

<u>MEETING</u> GENERAL FUNCTIONS COMMITTEE
<u>DATE AND TIME</u> WEDNESDAY 29TH JUNE, 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 - 12
11.	APPOINTMENTS TO OUTSIDE BODES	13 - 14
12.	NOMINATIONS TO SCHOOL GOVERNING BODIES	15 - 18

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Decisions of the General Functions Committee

9 June 2016

Members Present:-

AGENDA ITEM 1

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

Councillor Richard Cornelius
Councillor Alison Moore
Councillor Tom Davey

Councillor Ammar Naqvi
Councillor Barry Rawlings

Apologies for Absence

Councillor Daniel Thomas

1. ABSENCE OF MEMBERS

Apologies for absence were received from Councillor Daniel Thomas. Councillor Tom Davey attended in his capacity as a substitute member.

2. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None

3. REPORT OF THE MONITORING OFFICER (IF ANY)

None

The Chairman varied the order of business to receive an introduction (without debate) on agenda item 6 (Independent Investigation into Election Problems in Barnet on 5 May and the Council's Response) prior to item 5 (Public Questions and Comments). Debate and consideration in respect of item 6 then followed.

4. PUBLIC QUESTION AND COMMENTS (IF ANY)

Details of the public questions asked, together with the published answers, were provided with the agenda papers and circulated at the meeting. Verbal responses were given to supplementary questions at the meeting.

There were no public comments.

5. MEMBERS ITEM (IF ANY)

None

6. INDEPENDENT INVESTIGATION INTO ELECTION PROBLEMS IN BARNET ON 5 MAY AND THE COUNCIL'S RESPONSE

The interim Chief Executive, John Hooton, presented the cover report to the committee and apologised to voters that experienced problems on the 5 May.

Mr Mark Heath introduced the independent external investigation report, explained his findings and outlined his recommendations.

Committee members asked questions regarding the reports which were responded to by Mr Heath and Mr Hooton, together with the Director of Assurance and Monitoring Officer, Davina Fiore.

Andrew Scallan CBE, Director of Electoral Administration and Ben Brook, Head of Performance and English Regions, were also in attendance on behalf of the Electoral Commission.

Councillor Naqvi moved the following motion in his name:

“In light of the fact that one of the several responsibilities of this committee is to oversee electoral services and the electoral process and given that there is significant and substantial evidence that this responsibility has been abdicated for a number of years I would like to move a vote of no confidence in the Chairman.”

The motion was seconded by Councillor Rawlings. Following debate, the motion was put to the vote and votes were recorded as follows:

In favour: 3

Against: 4

The motion was declared to be lost.

The Chairman moved a motion to agree recommendations 1 to 3 inclusive in the committee report which was seconded by Councillor Davey. The motion was put to the vote and votes were recorded as follows:

In favour: 4

Against: 3

The motion was declared to be carried.

RESOLVED:

- 1. That the committee notes Mr Heath's report and the recommendations put forward for implementation ahead of the EU referendum on 23 June.**
- 2. That the committee notes that the interim Chief Executive and Returning Officer has accepted all of the recommendations in Mr Heath's report, and the status of the council's implementation of these recommendations.**
- 3. That, in line with Mr Heath's recommendation, the committee notes the intention of the interim Chief Executive and Returning Officer to initiate a review of the way in which elections in Barnet are delivered and how the**

electoral services function operates. Terms of reference will be brought back to this committee on 29 June and will include the points set out in the motion at Annual Council. The final report and recommendations will be brought to this committee before the end of the year.

7. ANY ITEM(S) THAT THE CHAIRMAN DECIDES TO BE URGENT

None

The meeting finished at 8.27 pm

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Decisions of the General Functions Committee

21 March 2016

Members Present:-

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

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

Apologies for Absence

Councillor Charlie O-Macauley

1. MINUTES

RESOLVED that the minutes of the meeting held on 18 February 2016 be agreed as a correct record and signed by the Chairman.

