

MEETING

CONSTITUTION AND GENERAL PURPOSES COMMITTEE

DATE AND TIME

TUESDAY 12TH JANUARY, 2021

AT 7.00 PM

VENUE

VIRTUAL MEETING

To access the live stream of the meeting please use the following link: <https://bit.ly/38ckmjV>

**TO: MEMBERS OF CONSTITUTION AND GENERAL PURPOSES COMMITTEE
(Quorum 3)**

Chairman: Councillor Melvin Cohen LLB (Chairman),
Vice Chairman: Councillor Laithe Jajeh (Vice-Chairman)

Councillors

Richard Cornelius
Helene Richman
Barry Rawlings
Geoff Cooke
Alison Moore

Substitute Members

Councillor Peter Zinkin
Councillor Sachin Rajput
Councillor Anthony Finn BSc (Econ) FCA
Councillor Alan Schneiderman
Councillor Anne Clarke
Councillor Claire Farrier

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is Thursday 7 January 2021 at 10AM. Requests must be submitted to Andrew Charlwood 020 8359 2014 andrew.charlwood@barnet.gov.uk

**You are requested to attend the above meeting for which an agenda is attached.
Andrew Charlwood – Head of Governance**

Governance Services contact: Andrew Charlwood 020 8359 2014
andrew.charlwood@barnet.gov.uk
Media Relations Contact: Tristan Garrick 020 8359 2454

ASSURANCE GROUP

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ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes	3 - 8
2.	Absence of Members	
3.	Disclosable Pecuniary Interests and Other Interests	
4.	Report of the Monitoring Officer (if any)	
5.	Public Question and Comments (if any)	
6.	Members Item (if any)	
7.	Constitution Review	9 - 66
8.	Electoral Services - Overview Report 2019	67 - 86
9.	Pay Policy Statement	87 - 106
10.	Barnet Council's Annual Health and Safety Report	107 - 118
11.	Committee Forward Work Programme	119 - 122
12.	Any item(s) that the Chairman decides is urgent	

Decisions of the Constitution and General Purposes Committee

12 October 2020

Members Present:-

AGENDA ITEM 1

Councillor Melvin Cohen (Chairman)
Councillor Laithe Jajeh (Vice-Chairman)

Councillor Geof Cooke Councillor Barry Rawlings
Councillor Richard Cornelius Councillor Helene Richman
Councillor Alison Moore

1. MINUTES

RESOLVED that the minutes of the meeting dated 16 January 2020 be agreed as a correct record.

2. ABSENCE OF MEMBERS

None.

3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. PUBLIC QUESTION AND COMMENTS (IF ANY)

None.

6. MEMBERS ITEM (IF ANY)

None.

7. ELECTORAL SERVICES - OVERVIEW REPORT 2019

The Committee noted that Appendix A (Electoral Services – Overview Report 2019) had not been included in the published agenda. Officers apologised to the Committee for this oversight. It was agreed that Appendix A should be presented to the next meeting of the committee on 12 January 2021.

The Head of Electoral Services, John Bailey, presented the item and outlined some of the key activities undertaken in 2019. He reported that a short notice EU election had been held in May 2019 and a General Election in December 2019. Both had been successfully delivered. It was noted that the General Election had resulted in the annual canvass being cut short due to the requirement to publish the register of electors in advance of the election.

The Committee were informed that as at 18 September 2020 there were 269,000 electors on the electoral register. However, as this is during the annual canvass period the number is likely to change significantly, as electors are removed and join the register.

The Covid-19 pandemic was having a significant impact on the conduct of the annual canvass and specifically, face-to-face door knocking is not a Covid secure activity and has been suspended for the current canvass. The Committee were informed that the Government had introduced legislative changes to the annual canvass in December 2019. Due to this, in June, the register of electors had been sent to the Cabinet Office for data matching with records held by the Department of Work and Pensions. Barnet had a 77% match rate which is known to be one of the highest in London. As a result, most households (118,000) in Barnet received a form which states that a response is only required if information needs to be updated. For the remaining 47,000 households, Household Enquiry Forms (HEFs) had been sent out in August and a response is required – even if there are no updates. It was reported that the law now allowed the Councils to contact households by phone and email to check records where a response had not been received and this is expected to reduce the instances where a visit to the property would have been required previously.

In relation to the conduct of the General Election in December 2019, it was reported that turnout in Barnet was 70.4%, compared to 67.5% in London and 67.3% nationally. In the lead up to the election, there had been very large increases in registration, postal vote and proxy vote applications being made.

It was noted that the London Mayoral and GLA elections scheduled for May 2020 had been deferred until May 2021. Whilst preparations are already underway, delivering this election will be exceptionally challenging due to Covid and the many additional measures that will be required to be put in place. For example, all polling venues will need to be reviewed and extra staff required to manage queues. In addition there will be special arrangements required for postal vote opening and verification to make that process safe under Covid conditions.

Responding to a question from the Committee, the Head of Electoral Services reported that EU nationals were currently eligible to vote at the London Mayoral and GLA elections in May 2021.

It was also reported that there had been no legislative changes to how elections would be conducted in the future and officers were planning on the May 2021 election on that basis. Indications from Cabinet Office are that no primary legislation will be made ahead of the May 2021 elections.

RESOLVED that:

- 1. The Committee note the Electoral Services 2019 performance as outlined above.**
- 2. The Committee agree that the Electoral Services - Overview Report 2019 (Appendix A) that was omitted from the agenda be circulated to Members after the meeting and reported to the 12 January 2021 meeting.**

8. IMPLEMENTING THE FINAL RECOMMENDATIONS FROM THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE)

The Chief Executive, John Hooton, and the Head of Assurance and Business Development, Emily Bowler, introduced the report which summarised the next steps for implementing the final recommendations from the Local Government Boundary Commission for England (LGBCE) on the future electoral arrangements for Barnet Council.

The Committee noted that the proposed approach to implementing the recommendations and the four proposed workstreams covering: Electoral Services; Governance; Insight; and Stakeholder Engagement.

Details relating to the Member Working Group would be developed in the new year. The Committee noted the request that the Liberal Democrat Group be involved in the Group and that the membership of the Group should be drawn from members of this Committee.

RESOLVED that the Committee notes that, following Parliamentary approval of the Local Government Boundary Commission for England (LGBCE) recommendations, council officers in consultation with Barnet’s Returning Officer, will complete a programme of work to implement the new electoral arrangements in the London Borough of Barnet. This will include completing the new set of polling districts and polling places to facilitate the administration of statutory elections within the new ward boundaries. There will be engagement with elected members throughout the process.

9. AREA PLANNING COMMITTEES AND THE BOUNDARY REVIEW

The Head of Governance introduced a report which proposed changes to planning committee arrangements in the light of the ward boundary changes and other issues.

Some Members suggested that changes to area planning committee arrangements should be considered as part of the implementation of the boundary review recommendations as referred to in minute item 8. above.

Following discussion on the report, the Chairman moved to vote on the recommendations set out in the report. The votes were recorded as follows:

For	4
Against	3
Abstain	0

RESOLVED that:

- 1. The Committee recommend to Council that the Constitution be amended to incorporate the changes set out in the report and the amended versions attached at Appendices A and B.**
- 2. The Committee recommend to Council that the implementation of the changes referred to at 1. above is effective from 1 November 2020.**

10. CONSTITUTION REVIEW

The Monitoring Officer, Jessica Farmer, presented a report which contained various proposed Constitution amendments including some changes which would enable the Council to comply with the best practice recommendations included in the report of the Committee on Standards in Public Life on Local Government Ethical Standards.

In relation to Appendices J and K (HR Regulations), the Committee agreed to retain the current requirements around advertising and recruiting to Assistant Director level and above posts.

In relation to section 1.2, 4. of the report, (Appendices H and I (Full Council Procedure Rules), sections 9 and 17.4 and 17.5), the Chairman proposed that each Group only be permitted to table one amendment per motion which was duly seconded by Councillor Richard Cornelius. Following discussion on this matter, the Chairman moved to vote on the matter. The votes were recorded as follows:

For	4
Against	3
Abstain	0

RESOLVED that:

- 1. The Committee agree the actions to comply with the Committee on Standards in Public Life, Local Government Ethical Standards best practice recommendations as detailed in Appendix A.**
- 2. The Committee instruct the Monitoring Officer to circulate to all Members:**
 - i. the report of the Committee on Standards in Public Life on Local Government Ethical Standards;**
 - ii. the best practice guidelines and actions as detailed in Appendix B; and**
 - iii. the revised and updated Members Code of Conduct (Appendix C)**
- 3. The Committee request that the Monitoring Officer and Head of Governance develop a comprehensive code of procedure to be followed at any meeting of the Standards Committee and bring it back to a future meeting.**
- 4. The Committee recommend to Council that the Constitution be amended to incorporate the changes set out in this report and the amended versions attached at Appendices B to U subject to the following:**

Appendices B and C (Members Code of Conduct)	Retain the value of declarable gifts and hospitality at £25 rather than £100 as proposed in section 9 of the Member Code of Conduct
Appendices H and I (Full Council Procedure Rules)	Amend sections 9, 17.4 and 17.5 so that each Group are only be permitted to table one amendment per motion.
Appendices H and I (Full Council Procedure Rules)	Defer consideration of the speaking rights of the Liberal Democrat Group on motions to a future meeting of the Committee.
Appendices J and K (HR Regulations)	Retain the current requirements around advertising and recruiting to posts at Assistant Director level and

	above.
Appendices L and M (Financial Regulations)	Amend section 3.3.10 to include sending a copy of alternative budgets to the Monitoring Officer as well as the Chief Finance Officer.
Appendices N and O (Article 7)	Include equalities in the terms of reference of the Policy & Resources Committee and not the Community Leadership & Libraries Committee as proposed.

11. **CODE OF CONDUCT ALLEGATIONS 2019/20**

The Monitoring Officer, Jessica Farmer, presented a report which detailed complaints the Monitoring Officer had received about Member conduct during 2019/20.

RESOLVED that the Committee note the update as set out in Appendix A.

12. **MEMBER DEVELOPMENT PROGRAMME**

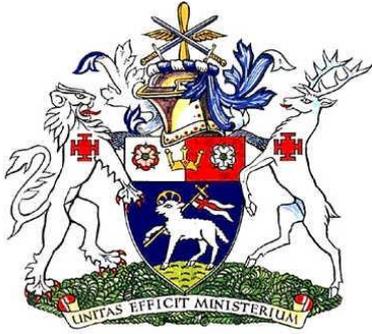
The Head of Governance, Andrew Charlwood, presented a report which updated the Committee on delivery of the Member Development Programme.

RESOLVED that:

1. **The Committee note the sessions delivered since October 2019 set out in Appendix A.**
2. **The Committee note the findings from the Members Training Needs Analysis set out in Appendix B.**
3. **The Committee agree the forward plan of Member Development sessions as set out in Appendix C.**

The meeting finished at 8.15 pm

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Constitution and General Purposes Committee

12 January 2021

Title	Constitution Review
Report of	Monitoring Officer Head of Governance
Wards	Not Applicable
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Article 7 – Committees, Forums, Working Groups and Partnerships (Tracked) Appendix B – Article 7 – Committees, Forums, Working Groups and Partnerships
Officer Contact Details	Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk

Summary

Following the comprehensive review of the Constitution which was completed in May 2018 a number of housekeeping amendments are proposed as set out in the report and appendices.

Officers Recommendation

That the Committee recommend to Council that the Constitution be amended to incorporate the changes set out in this report and the amended versions attached at Appendices A and B.

1. WHY THIS REPORT IS NEEDED

- 1.1 The terms of reference Committee include responsibility to “proactively to review and keep under review all aspects of the Council’s Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council”.
- 1.2 Detailed changes and the reason for them are as set out in the table below:

No.	Section	Reference(s)	Issue Identified	Changes Proposed
1.	N/A	N/A	Governance Officers have highlighted that there has been an increased frequency of late amendments moved by Members for committees. Late amendments can be problematic as they need to be circulated to committee members and published online so there is clarity on what is being voted upon. The Council Procedure Rules require amendments to be submitted by 10.30am the day before the meeting. The Committee are requested to consider if it is appropriate to introduce a deadline for all other committees.	None proposed. If the Committee agree that introducing a deadline is acceptable, amendments will be drafted for the next meeting. It is suggested that the cut-off could be 10.00am on the day of the meeting.
2.	Article 7 (Committees, Forums and Working Groups)	Chairmen of Meetings	Previous versions of the Constitution detailed arrangements detailed the procedure to be followed when changing the date or start time, or cancelling, postponing or calling an additional meeting. It is recommended that this procedure be added again so that all parties have clarity about the procedure and responsibilities.	Add a new section 7.10 (and re-number subsequent sections) to add the following wording: “In exceptional circumstances, the Chairman may change the date or start time of any meeting, cancel or postpone any meeting or call any additional meeting by seeking and gaining the agreement of a majority of Members of the Committee.”
3.	Article 7 (Committees, Forums and Working Groups)	Suspension of Committee Business, 7.28 and 7.29	Recently several committee meetings changed their start time (i.e. to start at 6.00pm rather than the traditional start time of 7.00pm). The cut-off time for the meeting to conclude its business has remained unaltered (at 10.00pm for committees and 10.30pm for Council and planning committees). Members have requested that Constitution is amended to state that no business shall be transacted at committees	Amend sections 7.28 and 7.29 (Appendices A and B) to reflect the changes of the meeting cut-off times.

No.	Section	Reference(s)	Issue Identified	Changes Proposed
			after three hours of the meeting start time or three and a half hours in the case of Council and planning committees.	

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Constitution and General Purposes Committee are required under their terms of reference to proactively review and keep under review all aspects of the Constitution. These proposals are recommended to ensure the smooth running of the Council.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Committee could retain the current Constitution un-amended. This is not recommended as the Constitution needs to be kept under review to ensure that it complies with legislation and best practice.

4. POST DECISION IMPLEMENTATION

- 4.1 Subject to the committee's approval, the recommendations will form part of a report to Full Council on 19 January 2021 to make final approval.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Barnet Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. By keeping the Constitution under review it ensures that the framework in which the Council is governed supports the delivery of corporate priorities and performance.

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

- 5.2.1 There are no resource implications as a result of these proposals.

5.3 Social Value

- 5.3.1 None in the context of this decision

5.4 Legal and Constitutional References

- 5.4.1 Council's Constitution, Article 7 - the Constitution and General Purposes Committee terms of reference includes responsibility "To keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council".

5.5 Risk Management

- 5.5.1 The process of managing changes to the Constitution through the Constitution and General Purposes Committee ensures that the proposals are developed through Member participation and consideration.

5.6 **Equalities and Diversity**

5.6.1 The decision-making processes of the Council, as enshrined within the Constitution, need to be transparent and accessible to all sectors of the community.

5.7 **Corporate Parenting**

5.7.1 None in the context of this decision

5.8 **Consultation and Engagement**

5.8.1 None in context of this decision

5.8 **Insight**

5.8.1 None in the context of this decision.

6. **BACKGROUND PAPERS**

6.1 The currently adopted Constitution can be accessed here:
<http://barnet.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13581&path=0>

Article 7 – Committees, Forums, Working Groups and Partnerships

Committees

- 7.1 The Council will appoint the committees set out below at 7.5 to discharge the functions described.

Sub-Committees and Working Groups

- 7.2 Following the Annual Meeting of the Council, and at any time during the year, committees may appoint: sub-committees and/or working groups and, if appropriate, agree their terms of reference, a Chairman and, if considered necessary, a Vice-Chairman and substitute members of the sub-committee or working group.

Appointment of Members to Committees

- 7.3 The Council will appoint the Members, Chairman and Vice Chairman to serve on the Committee subject to the right of a political group within the meaning of the Local Government and Housing Act 1989 and any regulations made under that Act to make nominations for those appointments at the meeting that makes the appointments before the appointments are made.

Local Strategic Partnership

- 7.4 A Local Strategic Partnership is an advisory Committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet's local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies. In Barnet, the functions of a Local Strategic Partnership are discharged by the Barnet Partnership Board

- 7.5 Responsibility for Functions*

**If any report appears to come within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.*

Terms of Reference of all Committees are set out below:

Body responsible	Functions	Membership
<p>Policy and Resources Committee</p>	<p>(1) To be responsible for:</p> <ul style="list-style-type: none"> • Strategic policy, finance and corporate risk management including recommending: Capital and Revenue Budget (including all fees and charges); Medium Term Financial Strategy; and Corporate Plan to Full Council • Finance including: <ul style="list-style-type: none"> ➤ Treasury management Local taxation ➤ Insurance ➤ Corporate procurement ➤ Grants ➤ Writing-off debt ➤ Virements ➤ Effective use of resources • Procurement Forward Plan • Local Plans (except for matters reserved to Full Council) • Information Technology • Strategic Partnerships • Customer Services and Resident Engagement • Emergency Planning • Equalities <p>(2) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.</p> <p>(3) Consider for approval budget and business plan of the Barnet Group Ltd</p>	<p>13</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

<p>Financial Performance and Contracts Committee</p>	<p>(1) Responsible for the oversight and scrutiny of:</p> <p>(a) the overall financial performance of the council</p> <p>(b) the performance of services other than those which are the responsibility of the: Adults & Safeguarding Committee; Assets, Regeneration & Growth Committee; Children, Education & Safeguarding Committee; Community Leadership & Libraries Committee; Environment Committee; or Housing Committee</p> <p>(c) the council’s major strategic contracts including (but not limited to):</p> <ul style="list-style-type: none"> ➤ Analysis of performance ➤ Contract variations ➤ Undertaking deep dives to review specific issues ➤ Monitoring the trading position and financial stability of external providers ➤ Making recommendations to the Policy & Resources Committee and/or theme committees on issues arising from the scrutiny of external providers <p>(2) At the request of the Policy & Resources Committee and/or theme committees consider matters relating to contract or supplier performance and other issues and making recommendations to the referring committee</p> <p>(3) To consider any decisions of the West London Economic Prosperity Board which have been called in, in accordance with this Article.</p>	<p>8</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p>Children, Education and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to children, schools and education.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee’s budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p> <p>(5) To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel.</p> <p>(6) Receive regular updates from the Lead Member for Children’s Services (Chairman of Children, Education and Safeguarding Committee) covering key matters.</p> <p>(7) Receive an annual report from the Safeguarding Children’s Board.</p> <p>(8) Determining arrangements for making nominations to the governing bodies of Local Authority administered schools.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>Requirement to have a Lead Member for Children’s Services.</p> <p>6 substitutes Quorum 3</p>
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<p>Adults and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to vulnerable adults, adult social care and leisure services.</p> <p>(2) Work with partners on the Health and Well Being Board to ensure that social care, interventions are effectively and seamlessly joined up with public health and healthcare and promote the Health and Well Being Strategy and its associated sub strategies.</p> <p>(3) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(4) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(5) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>
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<p>Environment Committee</p>	<p>(1) Responsibility for all borough-wide or cross-constituency matters relating to the street scene including, parking, road safety, lighting, street cleaning, transport, waste, waterways, refuse, recycling, allotments, parks, trees, crematoria and mortuary, trading standards and environmental health.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p>Housing and Growth Committee</p>	<p>(1) Responsibility for:</p> <ul style="list-style-type: none"> • housing matters including housing strategy, homelessness, social housing and housing grants, commissioning of environmental health functions for private sector housing. • regeneration strategy and oversee major regeneration schemes, asset management, employment strategy, business support and engagement. <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Community Leadership & Libraries Committee</p>	<p>(1) Responsibility for libraries, culture, civic events, the mayoralty, community safety, registration and nationality service</p> <p>(2) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(3) To submit to the Policy and Resources Committee proposals on the Committee's budget for the following year (including fees and charges) in accordance with the budget timetable and make recommendations on issues relating to virements, underspends or overspends. No decisions which result in</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	
<p>Community Leadership & Libraries Sub-Committee</p>	<p>To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid) when there is no scheduled meeting of the full Committee which falls within the eight week statutory deadline for determining applications</p>	<p>3</p> <p>Chairman, Vice-Chairman and Opposition Spokesperson Appointed by Community Leadership and Libraries Committee</p> <p>3 substitutes Quorum 2</p>

<p>Area Committees</p> <p>Finchley & Golders Green;</p> <p>Chipping Barnet; and</p> <p>Hendon</p>	<p>In relation to the area covered:</p> <p>1) Responsibility for all constituency specific matters relating to the street scene including parking, road safety, transport, allotments, parks and trees.</p> <p>2) Consider constituency specific matters as agreed with the Chairman.</p> <p>3) Consider matters relating to Town Centre regeneration and designating conservation areas.</p> <p>4) Consider matters raised at Residents Forums and determine how they are to be taken forward, including whether to request a report for a future meeting, refer to an Officer and/or ward councillors.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the constituency up to a maximum of £25,000 per scheme / project in each case subject to sufficient of the budget allocated to the committee being unspent.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One Member and one substitute member for each Ward.</p> <p>Quorum 3</p>
<p>Licensing Committee</p>	<p>(1) All policy matters relating to licensing, with licencing hearings concerning all licencing matters delegated to sub-committees.</p> <p>.</p>	<p>12</p> <p>Chairman, Vice Chairman, Members</p> <p>No substitute members</p> <p>Quorum 3</p>
<p>Licensing Sub-Committees</p>	<p>All functions in relation to licensing as delegated by the Licensing Committee. Members appointed from the membership of the Licensing Committee</p>	<p>3</p> <p>Quorum 3</p> <p>Chairman appointed at each meeting of a Sub-Committee.</p>

