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| <u>Meeting</u> |
| Council |
| <u>Date and time</u> |
| Tuesday 28th February, 2023 |
| 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 |
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| 11.2 | Report from Policy & Resources Committee - Corporate Plan | 3 - 48 |
| 12.2 | Report of the Monitoring Officer - Constitution Review | 49 - 92 |
| 13 | Report of the Head of Governance - Administrative Matters | 93 - 104 |

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Caring for people, our places and the planet: Our plan for Barnet 2023-2026

Caring for **people**, our **places** and the **planet**





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Leader's foreword



Cllr Barry Rawlings

Leader of Barnet Council

“We want to future-proof the borough so everyone can live their best lives now and in generations to come.”

Barnet is a brilliant place to live; to grow up, study, work, start a business and raise a family.

And we have big ambitions for it to be even better, to really put Barnet on the map.

To achieve this, we need to respond positively and proactively to the challenges we face, the climate emergency, and cost-of-living crisis included.

We want to future-proof the borough so everyone can live their best lives now and in generations to come.

We are aiming to reach BarNET ZERO as a council by 2030, and as a borough by 2042.

This is as much about fighting inequalities, reducing poverty, rejecting hate and celebrating our diversity as it is about protecting the environment and our biodiversity.

It will save lives and livelihoods.

It embraces all: all people, no matter their background or circumstances; each place, whether a home, street, neighbourhood, green space, natural habitat, or bustling town centre; and it is our contribution to help protect our planet.

Our new vision is to put Caring for People, our Places and the Planet at the heart of everything we do.

It will bring people together, young and old, to find local solutions to local problems. It will make Barnet safer and cleaner, more affordable, family friendly and able to withstand life's difficulties. And it will help us understand each other better and be a Borough of Fun!

We cannot do this alone. It's a journey we will be on together with residents, local businesses, as a council, a community and with our partners and our VCFSEs.

It will mean transforming our services over time, giving more power and resources to local communities, supported by a strong public service ethos.

This is a big agenda. We will need to adapt and innovate to deliver the best services, to become more financially self-sufficient and keep costs down. It won't all be easy and there will be hard choices along the way.

But it will be exciting, and the prize will be a destination borough with a real creative buzz that is socially, environmentally, and economically sustainable where no one is held back, and everyone feels they can achieve their aspirations.

Join us on the journey!

Chief Executive's foreword



John Hooton

Chief Executive

This is an exciting and ambitious plan for the future of Barnet.

The council is committed to improving the lives of people in Barnet. We have amazing and committed staff, who work tirelessly to care for people, our places and the planet. However, successfully delivering this plan will require us all to work more collaboratively within the organisation and with our partners and residents in the future.

At the heart of our approach is an imperative to genuinely work alongside residents in Barnet, listening and having an ongoing dialogue, not just consulting when we change something we do.

We will transform our approach to community participation and engagement, empowering residents and community groups, and sharing the power we have as a council for the benefit of local people.

We are also committed to working more effectively in local areas across Barnet. That means joining up our services in different areas of the borough rather than working in silos. It means being

“At the heart of our approach is an imperative to genuinely work alongside residents in Barnet, listening and having an ongoing dialogue, not just consulting when we change something we do.”

more responsive to local issues and concerns. At the centre of our approach is also working in partnership with other public sector organisations like health and the police, with businesses and with our fantastic voluntary and community sector in Barnet. The more we do in partnership the more we can achieve for residents.

As a council we are committed to being an inclusive organisation, that everyone feels part of Team Barnet, and that in terms of gender, ethnicity, sexuality and disability we are representative of the borough we serve at all levels.

Alongside all of this we want to ensure that we support our staff to have the tools they need to work effectively for residents. We will do everything we can to be an employer of choice and attract and retain great people to work in our organisation and alongside our partners.

I am looking forward to working with everyone to deliver this exciting vision for the future of Barnet.

Introduction

This corporate plan puts Caring for People, our Places and the Planet at the heart of everything we do – they are our pillars.

It recognises we can only achieve this vision by delivering our foundation of becoming an engaged and effective council. Central to this is to become a listening council; one that encourages community participation and builds trusted, collaborative relationships with residents and stakeholders.

In the autumn of 2022, we engaged with residents, community groups, businesses and other partners to develop this shared vision for Barnet.

We will build on the borough's great strengths to forge a new future, recognising and tackling the many inequalities which impact our communities to create a shared prosperity for all.

The graph below demonstrates how our pillars and foundation work together:





About Barnet

Barnet is the second largest borough by population in London, home to over 389,000 people, 26,000 businesses, and 1,000 charities. We are proud of our diverse communities and of being a place where people feel welcomed and celebrated.

We have many strengths in the borough. But we know that for some residents health, social and economic inequalities limit the opportunities available to lead a good life. Tackling these problems requires us all to work together. We will become a listening council, changing our relationship with residents, building trust with our communities, having ongoing conversations and involving all in decision making.



**OVER 90
LANGUAGES
ARE SPOKEN**
(2021 Census)

88%
of residents say their
local area is a place where
**PEOPLE FROM DIFFERENT
BACKGROUNDS
GET ON WELL
TOGETHER**

ONE IN FOUR of
Barnet's population
are **CHILDREN AND
YOUNG PEOPLE**
(aged 0-19)



**CARING FOR
PEOPLE**



44%
of residents were
**BORN IN ANOTHER
COUNTRY** –
up from 39%
in 2011

98%
of **SCHOOLS** are rated
as **'GOOD'** or
'OUTSTANDING'

Home to
**LONDON'S
LARGEST JEWISH
COMMUNITY** with
14.5% of residents
self-identifying
as Jewish

ONE IN 10
residents are
aged
75+ YEARS





CARING FOR OUR PLACES

1.76M TONNES

of carbon are emitted in the borough every year from energy use by homes and transport



As part of the council's Brent Cross Cricklewood regeneration scheme, the **£8bn BRENT**

CROSS TOWN development will have an on-site energy centre and the **LARGEST AIR SOURCE HEAT PUMP** installation in Europe. It will provide **LOW CARBON HEATING** to the planned 6,700 new homes and all energy supplied will come from **100% RENEWAL SOURCES**.

The new Brent Cross West railway station is also under construction

30

flourishing **TOWN CENTRES** with unique hospitality and retail scenes that reflect diverse communities

On the journey to becoming a **NET ZERO COUNCIL BY 2030**, and borough by 2042

While Barnet is increasingly **ONE OF LONDON'S SAFEST BOROUGHS**, crime is a priority concern for 36% of adults and 41% of young people



CARING FOR THE PLANET

London's third largest borough by number of businesses, host to **26,440 BUSINESSES**, THE MAJORITY OF THEM SMEs

28% of the borough is covered with over **200 PARKS AND GREENSPACES**



A base for **1,075 CHARITIES**

A **6.7-YEAR GAP IN LIFE EXPECTANCY** between residents of the **POOREST AND WEALTHIEST** boroughs

SEVEN IN 10 residents say the council is making their local area a **BETTER PLACE TO LIVE**



Caring for people



We want everyone in Barnet to have a good quality of life; to be healthy and active, with access to excellent education, fulfilling employment, good housing, social connection and community. We will work with others to provide people with the right support when needed, to fight inequalities and reduce poverty.

Our mission

In caring for people, we will...

- Fight inequalities and work to improve life chances for a good, healthy, happy and long life. Working in partnership, we will ensure no one is held back, that Barnet is the healthiest borough in London and our communities and residents can take advantage of every opportunity.
- Reduce poverty in our communities, boosting incomes and reducing costs. We will create an inclusive Barnet by promoting long-term economic growth that benefits everyone and where families and communities support each other.
- Be a Family Friendly borough where children and young people have the best start in life with the best education, the right support and safeguarding when they need it, and the right tools to live their lives successfully into adulthood. This especially applies to our children in care and care leavers, who we are 'corporate parents' for.
- Focus on all residents having the best opportunities to live well and feel part of the community. This will mean increasing the inclusion of older and disabled residents and celebrating their contributions. We will recognise people's goals and support them to build on their existing abilities and strengths. We will work with residents, communities and our partners to support residents to stay well and free from abuse.

Our starting point is always our residents and how they will be affected. We will continue to work with our communities to tackle the issues that have the greatest impact on local people.

Social isolation, poor health, low paid and insecure jobs present real challenges for many in our community. At the time of writing, the cost-of-living crisis and rising prices affect us all and we know many residents are facing hard decisions about household spending.

We can learn from the COVID-19 pandemic, which exposed deep inequalities within pockets of our communities. In responding to this, we also saw what a more caring and collaborative future could look like. This builds on our deep

“Our starting point is always our residents and how they will be affected. We will continue to work with our communities to tackle the issues that have the greatest impact on local people.”

tradition of helping others in the borough, with people volunteering for different causes and with engaged faith and religious groups. We want to continue to develop this, together with residents, partners and communities across the borough, to achieve our shared mission.

Tackling inequalities

With people of many cultural backgrounds, faiths and life experiences living side by side, one of Barnet's biggest strengths is its richness of diversity. We will create a place where people feel they belong, are respected and accepted. Barnet will become a place where people have fun together, share their cultures and build an understanding amongst one another.

Taking into account individual needs and circumstances

We will be a borough where inequalities are proactively tackled by actively listening to and considering different perspectives and needs in policymaking and service design. Not everyone's experience is the same. Recognising that it is easier for some to access services and to take advantage of opportunities, we know there is more we need to do to ensure that we care for people according to their individual needs and circumstances.

Inequalities often start early, impacting children and young people's health and happiness in childhood and their opportunities later in life. We have, for example, seen that Black and Black British pupils have a lower chance of gaining good qualifications at schools, compared to White pupils. As they grow up, this can have an impact on them having a fulfilling adulthood. We want to ensure that no one is held back. For example, in the Resident Perception Survey (2021) we have also seen that residents with a disability are more likely to have a poorer experience of living in the borough and a poorer view of our services, and that inequalities are often amplified by poverty and social isolation.

Those residents who grow up and live in the most deprived areas are more likely to live shorter lives than people living in more wealthy areas. Over recent years, the gap in health inequalities for males has been reducing but remained the same for females.



Partnership working to drive long-term change

There is a need for structural change and new policies to address inequalities, not just one-off interventions. We recognise that this is a long-term challenge, requiring systematic, joint working as a partnership. There is much we can do locally, working with our residents to change how we deliver our services. As a council, we will also support communities to come together to address challenges. We continue to develop this work as we refresh the Equalities, Diversity & Inclusion Policy in 2023. We are engaging with residents and partners to build a dialogue for how we together address challenges. Together, we can amplify our voices, working in partnership to influence the regional and national agendas.

A key focus is on supporting communities to maintain happy and healthy lives for as long as possible. We want to make Barnet the healthiest borough in London, where everyone who lives, works or studies locally can achieve the best possible health. Key to this is to tackle health inequalities so that life expectancy, and the

number of years people spend living in good health, is not varied between different areas. Working together with our partners, we have set out Barnet's Health and Wellbeing Strategy, which is committed to reducing health inequalities and the contributing factors to ill health – what we sometimes call “wider determinates of health”.

“We want to ensure residents are aware of and are able to access services and activities at the right time and in the way that is most suitable for them.”

This focuses on:

- Creating a healthy environment, such as through improving air quality and being an age and dementia friendly borough.
- Healthy communities, where people are able to connect to each other and have healthy choices.
- Delivering local solutions for local neighbourhoods, based on residents' views.
- Improving healthy behaviours, such as increasing physical activity, promoting healthy eating and reducing smoking.
- Preventing long-term conditions, such as cardiovascular disease prevention.
- Partnership with the North London NHS Integrated Care System to deliver Core 20 Plus 5 priorities. This is an NHS approach to reducing health inequalities with a specific focus on the 20% most deprived in the population, and conditions such as mental health, childhood asthma, maternity care, diabetes and oral health.



We want to ensure residents are aware of and are able to access services and activities at the right time and in the way that is most suitable for them. The aim is to, where possible, enable support at an earlier stage by:

- Equipping our children and young people with the tools to take advantage of present and future opportunities, for example by ensuring they live in a safe environment and have an excellent education, providing early help were needed to their families.
- Raising awareness and increasing signposting of services or community support for our residents.
- Working towards providing referrals/services that are holistic, e.g., considering mental health as well as employment and financial support.
- Ensuring that all residents, but especially those with more complex enquiries or support needs,

are provided more proactive and personalised access to appropriate advice and support.

- Promoting digital inclusion to equip everyone with the skills, tools, and confidence to thrive in the digital era.

An important part of celebrating the diversity of the borough is to support those who have recently settled into Barnet. Our residents and communities are fantastically generous – offering their homes through the Homes for Ukraine scheme, and time through volunteering. We will continue to work with residents and partners to secure “Borough of Sanctuary” accreditation. This acknowledges the vibrant networks that provide support, dignity and welcome to refugees and people seeking sanctuary, enabling them to thrive and feel they belong in our community.



Want to find out more about equalities or get involved?

We want to involve a wide range of residents, communities and partners to help us develop and co-produce our strategies and activities to tackle inequalities. If you would like to get involved or find out more information, please see: <https://engage.barnet.gov.uk/barnet-edi-policy-2023-2028>



Reducing poverty

Many residents struggle to make ends meet and it is affecting more residents than ever before, with increasing numbers struggling to heat their homes and feed themselves and their children. For children and young people growing up in Barnet, ensuring families have enough money to live on is critical to improving their life chances. Children born in poverty are more likely to experience a wide range of physical and mental health problems. When incomes increase, these problems are reduced. Families are less likely to be stressed and depressed and are more likely to be able to afford healthy food and fun activities.



Crisis support for residents

In response to the cost-of-living crisis we introduced immediate actions to support our residents. We have promoted our existing welfare and benefits services as well as introduced the Residents Support Fund, and will continue to utilise the Household Support Fund to provide financial support for Barnet residents who are struggling to afford household essentials such as paying for food, energy bills and other essential living costs.

We have created a network of community-led warm spaces, providing both a warm space for residents who have struggled to keep warm during the winter and welcoming space to encourage community interaction and reduce the impacts of loneliness. School holidays can be pressure points for some families due to increased costs and our BACE holiday programme for children and young people provides engaging and healthy activities such as sports and games, arts and crafts and the performing arts.

Working with our voluntary, community, faith and social enterprise sector

As a council we will enable people to help each other. Working in partnership with our voluntary, community, faith and social enterprise sector we are taking a community-led approach to setting out our next steps. Together, we want to continue to develop better ways of supporting our local economies. This includes taking into consideration wider networks of support to address social and health challenges that are either a driver or consequence of economic inequalities. We have, for example, introduced a Barnet Community Innovation Fund, to fund local voluntary and community projects that aim to improve health and wellbeing in the borough.

“Our focus is on those who experience barriers due to inequalities, including people from marginalised and underprivileged communities and young people not in education, employment or training.”

Boosting local employment

We will work with partners to identify and support people who find it the most difficult to find or return to employment. Our focus is on those who experience barriers due to inequalities, including people from marginalised and underprivileged communities and young people not in education, employment or training. We will work towards providing opportunities that allow residents to get out and stay out of poverty. Working with the employment and benefit advice service BOOST, we will set this out in an ambitious three-year plan from 2023 with a longer-term drive towards boosting employment in the borough. Linked to this, we will continue our commitment to applying the London Living Wage and encourage more businesses and partners to pay this too. We believe we all need a wage that meets our everyday needs.

Investment in infrastructure and new skills

The last few years have seen a change in how we work and live our lives. The transition to a more sustainable environment will require investment in infrastructure and new skills. We see this as an opportunity and will take advantage of this by focusing on growth sectors including the green economy, digital, creative industries, social care and the construction industry. To keep up with these growth sectors, we want to encourage lifelong learning, particularly developing the local 'green skills' required to support the delivery of our net zero commitments. We will support existing and new businesses in partnership with higher and further education institutions and continue working with our investment partners to attract

new business and investment to the borough. Alongside this, we will engage with local employers and support them to find and recruit suitable employees that are residents of Barnet.

Community wealth-building opportunities

Leading by example, our aim is to encourage and enable community wealth-building opportunities. This means we will commit to, and encourage our partners to, invest in and buy goods and services with local businesses, including by strengthening our high streets and by promoting local shopping. This will result in a boost in local employment opportunities as well as utilising local buildings for the benefit our residents. Together, we can create a prosperous Barnet where our wealth is shared.



Family friendly

We know families have a huge impact on people's lives, wellbeing and chances of success. We recognise families come in all shapes and sizes and are often blended and intergenerational. All families benefit from services and communities that support their needs and that enables them to celebrate and have fun together. From family friendly housing to neighbourhoods and public spaces that are open, clean and accessible by all. Together, we continue to make Barnet a family friendly borough.

Key to this is our focus on resilience. We want children, young people and families to have the ability to bounce back from stress and hardship; to take on new challenges, which lead to better outcomes.

Our aspiration for a family friendly borough is:

“Resilient children thriving in resilient families living in resilient communities.”

Children and young people in Barnet deserve the best start in life and the right support, when they need it, to live their lives successfully into adulthood. We want Barnet to be the best place in London to raise a child and for all children to thrive and achieve their potential – socially, emotionally, and academically.

