

MEETING

COMMUNITY LEADERSHIP AND LIBRARIES COMMITTEE

DATE AND TIME

WEDNESDAY 18TH NOVEMBER, 2020

AT 7.30 PM

VENUE

VIRTUAL MEETING – PLEASE VIEW AT LINK:

<https://rb.gy/ricezh>

**TO: MEMBERS OF COMMUNITY LEADERSHIP AND LIBRARIES COMMITTEE
(Quorum 3)**

Chairman: Cllr Reuben Thompstone
Vice Chairman: Cllr Roberto Weeden-Sanz

Councillors

Jennifer Grocock
Helene Richman
Cllr Nizza Fluss

Lachhya Bahadur Gurung
Sara Conway
Charlie O-Macauley

Danny Rich
Zakia Zubairi

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 **Friday 13th November** at 10AM. Requests must be submitted to Tracy Scollin Tel 020 8359 2315 tracy.scollin@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: Tracy Scollin
Media Relations Contact: Tristan Garrick 020 8359 2454

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes of last meeting	3 - 10
2.	Absence of Members (If any)	
3.	Declaration of Members' Disclosable Pecuniary Interests and Other Interests (If any)	
4.	Report of the Monitoring Officer (If any)	
5.	Public Comments and Questions (If any)	
6.	Members' Items (If any)	
7.	Re-provision of Hendon Library and Local Studies Centre and Relocation of School Libraries Resource Service	11 - 20
8.	Business Planning 2020-2025	21 - 44
9.	Forward Plan	45 - 48
10.	Any item(s) the Chairman decides are urgent	

Decisions of the Community Leadership and Libraries Committee

16 September 2020

Members Present:-

AGENDA ITEM 1

Councillor Reuben Thompstone (Chairman)
Councillor Roberto Weeden-Sanz (Vice-Chairman)

Councillor Reema Patel	Councillor Jennifer Grocock
Councillor Sara Conway	Councillor Danny Rich
Councillor Lachhya Gurung	Councillor Helene Richman
	Cllr Nagus Narenthira (substitute)

Apologies for Absence

Councillor Charlie O-Macauley

1. MINUTES OF LAST MEETING

RESOLVED that the minutes of the meeting held on 5th March 2020 were approved as an accurate record.

2. CHAIRMAN'S INTRODUCTION

The Chairman welcomed all to the first virtual meeting of the Community Leadership and Libraries Committee (CLLC).

The Chairman noted with deep sadness the recent passing of Cllr Brian Gordon, who had made an enormous contribution to the London Borough of Barnet as a Councillor for many years, and would be greatly missed.

3. ABSENCE OF MEMBERS (IF ANY)

Apologies were received from Cllr Charlie O-Macauley, who was substituted by Cllr Nagus Narenthira.

4. DECLARATION OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS (IF ANY)

None.

5. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

6. PUBLIC COMMENTS AND QUESTIONS (IF ANY)

None.

7. MEMBERS' ITEMS (IF ANY)

None.

8. RECOVERY PLAN REPORT

The Chairman introduced the report.

Cllr Rich asked a question regarding point 1.12: how had the figures for burglary in the Hendon Park area been arrived at, as many people don't have insurance and don't report burglaries so the most disadvantaged in the community may not have reported burglaries?

The Community Safety Manager responded that the figures are based on Metropolitan Police reported crime figures and that unfortunately for the bid it had not been possible to take underreported crime into account.

Cllr Patel asked about civil society organisations and non-profit organisations (NGOs) in Barnet - how had Covid-19 affected their sustainability, and what is the Council doing to provide support for them?

The Deputy Head of Strategy - Strategy and Engagement responded that the Council has provided £50,000 for organisations to bid for, and continues to review the sector to see where support is needed. Cllr Patel enquired whether information on this piece of work would be shared in the near future; many of these partner organisations are best placed to respond to the crisis, especially regarding domestic violence and mental health issues. The Deputy Head of Strategy - Strategy and Engagement reported that he hoped to bring details to CLLC towards the end of this year.

The Chairman introduced the following six amendments to the report that had been proposed by Cllr Conway:

3a The Way We Work - Community Engagement:

'That the Committee works in partnership with the Housing & Growth Committee to supplement its Community Engagement stream with a specific cross-cutting engagement programme for housing estates; proposals to be brought back to both Committees for discussion and agreement.'

The Chairman noted that a piece of work had recently been undertaken by the Housing and Growth Committee (H&GC), where an agreement had been made on this. H&GC would be better equipped to deal with such issues and given that Cllr Conway is a Member of H&GC he recommended that she bring specific issues of concern to CLLC for consideration. Cllr Conway agreed.

3b. The Way We Work - Community Engagement:

'That the Committee works with the Safer Communities Partnership Board to improve information flow between the two bodies, and suggest a strategy for prioritising issues from ward councillors on urgent community safety matters; proposals to be brought back to both bodies for discussion and agreement.'

Cllr Conway expressed concern that the SCPB had not met for some time and that there is a lack of communication between the Board, CLLC and Members. She requested that this matter be discussed at SCPB. The Chairman of SCPB, Cllr Weeden-Sanz, reported that committees without extremely urgent business had been cancelled but that the meeting on 23 October 2020 would go ahead. The Chairman suggested that this be discussed at that meeting.

3b The Way We Work - Community Engagement:

That the Committee includes in this stream a revised food security strategy, which the Council is already working on with the Voluntary, Community and Faith Sector (VCFS). The Strategy needs finalising urgently and to be in place before a second wave of the pandemic and any second lockdown.