2. ABSENCE OF MEMBERS

Apologies for absence were received from Councillor Charlie O-Macauley. Councillor Alison Moore attended in his absence.

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. PROVISION OF FACILITIES IMPACTING MEMBERS AT HENDON TOWN HALL

The committee received a report from the Head of Estates Management, Chris Smith, which was presented by the Director of Resources, Anisa Darr. The report concerned the process for consultation with members on the management of and improvements to the

Hendon Town Hall and, where applicable, how decisions would be referred to General Function Committee.

The committee discussed the threshold of expenditure which would be appropriate to require officers to consult with group leaders and the chairman of the committee. The committee agreed that expenditure exceeding £5,000 would be appropriate in the circumstances.

RESOLVED that General Functions Committee agrees that council officers will consult with Group Leaders and the Chairman of this Committee of any items of expenditure needed exceeding £5,000 in relation to facilities impacting Members at Hendon Town Hall. Group Leaders or the Chairman of General Functions Committee will then have 14 days to confirm if they wish any proposal to be referred to the next appropriate General Functions Committee meeting.

8. UNIFIED REWARD

The committee received a report from the Chief Executive and Head of Paid Service, Andrew Travers, which was presented by the Director of Human Resources, Graeme Lennon, together with the Deputy Chief Executive, John Hooton.

This report concerned a review of the pay, grading and terms and conditions of council staff and staff in community schools. The review aimed to make the pay and reward system simpler, fairer and more flexible, while rewarding performance.

The committee noted the results of consultations conducted between 8 February 2016 and 8 March 2016. Subject to the committee's agreement, it was proposed that implementation of the revised pay, grading and terms and conditions would be 1 October 2016 for council staff and 1 April 2017 for school based staff.

Helen Davies (Branch Chairman) addressed the committee on behalf of Barnet Unison Trade Union.

There were several detailed questions raised by members on matters contained in the report, which were answered by officers.

Taking account of comments made by members, the chairman proposed the following amendments to the report recommendations:

- that recommendation (c) be amended to offer voluntary health screening to all staff between the ages of 45 and 50 on a bi-annual basis and over 50 on an annual basis.
- that recommendation (e) be amended to clarify that the revised pay structure would be implemented for council staff and community school staff currently earning below the maximum grade of £55,384.00 (Grade L).
- that recommendation (g) in the report "that senior managers retain their delegated authority to within the council's appointment policy to appoint employees at a salary within the appropriate grade for the job to reflect local conditions and circumstances" be deleted.

- that recommendation (i) in the report (to become (h) following the aforementioned deletion) be amended to remove the need for an annual information report to be presented to committee.

The proposed amendments were agreed unanimously. The recommendations, as amended, were agreed unanimously.

RESOLVED that the General Functions Committee agrees:

- a) that a review of the Staff Annual Performance Appraisal Scheme be undertaken to ensure that it remains fit for purpose and this is delegated to the HR Director to complete (paragraph 6.3.2.1);
- b) that the Council continues to invest in its future managers through appropriate management development programmes (paragraph 6.3.2.1);
- c) that voluntary health screening should now be offered to all staff aged between 45 and 50 years on a bi-annual basis and annually to all staff aged over 50 years to cover checks that are not available as part of the nationally available NHS check (paragraph 6.3.3.2) with effect from 1st April 2017. Voluntary health screening for employees under 45 will be considered as part of the employee benefits scheme outlined in the report);
- d) that the Council continues to offer an Employee Assistance Programme (EAP) to all staff (paragraph 6.3.3.2);
- e) that the Council implements the revised pay structure outlined in paragraph 6.3.2.3 for Council staff and Community School staff currently earning below the maximum grade of £55,384.00 (Grade L) and that Council staff transfer to the revised pay structure from 1st October 2016 and Community School staff transfer to the revised pay structure from 1st April 2017;
- f) that employees are assimilated into the appropriate grade for their job on the following basis. Employees currently paid below the proposed grade minimum will be assimilated to the proposed grade minimum. Employees currently paid above the proposed grade maximum will be assimilated to the proposed grade maximum (and will receive pay protection for 12 months). Employees currently paid between the proposed grade minimum and maximum will retain their current salary as at the date of implementation;
- g) that the Council moves across to a system where future pay progression is based on performance for all staff below Grade M, as described in paragraph 6.3.2.4 to be determined by the supervisor based on the annual appraisal dependent on a performance rating outlined in table 2 below applicable to all Council staff with effect from 1st October 2016 and Community School staff from 1st April 2017 that the operation of the scheme be delegated to the Chief Operating Officer and HR Director;
- h) that two schemes be developed to enable the council to consider salary supplements for hard-to-fill posts and that the development and operation of any such scheme be delegated to the Chief Operating Officer, in consultation with the HR Director and agreed by the General Functions Committee (paragraph 6.3.2.5);