Our ambition is to create a family-friendly borough, where children and young people have fun, play and explore the world. A place where the voices, needs, priorities and rights of children are considered and taken seriously as an integral part of any decision-making.

Children and young people reaching their potential

We have excellent schools achieving some of the best results in the country and our aim is for every school in Barnet to be good or outstanding. We are working tirelessly to close the attainment gap between pupils. This means we fight inequalities, supporting children and young people from all backgrounds, but especially those that are from minority groups or that experience disadvantages such as growing up in poverty, to reach their educational and academic potential.

We are strengthening our commitment to work together to secure the delivery of efficient, high-quality and best-value services. We will achieve this by delivering services that are easy to access and to use. We aim to offer support that builds on families' resilience, that empowers by focusing on life goals and builds on strengths, from skills to connections in the community.



Services for vulnerable children and young people

We will also deliver high-quality targeted and specialist services for our most vulnerable children and young people, including those who are disabled, in need or in need of protection. We want our children in care and care experienced young adults, who we are supporting to aspire to be the best they can be, to live their lives successfully, in a home that meets their needs.



How we will work for children and young people

We are also focusing on the safety of our children and young people, working together with the police and other partners to ensure they are safe, at home and in their communities. We know some young people are more likely to be victims, as well as to be exploited or be drawn into crime. We are fighting these inequalities, working closely with the police and the justice system.

Our model of working builds resilience by delivering evidence-informed services that are:

- “All about me” – we focus on the child or young person, asking them about their identity, needs and wishes and building support around that
- Strengths-based – we focus on children and young people’s strengths and opportunities to build on, rather than issues or threats
- Trauma-informed – recognising the impact of past experiences and understanding the paths to recovery
- Co-produced together with children, young people and families – “My Say Matters”

We recognise we can only achieve this in dialogue with families and communities and have worked collaboratively to produce our new Children and Young People’s Plan. Together with our partners and communities we will focus on:

- Family & Belonging – supporting all our children including those in care and care experienced young people to live their lives successfully, to develop a sense of identity, improve wellbeing and to have fun and play
- Safe & Secure – ensuring the most vulnerable are protected, safe and supported to make the best choices and to build trusted relationships
- Health & Wellbeing – supporting our children and young people to adopt healthy lifestyles to prevent avoidable illness and improve their social, physical and mental wellbeing, including through integrated health and social care
- Education & Skills – supporting children and young people to reach their educational and academic potential, by closing attainment gaps and by being prepared for adult life.

“ MY SAY MATTERS ”

‘My Say Matters’ is the name for our Child Participation and Family Involvement Strategy. The strategy has been developed with children and young people. They told us how important it is that equalities, diversity and inclusion is at the heart of ‘My Say Matters’ and we totally agree. The strategy is for all children, young people and their families especially those from racially minoritised communities, migrant families, LGBT+, children with disabilities and any other marginalised groups whose voices may not be heard as often. We will make sure everyone is supported to share their voice and express themselves fully.



If you have something to say or want to share an idea, get involved!

We have a range of established forums, including:

- Youth Board – gives advice to the council about plans and policies
- Youth Assembly – is linked to democratic process & gives young people a chance to share their views with local Councillors.
- Barnet on Point - #BOP – our Children in Care Council
- Barnet Inclusive Next Generation – BING – Barnet SEND Youth Voice Forum
- Y-QAG – Young Quality Assurance Group
- Young People and Mental Health – Barnet Integrated Clinical Services – BICS
- Parent Carer Forum and the Parent Champions – who are co-producing services for children and young people with Special Educational Needs and Disabilities.

If you would like to get involved or find out more information please see:

www.barnet.gov.uk/mysaymatters

and/or email us:

mysaymatters@barnet.gov.uk

Your say matters!



BARNET
LONDON BOROUGH

Living well

In Barnet, we want all residents to feel they can play a full part in their communities, to live well and to age well. Disabled people face additional barriers in our society, as can older people and those living with a long-term health condition. The council, partners and communities all have a role to play in eliminating barriers and supporting inclusion. Some people may need support from social care to live well. We focus on people's goals, their existing abilities and strengths and the networks or communities they belong to. We can then identify any additional care or support they may need to stay well and live the lives they want to lead.

Together, we will create a borough that promotes wellbeing and inclusion for all our residents, in particular for older or disabled residents. Where neighbourhoods and services are designed to be accessible for all. A place in which we celebrate their contributions, break down isolation and amplify their voices.

Community and health and wellbeing networks

There are many things that people, families and communities already do for themselves to live well. Being connected to wider community, whether through neighbours, friends, faith groups, activities or interests is key for many. One of Barnet's greatest strengths is our active voluntary and community sector, as well as family and informal carers from all walks of life, that help to foster valuable webs of connection and support for people. We will do everything we can to support them to thrive.

But we also know that at times, some people will need and want further support from the council and other services. We have a strong partnership working with the NHS, other public sector organisations and voluntary and community groups as part of the new Barnet Borough Partnership and North Central London Integrated

Care System. Together with local partners such as Barnet Hospital, GPs and community service providers, we are joining up health, social care and other services, improving the access, experience and outcomes for residents in Barnet. Together, we care for people's physical and mental health.

Our Mental Health Charter aims to ensure Barnet residents are supported to have good mental health. It focuses on collectively challenging stigma, encouraging people to feel confident in having conversations about their mental health and wellbeing.

We want everyone in Barnet to have opportunities to live more active and healthier lives. The Fit and Active Barnet Partnership is a collaboration between the council, voluntary and community sector, leisure and sports organisations. The partnership has agreed a shared strategy to identify gaps in physical activity provision and address them. Together, we aim to increase and promote the value and benefit of physical activity for everyone, but particularly where physical activity levels are lowest, and inequalities exist. We want to ensure fair access to services, facilities and places that support active lifestyles, from sports to everyday activities such as walking or cycling.

Keeping adults at risk of abuse and neglect safe

We will continue to prioritise keeping adults at risk of abuse and neglect safe. We will support them to protect themselves, working with our partners and across the Barnet communities to ensure they have access to the right support in the way that works for them. We are co-designing our services with residents who need our support, as well as their family carers. We work with people to enable them to stay as in control of their lives and care as possible. In this, we encourage the human connection, people supporting people, but also the use of assistive technology where it benefits the individual.

All residents have the right to live free of domestic abuse and all forms of violence. Working with our partners in the Barnet Safer Communities Partnership, we will raise awareness and work to prevent violence and abuse in the home, places of learning and employment and in the community. The partnership has zero tolerance for abuse and violence, and perpetrators will be held to account. We will reach out to people who may face additional barriers when seeking help and aim to ensure everyone can get the help they need at the earliest opportunity.

High-quality adult social care

Adult social care is one of Barnet's largest sectors, annually worth around £300m to the local economy and employing 10,000 people. We will carry on working closely with social care organisations such as care homes, home care agencies and supported living. We will continue to ensure care staff and providers are supported to continue to provide high quality care.

Large scale national changes are taking place for adult social care. We will prepare for and implement changes so that residents, care providers and staff are supported and gain the benefits of these reforms and use these as a

springboard for further improvement. The new Care Quality Commission assurance regime will help us identify where we are doing well and where we may need to focus our efforts.

We know that a big factor in keeping people well and healthy is living in a home that suits them. To that end we will work to increase the number of homes that meet the needs of disabled and older people, ensuring they are adapted and fit for purpose, and use assistive technology, where possible.

We are working across the council and with partners to understand more about the experience of disabled residents, hearing directly from people. We want to provide the right support and services, including creating more opportunities for disabled people to gain employment.

We aim to improve holistic support for people living with dementia and their loved ones. Together with key partners across Barnet, from leisure centres and libraries to the Royal Air Force Museum, we are continuing to develop as a dementia friendly borough. Our work is underpinned by a Dementia Strategy developed with the Barnet Borough Partnership. We are also committed to becoming an Age Friendly Borough.

Want to get involved?

In adult social care, we work closely with residents with lived experience to help shape and improve services. This is sometimes called co-production.

We link with partners in health and across the council to ensure the voice of older and disabled people, carers, people living with mental health challenges and others are heard.

Some of our opportunities to get involved include:

- Our People's Voice Community - a group of 250+ people with experience of health and social care

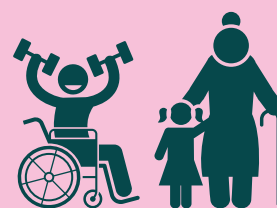
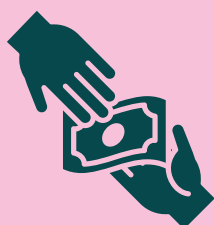
- Getting people involved in developing new services, strategies, and giving feedback on social care practice

- An Involvement Board made up of resident representatives, which oversees all our engagement work

Our Engagement and Co-production Strategy and Charter for Adult Social Care sets out our aspirations in more detail to increase people's involvement in shaping adult social care services for the better.

To find out more and join, please contact engage.adults@barnet.gov.uk

We will know we have made a difference because...



Fighting inequalities

- There are equal opportunities for all, and equal access to quality services – based on need. Long-term, we aim to decrease structural drivers of inequalities
- Residents live healthy, happy and long lives
- We have made Barnet the healthiest borough in London where everyone who lives, works or studies locally can achieve their full health and wellbeing potential.
- Barnet being a truly inclusive employer

Reducing poverty

- Reduced poverty in our communities
- The council, contractors and local businesses and partners pay the living wage
- Residents are engaged in employment

Family friendly

- There is excellent education for all
- Children have their best start in life and are ready for learning
- Children and young people have good social, physical and mental wellbeing
- Young people are engaged in learning and work post-16
- Young people are safe and secure

Living well

- More disabled people are employed by the council and partners
- More older and disabled people, including with mental health needs and learning disabilities, can stay living in their own homes
- Residents experience integrated health and care services, with positive outcomes and experiences
- Residents can access and enjoy more opportunities for physical activity and lead more active lives
- Residents have a positive experience of social care services
- There is social inclusion and representative access of older residents and those with disabilities in council and other services
- In the long term, we have eradicated domestic abuse and violence against women and girls

Caring for our places



We are an ambitious London suburb – a vibrant and fun place to live, work and visit. We will champion and develop our town centres and neighbourhoods, creating safe, clean and welcoming places with quality homes people can afford. As a borough of fun, we will be a destination, a place to visit, live and enjoy ourselves, where people connect to each other and feel a sense of belonging.



Our mission

In caring for our places, we will...

- Champion and develop our town centres and neighbourhoods, creating places that are clean, safe and welcoming; where it is attractive for people to visit and spend time and where businesses have the best chance of success.
- Provide good quality homes in the right places that meet residents' diverse needs and are affordable. We will create better places that connect and support communities, with services our residents need and a local economy that is fit for all.
- Become a borough of fun; a place to enjoy ourselves, where there are plenty of opportunities for everyone to connect, have fun, experience arts, culture, events, sports and hobbies. We want everyone to feel they belong and that Barnet is their place, where we celebrate the people who live, work and study in Barnet and its many diverse communities.

We think Barnet is a brilliant place to grow up, live and work. We know the majority of residents like living in Barnet, think it is family friendly and a place where communities get on well together. However, these strengths are not well-known outside the borough, where some perceive Barnet as just a suburb that is good to commute from.

We have many different towns, neighbourhoods and communities within Barnet and we will celebrate the richness of our diverse communities; the pride people have in their borough and in their local area and together transform what is already good about the borough to what is great. We will become a borough of fun – a destination to commute to.

“We will become a borough of fun – a destination to commute to.”

It is essential our town centres, neighbourhoods and other public spaces feel safe and are designed with our residents in mind. Together with our communities, we will work to create places for people: where people want to be, where they want to enjoy themselves and are able to afford to live in the years to come. As such, our development and regeneration activities are focused on building communities, not just homes, and on building genuinely affordable homes. We also recognise that everyone deserves a place to live, and we will work with those at risk of homelessness to support them to remain in their own home, and ensuring the best help for those who do become homeless.

We have an ambition to become a borough of fun – a place where our residents want to stay and enjoy themselves; a place that is for ‘living, not just existing’. In doing so, we will help communities and residents to connect to each other and to Barnet as a place, to build a sense of belonging. Together, we care for our places.



Safe and attractive neighbourhoods and town centres

We aim to create fun places people want to live in and visit. For this, we need safe and clean neighbourhoods, with flourishing town centres where creativity is encouraged, and businesses thrive.

We recognise safety is crucial to our sense of connection and pride in our local spaces. Everyone should feel safe in their homes and communities. While Barnet is one of London's safest boroughs, with overall crime reducing since 2005, that is not often how people feel. In the Resident Perception Survey 2021, crime was a top priority for 36% of adults, and 41% of young people. The perceptions and experiences of Barnet residents around crime and anti-social behaviour means we do more to listen to their concerns and co-producing solutions.

Tacking anti-social behaviour and community safety issues

Key to this approach is our aim to be open and accessible to all residents, addressing concerns locally. We are piloting community safety hubs across the borough, encouraging residents to report anti-social behaviour and community safety issues in person to council officers and partners. We are also significantly expanding and upgrading our CCTV capacity and have introduced ward walks. Operating in every ward, the walks bring together resident group representatives, Barnet councillors, the police and council officers. They walk around an area and review issues that require action, such as specific areas where criminal activity is being reported, or where residents have concerns about safety in relation to streetlighting or overgrown hedges.

Collaborating with the police and partners in the community, we want our neighbourhoods to discourage crime and to instil a feeling of safety. Through the Barnet Safer Communities Partnership, we will tackle the issues of greatest concern to residents, including:

- Tackling areas of crime, from burglaries and robberies to identity and hate crime.
- Addressing anti-social behaviour, fly-tipping and other environmental offences in the borough.
- Diverting people away from being drawn into anti-social behaviour and crime, including through safeguarding young people.
- Creating a network of safe spaces for women and girls.

As we progress with our plans, we will continue to regularly review and refresh them.



Clean and well-maintained public spaces

Not only are clean and well-maintained spaces likely to feel safer, but they are also likely to feel more welcoming, in turn encouraging people to spend more time in those places. This contributes to people's sense of place and that is why we will continue to focus on vibrant and clean spaces over the life of this plan. We have, for example, introduced a community skips service. Operating in neighbourhoods across the borough, the skips will make it easier for residents to dispose of bulky waste and will cut down on the amount of fly tipping.

Barnet's town centres are at the core of our places. We want to champion their diversity, creativity, histories and identities at the same time as making them feel safer for businesses, residents and visitors. As well as providing opportunities for shopping and services, they are important sites of

employment, recreation, religion and cultural life. Town centres are home to many of the borough's almost 30,000 businesses, the vast majority of which are small, family-run or independent. We are working to ensure all town centres and neighbourhoods become better connected places, including with state-of-the-art digital infrastructure.

“We are making our town centres accessible for older and disabled residents, as well as providing more opportunities for children and young people to play and feel welcomed – from playful furniture to creating public art.”

We want our town centres to be for everyone. This means making them accessible for older and disabled residents, as well as providing more opportunities for children and young people to play and feel welcomed – from playful furniture to creating public art.

We encourage local people and businesses to lead this renewal by working with creatives and artists to make our town centres more interesting and attractive. We will also work closely with established and new town centre groups, by directly supporting local businesses and by empowering residents and community groups. We also partner with other public sector bodies and private developers to maximise an area's potential. We are developing a new Town Centres Framework that will set this out in more detail and bring everyone along on the journey.

Improving our highways and footways

We must also ensure that people can move safely around in the borough. Barnet's highways network is our largest and most visible community asset and is probably the most used of all our services. It is vital to the economic, social and environmental well-being of our community. In 2023/24 we will develop a new Highway Investment Strategy to improve the quality of our highways and footways and to support more sustainable forms of travel. This includes making repairs more reactive as well as improving communication and engagement with our residents on what is happening on our roads.



Want to develop your local area?

Please join us in leading the renewal of your local area, town centre or high street.

Many town centres have established “town team” groups and partnerships which bring together residents, businesses and other partners. Together,

we enlist the support of designers, architects, engineers and others to develop our town centres.

You can find out more here:

www.barnet.gov.uk/community/town-teams

Quality, affordable homes

Delivering the right homes to meet diverse needs now and for future generations, that people can afford and are in the right places, is a key priority and challenge for the council. We are focused on working with residents, local businesses and partners to make sure that growth benefits existing communities as well as future residents. Our aspiration is that people who have grown up in Barnet and want to stay here to make their own lives are able to do so, as well as welcoming new people to join our communities. We are building more homes that people can afford, including 1,000 homes for rent at half market rates.

“We are building more homes that people can afford, including 1,000 homes for rent at half market rates.”

Barnet will respond to this need for new housing and infrastructure through our new Local Plan. This focuses development in existing growth areas such as Brent Cross and Colindale; in town centres and transport hubs such as Edgware and North Finchley; and along main roads where there is capacity for change. We already have new affordable housing being developed on the Fosters estate in Hendon, Little Strand in Colindale North, the Grange estate in East Finchley, Broadfields estate in Edgwarebury and Coppetts Road in Friern Barnet.

Building communities and neighbourhoods

Building new homes is only one aspect of the challenge. We will work in partnership with local people to ensure that changes make better places, that integrate well with surrounding areas, celebrate good design and are supported with the right infrastructure, such as access to jobs, green spaces, local businesses, community facilities and state-of-the-art digital infrastructure.