<p>Audit Committee</p>	<p>To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.</p> <p><u>Anti-Fraud Activity</u> To monitor the effective development and operation of the Council's Corporate Anti-Fraud Team (CAFT).</p> <p><u>Regulatory Framework.</u> To review any issue referred to it by the Chief Executive and to oversee the production of the authority's Annual Governance Statement and to recommend its adoption.</p> <p><u>Accounts</u> To review and approve the annual statement of accounts and consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Annual Report</u> The Audit Committee shall prepare a report to Full Council on annual basis on its activity and effectiveness.</p> <p><u>Treasury Management</u> To review the implementation of the Treasury Management Strategy.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>The membership should also include two independent, non-voting Members with a period of appointment of four years.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Strategic Planning Committee</p>	<p>To determine Applications for Planning Permission, including permissions in principle, made under the Town and Country Planning Act 1990 where the recommendation is for approval and the development:</p> <p>a. is within the categories which must be referred to the Mayor of London under the London Mayor Order;</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>11 substitutes</p> <p>Quorum 3</p>

	<p>b. does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or</p> <p>c. is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development</p> <p>The confirmation of Directions under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015.</p> <p>The confirmation of Town and Village Green Registration Applications under the Commons Act 2006, including considering the recommendations of a non-statutory inquiry chaired by an independent person.</p> <p>Designating neighbourhood areas and neighbourhood forums for the purposes of neighbourhood planning.</p> <p>Consider for approval and confirmation Neighbourhood Development Orders and Community Right to Build Orders.</p> <p>Recommending the creation of Conservation Areas to Full Council</p> <p>Consider approving Article 4 Directions for consultation</p> <p>Take action under Part 8 of the Anti-Social Behaviour Act 2003 relating to high hedges</p> <p>Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.</p> <p>Any other planning application or planning matter referred to this Committee by relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chairman.</p> <p>Reports on all matters reserved to the Committee shall be made direct to the Committee and not through a Planning</p>	
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	<p>Committee.</p> <p>Any Planning Committee agenda item referred to this Committee for consideration and determination.</p> <p>To consider additions, deletions or amendments to the entries in the Council's Brownfield Land Register, including any referrals from the Planning Committees, and conduct any other functions related to the Brownfield Land Register.</p>	
<p>Planning Committees A, B and C</p>	<p>To determine the following application types, except where they are referable under the Constitution to the Strategic Planning Committee:</p> <p>A. Applications for Planning Permission made under the Town and Country Planning Act 1990;</p> <p>B. Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990;</p> <p>C. Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007;</p> <p>D. Applications for permissions in principle made under the Town and Country Planning Act 1990 and any application to add, delete or amend any entries in the Council's Brownfield Land Register" after the words "To determine the following application types, except where they are referable under the Constitution to the Planning Committee"</p> <p>Where the recommendation is for:</p> <p>a. approval and there is significant local public objection (defined as 5 or more objectors who have objected in writing in response to a planning application)</p> <p>b. approval or refusal and there is a Councillor referral of an application which</p>	<p>7 for each Committee</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>affects their Ward which that Member has 'called-in' to committee identifying a planning consideration.</p> <p>Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.</p> <p>Any other application or planning matter referred to this Committee by the relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chairman.</p> <p>Applications to undertake treatment to trees included within a Tree Preservation Order</p> <p>Applications for a Hedgerow removal notice made under the Hedgerow Regulations 1997.</p> <p>Applications to demolish buildings on the Council's Local List.</p>	
<p>Constitution and General Purposes Committee</p>	<p>Keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council.</p> <p>To consider and make recommendations to the Council on:</p> <p>(i) how it can satisfy the continuing duty to promote and maintain high standards of conduct by Members;</p> <p>(ii) on the Code of Conduct for Members;</p> <p>(iii) on ethical standards in general across the authority.</p> <p>To have responsibility for overseeing the Council's governance arrangements including:</p> <ul style="list-style-type: none"> • Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries • Determine Members requests for non- 	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>committee information as specified in the Members Information Management Policy</p> <ul style="list-style-type: none"> • Endorsing the calendar of meetings prior to Council approval • Health and Safety Strategy and Performance • Member Development • Staff matters generally (other than those within the remit of Chief Officer Appointment Panel) including: <ul style="list-style-type: none"> ➤ salaries and terms and conditions; ➤ approval of staffing restructures involving 20 or more employees; ➤ deciding on chief officer salary or severance packages over £100,000; ➤ approving the chief officer structure; ➤ pay and reward strategy; ➤ HR policies which go over and above statutory requirements; ➤ develop the annual pay policy statement for Full Council approval <p>When considering a report on staffing matters, a representative of the trade unions may submit a request to speak which requires the consent of the Chairman, or be questioned by the Committee before a decision is made. Each representative will have up to 3 minutes to address the committee.</p>	
Standards Committee	To investigate and determine allegations of a breach of the Code of Conduct for Members in the context of satisfying the Council's continuing duty to promote and maintain high standards of conduct for Members.	<p>4 (2 Members each from the Administration and the Opposition) and an Independent Person</p> <p>2 substitutes each from the Administration and the Opposition.</p> <p>Quorum 2</p>

<p>Pension Fund Committee</p>	<p>To consider approval and act in accordance with statutory Pension Fund documents:</p> <ul style="list-style-type: none"> • Statement of Investment Principles • Funding Strategy Statement • Governance Policy Statement • Pension Administration Strategy • Communication Policy Statement <p>To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so</p> <p>To meet review and consider approval of the Pension Fund Statement of Accounts, income and expenditure and balance sheet or record of payments and receipts</p> <p>To receive and consider approval of the Pension Fund Annual Report.</p> <p>To appoint independent investment advisors.</p> <p>To appoint Pension Fund investment managers.</p> <p>To appoint Pension Fund actuaries.</p> <p>To appoint a performance management company.</p> <p>To appoint custodians.</p> <p>To review and challenge at least quarterly the Pension Fund investment managers' performance against the Statement of Investment Principles in general and investment performance benchmarks and targets in particular. One of these meetings to be the annual review, at which the representative from the council's performance management organisation attends to comment on the relative performance of the fund managers.</p> <p>To consider actuarial valuations and their impact on the Pension Fund.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled / admitted body) to committee meetings</p> <p>These representatives are appointed to advise the committee on behalf of the interests they represent, but are not to have any voting rights. Further invites to scheduled/admitted bodies to be decided by the chairman of the committee.</p> <p>6 substitutes – 3 from each political group</p> <p>Quorum 3</p>
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<p>Local Pension Board</p>	<p>The Board is responsible for assisting with:</p> <ul style="list-style-type: none"> ○ securing compliance with Local Government Pension Scheme (LGPS) Government regulations and any other legislation relating to the governance and administration of the LGPS ○ securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator. ○ such other matters that the LGPS regulations may specify <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.</p> <p><i>The Local Pension Board maintain separate detailed terms of reference which are approved annually</i></p>	<p>7 Members comprising:</p> <p>3 employers side representatives (1 councillor and 2 employer representatives from an admitted body)</p> <p>3 employee side representatives (1 active member and 2 deferred member)</p> <p>1 independent member/advisor</p>
<p>Chief Officer Appointment Panel</p>	<p>To deal with Chief Officer Appointments, Discipline and Capability matters.</p> <p>Members comprise:</p> <p>Chairman – Leader of the Council Deputy Leader of the Council. One Administration Member Leader of the Opposition One Opposition Member</p>	<p>5</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One substitute from each political group</p> <p>Quorum 3</p>
<p>Health and Wellbeing Board</p>	<p>(1) To jointly assess the health and social care needs of the population with NHS commissioners, and use the findings of a Barnet Joint Strategic Needs Assessment (JSNA) to inform all relevant local strategies and policies across partnership.</p> <p>(2) To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and strategically oversee its implementation to ensure that improved population outcomes are being delivered.</p> <p>(3) To work together to ensure the best fit</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>Vice Chairman is Chair of Barnet CCG Governing Body</p> <p>Three Members of the Council</p> <p>Director of Public Health</p>

	<p>between available resources to meet the health and social care needs of the whole population of Barnet, by both improving services for health and social care and helping people to move as close as possible to a state of complete physical, mental and social wellbeing. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; the Better Care Fund; and Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) To provide collective leadership and enable shared decision making, ownership and accountability</p> <p>(5) To promote partnership and, as appropriate, integration, across all necessary areas, including joined-up commissioning plans and joined-up approach to securing external funding across the NHS, social care, voluntary and community sector and public health.</p> <p>(6) To explore partnership work across North Central London where appropriate.</p> <p>(5) Specific responsibilities for:</p> <ul style="list-style-type: none"> • Overseeing public health and promoting prevention agenda across the partnership • Developing further health and social care integration. 	<p>Strategic Director for Children & Young People</p> <p>Strategic Director for Adults, Communities & Health</p> <p>Barnet Clinical Commissioning Group-Board members x 3</p> <p>Barnet Clinical Commissioning Group-Chief Officer</p> <p>Barnet Healthwatch representative</p> <p>Barnet voluntary and community sector representative</p> <p>Independent Chair of the Adults and Children’s Safeguarding Boards (Non-Voting Member)</p> <p>Each member may nominate a substitute if they cannot attend.</p> <p>Requirement for proportionality is waived and voting rights allowed to members other than Members of the Council.</p> <p>Quorum 3</p> <p>The Quorum should consist of at least one Councillor and one health representative</p>
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<p>Health Overview and Scrutiny Committee</p>	<p>(1) To perform the overview and scrutiny role in relation to health issues which impact upon the residents of the London Borough of Barnet and the functions services and activities of the National Health Service and NHS bodies located within the London Borough of Barnet and in other areas.</p> <p>(2) To make reports and recommendations to Council, Health and Well Being Board, the Secretary of State for Health and/or other relevant authorities on health issues which affect or may affect the borough and its residents.</p> <p>(3) To recommend to Council entering into or appointing to joint overview and scrutiny committees that include the London Borough of Barnet and other boroughs for the purpose of responding to consultations by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.</p>	<p>10</p> <p>Chairman, Vice-Chairman, Members and substitutes to be appointed by Council</p>
<p>Urgency Committee</p>	<p>To consider any item of business which needs a decision as a matter of urgency and where a meeting of the relevant Committee is not scheduled to take place within the time period within which the decision is required.</p>	<p>3 Appointed by Council</p> <p>Quorum 2</p>
<p>Residents Forums</p> <p><u>Chipping Barnet Residents Forum</u> Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts and Totteridge Wards.</p> <p><u>Hendon Residents Forum</u> Hale, Edgware, Burnt Oak, West Hendon,</p>	<p>Residents Forums provide an opportunity for any resident to raise matters affecting the area except matters relating to licensing and planning applications.</p>	<p>A Chairman and Vice-Chairman of each appointed by the Council.</p>

<p>Colindale, Hendon and Mill Hill Wards</p> <p><u>Finchley and Golders Green Residents Forum</u></p> <p>Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards</p>		
<p>Local Strategic Partnership (Barnet Partnership Board)</p>	<p>A Local Strategic Partnership is an advisory committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet’s local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies</p>	<p>Leader of the Council</p> <p>Council representatives to be appointed by Annual Council</p> <p>Senior representatives from:</p> <ul style="list-style-type: none"> • Met Police • Middlesex University • Barnet Clinical Commissioning Group • Community Barnet • Brent Cross Shopping Centre • Barnet and Southgate College • Job Centre Plus
<p>Children’s Partnership Board</p>	<p>Barnet’s Children’s Partnership Board brings together all services for children and young people in the borough, to focus on hearing the voice of children and young people and improving their outcomes.</p> <p>Senior representatives from partner organisations make up the Children’s Partnership Board which keeps strategic oversight of the Barnet Children and Young People’s Partnership Plan. Each organisation has agreed to be responsible for implementing this plan which will be monitored by the Board.</p>	<p>The Board will be chaired by the Executive Director for Children’s Services</p> <p>Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the chairman.</p> <p>Current partners and members are:</p> <ul style="list-style-type: none"> • LB Barnet – Lead Member for

	<p>The legal framework underpinning Barnet’s Children’s Partnership Board arrangements is the ‘duty to cooperate’ and improve the well-being of children across the Borough, set out in S10 of the Children Act 2004.</p> <p>The terms of reference and membership will be the subject of annual review to take account of local or national changes and developments.</p> <p><u>General Responsibilities and Functions</u></p> <p>The Children’s Partnership Board is accountable for the following:</p> <ul style="list-style-type: none"> • Ensuring the voice of children and young people is heard in Barnet • Developing and delivering the Children & Young People’s Plan. • Ensuring that the collective resources of the partners are being used to the best effect to meet the priorities in the Children & Young People’s Plan. • Resolving issues that block progress against the priorities. • Reviewing Plans and Strategies relating to Children and Young People in Barnet prior to consideration by executive groups (e.g. Children, Education & Safeguarding Committee, Health & Wellbeing Board, etc.) • Working with the Voluntary Sector in a particular approach to enable the best outcomes for children and young people <p>This includes shared responsibility for:</p> <ul style="list-style-type: none"> • Meeting the priorities in the Children & Young People’s Plan • Jointly developing, delivering and resourcing strategies and action plans necessary to meet the priorities • Addressing barriers to meeting the priorities and to identifying future needs, including communication, information and data sharing • Keeping Children’s workforce informed and involved, providing clear direction, development and training as necessary • Releasing staff to develop and attend network events 	<p>Children’s Services; Executive Director for Children’s Services; Assistant Director Education Strategy & Partnerships; Commissioning Strategy & Policy Advisor; Assistant Director Commissioning & Strategy; Voice of the Child Participation Officer; Housing Commissioning Lead; Commissioning Lead Growth & Development; Senior Communications & Campaigns Manager; Public Health Consultant;</p> <ul style="list-style-type: none"> • Barnet CCG – Director of Commissioning; Children’s Clinical Lead NHS; • Metropolitan Police – Inspector; • Schools – Three representative headteachers, one each from Barnet primary, secondary and special schools • Barnet Education & Learning Service – Chief Executive; • Voluntary Sector – Chief Executive, Inclusion Barnet; Chief Executive, Young Barnet Foundation; • Young Persons Representatives – Member of Barnet Youth Parliament 1; Member of Barnet Youth Parliament 2
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	<ul style="list-style-type: none"> • Clarifying and simplifying governance structures and decision-making • Ensuring that children, young people and families have a voice in decision making that affects them • Monitoring performance towards agreed outcomes and taking remedial action where necessary. • Building upon good practice and developing an evidence-based approach to what works. <p>The partnerships remit includes the needs of all children and young people in Barnet under the age of 19, young people up to the age of 25 leaving care and young people up to the age of 25 with disabilities and/or learning difficulties. These responsibilities include effective transition arrangements, where necessary.</p> <p><u>Roles and Responsibilities of Board Members</u></p> <p>All members of the Board are required to agree to undertake the following:</p> <ul style="list-style-type: none"> • Attendance at all Board meetings (or representation provided by as senior replacement). • Members will be responsible for an effective two-way communication system whereby the decisions and aims of the Board are widely disseminated and relevant organisational issues from members' own agencies are communicated to the Board. • Provide leadership on strategic issues to members of the Board • Champion the objectives of the Children and Young People's Plan and ensure relevant activities within the plan are implemented by their organisation. • Contribute to the development of a strategic three to five-year vision <p>Meetings will be held quarterly and dates for each year will be set in advance.</p>	<ul style="list-style-type: none"> • Multi-Faith Representative - Chair, Barnet Multi-Faith Forum; • Parent / Carer Group Representative – Chair of the Parent Carer Forum <p>Quorum 5 – must include the following:</p> <ul style="list-style-type: none"> • Chairman (or deputy) • At least one representative of the LB Barnet • At least one representative Barnet CCG • At least one representative of Barnet Police • At least one member representing the voluntary sector
Safer	The Safer Communities Partnership Board	Meetings will be quarterly

<p>Communities Partnership Board</p>	<p>(SCPB) is the inter-agency mechanism in Barnet to reduce crime and anti-social behaviour and reoffending and promote social cohesion. It acts as the Crime and Disorder Reduction Partnership as defined (and required) by the 1998 Crime and Disorder Act and subsequent amendments including the 2006 Police and Justice Act and the 2009 Policing and Crime Act.</p> <p>The SCPB operates within the constitutional requirements of Barnet Council, the Metropolitan Police and other partner agencies, who ensure that the Board's approaches to policy formulation and resource allocation are consistent with those of the agencies concerned. It is a thematic subgroup of the Barnet Partnership Board which has overall strategic responsibility and has delegated to the SCPB the responsibility for delivering the Strong Safe Communities for Everyone theme of the Sustainable Community Strategy.</p> <p>It is taking forward one of the objectives in the strategy to develop an Integrated Offender Management system that brings together the different agencies involved in managing the punishment and rehabilitation of offenders in a much more efficient and joined up way, reducing the risks of reoffending and ensuring far more offenders complete their drug rehabilitation successfully.</p> <p>Barnet Safer Communities Partnership is an unincorporated body and therefore it does not have a legal personality. Its members work collectively within their own individual legal frameworks.</p>	<p>and a quorum will comprise four members provided this consists of:</p> <p>The Chairman (Barnet Councillor) and Vice Chairman (Metropolitan Police)</p> <p>At least one other representative each of the Council and the Metropolitan Police.</p> <p>Other current partners are:</p> <ul style="list-style-type: none"> • London Probation Trust • National Probation Service • London Fire Brigade • Barnet Clinical Commissioning Group • MOPAC (Mayor's Office Policing/Crime) • Barnet Safer Neighbourhood Board • Middlesex University • North West London Magistrates' Court • Inclusion Barnet • Victim Support, North London Division • Department for Work and Pensions • CommUNITY Barnet
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Substitute Members – Rules

- 7.6 A substitute Member may only attend, speak or vote at a meeting in place of a member usually from the same political group who is unable to attend the meeting. In the case of Area Committees, substitutions are made on the basis of ward.
- 7.7 Details of membership substitutions or apologies for absence will be detailed in the formal record of the meeting.

Quorum – Rules

- 7.8 If a Committee or Sub-Committee is inquorate, it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed for up to 15 minutes. When 15 minutes have elapsed, the Head of Governance or their representative will count the number of Members present and if there is no quorum, s/he will advise the meeting that no business can be transacted and the meeting will be cancelled.
- 7.9 If the Chairman finds that a quorum of Members is not present at any time during the meeting, the Chairman must adjourn the meeting until such time as a quorum is returned.

Chairman of Meetings

7.10 In exceptional circumstances, the Chairman may change the date or start time of any meeting, cancel or postpone any meeting or call any additional meeting by seeking and gaining the agreement of a majority of Members of the Committee.

- 7.11 If the Chairman is absent from a meeting the Vice-Chairman will take the Chair. If both are absent, the Head of Governance (or their representative) will open the meeting and he/she will seek nominations for the position of Chairman. A Chairman must be elected for the business of the meeting to be transacted.
- 7.12 Any procedural issues or challenges to the conduct of the meeting that arise during the course of a meeting shall be determined by the person presiding at the meeting.

Minutes

- 7.13 Apologies for absence, declaration of interests and the confirmation of the minutes of previous meetings are the first items of business at the meeting, (other than Licencing Sub-Committees) except when there is a need to elect a Chairman.
- 7.14 Minutes can only be amended to correct factual inaccuracy in the record, and not to make any retrospective amendment to the decisions made. The meeting will not proceed further until the minutes are approved, either amended or un-amended. Upon approval as a correct record, the Chairman shall sign the minutes.

Urgent Business

- 7.15 When an urgent matter has arisen after the publication and dispatch of an appropriate agenda the following procedure applies:
- 7.16 The Chairman has the authority to agree to take urgent items not on the agenda. The Chair will consult with the Vice-Chairman and Opposition

Spokesperson for the committee. The Chairman (with advice from the Monitoring Officer as appropriate) needs to be satisfied as to the need for urgency under the following criteria:

- i) the item has arisen between the compilation of the agenda and the date of the meeting.
- ii) the item requires an urgent decision in the public interest which cannot be dealt with by other means

7.17 In all cases the reason for the urgency shall be clearly stated and recorded in the minutes of the meeting and the urgent item will be taken as the Chairman may decide.

7.18 If a decision on an issue is required as a matter of urgency [and there is no meeting scheduled] and if time allows under the provisions of the Access to Information Rules then a Committee comprising of the Leader, the Deputy Leader, and the Leader of the Opposition will be called. The decision may be within the terms of reference of another committee, but this will not invalidate the decision as the arrangements to discharge the function in cases of urgency is through a committee comprising the three specified members. The Committee must consult with the Chairman of the relevant Committee.

Six Month Rule

7.19 The Six-Month Rule shall apply whereby matters dealt with cannot be raised again within this period

Financial Performance and Contracts Committee Call-in Procedure

7.20 The following procedure applies after a decision has been made by the West London Economic Prosperity Board (a Joint Committee in accordance with section 102 of the Local Government Act 2000).

7.21 Paragraph 24.4 of the Function and Procedure rules of the West London Economic Prosperity Board read as follows

“Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the Participating Borough concerned have been concluded.”

7.22 Where a decision is made by the Board the decision shall be published. Once the decision is published then it may be implemented on the expiry of 7 working days after publication unless 10 members of the Council wish to call it in.

7.23 The notice seeking to invoke the call-in procedure must be communicated to the Head of Governance who will then notify the West London Economic Prosperity Board.

