

<u>MEETING</u> GENERAL FUNCTIONS COMMITTEE
<u>DATE AND TIME</u> MONDAY 21 MARCH 2016 AT 7.00 PM
<u>VENUE</u> HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

Dear Councillors,

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

Item No	Title of Report	Pages
1.	MINUTES	1 - 6
10.	APPOINTMENT TO AN OUTSIDE BODY	7 - 12
11.	NOMINATIONS TO SCHOOL GOVERNING BODIES	13 - 16

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Decisions of the General Functions Committee

18 February 2016

Members Present:-

AGENDA ITEM 1

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

Councillor Richard Cornelius Councillor Barry Rawlings
Councillor Ammar Naqvi Councillor Daniel Thomas
Councillor Charlie O-Macauley

1. MINUTES

RESOLVED that the minutes of the meeting held on 2 December 2015 be agreed as a correct record and signed by the Chairman.

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. MEMBER'S ITEM - COUNCILLOR JOAN SCANNELL

The Chairman presented a Member's Item concerning the recent replacement of audio visual technology installed in the Council Chamber. The item asked for further information on the reasons for the replacement technology and the procurement process complied with. Discussion ensued concerning the importance of consultation with Members in respect of changes to the facilities at Hendon Town Hall.

Members expressed an interest in receiving more information about the technology installed in the Council Chamber (as referred to in the Member's Item) together with the agreements pertaining to the shared use of meeting rooms at Hendon Town Hall. The Committee requested that reports on both be presented to a future meeting together with a proposal to ensure that consultation with Members would become a routine consideration when changes were proposed which may affect the facilities used by Members at Hendon Town Hall.

RESOLVED that the General Functions Committee requests the following reports:

1. the recent replacement of audio visual technology installed in the Council Chamber to be presented to the next meeting; and
 2. the agreements pertaining to shared use of the meeting room facilities at Hendon Town Hall be presented to a future meeting.
8. **APPROVAL OF PREMISES FOR WEDDINGS AND CIVIL PARTNERSHIP REGISTRATIONS: HENDON TOWN HALL, THE BURROUGHS, HENDON NW4 4BG**

The Committee received a report in the name of the Proper Officer for Registration. The report sought determination of an application for Hendon Town Hall, The Burroughs, Hendon NW4 4BG to be licensed as a venue for marriages and civil partnership registrations in accordance with the legislation outlined in the report.

RESOLVED that the General Functions Committee approves the application for Hendon Town Hall to renew its approval for the solemnisation of civil marriages and registration of civil partnerships for a period of three years from 13 July 2015.

9. **RESTRUCTURE OF THE ADULTS AND COMMUNITIES DELIVERY UNIT**

The Adults and Communities Director introduced the report and highlighted the key features of the proposed restructure.

Helen Davies (Branch Chairman) and John Burgess (Branch Secretary) addressed the Committee on behalf of Barnet Unison Trade Union.

The Committee considered the report and asked questions which were responded to by both the Adults and Communities Director and the Trade Union representatives.

The Chairman proposed an amendment to the second recommendation to include the words 'following consultation with the Chairman of the Policy and Resources Committee' which was duly seconded and put to the vote.

Following consideration votes on the recommendations (as amended) were recorded as follows.

For	4
Against	3
Abstention	0

RESOLVED that:

1. the General Functions Committee approve the proposed restructure of the Adults and Communities Delivery Unit including the deletion of existing posts and the creation of new posts as set out in Appendix 1 to the committee report; and

2. **authority to take all necessary actions to put in place transitional arrangements to ensure the continuity of business as these proposals are implemented be delegated to the Adults and Communities Director following consultation with the Chairman of the Policy and Resources Committee.**

10. INTERIM REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Monitoring Officer and the Electoral Registration Manager presented the report on behalf of the Chief Executive (Returning Officer).

The Committee noted the notice of an enforced late polling place change in the East Barnet Ward (CBC polling district) which was provided for information.