The Deputy Head of Strategy - Strategy and Engagement reported that a Food Insecurity Action Plan had been developed prior to the Covid-19 pandemic, and that this is being reviewed as part of the Recovery Plan. This would be reported to the Health and Wellbeing Board. The Chairman noted that this matter sits within the remit of the Health and Wellbeing Board.

4a Clean, Safe and Well Run - Community Safety:

That the Committee notes the rising incidence of mental health issues and specifically a range of crisis cases involving drugs, fire and other risks to residents' safety; and agrees to convene a series of meetings with all local housing providers to refresh their awareness and action on the process for handling these cases.

Cllr Conway noted that there appeared to be a gap in knowledge of how to quickly bring the relevant people together and that it would be helpful for CLLC to have awareness of where mental health issues cross over with community safety issues. The Chairman suggested that additional data over a longer time would be helpful prior to further action being taken since the data was not clearly available showing an increase in incidents since the pandemic. The Chairman asked Cllr Conway to bring a Member's Item to the Committee with more detail.

4b Clean, Safe and Well Run - Community Safety:

That the Committee instructs officers to review how effectively the community safety MARAC process is working in light of the impact of Covid-19, and report back to the next meeting with any proposals required for improving it.

The Chairman suggested that it would be more appropriate for SCPB to consider this due to the community safety aspect. There had been some challenges during the Covid-19 pandemic as ways for the Safer Neighbourhood Boards to meet had become disjointed. The Chairman suggested that Cllr Conway forward this matter to SCPB.

4c. Clean, Safe and Well Run - Community Safety:

That the Committee notes the increase in enviro-crime including fly-tipping this year, and the impact this can have on individual and community well-being; and asks for a progress report from the new Action Taskforce to be presented at the next meeting.

The Community Safety Manager agreed that fly tipping is an ongoing concern. In 2019 6000 perpetrators had been identified and enforcement action had been taken. Also the Council had targeted hotspots, provided additional patrols and CCTV, and this had resulted in reductions though some fly tipping had been displaced to other locations. The Community Safety Manager added that the Council is focusing on its communications campaign, both by posters and online, and is looking into enhancing its investigation and enforcement. The Council is working closely with partners and the community on this issue.

The Head of Counter Fraud Operations noted that a report would be submitted to Environment Committee in November with details of actions taken so far and the results of this.

The Chairman noted that it is helpful for CLLC to be aware of the impacts of fly tipping on community cohesion but that this issue is reported to Environment Committee.

Cllr Rich suggested that environmental crime be reported to CLLC as well as Environment Committee, due to its impact on community cohesion. The Chairman agreed and suggested that this be discussed further outside the meeting.

The Chairman to a vote on the officer's recommendations:

The committee **RESOLVED:**

1. To note the work already undertaken in regard to the council's recovery from the Covid-19 pandemic for the service areas that the committee is responsible.
2. To note the continuing work on recovery planning for the service areas that it is responsible for, including any next steps outlined within the report.

9. ARMED FORCES COVENANT UPDATE

The Chairman introduced the item. He recommended the Armed Forces Covenant online training which he had found helpful. Cllr Rich also highly commended the training.

The Mayoral Services and Civic Events Manager and Armed Forces Champion for Barnet presented her report. In 2019 Barnet Council agreed to renew the Covenant and since that time a series of stakeholder meetings and training of staff including senior management had been undertaken. Currently Barnet is 'Bronze' in the Employer Recognition Scheme and on re-signing will attain Silver accreditation. Due to the coronavirus lockdown this had been delayed but it was hoped that this would happen in November 2020.

The E-learning package for Barnet Council staff had been launched and sent to over 1200 staff to complete, as well as elected Members, the LBB Gurkha community and Barnet Homes. Recently two veterans in need of housing had been provided with permanent accommodation. The E-learning would also be rolled out to Middlesex University and the RAF Museum.

The Mayoral Services and Civic Events Manager and Armed Forces Champion reported that London Councils is due to publish a best practice guide with recommendations in two weeks' time. Barnet Council had already undertaken most of these

recommendations. It was important to map out armed forces statistics working in partnership with neighbouring boroughs, and for all areas of the Council to ask the question 'have you served in the armed forces?' so that this is not missed when engaging with residents.

RESOLVED that the Committee agreed:

- 1. To note the revised Armed Forces Covenant has not yet been signed due to the Coronavirus lockdown**
- 2. That Officers be instructed to continue to implement the Barnet Council Action Plan.**

10. EQUALITIES POLICY DRAFT CONSULTATION

The Chairman introduced the report on the draft consultation. He reported that the Committee would be asked to note the report only – the equalities policy draft consultation had been moved to CLLC's Terms of Reference, from Policy and Resources Committee but this had not been formally agreed due to the postponement of Constitution and General Purposes Committee. CLLC would therefore be due to consider the final policy at a later date.

The Deputy Head of Strategy - Strategy and Engagement reported that the last update on the equalities policy in Barnet had been in 2014. The approach is to have equalities running through the Corporate Barnet Plan. The Council Management Team has nominated people within the service areas to manage workstreams.

Cllr Rich asked how Barnet compared on life expectancy to national figures (paragraph 2.2). The Deputy Head of Strategy - Strategy and Engagement noted that this and greater detail would be added prior to publishing the consultation with more evidence behind the policy.

