taken place during 2018/19 to date, and also outlines the Members who have attended, and notes whether the sessions were mandatory, or optional. The

document attached at Appendix B notes the list of sessions proposed to take place over the course of the 2018/19 Municipal Year.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To ensure that Members have appropriate knowledge and skills to discharge their roles of taking decisions and monitoring the Council's work.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Committee could choose not to develop and implement a Member Development and Induction Programme. This approach is not recommended as it could leave the Council at risk of some decisions being successfully appealed by judicial review or other appeal mechanisms (e.g. Planning Inspectorate). In addition, Members may serve on committees or other bodies when they do not have the requisite knowledge and skills to be effective (e.g. treasury management, pensions, etc).

4. POST DECISION IMPLEMENTATION

- 4.1 Following Committee considering the appended documents, the Governance Service will commission internal and external sessions and deliver the Programme during the next administration, and follow the guidance of the Committee in relation to each aspect of the development programme.
- 4.2 In respect of the Member Development Charter, further work is required to develop an action plan to address the matters identified in the 'action' columns.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Providing a framework to enable Members to be effective councillors supports delivery of all Corporate Plan priorities.

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

- 5.2.1 As part of the Member Allowances budget, a proportion is available to support Member Development.

5.3 Social Value

- 5.3.1 N/A

5.4 Legal and Constitutional References

- 5.4.1 Council Constitution, Article 7 (Committees, Sub-Committees, Forums and Working Groups and Partnerships) – the Constitution and General Purposes Committee has specific responsibility for Member Development.

5.5 Risk Management

5.5.1 As set out in section 3.1 above. Furthermore, not engaging the Committee in the development of the programme would risk Members not being able to shape their own development.

5.6 Equalities and Diversity

5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equality 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

5.6.2 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.

5.7 Corporate Parenting

5.7.1 Councillors are corporate parents to looked after children and children in care. In recognition of the seriousness of this responsibility, the Member Development Programme includes mandatory sessions on corporate parenting and safeguarding children in order that Members are clear on their duties and obligations in this regard.

5.8 Consultation and Engagement

5.8.1 Chief Offices, senior managers and political groups have been consulted on the Member Development Programme attached at Appendix A and comments and amendments made have been taking into account in the drafting of the programme.

5.8 Insight

5.8.1 N/A

6. BACKGROUND PAPERS

6.1 None

Date	Title of Session	Mandatory / Optional	Service Area Lead
08.05.18	All Member Induction	Mandatory for all new members. Optional for returning Members.	Chief Officers, Andrew Charlwood (Head of Governance)
21.05.18	Planning	Mandatory for all new, returning and substitute Members on Planning and Area Planning Committees	Adam Driscoll (Comm. Lead), Fabian Gaudin (Head of Dev. Mgt), Emma Watson (Head of Strategic Planning)
23.07.18	Planning - Repeat Session	Mandatory for Planning Members	Adam Driscoll Fabian Gaudin (Head of Dev. Mgt) Emma Watson (Head of Strategic Planning)
24.07.18	Planning - Repeat Session	Mandatory for Planning Members	Adam Driscoll Fabian Gaudin (Head of Dev. Mgt) Andy Bates
24.05.2018	Health Overview & Scrutiny Committee	Recommended for all new and returning HOSC Members	Dawn Wakeling (Strategic Dir of Adults, Communities & Health)
29.05.18	Area Committee & Resident Forum	Recommended for chair & optional for committee members	Jamie Blake (Strategic Dir of Environment)

29.05.18	Pension Fund	Mandatory for all new & returning Pension Fund Committee Members	Kevin Bartle (Dir of Finance) George Bruce (Head of Treasury)
31.05.18	Corporate Parenting, Children's Safeguarding and the Role of the Ofsted Improvement Plan	Mandatory for all new & returning Members	Chris Munday (Strategic Director CYP), Tina McElligott (OP Dir Early Help, CIN of Help & Protection)

04.06.18	Adults & Safeguarding	Recommended for all new & returning Adults & Safeguarding Committee Members	Dawn Wakeling (Strategic Dir of Adults, Communities & Health)
05.06.18	Environment	Recommended for all new & returning Environment Committee Members	Jamie Blake (Strategic Dir of Environment)
06.06.18	Early Years	Recommended for Members and Substitute Members of the Children, Education & Safeguarding Committee	Tina McElligott (Op Dir Early Help, CIN of Help & Protection) Colette McCarthy (Div Dir Commissioning)