7.24 A notice seeking to invoke the call-in procedure must state at least one of the following grounds in support of the request for a call-in of the decision:

- (a) Inadequate consultation with stakeholders prior to the decision;
- (b) The absence of adequate evidence on which to base the decision;
- (c) The action is not proportionate to the desired outcome;
- (d) A potential human rights challenge;
- (e) Insufficient consideration of legal and financial advice;
- (f) The decision is contrary to the policy framework, or contrary to, or not wholly in accordance with the budget framework of the Council;

- 7.25 A meeting of the Financial Performance and Contracts Committee (or Sub-Committee of the Committee created for this purpose), will be convened within 7 clear working days of the request for call-in.
- 7.26 The call-in procedure set out above shall not apply where the decision being taken by the West London Economic Prosperity Board is urgent. For the purposes of this call-in procedure a decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the West London Economic Prosperity Board and the interests of Barnet. Reports to the West London Economic Prosperity Board must state that the report is urgent and provide the reasons for urgency.
- 7.27 The Chairman of the Financial Performance and Contracts Committee must agree that the decision proposed should be treated as a matter of urgency

Suspension of business at Committee and Sub-Committee meetings

- 7.28 No business at any meeting of a Committee or Sub-Committee shall be transacted after ~~10pm~~three hours after the start time of the meeting and any business transacted after that time shall be null and void. ~~At 10pm~~After three hours and without further debate the Chairman shall immediately put to the vote any motion or amendment, which has been formally moved and seconded.
- 7.29 At any meeting of the Council, Strategic Planning Committee and Planning Committees, the Mayor or Chairman at their sole discretion may extend the period for the transaction of business to three and a half hours after the start time of the meeting~~10.30pm~~. This will be recorded in the Committee's decisions.

Voting and Recording of Votes

- 7.30 The mode of voting at all meetings of the Council, its Committees, Sub-Committees or Working Groups shall be determined by a show of hands except where otherwise provided by law or in these standing orders.
- 7.31 In cases where a vote is taken, the minutes of the meeting should record the number of votes for and against the matter together with the number of abstentions.
- 7.32 The Chairman will always have the right to exercise a casting vote in the event of equality of voting on a motion or amendment,

- 7.33 A Member of any committee can request that his/her vote be recorded in the minutes.

Filming and Recording of Meetings

- 7.34 Discreet, unlit, non-disruptive filming and recording of Council and Committee meetings by members of the public from the public gallery is allowed.

Article 7 – Committees, Forums, Working Groups and Partnerships

Committees

- 7.1 The Council will appoint the committees set out below at 7.5 to discharge the functions described.

Sub-Committees and Working Groups

- 7.2 Following the Annual Meeting of the Council, and at any time during the year, committees may appoint: sub-committees and/or working groups and, if appropriate, agree their terms of reference, a Chairman and, if considered necessary, a Vice-Chairman and substitute members of the sub-committee or working group.

Appointment of Members to Committees

- 7.3 The Council will appoint the Members, Chairman and Vice Chairman to serve on the Committee subject to the right of a political group within the meaning of the Local Government and Housing Act 1989 and any regulations made under that Act to make nominations for those appointments at the meeting that makes the appointments before the appointments are made.

Local Strategic Partnership

- 7.4 A Local Strategic Partnership is an advisory Committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet's local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies. In Barnet, the functions of a Local Strategic Partnership are discharged by the Barnet Partnership Board

- 7.5 Responsibility for Functions*

**If any report appears to come within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy and Resources Committee.*

Terms of Reference of all Committees are set out below:

Body responsible	Functions	Membership
<p>Policy and Resources Committee</p>	<p>(1) To be responsible for:</p> <ul style="list-style-type: none"> • Strategic policy, finance and corporate risk management including recommending: Capital and Revenue Budget (including all fees and charges); Medium Term Financial Strategy; and Corporate Plan to Full Council • Finance including: <ul style="list-style-type: none"> ➤ Treasury management Local taxation ➤ Insurance ➤ Corporate procurement ➤ Grants ➤ Writing-off debt ➤ Virements ➤ Effective use of resources • Procurement Forward Plan • Local Plans (except for matters reserved to Full Council) • Information Technology • Strategic Partnerships • Customer Services and Resident Engagement • Emergency Planning • Equalities <p>(2) To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.</p> <p>(3) Consider for approval budget and business plan of the Barnet Group Ltd</p>	<p>13</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>

<p>Financial Performance and Contracts Committee</p>	<p>(1) Responsible for the oversight and scrutiny of:</p> <p>(a) the overall financial performance of the council</p> <p>(b) the performance of services other than those which are the responsibility of the: Adults & Safeguarding Committee; Assets, Regeneration & Growth Committee; Children, Education & Safeguarding Committee; Community Leadership & Libraries Committee; Environment Committee; or Housing Committee</p> <p>(c) the council’s major strategic contracts including (but not limited to):</p> <ul style="list-style-type: none"> ➤ Analysis of performance ➤ Contract variations ➤ Undertaking deep dives to review specific issues ➤ Monitoring the trading position and financial stability of external providers ➤ Making recommendations to the Policy & Resources Committee and/or theme committees on issues arising from the scrutiny of external providers <p>(2) At the request of the Policy & Resources Committee and/or theme committees consider matters relating to contract or supplier performance and other issues and making recommendations to the referring committee</p> <p>(3) To consider any decisions of the West London Economic Prosperity Board which have been called in, in accordance with this Article.</p>	<p>8</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p>Children, Education and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to children, schools and education.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including variations or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p> <p>(5) To receive and consider reports as appropriate from the Corporate Parenting Advisory Panel.</p> <p>(6) Receive regular updates from the Lead Member for Children's Services (Chairman of Children, Education and Safeguarding Committee) covering key matters.</p> <p>(7) Receive an annual report from the Safeguarding Children's Board.</p> <p>(8) Determining arrangements for making nominations to the governing bodies of Local Authority administered schools.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes to be appointed by Council.</p> <p>Requirement to have a Lead Member for Children's Services.</p> <p>6 substitutes Quorum 3</p>
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<p>Adults and Safeguarding Committee</p>	<p>(1) Responsibility for all matters relating to vulnerable adults, adult social care and leisure services.</p> <p>(2) Work with partners on the Health and Well Being Board to ensure that social care, interventions are effectively and seamlessly joined up with public health and healthcare and promote the Health and Well Being Strategy and its associated sub strategies.</p> <p>(3) To submit to the Policy and Resources Committee proposals relating to the Committee’s budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(4) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(5) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>11</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>7 substitutes</p> <p>Quorum 3</p>
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<p>Environment Committee</p>	<p>(1) Responsibility for all borough-wide or cross-constituency matters relating to the street scene including, parking, road safety, lighting, street cleaning, transport, waste, waterways, refuse, recycling, allotments, parks, trees, crematoria and mortuary, trading standards and environmental health.</p> <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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<p>Housing and Growth Committee</p>	<p>(1) Responsibility for:</p> <ul style="list-style-type: none"> • housing matters including housing strategy, homelessness, social housing and housing grants, commissioning of environmental health functions for private sector housing. • regeneration strategy and oversee major regeneration schemes, asset management, employment strategy, business support and engagement. <p>(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.</p> <p>(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Community Leadership & Libraries Committee</p>	<p>(1) Responsibility for libraries, culture, civic events, the mayoralty, community safety, registration and nationality service</p> <p>(2) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(3) To submit to the Policy and Resources Committee proposals on the Committee's budget for the following year (including fees and charges) in accordance with the budget timetable and make recommendations on issues relating to virements, underspends or overspends. No decisions which result in</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.</p> <p>(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.</p>	
<p>Community Leadership & Libraries Sub-Committee</p>	<p>To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid) when there is no scheduled meeting of the full Committee which falls within the eight week statutory deadline for determining applications</p>	<p>3</p> <p>Chairman, Vice-Chairman and Opposition Spokesperson Appointed by Community Leadership and Libraries Committee</p> <p>3 substitutes Quorum 2</p>

<p>Area Committees</p> <p>Finchley & Golders Green;</p> <p>Chipping Barnet; and</p> <p>Hendon</p>	<p>In relation to the area covered:</p> <p>1) Responsibility for all constituency specific matters relating to the street scene including parking, road safety, transport, allotments, parks and trees.</p> <p>2) Consider constituency specific matters as agreed with the Chairman.</p> <p>3) Consider matters relating to Town Centre regeneration and designating conservation areas.</p> <p>4) Consider matters raised at Residents Forums and determine how they are to be taken forward, including whether to request a report for a future meeting, refer to an Officer and/or ward councillors.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the constituency up to a maximum of £25,000 per scheme / project in each case subject to sufficient of the budget allocated to the committee being unspent.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One Member and one substitute member for each Ward.</p> <p>Quorum 3</p>
<p>Licensing Committee</p>	<p>(1) All policy matters relating to licensing, with licencing hearings concerning all licencing matters delegated to sub-committees.</p> <p>.</p>	<p>12</p> <p>Chairman, Vice Chairman, Members</p> <p>No substitute members</p> <p>Quorum 3</p>
<p>Licensing Sub-Committees</p>	<p>All functions in relation to licensing as delegated by the Licensing Committee. Members appointed from the membership of the Licensing Committee</p>	<p>3</p> <p>Quorum 3</p> <p>Chairman appointed at each meeting of a Sub-Committee.</p>

<p>Audit Committee</p>	<p>To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.</p> <p><u>Anti-Fraud Activity</u> To monitor the effective development and operation of the Council's Corporate Anti-Fraud Team (CAFT).</p> <p><u>Regulatory Framework.</u> To review any issue referred to it by the Chief Executive and to oversee the production of the authority's Annual Governance Statement and to recommend its adoption.</p> <p><u>Accounts</u> To review and approve the annual statement of accounts and consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Annual Report</u> The Audit Committee shall prepare a report to Full Council on annual basis on its activity and effectiveness.</p> <p><u>Treasury Management</u> To review the implementation of the Treasury Management Strategy.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>The membership should also include two independent, non-voting Members with a period of appointment of four years.</p> <p>6 substitutes</p> <p>Quorum 3</p>
<p>Strategic Planning Committee</p>	<p>To determine Applications for Planning Permission, including permissions in principle, made under the Town and Country Planning Act 1990 where the recommendation is for approval and the development:</p> <p>a. is within the categories which must be referred to the Mayor of London under the London Mayor Order;</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>11 substitutes</p> <p>Quorum 3</p>

	<p>b. does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or</p> <p>c. is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development</p> <p>The confirmation of Directions under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015.</p> <p>The confirmation of Town and Village Green Registration Applications under the Commons Act 2006, including considering the recommendations of a non-statutory inquiry chaired by an independent person.</p> <p>Designating neighbourhood areas and neighbourhood forums for the purposes of neighbourhood planning.</p> <p>Consider for approval and confirmation Neighbourhood Development Orders and Community Right to Build Orders.</p> <p>Recommending the creation of Conservation Areas to Full Council</p> <p>Consider approving Article 4 Directions for consultation</p> <p>Take action under Part 8 of the Anti-Social Behaviour Act 2003 relating to high hedges</p> <p>Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.</p> <p>Any other planning application or planning matter referred to this Committee by relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chairman.</p> <p>Reports on all matters reserved to the Committee shall be made direct to the Committee and not through a Planning</p>	
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	<p>Committee.</p> <p>Any Planning Committee agenda item referred to this Committee for consideration and determination.</p> <p>To consider additions, deletions or amendments to the entries in the Council's Brownfield Land Register, including any referrals from the Planning Committees, and conduct any other functions related to the Brownfield Land Register.</p>	
<p>Planning Committees A, B and C</p>	<p>To determine the following application types, except where they are referable under the Constitution to the Strategic Planning Committee:</p> <p>A. Applications for Planning Permission made under the Town and Country Planning Act 1990;</p> <p>B. Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990;</p> <p>C. Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007;</p> <p>D. Applications for permissions in principle made under the Town and Country Planning Act 1990 and any application to add, delete or amend any entries in the Council's Brownfield Land Register" after the words "To determine the following application types, except where they are referable under the Constitution to the Planning Committee"</p> <p>Where the recommendation is for:</p> <p>a. approval and there is significant local public objection (defined as 5 or more objectors who have objected in writing in response to a planning application)</p> <p>b. approval or refusal and there is a Councillor referral of an application which</p>	<p>7 for each Committee</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>affects their Ward which that Member has 'called-in' to committee identifying a planning consideration.</p> <p>Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.</p> <p>Any other application or planning matter referred to this Committee by the relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chairman.</p> <p>Applications to undertake treatment to trees included within a Tree Preservation Order</p> <p>Applications for a Hedgerow removal notice made under the Hedgerow Regulations 1997.</p> <p>Applications to demolish buildings on the Council's Local List.</p>	
<p>Constitution and General Purposes Committee</p>	<p>Keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council.</p> <p>To consider and make recommendations to the Council on:</p> <p>(i) how it can satisfy the continuing duty to promote and maintain high standards of conduct by Members;</p> <p>(ii) on the Code of Conduct for Members;</p> <p>(iii) on ethical standards in general across the authority.</p> <p>To have responsibility for overseeing the Council's governance arrangements including:</p> <ul style="list-style-type: none"> • Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries • Determine Members requests for non- 	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>committee information as specified in the Members Information Management Policy</p> <ul style="list-style-type: none"> • Endorsing the calendar of meetings prior to Council approval • Health and Safety Strategy and Performance • Member Development • Staff matters generally (other than those within the remit of Chief Officer Appointment Panel) including: <ul style="list-style-type: none"> ➤ salaries and terms and conditions; ➤ approval of staffing restructures involving 20 or more employees; ➤ deciding on chief officer salary or severance packages over £100,000; ➤ approving the chief officer structure; ➤ pay and reward strategy; ➤ HR policies which go over and above statutory requirements; ➤ develop the annual pay policy statement for Full Council approval <p>When considering a report on staffing matters, a representative of the trade unions may submit a request to speak which requires the consent of the Chairman, or be questioned by the Committee before a decision is made. Each representative will have up to 3 minutes to address the committee.</p>	
Standards Committee	To investigate and determine allegations of a breach of the Code of Conduct for Members in the context of satisfying the Council's continuing duty to promote and maintain high standards of conduct for Members.	<p>4 (2 Members each from the Administration and the Opposition) and an Independent Person</p> <p>2 substitutes each from the Administration and the Opposition.</p> <p>Quorum 2</p>

<p>Pension Fund Committee</p>	<p>To consider approval and act in accordance with statutory Pension Fund documents:</p> <ul style="list-style-type: none"> • Statement of Investment Principles • Funding Strategy Statement • Governance Policy Statement • Pension Administration Strategy • Communication Policy Statement <p>To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so</p> <p>To meet review and consider approval of the Pension Fund Statement of Accounts, income and expenditure and balance sheet or record of payments and receipts</p> <p>To receive and consider approval of the Pension Fund Annual Report.</p> <p>To appoint independent investment advisors.</p> <p>To appoint Pension Fund investment managers.</p> <p>To appoint Pension Fund actuaries.</p> <p>To appoint a performance management company.</p> <p>To appoint custodians.</p> <p>To review and challenge at least quarterly the Pension Fund investment managers' performance against the Statement of Investment Principles in general and investment performance benchmarks and targets in particular. One of these meetings to be the annual review, at which the representative from the council's performance management organisation attends to comment on the relative performance of the fund managers.</p> <p>To consider actuarial valuations and their impact on the Pension Fund.</p>	<p>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled / admitted body) to committee meetings</p> <p>These representatives are appointed to advise the committee on behalf of the interests they represent, but are not to have any voting rights. Further invites to scheduled/admitted bodies to be decided by the chairman of the committee.</p> <p>6 substitutes – 3 from each political group</p> <p>Quorum 3</p>
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<p>Local Pension Board</p>	<p>The Board is responsible for assisting with:</p> <ul style="list-style-type: none"> ○ securing compliance with Local Government Pension Scheme (LGPS) Government regulations and any other legislation relating to the governance and administration of the LGPS ○ securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator. ○ such other matters that the LGPS regulations may specify <p>Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.</p> <p><i>The Local Pension Board maintain separate detailed terms of reference which are approved annually</i></p>	<p>7 Members comprising:</p> <p>3 employers side representatives (1 councillor and 2 employer representatives from an admitted body)</p> <p>3 employee side representatives (1 active member and 2 deferred member)</p> <p>1 independent member/advisor</p>
<p>Chief Officer Appointment Panel</p>	<p>To deal with Chief Officer Appointments, Discipline and Capability matters.</p> <p>Members comprise:</p> <p>Chairman – Leader of the Council Deputy Leader of the Council. One Administration Member</p> <p>Leader of the Opposition One Opposition Member</p>	<p>5</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>One substitute from each political group</p> <p>Quorum 3</p>
<p>Health and Wellbeing Board</p>	<p>(1) To jointly assess the health and social care needs of the population with NHS commissioners, and use the findings of a Barnet Joint Strategic Needs Assessment (JSNA) to inform all relevant local strategies and policies across partnership.</p> <p>(2) To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and strategically oversee its implementation to ensure that improved population outcomes are being delivered.</p> <p>(3) To work together to ensure the best fit</p>	<p>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>Vice Chairman is Chair of Barnet CCG Governing Body</p> <p>Three Members of the Council</p> <p>Director of Public Health</p>

	<p>between available resources to meet the health and social care needs of the whole population of Barnet, by both improving services for health and social care and helping people to move as close as possible to a state of complete physical, mental and social wellbeing. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; the Better Care Fund; and Section 75 partnership agreements between the NHS and the Council.</p> <p>(4) To provide collective leadership and enable shared decision making, ownership and accountability</p> <p>(5) To promote partnership and, as appropriate, integration, across all necessary areas, including joined-up commissioning plans and joined-up approach to securing external funding across the NHS, social care, voluntary and community sector and public health.</p> <p>(6) To explore partnership work across North Central London where appropriate.</p> <p>(5) Specific responsibilities for:</p> <ul style="list-style-type: none"> • Overseeing public health and promoting prevention agenda across the partnership • Developing further health and social care integration. 	<p>Strategic Director for Children & Young People</p> <p>Strategic Director for Adults, Communities & Health</p> <p>Barnet Clinical Commissioning Group-Board members x 3</p> <p>Barnet Clinical Commissioning Group-Chief Officer</p> <p>Barnet Healthwatch representative</p> <p>Barnet voluntary and community sector representative</p> <p>Independent Chair of the Adults and Children’s Safeguarding Boards (Non-Voting Member)</p> <p>Each member may nominate a substitute if they cannot attend.</p> <p>Requirement for proportionality is waived and voting rights allowed to members other than Members of the Council.</p> <p>Quorum 3</p> <p>The Quorum should consist of at least one Councillor and one health representative</p>
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<p>Health Overview and Scrutiny Committee</p>	<p>(1) To perform the overview and scrutiny role in relation to health issues which impact upon the residents of the London Borough of Barnet and the functions services and activities of the National Health Service and NHS bodies located within the London Borough of Barnet and in other areas.</p> <p>(2) To make reports and recommendations to Council, Health and Well Being Board, the Secretary of State for Health and/or other relevant authorities on health issues which affect or may affect the borough and its residents.</p> <p>(3) To recommend to Council entering into or appointing to joint overview and scrutiny committees that include the London Borough of Barnet and other boroughs for the purpose of responding to consultations by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.</p>	<p>10</p> <p>Chairman, Vice-Chairman, Members and substitutes to be appointed by Council</p>
<p>Urgency Committee</p>	<p>To consider any item of business which needs a decision as a matter of urgency and where a meeting of the relevant Committee is not scheduled to take place within the time period within which the decision is required.</p>	<p>3 Appointed by Council</p> <p>Quorum 2</p>
<p>Residents Forums</p> <p><u>Chipping Barnet Residents Forum</u> Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts and Totteridge Wards.</p> <p><u>Hendon Residents Forum</u> Hale, Edgware, Burnt Oak, West Hendon,</p>	<p>Residents Forums provide an opportunity for any resident to raise matters affecting the area except matters relating to licensing and planning applications.</p>	<p>A Chairman and Vice-Chairman of each appointed by the Council.</p>

<p>Colindale, Hendon and Mill Hill Wards</p> <p><u>Finchley and Golders Green Residents Forum</u></p> <p>Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards</p>		
<p>Local Strategic Partnership (Barnet Partnership Board)</p>	<p>A Local Strategic Partnership is an advisory committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet's local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies</p>	<p>Leader of the Council</p> <p>Council representatives to be appointed by Annual Council</p> <p>Senior representatives from:</p> <ul style="list-style-type: none"> • Met Police • Middlesex University • Barnet Clinical Commissioning Group • Community Barnet • Brent Cross Shopping Centre • Barnet and Southgate College • Job Centre Plus
<p>Children's Partnership Board</p>	<p>Barnet's Children's Partnership Board brings together all services for children and young people in the borough, to focus on hearing the voice of children and young people and improving their outcomes.</p> <p>Senior representatives from partner organisations make up the Children's Partnership Board which keeps strategic oversight of the Barnet Children and Young People's Partnership Plan. Each organisation has agreed to be responsible for implementing this plan which will be monitored by the Board.</p>	<p>The Board will be chaired by the Executive Director for Children's Services</p> <p>Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the chairman.</p> <p>Current partners and members are:</p> <ul style="list-style-type: none"> • LB Barnet – Lead Member for