At Brent Cross Town we are working with our development partner, residents and community groups to enhance and improve the local area for new and existing residents and visitors. This will build on the good work already achieved in the area – including the opening of the Exploratory and Claremont Parks, improvements to Claremont Way shops, and the construction of the new Brent Cross West station, due to open in 2023. Further residential buildings and one student accommodation building are due to complete in 2024 and 2025. The first office building is also expected to complete in 2026 and works to improve Clitterhouse Playing Fields continue.

Healthy, energy-efficient homes

We must also work to improve the quality and energy efficiency of existing housing in the borough. We are investing in our own council housing, to improve fire safety and ensuring homes are healthy by tackling damp and mould, as well as renewing kitchens, bathrooms and windows. We are also seeking to lead the way in making our homes more energy efficient and fit for the future. We want to encourage others to do the same, including by requiring private sector landlords to demonstrate they meet minimum standards through our licensing schemes.

Homes for all

London’s housing crisis is felt most keenly by those who have no home at all, and Barnet, like all councils, faces major challenges to reduce the harms associated with this. We will continue to invest in preventing and reducing homelessness and take steps to end rough sleeping. We will focus on working in partnership to better understand the root causes of homelessness, prevent recurring homelessness, give appropriate advice and support to those in need, and make sure there is sufficient supply of accommodation.

During 2023 we will adopt our new Local Plan and refresh our key housing-related strategies and policies. This includes updating our Housing Allocations Scheme to ensure those in greatest need are given priority in accessing affordable housing.



Image: Computer-generated image of new homes at Brent Cross Town. All the energy for the 6,700 planned homes will come from 100% renewable sources.

Borough of fun

We are setting out our ambition to become a borough of fun – a place where there are opportunities to celebrate Barnet as a community and destination. Barnet will be a place to live and enjoy ourselves, where there are opportunities to participate in sport, play, leisure and arts and cultural activities, as well as build businesses and careers in hospitality and the creative sectors. We are passionate about the importance of community, and the need for ‘fun’, especially in times of hardship, to support our residents to improve quality of life. Culture, heritage, events and sport have long been recognised as being powerful forces in creating a sense of place and of belonging, as well as playing a vital role in developing skills, boosting wellbeing, productivity and innovation.

Community-led arts and culture to put Barnet on the map

The Community Participation Strategy sets a bold ambition to become a ‘listening council’ and to celebrate our diverse communities and cultures. Aligned with this, when setting out our vision for borough of fun, we aim for this to be community-led and to create the things people really want and to include everyone. Our diverse communities and thriving voluntary, faith and community groups bring richness and depth to people’s experience of living in the borough. We will do more to celebrate this, sharing the stories, recognising the contribution and value our diverse communities.

We are working on an exciting, ambitious and fun Culture Strategy that puts Barnet on the map and celebrates its creativity, heritage and community. We are proud to have a rich network of artists and cultural organisations who have made the borough their home, along with a well-established cultural education partnership who are working strategically to ensure greater access to high quality arts and creative activities for children and young people in the borough. Building on this, our Culture Strategy will be co-created together with our networks and residents and will aim to boost

this activity further. Together, we will set out a vision of what culture means for us and aim to bid to become the London Borough of Culture.

“Together, we will set out a vision of what culture means for us and aim to bid to become the London Borough of Culture.”

Our children and young people are active participants in our development into a borough of fun. We want them to have fun, play and explore the world. Our Play Strategy will build on this, from upgrading our playgrounds to introducing more performance spaces and opportunities for development of public art.

A dynamic and inclusive community events programme

We will work with residents, charities, community groups and businesses to create, support and host events and activities to share their cultures, passions and skills. By developing and championing an ongoing, dynamic and inclusive community events programme, we hope to bring opportunities for everyone in the borough to have some fun together. This will also support belonging and tackle loneliness and isolation, particularly with the elderly and young people.

These events are supported by our local spaces, including a variety of community buildings. We will make appropriate spaces available to resident groups and set this out in a new Community Assets Strategy, to enable more community groups to easily access buildings and spaces that meet their needs.

Our approach will be supported by our public spaces, including our active and vibrant town centres, parks and libraries. We will support volunteer days, culture and music festivals, events and food markets. Barnet has one of the largest public library services in London, providing local cultural venues at the heart of our communities. Our libraries promote reading for pleasure, bring people together and provide space for residents to meet and participate in a range of activities from reading groups and rhyme-time sessions to art, craft and music workshops. Together with residents we will continue to develop activities such as the Creative Communities programme in Colindale and to deliver renovated or new libraries in Burnt Oak and Hendon.

Sport, physical activity and recreation

We want to embrace the power and fun of sport, physical activity and recreation. Our Fit & Active Barnet Framework highlights how we will continue to work with partner organisations to enable residents of all ages and abilities to get involved. Together, we are creating and providing new and enhanced opportunities for all residents to have an opportunity to get involved in the many great sports and physical activities across the borough. This also includes investing in our sports facilities and places, with proposals for West Hendon Playing Fields, Copthall Playing Fields and Barnet Playing Fields. We recognise that physical activity is vital not only for our physical health, but also for our general sense of wellbeing and community.

Together, we will honour the uniqueness of Barnet, celebrating the community and the people who live here.



Want to contribute to making Barnet fun?

Our Culture Strategy, action plans and activities will be co-produced with the community to ensure it reflects what our residents, artists and young people want to see in the borough. Together, we will start our journey towards bidding to be London Borough of Culture in 2026. It will create many opportunities for residents to experience, make and share culture and creativity.

You can find out more about it here:

<https://engage.barnet.gov.uk/culture-strategy>

Our community events programme is designed to support community groups to put on events that celebrate culture, community and diversity. If you have a proposal for an event and would like to apply for funding and support, please email community@barnet.gov.uk

We will know we have made a difference because...



Safe, attractive neighbourhoods

- Town centres have good business health and vitality
- There is consistent, high standards of cleanliness and care across all parts of the borough
- Residents feel safe
- In the long term, we have eradicated domestic abuse and violence against women and girls

Quality, affordable homes

- Residents experience regeneration that benefits local communities and improves well-being
- There is increased supply of new homes in the borough as well as increased supply of social rented homes in the borough
- All council homes are safe, warm & sustainable
- Private sector licensing schemes are effective and improve quality in the private rented sector
- Nobody is sleeping rough

Borough of fun

- Residents pull together to improve local areas
- Residents think the council is making the local area a better place live
- We achieve London borough of culture status – with residents experiencing a fun borough
- We see an increased quality and investment in sports facilities, libraries and other public spaces.

Caring for the planet



We will work together with local people, communities and businesses across the borough to become net zero carbon in Barnet by 2042, and for the council by 2030.



Our mission

Image: Nature-based solutions will tackle flood risk around the Silk Stream

In caring about our planet we will...

- Put sustainability at the heart of everything we do - becoming a net zero council by 2030. We will work with local people, communities and businesses across the borough to make Barnet net zero by 2042. We will work to create a place fit for the future, where everyone benefits from improved green infrastructure, green employment and business opportunities.
- Improve the quality of our local environment, so that residents benefit from clean air and waterways and reduced flooding.
- Enhance our green and open spaces so they are attractive places with excellent biodiversity and tree cover. We aim to create places that encourage communities to come together, have fun and improve their health and wellbeing, while helping us to manage the effects of a changing climate.

In May 2022, we declared a climate and biodiversity emergency. We now need to go further and faster than ever before to tackle climate change and the impact on the planet and biodiversity loss, as well as on our local environment and our lives. Extreme weather events such as flash flooding or heat waves are directly attributable to climate change and have significant impacts on our lives.

We will work to future proof our borough, safeguard our environment, enriching our green spaces and biodiversity, ensuring our actions do not negatively impact on future generations to come.

“We will put sustainability at the heart of what we do and empower local communities to do the same, taking action to tackle the most pressing environmental challenges affecting our borough.”

We will put sustainability at the heart of what we do and empower local communities to do the same, taking action to tackle the most pressing environmental challenges affecting our borough. In doing so, we will tackle the unequal impact of climate change; we know that some residents are more likely to be affected by air pollution and that others will not have the same resources to make sustainable choices.

We can only be effective in tackling climate change if we take action together so this is as much about what the council can do directly as about how we can encourage, support and enable our residents and communities to take action. In doing so, we will leverage opportunities to make Barnet an attractive place for sustainable business and investments; upskilling our communities to take advantage of new green job opportunities and green technology.



Journey to net zero

The council has committed to an ambitious target of becoming a net zero council by 2030 and for Barnet to achieve this as a place as soon as possible after this, but no later than 2042. We want to be a vocal climate leader, one that takes action and cares for the planet, and our corner of it, for future generations.

We are setting out plans together with residents, communities and businesses across the borough to deliver on these targets. Together, we are creating cross-cutting action plans that make it easier for all of us to make sustainable choices, now and in the future. As our future generation, children and young people are key partners and voices in this, including through championing sustainability in school. We want to create a place fit for the future, where everyone benefits from improved green infrastructure, green employment and business opportunities.

We are committed to putting sustainability at the heart of everything we do:

- **Housing and Buildings** - Barnet will lead by example, ensuring all new and existing housing stock is brought up to the highest green, environmental and energy efficient standards.

- **Business and Skills** - Barnet will collaborate, create and leverage opportunities to make the borough an attractive place for sustainable businesses and investments; upskilling our communities to take advantage of new green job opportunities and green technology.

- **Transport** - Barnet will promote active travel by creating a safe and friendly environment for walking, wheeling and cycling. We recognise this is not possible for all and will encourage greener travel choices, making public transport as accessible as possible, and providing electric charging points.

- **Natural Environment and Biodiversity** - Barnet will seek to enrich and protect its natural environment, enhancing our green spaces across the borough. We will ensure residents have access to green spaces and balance the needs of residents and biodiversity.

- **Renewable Energy** - Barnet will remove the use of fossil fuels where possible. We will make energy use across the borough more sustainable and affordable for residents and businesses and tackle fuel poverty.

- **Investments** - Barnet will review investments, such as pensions, to understand more about their impact on sustainability.

- **Waste** - Barnet will seek to minimise the production of waste across the borough. We will enable all residents to have access to sustainable waste disposal choices, while educating businesses and individuals about best practice.

- **Supply Chain** - Barnet will work with suppliers to improve sustainability within the supply chain. We will also integrate sustainability in our decision-making when deciding which provider or supplier to go with.

Join us on our journey to becoming net zero

We can all do our bit to look after the planet, and with your help, Barnet will become a net zero carbon borough by 2042.

Ways to get involved in our plans and monitor progress are made available through the Sustainability Hub:

<https://engage.barnet.gov.uk/net-zero>

Past opportunities have for example included our Citizens Assembly and a Youth Assembly for Biodiversity and Climate Change, which were held in early 2023. Please sign up to our e-bulletin for the most up-to-date information.

Enhancing the local environment

Caring about the planet means caring about Barnet's local environment and safeguarding what people already like and value through living, working and visiting the borough. Through this, we will keep people healthy, safe and able to move freely around the borough.

London has the worst quality air in the United Kingdom, increasingly affecting people's health. We are determined to ensure everyone can live in a healthy, clean and attractive environment and improving the quality of air we breathe is key to achieving this. We are working to improve public transport and promote walking, cycling and other means of active travel instead of people making car journeys for short trips. We are also planting trees and greening our high streets, not only improving their look and feel but also helping to reduce air pollution and address climate change.

“We are planting trees and greening our high streets, not only improving their look and feel but also helping to reduce air pollution and address climate change.”

Climate change will result in more frequent and extreme storm events and consequently increase the risk of serious flooding. Across the borough we are already experiencing flooding incidents, where record-breaking rainfall has meant large parts of the borough were flooded, leading to streets and railways being left under water. As part of the Silk Stream Flood Resilience Innovation project, we are engaging with communities and delivering a range of flood risk improvements, such as enhanced drainage and improved waterways.

We also want to do more to shift to a circular economy, where people reuse, recycle and repair as many things as possible.

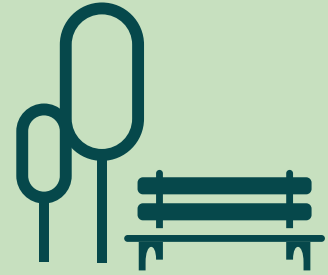
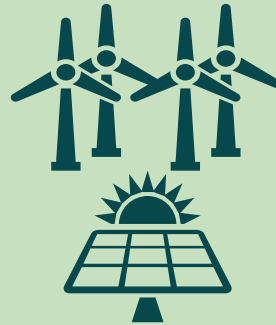
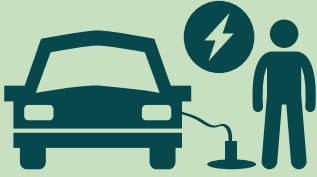
Enhancing green spaces

Our green spaces are an important part of what makes the borough a great place to live, grow-up in and to visit – a place to play and have fun. People can enjoy access to parks, wild landscapes, extensive areas of green belt and leafy river valleys. All across Barnet, there are also small green spaces, from trees and flower beds to front gardens, that enhance our everyday life. These areas form part of a vital biodiversity network, providing a habitat for wildlife and bringing the ‘countryside’ into the heart of the city.

We are committed to working with residents and our community environmental groups to improve our green spaces through the delivery of an ambitious tree planting programme, a new Parks and Open Spaces Strategy and a Nature Recovery Strategy. We will develop the habitat and biodiversity potential of green spaces across the borough. We will ensure our parks and open spaces remain welcoming, well used, safe and looked-after. We want to embrace their potential to support well-being, to provide spaces for learning and for communities to come together, making them inclusive and accessible for everyone.



We will know we have made a difference because...



Journey to net zero

- Barnet Council is net zero by 2030
- Barnet borough becomes net zero by 2042, with a reduction in carbon emissions in the short term
- Residents and businesses benefit from green opportunities, skills and employment
- There is an increase in greener travel.

Enhancing the local environment

- Neighbourhoods are clean and green.

Enhancing green spaces

- There is improved quality and provision of parks and open spaces, playing fields, woodlands and small green spaces.
- Barnet is an increasingly biodiverse borough, with diverse fauna and species
- The council plants 1,000 trees a year and there are more trees in areas with lower canopy cover.



Being an engaged and effective council



We will become a ‘listening council’ that collaborates, listens and builds a dialogue with residents and communities, together working for a better Barnet. In doing so, we will transform how we work as a council, into one that residents find easy to access and where we act on their concerns and involve them in decision-making. Supporting this ambition, we want to become an employer of choice.



Our mission

In being an effective and engaged council, we will...

- Put residents at the heart of what we do. Collaborate, listen and build a dialogue with our residents and communities, working together to co-produce our strategies and services as well as ensuring that decision-making is open, transparent and accountable.
- Transform our services to deliver the best outcomes we can, ensuring our services are easily accessible to residents and that their experience of contacting and engaging with the council is consistent, seamless and focussed on their needs.
- Become a great place to work and an employer of choice, where staff feel valued, and where our values (Caring, Learning, Inclusive, Collaborative) are at the heart of everything we do.
- Delivering our vision through – and together with – our partnerships. Together amplifying our voices to deliver for residents.
- Make the best possible use of our financial resources, now and in the future, so that we are able to continue to deliver on what matters to Barnet residents.

Barnet is committed to being a ‘listening council’ that places community participation and engagement at the heart of everything we do. We are a council that cares about residents, and we want to enjoy a trusted and collaborative relationship with our communities. We will be open to scrutiny and transparent about the hard choices we sometimes have to make. All this means we need a step change in our approach. As a council, we want to transform our service delivery, becoming a council that is easy to reach and that delivers the best outcomes we can for our residents.

In delivering this plan, we need collective action from across our communities and our partnerships. We aim to further develop as an organisation that builds relationships, linking people and communities; where we can experiment and learn together, sharing lessons on what works and what does not. Together we can do more for people, our places and the planet.

“We want to transform our service delivery, becoming a council that is easy to reach and that delivers the best outcomes we can for our residents.”

At the core of this is our staff. Barnet will become a sector-leading employer and an employer of choice; an organisation people are proud to work for because they can see the difference their work makes to our residents and the borough.

We want to attract the best people into the council and the local area for the benefit of residents. In doing so, we are committed to a workforce and particularly a management team that is representative of the borough we serve.

Community participation

We know residents of all ages and backgrounds and community groups have the experience, skills and insight to improve their lives and environments. Good community participation works by the council ensuring we unlock the assets and power that rest within communities to achieve all the ambitions set out in this plan. Designing solutions for problems that communities face in partnership with those communities means we will get better solutions.

Good community participation will enable the council to continue to better tackle the inequalities residents face. This will help us achieve better outcomes for children and young people, help support people who are vulnerable or isolated and will help grow a sustainable and inclusive economy by supporting people into jobs and providing better advice on things like debt.

