

**London Borough of Barnet
General Functions Committee
Work Programme
February 2018 - June 2018**

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Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
19 March 2018			
Member Development Programme 2018 - 2022	To review and approve the Member Development Programme for the period 2018 - 2022	Head of Governance	Non-key
Health & Safety Policy Review	Review and approve health and safety policy documents	Head of Safety, Health and Wellbeing	Non-key
Health and Safety Annual Report - Mid-Year Review	Review mid-year health and safety performance	Head of Safety, Health and Wellbeing	Non-key
Nomination of Local Authority Representatives on School Governing Bodies	To nominate candidates to vacancies on school governing bodies.	Head of Governance	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
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	Non-key
18 June 2018			
Health and Safety Annual Report	Review health and safety performance 2017/18 and agree priorities for the 2018/19	Head of Safety, Health and Wellbeing	Non-key
Performance Related Pay	A report detailing the development of a performance related pay scheme for those staff assessed for two consecutive years as outstanding through the annual appraisal scheme.	Chief Executive and Head of Paid Service Director of Human Resources	Non-key
22 October 2018			
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

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12 November 2018			
Health and Safety Annual Report - Mid-Year Review	Review mid-year health and safety performance	Head of Safety, Health and Wellbeing	Non-key
Items to be allocated			
Information Management	To determine Member requests for non-committee information as specified in the Members' Information Management Policy	Head of Information Management	Non-key
Information Management	To approve any information management policies applicable to Members.	Head of Information Management	Non-key
Annual Pay Policy Statement (January or February)	To receive the annual review of the Council's pay policy statement together with any amendments	Director of Human Resources	Non-key
Health and Safety Report - Mid Year and Annual Reports	Review health and safety performance mid-year and annually and agree priorities	Head of Safety, Health and Wellbeing	Non-key
Annual Report on Electoral Registration	To receive an Annual Report on Electoral Registration	Head of Electoral Services	Non-key

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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.	Head of Electoral Services	Non-key
Nomination of Local Authority Representatives on School Governing Bodies	<i>Standing item</i> - To nominate candidates to vacancies on school governing bodies.	Head of Governance	Non-key
Approval of premises for Weddings and Civil Partnership Registrations	<p>This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004</p> <p><i>As and when required</i></p>	Proper Officer for Registration	Non-key
Appointments to Outside Bodies	<p>To appoint representatives to outside bodies</p> <p><i>As and when required</i></p>	Head of Governance	Non-key

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Hendon Town Hall Facilities	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 <i>As and when required</i>	Head of Governance	Non-key