Cllr Patel enquired about the methodology behind the consultation; typically the most affected groups were often the most difficult to engage with.

The Deputy Head of Strategy - Strategy and Engagement responded that both Covid-19 and the Black Lives Matter (BLM) movement had prompted the reassessment of the policy. The policy focused on looking inward as an organisation to improve itself to begin with and to set the principles. The consultation would be carried out online due to the pandemic and efforts would be made to reach those who are digitally excluded. He added that Members' assistance in this would be greatly appreciated. Voluntary and community groups would also be approached.

Cllr Patel noted that the organisation www.demsoc.org (Democratic Society) has a toolkit on how to engage a more diverse group of people given the shift to digital working. <https://participedia.net/collection/6499> and <https://www.involve.org.uk/our-work/our-projects/practice/how-can-councils-engage-residents-tackle-local-issues> feature community engagement initiatives during Covid-19.

The Chairman moved to a vote on the officer's recommendations:

RESOLVED that the Committee agreed:

1. To note that the draft Equalities, Diversity and Inclusion policy will be sent out for consultation
2. That the consultation responses come back to the committee for consideration prior to the policy being approved.

11. ANNUAL EQUALITIES REPORT 2019-20

The Deputy Head of Strategy - Strategy and Engagement reported that the report had been due to be presented at the June 2020 meeting, which had been cancelled due to Covid-19. The Action Plan will be brought to CLLC in 2021 as part of the annual cycle.

Cllr Conway commented:

- It may be useful to bring together different communities so that they could feed their views into this piece of work. She added that the term 'BAME' is currently being debated as a suitable term to use.
- There has been a long delay in the Committee having a dialogue with the Communities Together Network. She suggested adding an item with a theme such as mental health or housing might help people to engage with this.
- (2.2) Location inequality is not considered in the report, even though male life expectancy is several years lower in some wards in Barnet than in others.
- (3.14, 3.15) Should the Equalities Champions Network be externally focused, if it isn't already? A briefing on the Action Plan by a representative from the Network would be helpful.
- (3.3) How often does the Diversity and Inclusion Steering Group meet, who sits on the Group and can residents can provide input into it?
- (3.5) A more specific focus on diversity and inclusion may be needed and a Citizens' Enquiry might be appropriate.
- (4.2) Cllr Conway welcomed the fact that Barnet staff are offered pro bono support and recommended that community groups are also offered this.
- (4.6) It is positive that 500 young people had been included in the survey. How were they engaged, and could a breakdown of their area and diversity be provided? Also when would the Life Chances Strategy be published?

The Deputy Head of Strategy - Strategy and Engagement noted that the Equality and Diversity Steering Group publishes papers and details of its membership on the Barnet website. The Group has an external focus but monitors the Action Plan and receives reports from the Workstream Leads. The Group also provides reports to the Council Management Team. Barnet Equality Allies will report to the Policy & Resources Committee (P&R) in October in response to a Member's item from Cllr Mittra. They could also be invited to present to CLLC.

The Deputy Head of Strategy - Strategy and Engagement reported that the Equalities Champions have an internal procedural role to assist people to carry out an equalities impact assessment on any policy change.

The Deputy Head of Strategy - Strategy and Engagement agreed to address the other points outside the meeting.

The Chairman commented that he would welcome any contributions from the Barnet Equalities Allies and other organisations that have a contribution relevant to a future agenda item, to inform the Committee before it considers items.

Cllr Narenthira stated that the term 'BAME' applies to a wide section of the population so it may be better to refer to different groups individually. She asked about the vacancy since the previous Equality Officer left the Council. The Deputy Head of Strategy - Strategy and Engagement responded that conversations were ongoing internally about which term to use and whether 'BAME' continued to be appropriate. The Equality Officer post was deleted in 2018 but the responsibilities had been distributed throughout the organisation and this had also raised its profile.

Cllr Weeden-Sanz noted that the Jewish and Muslim faith communities are underrepresented in Council staff so asked whether others were overrepresented. The data did not appear to be accurate as the total figure is 78%. The Deputy Head of Strategy - Strategy and Engagement responded that the survey was 'opt-in' so some had not completed it. He would check the figures again after the meeting. Cllr Weeden-Sanz requested that this be added to future reports so that it is clear what percentage did not respond. He continued that it is concerning that the Jewish community appears to be underrepresented given that Barnet has the largest Jewish population in the country. The Deputy Head of Strategy - Strategy and Engagement offered to look into this.

Action: The Deputy Head of Strategy - Strategy and Engagement

RESOLVED that the Committee agreed:

To note the Annual Equalities Report 2019/20 and that it will be published on the Council's website.

12. FORWARD PLAN

Cllr Conway requested that the Borough Command Unit (BCU) update on environmental crime be added to the agenda for the November meeting. The Director of Assurance responded that she would consider this together with the Chairman and the BCU, when looking at proposed items for the Forward Plan, but the Covid response may mean this is delayed.

Cllr Patel asked whether a report on the civil society sector, as mentioned in the Recovery Plan report, could be added to the agenda either in November or January. The Chairman responded that given the ongoing pandemic November and January are likely to be too soon.

The Deputy Head of Strategy - Strategy and Engagement noted that the first part of

the Barnet Plan will be brought to Policy & Resources Committee in December, at the heart of which is Barnet's relationship with its partners. Some insight is likely to be available at that point.

The Chairman added that their critical work is ongoing so asking partners to provide a report would distract them from this, so it is difficult to commit to a deadline at the moment.