07.06.18	Licensing (& Sub-Comm)	Mandatory: All new Members and returning Members of the Council's Licensing Committee should attend annual induction or refresher training at the earliest date possible and ideally before the first committee meeting.	Emma Phasey (Group Manager, Community Protection)
19.07.18	Licensing - Repeat Session	As above	Emma Phasey (Group Manager, Community Protection)
7.08.18	Licensing - Repeat Session	As above	Emma Phasey (Group Manager, Community Protection)
11.06.18	Resources (P&R)	Recommended for Members of the Policy & Resources Committee.	Cath Shaw (Dep CE), Kevin Bartle (Dir of Finance), Paul Clake (HoFinance)
12.06.18	Community Leadership & Libraries Briefing (Community Safety)	Recommended for Members of the Community Leadership Committee and Members appointed to the Safer Communities Partnership Board	Jamie Blake Kiran Vagarwal - Head of Community Safety
14.06.18	Infrastructure, Development, Regeneration and Housing	Recommended for Assets, Regeneration & Growth Committee and Housing Committee Members	Alison Young (Strategic Lead - Development & Regeneration) Paul Shipway (Strategic Lead Housing) Adam Driscoll (Commissioning Lead - Planning)

4.07.18	Statement of Accounts	Mandatory for all new and returning Audit Committee Members. Optional for all other Members.	Finance CSG
17.07.18	Audit	Mandatory for all new and returning Audit Committee Members. Optional for all other Members.	Claire Green (Assurance Director) Caroline Glitre (Head of Internal Audit)
06.09.18	Media Training	Optional	Katie Mayers (Assistant Director, Strategy & Communications), Gareth Greene (Media and Transformation Communications Manager)
12.09.18	Education & Skills	Recommended for all CELS Committee Members	Ian Harrison (Strategic Director CYP Cambridge Education)
20. 9.18	Performance Indicators and Care Act Duties	Optional	Dawn Wakeling - Strategic Director for Adults, Communities and Health
23.10.18	Treasury Management	Mandatory for all new and returning Policy & Resources Committee and Audit Committee Members	Kevin Bartle (Dir of Finance) George Bruce (Head of Treasury)

October (date TBC)	Media Training	Optional	Katie Mayers (Assistant Director, Strategy & Communications), Gareth Greene (Media and Transformation Communications Manager)
21.11.18	Prevent	Recommended for All CLLC & Safer Communities Partnership Board Members	Kate Solomon & Sam Rosengard
07.03.18	Counter Terrorism	Recommended for All CLLC & Safer Communities Partnership	Kate Solomon & Sam Rosengard
TBC	Performance, Programmes and Commercial	Performance, Programmes and Commercial	Duncan Tessier (Dir of Commercial Services), Elaine Tuck (Strategic Lead Commercial)

Prospective Member Development Sessions for 2018-19

Proposed Face-to-Face Sessions

Date	Title and Content Outline	Lead Officer(s)
16 October 2018 (before F&GG and CB Area Planning Committees)	<p><u>Planning</u></p> <p>Training session led by the Leader and Cllr Rawlings focussing on committee overturns, material planning considerations and appeals</p> <p>Recommended for Members and Substitute Members of Planning and Area Planning Committees</p>	<p>Service Director Planning Deputy Head of Development Management</p> <p>Governance Lead: Faith Mwende</p>
23 October 2018 (before 2 nd P&R committee)	<p><u>Treasury Management</u></p> <ul style="list-style-type: none"> • Treasury Management Strategy Statement • Statutory requirements and legislation relating to Treasury Management • Capital Programme and Capital Financing Requirement • Borrowing • Treasury Management Indicators • Investment <p>Mandatory for all new and returning Policy & Resources Committee and Audit Committee Members. Optional for all other Members.</p> <p>CIPFA Treasury Management in the Public Services: Guidance Notes for Local Authorities 2011 guidance to be sent to all Members</p>	<p>Director of Resources Head of Treasury</p> <p>Governance Lead: Maria Lugangira</p>
5 November – tbc	<p><u>The nature of planning permission</u></p> <p><u>The nature of a planning permission</u></p> <ul style="list-style-type: none"> • What constitutes development? 	<p>Fabien Gaudin – Head of Development Management</p> <p>Andy Bates – Deputy Head of Development Management</p>