This belief forms the foundation of our Community Participation Strategy, in which we set out our commitments for what good community participation looks like:

- **We go where people are**
 - We engage residents in the places they feel safe, comfortable and familiar
 - We keep it local and work at neighbourhood level
- **We learn through doing**
 - We test our approaches through pilot projects
 - We adapt and change as we learn
- **We listen**
 - We seek the views of all our communities; particularly young people, minoritised groups and those less often heard
 - We hear, respond and discuss sensitively
- **We are transparent, accessible and open**
 - We encourage participation in our policymaking and democracy
 - We are honest about our decisions
- **We value community power**
 - We will empower our communities and enable them to lead
 - We celebrate our diverse communities and their cultures who are less often heard. We will ensure that all Barnet’s communities feel celebrated, listened to, and included.

Developing services together with our residents

These principles will form part of our DNA and be hard wired into everything we do. These approaches have already been set out in ‘My Say Matters’ – our child participation and family involvement strategy – and the Adults Engagement and Co-production Strategy – where we have worked with residents, including those that use our services, or are parents or carers of those that do. By using residents and children and young people to inform decisions about service design, we are delivering better services and outcomes for people. Children and young people are also directly involved in our local democracy, including through our Youth Assembly, which regularly shares its views with local councillors.

We want to see this approach consistently used across the council. And to demonstrate our commitment to “learn through doing” we will deliver a range of “pathfinder” projects testing different aspects and approaches to engagement and co-production. One example is our Leader Listens events. In these events, the leader of the council will continue to meet with community groups to hear their opinions and questions of the council, especially groups whose voices may not have been heard in the past.

More efficient and transparent decision making

These principles go to the heart of our decision making. We want to engage local groups and residents through the council’s decision-making meetings. Our move from a Committee system to an Executive system (from May 2023) will support more efficient decision-making and improved accountability with Cabinet Members being responsible for specific portfolios. Also, as part of our commitment to increase transparency, we are webcasting committee meetings and will enable remote access for meeting participants, including residents.

We will openly communicate and share information. This can be through our ‘formal’ channels, such as our website, Barnet First magazine and e-newsletter or through our social media channels. Or it can simply be a leaflet in the local library or GP’s surgery about how to find advice. More informally still, it can be through our conversations with residents and communities on our streets - our aim is to make every contact count.

We make published data and other information of interest easy to access through our Open Barnet data portal (<https://open.barnet.gov.uk/>). We continue to lead the way in transparency, striving to go above and beyond statutory requirements.



Want to participate?

Engage Barnet will help you find and participate in discussions and consultations that interest you in Barnet. Have your say and take the opportunity to feedback, share your ideas, and influence decisions that matter to you. You can find out how we are using your feedback and ideas to help inform decisions.

We will also keep you updated on community news, events and how to get involved in your local community.

Please see: <https://engage.barnet.gov.uk/>

You can also sign up to our weekly digital newsletter at: <https://www.barnet.gov.uk/news/sign-our-e-newsletter>

Working in partnership

In delivering this plan, we need collective action from across our community. Every day our schools, businesses, green spaces, and local services are all enhanced by the contribution made by people getting involved in their communities. We are lucky to have involved residents and a strong voluntary, community and faith sector. We want to further strengthen our relationships and ways of working to be able to do more together.

As we continue to develop our agenda, we aim to further develop as an organisation that builds relationships, empowers our partnerships and

acts as an enabler of discussion and change. Our partners in other public services like police, fire, health and education, as well as businesses, colleges and further education institutes all have a vital role to play in this.

We know we are likely to have limited budgets, resources and time to deliver what we want. But we also know that when we work together with others, we can do more with less. Together we can amplify our voices and resources, delivering better outcomes for our residents.

Neighbourhood working

One area where we will test these community participation principles and transform how we deliver is through neighbourhood working. For example, where we tailor our approach to the unique needs and assets - from buildings to people's skills - in a given location or within a specific community.

When developing neighbourhood working, we will also consider how we can better join-up, coordinate and manage street and neighbourhood-based services. Our staff are the first point of contact for residents, and we want to empower them to be ambassadors for the council.

There are some areas of service delivery where we already do this. In Family Services' 0-19 Hubs, several services are located in a single, accessible venue while at BOOST, employment and benefit advice, skills and well-being support is run from a number of libraries across Barnet.

A neighbourhood-based approach

The community safety hubs and neighbourhood models of care are also recent examples of where we have taken a more neighbourhood-based approach to delivery. We are working proactively with partners such as the NHS and our thriving voluntary and community sector to develop and jointly deliver neighbourhood-based approaches.

Informed by residents' views, we are currently delivering a localised, neighbourhood model in Grahame Park.

But there is more we can do. Our aspiration is to build on joint working already in place, creating 'community hubs' that integrate teams across Council, health, police, voluntary sector and other partners in neighbourhoods across Barnet. We want to actively share the problem and develop the solutions together. This may look different in different parts of the borough, but in each area we will link services together to ensure they can deliver for and engage with residents as effectively as possible. Together, we want to create an enabling environment where people and projects are encouraged and supported by the council.

“We want to actively share the problem and develop the solutions together.”

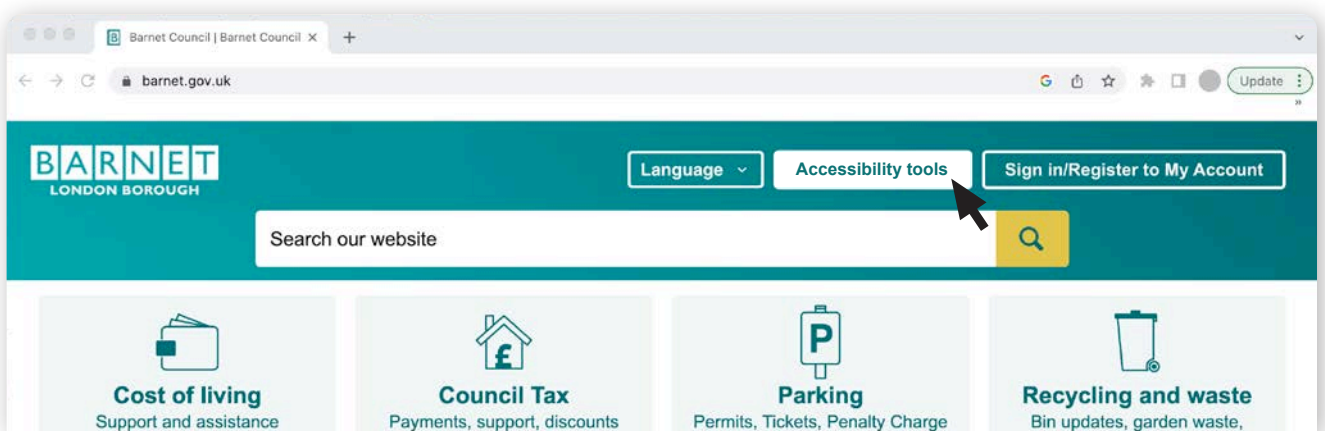
Improving access to our services

We want to provide excellent resident experiences in all that we do, removing barriers and improving access for all. We want to come together as a council, share the problem, imagine and innovate, together setting out what a more accessible council looks like.

Key to this is to transform residents' contacts with the council, providing more and better, seamless options for accessing services online, by telephone as well as in person, including through community hubs. This series of improvements will be joining up this

'front door' for residents and re-designing it to ensure those with more complex or multiple needs are offered a more proactive and personalised service.

Equality is at the foundation of everything we do. In redesigning our services, we will ensure every resident can access the support, information and services they need in a way that suits them and recognises individual needs. As we strive to do this, we will support those residents that want to and can, to benefit from digital technology, investing in tools and improving digital literacy.



Financially responsible

The COVID-19 pandemic placed huge pressures on council services, and we are still dealing with that legacy. Post pandemic, we continue to see increasing demand for services, especially for those that support the most vulnerable, such as special education needs budgets, children's social care, homelessness and adult social care. This, combined with high inflation and energy and fuel prices, means that pressure on the council's budget is likely to continue to increase.

This is not a new challenge for the council, which we will manage through prudent financial planning and delivery of the Medium-Term Financial Strategy. However, as funding declines, choices about spending and prioritisation become harder. This means we have to be sure we are investing and using our resources in the best, most effective way and a core part of that is considering how we deliver our services.

This is not only about efficiency. We firmly believe we can achieve more and better outcomes for residents by

considering the challenges and issues around service delivery in a holistic, joined up way.

This is not only about what we can do as a council. We know that by working more closely with others, from communities to partners, local businesses and neighbouring authorities, we can share skills, knowledge and resources. Together, we can make more efficient use of our money, and deliver for our residents.

“We know that by working more closely with others, from communities to partners, local businesses and neighbouring authorities, we can share skills, knowledge and resources”

A great place to work

We want Barnet to be an employer of choice; a council that attracts the best staff and that our people feel proud to work for because we are a sector-leading employer and also because they can see the difference their work makes to our residents and the borough.

In being a great place to work, we need to get the essentials right by equipping all our staff with the right tools to effectively do their jobs, from smooth running of IT and mobile connectivity to well-functioning, modern offices. We will be a flexible employer, recognising how important it is for our staff to maintain a good work-life balance and to support them in looking after their physical well-being and mental health.

Our values describe our culture

Our values – Caring, Learning to Improve, Inclusive and Collaborative - describe our culture and we are working hard to ensure these values run through everything we do.

We have an active organisational development programme that is helping us to build a workforce that is fully engaged and has the capability to deliver the priorities set out in this plan. We know that to deliver for our residents, we need to have staff who are passionate about Barnet and who are representative of the communities we serve. We also need to have leaders and managers that demonstrate integrity, adaptability and a genuine commitment to developing their staff.

“We have placed Equalities, Diversity and Inclusion front and centre of our approach to developing our workforce.”

We have placed Equalities, Diversity and Inclusion (EDI) front and centre of our approach to developing our workforce. We have established active and empowered staff networks, which work closely with the council’s leadership to shape the way we do things, including our approaches to recruitment, learning and working culture. We

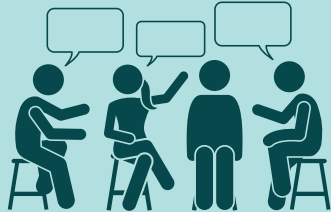
value the lived experience of our staff from all backgrounds and we genuinely want all of our staff to feel they can bring their whole selves to work, and to work in an environment that is safe, supportive and respectful. Together with our active staff networks, we have created an action plan for change with six priority targets:

- 1 We have an inclusive culture, based on an empathic understanding of people’s life situations and lived experiences
- 2 Our workforce is representative of the communities we serve, at all levels
- 3 Our working environment is safe and supportive, free from discrimination, bullying, harassment and micro-aggressions, where all staff can bring their whole selves to work
- 4 All staff are given the opportunity to grow and develop
- 5 Barriers to equality are better understood and eliminated
- 6 Equalities, diversity and inclusion are promoted at all levels of the council, internally and externally.



We want all of our staff to feel part of “Team Barnet”, and for this to be more than just a strapline: it encompasses the collaborative, supportive and ambitious approach that is needed to deliver the best for our borough.

We will know we have made a difference because...



Community participation

- Residents feel informed about what the council does
- We act on concerns of local residents and involve them in decision making.



Neighbourhood working

- Residents and community groups tell us they are being listened to and encouraged to participate in shaping their communities.



Improving access to services

- Residents find it is easy to access council services.



A great place to work

- Staff feel valued
- Staff tell us they feel proud to be part of Team Barnet
- Recruitment is inclusive.



Working in partnership

- Partners tell us they feel like valued equals in their relationship with the council
- The voluntary and community sector is flourishing and is seen as a beacon for London/the UK.



Financially responsible

- We are able to balance our budget without cutting services.

How we will know we have succeeded

Many of the themes set out in this corporate plan are supported by existing or emerging strategies, most of which have associated delivery plans. To achieve this plan, we have also established a transformation programme. This represents the continuation of this plan, by articulating the “how” many of the aspirations set out here will be delivered and ensuring that our strategies are turned into actions.

We will be evaluating our progress along the way. This plan highlights our high-level outcomes under the “We will know we have made a difference

because...” headings but this will be supported by an outcomes framework, with measures of success, such as key performance statistics and results from resident surveys. The purpose of the outcomes framework is to answer the “so what?” question. This provides a means of tracking the delivery of defined activities and objectives that will have a positive impact on outcomes for residents.

By working together as a council and as a borough, we can be the difference. We will care for people, our places and the planet.





Caring for people, our places and the planet

Our plan for Barnet 2023-2026

Council Procedure Rules

AGENDA ITEM 12.2

1. Annual Meeting of the Council

1.1 Date and Business for Annual Meeting of the Council

- 1.1.1 In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the Annual Meeting will take place in March, April or May.

1.2 Appointment of Leader after Whole Council Elections

- 1.2.1 In a year when there is an ordinary election of Councillors, the Council shall appoint a Leader at its Annual Meeting, which shall be the first meeting of the Council after its whole Council elections.

1.2.2 The Leader shall:

- 1.2.2.1 Appoint at least two but no more than nine Members as members of the Executive and allocate portfolio holder responsibilities to them.

- 1.2.2.2 Appoint one of the members of the Executive as Deputy Leader.

1.2.3 The Leader shall hold office as Leader until one of the following circumstances applies:

- 1.2.3.1 The Council holds its first meeting after the next whole Council elections following his or her election as Leader;
or

- 1.2.3.2 They resign from office; or

- 1.2.3.3 They are disqualified from being a councillor; or

- 1.2.3.4 They are removed from office by resolution of the Council

- 1.2.3.5 They are no longer a councillor.

- 1.2.4 If the circumstances in 1.2.3.1 apply, the Council shall appoint a new Leader at the same meeting of the Council. In all other cases, at the first meeting of the Council held after the circumstances arise.
- 1.2.5 Members who are appointed to the Executive by the Leader shall continue in their roles on the Executive until one of the following circumstances applies:
- 1.2.5.1 In the case of the Deputy Leader, the end of the term of office of the Leader;
 - 1.2.5.2 The Leader makes changes to the roles of members of the Executive;
 - 1.2.5.3 They are removed from office by the Leader;
 - 1.2.5.4 They resign from office;
 - 1.2.5.5 They are disqualified from being councillors;
 - 1.2.5.6 They are no longer councillors.
- 1.2.6 Following a Borough Election and until the day of the Annual Meeting; if the Leader has not been re-elected as a councillor or, if re-elected, the political party of which they are a member does not have a majority on the council, then the powers of the Leader shall be exercised by the Head of Paid Services in consultation with all Group Leaders.

1.3 **Other Business at the Annual Meeting of the Council**

- 1.3.1 In addition to the appointment of Leader which shall take place at the Annual Meeting in a year in which there is an ordinary election of Councillors, the Annual Meeting will:
- 1.3.1.1 elect a person to preside at the Annual Meeting if the Mayor is not present;
 - 1.3.1.2 elect the Mayor for the Borough of Barnet Council;
 - 1.3.1.3 note the Mayor's appointment of the Deputy Mayor of the Borough;

- 1.3.1.4 receive the results of the Borough Elections (in an election year);
- 1.3.1.5 receive notification from the Leader of the Council of the name of the Member appointed as their Deputy Leader (in an election year)
- 1.3.1.6 receive notification from the Leader of the Council of the number of Members they are appointing to the Executive, their names and their portfolios
- 1.3.1.7 approve the minutes of the last meeting;
- 1.3.1.8 receive any announcement from the Mayor;
- 1.3.1.9 receive any declarations of interests from Members;
- 1.3.1.10 receive any apologies for absence
- 1.3.1.11 establish at least one Overview and Scrutiny Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3 of this Constitution);
- 1.3.1.12 receive annually the Allocation of Responsibilities (Scheme of Delegation) as set out in Part 3 of this Constitution;
- 1.3.1.13 appointing the Chair, Vice chair, members of committee making other appointments to committees and boards and approving or report their respective Terms of Reference.
- 1.3.1.14 appointing and nominating representatives of outside bodies unless the appointment has been delegated by Council
- 1.3.1.15 reports from other committees and officers as required.
- 1.3.1.16 approve a programme of ordinary meetings of the Council for the year; and

- 1.3.1.17 consider any other business set out in the notice convening the meeting.

1.4 Selection of Councillors on Committees

- 1.4.1 At the Annual Meeting, the Council will:
 - 1.4.1.1 decide which Committees to establish for the Municipal Year;
 - 1.4.1.2 decide the size and terms of reference of those Committees and sub-committees;
 - 1.4.1.3 decide the allocation of seats (and substitutes) to political groups in accordance with the wishes of the group leaders
 - 1.4.1.4 receive nominations and appoint Councillors to serve on each Committee and sub -committee;
 - 1.4.1.5 appoint a Chair and Vice Chair for each Committee as may be appropriate for the Municipal Year;
 - 1.4.1.6 appoint independent members and co-optees to Committees as appropriate
 - 1.4.1.7 make appointments to any joint Committees with other authorities and to outside bodies.

1.5 Replacement of Councillors on Committees, Sub-Committees,

- 1.5.1 This Rule shall apply only to those committees or sub-committees or other internal bodies constituted in accordance with the political balance rules
- 1.5.2 Before a replacement of a Councillor appointed to a body may take effect, a minimum of five clear working days written notice shall be given to the Monitoring Officer by a Group Leader (or their nominated representative) of the replacement of one Councillor from their Group for another Councillor from their Group to serve on any committee, sub-committee, advisory panel etc.