- i) that the existing market factor supplements as agreed by General Functions Committee on 23rd June 2015, continue for the period 1st April 2016 – 30th September 2016 (paragraph 6.3.2.5);**
- j) that consideration be given to developing a performance related pay (PrP) Scheme for those staff assessed for two consecutive years as outstanding through the annual appraisal scheme and that this is trialled unfunded for the next 2 years with potential introduction from 2018/19 subject to member agreement and funding being available. Should the proposal be agreed the Chief Executive will bring a report will be brought to a future meeting of the Committee when the proposal has been further developed. The scheme should recognise individual competence as well as team contribution to delivering Council priorities paragraph 6.3.2.5;**
- k) that pay protection be time limited to 12 months following the introduction of Unified Rewards but following this 6 months for pay protection becomes the normal arrangement for all staff. Post unified rewards there will be a degree of managerial discretion regarding the period of pay protection to take into consideration individual circumstances to be appropriately considered in exceptional circumstances. The definition of exceptional circumstance and the implementation of pay protection beyond 6 months should be delegated to the Chief Operating Officer in consultation with the HR Director (paragraph 6.3.2.7);**
- l) that retainer pay be removed for all Council staff with effect from 1st October 2016 and on the 1st April 2017 for Community School staff. It is proposed that quality pay be removed for all staff with effect from 1st October 2016 (paragraph 6.3.2.8);**
- m) that revised voluntary overtime rates outlined in paragraph 6.3.2.8 are introduced from 1st October 2016 for Council staff and 1st April 2017 for Community School staff;**
- n) that contractual overtime will cease from the 1st October 2016 except in a small number of cases where there are specific health and safety reasons why this needs to remain (paragraph 6.3.2.8);**
- o) that all additional discretionary payment mechanisms (ad hoc/discretionary payments, market factor supplements) be removed with effect from 1st October 2016 (paragraph 6.3.2.8);**
- p) that a new Absence Management Code of Practice that reduces the sickness trigger levels be developed by the HR Director. From the current short-term absence triggers (10 days or 4 periods of within any 12 month period) is changed to 8 days absence or after the second occasion of sickness absence within any rolling 12 month period. Salary reductions would be imposed on those staff with unsatisfactory absence of 1 days' pay at the first trigger, 2 days' pay at the second trigger and 3 days pay at the third trigger. The revised scheme be introduced on 1st October 2016 for Council staff and 1st April 2017 for School based staff but that any pay deduction are deferred for 12 months from implementation as described in paragraph 6.3.2.10;**