	<ul style="list-style-type: none"> • Permitted development rights • Commencement • The Consultation process • The Planning Register (how to access online) • Appeals • Trees 	
26 November 2018 (before Adults and Safeguarding Committee)	<p><u>Care Act</u></p> <ul style="list-style-type: none"> • General Care Act Duties <p><u>Mental Capacity Act 2005 Duties</u></p> <ul style="list-style-type: none"> • Responsibilities under the Act • Principles of the Act • Deprivation of Liberty Safeguards Regime <p>Recommended for Adults & Safeguarding Committee Members. Optional for all other Members.</p>	Strategic Director for Adults, Communities and Health Governance Lead: Naomi Kwasa
29 November 2018	<p><u>Building Control</u></p> <ul style="list-style-type: none"> • Building Regulations 	External facilitator - LABC Fabien Gaudin – Head of Development Management Michael Keown – Building Control
10 January 2019	<p><u>New Local Plan</u></p> <ul style="list-style-type: none"> • The London Plan (update on key aspects) • Barnet’s new Local Plan - Vision • Key challenges and how we’ve sought to address them • Site Allocations and the Brownfield Register of Land 	Head of Strategic Planning Local Plan Manager Governance Lead: TBC

4 February 2019	<u>Planning Enforcement</u> <ul style="list-style-type: none"> • The Enforcement Process • Trees • Outcomes of the Compliance Officer • Findings from the Aerial Survey • Prosecutions • Direct Action 	Service Director Planning Planning Enforcement Manager
First three months	<u>Performance, Programmes and Commercial</u> <ul style="list-style-type: none"> • Performance Management • Transformation Programmes • Commercial Services <p>Recommended for Members and Substitute Members of the Financial Performance & Contract Management Committee. Optional for all new and returning Members.</p>	Deputy Chief Executive Commercial Director Strategic Lead for Programmes & Performance Strategic Lead Commercial Governance Lead: Salar Rida
First year	<u>UNICEF and Child Rights</u> <ul style="list-style-type: none"> • Gain good knowledge and understanding of children’s human rights • Understand the meaning and principles of a child rights-based approach • Begin to explore the practical application of a child rights-based approach to elected members’ roles and responsibilities <p>Recommended for all Members and Substitute Members of the Children, Education & Safeguarding Committee. Optional for all Members.</p>	Strategic Director for Children & Young People Divisional Director Improvement & Performance Voice of Child Co-ordinator Governance Lead: Salar Rida
Between September 2018 and January 2019	<u>Strategy, Communications, Customer Services and Engagement</u> <ul style="list-style-type: none"> • Corporate Plan and Strategy – including: development of the 	Assistant Chief Executive Assistant Director Strategy and Communications Deputy Head of Communications Governance Lead: Andrew and Anita

	<p>Corporate Plan including consultation and use of findings to inform budget priorities; current corporate plan priorities and emerging priorities; process for corporate plan.</p> <ul style="list-style-type: none"> • Communications and Consultation • Customer Services – including: transparency and open data; and Customer Services Transformation • Use of Social Media • Engagement with Communities and Neighbourhoods <p>Optional for all Members.</p>	
TBC	<p><u>Partnerships</u></p> <ul style="list-style-type: none"> • Local Strategic Partnership <p>Recommended for Members of Policy & Resources Committee and Barnet Partnership Board. Optional for all Members.</p>	<p>Assistant Chief Executive</p> <p>Governance Lead: Maria Lugangira</p>
TBC	<p><u>Organisational Development and Culture</u></p> <ul style="list-style-type: none"> • Investment in staff learning • TW3 and Colindale <p>Optional for all Members.</p>	<p>Assistant Chief Executive</p> <p>Governance Lead: Maria Lugangira</p>
First 6 months	<p><u>Community Participation and Engagement</u></p> <ul style="list-style-type: none"> • Consultation and Engagement • Communities Together Network • Equalities • Community Cohesion • Communities including insight and intelligence to focus services on specific communities and issues • Ward link officers 	<p>Assistant Chief Executive Assistant Director Strategy & Communications</p> <p>Governance Lead: Abigail Lewis</p>