- 1.5.3 A **replacement** shall continue in force until further notice as a permanent change unless a further written notice is received in accordance with 1.5.1 above.
- 1.5.4 At the beginning of the relevant meeting to which the replacement applies, the Chair shall advise of the details of any replacements. Details of replacements will be minuted. The new appointment will be reported to the next meeting of Council.

2. Ordinary Meetings

- 2.1 Ordinary meetings of the Council will take place in accordance with a programme decided by the Council and listed in the Calendar of Meetings.

3. Extraordinary Meetings

3.1 Calling Extraordinary Meetings

- 3.1.1 Those listed below may request the Monitoring Officer or Head of Governance to call Council meetings in addition to ordinary meetings:
 - 3.1.1.1 the Council by resolution;
 - 3.1.1.2 the Mayor; or
 - 3.1.1.3 any five Members of the Council if they have signed a requisition presented to the Mayor and they have refused to call a meeting or have failed to call a meeting within 5 clear working days of the presentation of the requisition.
- 3.1.2 If the Chief Finance Officer makes a report under section 114 of the Local Government Finance Act 1988 or the Monitoring Officer makes a report under section 5 of the Local Government and Housing Act 1989, the Monitoring Officer shall call a meeting of the Council for the purpose of considering that report within the period specified by the relevant statute.

3.2 Business

3.2.1 Business at Extraordinary meetings of the Council shall be restricted to:

- 3.2.1.1 the election of a person to preside if the Mayor is absent;
- 3.2.1.2 any item of business specified by the Council, Mayor or Monitoring Officer calling the meeting or specified in the requisition presented by at least five Members of Council;
- 3.2.1.3 any petitions relating to items of business on the agenda which the Mayor agrees to hear.

4. Order of Business at Ordinary Meetings

4.1 Arrangement of Items in the Summons

Items to be included in the Summons shall be in any order that is considered appropriate by the Monitoring Officer for the efficient dispatch of the business of that meeting.

4.2 Order of business

4.2.1 Except as qualified by 4.1 and varied by Rule 4.4 the order of business at Ordinary Council meetings shall be to:

- 4.2.1.1 choose a person to preside if the Mayor is absent;
- 4.2.1.2 receive any apologies for absence.
- 4.2.1.3 prayer and other observances
- 4.2.1.4 receive declarations of interest from Members and any dispensations granted by the Monitoring Officer.
- 4.2.1.5 confirm the minutes of the last meeting;
- 4.2.1.6 receive petitions from Members and the public in accordance with the arrangements for the making of petitions (see Rule 10);
- 4.2.1.7 receive any announcements from the Leader and/or Portfolio Holders;

- 4.2.1.8 receive reports from the Executive and the Council's Committees;
- 4.2.1.9 consider any other business specified in the summons to the meeting, including consideration of proposals from the Executive in relation to the Council's budget and policy framework and reports of the Overview and Scrutiny Committees or Scrutiny Sub-Committee, and reports of the Head of Paid Service as appropriate;
- 4.2.1.10 receive questions and deputations from, and provide answers to, Members of Council and citizens in accordance with the Rules below.
- 4.2.1.11 consider motions;
- 4.2.1.12 receive reports and questions about joint arrangements and external organisations;
- 4.2.1.13 agree the council calendar meetings include the ordinary meetings of the Council

4.3 Leader and Portfolio Holders' Announcements

- 4.3.1 Announcements by the Leader and Portfolio Holders submitted in accordance with Rule 4.2 will be dealt with at ordinary meetings of the Council in the following way:
 - 4.3.1.1 A Leader and Portfolio Holders' Announcements item will appear on the Council's order of business paper as a separate item and the Leader and / or Portfolio Holders may give a short summary statement updating the Council on matters of interest and relevant issues which have come to the fore since the previous meeting of the Council;
 - 4.3.1.2 The Leader and Portfolio Holders' Announcements will last not more than 10 minutes.

4.4 Variation to the Order of Business

- 4.4.1 With the exception of items referred to in 4.2.1.1 and 4.2.1.2 of Rule 4.2, the order of business may be varied on motion without debate so as to give precedence to any question of special importance. If the Mayor proposes the motion it may be put to the vote without being seconded.

5. Arrangements for Meetings

5.1 Time and Place of Meetings

- 5.1.1 Meetings of the Council shall take place at the time and place stated on the summons. Following consultation with the Leaders of each of the political groups and subject to compliance with the Access to Information Rules, the Mayor shall have the power to alter the venue, day and time if they believe it to be appropriate for the conduct of the business of the Council.

5.2 Cancellation of Meetings

- 5.2.1 In exceptional circumstances after consulting the Mayor, the Head of Governance and or the Monitoring Officer may cancel an ordinary meeting of the Council either before or after the summons for the meeting has been issued provided that reasons for the cancellation are given.

6. Notice of and Summons to Meetings

- 6.1 The Monitoring Officer/Head of Governance will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules set out in Part 4G of the Constitution. At least five clear working days before a meeting, the summons signed by the Monitoring Officer/Head of Governance will be sent to every Member of the Council. The summons will give the date, time and place of the meeting and specify the business to be transacted. It will be accompanied by all relevant reports.
- 6.2 If there is a request to add an item to the Summons after the statutory deadline for publication, that item may only be considered if the Mayor (as Chair of the Council) agrees, by virtue of the special circumstances set out either in the report or on the supplemental Summons, that the

item should be considered as a matter of urgency and then specified in the minutes of the meeting.

7. Person to Preside

- 7.1 The person presiding at the meeting may exercise any power or duty of the Mayor.

8. Quorum

- 8.1 The quorum of a meeting of the Council will be one quarter of the whole number of Members.
- 8.2 If, after 15 minutes from the advertised time of the start of the meeting, or such other longer period as the Mayor may decide, a quorum is not present, the meeting will not take place. The Mayor may announce the date and time that the meeting will be reconvened.
- 8.3 During any meeting if the Mayor counts the number present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If they do not fix a date, the remaining business will be considered at the next ordinary meeting.

9. Duration of Meetings

9.1 Commencement and Closure

- 9.1.1 Meetings of the Council will commence at the time set on the agenda and continue for 3 hours, except as determined under Rule 9.2 or where the Council is:

- 9.1.1.1 considering whether to confirm the dismissal of the Head of Paid Service, Monitoring Officer and Chief Finance Officer, or

- 9.1.1.2 considering whether to uphold an appeal against a disciplinary sanction (including dismissal) imposed on an officer by the Chief Officers' Employment Panel.

9.2 Varying the Closure Time

- 9.2.1 A meeting of the Council shall terminate in the manner set out in Rule 9.3 unless:
- 9.2.1.1 the business of the meeting has been completed before 3 hours have expired; or
 - 9.2.1.2 by resolution passed before the closure time, the Council resolves to extend the meeting for a further 30 minutes.
- 9.2.2 For the avoidance of doubt, a meeting may use the provisions within 9.2.1.2 above more than once in any meeting, provided that the motion to extend the closure time is moved before the time for the closure of the meeting or before the end of the period by which the meeting has already been extended.
- 9.2.3 In considering whether 9.2.1.1 and 9.2.1.2 above are expedient, the Council will have regard to not prejudicing third party rights or interests affected by the remaining business on the summons.

10. VALIDITY OF MOTIONS, AMENDMENTS AND QUESTIONS

10.1 Every motion, amendment and question shall be relevant to matters within the Council's powers or duties or which affect the borough. The Mayor shall, if need be, give a ruling as to whether the Motion is relevant. If the Monitoring Officer has any doubts about any motion, amendment or question for the agenda for reasons of propriety, he or she may refer it to the Mayor. If the Mayor considers the motion, amendment or question to be vexatious, irrelevant, or otherwise improper, the Monitoring Officer will return it to the Member who submitted it. The Monitoring Officer will explain to the Member in writing why it will not be included on the agenda circulated for the meeting

11. Public Questions

11.1 General

11.1.1 Members of the public may ask questions of Members of the Executive, Portfolio Holders and Chairs of Council Committees at ordinary meetings of the Council. Questioners will not be allowed to address the Council generally on a matter, they may only ask questions.

11.2. Time Limit for Questions

11.2.1 There will be a time limit of 20 minutes for the asking and answering of public questions. Once this time limit has been reached no further questions can be asked but a questioner can complete a question or a supplemental question, and the Member can complete a reply.

11.3 Order and Notice of Questions

11.3.1 Questions will be asked in the order that notice of them was received, except that the Mayor may group together similar questions.

11.3.2 A question may only be asked if notice has been given in writing or by electronic mail to the Head of Governance [email] no later than 10.00am two clear working days before the day of the meeting. Each question must be emailed submitted by the questioner, identifying their name, address, and where appropriate e-mail address, and give the name of the Member to whom it is to be put.

11.3.3 Without prejudicing 11.3.2 above, where a report is circulated after the normal Council agenda despatch by supplemental agenda a question may be asked, if notice has been given in writing or by electronic mail to the Head of Governance [email] no later than **3.00 pm ONE** clear working day before the day of the meeting. Each question must be emailed from the questioner's email address, give the name and address of the questioner and name of the Member to whom it is to be put.

11.3.4 The Member to whom any question is put may arrange for another Member to answer on their behalf.

11.3.5 The Council takes no responsibility for questions which are sent and fail to reach the correct e-mail address or postal address.

11.4 Number of Questions

11.4.1 At any one meeting no person may submit more than one question. A questioner will be allowed to ask a supplementary question directly relating to the content of the answer given to the written question. The Mayor may reject a supplemental question if it falls within any of the categories in paragraph 11.5 below.

11.5 Scope of Questions

11.5.1 The Mayor on the advice of the Monitoring Officer may, on giving reasons, reject a written question if it:

11.5.1.1 would risk defamation of an individual or is frivolous or offensive; or otherwise improper

11.5.1.2 does not relate to a matter for which the Council has powers or duties; or

11.5.1.3 does not relate to a matter which affects the London Borough of Barnet; or

11.5.1.4 would require the disclosure of confidential or exempt information; or

11.5.1.5 is substantially the same as a question which has been put at any meeting of the Council in the last six months.

11.5.2 No invalid questions will be circulated.

11.6 Record of Public Questions

11.6.1 The Head of Governance will make the public questions available for the public inspection and will immediately send a copy of the question to the Member to whom it is to be put. Rejected questions will include reasons for rejection.

11.6.2 Copies of all valid questions will be circulated to all Members and will be made available to the public at the meeting.

11.7 Asking Questions at the Meeting

11.7.1 The Mayor will invite the questioner to put the question to the Member named in the notice or other Member nominated to answer.

11.7.2 If a questioner, who has submitted a written question, is unable to be present, they may ask the Mayor to put the question on their behalf unless they have a substitute. The Mayor may either:

11.7.2.1 ask the question on the questioner's behalf; or

11.7.2.2 indicate that a written reply will be given; or

11.7.2.3 decide that, in the absence of the questioner, that the question will not be dealt with.

11.8 Written Answers

11.8.1 Any question, which cannot be dealt with during public question time because of lack of time, will be dealt with by written answer. A copy of any written answer shall be given to the Monitoring Officer who will send it to the questioner and all Members of the Council.

12. Member Questions

12.1 Member Questions

12.1.1 Subject to Rule 12.3, a Member (excluding members of the Executive) of the Council may ask a Member of the Executive or the Chair of any Committee a question (which depending on its nature may be dealt with in either public or private session) on any matter in relation to which the Council has powers or duties or which affects the London Borough of Barnet.

12.1.2 A limit of 30 minutes shall be given to the asking of written questions by Members. The equivalent of no more than one question per Member will be allowed.

12.2 Notice of Questions

12.2.1 A Member may only ask a question if they have submitted such question by 10.am , 14 clear working days before the day of the meeting in writing, of the question to the Head of Governance; or

12.2.2 Questions will be answered giving the first 4 questions to the opposition party and then rotating the questions between groups in accordance with the order in which they are received by the Head of Governance.

12.3 Response

12.3.1 An answer may be given by the Member to whom the question was asked or by such other member as is considered appropriate in writing in advance of the meeting.

12.4 Supplementary Question

12.4.1 A Member asking a question under Rule 12.2 may ask one supplementary question without notice of the Member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

12.6 Invalid Questions

12.6.1 The Mayor may, in consultation with the Monitoring Officer rule out of order questions which in his or her opinion:

12.6.1.1 would risk defamation of an individual or are frivolous or offensive or otherwise improper; or

12.6.1.2 do not relate to a matter for which the Council has powers or duties or do not affect the London Borough of Barnet; or

12.6.1.3 would require the disclosure of confidential or exempt information; or

12.6.1.4 are substantially the same as a question which has been put at any meeting of the Council in the last six months.

12.6.2 No invalid questions will be circulated.

13. Deputations

13.1 Requests for deputations must be in writing and supported by the signatures of at least five and no more than 24 citizens (deputations with more than 24 signatures will be treated under the Petition Scheme) or representatives of local organisations or businesses in

Barnet. The signatories must clearly state their names and post code/qualifying education/business address. The request must explain why a deputation is required.

- 13.2 The request must be given to the Monitoring Officer/Head of Governance at least two clear working days before the day of the meeting, although the Committee or sub-committee on the grounds of urgency can waive this requirement.
- 13.3 Those persons nominated to speak should also be signatories to the original written request to make a deputation. All may speak but the total length of the speeches from the deputation must not exceed three minutes.
- 13.4 The time allowed for questioning of the deputation by Members will be 10 minutes.
- 13.5 The deputation shall be heard at the beginning of the meeting . The Mayor has complete discretion to move any items that are subject to a deputation on the agenda.
- 13.6 The total time for deputations at the meeting will be no more than 20 minutes.
- 13.7 Deputations are not permitted:
 - 13.7.1 If they are defamatory, abusive, offensive or otherwise improper.
 - 13.7.2 If submitted from Council employees or trade unions on employment matters; there are avenues available for these to be addressed via the Terms of Reference of the Constitution & General Purposes Committee.
 - 13.7.3 If they would result in the release of confidential information, or which may prejudice enforcement.
 - 13.7.4 If they relate to a matter where there is a right of appeal against any decision of the Council.
 - 13.7.5 If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was imposed;

- 13.6.6 If they are received from people who are not Barnet citizens;
- 13.7 Members of the Council, co-optees and advisers (in that capacity) shall not be signatories to, lead or form part of any deputation.
- 13.8 Members of staff may lead or join deputations only in their capacity as local electors and on issues other than those affecting their employment (either terms of reference or work area) with the Council.
- 13.9 Responses to Deputations
- 13.9.1 The Committee may respond to deputations in the following ways:
- 13.9.1.1 To note the deputation and take no action.
- 13.9.1.2 Ask officers to prepare a report for the next meeting (of either this committee or another relevant committee) on the deputation.
- 13.9.2 Ask officers to provide a written response to the deputation.

6 Month Rule

- 13.10 No deputation or public question shall be accepted by the Council within 6 months after a deputation or public question has appeared before it on the same or a similar subject.

14. Recommendations from the Executive, Committees and Statutory Officers

14.1 Receipt of Recommendations from the Executive

- 14.1.1 The Executive shall make recommendations to the Council on any matter that is within the Council's functions falling to the Council to determine or on which the Executive is required to consult with or obtain the approval of the Council. Such recommendations shall be moved by the Leader. A seconder to such a motion is not required.

14.2 Receipt of Recommendations from Committees

14.2.1 The Council shall consider recommendations made to it by Committees on matters falling within the Council's terms of reference. The recommendation shall be moved by the Chair of that Committee. A seconder to such a motion is not required.

14.3 **Order of Recommendations**

14.3.1 Recommendations to the Council from the Executive or a Committee shall be placed on the summons by the Monitoring Officer in such order as seems most convenient for the conduct of the business of the Council. They shall be considered in the order on the summons unless the Mayor proposes to vary the order of business under Rule 4.4.

14.4 **Receipt of Recommendations from Statutory Officers**

14.4.1 The Head of Paid Service may make reports to Council as necessary. The Head of Paid Service, Monitoring Officer, Section 151 Officer, Director of Children's Services and Director of Adult Social Services may report to Council as required by statute in the exercise of their statutory responsibilities.

14.5 **Items affecting the employment of officers**

14.5.1 This rule applies during consideration of an appeal from an officer arising out of a decision made by the Employment Sub-Committee or a recommendation to dismiss made by the Independent Panel.

14.5.2 The officer who is the subject of the item and a person accompanying them under the statutory right to be accompanied has the right to speak in relation to the item.

14.5.3 Rule 12.1 (Questions without notice) shall apply with a modification that questions may also be asked of the officer who is the subject of the item.

15 **Motions**

15.1 **Notice**

15.1.1 Except for motions that can be moved without notice under Rule 17 written notice of every motion, must be delivered to the Head of Governance not later than 10.00 am 8 clear working days before the date of the meeting. All motions will be entered in a document open to public inspection.