RESOLVED that the committee noted the Forward Plan.

13. ANY ITEM(S) THE CHAIRMAN DECIDES ARE URGENT

None.

The meeting finished at 8.30 pm



Community Leadership and Libraries Committee

Date: 18 November 2020

Title	Re-provision of Hendon Public Library, Local Studies and Archives and the re-siting of the School Libraries Resources Service as part of Hendon Hub development
Report of	Chairman of Community Leadership and Libraries Committee
Wards	Hendon
Status	Public
Urgent	No
Key	No
Enclosures	None
Officer Contact Details	<p>Collette McCarthy Assistant Director, Commissioning Collette.mccarthy@barnet.gov.uk</p> <p>Hannah Richens Head of Libraries Service hannah.richens@barnet.gov.uk</p>

Summary

This report sets out proposals for the re-provision of Hendon Library and Local Studies Centre and the relocation of the School Libraries Resources Service (SLRS). This project forms part of the Hendon Hub development programme.

The proposed new library will be located directly opposite the current building on the corner of Edgerton Gardens on the site presently occupied by the Town Hall car park.

The relocation of the library in Hendon into a modern, fit-for-purpose building will significantly improve the service delivered to the local community, facilitating the provision of a broader library offer. It will bring the library in Hendon into line with other new facilities such as Finchley Church End and Colindale libraries.

The internal layout and design and the range of services to be delivered from the new library will be informed by a comprehensive engagement programme which will include:

- Information and displays of plans, layouts and proposed services
- Surveys.
- Drop-in information sessions and presentations in the library and in community locations.
- Co-creation sessions with local schools and other community organisations.

It is anticipated that the existing library will be vacated in October 2021, subject to scheme approval and associated planning consent. The new library is expected to be delivered in Autumn/ Winter 2023. In the interim period a temporary library facility will be provided close to the existing site on the corner of the Burroughs/ A41. All timelines are provisional and potentially subject to change.

The Hendon Hub development programme including the re-provision of Hendon Library will be considered for approval by the Policy and Resources Committee on 8 December 2020.

Recommendations

1. That the Committee note and comment on the proposal to re-provide Hendon library as part of the new Hendon Hub development and to relocate the School Libraries Resources Service (SLRS).

1. WHY THIS REPORT IS NEEDED

- 1.1 This report sets out proposals for the re-provision of Hendon Library and Local Studies Centre and the relocation of the School Libraries Resources Service (SLRS). This project forms part of the Hendon Hub development programme.
- 1.2 The current Hendon library site comprises three services: the Public Library, the Local Studies Centre and the School Libraries Resources Service. These combined services occupy the entirety of the ground floor and a secure storage area on the first-floor mezzanine. In addition, there are two 10ft storage containers located at the rear of the building. These house overflow materials from the School Libraries Resources Service (SLRS).
- 1.3 Hendon Library currently holds just over 21,000 items for loan and reference. In 2019/20 a total of 62,402 items were issued to borrowers at this site, 55% being books and other resources for children. In addition, the Local Studies Centre manages a further 23,000 accessions of archival items relating to the history of the borough including photographs, rate books, maps and Local Authority records.

- 1.4 The School Libraries Resources Service (SLRS) supports teaching and learning in subscribing Barnet schools by providing resource collections, INSET courses and professional library advice. The service holds circa 94,000 items (books, artefacts, images and other learning resources) and issues around 9,000 collections or 57,000 items per year. At present 41 Barnet schools subscribe to this service.
- 1.5 The proposed new public library will be located in a ground floor building on the corner of Edgerton Gardens, diagonally opposite the current library on the plot presently used as the library/town hall car park.
- 1.6 There is insufficient space in the proposed new building to accommodate the School Libraries Resources Service (SLRS) and there is no operational necessity for this service to be co-located with the public library. Instead a suitable alternative location has been sought for this service. A site in High Barnet (Mays Lane) previously occupied by the Quinta Club is currently under consideration.
- 1.7 Once vacated the current library building will form part of the Hendon Hub redevelopment and is proposed as the location for the Middlesex University Business School.

2 REASONS FOR RECOMMENDATIONS

- 2.1 Re-provision of Hendon public library will significantly improve the library service provided from this site.
- 2.2 The recent evaluation of the Library Service by the Activist Group recommended using development opportunities such as this to enhance library facilities in the borough. The proposed relocation will deliver this recommendation.
- 2.3 Relocation to a modern, fit-for-purpose building will facilitate the provision of a broader and enhanced library offer. Many successful new library buildings have included flexible spaces that can be used by a range of council and community partners to deliver additional services such as technology sessions, adult and community education and career support. Some successful library based examples include: [Fab Lab Devon](#) in Exeter Library and [Glass Box](#) in Taunton Library which have incorporated technology 'Makerspaces' and The Explore Centre in York which includes a Community Hub.
- 2.4 Moreover, a new building will give the library enhanced visibility and 'curb-appeal' increasing the service's ability to inspire and attract new customers not already familiar with the library offer.
- 2.5 The Local Studies and Archives Service will remain alongside the public library. Located on a mezzanine floor, this service will be more accessible to

the public. The improved environment will also enable the service to work towards National Archives accreditation.

- 2.6 There are also significant benefits for the School Libraries Resources Service in relocating to a new venue. Most specifically the current site is too small to accommodate the all service’s resources necessitating the use of two storage containers and currently prohibiting any expansion of the service to additional schools.