	<p>The legal framework underpinning Barnet’s Children’s Partnership Board arrangements is the ‘duty to cooperate’ and improve the well-being of children across the Borough, set out in S10 of the Children Act 2004.</p> <p>The terms of reference and membership will be the subject of annual review to take account of local or national changes and developments.</p> <p><u>General Responsibilities and Functions</u></p> <p>The Children’s Partnership Board is accountable for the following:</p> <ul style="list-style-type: none"> • Ensuring the voice of children and young people is heard in Barnet • Developing and delivering the Children & Young People’s Plan. • Ensuring that the collective resources of the partners are being used to the best effect to meet the priorities in the Children & Young People’s Plan. • Resolving issues that block progress against the priorities. • Reviewing Plans and Strategies relating to Children and Young People in Barnet prior to consideration by executive groups (e.g. Children, Education & Safeguarding Committee, Health & Wellbeing Board, etc.) • Working with the Voluntary Sector in a particular approach to enable the best outcomes for children and young people <p>This includes shared responsibility for:</p> <ul style="list-style-type: none"> • Meeting the priorities in the Children & Young People’s Plan • Jointly developing, delivering and resourcing strategies and action plans necessary to meet the priorities • Addressing barriers to meeting the priorities and to identifying future needs, including communication, information and data sharing • Keeping Children’s workforce informed and involved, providing clear direction, development and training as necessary • Releasing staff to develop and attend network events 	<p>Children’s Services; Executive Director for Children’s Services; Assistant Director Education Strategy & Partnerships; Commissioning Strategy & Policy Advisor; Assistant Director Commissioning & Strategy; Voice of the Child Participation Officer; Housing Commissioning Lead; Commissioning Lead Growth & Development; Senior Communications & Campaigns Manager; Public Health Consultant;</p> <ul style="list-style-type: none"> • Barnet CCG – Director of Commissioning; Children’s Clinical Lead NHS; • Metropolitan Police – Inspector; • Schools – Three representative headteachers, one each from Barnet primary, secondary and special schools • Barnet Education & Learning Service – Chief Executive; • Voluntary Sector – Chief Executive, Inclusion Barnet; Chief Executive, Young Barnet Foundation; • Young Persons Representatives – Member of Barnet Youth Parliament 1; Member of Barnet Youth Parliament 2
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	<ul style="list-style-type: none"> • Clarifying and simplifying governance structures and decision-making • Ensuring that children, young people and families have a voice in decision making that affects them • Monitoring performance towards agreed outcomes and taking remedial action where necessary. • Building upon good practice and developing an evidence-based approach to what works. <p>The partnerships remit includes the needs of all children and young people in Barnet under the age of 19, young people up to the age of 25 leaving care and young people up to the age of 25 with disabilities and/or learning difficulties. These responsibilities include effective transition arrangements, where necessary.</p> <p><u>Roles and Responsibilities of Board Members</u></p> <p>All members of the Board are required to agree to undertake the following:</p> <ul style="list-style-type: none"> • Attendance at all Board meetings (or representation provided by as senior replacement). • Members will be responsible for an effective two-way communication system whereby the decisions and aims of the Board are widely disseminated and relevant organisational issues from members' own agencies are communicated to the Board. • Provide leadership on strategic issues to members of the Board • Champion the objectives of the Children and Young People's Plan and ensure relevant activities within the plan are implemented by their organisation. • Contribute to the development of a strategic three to five-year vision <p>Meetings will be held quarterly and dates for each year will be set in advance.</p>	<ul style="list-style-type: none"> • Multi-Faith Representative - Chair, Barnet Multi-Faith Forum; • Parent / Carer Group Representative – Chair of the Parent Carer Forum <p>Quorum 5 – must include the following:</p> <ul style="list-style-type: none"> • Chairman (or deputy) • At least one representative of the LB Barnet • At least one representative Barnet CCG • At least one representative of Barnet Police • At least one member representing the voluntary sector
Safer	The Safer Communities Partnership Board	Meetings will be quarterly

<p>Communities Partnership Board</p>	<p>(SCPB) is the inter-agency mechanism in Barnet to reduce crime and anti-social behaviour and reoffending and promote social cohesion. It acts as the Crime and Disorder Reduction Partnership as defined (and required) by the 1998 Crime and Disorder Act and subsequent amendments including the 2006 Police and Justice Act and the 2009 Policing and Crime Act.</p> <p>The SCPB operates within the constitutional requirements of Barnet Council, the Metropolitan Police and other partner agencies, who ensure that the Board's approaches to policy formulation and resource allocation are consistent with those of the agencies concerned. It is a thematic subgroup of the Barnet Partnership Board which has overall strategic responsibility and has delegated to the SCPB the responsibility for delivering the Strong Safe Communities for Everyone theme of the Sustainable Community Strategy.</p> <p>It is taking forward one of the objectives in the strategy to develop an Integrated Offender Management system that brings together the different agencies involved in managing the punishment and rehabilitation of offenders in a much more efficient and joined up way, reducing the risks of reoffending and ensuring far more offenders complete their drug rehabilitation successfully.</p> <p>Barnet Safer Communities Partnership is an unincorporated body and therefore it does not have a legal personality. Its members work collectively within their own individual legal frameworks.</p>	<p>and a quorum will comprise four members provided this consists of:</p> <p>The Chairman (Barnet Councillor) and Vice Chairman (Metropolitan Police)</p> <p>At least one other representative each of the Council and the Metropolitan Police.</p> <p>Other current partners are:</p> <ul style="list-style-type: none"> • London Probation Trust • National Probation Service • London Fire Brigade • Barnet Clinical Commissioning Group • MOPAC (Mayor's Office Policing/Crime) • Barnet Safer Neighbourhood Board • Middlesex University • North West London Magistrates' Court • Inclusion Barnet • Victim Support, North London Division • Department for Work and Pensions • CommUNITY Barnet
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Substitute Members – Rules

- 7.6 A substitute Member may only attend, speak or vote at a meeting in place of a member usually from the same political group who is unable to attend the meeting. In the case of Area Committees, substitutions are made on the basis of ward.
- 7.7 Details of membership substitutions or apologies for absence will be detailed in the formal record of the meeting.

Quorum – Rules

- 7.8 If a Committee or Sub-Committee is inquorate, it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed for up to 15 minutes. When 15 minutes have elapsed, the Head of Governance or their representative will count the number of Members present and if there is no quorum, s/he will advise the meeting that no business can be transacted and the meeting will be cancelled.
- 7.9 If the Chairman finds that a quorum of Members is not present at any time during the meeting, the Chairman must adjourn the meeting until such time as a quorum is returned.

Chairman of Meetings

- 7.10 In exceptional circumstances, the Chairman may change the date or start time of any meeting, cancel or postpone any meeting or call any additional meeting by seeking and gaining the agreement of a majority of Members of the Committee.
- 7.11 If the Chairman is absent from a meeting the Vice-Chairman will take the Chair. If both are absent, the Head of Governance (or their representative) will open the meeting and he/she will seek nominations for the position of Chairman. A Chairman must be elected for the business of the meeting to be transacted.
- 7.12 Any procedural issues or challenges to the conduct of the meeting that arise during the course of a meeting shall be determined by the person presiding at the meeting.

Minutes

- 7.13 Apologies for absence, declaration of interests and the confirmation of the minutes of previous meetings are the first items of business at the meeting, (other than Licencing Sub-Committees) except when there is a need to elect a Chairman.
- 7.14 Minutes can only be amended to correct factual inaccuracy in the record, and not to make any retrospective amendment to the decisions made. The meeting will not proceed further until the minutes are approved, either amended or un-amended. Upon approval as a correct record, the Chairman shall sign the minutes.

Urgent Business

- 7.15 When an urgent matter has arisen after the publication and dispatch of an appropriate agenda the following procedure applies:
- 7.16 The Chairman has the authority to agree to take urgent items not on the agenda. The Chair will consult with the Vice-Chairman and Opposition

Spokesperson for the committee. The Chairman (with advice from the Monitoring Officer as appropriate) needs to be satisfied as to the need for urgency under the following criteria:

- i) the item has arisen between the compilation of the agenda and the date of the meeting.
- ii) the item requires an urgent decision in the public interest which cannot be dealt with by other means

7.17 In all cases the reason for the urgency shall be clearly stated and recorded in the minutes of the meeting and the urgent item will be taken as the Chairman may decide.

7.18 If a decision on an issue is required as a matter of urgency [and there is no meeting scheduled] and if time allows under the provisions of the Access to Information Rules then a Committee comprising of the Leader, the Deputy Leader, and the Leader of the Opposition will be called. The decision may be within the terms of reference of another committee, but this will not invalidate the decision as the arrangements to discharge the function in cases of urgency is through a committee comprising the three specified members. The Committee must consult with the Chairman of the relevant Committee.

Six Month Rule

7.19 The Six-Month Rule shall apply whereby matters dealt with cannot be raised again within this period

Financial Performance and Contracts Committee Call-in Procedure

7.20 The following procedure applies after a decision has been made by the West London Economic Prosperity Board (a Joint Committee in accordance with section 102 of the Local Government Act 2000).

7.21 Paragraph 24.4 of the Function and Procedure rules of the West London Economic Prosperity Board read as follows

“Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the Participating Borough concerned have been concluded.”

7.22 Where a decision is made by the Board the decision shall be published. Once the decision is published then it may be implemented on the expiry of 7 working days after publication unless 10 members of the Council wish to call it in.

7.23 The notice seeking to invoke the call-in procedure must be communicated to the Head of Governance who will then notify the West London Economic Prosperity Board.

7.24 A notice seeking to invoke the call-in procedure must state at least one of the following grounds in support of the request for a call-in of the decision:

- (a) Inadequate consultation with stakeholders prior to the decision;
- (b) The absence of adequate evidence on which to base the decision;
- (c) The action is not proportionate to the desired outcome;
- (d) A potential human rights challenge;
- (e) Insufficient consideration of legal and financial advice;
- (f) The decision is contrary to the policy framework, or contrary to, or not wholly in accordance with the budget framework of the Council;

7.25 A meeting of the Financial Performance and Contracts Committee (or Sub-Committee of the Committee created for this purpose), will be convened within 7 clear working days of the request for call-in.

7.26 The call-in procedure set out above shall not apply where the decision being taken by the West London Economic Prosperity Board is urgent. For the purposes of this call-in procedure a decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the West London Economic Prosperity Board and the interests of Barnet. Reports to the West London Economic Prosperity Board must state that the report is urgent and provide the reasons for urgency.

7.27 The Chairman of the Financial Performance and Contracts Committee must agree that the decision proposed should be treated as a matter of urgency

Suspension of business at Committee and Sub-Committee meetings

7.28 No business at any meeting of a Committee or Sub-Committee shall be transacted after three hours after the start time of the meeting and any business transacted after that time shall be null and void. After three hours and without further debate the Chairman shall immediately put to the vote any motion or amendment, which has been formally moved and seconded.

7.29 At any meeting of the Council, Strategic Planning Committee and Planning Committees, the Mayor or Chairman at their sole discretion may extend the period for the transaction of business to three and a half hours after the start time of the meeting. This will be recorded in the Committee's decisions.

Voting and Recording of Votes

7.30 The mode of voting at all meetings of the Council, its Committees, Sub-Committees or Working Groups shall be determined by a show of hands except where otherwise provided by law or in these standing orders.

7.31 In cases where a vote is taken, the minutes of the meeting should record the number of votes for and against the matter together with the number of abstentions.

7.32 The Chairman will always have the right to exercise a casting vote in the event of equality of voting on a motion or amendment,

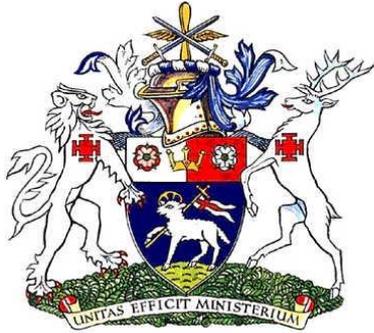
7.33 A Member of any committee can request that his/her vote be recorded in the minutes.

Filming and Recording of Meetings

- 7.34 Discreet, unlit, non-disruptive filming and recording of Council and Committee meetings by members of the public from the public gallery is allowed.

Constitution and General Purposes Committee

12 October 2020



Title	Electoral Services - Overview Report 2019
Report of	John Hooton - Chief Executive (and Barnet's Electoral Registration Officer (ERO) and Returning Officer (RO))
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Electoral Services - Overview Report 2019
Officer Contact Details	John Bailey - Head of Electoral Services 020 8359 3008 – john.e.bailey@barnet.gov.uk

Summary

The report provides an update on the activities of Barnet's Electoral Services Team throughout 2019 and 2020 (thus far) and reports on Barnet's delivery of the UK Parliamentary general election on 12 December 2019.

The report highlights the learning that is taken from each election and offers recommendations to inform the preparations for future elections in the borough.

Officers Recommendations

1. That the Committee considers and comments on the Electoral Services overview report attached at Appendix A.
2. That the Committee note the recommendations detailed in section 4. of the Electoral Services overview report attached at Appendix A

1. WHY THIS REPORT IS NEEDED

- 1.1 So that the Constitution and General Purposes Committee have oversight of the of Barnet's Electoral Services activities and performance throughout 2019 and 2020 (thus far). This includes:
- Cycle of activity to ensure accuracy of electoral register – including Annual Canvass, Absent Vote refresh, Household Notification letters
 - Barnet's delivery of the UK Parliamentary general election on 12 December 2019.
 - Recommendations to inform the preparations for the re-scheduled London Mayoral and GLA Elections on 6 May 2021.
- 1.2 The report provides details on the current Register of Electors and gives an overview of the activities and performance of the Electoral Registration service over the past year.
- 1.3 The Council has a duty to provide the authority's Returning Officer (who has overall responsibility for the preparation and conduct of all elections within the borough) with appropriate resources to ensure the efficient and legislatively compliant conduct of all statutory elections.
- 1.4 This report helps to provide Constitution and General Purposes Committee with relevant information to:
- ensure that the Council has met its obligations in this regard
 - ask any necessary questions to satisfy themselves that provision for future elections will be sufficient and appropriate.

2. REASONS FOR RECOMMENDATIONS

- 2.1 It is important that lessons are taken from all borough-wide elections that can help to ensure that future elections within the borough are successfully delivered.
- 2.2 The London Mayoral and GLA elections taking place in May 2021 are now scheduled to be delivered within the challenging and complex circumstances of the coronavirus pandemic. The report details recommendations that are intended to mitigate some of the most highly rated risks facing the delivery of these elections.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None – electoral registration and the delivery of elections within the borough must be undertaken in compliance with relevant legislation.

4. POST DECISION IMPLEMENTATION

- 4.1 The Electoral Services Team will continue to deliver all necessary work required to ensure that the ERO complies with his statutory duties on behalf of the Council.
- 4.2 The Returning Officer, Director of Assurance, Head of Electoral Services and Head of Assurance and Business Development will implement the recommendations in preparation for the next scheduled election.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The Council has a responsibility to protect the public purse through proper administration and control of the public funds and assets to which it has been entrusted. By having oversight of the work being done on behalf of the borough's Electoral Registration Officer, the Constitution and General Purposes Committee can ensure that appropriate resources are being made available to the ERO and that they are used in an appropriate and cost-effective manner. Ensuring that the Register of Electors is as complete and accurate as possible ensures that eligible residents can participate in statutory elections and referendums and are thus properly represented in the democratic processes of the borough and in the decision-making of the Council.

5.1.2 It is a Corporate Priority to ensure fairness in decision making. In line with this, it is essential that electoral processes are robust and fair to all in Barnet and the use of post-election reviews has been commended as a way of ensuring that future improvements to the conduct of elections are identified and introduced where possible.

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

5.2.1 The Council has a statutory duty to provide the ERO with appropriate resources for the discharge his functions in compliance with relevant electoral legislation – all expenses properly incurred by an ERO in the performance of these functions must be paid by the local authority that appointed them. Costs for activities identified within the report are to be met from within existing LBB budgets as appropriate.

5.2.2 In accordance with electoral legislation specific to the different statutory elections, all 'actual and necessary' costs for borough-wide elections (other than Local Government elections) are reimbursed to the Council from central government. In the case of costs for the London Mayoral and GLA elections, these costs are reimbursed to the Council from the Greater London Authority.

5.3 Social Value

5.3.1 Ensuring that the Register of Electors is as complete and accurate as possible ensures that eligible residents can participate in statutory elections and referendums and are thus properly represented in the democratic processes of the borough and in the decision-making of the Council.

5.4 Legal and Constitutional References

5.4.1 Every district and London borough council is required to appoint an ERO (Section 8, Representation of the People Act 1983 (RPA1983)) and must provide the resources needed by them to discharge their statutory functions. These functions include the duties of the ERO that are set out in legislation, and any further duties imposed by a direction of the Secretary of State. The Secretary of State has a power to direct EROs in the discharge of their functions. The Secretary of State can only exercise this power of direction in accordance with a recommendation of the Electoral Commission.

- 5.4.2 Each London Borough is then required by Section 35(3) of the Representation of the People Act 1983 Act to appoint an officer of the council (the proper officer of the council (e.g. the Electoral Registration Officer)) to be the Council's Returning Officer (RO) at local elections.
- 5.4.3 By virtue of 'The Greater London Authority (Assembly Constituencies and Returning Officers) Order 1999', Barnet's Returning Officer becomes the 'Constituency Returning Officer' responsible for the delivery of the London Mayoral and GLA elections within the Barnet and Camden GLA constituency at the time of elections to the Greater London Authority.
- 5.4.4 The ERO has a duty under Section 9(1) of RPA1983 to maintain:
- (a) a register of parliamentary electors for each constituency or part of a constituency in the area for which he acts; and
 - (b) a register of local government electors for the local government areas or parts of local government areas included in the area for which he acts.
- 5.4.5 The ERO has a duty under Section 9A of RPA1983 (as amended by the Electoral Registration and Administration Act 2013 (ERA2013)) to take all necessary steps to comply with his duty to maintain the electoral register, and to ensure, as far as is reasonably practicable, persons who are entitled to be registered in the register (and no others) are registered in it.
- 5.4.6 The ERO has a duty under Section 9D RPA1983 (as amended by ERA2013) to conduct an annual canvass in relation to the area for which the officer acts and to conduct the canvass in a manner as set out in the regulations.
- 5.4.7 The ERO has a duty under Section 9E RPA1983 (as amended by ERA2013) to invite a person to join the register of electors maintained by the officer if:
- (a) the officer is aware of the person's name and address,
 - (b) the person is not registered in the register, and
 - (c) the officer has reason to believe that the person may be entitled to be registered in the register.
- 5.4.8 The Council Constitution, Article 7 – Committees, Forums, Working Groups and Partnerships (October 2018) – Constitution and General Purposes Committee's terms of reference, details the functions of the Committee and includes the following:
- “To have responsibility for overseeing the Council's governance arrangements including:*
- *Electoral Services including: elections and electoral registration performance, polling places and polling district boundaries”*

5.5 Risk Management

- 5.5.1 The on-going and daily electoral registration processes and other work of Electoral Services ensures that both the Council and the ERO meet their legal obligations as stated in 5.4.

5.6 Equalities and Diversity

- 5.6.1 Pursuant to section 149 of the Equality Act, 2010, the council has a public-sector duty

to have due regard to eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advancing equality of opportunity between those with a protected characteristic and those without; promoting good relations between those with a protected characteristic and those without. The relevant, 'protected characteristics' are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to elimination discrimination

5.6.2 Effective processes and activities with regards to registering residents on the electoral roll, in compliance with all relevant electoral legislation, ensures that all eligible individuals can choose to exercise their democratic rights in the manner in which they choose (as allowed by law).

5.6.3 No separate equalities impact assessment has been undertaken as the delivery of all electoral processes are strictly governed by legislation, which is in itself designed to provide for reasonable access to voting for all electors – including persons who have different forms of disability (so far as is reasonably practicable in the circumstances). In addition to providing polling stations that are as accessible as practicable in the circumstances, section 12 Representation of People Act 2000 provides that all voters have the right to request the use of postal or proxy voting arrangements.

5.7 **Corporate Parenting**

5.7.1 N/A

5.8 **Consultation and Engagement**

5.8.1 The full review of the election includes reference to feedback from individuals and/or groups that will represent all stakeholders in the statutory electoral process.

5.9 **Insight**

5.9.1 N/A

6. **BACKGROUND PAPERS**

6.1 [Review of the European Parliamentary Elections - 23-26 May 2019](#)



Electoral Services - Overview Report

September 2020

John Bailey
Head of Electoral Services

1. Executive Summary

The purpose of this Overview Report is to provide an update on the activities of Barnet's Electoral Services Team throughout 2019 and 2020 (thus far) and to report on Barnet's delivery of the UK Parliamentary general election on 12 December 2019. The report will highlight the continual learning that is taken from each election 'project' and used to inform the preparations for future elections in the borough.

In Barnet, all relevant evidence shows that the general election on 12 December 2019 was well run, with high turnout from voters, very good levels of satisfaction from staff and high confidence in the processes and results being expressed by candidates, electors and other stakeholders. However, despite the successful delivery of the elections, challenges and risks were identified that will require continual planning and increasing resources to mitigate ahead of future elections. Among these ongoing challenges are; that increasing numbers of staff need to be recruited and trained ahead for borough-wide elections, that securing suitable venues for polling and other critical electoral activities remains fragile, difficult and expensive, and that the growing volume of the 'late' surge of application and absent voting applications puts enormous pressure upon the registration element of Electoral Services in the run up to statutory election deadlines.