- q) that all staff move to 30 days annual leave and that staff currently receiving more than 30 days annual leave per annum are protected at 31 days per annum for a period of 12 months. The revised arrangements are to be introduced with effect from 1st April 2017(paragraph 6.3.2.9);
- r) that the Council will apply a single criteria of 2,500 miles per annum for eligibility for an essential car user allowance and remove the allowance for those not meeting the required criteria with effect from 1st April 2017(paragraph 6.3.2.11);
- s) that the Council investigate the provision of a comprehensive employee benefits scheme subject to the conditions outlined in paragraph 38, to be introduced with effect from 1st July 2016 (paragraph 6.3.2.12); and
- t) to authorise the Chief Executive and HR Director to implement these proposals on the basis of reaching a collective agreement with the relevant trade unions. If the Council does not reach a Collective Agreement then it would be asking staff individually to agree to the terms of their new contract with new pay, grading and terms and conditions. Should neither collective agreement nor individual agreement of the new contract be forthcoming then proceed to dismiss staff and immediately offer to re-engage them on the new contract. As outlined in paragraph 4 of this report and mitigations outlined in the Equalities Impact Assessment appended to this report at Appendix A.

9. BARNET LIVING WAGE SUPPLEMENT

The committee received a report from the Director of Human Resources, Graeme Lennon report which updated the General Functions Committee on the current London Living Wage hourly rate of pay and recommended that the council adopted an equivalent amount as the Barnet Living Wage Supplement from 1 April 2016.

The committee amended the report recommendation to clarify that it would agree to apply an equivalent amount of the London Living Wage.

RESOLVED that the General Functions Committee agrees to apply the equivalent of the current London Living Wage rate of £9.40 per hour to be its minimum rate of pay for all employees with effect from 1 April 2016.

10. APPOINTMENT TO AN OUTSIDE BODY

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 the Inglis Consortium LLP.

RESOLVED that in respect of the vacancy on the Inglis Consortium LLP, that the General Functions Committee:

- 1a. 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](#); and
 - 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.

11. 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 9 schools. The nominations were uncontested.

RESOLVED that:

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

School Governing Body	Representative
Trent CE Primary School	Mr Tim Tilley
Woodcroft School	Mr Steve Blomer
Menorah High School for Girls	Councillor Anthony Finn

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

12. ANY ITEM(S) THAT THE CHAIRMAN DECIDES TO BE URGENT

There were no urgent items of business.

Councillor Richard Cornelius, however, moved a vote of thanks to the Chairman, Councillor Joan Scannell, for her chairing of the committee. Councillor Scannell made suitable acknowledgement and thanked both members for their work and officers for their support.

The meeting finished at 7.38 pm

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List of Vacancies on Outside Bodies – 29 June 2016
General Functions Committee is asked to make appointments to fill the vacancies shown shaded grey.

Outside Body	Current Representative	Status	Nominations		
			Labour	Conservative	Liberal Democrat
Nicholl and Daniel Homes Charity	Councillor Sury Khatri 24/05/2016 to 23/05/2020	Current			
	Councillor Tom Davey 24/05/2016 to 23/05/2020	Current			
	Councillor John Hart 24/05/2016 to 23/05/2020	Current			
	Mr Fabio Seccatorie* 06.03.12 to 05.03.16	Expired			
	Councillor Sachin Rajput 02.06.14 to 01.06.18	Current			

***Mr Fabio Seccatorie has indicated that he would like to be reappointed for a further term of office.**

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GENERAL FUNCTIONS COMMITTEE – 29 June 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				Charlotte Lea- Robbins

CHURCH HILL SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Bobbie Cotterill (C) Expires 10 September 2016	Vacancy		Mrs Bobbie Cotterill		

*Wishes to be reappointed

COPTHALL SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mrs Rohini Abeyasinghe (C) Resigned 31 March 2016	Vacancy				

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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..

MOSS HALL NURSERY					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Brian Salinger (C) Expires 7 July 2016	Vacancy				

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				

ST VINCENT'S CATHOLIC SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr John Hart (C)* Expired 29 March 2016	Vacancy		Cllr John Hart		

*Councillor Hart has indicated that he wishes to be appointed for a further term of office.

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