3 POST DECISION IMPLEMENTATION

- 3.1 Timescales for the relocation of the library are governed by the overall Hendon Hub development programme. A high-level draft programme of works is outlined below:

New Hendon Library considered by CLLC	18 November 2020
Hendon Hub Project (including Hendon Library considered by Policy and Resources Committee	8 December 2020
SPD consultation	December 2020 – February 2021
Library Service and Local Studies vacate current building	October 2021
Temporary Hendon Library opens	October 2021
SLRS move to new permanent location	October 2021
New Hendon Library completed	Autumn/ Winter 2023

It should be noted that all timescales are potentially subject to change and require scheme approval and planning consent.

- 3.2 The Hendon Hub programme schedule requires the Library Service to vacate the current building prior to completion of the new library. In the interim period a temporary library facility will be provided whilst the new library building is under construction. The preferred location for this temporary site is the corner of The Burroughs and the A41 on a plot currently used as a car park. This will be a modular building and will replicate the range of resources (adult, teen child) available in the current site, with a particular focus on children and families. The temporary library will continue to provide PC access and a community room for hire and study. Self-service entry technology will not be incorporated into the temporary library due to cost, but will be provided at the permanent facility. Any temporary reduction

in overall opening hours will be mitigated by additional use of the Mobile Library.

- 3.3 Temporary storage space in Middlesex University is currently being investigated for Local Studies Centre resources. Public access to these resources will be provided at the temporary library by appointment as is the current practice.
- 3.4 The Hendon Hub project including the re-provision of Hendon Library will be considered for approval by the Policy and Resources Committee on 8 December 2020.

4 IMPLICATIONS OF DECISION

4.1 Corporate Priorities and Performance

- 4.1.1 Provision of a new, modern library building directly contributes to the following objectives within the 2020-24 Barnet Corporate Plan:
- Investing in community facilities to support a growing population.
 - Maintaining our 21st century libraries.
- 4.1.2 Examples from elsewhere such as the Explore Centre in York, demonstrate how well-designed library buildings can contribute to the delivery of broader corporate and community objectives in addition to traditional library outcomes. These principals will underpin the design of the new library and its services.
- 4.1.3 Key Performance Indicators (KPIs) for the Library Service are detailed within the Community Leadership and Libraries Delivery Plan and include the number of physical visits made to libraries, the number of items loaned and attendance at library events. Experience demonstrates that library usage can increase significantly following relocation to new, modern facilities. For example, loans at New Barnet Library increased by 44% following the move into the new leisure centre facility in September 2019.

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

- 4.2.1 The new library, temporary facility and the relocation of the School Libraries and Resources Service will be funded as part of the Hendon Hub redevelopment programme. This includes all IT infrastructure and fixtures and fittings and associated project management.
- 4.2.2 It is envisaged, that some library subject matter expertise (additional to the overall management of the programme) will be required in both design and delivery phases at an estimated cost of £30,000.

4.3 Social Value

- 4.3.1 The Public Service (Social Value) Act (2012) places a duty upon those commissioning public services to pay due regard to economic, environmental and social well-being in the procurement of public service contracts.
- 4.3.2 Public libraries deliver significant social value with outcomes related to culture, health and well-being, education and learning and social cohesion. The new building and expanded offer will enable the Council to deliver increased social value through its libraries.

4.4 Legal and Constitutional References

- 4.4.1 The Public Libraries and Museums Act (1964) provides a general duty for library authorities. Section 7 makes it a duty to provide a comprehensive and efficient library service for the borrowing of books and other materials. The duty is owed to all persons desiring to make use of the service whose residence or place of work is within the borough and those who are undergoing full time education within the borough.
- 4.4.2 Provision of an improved public library space within the Hendon area will ensure that the Council continues to meet its statutory obligations in respect of the 1964 Act.
- 4.4.3 S149 of the Equalities Act 2010) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. A more accessible public library and local studies service will assist the council in meeting this duty.
- 4.4.4 The Council's Constitution (Article 7) sets out the terms of reference for this Committee, which includes responsibility for libraries. It is important, therefore, that the Committee has the opportunity to consider proposals for the new library facility.

4.5 Risk Management

- 4.5.1 Not receiving this report would present a risk of the Community Leadership and Libraries Committee not being able to discuss, debate and comment on the proposal before it is considered by the Policy and Resources Committee in December.
- 4.5.2 There is a risk that residents within the Hendon area may object to the proposed move of the library. Detailed consultation and engagement will be undertaken with residents and library users both as part of the broader Hendon Hub proposals and in relation specifically to the library and its design and to the services to be delivered from the proposed new site.

- 4.5.3 There is also a risk that planning permission may not be granted. If the project to provide a new Hendon Library building does not proceed then the benefits outlined in section 2 cannot be realised.
- 4.5.4 Failure to move out of the current building may put the broader Hendon Hub programme at risk.

4.6 Equalities

- 4.6.1 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. It must advance equality of opportunity between those with a protected characteristic and those without and promote 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.
- 4.6.2 A full Equalities Impact Assessment (EIA) will be undertaken both for the temporary and permanent relocations of the library.
- 4.6.3 The proposed site for the permanent library is opposite the current site and thus the move is not expected to have a negative impact upon any protected groups. This proposal will create improved, more accessible library spaces within the Hendon area and offer significantly upgraded facilities for the local community.
- 4.6.4 There may be some short-term negative impacts whilst the library operates from its temporary location. These will be mitigated as much as possible via use of the Home and Mobile Library Service. Other mitigating measures will be investigated in line with the development of the EIA.