Although the Annual Electoral Registration Canvass is currently underway (in compliance with the new 'Canvass Reform' legislation¹ brought in by the Government in December 2019), this report provides information about the level of registration on Barnet's Register of Electors for 2019 (which saw both European Parliamentary elections and the UK Parliamentary election being held at short notice) and 2020 so far.

On 18 September 2020, there were 268,672 electors on the London Borough of Barnet's Register of Electors, however it must be noted that as canvass activities are in progress, there are currently a high number of daily movements to this figure. Since the publication of the Annual Register of Electors on 1 December 2018, there has been substantial activity from individual citizens registering to vote (or changing voting arrangements) and this has largely been driven by the two high-profile elections in 2019. In addition, as the December 2019 general election was called during the annual canvass period (the election being confirmed on 29 October), canvass activities in 2019 concluded early and the publication of the Annual Register of Electors was brought forward to 1 November 2019. There were clear benefits to publishing the new register ahead of the election, the most specific being to ensure that elector roll numbers on poll cards matched those on polling station registers. It will however, have had a small impact in reducing the number of electors removed from the register, compared with canvass activities having continued up until publication on a usual 1 December date.

The full electorate figures at key points since 2015 are shown in Appendix A – but whilst a continued rise in the electorate of Barnet is clear, a detailed like for like annual comparison cannot properly be made until the publication of the Annual Register of Electors on 1 December 2020. Indeed, even at that point, it will be necessary to consider how registration levels have been affected by the wider implications of the Covid19 pandemic. Further uncertainty for a future review of the register of electors, will come from the fact that, not only is the annual canvass in 2020 the first to be conducted under the Canvass Reform legislation, but also that it is still possible that Government and/or public health Covid19 regulations and guidance could inhibit or halt the remaining activities of the annual canvass.

¹ [The Representation of the People \(Annual Canvass\) \(Amendment\) Regulations 2019](#)

2. Key Activities of the Electoral Services Team in 2019/20

The table below provides a high-level timetable of the key registration and election activities undertaken by Barnet's Electoral Services since the publication of the Annual Register of Electors in December 2018:

Period:	Description of Activities
<p>January – March 2019</p>	<p>Statutory refresh of Absent Voter Personal Identifiers – <i>Letters and Reminders sent to over 13,000 electors with an absent vote in place for over 5 years. Absent Vote arrangements must be cancelled where new personal identifiers are <u>not</u> provided.</i></p> <p>Registration Reviews for incomplete elector removals – <i>Registration Review letters sent to over 12,000 'electors' giving a time-limited window to respond (as single piece of evidence provided that an elector is no longer at an address within preceding six-month period)</i></p>
<p>March – April 2019</p>	<p>Household Notification Letter sent to all residential properties – <i>HNL mailed out over 160,000 properties and individual processing of all responses and requests.</i></p>
<p>May – June 2019</p>	<p>Registration, EU residents EC6 and postal/proxy vote applications and registration processes for 23 May 2019 Euro Elections - <i>Over 26,000 EU residents in Barnet were sent an EC6 application form (for eligibility to vote in UK at the Euro elections), approx. 5,700 applications to register or change voting arrangements. Approx. 2,200 new postal votes were processed and over 8,000 telephone and email enquiries taken by Elections Call Centre and Electoral Services team.</i></p> <p>Planning, preparation and delivery of the European Parliamentary elections on 23 May 2019 – <i>42.5% turnout in Barnet on polling day – meaning over 97,000 ballot papers counted on Sunday 26 May 2019.</i></p>
<p>July – October 2019</p>	<p>Planning and management of the statutory Annual 'Household Enquiry Form' (HEF) canvass – <i>over 160,000 Initial HEFs, 80,000 Reminder HEFs and 15,000 Invitations to Register (ITRs) posted out. Over 20,000 personal (canvasser) visits to non-responding households throughout the borough. In addition, Care Homes and Middlesex University were contacted individually so that details of residents could be provided and confirmed.</i></p> <p><i>Despite having to abruptly end a month early, Electoral Services received and processed responses from 79% of households and the canvass achieved over 85% completion.</i></p>
<p>October – December 2019</p>	<p>Registration, postal and proxy vote applications and registration processes for 12 December 2019 UK General Election – <i>between 29 Oct (when the election was called) and 7 Dec (deadline to register), Barnet's Electoral Services received almost 40,000 applications to register to vote (of which over a third were duplicate applications). Within the same period, nearly 10,000 Postal and Proxy voting applications were made – with over 6,000 new postal and 3,400 new proxy votes put in place.</i></p>

	<p>Planning, preparation and delivery of the UK Parliamentary General election on 12 December 2019 – The challenges of delivering the first ‘winter’ General Election since 1923 were considerable. In the event, turnout in Barnet was 70.4% (<i>vs 67.3% nationally</i>) and means that over 166,000 electors voted and had their ballot papers counted.</p>
<p>January – March 2020</p>	<p>Statutory refresh of Absent Voter Personal Identifiers - <i>Letters and Reminders sent to almost 4,000 electors with an absent vote in place for over 5 years.</i></p> <p>Registration Reviews for incomplete elector removals – <i>Registration Review letters sent to over 6,000 ‘electors’ giving a time-limited window to respond (as single piece of evidence provided that an elector is no longer at an address within preceding four-month period)</i></p>
<p>March – July 2020</p>	<p>Covid19 – Community Support Hub – <i>from shortly after the national ‘lockdown’ commenced, the Electoral Services team were redeployed to implement and run the Covid19 Community Support Hub. During this period, Electoral Officers (following some rapid and ongoing training), along with staff redeployed from Finance, dealt with over 9,000 contacts to and from residents that were shielding or identified as vulnerable. Whilst critical ‘core’ electoral registration processes were maintained (as these could be carried out whilst staff worked from home), it was necessary to halt a few ‘in-person’ activities (e.g. those where personal visits to council offices would be required).</i></p>
<p>June – Sept 2020</p>	<p>Planning and management of the first Annual Household Canvass under new ‘Canvass Reform’ legislation – <i>the legislative changes to the Annual Canvass are wide-ranging and due to the December elections, for a while seemed unlikely to be enacted for the 2020 canvass. However, the first full data-matching exercise between Barnet’s full electoral register and central government records (in June 2020) gave Barnet a healthy 77% match score. Consequent of this (and further local data matching with Barnet’s own Council Tax records) just under 48,000 Canvass Communication Letters have been sent out to households across Barnet from which a response is required. Shortly, a further 117,000 Canvass Communication letters will be sent to households where all elector data has matched and a response is only required if there are changes we need to be informed about.</i></p>

Whilst the table above details what Electoral Services are focussing on during the periods outlined, regular day to day activities and processes must continue to be delivered for individual citizens and residents. These processes are of considerable importance to the individuals involved, especially as in many circumstances it has a bearing on their credit rating, pension or tenancy. The work of Electoral Services to maintain the accuracy and completeness of the electoral register in a borough as a populous and diverse as Barnet is understandably, always busy. The following statistics (since the 1 December 2018) highlight the scale of activity completed within Electoral Services:

- 53,232 successful applications to join the register of electors (plus an additional review and determination of over 13,700 duplicate and failed applications)

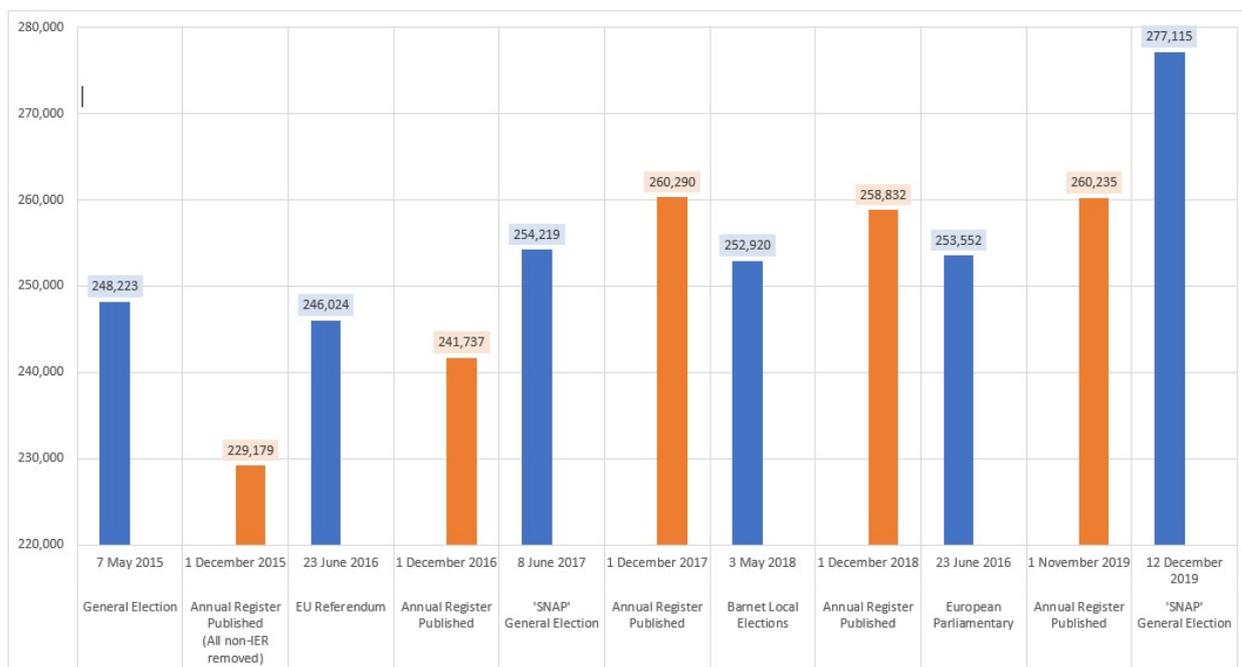
- 42,927 removals/deletions from the register of electors
- Over 142,000 amendments to Barnet’s Register of Electors (includes; changes to voting arrangements, elector name changes, recording of additional contact details and changes to electors’ ‘opt-out’ status with regards of the ‘Open’ register etc.) throughout the year.

3. Analysis of Barnet’s Register of Electors

As has been acknowledged by the Electoral Commission; public interest in the UK’s major electoral events, combined with an accessible online registration process, increasingly drives high volumes of registration applications to occur just before elections. It has been true for a long time that (high-profile) elections drive people to register, whilst Annual Canvasses are better at removing people (those no longer eligible at addresses) from the register, the extremely busy period for national elections over the past few years has meant that EROs have seen their total electorates fluctuate by relatively large numbers. The graph below illustrates the growth of the Barnet register, based upon milestone dates since the publication of the first *Individual Electoral Registration (IER)* register in December 2014.

3.1 Full Register totals at annual publication 2015 to 2020

This graph (shown full size at Appendix A) shows the total number of registered electors at the annual date of publication of the Full Register of Electors and at last ‘Notice of Alteration’ before borough-wide elections.



3.2 Snapshot statistics from Barnet’s Electoral Register

As the Annual Canvass is currently in progress (and is the first under the new Canvass Reform legislation), the statistics provided below are likely to be subject to considerable change before the formal publication of the Annual Register of Electors (due on 1 December 2020).

1,589 eligible 16 and 17-year olds (‘attainers’) are currently registered across Barnet and will be able to vote as soon as they are 18 - *figure was 1,301 on 1 December 2018 published register.*

33,560 EU nationals are currently registered to vote in Barnet – *31,131 on 1 December 2018.*

53,400 electors in Barnet currently have a postal vote and 1,529 have a proxy vote. The rise in these figures over 2018 was driven by the General Election in December 2019 (although many electors set up a temporary 'absent vote', it is common for electors to become a permanent absent voter once they have tried it) – *1 December 2018 figures: Postal Voters = 50,470 and Proxy Voters = 1002.*

191,573 electors (71%) are 'Opted Out' of appearing on the Open Register (the version of the register that can legally be purchased by anyone). This figure continues to grow as awareness of the opt-out option from the Open Register has spread – *67% on 1 December 2018*

2,406 Overseas Electors registered in Barnet. This number is largely due to the General Election in December 2019. As overseas electors must re-register each year and cannot vote in local elections, many 'fall off' the register between national elections – *787 on 1 December 2018.*

4. Delivery of the UK Parliamentary General Election 2019

Following months of high political drama and much Parliamentary uncertainty, on 29 October 2019, the House of Commons approved a bill that confirmed that a general election would take place on 12 December 2019. A project to deliver the elections across the three Parliamentary constituencies in Barnet was immediately initiated.

4.1 Election Project objectives and methodology:

The key objectives for any statutory election or referendum held within the borough will be similar and are primarily set in law, with further enhancement based upon guidance and performance standards from the Electoral Commission. In Barnet we have these captured as follows:

- All eligible electors can vote, using their preferred voting method and know that their vote will be counted in the way that they intended.
- All statutory and necessary electoral processes are conducted in a consistent, professional and transparent manner, complying with legislation and statutory deadlines and take heed of relevant Electoral Commission guidance.
- The elections and subsequent results are delivered through processes that are secure and transparent and accepted as such by voters, candidates, staff and observers.
- The elections are implemented utilising an effective project management approach, ensuring that all necessary stakeholders within the organisation are effectively communicated with and have confidence in the progress of the project's activities.
- All processes are carried out consistently and efficiently and in such a way as to offer best possible value and effective use of public money.

Following the 'snap' general election in June 2017 and the European Parliamentary elections going ahead at short notice earlier in 2019, it would be fair to say that Barnet's Elections Project team has had good deal of recent experience in delivering high profile elections within a limited timeframe. However, as with any borough-wide election in such a large, populous borough, the challenges were not to be underestimated. In addition, as the first December general election since 1923, it was also clear that this election would provide many new and unique challenges.

Immediate priority was given to creating a full project plan and risk register that contained all statutory activities, timetables and deadlines, as well as detailed process planning and resource requirements for the multitude of other activities it takes to deliver a borough-wide election. The Acting Returning Officer (ARO) quickly convened an Election Project Board that met in full for the first time on 4 November 2019 and then at least weekly thereafter. This ensured full oversight of the project's progress and created resilience in case of the loss of any key stakeholder, as knowledge of ongoing activities and issues was appropriately shared and clear.

4.2 Election Project objectives and methodology:

Throughout the delivery of the election, Electoral Services was supplemented with five members of staff, seconded full-time from across the Assurance Directorate. This larger cohort of staff was then divided into two teams working to the Head of Electoral Services. The 'Project' team planned, prepared and managed all resources (staff, venues, equipment etc.) and processes that are specifically required to deliver the various election activities, whilst the 'Registration' team managed and delivered the vastly increased workload of enabling and assisting residents registering to vote, processed all postal and proxy vote applications and ensured that the register was as complete and accurate as possible.

Amongst the most critical project activities undertaken were:

- Securely managing the registration surge, as outlined by the huge quantity of registration activities within the table at section 2 above.
- Ensuring that the candidate nominations process was conducted in compliance with all relevant legislation and the elections timetable.
- Recruitment and training of over 750 elections staff (required for polling, postal vote sessions, elections count, venue preparation and security etc.)
- Venue bookings and preparation including; 156 polling stations across 94 polling places (inc. 14 at 'temporary offices' and 31 at school sites), the election count venue at Allianz Park, postal sessions at 2 Bristol Avenue and election count/ballot box preparation and staff training at the RAF museum.
- Set up (including training for all Call Agents) and oversight of the Elections Call Centre, managed by CSG and hosted at their Coventry offices.
- Conduct of the Postal Vote Opening and Verification sessions held at Barnet's offices in Colindale and (on the evening of polling day) at Allianz Park
- Preparation and management of the election count and declarations of results at Allianz Park, which took place overnight following the close of poll on 12 December.

4.3 Assessment of Election Project's Performance:

Based upon the objectives set out at 4.1² above, the project to deliver the UK Parliamentary general election on 12 December 2019, across the three constituencies within Barnet is assessed as having been highly successful.

Key information for this assessment includes the following:

- Following the surge in registration activity, the register of electors in Barnet reached a record high ahead of the election. Despite this, turnout was still high across the borough

² Funding for the delivery of general elections (*excluding the costs for additional electoral registration activity*) comes from the Cabinet Office. Whilst approx. 75% has been provided, full funding balance is provided following acceptance of submitted accounts. The deadline for the submission of accounts is December 2020, with final settlement expected mid to late 2021.

at 70.4%. The strength of this figure is illustrated when compared with the turnout figures of 67.3% across the UK and 67.5% across London. Further analysis shows that compared with the general election in June 2017, whilst Barnet's turnout was 0.3% lower, nationally turnout fell by 1.5% and in London it fell by 2.6%.

- Across the three Barnet constituencies, 166,347 electors cast their votes. Of this figure, 41,298 voted by post and approx. 3,700 voted by proxy (inc. 56 'Emergency' proxies). In addition, 2,257 overseas voters were registered to take part in the election.
- Despite handling over 10,000 emails and 14,000 telephone enquiries during the election period, the number of complaints received was extremely small. In total, 34 contacts were received that specifically alleged; poor/slow service, incorrect information provided, non-receipt of forms/emails or related to polling stations (mostly re. 'Tellers'). Almost all were resolved quickly and just four³ progressed to being formal complaints.
- All three election counts, conducted from 10pm on 12 December 2019 (and then overnight) progressed efficiently and calmly throughout. All Election Agents in attendance expressed their satisfaction with the transparency and effectiveness of the processes used and all three declarations were then made between 4.50am and 5.40am on Friday 13 December 2019.

4.4 Lessons Learned and Future Recommendations:

The political circumstances that led up to the calling of the general election last December were both dramatic and unprecedented. As history shows, it is highly unusual for any election to be held in winter (especially a high-profile UK Parliamentary general election) and this presented all AROs and Electoral Services teams across the country with challenges that they had never previously tackled. Starting just a few months after the election, the Covid19 pandemic has now added further unique and complex challenges to the planning, preparation and delivery of the next scheduled elections⁴ in Barnet and quite possibly for all elections in the foreseeable future.

Against the backdrop of the situation outlined above and a necessarily abbreviated review of the delivery of the December 2019 election, key lessons from the project to deliver the election were learned. This learning, along with the wide-ranging work that has already started to assess how a borough-wide election can be safely and compliantly delivered within the prevailing pandemic scenario, have enabled the following considerations and proposals to be shared.

4.4.1 Electoral Registration

Since the introduction of IER and its online registration portal for registering to vote, the surge in applications received in the run up to elections (especially high-profile national elections) has grown exponentially. From the calling of the 2019 general election on 29 October, to the deadline for registration applications to be received on 26 November, Barnet's Electoral Services received 39,403 applications to be registered - of which over 12,000 were duplicate applications. On the deadline day itself, 7,911 applications were received.

Mitigating and managing the inevitable surge of activity ahead of future elections can be supported with the following recommendations:

³ One regarding non-delivery of an Overseas postal vote pack, one postal vote incorrectly processed, one regarding poor service from the call centre and one in relation to Tellers outside a polling station.

⁴ The London Mayoral and Greater London Assembly (GLA) elections, which are scheduled for 3 May 2021, having already been deferred from 7 May 2020 due to Covid19.

- 1) It is imperative that the Council provide Barnet's Electoral Registration Officer (ERO) with sufficient, trained and capable staff to effectively process this level of applications within the short statutory period created by the election timetable. As this level of ERO resource is not needed across most of the year, this can only be achieved by continuing to have staff from across other teams, that can release them for election periods, pre-trained and practised on key electoral registration processes. Over the past few years, a small number of individuals from across Assurance have been seconded into the Electoral Services team to support registration during elections. Whilst this has been successful to date, it does create a risk as relying on a small contingent creates a lack of resilience should all or any of these individuals not be available at a future election. It is proposed that many more staff are identified that can be trained on registration processes, to widen the pool of staff that can be called upon.
- 2) To mitigate the registration surge in the run up to elections, it is important that the ERO continues to carry out discretionary borough-wide activities to supplement the statutory canvassing processes required by law (that take place across the year). Household Notification Letters (HNLs), that have been sent out in early spring over the past few years, not only help to keep the register more accurate and complete, but also raise the issue of electoral registration with (especially newer) residents across the borough.

4.4.2 Absent Voting

The application processes for absent voting arrangements (i.e. postal voting and proxy voting) entirely overlap and mirror the registration surge outlined in 4.4.1. above. Likewise, the actions outlined above should also be employed to such an extent that they can also mitigate the corresponding surge in absent vote applications.

However, under the pandemic circumstances in which, at the very least, the London Mayoral and Greater London Assembly elections in May 2021 will be held, there is an additional and more severe risk to be faced. The risk is that *the increase in applications for postal votes from electors that are unable or unwilling to vote 'in-person' at a polling station, is so large, that it overwhelms the processes and resources available to deal with them.* The number of postal voters in Barnet has grown to over 50,000 since postal voting on demand was first introduced almost 20 years ago. However, it is anticipated that the demand for postal votes, from the more than 210,000 electors that do NOT currently have a postal vote could be anywhere between 10% and 30%. This suggests that anywhere between 20,000 and 60,000 postal vote applications could be received within a period of less than six months (and this would mean that the surge would need to start now). This risk threatens the legally compliant delivery of the elections in several ways, some of which are outlined below.