	Recommended for Members of Community Leadership & Libraries Committee and Barnet Partnership Board. Optional for all Members.	
TBC	<p><u>Chairing Skills</u></p> <p>Programme could include (but not be limited to): work programmes; report clearance; preparation; public participation; questioning; listening; facilitation; summarising skills; the importance of body language; strategies that can be used to resolve tense situations and potential conflict at meetings.</p> <p>Recommended for all new and returning chairmen and vice-chairmen. Optional for all other Members.</p>	<p>External Facilitator</p> <p>Governance Lead: Andrew Charlwood / Anita O'Malley</p>
TBC	<p><u>Scrutiny / Questioning / Enquiry</u></p> <p><i>Programme TBC</i></p> <p>Recommended for all new and Members.</p>	<p>External Facilitator</p> <p>Governance Lead: Andrew Charlwood / Anita O'Malley</p>
Fraud Awareness – Date tbc, but early in 2019	Members to receive a briefing on fraud awareness.	Clair Green – Assurance Director

Further Individual Sessions:

It is a requirement that Members of the Local Pensions Board have individual training plans. The Head of Treasury is currently liaising with all Members of the Local Pensions Board and undertaking the questionnaire set out by the Pensions Regulator. The Head of Treasury will be reporting back to Governance in due course so that the required, individual training plans can be produced and implemented for each member.

Written Briefings

Description	Lead Officer(s)
<p><u>Members Rights</u></p> <ul style="list-style-type: none"> • Council Questions • Members Items • Calling-In Planning Applications • Access to Information (including exempt committee information and Members rights to access non-committee information) • Chairman's Role 	<p>Monitoring Officer Head of Governance</p>
<p><u>Council Funding Streams</u></p> <ul style="list-style-type: none"> • Corporate Grants • Area Committee CIL Funding • Crowdfunding 	<p>Strategy Team</p>
<p><u>Data Protection, FOI and Access to Information</u></p> <ul style="list-style-type: none"> • FOI Requests • Data Protection Act Requests • General Data Protection Regulation • Access to Information (including committee information and non-committee information) • Managing Constituents Information (including passing on information and handling of records) • Communicating by Social Media • Confidentiality relating to casework and surgeries, copying in on emails, and confidentiality, secure e-mail use and encryption 	<p>Information Management Team</p>
<p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Prevent (Counter Terrorism) • Channel Duty (Protecting vulnerable people from being drawn into terrorism) • Key Strategies - Barnet Violence against Women and Girls Strategy 2017-2020, Child Sexual Exploitation, etc. 	<p>Community Safety Team <i>(NB: Kate Solomon and Sam Rosengard are currently arranging a Counter Terrorism session in March 2019)</i></p>

<u>Equalities</u> <i>Content TBC</i>	Strategic Equalities Advisor
<u>Ward Work</u> Members Surgeries Members Enquiries	TBC
Community Participation and Engagement: How to be an effective Community Councillor	TBC
Mental Health	Strategic Director for Adults, Communities and Health

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**London Borough of Barnet
Constitution and General
Purpose Committee Work
Programme
October 2018 – April 2019**

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

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
17 January 2019			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review.	Monitoring Officer Head of Governance	Non-key
Annual Pay Policy Statement	To receive the annual review of the Council's pay policy statement together with any amendments	Director of Human Resources	Non-key
Annual Report on Electoral Registration	To receive an Annual Report on Electoral Registration	Returning Officer Head of Electoral Services	Non-key
Annual Review of Polling Districts and Polling Places for Elections	To receive the findings of the annual review of polling districts and polling places for use at elections.	Returning Officer Head of Electoral Services	Non-key
Recruitment and Retention Policy - Annual Review	To consider the use of recruitment and retention payments in line with the Recruitment and Retention Policy.	Director of Human Resources	Non-key
9 April 2019			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review.	Monitoring Officer Head of Governance	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
Items to be allocated			
Hendon Town Hall Facilities <i>As and when required</i>	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	Head of Governance	Non-key
Information Management <i>As and when required</i>	To determine Member requests for non-committee information as specified in the Members' Information Management Policy	Head of Information Management	Non-key

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