4.7 Corporate Parenting

- 4.7.1 In 2016 the government developed a set of corporate parenting principles. These are:
- to act in the best interests, and promote the physical and mental health and well-being, of those children and young people.
 - to encourage those children and young people to express their views, wishes and feelings.
 - to consider the views, wishes and feelings of those children and young people.
 - to help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners.
 - to promote high aspirations, and seek to secure the best outcomes,

- for those children and young people.
- for those children and young people to be safe, and for stability in their home lives, relationships and education or work.
- to prepare those children and young people for adulthood and independent living.

4.7.2 The library service supports these principles by providing a wide range of resources, services and activities for all children and young people in Barnet as well as specialist library cards for practitioners such as foster carers and social workers. The move to a new library will ensure that this work can continue in an improved environment, with the potential for new initiatives targeted at reaching Looked After Children.

4.8 Consultation and Engagement

4.8.1 The development of the Hendon Hub project will be accompanied by a comprehensive programme of public consultation. The relocation of Hendon Library will be included within this.

4.8.2 In addition the Library Service will undertake a programme of public engagement to shape the design of the library space and the services to be delivered from the site. This engagement will include:

- Information and displays of plans, layouts and proposed services
- Surveys
- Drop-in information sessions and presentations in the library and in community locations
- Co-creation sessions with local schools and other community organisations.

4.9 Insight

4.9.1 Insight data regarding the current use of Hendon Library alongside local demographic data will be used to inform both the temporary and permanent libraries. This will include but is not limited to:

- Borrower breakdown by type (to include protected characteristics)
- Issues and holdings by item type.
- Visits data (where available) and attendance at events.
- Census data.
- Poverty, health and education indices.

4.9.2 Existing data will be supplemented by feedback and data produced throughout the public engagement process.

4.9.3 The above insight data sets will also be used to develop an Equality Impact Assessment for both temporary and permanent facilities.

5. Background Papers

Evaluation of Libraries Transformation – Activist Group Report, February 2020

<https://barnet.moderngov.co.uk/documents/g9961/Public%20reports%20package%2011th-Jun->

This page is intentionally left blank

	<p>Community Leadership and Libraries Committee AGENDA ITEM 8</p> <p>18 November 2020</p>
<p style="text-align: center;">Title</p>	<p>Business Planning 2020 - 2025</p>
<p style="text-align: center;">Report of</p>	<p>Councillor Reuben Thompstone</p>
<p style="text-align: center;">Wards</p>	<p>All</p>
<p style="text-align: center;">Status</p>	<p>Public</p>
<p style="text-align: center;">Urgent</p>	<p>No</p>
<p style="text-align: center;">Key</p>	<p>Yes</p>
<p style="text-align: center;">Enclosures</p>	<p>Appendix A – Medium Term Financial Strategy (MTFS) and Savings Proposals for Committee</p> <p>Appendix B – Fees & Charges</p>
<p style="text-align: center;">Officer Contact Details</p>	<p>Clair Green, Director of Assurance, 020 8359 7791, Clair.Green@Barnet.gov.uk</p>

Summary

A Business Planning report was agreed by Policy and Resources Committee on 24th September 2020 outlining the council's updated Medium-Term Financial Strategy (MTFS) to 2024/25 and the future financial challenges facing the council.

P&R Committee also agreed the process whereby Theme Committees will consider the response to this challenge in November, by considering savings proposals to balance council's budget (the same process as used in previous years). The paper set out the estimated savings requirements across Theme Committees for the period 2020-25.

Since then, and taking account of the emerging national and local situation with the Covid-19 pandemic, work has continued on the MTFS as a whole and specifically the budget for 2021/22. There is currently a shortfall in savings for 2021/22 £5.618m.

The approved savings for 2020/21 have also been reviewed for deliverability and any implications for future years.

This report asks the Committee to agree to the revenue savings proposals brought forward

and service pressure identified, and also to approve changes to Fees and Charges. The outcomes of all theme committee discussions will go forward as recommendations to Policy and Resources Committee in December 2020.

Officers Recommendations

- 1. That the Committee consider the MTFs proposals that relate to the committee as set out in Appendix A and refer their comments to Policy and Resources Committee for eventual decision by Council.**
- 2. That the Committee approve the fees and charges listed in Appendix B and refer them for noting to Policy and Resources Committee.**
- 3. That the Committee note the updates on the Recovery Planning Programme provided.**
- 4. That the Committee approve the continuing work on the Recovery Planning Programme for the service areas it is responsible for, including any next steps outlined in this report.**

1. WHY THIS REPORT IS NEEDED

- 1.1 This report is required as part of the council's annual business planning process, to discuss and approve priorities for the Community Leadership and Libraries Committee for 2021/22 and also 2022/23 to 2024/25.
- 1.2 The Committee's approval is requested for:
 - Savings proposals within its authority so they can then be recommended to Policy and Resources (P&R) Committee to set a balanced budget for 2021/22;
 - Proposed changes to Fees and Charges within Committee's authority for 2021/22 that require approval and recommendation to P&R Committee.