There is a risk that the quantity of postal vote applications received, ahead of the May 2021 elections, is so high (and received within such a short timeframe) that:

- Electoral Registration staff cannot process all applications received within the statutory timetable (deadline for postal vote applications is 11 days before polling, for Proxy votes is 5 days before polling and for Emergency Proxy votes is 5pm on polling day itself)
- the Electoral Services Print and Post supplier is unable to provide sufficient quantities of stock and/or to service required for such an increased demand
- the GLA's Print supplier is unable to produce the number of postal ballot papers required by London boroughs (as the GLA elections use an 'electronic count', postal ballot papers are different to polling station ballot papers)

- the Royal Mail is unable to deliver all Postal Vote applications and/or [postal voting packs in compliance with the election timetable
- the number of re-issues required (to replace lost or spoiled postal ballot papers) by electors overwhelms the staff resources immediately before and/or on polling day
- the number of staff and/or suitable venues required to conduct the Opening and Verification sessions, cannot be found or that the processes cannot be carried out whilst maintaining a 'Coved-secure' environment

Full risk assessment and mitigation work is currently being undertaken by a working group of Electoral Service managers from across London (including from Barnet) and presented to the Greater London Returning Officer and the Returning Officers from all London boroughs. In the meantime, the following proposals can already be made:

- 3) The Barnet ERO should start an immediate and widely-publicised campaign to promote postal voting to Barnet's electors. To make this as effective as possible, it is proposed that a pre-filled Postal Vote Application Form (along with a Postage Paid reply envelope) should be posted out to every elector that does not currently use a postal vote.
- 4) That substantial numbers of staff from across the organisation be recruited and trained on the processes required to administer and implement a postal vote for an elector. These same staff will need to be made available to Electoral Services throughout the period in which higher volumes of Postal Vote applications are being received.

4.4.3 Staffing and Training

Recommendations in the two preceding sections have already made proposals in relation to additional staff resources required within Electoral Services, for the purposes of Registration and Absent Vote applications. This section will therefore concentrate on the staffing and training recommendations specifically related to the direct delivery of election processes (including those learned from the delivery of the December 2019 election).

It is already clear that the elections scheduled for 6 May 2021 will require many new processes and arrangements to be put into place, to safeguard everybody involved from the risks of Covid19. Whatever the prevailing Covid19 circumstances are at the time of the election, it will be necessary to plan; for the use of (at least some) PPE by elections staff, for strict social-distancing to be maintained and to minimise personal contact and anything that requires multiple people to touch or use election equipment or materials.

As stated in 4.4.2. work is ongoing to identify and assess the many risks to 'usual' election processes. However, for the May 2021 elections, the following risks have been identified:

- Many of the current and experienced staff that usually work on elections in Barnet will need to be replaced (whether due to ill-health, self-isolating, shielding, an unwillingness to work on the election or because they are assessed as too vulnerable to be allowed to work on the election).
- As key electoral processes must be conducted whilst observing strict social-distancing, it will be necessary to employ more staff than at previous elections to do the same tasks (e.g. Postal vote sessions will need to be spread out over much larger areas and there are likely to be more sessions required)
- Further additional staff will be required to undertake some tasks (or ensure compliance with processes) that have not been required at previous elections (e.g. queueing outside of polling stations, hand-sanitising, wearing of face-masks etc.)

- A much higher contingent of new elections staff and many newly developed processes (Inc. those related to Covid19 health & safety) means that far more training of staff will have to be provided. It is likely that all training will have to be held virtually, or by way of interactive, online training software systems.

For borough-wide elections over the past few years in Barnet, Electoral Services have taken the approach of contacting previous election staff early in the project. Following this, enough new staff are then recruited to replace any that cannot work at the forthcoming election, along with some additional staff that are kept as 'reserves' in case of any late drop-outs. For the December 2019 election, approx. 60 staff were hired in reserve, and almost all were required by the time polling day arrived. Based upon the lessons from this and previous elections and the risks identified above, the following recommendations are made:

- 5) A high-profile recruitment campaign needs to be undertaken as soon as possible for election staff. It will be important that a substantial number of these new election staff are from age groups that are assessed as less vulnerable to Covid19. Whilst this campaign could understandably start within the council, due to the likely numbers required, it will almost certainly be necessary to reach further afield to other potential staff sources within the community.
- 6) A flexible and adaptable online training resource must be quickly procured to enable delivery of a range of online election training requirements to high numbers of staff. It will be important that the system is also able to be used for training needs specifically arising from the Covid19 pandemic (e.g. use of PPE, cleaning protocols etc.).

4.4.4 Election Venues

For the December 2019 election, 156 polling stations located at 94 different venues were used. Included within these were 15 portable offices and 50 stations located within 31 schools. A great deal of effort went into preparing all stations for the possibility of poor weather and at specific sites to ensure that they stayed safe during the extended hours of darkness when polling would be taking place. Fortunately, on election day, no substantive issues were reported across Barnet's polling stations.

To better serve both residents and electors of Barnet in the future, there are polling venues where Electoral Services will continue to seek alternative arrangements. Due to their poor accessibility offered to some electors, it would be preferable to use fewer portable offices, or ideally none. In addition, to minimise disruption to pupils and inconvenience to their families, finding suitable alternatives to the use of a school site is always an improvement. The forthcoming changes to Barnet's ward boundaries (and consequently a complete review of all polling district boundaries) will hopefully provide an opportunity to introduce some new and better polling venues in some parts of the borough.

For the forthcoming elections in May 2021, there are significant new challenges that will need to be resolved. It will be critically important to ensure that all polling can be conducted in a Covid-secure way in Barnet's polling stations. In addition, there is a higher than usual likelihood, that some polling venues will not be made available for use at the elections – or that some may be assessed as being unfit for purpose given the need to ensure that they can all provide a Covid-secure environment.

In addition to polling venues, there are several other venues are required for critical electoral processes. Most notably, venues are needed for; election preparation activities (i.e. ballot box and polling materials preparation), the secure and transparent conduct of postal vote verification sessions and of course, the election count.

For the elections in May 2021, it will be necessary to introduce social-distancing and the use of PPE, into what are typically very busy and quite crowded spaces where these electoral activities take place. It is therefore important that Electoral Services are able identify and secure the use of much larger venues. One exception for these elections however, will be the count venue. Due to the GLA elections utilising an ‘electronic count’ (E Count), the Greater London Returning Officer (GLRO) will provide the count venue and all associated IT equipment. The Barnet and Camden GLA constituency will again count at Alexandra Palace⁵.

Primarily in relation to the May 2021 elections, the following recommendations are made:

- 7) Electoral Services must be given access to appropriate council venues and spaces to ensure that the entire range of electoral activities can be undertaken within fully assessed Covid-secure environments. Where such spaces are not identified or available within council controlled properties or locations, appropriate support (including funding) will be required to enable appropriate external venues to be hired.
- 8) That Electoral Services work with Public Health and Barnet’s Health and Safety team (and incorporating any guidelines produced by the Electoral Commission) to produce a set of assessment criteria against which all current polling places are reviewed. Where a replacement polling place is required, it must be acknowledged that the further use of publicly funded locations (possibly including schools) will need to be supported by the Council.

5. Summary and Upcoming Priorities for Electoral Services

The overriding priority for Barnet’s Electoral Services, is to ensure that the many statutory activities undertaken on behalf of Barnet’s ERO and RO throughout the year, are completed in full compliance with relevant legislation and official guidance. To successfully uphold this priority over the past 18 months has meant; delivering two high-profile and short-notice elections, preparing for a key change in registration legislation and more recently the impact from Covid19 and the new Annual Canvass – all whilst maintaining the usual scheduled registration activities and daily workload. This has made for an extremely busy and challenging period and huge credit must go to the officers from Electoral Services (and several officers regularly seconded in from other Assurance teams to support during elections) who continually gave much of their time, considerable effort and a great deal of goodwill, to ensure that everything was able to be successfully delivered.

Over the coming months, many regular electoral registration activities must continue to go ahead. At present and until the end of November 2020, the statutory annual Household Canvass must continue to allow for publication of the new Register of Electors on 1 December. Whilst the Government has enacted a piece of legislation that, in response to the Covid19 pandemic, allows the publication of the register to be delayed until 1 February 2021, it is considered that doing so will have a negative effect on other scheduled electoral registration work and subsequently, the preparations for the elections scheduled in May 2021.

Following the Government decision, on 21 September 2020, to move the UK’s coronavirus alert level back to ‘Level 4’ (and the subsequent legislation and guidance that came into effect from 24 September 2020), Barnet’s ERO has taken a decision that no personal visits to properties will be undertaken as part of the household canvass this year. This decision was taken based

⁵ The GLRO’s election team are currently working on the full set of processes that the E-count will use. As these processes will change significantly to ensure that they can be conducted in a Covid-secure way, engagement and training will take place with all London election teams. Initial meeting of the GLRO and all London election teams to take place on 28 Sept. 2020.

upon the risk assessments that had been completed prior to the start of the Household Canvass (in August 2020) and taking into account the new Canvass Reform legislation, that allows telephone and email contacts to be used (where held) in place of a personal visit to properties.

In January, the Absent Vote Refresh must commence, whereby any elector that has had a permanent absent voting arrangement in place for over five years (currently approx. 7,000 for January 2021), must provide new copies of their personal identifiers (i.e. submit a fresh copy of their signature and confirm their date of birth). Following this, it is the intention of the Electoral Registration Officer to again undertake a full 'Household Notification Letter' (HNL) campaign, as per Recommendation 2 above.

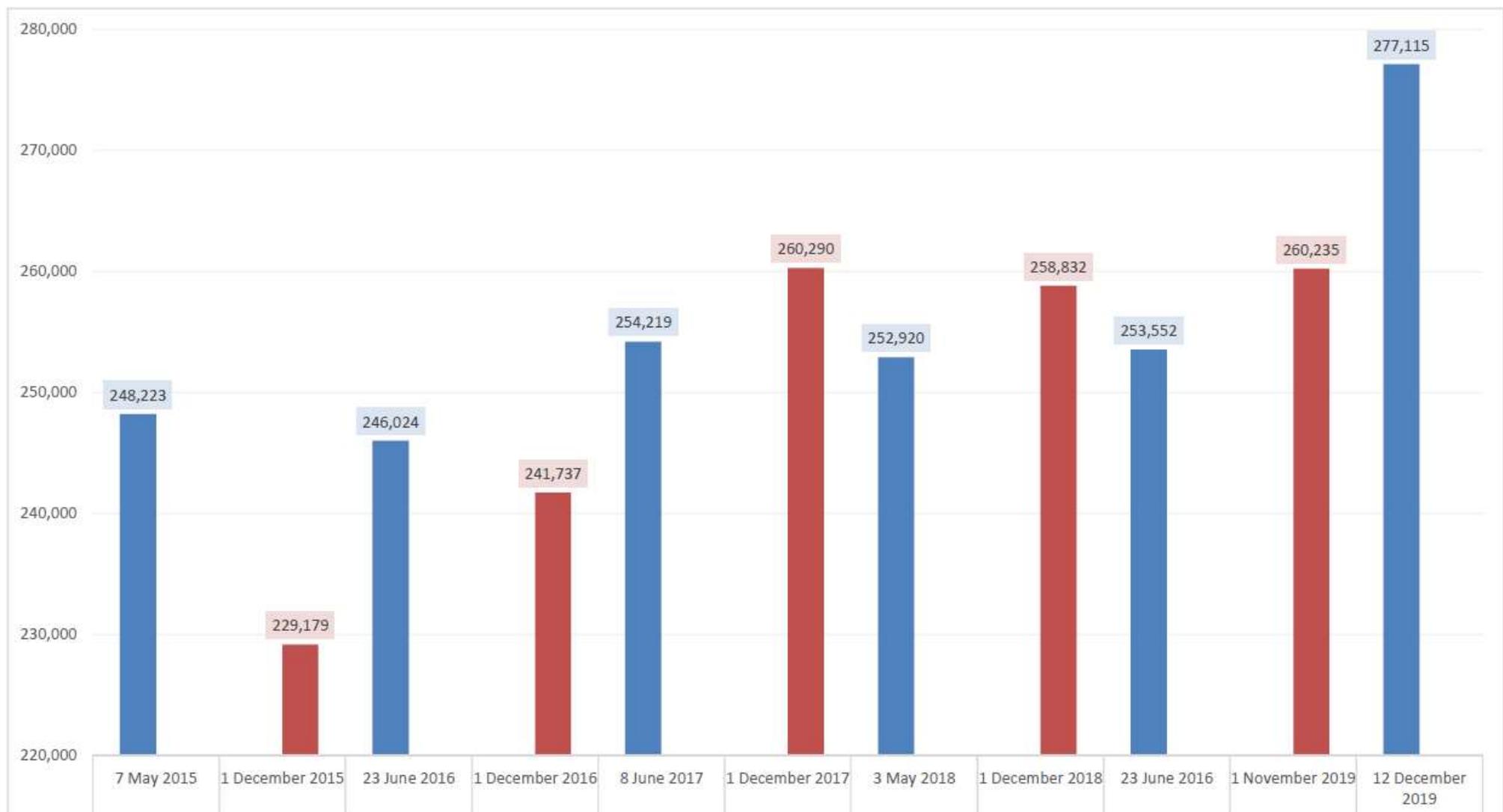
However, the most high-profile activity that Electoral Services will be undertaking (and for which preparations have already started) in the coming months, is the delivery of the London Mayoral and Greater London Assembly elections on 6 May 2021. Due to the prevailing and changeable circumstances caused by the Covid19 pandemic, these elections are going to present Electoral Services, the Returning Officer/Electoral Registration Officer and the wider council with challenges to deliver an election that are unprecedented in their scale and complexity. A lot of work has been undertaken to assess and consider how to mitigate the wide range of risks that exist to the successful delivery of these elections. At this point however, the work to plan new processes, recruit and train many staff, acquire venues and other resources, communicate and engage with Barnet's electors (and the candidates and agents) and then deliver all election activities in compliance with legislation lies immediately ahead.

Following the delivery of the elections in May, in June 2021 it will again be time for the data matching exercise that now precedes the start of the annual Household Canvass that will run from July to November. During this period, a full review of all Polling Districts and Polling Places will be required to serve the new Ward boundaries, that take effect from the May 2022 Local elections.

Appendix A

London Borough of Barnet

Total registered electors at the annual publication of the Full Register of Electors and at last 'Notice of Alteration' before borough-wide elections



**Constitution and General Purposes
Committee**

12th January 2021



<p>Title</p>	<p>Pay Policy Statement [incorporating information on Gender Pay Gap and Recruitment and Retention Payments]</p>
<p>Report of</p>	<p>Jon Bell, Assistant Director – Human Resources and Organisational Development</p>
<p>Wards</p>	<p>Not Applicable</p>
<p>Status</p>	<p>Public</p>
<p>Urgent</p>	<p>No</p>
<p>Key</p>	<p>No</p>
<p>Enclosures</p>	<p>Appendix A – Pay Policy Statement</p>
<p>Officer Contact Details</p>	<p>Jon Bell. T:020 8359 2330, e: jon.bell@barnet.gov.uk Prodromos Mavridis, Pay and Policy Officer – Human Resources T:020 8359 6066, e: prodromos.mavridis@barnet.gov.uk</p>

Summary

Local Authorities are required to prepare and approve a Pay Policy Statement before the end of March each year. The Statement must be published as soon as is reasonably practicable after it has been approved. This report introduces a draft Pay Policy Statement to the Constitution and General Purposes Committee for consideration, before approval by Full Council on 19th January 2021, prior to its publication.

Officer Recommendations

That the Committee considers the Pay Policy Statement (as attached at Appendix A) and refers it to the next meeting of the Full Council on 19th January 2021 for approval.

1. WHY THIS REPORT IS NEEDED

- 1.1 Section 38(1) of the Localism Act 2011 requires local authorities to produce an annual pay policy statement.
- 1.2 Members of the Constitution and General Purposes Committee have asked officers to provide information on the Council's gender pay gap and payments made to Council employees for Recruitment and Retention purposes.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To comply with the Localism Act 2011, associated statutory guidance, the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015 issued by the Department for Communities and Local Government in February 2015 and the Council's constitution.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The proposal arises from the statutory obligation cited in sections 1.1 and 2.1 and as such alternative options have not been considered in the context of this report.

4. POST DECISION IMPLEMENTATION

- 4.1 The Pay Policy Statement requires endorsement by Full Council on 19th January 2021 prior to publication.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Not applicable

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

- 5.2.1 The costs of implementing the Pay Policy are provided for within existing approved Budgets.

5.3 **Social Value**

5.3.1 Not applicable

5.4 **Legal and Constitutional References**

5.4.1 Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement.

The Council's Constitution, Article 7 (Committees, Forums, Working Groups and Partnerships) designates the [Constitution and General Purposes] Committee as responsible for overseeing the Council's governance arrangements, which cover staffing matters, including, inter alia:

- Salaries and terms and conditions;
- pay and reward strategy; and
- developing the annual pay policy statement for Full Council approval

5.5 **Risk Management**

5.5.1 Not applicable

5.6 **Equalities and Diversity**

5.6.1 Not directly applicable

5.7 **Corporate Parenting**

5.7.1 Not applicable

5.8 **Consultation and Engagement**

5.8.1 Not applicable

5.8 **Insight**

5.8.1 Not applicable

6. **BACKGROUND PAPERS**

6.1 Local Government Transparency Code 2015

(<https://www.gov.uk/government/publications/local-government-transparency-code-2015>)

6.2 Localism Act 2011 (<https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>)

6.3 The Code of Recommended Practice for Local Authorities on Data Transparency

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5967/1997468.pdf)

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APPENDIX A

London Borough of Barnet

Pay Policy Statement 2021/22

[incorporating information on Gender Pay Gap and Recruitment
and Retention Payments]

**Published
April 2021**

1 Background

Localism Act 2011 - Openness and accountability in local pay

- 1.1. Section 38(1) of the Localism Act 2011 requires local authorities to publish an annual pay policy statement.
- 1.2. The provisions in the Act do not seek to change the right of each local authority to have autonomy on pay decisions. However, they do emphasise the need to deliver value for money for local taxpayers.
- 1.3. This statement will be presented to Full Council for adoption and any further changes during the year will be brought back to Council for approval.
- 1.4. This statement only relates to the remuneration of staff directly employed and managed by the Council of the London Borough of Barnet. It does not cover school-based employees or those working for partner organisations.

Related Remuneration and Transparency Context

- 1.5. The Council follows the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015 issued by the Department for Communities and Local Government in February 2015; and specific guidance relevant to the Localism Act issued by the Department in February 2012 and February 2013.
- 1.6. Part of the Code of Recommended Practice for Local Authorities on Data Transparency includes publishing information relating to senior salaries within a local authority. A summary of posts that are paid more than £50,000 is published on the Council's website.
- 1.7. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 ordinarily require the Council to report 'pay gap' information such as the difference between the average (mean and median) pay of female employees and that of male employees. While the statutory requirement to report that information for the 2019/20 financial year has been suspended due to the ongoing pandemic, the Council has decided to publish the information as part of its commitment to transparency and the overall equality, diversity, and inclusion agenda.
- 1.8. Members of the Constitution and General Purposes Committee have asked officers for an update on Recruitment and Retention payments. These are payments that the Council makes to staff working in posts for which recruitment and/or retention challenges have been identified. The aforementioned posts require specialist skills, knowledge, and/or experience which are scarce in the external labour market. Consequently, the Council makes Recruitment and Retention payments in order to ensure that it remains competitive in the labour market.

2. Governance arrangements for pay and conditions of service within Barnet Council

- 2.1. The Constitution and General Purposes Committee (appointed by Council) has responsibility for decisions related to the pay and terms and conditions of employment for staff (other than those within the remit of the Chief Officer Appointment Panel¹) in accordance with Article 7 (Committees, Sub-Committees, Area Committees and Forums and the Local Strategic Partnership) of the Constitution.
- 2.2. Included within the responsibilities of the Committee is the duty to develop and publish the annual pay policy statement for approval by Council (being its parent body) which will comprise:
- the level and elements of remuneration for each Chief Officer
 - relationship between the remuneration of Chief Officers and other employees
 - a description of the relationship between decisions made on the lowest paid and top paid employees in the organisation
 - remuneration of the lowest paid (with the definition of the lowest paid and the reasons for adopting that definition)
 - in relation to Chief Officers - remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments
 - transparency arrangements
 - reasons for chosen approach to remuneration levels and how this is to be implemented
 - differences of approach to groups of employees and the reasons for them
 - pay dispersion
 - incremental progression factors
 - use of honoraria and ex-gratia payments
 - determination of remuneration parameters for officers who have returned to work for the local authority
 - appointment and remuneration term.
- 2.3. In addition, the Committee has a duty to review remuneration annually and ensure that sufficient flexibility exists within the Council's pay policy to allow responses to unforeseen circumstances without having recourse to revising the policy between annual reviews.
- 2.4. Council is asked to consider the Constitution and General Purposes Committee's recommendation(s). The Council is ultimately responsible for approval of the annual pay policy statement.

3. Remuneration arrangements for all employees

Introduction

- 3.1. This section sets out the remuneration arrangements for Barnet Council employees.

¹ The Chief Officer Appointment Panel deals with chief officer appointments, discipline and capability matters.