15.2 Motions Set Out in Summons

15.2.1 Motions for which notice has been given will be listed on the summons in the order in which notice was received.

15.2.2 Notices of motion on the summons shall state the name of the Member proposing the motion.

15.3 Invalid Motions

15.3.1 The Mayor may, in consultation with the Monitoring Officer rule out of order motions which in his or her opinion:

15.3.2 would risk defamation of an individual or are frivolous or offensive or otherwise improper

15.3.3 do not relate to a matter for which the Council (as local authority) has powers or do not affect the London Borough of Barnet; or

15.3.4 would require the disclosure of confidential or exempt information; or

15.3.5 are substantially the same as a motion which has been put at any meeting of the Council in the last six months.

15.3.6 No invalid motions will appear on the Council agenda or be otherwise circulated.

15.4 Motions Relating to Reports and Recommendations on the agenda

Where the Mayor considers it appropriate, any motion for which notice has been duly given and which relates to any recommendation of the Executive or a Committee or a statutory officer to be considered at the same meeting, may be treated as an amendment to such recommendation and shall be considered at the same time as the recommendation is considered.

15.5 Motions Relating to a Matter Delegated to the Executive or a Committee

If the Mayor, in consultation with the Monitoring Officer, considers that any motion made under this Rule refers to matters

within the powers of the Executive or a Committee of the Council, then it shall be indicated on the Council summons, supported by reasons, that the motion shall stand referred to the next meeting of the Executive or to a Committee. Any Member may move that any such referral should not apply to a motion but shall be dealt with as if paragraph 15.6 i below applied, such motion having been identified to the Director of Legal and Governance Services at the time of the deadline for submissions of motions.

15.6 Motions Stand referred to the Executive under Rule 15.5

- i. If a motion is marked on the Summons as to stand referred to the Executive under Rule 15.6, then where Council decides to disapply the referral and allow the matter to be debated, the Council can make no decision on the matter but may make a recommendation or pass comments to the Executive.
- ii. The Executive shall not be bound to accept any such recommendation or act on any such comments.

15.7 Motions calling for a Report

A motion which calls for a report on a given matter and which has been signed by six Members of the Council shall be referred without discussion to the next meeting of the Executive or appropriate Committee, or to a Portfolio Holder. A report from the Executive, Portfolio Holder or Committee shall be submitted to the Council within a maximum of four months unless the Council agree a longer period.

16. Motions Without Notice

16.1 Motions that may be moved by any Member without notice

16.1.1 The following motions may be moved without notice by any Member:

- 16.1.1.1 in the absence of the Mayor of the Council, to appoint the Deputy Mayor or another Member to preside at the meeting at which the motion is moved;
- 16.1.1.2 in relation to the accuracy of the minutes;
- 16.1.1.3 to change the order of business on the agenda;
- 16.1.1.4 to refer a matter to an appropriate body or individual;
- 16.1.1.5 to receive recommendations or reports from the Executive, a Portfolio Holder, Committee or an officer and any resolutions following from them;
- 16.1.1.6 to withdraw a motion;
- 16.1.1.7 that the meeting continue beyond three hours in duration;
- 16.1.1.8 to exclude the press and public in accordance with Rule 11 of the Access to Information Procedure Rules;
- 16.1.1.9 to not hear further a Member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4; and

16.2 Motions relating to Closure of Debate, Adjournment and Next Business

16.2.1 The following motions may be moved without notice by any Member who has not spoken on the matter under debate at the close of any speech:

- 16.2.1.1 that the Council meeting be adjourned with immediate effect;
- 16.2.1.2 that the debate be adjourned to the next meeting of the Council;
- 16.2.1.3 that the Council proceed to the next item of business on the agenda;
- 16.2.1.4 that the question be now put without further debate.

16.3 Limits to the Right to Move Motions Under 16.2

16.3.1 The Mayor shall have the power to refuse to accept a motion under 16.2 if, in their opinion, they consider it to be premature.

16.4 Further Provisions Relating to Motions Under 16.2

16.4.1 When a motion to adjourn is carried, the Mayor shall determine which Member shall have the right to open the debate when resumed.

16.4.2 When a motion that the question be now put is carried the mover of the motion previously under discussion shall have the right to reply before the vote is taken on that motion or on an amendment to that motion if they have not already spoken to the amendment.

16.4.3 The Mayor may allow speeches to continue for a longer period where they consider that it is the wish of the Council that they should do so.

16.4.4 Rule 16.2 does not apply where the Council is:

16.4.4.1 considering whether to confirm the dismissal of the Head of Paid Service, Monitoring Officer and Chief Finance Officer, o4

16.4.4.2 considering whether to uphold an appeal against a disciplinary sanction (including dismissal) imposed on an officer by the Chief Officers' Employment Panel.

16.5 Amendments to Motions

16.5.1 An amendment to a motion must be relevant to the motion and will either be:

16.5.1.2 to leave out words;

16.5.1.3 to leave out words and insert or add others;

16.5.1.4 to insert or add words;

as long as the effect of 16.6.1.2 to 16.6.1.4 is not to negate the motion or to introduce a new proposal.

16.5.2 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion.

16.6 Point of Order

16.6.1 A Member may raise a point of order at any time and shall indicate their wish to do so by addressing the Mayor. The Mayor will hear it immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or of the law. The Member must start by identifying the Rule or law and the way in which they consider it to have been broken. The ruling of the Mayor on the matter will be final.

16.7 Personal Explanation

16.7.1 A Member who has been named by another Member may seek to make a personal explanation if the named Member believes that an earlier speech by the named Member during the meeting has been misunderstood. A Member shall indicate their wish to make a personal explanation by addressing the Mayor. The ruling of the Mayor on the admissibility of a personal explanation will be final.

17 Previous Decisions and Motions

17.1 Motion to Rescind a Previous Decision

17.1.1 A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved.

17.2 Motion Similar to One Previously Considered

17.2.1 A motion or amendment in similar terms to one that has been considered at a meeting of Council in the past six months cannot be moved.

18 Voting

18.1 Majority

18.1.1 Unless required by Statute or this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and seated in the room at the time the question was put. Voting shall be by a show of hands or by electronic voting.

18.2 Mayor's Casting Vote

18.2.1 If there is an equal number of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

18.3 Individual Recorded Vote and Explanation for Vote

18.3.1 If immediately before the vote is taken any Member present at the meeting requests that their vote be recorded as voting for or against or not voting, it shall be so recorded in the minutes.

18.3.2 A recording of a vote or abstention in the minutes shall be made without explanation save in cases where it is necessary for the avoidance of ambiguity, when a brief note may be added at the Member's request explaining that Member's reason for voting or not voting.

18.4 Recorded Vote at Annual Council Tax Meeting

18.4.1 At any meeting of the Council where a decision is taken on the setting of council tax or budget, then the vote of each member present for or against or not voting shall be so recorded in the minutes.

18.5 Recorded Vote by Division

18.5.1 If immediately before an ordinary vote is taken 10 Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

19 Minutes

19.1 Signing the Minutes

19.1.1 The Mayor will sign the minutes of the proceedings at the next available meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. Only the accuracy of the minutes may be discussed.

19.2 Minutes of Decisions of the Council

19.2.1 Minutes of the Council shall be published on the Council's intranet and website. Minutes shall be published within 5 clear working days of the date of the meeting.

20 Exclusion of The Press & Public

20.1 Members of the public and press may only be excluded either in accordance with Rule 12 of the Access to Information Procedure Rules in Part 4 of this Constitution or under Rule 25 (Disturbance by the Public).

20.2 **Mayor Standing**

20.2.1 When the Mayor stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

20.3 **Member not to be Heard Further**

20.3.1 If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further for the remainder of the item of business being considered. If seconded, the motion will be voted on without discussion.

20.4 **Member to Leave the Meeting**

20.4.1 If the Member continues to behave improperly after such a motion under 23.3.1 is carried, the Mayor may move that either the Member leave the meeting or that the meeting be adjourned for a specified period. If seconded, the motion will be voted on without discussion.

20.5 **General Disturbance**

20.5.1 If there is a general disturbance making business impossible, the Mayor may adjourn the meeting for as long as they think necessary.

21 **Confidential Business**

21.1 All reports, other documents, information, discussions and proceedings of the Council which are marked "Exempt" under Schedule 12A of the Local Government Act 1972, or "Confidential", must be treated as such by all Members of the Council. Members of the public will not have access to these papers and discussions. Confidential or exempt items will be marked as such and the relevant part of Schedule 12A will be specified on the document.

21.2 Confidential and/or exempt items will be discussed in 'Part II' of the Council meeting following a resolution to exclude the press and public.

22 Disturbance by the Public

22.1 Removal of Member of the Public

22.1.1 If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

22.2 Clearance of part of a Meeting Room

22.2.1 If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

22.3 Adjournment

22.3.1 Following an order by the Mayor for one or more members of the public to leave the meeting room, if they deem it necessary in the interests of public safety and for the safety of Members and officers present, the Mayor may adjourn the meeting for as long as they think necessary.

22.3.2 If it is considered expedient so to do, the Mayor with the agreement of the Members present may adjourn the meeting for such duration as is considered appropriate.

23 Ruling of the Mayor on Interpretation of these Rules

23.1 The Mayor's ruling on the interpretation or application of any of the Council Procedure Rules is final.

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Executive Procedure Rules

1. Application of these Rules

- 1.1 These Rules apply to the Executive and meetings of the Executive (being either a meeting of a number of Members of the Executive or the Leader when taking a Key Decision by way of a Portfolio Holder Meeting). Some Rules also apply to a Member meeting alone.

2. Executive Decisions

- 2.1 Executive functions may be exercised by:

- 2.1.1 the Executive as a whole;
- 2.1.2 an individual Member of the Executive;
- 2.1.3 an officer;
- 2.1.4 an arrangement with another authority for the discharge of functions.

- 2.2 A Key Decision may not be taken by an individual Member of the Executive unless either it has been delegated to an individual Member of the Executive or it is a Key Decision on an urgent matter and is taken in accordance with Rule 3 of the Appendix to the Executive Procedure Rules.

2.3 Definition of Executive Meeting

An Executive meeting shall include:

- 2.3.1.1 a meeting open to all Members of the Executive.
- 2.3.1.2 An individual Member of the Executive (Portfolio Holder) when making Key Decisions.

3. Delegation by the Executive

- 3.1 The Leader or, in the absence of the Leader, the Deputy Leader will present to the Council a written record of delegations made by them at the Annual Meeting of the Council for inclusion in the Allocation of Responsibilities (set out in Part 3 of this Constitution).

- 3.2 The document presented by the Leader or, in the absence of the Leader, the Deputy Leader must contain the following information relating to Executive functions in the ensuing Municipal Year:
- 3.2.1 the name of the Executive Member who will serve as Deputy Leader;
 - 3.2.2 the names and Wards of the Councillors appointed to the Executive;
 - 3.2.3 the nature of the Portfolios to be held by each Executive Member;
 - 3.2.4 the extent of any authority delegated to those Executive Members individually, including details of the limitation on their authority;
 - 3.2.5 the nature and extent of any deputising arrangements within the Executive;
 - 3.2.6 any changes to the terms of reference and constitution of the Executive.
 - 3.2.7 any changes to the nature and extent of any delegation of Executive functions to any other authority or any arrangements with another authority for the discharge of functions and the names of those Executive Members appointed to any joint committee for the coming year;
 - 3.2.8 any changes to the nature and extent of any delegation of Executive functions to officers as set out in the Constitution with details of any limitation on that delegation, and the title of the officer to whom the delegation is made;
- 3.3 In an election year the documents referred to in 3.2 above may be presented by the Leader or, in the absence of the Leader, the Deputy Leader to the first appropriate Council meeting. This may be a special meeting convened for the purpose.

4. The Council's Allocation of Responsibilities and Executive Functions

- 4.1 The Council will approve a Scheme of Delegations or Allocation of Responsibilities section of the Constitution, and may amend it at any time by resolution, but will normally undertake any revision at its annual meeting. However, in years where whole Borough elections are held, notification of the Scheme of Delegation or Allocation of Responsibilities may be presented at the next Council meeting after the Annual Meeting.

5. Conflicts of Interest

- 5.1 If an individual Member of the Executive has a conflict of interest or if every Member has a conflict of interest this should be dealt with as set out in the Council's Code of Conduct for Members in this Constitution.
- 5.2 If the exercise of an Executive function has been delegated to an individual Portfolio Holder and a conflict of interest arises, then the function may be exercised, by the Leader or Deputy Leader. In the case where an officer is unable to take a delegated decision due to a conflict of interest, and no scheme exists within the department which allows referral of that decision to another appropriate officer, that decision will be referred to the relevant Portfolio Holder, or the Leader or Deputy Leader.
- 5.3 If a conflict of interest arises for the Leader or Deputy Leader where the decision would have been referred to them, then that decision may be referred to Cabinet.

6. Urgent Business

- 6.1 Urgent business may only be considered where:
- 6.1.1 the Access to Information Procedure Rules in this Constitution have been complied with; or
- 6.1.2 a Member of the Executive or any Statutory Officer has requested that an item is placed on the agenda for the meeting at any time before the start of the meeting and the Executive agrees to the item being included on the grounds of urgency. The grounds of urgency and the circumstances giving rise to the request must be recorded in the minutes of the meeting.

7. Executive Meetings

7.1 Time, place and changes to meetings

- 7.1.1 The Executive will meet at time and place published on the agenda.
- 7.1.2 The Leader or, in the absence of the Leader, the Deputy Leader may convene additional meetings of the Executive, provided that the requirements of the Access to Information Procedure Rules in this Constitution are complied with.
- 7.1.3 The date and time of a meeting of the Executive may be changed by the Leader or, in the absence of the Leader, the Deputy Leader upon giving

five clear working days' notice. In urgent situations, the meeting may be cancelled by the Leader or the Head of Governance, with a shorter notice period.

8. Special Meetings

8.1 Those listed below may request the Head of Governance to call Executive meetings in addition to ordinary scheduled meetings:

8.1.1 the Executive by resolution;

8.1.2 the Leader of the Council;

8.1.3 the Monitoring Officer (where the proper officer is not also the Monitoring Officer); or Chief Financial Officer;

8.1.4 at least one-third of the Members of the Executive, if they have signed a requisition presented to the Leader of the Council and he/she has refused to call a meeting or has failed to call a meeting within five clear working days of the presentation of the requisition.

8.2 The date, time and place of special meetings will be set by the Head of Governance of the Council.

8.3 The Head of Governance must give public notice of the time and place of a public meeting by displaying it at the offices of the relevant local authority and publishing it on that authority's website, if it has one at least 5 clear days before the meeting or where the meeting is convened at shorter notice, at the time the meeting is convened.

8.4 Where a meeting is convened at short notice, no item of business shall be considered unless a copy of the agenda including the item of business has been available for inspection by the public from the time that the agenda for the meeting was sent to members.

9. Business

9.1 Business at special meetings of the Executive shall be restricted to any item of business specified by the Executive, Leader, Monitoring Officer or Chief Financial Officer when calling the meeting or specified in the requisition presented by at least one-third of the Members of the Executive.

9.2 Business at the same special meeting may be added to the agenda subject to the agreement of the Monitoring Officer following consultation with the Leader of the Council and the leader(s) of the Opposition Group(s), stating reasons for urgency.

10. **Meetings of the Executive to be held in Public**

10.1 All meetings of the Executive will be held in public. These meetings will be governed by the Access to Information Procedure Rules in this Constitution. Where the Executive is considering reports on matters which contain confidential or exempt information it may pass a resolution to exclude the press and public in accordance with the Access to Information Procedure Rules, having given 28 clear calendar days' notice of the intention to hold a private meeting (or part private).

11. **Quorum**

11.1 Subject to Rule 11.2, the quorum for a meeting of the Executive shall be a minimum of three.

11.2 In order for an Executive meeting to be quorate, the Leader or Deputy Leader must be present unless they are precluded from participating in the item of business by reason of a conflict of interest.

12. **Procedure for Decision Making by the Executive**

12.1 Executive decisions taken by the Executive as a whole will be taken at a meeting convened in accordance with the Access to Information Procedure Rules in this Constitution.

12.2 Where Executive Key Decisions are delegated to individual Executive Members, those decisions shall be taken in accordance with the Access to Information Procedure Rules in this Constitution.

13. **Conduct of Executive Meetings**

13.1 **Chair of the Executive**

13.1.1 At a meeting of the whole Executive the Leader shall preside if they are present. In the absence of the Leader, the Deputy Leader shall preside. If neither the Leader nor Deputy Leader are present, the meeting shall not

proceed unless they are precluded from participating in the item of business by reason of a conflict of interest.

13.2 **Petitions**

13.2.1 The Council has a petition scheme and this will be followed.

13.3 **Public Questions**

13.3.1 **General**

13.3.1.1 Questions should be submitted in writing to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any questions submitted after this time will not be considered. Questions must specify the item of business on the agenda which they relate to. Questions will be answered by the Leader in the meeting in order of receipt, alternating between residents. Residents will be able to ask one supplementary question per question answered. Questions will be published prior to the meeting. Any additional questions received will be not be accepted. Residents submitting questions are able to send a substitute to ask their question if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing. Any questions that are not answered at the meeting will be given a written response at the discretion of the Leader.

13.3.1.2 Written comments must specify the item of business on the agenda which they relate to. Cabinet agendas are published on the Council's website five clear working days prior to the meeting. Residents should state their road and postcode when submitting comments. Each written comment is limited to 100 words. Written comments should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any written comments received after this time will not be considered. A resident may submit one written comment per agenda item. Written comments will be reported to the Cabinet and published alongside the agenda papers for the meeting.