Following discussion, the following motions were seconded, put to the vote and agreed unanimously:

- a. To refuse the proposed change within Coppetts Ward (CDB and CDD polling districts); being a proposal to combine CDB and CDD by removing the north-south border between them to create a larger single polling district (new CDB). The reason for refusal was because the proposal was liable to cause confusion to electors.
- b. To refuse the proposed change within Totteridge Ward (CFA polling district); being a proposal to locate the polling place for CFA at Totteridge Village Hall, Badgers Croft for future elections. The reason for refusal was because the proposal would not be easily accessible for pedestrians and was not served by a reliable bus route. It was believed that a high percentage of voters within the area would walk to the venue.
- c. To refuse the proposed change within Burnt Oak Ward (HTC polling district); being a proposal to locate the polling place for HTC to St Alphage Church Hall. The reason for refusal was because the proposed location was in close proximity to a park through which it was expected a high percentage of voters would access the venue and this presented a security concern.
- d. To agree the remaining proposed changes to polling place arrangements as set out in Appendix A, B and C.

RESOLVED that the General Functions Committee:

1. **approve the polling place arrangements as proposed by the Returning Officer set out in Appendix A, B and C to the committee report subject to the following exceptions:**
 - a. **to refuse the proposed change to Coppetts Ward polling districts CDB and CDD, the reason for refusal being that the proposal was liable to cause confusion to electors.**
 - b. **to refuse the proposed change to Totteridge Ward polling district CFA, the reason for refusal being that the proposal would not be easily accessible for pedestrians and was not served by a reliable bus route. It was believed that a high percentage of voters within the area would walk to the venue.**
 - c. **To refuse the proposed change to Burnt Oak Ward polling district HTC, the reason for refusal being that the proposed location was in**

close proximity to a park through which it was expected a high percentage of voters would access the venue thus presenting a security concern.

11. PAY POLICY STATEMENT

The Director of Human Resources presented the report which asked the Committee to review the Council's Pay Policy Statement for the financial year 2016/17 and to recommend it for approval by Full Council on 1 March 2016.

The Director of Human Resources corrected a table in draft statement (Appendix A to the report) namely table 3.4 being the pay scale for the Senior Management Team. The corrected table is shown below:

	Pay point for Entry On 1 April 2016	Pay point for Developing On 1 April 2016	Pay point for Fully Competent On 1 April 2016	Chief Officer and Senior Management Posts
1	£177,613	£182,613	£187,613	Chief Executive*
2	£148,464	£153,464	£158,464	Chief Operating Officer (Section 151 Officer)*; Strategic Director for Commissioning*
3	£124,870	£129,870	£134,870	Commissioning Director for Children & Young People* (incorporates statutory Director of Children's Services); Commissioning Director for Adults & Health* (incorporates Statutory Director for Adults and Social Services) Delivery Unit Director(Family Services)
4	£103,846	£108,846	£113,846	Assurance Director (Monitoring Officer)* Commissioning Director for Growth & Development* Commissioning Director for Environment* Resources Director Director of Strategy & Communications Commercial Director Delivery Unit Director(Adults & Communities)
5	£85,139	£89,869	£94,599	Non-chief officer posts – mainly Assistant Director
6	£71,511	£75,484	£79,457	

	Pay point for Entry On 1 April 2016	Pay point for Developing On 1 April 2016	Pay point for Fully Competent On 1 April 2016	Chief Officer and Senior Management Posts
7	£57,950	£61,170	£64,389	posts and Heads of Service

RESOLVED that the General Functions Committee recommends the Council's Pay Policy Statement for the financial year 2016/17 for approval by Council on 1 March 2016.

12. EMPLOYER SUPPORTED VOLUNTEERING

The Committee received a report from the Director of Strategy and Communications which proposed the introduction of an Employer Supported Volunteering Scheme. The proposal arose from a commitment made in the Community Participation Strategy which had been agreed by the Community Leadership Committee (CLC) in June 2014.

It was reported that the policy and associated guidance would facilitate an opportunity for Barnet Council employees to undertake up to two days of volunteering (per annum) within the borough, remunerated by the Council. The Committee was reassured that a core principle of the initiative would be assisting employees to source volunteering opportunities with Barnet charities and for the benefit of Barnet residents.