2. STRATEGIC CONTEXT

Background to 2021/22 Business Planning

- 2.1 The council has a statutory duty to set a balanced budget for the coming financial year and uses the Medium-Term Financial Strategy (MTFS) to estimate the budget position for the following three years. Savings proposals to for future years should be identified via an ongoing process and proposed to Committee. Savings proposals for all years are proposed through Theme committees, then P&R Committee, and the Full Council in March to be approved.
- 2.2 Between 2010/11 to 2020/21, the council successfully identified savings proposals totalling c.£191m. In early March 2020, Full Council were presented and approved an estimated budget gap of £36.830 between 2021/22 to 2024/25. Accompanying this were savings proposals of £17.572m.

Approach to MTFS 2021-25

- 2.3 In June 2020, P&R Committee were presented with an update on the impacts of Covid-19 and an introduction to the 2021/22 to 2024/25 MTFS process. A more detailed update on the MTFS was presented to September P&R committee with a revised budget gap and proposed savings identified to date. That report also included a recommendation for saving proposals to be presented to the relevant Theme committees in November for approval.
- 2.4 Due to the challenges facing the council's services arising from the pandemic, and the uncertainty in the future trajectory of key budget areas (e.g. adult social care demand, on and off street parking income, and the local economic outlook) a modified approach for the MTFS for 2021/22 to 2024/25 was proposed in October 2020. This will:
 - a. Defer decisions on long-term funding for service pressures in 2021/22 until the likely future requirement is known with more certainty. Short term funding sources can be used (such as appropriate earmarked resources) until longer-term service needs are clearer;
 - b. Prioritise finalising savings proposals to balance the revised 2021/22 budget gap;
 - c. Continue, where possible, to identify and progress savings initiatives for 2022/23 to 2024/25.
- 2.5 In a situation of considerable uncertainty, this approach will prioritise balancing the 2021/22 budget with robust savings proposals without losing sight of the medium term financial outlook to 2024/25.

MTFS November Summary

2.6 As at November, the estimated budget gap between 2021/22 to 2024/25 is now £53.380m. Taking this revised budget gap with proposed savings to date, the shortfall to balancing 2021/22 and 2022/23 to 2024/25 is set out in the table below.

MTFS Summary	2021/22 £'m	2022/23 £'m	2023/24 £'m	2024/25 £'m	Total £'m
September P&R Budget Gap	27.272	18.017	9.961	6.035	61.285
Further work on savings and pressures since September	(10.722)	0.912	(0.360)	2.465	(7.705)
Revised Budget Gap at November	16.550	18.929	9.601	8.500	53.580
Savings Identified to date	(10.932)	(9.269)	(11.545)	(7.139)	(38.885)
Shortfall / (Surplus) to Balanced Budget	5.618	9.660	(1.944)	1.361	14.695

Community Leadership and Libraries Context

- 2.7 A number of the services under the responsibility of the committee have faced a challenging year, with the Covid-19 pandemic and subsequent lockdown increasing demand for some services and preventing others from operating at full capacity.
- 2.8 This impacted the income generation capacity of services such as the Registration and Nationality service, while the demand placed on the service for death registrations increased. The Library Service also faces some budget pressures arising from an inability to generate income via fines and other fees and charges and hall hire.
- 2.9 Demand for community safety services also increased during this period, with an increase in Domestic Abuse reports during lockdown. New Covid-19 legislation has also required officers to be redeployed to enforcement roles in relation to non-compliant businesses.
- 2.10 The priority in these services areas continues to be around recovery from Covid-19 and dealing with the increased demand for services while continuing to run services in line with Covid-19 health and safety protocols.
- 2.11 There were no savings proposals relevant to the committee for 2020/21. The below section outlines a savings proposal for 2021/22 and 2022/23.

Theme Committee Savings

- 2.12 To address the budget gap, Theme Committees have been asked to set out savings proposals to contribute to the council's overall savings requirement.
- 2.13 As set out in Table 1, one savings proposal has been identified relating to Community Leadership and Libraries Committee. This saving has a total value of £350k through an increased income generation target for the Registration and Nationality Service.
- 2.14 The saving has been identified due to the service overachieving on its income targets for 2019/20 by around £200k. Income in 2020/21 has taken a hit as a result of Covid-19, specifically the demand placed on the service around death registrations and the need to pause income generating services. An update on the recovery process within the service can be found in Section 2.9.1.
- 2.15 As this savings proposal does not represent a change to the service, no equalities impact assessment is required to be completed. Equalities and diversity, as well as the impact on residents, will remain a key consideration for the council and the Registration and Nationality service in the future.

Table 1: Community Leadership and Libraries Savings Proposals (£'000)

Service Area	Description of saving	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total Savings (All Years) £'000
Customer Services & Digital	Income increase in the Registration service for births, marriages and deaths. The income generated from these services in 2019/20 was £200k higher than expected and while 2021/22 income has been affected by Covid-19 due to restrictions on weddings and birth registrations, targets have still been met for this year. Based on the higher levels of income experienced in 2019/20 the target for 2021/22 has been increased by £200k. However, 2022/23 will require additional investment in the town hall (carpets, paint etc) and increased promotion in order to increase income targets for weddings. There may need to be an invest to save bid to provide funding if that required spend is large, although this is not expected at this stage.	(200)	(150)	0	(350)

Registrars Fees & Charges

- 2.16 The Registration and Nationality Service is responsible for the registration of births, deaths and still-births, the formalities for marriage and civil partnerships and for nationality services and citizenship ceremonies. The current fees were approved by this Committee in September 2018, with a number of changes recommended to this. The full list of fees and charges provided by the service can be found in Appendix B.
- 2.17 This report seeks approval from the Committee for an increase in fees relating to a number of services carried out by the Registration team. The full justification for individual increases can be found in Appendix B. In a number of cases relating to certificate production, these fees are statutory figures introduced by the General Register Office in order to meet the costs of providing this service. In other cases, these will align the borough's service with the rates charged by neighbouring boroughs, while also discouraging no-shows and late cancellations that can cause disruption to the team.
- 2.18 These recommended fees and charges will ensure that the service remains competitive for Barnet residents and visitors, supporting the service in the best possible way. It will also allow the service to meet income generation targets, including the saving outlined as part of the MTFs.