13.4 Time limit for questions and comments

13.4.1 At cabinet meetings a time period of up to 30 minutes is available for public questions and comments in total. Questions and comments will be dealt with in order of receipt.

13.5 Scope of questions

13.5.1 The Monitoring Officer may reject a question if it:

- 13.5.1.1 is not about a matter for which the Authority has a responsibility or which does not affect the Borough;
- 13.5.1.2 would risk defamation of an individual or is frivolous or offensive; or otherwise improper;
- 13.5.1.3 is substantially the same as a question which has been put at any meeting of the Executive in the last six months; or
- 13.5.1.4 requires the disclosure of confidential or exempt information.

13.6 Questions by Members

13.6.1 Questions with Notice

- 13.6.1.1 A Councillor may ask a Portfolio Holder (Member of the Executive) a question (which depending on its nature may be dealt with in either public or private session) on any matter in relation to which the Executive has powers or duties. For the avoidance of doubt, a Member is not limited to asking a single substantive question at any one Executive meeting.
- 13.6.1.2 A limit of 15 minutes shall be given to the asking and answering of written questions by Councillors under this Rule. Notice of questions should be given in writing by 10am the third working day before the meeting.

13.7 Response

13.7.1 In response to a Non-executive Member speaking at Cabinet, an answer may be given by the Leader or Portfolio Holder.

A response may take the form of:

- 13.7.1.1 a direct oral answer;
- 13.7.1.2 where the desired information is a publication of the Council or other published work, a reference to that publication; or
- 13.7.1.3 where the reply cannot conveniently be given orally, a written answer supplied later to the questioner.

13.8 Invalid Questions

13.8.1 The Chair may, in consultation with the Monitoring Officer, rule out of order questions which in their opinion:

- 13.8.1.1 would risk defamation of an individual or is frivolous or offensive; or otherwise improper; or
- 13.8.1.2 do not relate to a matter for which the Executive has powers or duties or which does not affect the London Borough of Barnet; or
- 13.8.1.3 would require the disclosure of confidential or exempt information; or

is substantially the same as a question which has been put at any meeting of the Executive in the last six months.

6 Month Rule

13.8.1.4 No deputation, public question or comment shall be accepted within 6 months after a deputation, public question or comment has appeared before on the same or a similar subject.

13.9 The Business of Meetings

13.9.1 At each meeting of the Executive, the following business will be conducted where appropriate.

13.10 Apologies

- 13.10.1 Approving the minutes of the last meeting;
- 13.10.2 Declarations of interest and any dispensations granted by the Monitoring Officer
- 13.10.3 Petitions and questions, comments and deputations (if any);
- 13.10.4 Matters referred to the Executive (whether by the Overview and Scrutiny Call-in sub-committee or by the Council) for reconsideration by the Executive in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in this Constitution.
- 13.10.5 Consideration of reports from the Overview and Scrutiny Committee or Scrutiny sub-committees;
- 13.10.6 Consideration of proposals for the budget and policy framework, prior to making decisions on them;
- 13.10.7 Consideration of the Key Decision Schedule (KDS);
- 13.10.8 Other matters set out in the agenda for the meeting, and which shall indicate which are Key Decisions in accordance with the Access to Information Procedure Rules set out in this Constitution.
- 13.10.9 Reports of statutory officers
- 13.10.10 Matters referred to the Cabinet.

13.11 Decisions to be taken only on a report

- 13.11.1 The Executive, or an individual Executive decision-taker, may only take a decision upon consideration of a written report from the relevant officer of the Council.
- 13.11.2 Reports from officers will follow a standard format including the following statutory requirements:
 - 13.11.2.1 Resource implications (observations of the Chief Financial Officer)
 - 13.11.2.2 Legal and Constitutional References (observations of the Monitoring Officer)

- 13.11.2.3 Details of background papers
- 13.11.2.4 Reasons for Recommendation
- 13.11.2.5 Options Considered and Rejected
- 13.11.2.6 List of Background Papers which will be published on the website and made available to the public

13.12 Consultation

- 13.12.1 All reports to the Executive on draft proposals relating to the budget or policy framework must contain details of consultation to be undertaken with stakeholders and relevant Overview and Scrutiny Committee or Scrutiny sub-committees. Final proposals must include details of the outcome of that consultation.
- 13.12.2 Reports on other matters must set out the details and outcome of consultation as appropriate to the matter under consideration.

13.13 Executive Agenda

- 13.13.1 The Leader or any Member of the Executive may request that the Monitoring Officer places an item on the agenda of the next available Executive meeting.
- 13.13.2 The Monitoring Officer will place the item on the agenda of the next available meeting of the Executive in accordance with the Access to Information Procedure Rules if the Call-In sub-committee or if the full Council has resolved that an item must be reconsidered by the Executive.
- 13.13.3 The Monitoring Officer and Chief Financial Officer may include an item for consideration on the agenda of an Executive meeting and/or may call or be required to call a meeting in pursuance of their statutory duties. In other circumstances, where both the Chief Financial Officer and the Monitoring Officer are of the opinion that an Executive meeting needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of an Executive meeting. If there is no meeting of the Executive within an appropriate timescale to deal with the issue in question, then they may also require that a meeting be convened at which the matter will be considered.

13.14 Voting Procedure

13.14.1 The Executive will decide all matters before it on a collective basis except where dissent is recorded by Members, by simple majority. The Chair will have a casting vote.

13.15 Individual recorded vote and explanation for vote

13.15.1 If immediately before the vote is taken, any voting Member present at the meeting requests that his or her vote be recorded as voting for or against or not voting, it shall be so recorded in the minutes.

13.15.2 A recording of a vote or abstention in the minutes of the meeting shall be made without explanation save that in cases where it is necessary for the avoidance of ambiguity a brief note may be added at the Member's request explaining that Member's reason for voting or not voting.

13.16 Guillotine

13.16.1 Meetings of the Executive will not last longer than 3 hours.

13.17 Key Decisions taken by Portfolio Holders

13.17.1 A Key Decision may not be taken by an individual Member of the Executive unless it is a key decision on an urgent matter and is taken in accordance with Rule 3 of the Appendix to the Executive Procedure Rules.

13.17.2 All Key Decisions to be taken by a Portfolio Holder will follow the Access to Information Procedure Rules in this Constitution.

13.17.3 At each meeting, the following business will be conducted:

13.17.3.1 declarations of any dispensations granted by the Monitoring Officer;

13.17.3.2 petitions and public questions, if any;

13.17.3.3 matters referred to the Executive Member (whether by the Call-in Sub-Committee or by the Council) for reconsideration in accordance with the provisions contained in the Overview and Scrutiny Procedure Rule on the Call-In Procedure;

13.17.3.4 consideration of reports from the Overview and Scrutiny Committee or Scrutiny sub-committees;

13.17.3.5 consideration of items for decision as set out in the agenda for the meeting.

13.18 Who may speak

13.18.1 Any Member of the Council may attend a meeting of a Portfolio Holder but may only speak if invited to do so by the Portfolio Holder.

13.19 Implementation of Executive Decisions

13.19.1 In order to allow for Call-In, no Executive Key Decision can be implemented until the expiry of five clear working days after the decision has been published, unless the decision-taker resolves as part of the decision that its implementation is urgent when the provisions contained in the Overview and Scrutiny Procedure Rule on the Call-In Procedure apply.

13.20 Confidential Business

13.20.1 All reports, other documents, information, discussions and proceedings of the Executive, or Portfolio Holder which are marked Exempt under Schedule 12A of the Local Government Act 1972, or Confidential must be treated as such by all Members. Members of the public will not have access to these papers and discussions. Confidential or exempt items will be marked as such and the relevant part of Schedule 12A will be specified on the document. Confidential and/or exempt items will be discussed in 'Part II' of the meeting following a resolution to exclude the press and public.

13.20.2 Executive Meetings and Key Decisions taken by the Leader (PHD Meeting) shall be subject to regulation 5 (Part 2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The Access to Information Procedure Rules set out the requirements for advance notice of any private meeting.

13.21 Minutes of the Executive

13.21.1 Minutes of the Executive shall be published on the Council's website.

13.22 Production of Decision Notices and Minutes for Cabinet Meetings

13.22.1 A Decision Notice will normally be published on the Council's website on the day immediately following the Cabinet Meeting thereby setting/invoking the Call-in period. Minutes of the Cabinet and other Executive Meetings will normally be published within five clear working days of the meeting.

13.23 Exclusion of the Public

13.23.1 Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in this Constitution or under Rule 14.4 (Disturbance by the Public) below.

14. Members' Conduct

14.1 Precedence of Chair

14.1.1 When the Chair speaks during a debate, any Member speaking at the time must stop speaking. The meeting must be silent.

14.2 Member not to be heard further

14.2.1 If any Member present persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further during the consideration of that item of business. If seconded, the motion will be voted on without discussion and the Member may be asked to leave the meeting.

14.3 General disturbance

14.3.1 If there is a general disturbance, making business impossible, the Chair may adjourn the meeting for as long as they think it is necessary.

14.4 Disturbance by Public

14.4.1 Removal of Member of the Public

14.4.1.1 If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. (See also 27.1 above)

14.5 Deputations

- 14.5.1 Cabinet may receive a deputation on any matter appearing on the relevant agenda.
- 14.5.2 Requests to receive a deputation must be in writing and signed by at least five and no more than 24 citizens or representatives of local organisations or businesses in Barnet (documents with more than 24 signatures will be treated under the Petition Scheme). The signatories must clearly state their names and postcode qualifying education/business address. The request must explain why a deputation is required.
- 14.5.3 The request must be given to the Monitoring Officer/Head of Governance at least two clear working days before the day of the meeting.
- 14.5.4 The people nominated to speak should also be signatories to the original written request to make a deputation. All may speak but the total length of the speeches from the deputations must not exceed three minutes.
- 14.5.5 The total time allowed for deputations will be 30 minutes.
- 14.5.6 The deputation shall be heard at the beginning of the meeting. The Chair has complete discretion to move any items that are subject to a deputation on the agenda.
- 14.5.7 Members of the Council, co-optees and advisers shall not be signatories to, lead or form part of any deputation.
- 14.5.8 Members of staff may lead or join deputations only in their capacity as local electors and on issues other than those affecting their employment (either terms and conditions or the work that they are undertaking) with the Council.
- 14.5.9 Deputations are not permitted:
 - 14.5.9.1 If they don't relate to a substantive item on the agenda
 - 14.5.9.2 If they are defamatory, abusive, offensive or otherwise improper.
 - 14.5.9.3 If submitted from Council employees or trade unions on employment matters; there are avenues available for these to be addressed via the Terms of Reference of the Constitution & General Purposes Committee.

- 14.5.9.4 If they would result in the release of confidential information, or which may prejudice enforcement.
- 14.5.9.5 If they relate to a matter where there is a right of appeal against any decision of the Council.
- 14.5.9.6 If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was imposed;
- 14.5.9.7 If they are received from people who are not Barnet citizens;

14.6 Responses to Deputations

14.6.1 The Cabinet may respond to deputations in the following ways:

- 14.6.1.1 To note the deputation and take no action.
- 14.6.1.2 Note the deputation in consideration of the report.
- 14.6.1.3 Ask officers to prepare a report for the next meeting (of either this committee or another relevant committee) on the deputation.
- 14.6.1.4 Ask officers to provide a written response to the deputation.

Appendix to Executive Procedure Rules

Delegated Powers of Portfolio Holders

1. Key Decisions

1.1 A Key Decision may not be taken by an individual Member of the Executive unless either it has been delegated to an individual Member of the Executive or it is a Key Decision on an urgent matter and is taken in accordance with Rule 3 of this Appendix.

2. Decision taking by individual Portfolio Holders

2.1 Where a non-key decision is to be made, individual Portfolio Holders may take those decisions in the following circumstances:

3 Matters the subject of an agreed framework, set by the Executive and on a report from an officer.

3.1 Where the Executive has already set a clear framework for a set of decisions, the Portfolio Holder may take that framework forward into implementation.

3.2 This power is subject to:

3.2.1 The same conditions as in 2(ii) above; and

3.2.2 Where the matter is controversial, or potentially controversial, the Portfolio Holder should refer the matter to the full Executive for decision.

NB The fact that a Portfolio Holder, having considered these rules and guidance, decides to take a decision does not render that decision invalid or improperly taken if the matter is later shown to be the subject of disagreement amongst the Members of the Executive.

4. Urgent matters (non-key decisions)

4.1 Portfolio Holders may take non-key urgent decisions within their terms of reference, provided the conditions above are satisfied.

4.2 It should be noted that where a decision is deemed to be urgent, and where Procedure Rule 16 of the Access to Information Rules has been followed, that decision will not be subject to the call-in procedure Rules provided the Chair of Overview and Scrutiny Committee agrees.

5 Urgent Matters where the Portfolio Holder is not empowered to act (Key Decisions or matters that are outside the Portfolio Holder's terms of reference.)

5.1 When an urgent decision needs to be taken in circumstances where to wait until the next scheduled meeting of the Executive would be prejudicial to the best interests of the Council, and where a Portfolio Holder is not empowered to act under paragraph (iv) above then:

5.2 The Leader, (or in his/her absence, the Deputy Leader) may, after consultation with the relevant Portfolio Holder, take the decision.

5.3 Before taking a Key Decision, the Leader (or Deputy Leader) must first consider whether the importance of the matter warrants the calling of a special meeting of the Executive.

5.4 The decision must be taken in a way that fully complies with the Procedural Rules of the Council and in particular, if relevant, with the rules relating to "Key Decisions".

5.5 A copy of the minutes of the decision must be published within two clear working days of the decision and published on the Council's website with electronic notification given and no hard copies circulated.

5.6 It should be noted that where a decision is deemed to be urgent, and where Procedure Rule 16 of the Access to Information Procedure Rules has been followed, that decision will not be subject to the call-in procedure provided the Chair of Overview and Scrutiny Committee agrees.

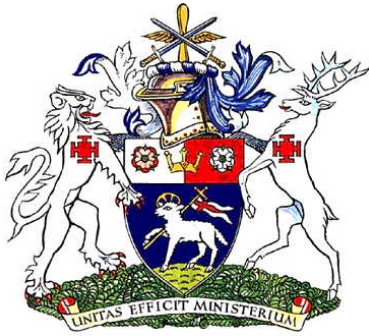
6 Temporary Arrangements

6.1 In the absence of the Leader, the Deputy Leader may undertake the responsibilities and exercise the delegated powers of the Leader, to the extent permitted by the Constitution.

6.2 In the absence of a Portfolio Holder the Leader may undertake the responsibilities and exercise the delegated powers of that Portfolio Holder.

6.3 If a Portfolio Holder is absent for a continuing period, the Leader may, on a temporary basis, allocate the responsibilities and delegated powers of that Portfolio Holder to one or more other Portfolio Holders. If the Leader makes such an allocation they must at the time notify all Members of Council of the temporary transfer of responsibilities and power and of the likely period of such arrangements.

7 None of the delegated powers above authorise the taking of a decision, which either by law or by the operation of the Procedural Rules of the Council is required to be taken at a full meeting of Council.



Council
28 February 2023

| | |
|--------------------------------|---|
| Title | Report of Head of Governance |
| Report of | Head of Governance |
| Wards | All |
| Status | Public |
| Enclosures | Appendix A – Appointments to Outside Bodies Appendix B – Collated Calendar of Meetings for 2023/24. Appendix C – Changes to Committee Memberships |
| Officer Contact Details | Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk |

Summary

This item presents various constitutional and administrative matters for Council's agreement. Full details are as set out in the appended reports.

Recommendations

1. That Council note and approve the appointments to Outside Bodies in Appendix A.
2. That the Council note and approve the calendar of meetings for 2023/24 in Appendix B.
3. That the Council note and approve the changes to committee memberships as detailed in Appendix C.

1. WHY THIS REPORT IS NEEDED

1.1 The Head of Governance report seeks Council's approval for various matters of business relating to the Council's statutory and constitutional functions.

2. REASONS FOR RECOMMENDATIONS

2.1 As set out in the attached appendices.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 N/A

4. POST DECISION IMPLEMENTATION

4.1 Council decisions will be minuted and implemented through the Head of Governance.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 None specifically arising from this report.

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

5.2.1 There are no specific financial implications from the changes in the appendices. All changes will be funded from the Council's budget.

5.3 Social Value

5.3.1 N/A

5.4 Legal and Constitutional References

5.4.1 Council Constitution, Article 4, Full Council, Council has responsibility for "agreeing and amending the terms of reference of committees, deciding their composition and making appointments to them."

5.4.2 As outlined in Article 4, The Full Council, Council has responsibility for "approving the Member and officer appointment to outside bodies and external organisations on the recommendation of the Group secretaries or Chief Executive."