Senior Management

- 3.2. The Senior Management Team's pay and reward arrangements include:
- A market-based pay structure which links job size to the midpoint between Median and Lower Quartile Pay data;
 - Evaluation of all roles using Hay job evaluation scheme to define the scope and 'size' of each post;
 - Pay Grades reflect job sizes and evaluated roles are slotted into a grading system according to the evaluated job size;
 - Automatic enrolment into Local Government Pension Scheme (LGPS);
 - Base pay linked to the NJC for Local Government Services;
 - 30 days' annual leave; and
 - Sick pay up to a maximum of six months at full pay and six months at half pay

Rest of the Council

- 3.3. Current arrangements for the remainder of the council's workforce include:
- A grading system with grade minima and maxima broadly corresponding to points within the National Joint Council (NJC) for Local Government Services (LGS) pay 'spine';
 - Grading of all posts through systematic job evaluation (Hay scheme);
 - Automatic enrolment of employees into the Local Government Pension Scheme (LGPS)²;
 - 30 days' annual leave; and
 - Other terms and conditions of employment such as entitlement to sick pay governed by the NJC LGS

Pay Scales - Senior Management Team

- 3.4. The Senior Management grade structure and salaries were agreed by General Function Committee on 3rd May 2017. The Constitution and General Purposes Committee (subject to Council approval) sets the pay rates applicable to the grade structure on an annual basis and this pay policy statement is updated. Table A below sets out the salaries associated with the pay grades for the Senior Management Team and the Statutory Officer posts. Salaries are reviewed during April of each year and an updated pay policy statement is approved and published by the Council as necessary.

² Note that, for a small number of designated roles where recruitment and retention issues exist, employees are offered the option of receiving a higher salary in return for sourcing their own pension provision

Pay Grade	Grade Minimum On 1 April 2020	Grade Maximum On 1 April 2020	Chief Officer and Senior Management Posts
1	£189,870	£200,560	Chief Executive*
2	£158,710	£169,400	Deputy Chief Executive*
3	£135,765	£158,213	Executive Director for Children & Families* (incorporates statutory Director of Children's Services); Executive Director for Adults & Health* (incorporates Statutory Director for Adults and Social Services) Executive Director for Environment*
4	£121,868	£135,765	Director of Finance (s.151 Officer)* Director of Assurance* Director of Adults Social Care Director of Growth
5	£111,178	£121,868	Director of Commercial and Customer Services Director of Public Health and Prevention* Director of Children's Social Care (Early help, Children in need of help & protection) Director of Children's Social Care (Corporate Parenting, Disability and Permanence) Street-Scene Director
6	£90,866	£111,178	Senior Management – mainly Assistant Director posts
7	£78,038	£87,659	
8	£69,486	£78,038	

Table A: Barnet Council senior management grading system with details on Chief Officer (posts denoted with an asterisk) and Director remuneration.

- 3.5. Each Pay Grade comprises a minimum (entry pay point) and a maximum (fully competent) pay point. The Fully Competent pay point reflects the evaluated level of the job. The Council does not pay beyond the evaluated level of the job.
- 3.6. The appropriate pay point at recruitment will normally depend upon the applicant's assessed level of competence.
- 3.7. All Chief Officer appointments (those officers listed in Article 9) are conducted by the Chief Officer Appointment Panel, which comprises five elected members appointed to the panel by Council. The Panel includes the Leader of the Council, the Deputy Leader of the Council, the Chairman of the Constitution and General Purposes Committee, the Leader of the Opposition and a further member of the opposition group. The post holder's remuneration

will be voted on by the Constitution and General Purposes Committee and reported to Council at the earliest opportunity.

- 3.8. The Constitution and General Purposes Committee is responsible for the appointment of all chief officers with the exception of the Head of Paid Service (Chief Executive) as Council retains the responsibility to confirm the appointment or dismissal of the Head of Paid Service.
- 3.9. Pay progression within senior management grades is assessed through the annual performance review cycle. There are four performance levels, each corresponding to a defined percentage of salary increase until an employee reaches the top of the pay grade for their post, shown in Table B.

Rating	Percentage increase
Development Needs	0%
Satisfactory	0.5%
Good	2.25%
Outstanding	3%

Table B: Barnet Council performance-based pay progression for senior management.

Pay Scales - Rest of the Council

- 3.10. The Council, in accordance with its single status agreement, has a grading system in place for staff not covered by the SMT arrangements outlined above. In accordance with the Council's job evaluation scheme, each post is assigned one of 13 grades. The lowest point in the pay 'spine' is £20,658 and the highest point is £68,832. A full list of grades and corresponding salary levels at all levels of the Council can be found in Appendix A1.
- 3.11. The pay point on recruitment is normally at the bottom point of the grade for each post unless there is a justifiable reason for doing otherwise. Justifiable reasons for appointments at higher levels within a grade may include a need to match the appointee's salary at a previous employer and/or challenges in relation to staff recruitment and retention for a particular post or level of skill.
- 3.12. Pay progression within grades is assessed through the annual performance review cycle. There are four performance levels, each corresponding to a defined percentage of salary increase until an employee reaches the top of the pay grade for their post.

Rating	Percentage increase
Development Needs	0%
Satisfactory	0.5%
Good	2.25%
Outstanding	3%

Table C: Barnet Council performance-based pay progression for grades A-M.

Barnet Living Wage

- 3.13. The Council has developed a fair pay policy to ensure that it applies a wage 'floor' for Council employees, the essence of which is set out in the following statement:

“London Borough of Barnet is a fair pay employer and will apply the principles of a living wage (including taking into account the National Minimum Wage, National Living Wage, London Living Wage and national pay awards in the public sector), subject to affordability.”

- 3.14. As outlined above, the lowest point in the Barnet Council pay ‘spine’ is £20,658. All posts within the Council’s grading system are remunerated at levels that exceed the current London Living Wage [which is expressed as an hourly rate of £10.85, which would correspond to an annual salary of £20,367 for a full-time employee].
- 3.15. The Council’s grading system and Living Wage provisions do not include remuneration rates in respect of apprenticeships, where the national apprenticeship rates will apply at a minimum.

Other Elements of Remuneration

Pay Protection

- 3.16. The Council’s Managing Organisational Change Policy is applicable to all employees and sets out the Council’s pay protection policy.

Recruitment and Retention Premia

- 3.17. The Council has a recruitment and retention payments policy applicable to all employees which describes when and how the Council may pay beyond the evaluated level of a job. Any such payments will need to be supported by clear labour market evidence before they can be made, and to be reviewed periodically.
- 3.18. As at December 2020, 141 Council officers receive recruitment and retention payments ranging from 3% to 20% of their basic salary. Of the posts which attract recruitment and retention payments, the majority (more than 100) are located within social work (Children’s Services and Adults & Communities). More information on recruitment and retention payments is available in Appendix A3.

Other

- 3.19. The Council does not pay bonuses to senior managers or any other employees. Performance-related pay arrangements are limited to salary progression within grades as outlined above.
- 3.20. The Council does not offer any benefits in kind.
- 3.21. The Council does not use ex-gratia payments.

Payment for election duties

- 3.22. The role of Returning Officer is considered to be secondary employment and any Senior Officer undertaking this role will be expected to either take annual leave or special unpaid leave when fulfilling this function.
- 3.23. Any employee who undertakes election duties is paid for this through the Returning Officer. The level of Fees & Charges payable for election duties are set by the Cabinet Office & London Councils.

Pension Arrangements

- 3.24. Employees of the London Borough of Barnet are automatically enrolled into the Local Government Pension Scheme (LGPS). However, employees are entitled to opt out of the Scheme if they so wish.
- 3.25. The rate of employee pension contributions is determined by national LGPS regulations.
- 3.26. Pension matters are dealt with by LGPS Scheme Rules. LGPS members are also entitled to receive benefits related to ill-health retirement and death in service.

Redundancy Terms

- 3.27. The Council's Managing Organisational Change Policy is applicable to all employees, including Chief Officers, and the Head of Paid Service, and sets out redundancy compensation.
- 3.28. Redundancy compensation is calculated based on an employee's actual weekly gross pay using the statutory matrix of Age and Years of Completed Service. The minimum is 1 week's actual gross pay and the maximum is 30 weeks' pay.
- 3.29. The Council's redundancy terms do not enhance pension entitlements.
- 3.30. As part of its duty to mitigate the consequences of redundancy, the Council puts in place appropriate employee support, which includes career advice, workshops and redeployment trial periods for employees.

Appointment and Remuneration Terms

- 3.31. The Council appoints to roles on a variety of terms [within the parameters of its Unified Reward framework and other relevant policies], and the final decision about appointment and remuneration terms will generally be a reflection of the requirements of the role, the evaluated level of the role, the longevity of the role, budgetary constraints, and broader value for money considerations.

4. Severance arrangements

- 4.1. The Council does not enhance severance packages beyond statutory and contractual entitlements. In practice this means severance packages consist

of redundancy pay (see 3.27) and any holiday pay to which the employee is contractually entitled. Employees who are members of the LGPS may also be entitled to redundancy-related payments in accordance with the Regulations of the Scheme. From the Council's perspective, this will mean that mandatory and discretionary payments towards premature retirement compensation will be included in the assessment of the severance payments which are made to an individual.

- 4.2. Where an employee who is a member of the LGPS is aged 55 or above and is made redundant, then, by virtue of the LGPS scheme rules, the employee's pension will automatically come into payment. It should be noted that an employer cost, known as 'Pension Strain' will be crystallised and is a cost to be paid by the employer to the LGPS.
- 4.3. For the purposes of calculating the component parts of a severance package this will include:
- redundancy pay
 - holiday entitlement earned but not taken
 - 'pension strain' cost payable by the Council to the Pension Scheme.
- 4.4. The Council had been given the opportunity to vote on severance packages at or above £95,000 per annum and have delegated this function to the Constitution and General Purposes Committee. However, the Restriction of Public Sector Exit Payment Regulations 2020 were enacted in November 2020. The Regulations require the Council to cap exit payments [including those made in respect of pension 'strain'] to £95,000. It may be worth noting that the overall landscape around the Regulations is somewhat unclear, as a number of judicial review applications have been made in respect of various provisions therein, while the central government is considering making changes to public sector pension scheme regulations. Officers in the HR and OD Service are reviewing the recently introduced Regulations, their interaction with LGPS Regulations [on the automatic payment of pensions on redundancy], and broader developments in order to ensure that Council processes continue to comply with relevant statutory and contractual obligations.

5. Relationship between the remuneration of its chief officers, and the remuneration of its employees who are not chief officers

Remuneration of the Lowest Paid

- 5.1. The definition of the lowest paid is based on the lowest point of the Council's pay 'spine'- see section 3.10. The reader should note that salaries are quoted in this Statement on a full-time basis; salaries for employees who work part-time are calculated on a pro-rata basis in line with the grade for their role.

Pay Dispersion

- 5.2. The highest paid role in the Council is that of the Chief Executive with earnings of £194,142. Earnings for the median average paid role stand at £34,640, falling within Grade H which covers multiple roles across a wide

range of Council services. The ratio between the highest paid in the authority (Chief Executive Officer) and the median average paid role is 1:5.6. The lowest-paid role in the Council is in the Streetscene Service, with full-time earnings of £20,658 per annum. The ratio between the highest and lowest paid roles is 1:9.4.

- 5.3. A pay dispersion comparison between the current year and previous year is shown in Table D below:

Description	2017/18	2018/19	2019/20	2020/21
Highest Paid	£187,613	£181,165	£184,788	£194,142
Median	£28,385	£28,953	£30,930	£34,640
Lowest paid	£17,981	£19,557	£19,749	£20,658
Highest to median ratio	1:6.6	1:6.26	1:5.9	1:5.6
Highest to lowest ratio	1:10.4	1:9.26	1:9.2	1:9.4

Table D: Pay dispersion at Barnet Council from 2017/18 to 2020/21.

Elements of Chief Officer Remuneration

- 5.4. As described previously, Chief Officers do not receive any bonuses or benefits in kind. In common with all Council posts, where there is evidence that the evaluated level of the job does not reflect current labour market conditions, a market supplement may be considered. Any market supplement would need to be agreed and reviewed by the Constitution and General Purposes Committee.

6. Gender Pay Gap

- 6.1 The Council is committed to reporting accurately on its gender pay gap. As at 31.03.2020, the average hourly rate of pay for female employees was higher than that for male employees both in terms of the mean (13.07%) and median (26.28%) averages. More details can be found in Appendix A2.

7. Staff moving posts within the public sector

- 7.1. The Council operates a recruitment policy based on merit - in line with Section 7 the Local Government and Housing Act 1989.
- 7.2. Should a successful candidate for a Barnet Council vacancy be in receipt of a severance payment or pension, the Council would the Rules of the Local Government Pension Scheme and Modification Order to manage the following scenarios, should they occur:

- Where someone previously employed by the same authority, left with a severance or redundancy payment returns to the Council's employment as a Chief Officer
- Officers in receipt of a Local Government Pension Scheme or Firefighter pension (whether their previous service was with the same authority or not).

7.3. Where an employee leaves the Council on the grounds of redundancy, there would normally need to be a 12-month break before the Council would consider engaging them again either as an employee or under a contract for services

8. Publication of and access to information regarding remuneration of Chief Officers

8.1. Remuneration information about Chief Officers is published on the Council website.

8.2. The Council's Annual Accounts set out remuneration information for roles paid above £50,000. These accounts are published on the Council's website.

9. Amendments to this Pay Policy Statement

9.1. The pay data within this statement are correct as at December 2020. The reader should note that they do not incorporate any pay offer for the 2021/22 financial year, and that the median pay may be subject to minor variations as a result of posts being created, deleted, or re-evaluated.

9.2. There is a requirement to keep this Pay Policy Statement as up to date as possible. Therefore, mid-year amendments to the statement will be approved and published by the Council as appropriate.

APPENDIX A1



PAY AND GRADING STRUCTURE FROM 1 APRIL 2020

GRADE	Minimum	Maximum
Grade A	£20,658	£22,185
Grade B	£21,795	£22,995
Grade C	£22,587	£23,826
Grade D	£23,406	£24,693
Grade E	£24,258	£26,052
Grade F	£26,052	£28,992
Grade G	£28,992	£32,418
Grade H	£31,557	£34,884
Grade I	£34,884	£38,883
Grade J	£39,867	£44,790
Grade K	£47,841	£52,886
Grade L	£53,928	£60,396
Grade M	£61,949	£68,832
Grade 8	£69,486	£78,038
Grade 7	£78,038	£87,659
Grade 6	£90,866	£111,178
Grade 5	£111,178	£121,868
Grade 4	£121,868	£135,765
Grade 3	£135,765	£158,213
Grade 2	£158,710	£169,400
Grade 1	£189,870	£200,560

APPENDIX A2

Gender Pay Gap information

(Note: Data as at 31.03.2020)

1. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 ordinarily require the Council to report 'pay gap' information, including the difference between the average (mean and median) pay of female employees and that of male employees as well as an analysis of the workforce by pay quartile.
2. The statutory requirement to report that information for the 2019/20 financial year has been suspended due to the ongoing pandemic. However, the Council is keen to continue its work on transparency and the overall equality, diversity, and inclusion agenda and has decided to publish the relevant information.
3. The mean average hourly pay for female Council employees is £19.58, and the median average hourly pay for female Council employee stands at £17.72. The figures for male employees are £17.22 and £14.03 respectively. Consequently, the mean average gender pay gap is 13.07%, and the median average gender pay gap is 26.28% (Table 1).

<i>Type of figure</i>	2018/9	2019/20
Mean pay per hour for male employees	£16.61	£17.22
Mean pay per hour for female employees	£19.43	£19.58
Gender pay gap – mean average	17%	13.07%
Median pay per hour for male employees	£13.76	£14.03
Median pay per hour for female employees	£17.72	£17.72
Gender pay gap – median average	28.74%	26.28%

Table 1: Barnet Council gender pay gap figures³.

4. The Barnet pay gap figures appear to be significantly different from gender pay gap data across London Borough Councils⁴, where a very small gap exists in the other direction, with male employees' median hourly pay being 0.5% higher than that of female employees. The difference can largely be attributed to the fact that Barnet Council has outsourced the work of certain specialist/professional functions (such as Information Technology) which traditionally attract a higher proportion of men and which other authorities continue to deliver internally. This means that women make up the majority of employees in the top 3 pay quartiles within the Council (Table 2).

³ The reader may wish to note that the Council's establishment is subject to some variation from one year to the next (e.g. as staff in the Finance and Strategic HR functions transferred from Capita to the Council in 2019, their pay data were not included in the 2018/19 calculations), a likely explanation for the median pay per hour for female employees having remained unchanged from 2018/19 to 2019/20.

⁴ LGA report: 'The gender pay gap in local government 2019'

Quartiles	Male 2018	Female 2018	Male 2019	Female 2019	Male 2020	Female 2020
Lower Quartile	61.2%	38.8%	64.7%	35.3%	55.8%	44.2%
Lower Middle Quartile	49.9%	50.1%	47.6%	52.4%	48.4%	51.6%
Upper Middle Quartile	28.7%	71.3%	29.1%	70.9%	28.2%	71.8%
Upper Quartile	29%	71%	28.6%	71.4%	30.5%	69.5%

Table 2: Gender 'split' of Barnet Council employees by pay quartile.

- The Council is fully committed to the EDI (Equality, Diversity, and Inclusion) agenda and actively working to improve its engagement with all sections of the community and improving its employer 'brand' within and beyond the Borough.

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APPENDIX A3

Recruitment and Retention payment information

(Note: Data as at December 2020)

1. RECRUITMENT AND RETENTION PAYMENTS- BACKGROUND

- 1.1 Recruitment and Retention Payments (RRP) are additional payments to the basic pay of an individual post or specific group of posts. The Council considers RRPs to be discretionary and non-contractual.
- 1.2 Recruitment or Retention Payments may be paid in circumstances where market pressures would hinder the Council's ability to recruit and retain adequate numbers of employees of an appropriate calibre for the posts concerned if it offered the normal salary for the grade of the job. The payments are capped at 10% for each element.
- 1.3 Recruitment or Retention Payments apply to posts rather than to employees. Where an employee moves from a post that attracts a RRP to one that does not, the payment will cease. As RRPs are not considered contractual, no pay protection would apply in those circumstances.
- 1.4 Prior to the implementation of the Unified Reward grading system, a number of posts at the Council attracted market factor supplements which had been introduced as a means of improving the Council's ability to compete in competitive markets covering 'hard to recruit to' posts. Other market factor supplements had been established purely on the basis of improving the Council's ability to retain key members of staff in critical service areas. In the main these were introduced to cover specific groups of staff which were difficult to recruit and retain, for example Social Workers in Family Services.
- 1.5 With the introduction of Unified Reward, RRPs replaced all market supplements and associated payments.
- 1.6 Excluding vacancies and apprenticeships, the Council currently has a total of 1,806 posts in its establishment. Of those, 141 posts (7.8% of the total) attract Recruitment and Retention Payments. Approximately half (74) of the posts which attract RRPs include both elements and consequently attract RRPs between 11% and 20% of the associated base salary.

- 1.7 A summary of Council posts which attract RRPs is provided in Table A3. This summary does not include any posts which are vacant as at December 2020.

Function[s] / Service Area[s]	Total posts attracting RRP	RRP 3-9% posts	RRP 10% posts	RRP 11-19% posts	RRP 20% posts
Family Services, [Children's] Social Care	103	22	15	54	12
Adults [Social Care], Communities, Public Health	9	5	4	0	0
Transport, Highways, Environment, Streetscene	15	2	12	1	0
Resources, Finance, Assurance	7	1	4	2	0
Growth & Corporate Services	7	1	1	1	4

Table A3: Summary of Barnet Council posts which attract Recruitment and Retention Payments by function or service area.

- 1.8 Officers in HR and Organisational Development are planning to undertake a review of the current arrangements in relation to labour market conditions and overall Council priorities, particularly in the area of social work where there is an ambition to reduce reliance on temporary agency workers for reasons of business continuity in case management as well as cost.
- 1.9 An Equality Impact Assessment has been undertaken and demonstrates there are no specific inequalities within the payment framework. Most posts which attract RRPs are held by female employees; the posts are mostly concentrated in social work, a field in which women comprise over 80% of the UK workforce⁵.

⁵ See e.g. 'DfE Experimental statistics: Children and family social work workforce in England, year ending 30 September 2017'.

	Constitution and General Purpose Committee 12 January 2021
	Title Barnet Council's Annual Health and Safety Report
Report of	Mike Koumi - Head of Safety, Health and Wellbeing
Wards	None
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 – Barnet Council's Annual Health and Safety Report
Officer Contact Details	Mike Koumi michael.koumi@barnet.gov.uk 020 8359 7960
Summary	
<p>This report provides information on the Council's health and safety performance for the period 2019/20. It also sets the priorities for the period 2020/21, to enable continued improvement in H&S performance.</p> <p>The report is based on performance information and data obtained from the council's accident/incident reporting system, together with independent audit results, corporate training records and ill health data. It also includes initial COVID 19 response.</p>	

Recommendation

1. **The Committee is requested to note the report and approve the priorities for the period 2020/21 as outlined in section 3 of Appendix 1; Barnet Councils Annual Health and Safety Report**

1. WHY THIS REPORT IS NEEDED

- 1.1 This report enables the council to monitor its health and safety performance over a defined period, to set priorities to address any gaps identified and achieve continual improvement.