The Committee discussed the number of days permitted within the scheme and understood the policy would be implemented as a one year pilot and as such, its impact would be assessed and reported back to the CLC.

RESOLVED that the General Functions Committee agrees the establishment of an Employer Supported Volunteering Scheme (ESV) for Barnet Council and approves the ESV policy (attached as Appendix 1 to the committee report) together with the ESV line manager guidance (attached as Appendix 2 to the committee report).

13. APPOINTMENTS TO OUTSIDE BODIES

The Committee received a report in the name of the Head of Governance. The report asked the Committee to appoint a representative to a vacancy on an outside body.

Nominations were circulated in respect of a vacancy on the Henry Smith Charity. Councillor Jim Tierney was nominated on behalf of the Labour Group. Mr Adrian Korsner was nominated on behalf of the Conservative Group. Upon being put to the vote, it was declared that Mr Korsner had been appointed to the Henry Smith Charity.

RESOLVED that the following representative be appointed to a vacancy on an outside body:

Organisation	Representative	Term of Office
The Henry Smith Charity	Mr Adrian Korsner	Four Years

14. NOMINATIONS TO SCHOOL GOVERNING BODIES

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

Nominations were circulated in respect of 11 schools. The nominations were uncontested.

RESOLVED that:

- 1. The following representatives be nominated to vacancies on school governing bodies:**

School Governing Body	Representative
All Saints CE School (NW2)	Barbara Bash
Brookland Infant and Junior School	Sapna Shah
Child Hill School	Mr Michael Angel
Coppetts Wood Primary School	Councillor Arjun Mittra
Dollis Infant School	Counillor Sury Khatri

- 2. Nominations to the following vacancies on school governing bodies be deferred:**

School Governing Body
All Saints CE School (N20)
Dollis Junior School
Livingstone School
St Joseph's Catholic Primary School
St Paul's CE School (NW7)
St Theresa's Catholic School

15. WORK PROGRAMME


The Committee received a report in the name of the Head of Governance. The report asked the Committee to consider and comment on the work programme included as Appendix A to the report.

RESOLVED that the work programme be agreed subject to the inclusion of additional reports in response to Councillor Scannell's Member's Item.

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

None

The meeting finished at 7.48 pm

	<h2>General Functions Committee</h2> <h3>21 March 2016</h3>
<p style="text-align: right;">Title</p>	<p>Appointment to an Outside Body</p>
<p style="text-align: right;">Report of</p>	<p>Head of Governance</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>None</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Sarah Koniarski, Governance Officer sarah.koniarski@barnet.gov.uk 020 8359 7574</p>

Summary

The General Functions Committee is asked to appoint a representative in respect of a vacancy on an outside body, namely the Inglis Consortium LLP.

Recommendations

1. In respect of the vacancy on the Inglis Consortium LLP, that the General Functions Committee:
 - a. Appoints the Strategic Director of Strategy and Communications to the vacancy on the Inglis Consortium LLP;
 - b. Authorises Barnet Council to provide to the officer appointed, when acting as its representative on the Inglis Consortium LLP, an indemnity in respect of any claims against the respective officer, arising as a result of carrying out their duties subject to the provisions of [the Local Authorities \(indemnities for Members and Officers\) Order 2004](#)
 - c. Notes that the Council has professional indemnity insurance cover.
2. Requests that a report be presented to a future General Functions Committee meeting concerning a policy on indemnities for council representatives on outside bodies.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Committee has a responsibility to appoint to vacancies in respect of local authority representatives on outside bodies. This assists each outside body to be fully constituted and operate in an efficient and effective manner.
- 1.2 It is requested that the Strategic Director of Strategy and Communications be appointed to fill a vacancy Inglis Consortium LLP which arose when one of the previous representatives recently left the Council.
- 1.3 It is suggested that a review of the council's position on indemnities for council representatives on outside bodies would be timely.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The General Functions Committee is responsible for appointing candidates to vacancies on outside bodies.
- 2.2 Particular to the vacancy on the Inglis Consortium LLP (hereafter referred to in this report as the LLP) on the 29 November 2010, Council Cabinet approved the Council entering into a limited liability partnership and commercial co-operation agreement with private sector landowners concerning the joint disposals of lands. Pursuant to this, on the 30 March 2011, the General Functions Committee appointed two chief officers to act on behalf of Barnet Council in its capacity as a cooperate member of the LLP; namely the Deputy Chief Executive and the Director for Planning, Housing and Regeneration.
- 2.3 Representatives on the LLP are appointed to act until they leave their substantive chief officer post at Barnet Council. Accordingly, any vacancies arising have been appointed to by the General Functions Committee.
- 2.4 The Chief Operating Officer (who has the statutory financial section 151 responsibility) was appointed to the LLP on 29 January 2013 and continues to represent the Council. It is suggested that the Strategic Director of Strategy and Communications be appointed to the remaining vacancy.

