

**London Borough of Barnet  
General Functions Committee  
Work Programme  
January 2017 – June 2017**

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Title of Report	Overview of decision	Report Of ( <i>officer</i> )	Issue Type (Non key/Key/Urgent)
6 December 2016			
Recruitment and Retention Scheme	A report detailing the development of two schemes dealing with requests to consider salary supplements for hard-to-fill posts.	Interim Chief Executive and Head of Paid Service, Strategic HR Director	<b>Non-key</b>
Recruitment of the Chief Executive and Head of Paid Service	To agree to advertise to a vacant post above Assistant Director level. To decide on (and report back to Council) a salary package over £100K per. To set the parameters for the remuneration of Chief Officers on recruitment.	Strategic HR Director	<b>Key</b>
Restructure Proposals of the Adult Social Care Mental Health Service	A report outlining the outcomes of the staff consultation to restructure the Social Care Mental Health service in order to deliver efficiencies and better services to residents as per the Barnet Mental Health Enablement Model.	Adults and Communities Director	<b>Key</b>
Libraries Services Transformation Programme	A report requesting the Committee to approve changes to the Library Service within the Family Services Delivery Unit.	Assistant Director Early Intervention & Prevention Family Services, Head of Libraries, Workforce & Community Engagement	<b>Non-key</b>

Title of Report	Overview of decision	Report Of ( <i>officer</i> )	Issue Type (Non key/Key/Urgent)
Nomination of Local Authority Representatives on School Governing Bodies (Standing Item)	To nominate candidates to vacancies on school governing bodies.	Head of Governance	<b>Non-key</b>
Decision of a School Governing Body not to Appoint a Local Authority Representative Nominated by the Council	To receive a report on the decision of a school governing body to not appoint the local authority representative nominated by the committee.	Head of Governance	<b>Non-key</b>
16 January 2017 - CANCELLED			
20 March 2017			
Annual Report on the Performance of Electoral Registration and Electoral Services	To receive an update on the performance of Electoral Services as recommended by the independent review of Electoral Registration and Electoral Services.	Interim Chief Executive	<b>Non-key</b>
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.	Interim Assurance Director / Head of Elections	<b>Non-key</b>

<b>Title of Report</b>	<b>Overview of decision</b>	<b>Report Of (<i>officer</i>)</b>	<b>Issue Type (Non key/Key/Urgent)</b>
Annual Pay Policy Statement	To receive the annual review of the Council's pay policy statement together with any amendments.	Strategic HR Director	<b>Non-key</b>
Health and Safety	To receive quarterly monitoring statistics (Safety, Health and Well-being) on a twice-yearly basis).	Head of Safety, Health and Wellbeing	<b>Non-key</b>
Indemnities for Council Representatives on Outside Bodies	A report concerning a policy on indemnities for council representatives on outside bodies.	Interim Assurance Director / Monitoring Officer	<b>Non-key</b>
School Governing Bodies Project	To receive an update on the Assurance Group project reported to 7th committee in November 2015.	Head of Governance	<b>Non-key</b>
Approval of premises for Weddings and Civil Partnership Registrations	This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.	Proper Officer for Registration	<b>Non-key</b>

Title of Report	Overview of decision	Report Of ( <i>officer</i> )	Issue Type (Non key/Key/Urgent)
Nomination of Local Authority Representatives on School Governing Bodies (Standing Item)	That the committee nominates candidates to fill the vacancies on school governing bodies.	Head of Governance	<b>Non-key</b>
<b>28 June 2017</b>			
Barnet Council's Annual Health and Safety Report	This report provides information on the Council's health and safety performance for the period 2015/16 and the priorities for the period 2016/17, to ensure continued improvement in performance.	Head of Safety, Health and Wellbeing	<b>Non-key</b>
Nomination of Local Authority Representatives on School Governing Bodies (Standing Item)	To nominate candidates to vacancies on school governing bodies.	Head of Governance	<b>Non-key</b>
<b>Unassigned</b>			
Lease of Meeting Rooms at Hendon Town Hall	To review the agreements pertaining to the shared use of the meeting room facilities at Hendon Town Hall.	Director of Resources (Deputy Section 151 Officer)	<b>Non-key</b>

<b>Title of Report</b>	<b>Overview of decision</b>	<b>Report Of (<i>officer</i>)</b>	<b>Issue Type (Non key/Key/Urgent)</b>
Approval of premises for Weddings and Civil Partnership Registrations (as when required)	This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.	Proper Officer for Registration	<b>Non-key</b>
Members' Notional Allowance	To consider the arrangements in respect of members' notional allowances.	Head of Governance	<b>Non-key</b>
Performance Related Pay	A report detailing the development of a performance related pay scheme for those staff assessed for two consecutive years as outstanding through the annual appraisal scheme.	Chief Executive, Strategic HR Director	<b>Non-key</b>
Appointments to Outside Bodies (As and when required)	To appoint representatives to outside bodies.	Head of Governance	<b>Non-key</b>

Title of Report	Overview of decision	Report Of ( <i>officer</i> )	Issue Type (Non key/Key/Urgent)
Information Management	To determine Member requests for non-committee information as specified in the Members' Information Management Policy.	Head of Information Management	<b>Non-key</b>
Hendon Town Hall Facilities (as and when required)	Following a referral from Group leaders or the Chairman, to comment on any proposed changes incurring expenditure over £5,000 which could affect the provision of facilities for Members.	Director of Resources (Deputy Section 151 Officer)	<b>Non-key</b>
Health and Safety	<p>To receive quarterly monitoring statistics (Safety, Health and Well-being) on a twice-yearly basis).</p> <p>To receive an annual report on arrangements for monitoring and reviewing arrangements for managing occupational health and safety risks.</p> <p>To note the council's high level health and safety risk profile, a summary of health and safety performance and the strategic priorities for improvements over the subsequent period.</p>	Head of Safety, Health and Wellbeing	<b>Non-key</b>