- 1.2 The [Management of Health and Safety at Work Regulations 1999](#) and associated guidance suggests that regular monitoring of health and safety performance enables organisations to set meaningful targets to effect improvements in attendance and productivity, reduce work related accidents and ill health and comply with statutory duties.
- 1.3 The review of the previous year's performance, as shown in Appendix 1, is split into the four areas that enable us to effectively monitor health and safety; these being:
- Reported work related accident and Ill health
 - Levels of compliance with legislation and council policy
 - Health and safety training delivered
 - Any enforcement action taken against the council
- 1.4 The review shows that the council performs well overall and manages its risks effectively, with the main performance achievements over the year being:
- A reduction in reported incidents of 20%
 - A RIDDOR Accident Incidence Rate of 368 (HSE reportable incidents per 100,000 staff), which is below the average for public service provision of over 500.
 - Slight improvements in H&S performance with average compliance audit scores increasing from 84% to 87%.
 - Improvement in premises compliance across the council estate
 - No health and safety enforcement action was taken against the council
- 1.5 The main areas that require further improvements are in managing stress and mental health related absence and musculoskeletal injuries.
- 1.6 COVID-19 Response - The COVID 19 response began in February for the SHaW team, initial activities involved actively sourcing supplies in both PPE and sanitising products to ensure supplies for any increase in the pandemic.

As the impact of the pandemic increased the service role changed to supporting the response by providing advice to the council leadership on risk mitigation as well as providing support to managers and staff. Guidance was issued on lockdown and managing risks to those essential services that continued to operate, as well as providing them with appropriate PPE. Guidance was also provided to staff about working safely from home.

- 1.7 The council's priorities for 2020/21 are:
- 1) Continue to support the councils COVID 19 response
 - 2) Seek reductions in days lost due to stress/mental ill health and musculoskeletal injuries
 - 3) Seek reductions in days lost due to slips/trips/falls and lifting and carrying
 - 4) Ensure all staff have undertaken mandatory health and safety training
 - 5) Continue to improve the staff Health and Wellbeing offer and achieve the revised London Healthy Workplace Charter

2. REASONS FOR RECOMMENDATION

2.1 The recommendation seeks agreement of the council's health and safety priorities which aim to address gaps and effect improvement in the council's health and safety performance.

2.2

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 N/A

4. POST DECISION IMPLEMENTATION

4.1 Directors will be required to formulate action plans to implement the priorities for the period 2020/21. Directors will be supported and advised by the Corporate Health and Safety and Wellbeing Team to ensure action plans are comprehensive and achievable.

4.2 The 2020/21 Annual Council Health and Safety report will highlight performance against these priorities.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 This report aims to contribute to all of the priorities contained in the [Corporate Plan](#) by setting standards through the way it manages health and safety to ensure that services are in the best position to fully contribute to those priorities. Also that the council remains exemplars in the community, continues to be a good employer and protects any person who may come into contact with its activities.

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

5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

5.3 Social Value

5.3.1 N/A

5.4 Legal and Constitutional References

5.4.1 The council has various legal duties held under the Management of Health and Safety at Work Regulations 1999, the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

5.4.2 According to the Council's Constitution, Article 7 the terms of reference for the Constitution and General Purposes Committee includes to have responsibility for overseeing the Council's governance arrangements including Health and Safety Strategy and performance.

5.5 Risk Management

5.5.1 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

5.6 Equalities and Diversity

5.6.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.

- 5.6.2 Pursuant to the Equality Act 2010, the Council is under an obligation to have due regard to 1) eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; 2) advancing equality of opportunity between persons who share a relevant 'protected characteristic' and those who do not share it; and 3) fostering good relations between persons who share a relevant 'protected characteristic' and persons who do not share it. The 'protected characteristics' are: age, disability, gender reassignment, pregnancy, and maternity, race, religion or belief, sex and sexual orientation. The Council also has regard to the additional protected characteristic of marriage and civil partnership even though this does not apply to parts 2) and 3) (above) of the public-sector equality duty.

5.7 Corporate Parenting

5.7.1 The report has no impact on looked after children or care leavers

5.8 Consultation and Engagement

5.8.1 The Annual Health and Safety report will be presented and discussed at the Local Joint Consultation Committees (JCC's).

5.9 Insight

5.8.1 N/A

6 BACKGROUND PAPERS

- 6.1 [Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37)
<http://www.legislation.gov.uk/ukpga/1974/37>
- 6.2 [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

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Council Health and Safety Annual Report – 2019/2020

1. INTRODUCTION

This report summarises significant council wide health, safety and wellbeing activities over the period 2019/20 covering key achievements, council-wide statistics and developments for the year ahead to improve performance and outcomes. The report includes early response to COVID-19 pandemic as well as transfer of parts of the Safety, Health and Wellbeing Team from Capita to the Council

The objectives of this report are to demonstrate Barnet Council's commitment to:

- Our responsibility for ensuring the health, safety and wellbeing of employees, service users and members of the public;
- The on-going effective implementation of the council's Corporate Health and Safety Policy;
- Continual improvements in health and safety through the monitoring and measurement of its health and safety performance to highlight areas where the council performs well as well as areas for improvement;
- Openness and accountability

Key activities:

- 1) The SHaW team supported services in implementing measures to achieve the corporate targets of reduction in work related incidents and ill health
- 2) A council wide stress audit commenced, which will be concluded in the current financial year
- 3) The operational areas of the Safety, Health and Wellbeing (SHaW) service were successfully transferred back in house on the 1 October 2019.
- 4) Following transfer, the Head of SHaW reviewed service provision to ensure it was fit for purpose and met the evolving needs and priorities of the council. Contracts were also reviewed to ensure they delivered quality as well as value for money.
- 5) The SHaW team reviewed and the software systems that support the council's health and safety management. This led to improvements in the incident reporting and eLearning systems to ensure its usability in all areas of the organisation including front line services.
- 6) All the councils Local Codes of Practice were reviewed. These provide guidance to schools on the implantation of health and safety requirements and council policy.
- 7) The Workforce Health and Wellbeing Group (WHWBG) produced an action plan with the intent of scaling up our organisational offer on workforce health and wellbeing. The aim is long term improvements in staff physical and mental wellbeing, reduced absenteeism, increased productivity, staff engagement and resident's satisfaction. The group is chaired by the Head of SHaW and led by Public Health. It includes stakeholders from services, partners and the Trade Unions.
- 8) The council has introduced Mental Health First Aiders who are widely to offer early support for staff

- 9) Health checks for staff were provided with over 100 staff taking part. These health checks assess key health and wellbeing indicators such as weight and blood pressure and provide advice on ways to improve health.
- 10) A successful flu immunisation campaign was carried out with over 400 staff given vaccinations.
- 11) The service contributed to the successful health and safety evaluation of the Brent Cross South Station submissions.
- 12) The SHAW Team responded successfully to the first wave of the COVID-19 Pandemic. This included early sourcing of PPE supplies and sanitising products. The provision of advice on risk mitigation following lockdown to essential services, as well as advice to staff on working from home and health issues, including mental health.

2. SUMMARY OF PERFORMANCE FOR 2019/20

Main performance achievements:

- 1) A reduction in reported incidents of 20%
- 2) A RIDDOR Accident Incidence Rate of 368 (HSE reportable incidents per 100,000 staff), which is below the average for public service provision of over 500.
- 3) Slight improvements in H&S performance with average compliance audit scores increasing from 84% to 87%.
- 4) Improvement in premises compliance across the council estate

Review of Corporate Health and Safety Policy

The following corporate policies were amended and implemented:

- Health and Safety Training
- Fire Precautions
- Display Screen Equipment

Accident/Incident data

The council strives to continually improve its health and safety performance and to reduce work related accidents and ill health. Managers are required to ensure all incidents are reported and investigated and to introduce measures to prevent recurrence.

All incidents are recorded on the council's on-line accident reporting system and sickness absence is reported on HR Core. These are interrogated by managers and the Safety, Health and Wellbeing (SHaW) team to ensure all incidents are fully investigated and to identify any emerging work-related incident or ill Health trends.

There has been a decrease in the total number of incidents reported over the period, from 119 in 2018/19 to 98 in 2019/20. This should be seen as positive news and a reflection of the work the council has done to review and improve its H&S risk management approach. The majority of time off incidents that occur are related to either manual handling activities or slips and trips. The council remains high performing with its Accident Incidence Rate (RIDDOR incidents per 100,000 staff), a national recognised measure of performance, standing at 368 for the reporting

period, which is considerably below the average for public service provision of over 500. Despite this the council will continue to strive to reduce not just RIDDOR incidents but all reported incidents.

Chart 1 shows the commonly reported work-related incidents by type with the most common being 'Slips and Trips', 'Verbal Assaults' and 'Handling and Carrying'. Slips and Trips are the most common incident reported nationally and are in the main contributable to hazards in the working environment such as slippery and uneven floors, trailing cables, etc. Risk assessments consider environmental conditions and managers are required to regularly inspect the workplace to ensure no hazards exist. The majority of verbal assaults reported occurred in schools and are attributable to pupils verbally abusing teachers. This is also true of physical assaults, the majority of which occurred in special schools.

The RIDDOR reportable incidents were either Lifting and Handling injuries or Slips and Trips occurring in the Streetscene Directorate and Schools. RIDDOR incidents are those reported to the Health and Safety Executive (HSE), such as injuries that have resulted in over 7 days absence from work. Chart 2 also highlights musculoskeletal injuries as a common cause of work related ill health and lifting and handling is a major contributor to these types of injuries. These mostly occur within the Streetscene directorate for which management regularly review their manual handling risk assessments and deliver training on lifting and moving to their staff.

Chart 2 shows that there are two common cause of work related ill health reported on CoreHR; include psychological ill health, including stress related, and musculoskeletal, commonly muscle injuries to the neck, shoulders and lower back.

Organisational change and lack of control are common causes of work related stress and anxiety amongst staff. Exposure to stress and anxiety is not though limited to work, as a good employer we should seek not only to reduce organisational causes of stress and anxiety but also support staff who are experiencing issues that may lead to mental health issues outside of the workplace. To this end the council provides a variety of support services to staff including our 24/7 employee assistance programme, which includes confidential counselling sessions as well as advice on finance, etc. Staff also have access to trained mental health first aiders. Services have stress action plans in place to manage the risk of organisational stressors.

Musculoskeletal injuries are commonly caused by both lifting and handling activities or repetitive movements and poor posture, such as when continual using Display Screen Equipment or in maintenance activities. Many of these injuries are attributed to lifting and moving and so regular review of risk assessments and provision of guidance and training to staff is crucial in managing these types of injuries.

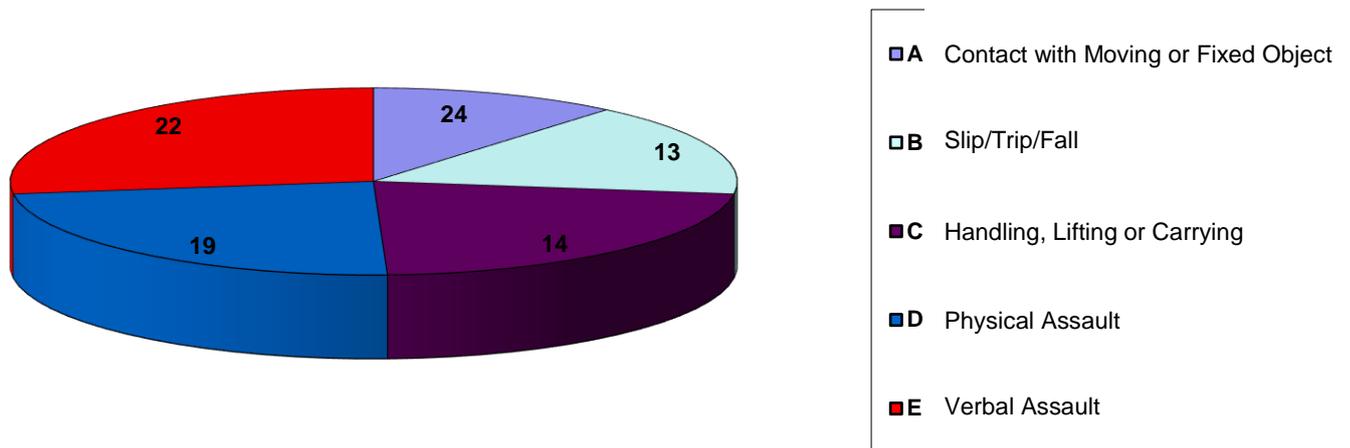


Chart 1 – Significant reported Work-Related Incidents to employees by type 2019/20

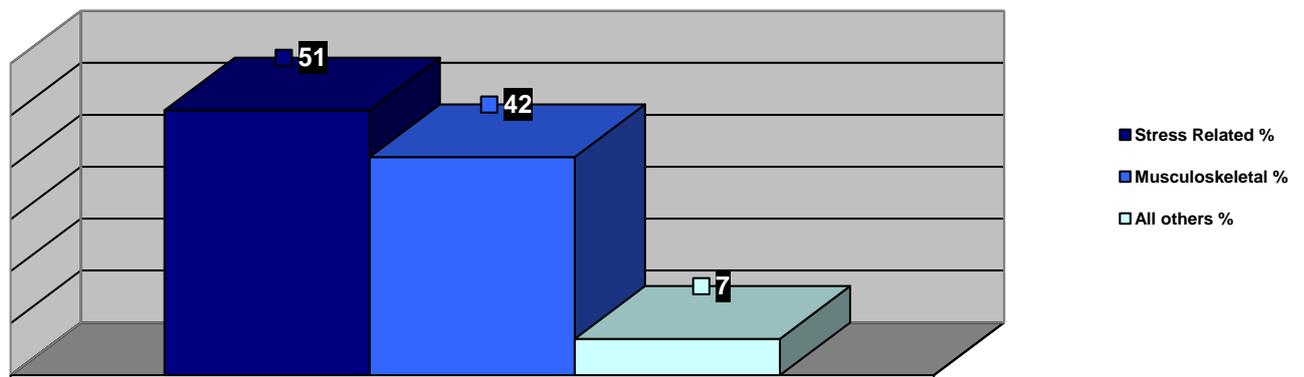


Chart 2 – Most common causes of Work Related Ill Health 2019/20

Corporate Health and Safety Training

We have continued to deliver corporate health and through our e-learning system as well as face to face training. There are 26 courses available on our eLearning system with 3 of those being mandatory training for all staff.

Alongside this corporate training services organise and deliver a wide range of role specific health and safety training and workshops, identified through performance review and risk assessments.

The mandatory corporate H&S training modules and numbers who completed these courses are as follows:

Mandatory E-learning - Percentages Completed	
Workplace Safety	71%
DSE	85%
Fire Safety	73%

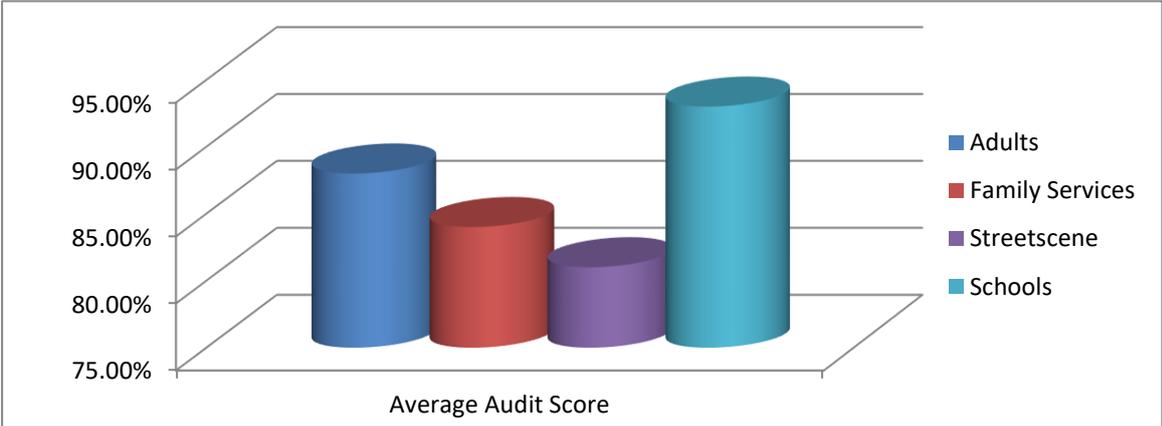
Health and Safety Audits

To monitor compliance with the councils Health and Safety Management System, legislation and accepted good practice, we use a system of internal auditing to

identify and remedy any gaps in health and safety performance. The audits are carried out by health and safety professionals with the annual audit programme agreed by the Head of Safety, Health and Wellbeing. The areas for audit are selected to ensure a representative sample of council activities as well as considering higher risk activities. Audits are not normally carried out on lower risk areas of the council, such as predominantly office based activities, to make effective use of the available resource. It is important to note that risk assessments and regular monitoring by managers continues in these low risk areas to ensure good practice and compliance.

A total of 33 H&S Audits and performance reviews were carried out in 2019/20 with the averaged results of the audits summarised in the table below. The average overall performance score across the council was 87% which is an increase in the average score compared to 2018/19 of 84%. Scores of 70% and above are viewed as 'Good Performance' 'Excellent Performance' would see scores of >90% and achievement of this score is the councils aim.

The audits show that the council performs well in the implementation of policy and in H&S risk management. The areas for improvement are in local premises related compliance and record keeping.



It is important to note that all audits result in the production of action plans to address any areas of low performance, with the SHaW team supporting managers in addressing these gaps.

Early response to COVID-19 pandemic

The COVID 19 response began in February for the council with the SHaW team actively sourcing supplies in both PPE and sanitising products to ensure supplies for any increase in the pandemic.

As the impact of the pandemic increased the service role changed to supporting the response by providing advice to the council leadership on risk mitigation as well as providing support to managers and staff. Guidance was issued on lockdown and managing risks to those essential services that continued to operate, as well as providing them with appropriate PPE. Guidance was also provided to staff about working safely from home.

3. COUNCILS HEALTH AND SAFETY AND WELLBEING PRIORITIES FOR THE PERIOD 2020/21

The corporate priorities aim to ensure the continued proactive improvements in health and safety and wellbeing performance, reduction of work related injury and ill health and increased productivity of our workforce. Given the COVID-19 pandemic response and SHAW Team significant involvement with the response, there will be enhanced focus on actions during 2020/21. Priorities for business as usual also seek to address any gaps or trends identified through monitoring activities as highlighted in this report.

- 1) *Continue to support the councils COVID 19 response.*
Provide templates to ensure COVID 19 secure workplaces and activities.
Provide guidance to staff working from home and introduce system to ensure they have suitable work equipment
- 2) *Seek reductions in days lost due to stress related/mental ill health –*
Corporate Stress Audit to be undertaken to identify Organisational Stressors. The Safety Health and Wellbeing Team to support Directors, through Directorate H&S Champions, to produce action plans that address any organisational issues identified in audit. The Head of SHaW to review current provision for Stress and Mental health training as well as employee support offer.
- 3) *Continue to seek reductions of at least 10% in days lost due to work related incidents and ill health -* The Safety Health and Wellbeing Team to support Directors to review local arrangements for the management of risks, particularly those associated Musculoskeletal Injuries, including manual handling and Display Screen Equipment.
- 4) *Ensure all staff have undertaken mandatory health and safety training -* Directors to introduce measures to ensure that all staff have undertaken mandatory health and safety training and that health and safety practice is imbedded in daily work routines.
- 5) *Achieve excellence in the revised London Healthy Workplace Award*
The Workplace Wellbeing Group to continue to formulate initiatives and implement actions to improve employee physical and mental wellbeing.

**London Borough of Barnet
Constitution and General
Purposes Committee Work
Programme**

January 2021

Subject	Overview of decision	Report of Chief/Lead officer	Update
23 March 2021			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review	Monitoring Officer Head of Governance	N/A
22 June 2021 (Date TBC)			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review	Monitoring Officer Head of Governance	N/A
Update Report on Implementing the New Warding Arrangements in Barnet	To receive a report on progress made in implementing the new warding arrangements in Barnet	Head of Assurance and Business Development	N/A
4 October 2021 (Date TBC)			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review	Monitoring Officer Head of Governance	N/A
Review of Polling Districts and Polling Stations	To review the proposed location of polling districts and polling stations resulting from the implementation of new warding arrangements	Head of Electoral Services Head of Assurance and Business Development	N/A

Subject	Overview of decision	Report of Chief/Lead officer	Update
Electoral Services – Overview Report 2020	To receive an update on Electoral Services including a review of GLA elections	Returning Officer Head of Electoral Services	N/A
10 January 2022 (Date TBC)			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review	Monitoring Officer Head of Governance	N/A
Update Report on Implementing the New Warding Arrangements in Barnet	To receive a report on progress made in implementing the new warding arrangements in Barnet	Head of Assurance and Business Development	N/A
Review of Polling Districts and Polling Stations	To approval the location of polling districts and polling stations resulting from the implementation of new warding arrangements	Head of Electoral Services Head of Assurance and Business Development	N/A
7 February 2022 (Date TBC)			
Constitution Review <i>Standing Item</i>	To review and approve revisions to the Constitution following the review of elements which require updating and review	Monitoring Officer Head of Governance	N/A

Items to be allocated

Subject	Overview of decision	Report of Chief/Lead officer	Update
Information Management <i>As and when required</i>	To determine Member requests for non-committee information as specified in the Members' Information Management Policy	Director of Assurance Head of Assurance and Business Development	N/A
Annual Review of the Members Code of Conduct	Complete an annual review of the Members Code of Conduct to comply with the recommendations of the Committee on Standards in Public Life	Monitoring Officer Head of Governance	Last updated October 2020
Committee on Standards in Public Life Best Practice Recommendations	To receive an update on the implementation of the Committee on Standards in Public Life best practice recommendations as reported to the Committee on 12 October 2020	Monitoring Officer Head of Governance	N/A