Cases in which an indemnity and/or insurance may be provided

- 2.5 Under the Local Authorities (Indemnities for Members and Officers) Orders 2004 a local authority has the power to grant an indemnity to an officer to cover any act or omission by the officer which is authorised by the Council, or forms part of, or arises from any powers conferred or duties placed, as a consequence of a function being exercised by the officer at the request of, or with the approval of, or for the purposes of the Council.
- 2.6 Under the Regulations, the Council can, in place of, or in addition to, providing an indemnity themselves, provide an indemnity by securing insurance. The Council's Head of Insurance has confirmed that the Council's insurance policy covers individuals who are acting as the Council's representative on an outside body.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Leaving the position on the LLP vacant is not recommended. As a corporate member of the LLP, the Council is entitled to appoint individuals to act on its behalf. Ensuring that two representatives are appointed (being the maximum) assists each outside body to be fully constituted and operate in an efficient and effective manner.

4. POST DECISION IMPLEMENTATION

- 4.1 The Head of Governance in the Assurance Group of the local authority will notify the outside body of the appointment made. The Committee's work programme will be amended to include a report on a policy on indemnities for council representatives on outside bodies.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 To ensure that the council has robust governance arrangements that enable the delivery of its objectives as set out in the Corporate Plan, its decision making structures will be kept under review to provide effective opportunities for resident participation and engagement.

- 5.1.2 Through the timely execution of its functions, the Committee can assist outside bodies to fulfil their duties and contribute to the corporate priorities to make sure Barnet is a place:

- of opportunity, where people can further their quality of life
- where people are helped to help themselves, recognising that prevention is better than cure
- where responsibility is shared, fairly
- where services are delivered efficiently to get value for money for the taxpayer.

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

- 5.2.1 There is no additional salary or insurance requirement as a result of the appointment.

5.3 Social Value

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

5.4 Legal and Constitutional References

- 5.4.1 The provisions of [The Local Authorities \(indemnities for Members and Officers\) Order 2004](#) are explained in the body of the report. Responsibility for appointing local authority representatives to outside bodies is attributed to the General Functions Committee in accordance with Annex A to Responsibility for Functions.

5.5 Risk Management

- 5.5.1 None in the context of this report.

5.6 Equalities and Diversity

The Committee is advised that the 2010 Equality Act outlines the provisions of

the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

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

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

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

5.7 Consultation and Engagement

5.7.1 Not applicable.

5.8 Insight

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

6. BACKGROUND PAPERS

6.1 Cabinet Resources Committee, 25 March 2008 (Decision item 17) considered a report regarding the Mill Hill East Area Action Plan and the resultant possible Landowners Agreement and authorised officers to commence preliminary discussions with other landowners and to report further upon the options.

6.2 The Director of Planning, Housing and Regeneration approved by delegated powers (DPR 568) on 9 June 2008 the appointment of CB Richard Ellis to examine the Council's options for the disposal of Mill Hill depot and adjacent lands and to consider the financial consequences of each option.