5.5 Risk Management

5.5.1 None specifically arising from this report.

5.6 Equalities and Diversity

5.6.1 None specifically arising from the report.

5.7 Corporate Parenting

5.7.1 None specifically arising from the report

5.8 Consultation and Engagement

5.8.1 None specifically arising from the report

5.9 Insight

5.9.1 None specifically arising from the report

6. BACKGROUND PAPERS

6.1 None.

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List of Vacancies on Outside Bodies – February 2023

Council is asked to make appointments to fill the vacancy shown shaded grey

| Outside Body | Current Representative | Status | Nominations | | |
|------------------------|---|--------------------------|--|--------------|--|
| | | | Labour | Conservative | |
| Jesus Hospital Charity | Julian Teare | Expired on 25/01/2023 | Councillor Emma Whysall | - | |
| | Special Conditions: The representative must be a member of the council. Annual appointment. | | | | |

| Outside Body | Current Representative | Status | Nominations | | |
|------------------------------------|--|-----------------------------|-------------|--------------|--|
| | | | Labour | Conservative | |
| Nicholl & Daniel Holmes Charity | Golnar Bokaei | Expiring on 05/03/2023 | | - | |
| | Councillor Humayune Khalick | Current until 26/07/2026 | | | |
| | John Hart | Current until 21/05/2024 | | | |
| | Denise Loughlin | Current until 25/01/2026 | | | |
| | William Nicholson | Current until 30/07/2023 | | | |
| Special Conditions | a) Four year appointment. b) Representatives may, but need not, be members of the council, but they shall be persons who through residence, occupation or employment or otherwise have a special knowledge of the area of benefit, i.e. of the Wards of Childs Hill, Colindale, Golders Green, Hale, Hendon, Mill Hill and West Hendon. c) Meet normally 4 times per year with occasional extra meetings when new appointments are to be made. The meetings are on Fridays at 18.15 hours. Fridays were chosen to allow councillors to attend as meetings on other nights clash with council committee meetings. | | | | |

| Outside Body | Current Representative | Status | Nominations | | |
|-----------------------|--|-----------------------------|---|--------------|--|
| | | | Labour | Conservative | |
| Valentine Poole | Julian Teare | Expired on 28/01/2023 | Councillor Simon Radford | - | |
| | Wendy Prentice (now a co-optee member therefore a replacement is needed) | Current until 21/05/2023 | | - | |
| | Mrs Brenda Sandford | Current until 21/05/2024 | | | |
| | Mrs Helena Davis | Current until 21/05/2024 | | | |
| Special Conditions | a) Term of office is for four years. b) Representatives may, but need not, be members of the council. | | | | |

Barnet - Schedule of Meetings 2023/2024 – May 2023 to July 2024

| | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | |
|-------|--------------|---------------|----------------|---------------|-----|------------|------------|--------------|--------------------|-----|---------------|--------------------|--------------------|----------------|-------|-------------------|--------------------|--------------------|---------------|-------|-----------------|--------------------|---------------|----------------|--------------|------|
| MAY | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | MAY |
| MAY | BANK HOLIDAY | Extra Council | | | | | | | CLLC HWBB | | | | HOSC | Group Meeting | | | Annual Council | | | | | | | | | 2023 |
| | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | JUN |
| JUN | | | | | | Planning A | O&S Ctte | A&S Sub-Ctte | C&E Sub-Ctte | | | Strategic Planning | | North Area | | West Area | East Area | Planning B | | | JHOSC Cabinet | | Local Pension | | | 2023 |
| | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | | JULY |
| JUL Y | | Pension Fund | CPAP | Group Meeting | | Planning A | Council | | HWBB | | GARMS | Cabinet | Strategic Planning | Lic & Gen Purp | SCPBB | BCP | | Planning B | Welsh Harp | | | | | | 2023 | |
| | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | | AUG |
| AUG | | | | | | | | | | | | | | | | | | | | | | | | | | 2023 |
| | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | SEPT |
| SEP T | | | | | | O&S Ctte | Cabinet | Planning A | | | JHOSC | Strategic Planning | | North Area | | West Area | East Area | A&S Sub-Ctte | C&E Sub-Ctte | | | Local Pension | Planning B | HWBB | | 2023 |
| | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 | | | | OCT |
| OCT | Cons Conf | Cons Conf | Cons Conf CPAP | Planning A | | Lab Conf | Lab Conf | Lab Conf | Group Meeting | | GARMS | Council | Cabinet | | | | | Planning B | | SCPBB | | Strategic Planning | | | | 2023 |
| | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | | NOV |
| NOV | | | | Pension Fund | | Planning A | O&S Ctte | | Lic & Gen Purp | | JHOSC | Cabinet | Strategic Planning | BCP | | Local Pension | | Planning B | Welsh Harp | | | GARMS | | | | 2023 |
| | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | DEC |
| DEC | | | | | | Planning A | | | | | | Cabinet | Strategic Planning | | | Planning B | | | | | | | | | | 2023 |
| | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | JAN |
| JAN | | | | | | Planning A | | CPAP | Pension Fund | | C&E Sub-Ctte | Cabinet | Strategic Planning | HWBB GARMS | SCPBB | North & East Area | O&S Ctte | A&S Sub-Ctte | Group Meeting | | JHOSC West Area | Council | Planning B | | | 2024 |
| | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | | FEB |
| FEB | | | | | | Planning A | Cabinet | | Lic & Gen Purp | | | | | | | | Strategic Planning | CPAP | Group Meeting | | | Budget Council | Planning B | BCP | | 2024 |
| | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | MAR |
| MAR | | | | | | Planning A | O&S Ctte | A&S Sub-Ctte | C&E Sub-Ctte | | Local Pension | Cabinet | Strategic Planning | HWBB | | JHOSC | Welsh Harp | | North Area | | West Area | East Area | Planning B | | BANK HOLIDAY | 2023 |
| | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 1 | 2 | 3 | APRI |
| APR | | | | | | Planning A | O&S Ctte | | BCP | | GARMS | Cabinet | Strategic Planning | Pension Fund | | | | | Planning B | SCPBB | | | | | | 2024 |
| | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | MAY |
| MAY | | | CPAP | GLA Elections | | | Planning A | | HWBB | | | Cabinet | A&S Sub-Ctte | Group Meeting | | | Annual Council | Planning B | | | | | | | | 2024 |
| | | | | | | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | JUN |
| JUN E | | | | | | Planning A | O&S Ctte | A&S Sub-Ctte | C&E Sub-Ctte | | | | | | | | Cabinet | Strategic Planning | North Area | | West Area | East Area | Planning B | Lic & Gen Purp | | 2024 |
| | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | 1 | 2 | JULY |
| JUL | GARMS | | | Pension Fund | | Planning A | | | HWBB Group Meeting | | Local Pension | Council | Strategic Planning | | | | Cabinet | Planning B | BCP | SCPBB | | | | | | 2022 |
| | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | MON | TUES | WED | THUR | FRI | |

Please see overleaf for explanatory notes and key to abbreviations. Some meetings are not public meetings and are for Members and Officers. Orange shading: school holidays. Diagonal shading: religious holiday.

Barnet - Schedule of Meetings 2023/2024 – May 2023 to July 2024

| Committee | May 2023 | Jun | July | Aug | Sep | Oct | Nov | Dec | Jan 2024 | Feb | Mar | Apr | May | June | July | Total |
|--|-----------------|------------|-------------|------------|------------|------------|------------|------------|-----------------|------------|------------|------------|------------|-------------|-------------|--------------|
| Council | (AC) 23 | | 11 | | | 17 | | | 30 | (B) 27 | | | (AC) 21 | | 16 | 7 |
| Group Meetings | 18 | | 6 | | | 12 | | | 25 | 22 | | | 16 | | 11 | 7 |
| Cabinet | | 26 | 18 | | 5 | 18 | 14 | 12 | 16 | 6 | 12 | 16 | 14 | 18 | 23 | 13 |
| Overview & Scrutiny Committee | | 6 | | | 4 | | 7 | | 23 | | 5 | 9 | | 4 | | 7 |
| Children & Education Overview & Scrutiny Sub-Committee | | 8 | | | 21 | | | | 15 | | 7 | | | 6 | | 5 |
| Adults & Health Overview & Scrutiny Sub-Committee | | 7 | | | 20 | | | | 24 | | 6 | | 15 | 5 | | 6 |
| Health Overview & Scrutiny Committee (<i>expires 23 May 2023</i>) | 17 | | | | | | | | | | | | | | | 1 |
| Joint Health Overview and Scrutiny Committee | | 26 | | | 11 | | 13 | | 29 | | 18 | | | | | 5 |
| East Area Committee | | 20 | | | 19 | | | | 22 | | 26 | | | 25 | | 5 |
| North Area Committee | | 15 | | | 14 | | | | 22 | | 21 | | | 20 | | 5 |
| West Area Committee | | 19 | | | 18 | | | | 29 | | 25 | | | 24 | | 5 |
| Governance, Audit, Risk Management & Standards | | | 17 | | | 16 | 27 | | 18 | | | 15 | | | 1 | 6 |
| Licensing & General Purposes Committee | | | 20 | | | | 9 | | | 8 | | | | 27 | | 4 |
| Local Pensions Board | | 28 | | | 26 | | 20 | | | | 11 | | | | 15 | 5 |
| Pension Fund Committee | | | 4 | | | | 2 | | 11 | | | 18 | | | 4 | 5 |
| Planning Committee A | | 5 | 10 | | 6 | 5 | 6 | 4 | 8 | 5 | 4 | 8 | 7 | 3 | 8 | 13 |
| Planning Committee B | | 21 | 26 | | 27 | 25 | 22 | 18 | 31 | 28 | 27 | 25 | 22 | 26 | 24 | 13 |
| Strategic Planning Committee | | 13 | 19 | | 12 | 31 | 15 | 13 | 17 | 20 | 13 | 17 | | 19 | 17 | 12 |
| Community, Leadership and Libraries Committee (<i>expires 23 May 2023</i>) | 11 | | | | | | | | | | | | | | | |
| Barnet Children's Partnership Board | | | 24 | | | | 16 | | | 29 | | 11 | | | 25 | 5 |
| Health & Wellbeing Board | 11 | | 13 | | 28 | | | | 18 | | 14 | | 9 | | 11 | 7 |
| <i>Local Strategic Partnership TBC</i> | | | | | | | | | | | | | | | | |
| Safer Communities Partnership Board | | | 21 | | | 27 | | | 19 | | | 26 | | | 26 | 5 |
| Welsh Harp Joint Consultative Forum | | | 27 | | | | 23 | | | | 19 | | | | | 3 |
| <i>West London Economic Prosperity Board TBC</i> | | | | | | | | | | | | | | | | |
| Corporate Parenting Advisory Panel | | | 5 | | | 4 | | | 10 | 21 | | | 1 | | | 5 |
| <i>Schools Forum TBC</i> | | | | | | | | | | | | | | | | |
| Conservative Conference | | | | | | 2/3/4 | | | | | | | | | | |
| Labour Conference | | | | | | 9/10/11 | | | | | | | | | | |
| Total | 5 | 12 | 14 | | 13 | 9 | 12 | 4 | 18 | 9 | 14 | 9 | 8 | 11 | 12 | 149 |

Barnet - Schedule of Meetings 2023/2024 – May 2023 to July 2024

| Key to Abbreviations | | Bank Holidays | | Other Notable Dates | | | | |
|---|--|--|---|--|--|--|---|-----------------|
| Meetings start at 7pm unless otherwise stated | | Holiday | 2023 | 2024 | Holiday | 2023 | 2024 | Religion |
| * are not open to the public, ^ are virtual | | New Year's Day Holiday | Monday 2 January (NYD falls on a Sunday) | Monday 1 January | Holocaust Memorial Day | 27 January (Fri) | 27 January (Sat) | ** |
| Council | = Full Council | Good Friday | 7 April | 29 March | Pesach (Passover) | Apr 5-7 Wed-Fri Apr 8-11 Sat-Tue Apr 11-13 Tu-Th | Apr 22-24 Mo-We Apr 25-28 Th-Su Apr 28-30 Su-Tu | Jewish* |
| Group Meetings | = Party Group Meetings for Council | Easter Monday | 10 April | 1 April | Shavuot (Pentecost) | May 25-27 Th-Sa | Jun 11-13 Tu-Th | Jewish* |
| CLLC | = Community, Leadership and libraries Committee (<i>expires 23 May 2023</i>) | May Day | 1 May 8 May (Kings Coronation) | 6 May | Rosh Hashana (Jewish New Year) | Sep 15-17 Fr-Su | Oct 2-4 We-Fr | Jewish* |
| HWBB | = Health and Wellbeing Board | Spring Holiday | 29 May | 27 May | Yom Kippur (Day of Atonement) | Sep 24-25 Su-Mo | Oct 11-12 Fri-Sa | Jewish* |
| HOSC | = Health, Overview and Scrutiny Committee (<i>expires 23 May 2023</i>) | Summer | 28 August | 26 August | Sukkot (Tabernacles) | Sep 29-Oct 1 Fr-Su Oct 2-6 Mo-Fri | Oct 16-18 We-Fri Oct 19-23 Sa-We | Jewish* |
| O&S Ctte | = Overview & Scrutiny Committee | Christmas | Monday 25 December | Wednesday 25 December | Shmini Atzeret | Oct 6-7 Fr-Sa | Oct 23-24 Th-Fr | Jewish* |
| A&S Sub-Ctte | = Adults & Health Overview & Scrutiny sub-Committee | | Tuesday 26 December Boxing Day | Thursday 26 December | Simchat Torah | Oct 8 Su | Sat 25 Oct | Jewish* |
| C&E Sub-Ctte | = Children & Education Overview & Scrutiny sub-Committee | Party Conferences | 2023-2024* | | Eid ul Fitr (Eid) | Apr 22 Sat | Apr 10 Wed | Muslim |
| JHOSC | North Central London Joint Health Overview & Scrutiny Committee | Party conference dates to be avoided where possible. | | | Eid al-Adah | Jun 29 Thu | Jun 17 Mon | Muslim |
| CPAP | = Corporate Parenting Advisory Panel | Conservative (Start of October) | 1 October to 4 October 2023 | | Diwali/Deepavali | Nov 12 Sun | Nov 1 Fri | Hindu |
| Lic & Gen Purp | = Licensing & General Purposes Committee | Labour & Co-Operative (End of September) | 8 October to 11 October 2023 | | Religious dates where meetings can be held, but should be avoided | | | |
| BCP | = Barnet Children's Partnership Board | Liberal Democrat (Mid-September) | 23 September to 26 September 2023 | | Maundy Thursday | Apr 6 Thu | Mar 28 Thu | Christian |
| SCPB | = Safer Communities Partnership Board | LGA Annual Conference (Early July) | 4 July to 6 July 2023 | | Purim | Mar 6-7 Mon-Tue | Mar 23-24 Sat-Sun | Jewish* |
| GARMS | = Governance, Audit, Risk Management & Standards Committee | School Term Dates | 2023-2024 | 2024-2025 | Chanukah | Dec 8-15 Fri-Fri | Dec 26-Jan 2 Thu-Thu | Jewish* |
| | | Summer | 17 April to 21 July 2023 (Half Term: 29 May - 2 June 2023) | 15 April to 24 July 2024 (Half Term: 27 May - 31 May 2024) | *Holidays begin at sundown on the first date specified and end at nightfall on the last date specified. Dates listed first are <i>yom tov</i> , so they have similar obligations and restrictions to Shabbat in the sense that normal "work" is forbidden. | | | |
| | | Autumn | 4 September to 21 December (Half term: 23 October - 27 October 2023) | | <ul style="list-style-type: none"> Jewish holidays: https://bod.org.uk/ Non-Jewish: https://www.timeanddate.com/holidays/uk/2024 | | | |
| | | Spring | 8 January to 28 March 2024 (Half term: 12 February - 16 February 2024) | Source:https://www.barnet.gov.uk/schools-and-education/school-term-and-holiday-dates | ** Holocaust Memorial Day (HMD) Hertsmere Borough Council does not hold our event on a Friday, Saturday or Sunday. It is held on either the Monday, Tuesday, Wednesday or Thursday nearest to the date. | | | |

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Appendix C – Changes to Committee Appointments

RECOMMENDED that Council agree changes to committee appointment as outlined in the table below.

| Committee | Current Member | Nominated replacement |
|---|--|---|
| Adults & Safeguarding Committee | Cllr Linda Lusingu (Independent substitute) | Cllr Claire Farrier (Labour substitute) |
| Constitutional & General Purposes Committee | Cllr Linda Lusingu (Independent substitute) | Cllr Emma Whysall (Labour substitute) |
| Constitutional & General Purposes Committee | Vacancy (Conservative) | Cllr Peter Zinkin (Conservative) |
| Children Education & Safeguarding Committee | Cllr Linda Lusingu (Independent) | Cllr Emma Whysall (Labour) |
| Planning B Committee | Vacancy (Conservative) | Cllr Peter Zinkin (Conservative) |
| Standards Committee | Vacancy (Conservative) | Cllr Peter Zinkin (Conservative) |
| Strategic Planning Committee | Vacancy (Conservative substitute) | Cllr Peter Zinkin (Conservative) substitute) |
| Pension Fund Committee | Cllr Linda Lusingu (Independent) | Cllr Arjun Mittra (Labour) |
| Pension Fund Committee | Vacancy (Conservative substitute) | Cllr Peter Zinkin (Conservative substitute) |
| East Area Committee | Cllr Linda Lusingu (Independent substitute) | Vacant (Labour substitute) |

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