6.3 Cabinet Resources Committee, 8 August 2008 (Decision item 6) – approved the **acceptance** of a **tender** offer for part of the former Friern Barnet sewage works site, also agreed to part of the land being developed for a new Council depot to replace that at Mill Hill.

6.4 Cabinet Resources Committee, 19 January 2009 (Decision item 7) – approved the principle of the relocation of the Mill Hill depot to Pinkham Way site.

6.5 Cabinet Resources Committee, 19 January 2009 (Decision item 9) – approved the principle of exploring the potential options for a land owners agreement for the Mill Hill East AAP area and depot site subject to a viable business plan, apportionment of costs and receipts being finalised and a development programme.

6.6 Cabinet, 20 January 2009 (Decision item 7) recommended approval of the Mill Hill East Area Action Plan for Council 3 March 2009 (Decision Item 157) which adopted the AAP.

- 6.7 Cabinet (special meeting), 11 August 2009 (Decision item 5) – approved the sale of the Council’s land holdings at the former Friern Barnet Sewage Works, Pinkham Way to the North London Waste Authority, subject to reservation of 4.5 acres for the Council to retain and construct a new depot facility. 2.8 Cabinet Resources Committee, 2 November 2009 (Decision item 8) – approved the Council entering into a formal joint venture and land owners agreement subject to finalisation of a business plan and legal terms.
- 6.8 Cabinet, 29 November 2010 (Decision item 14) – approved the Council entering into a Limited Liability Partnership and Co-operation Agreement, instead of a landowners agreement, subject to a number of conditions.
<http://barnet.moderngov.co.uk/CeListDocuments.aspx?CommitteeId=120&MeetingId=315&DF=29%2f11%2f2010&Ver=2>
- 6.9 General Functions Committee, 30 March 2011(Decision item 7), approved the appointment of two Chief Officers of the Council to the LLP to act on behalf of the Council in its capacity as a cooperate member of the LLP. In this regard the Deputy Chief Executive and the Director for Planning Housing & Regeneration.
<http://barnet.moderngov.co.uk/CeListDocuments.aspx?CommitteeId=174&MeetingId=1077&DF=30%2f03%2f2011&Ver=2>
- 6.10 General Functions Committee, 15 September 2011(Decision item 9), approved the appointment of the Interim Director for Environment, Planning and Regeneration as the second representative to the LLP.
<http://barnet.moderngov.co.uk/CeListDocuments.aspx?CommitteeId=174&MeetingId=1079&DF=15%2f09%2f2011&Ver=2>
- 6.11 Delegated Powers Report (1271), 30 March 2011 signed by the Deputy Leader confirmed release of a number of pre-conditions attached to the approval granted by Cabinet on Nov 29 2010, enabling the Council to proceed with the formation of the LLP and pursue the grant of planning permission for the Mill Hill East development to enable the outstanding pre-conditions to be met.
- 6.12 General Functions Committee. 29 January 2013 (Decision item 10) approved the appointment of the Chief Operating Officer.
Report and Decision Item 10, Vacancy on Outside Body:
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=6660&Ver=4>

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GENERAL FUNCTIONS COMMITTEE – 21 March 2016

VACANCIES ON SCHOOL GOVERNING BODIES

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

ALL SAINTS CE SCHOOL (N20)					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Michele Beale (C) Does <u>not</u> wish to be reappointed at the end of her tenure on 28 March 2016	Vacancy				

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

* Governor Support has advised that the governing body has expressed a preference for a candidate with HR and/or PR experience.

LIVINGSTONE SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Liz Pearson (C) Resigned 21 January 2016	Vacancy				

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

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Ms Maria Accurso (C) Resigned 28 January 2015	Vacancy				

ST PAUL'S CE SCHOOL (NW7)					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Joan Scannell (C) Appointment expired 24 January 2015	Vacancy				

ST THERESA'S CATHOLIC SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mrs Colinne Martyn (C) Resigned 2014	Vacancy				

TRENT CE PRIMARY SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
David Reavell (GS) Deceased 2015	Vacancy				

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

MENORAH HIGH SCHOOL FOR GIRLS					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
New governing body from 26 January 2016	Vacancy				

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