Libraries Fees and Charges

- 2.19 Barnet's Library Service provides a wide range of services from resources for loan, free computer and Wi-Fi access, events, printing, photocopying and room hire. In November 2018 the Committee approved changes to photocopy and print charges. All other charges remained unchanged at this time.
- 2.20 This report seeks approval from the Committee to raise fees relating to library room hire and in subscription rates for the School Libraries Resources Service (SLRS).
- 2.21 The updated SLRS subscription rates will bring these charges into line with those levied by similar services and by other boroughs and will help to make this service more sustainable.
- 2.22 Library room hire charges were last updated in 2013 and are now substantially below market value. The recent independent evaluation of the Library Service conducted by the Activist Group and considered by the Committee in March 2020 recommended that these hire rates be reconsidered. The increased charges proposed in this report also more accurately reflect the specific features of each room and introduce a single rate for all groups.

Recovery Plan

- 2.23 The Covid-19 pandemic provides an extremely challenging situation for Barnet, its residents and the wider borough. The pandemic itself has been responsible for over

58,000 deaths nationally, while the subsequent lockdown that was required to save lives has led to challenges relating to the economy and mental health.

2.24 In response to the pandemic, the council had to focus on critical services, including a number of new services to directly respond to the needs of residents. As lockdown restrictions eased, the council then moved to focusing on recovery, initially around a framework of deciding which services to restore in their previous form, which to retain from the lockdown and which to re-invent by bringing back in a new way. A programme of recovery planning has been set up to co-ordinate this process and deal with the challenges that recovery will bring for the council, the borough and its residents. The programme is split into 4 workstreams which are based around the cross-cutting themes of our emerging Corporate Plan and 2 additional cross-cutting workstreams. Each theme has at least one sponsor from the Council's Management Team and at least one workstream lead, a senior officer responsible for the day-to-day delivery of the workstream. The themes are:

1. Thriving
2. Family Friendly
3. Healthy
4. Clean, Safe and Well Run
5. Prevention
6. The Way We Work

2.25 This committee will contribute to a number of these workstreams. Community safety and the registration and nationality service contribute to the Clean, Safe and Well Run workstream, while work on libraries will feed into the Family Friendly workstream. Work on community engagement and engagement with voluntary and community sector partners feeds into the Prevention workstream and The Way We Work Programme.

2.26 The Committee received an update on recovery activity for the services it is responsible for in September. The below sections provide the committee with a further update on these services.

Registration and Nationality Service – Clean, Safe and Well Run

2.27 The Registration and Nationality service forms part of the Clean, Safe and Well Run workstream. The service paused all face to face appointments when the first national lockdown was announced and focused resources on the increased demand in death registrations. Following easing of lockdown restrictions, the priorities have been restoring income generating services and clearing the backlog of birth registrations, weddings, civil partnership ceremonies and citizenship ceremonies that built up during the initial period of lockdown.

2.28 Service provision was re-introduced gradually, in line with relevant health and safety guidance, from June. Some limitations have been in place in regards numbers permitted

to appointments and the service has adapted to changes in national guidelines as appropriate. Birth registrations, citizenship ceremonies and notice of marriages are now bookable, while death registrations are still being completed from home. The recent move to a wider lockdown nationally prevents the service conducting wedding and civil partnerships, currently.

- 2.29 The majority of the back logs have been cleared although the service is still following up with some couples who have yet to book appointments to register births. Income for the service picked up over the summer, due to a higher than expected demand for weddings albeit the service is still forecasting an overall loss of income in this financial year and further restrictions as a result of wider lockdowns will continue to impact this.

Community Safety – Clean, Safe and Well Run

- 2.29 Overall, in the 12 months to August 2020 there were 28,637 crimes in Barnet. This is 2,059 crimes fewer than in the equivalent period a year ago, representing a reduction in crime in Barnet of around 7%.
- 2.30 Some of the notable contributing elements to that reduction include a 19% reduction in Burglary, a 45% reduction in Gun crime and a 20% reduction in theft. Robbery is one offence type which went against the overall downward trend, increasing by 18% during this period (with most of this increase occurring prior to March 2020).
- 2.31 The Domestic Abuse and Violence Against Women and Girls (VAWG) delivery board (a sub-group of the Safer Communities Partnership Board) is currently working to refresh the partnership's Domestic Abuse and VAWG Strategy. The strategy is focused on: preventing violence against women and girls; improving outcomes for victims and their children; holding perpetrators to account; and developing joint working practices between agencies.
- 2.32 The Barnet Prevent Strategy continues to provide early intervention to protect and divert people away from violent extremism. This includes coordinating the multi-agency Barnet Channel Panel.
- 2.33 Channel is a voluntary programme which focuses on providing support and early intervention to safeguard children and adults identified as being at risk of being drawn into terrorism or extremism. This acts by identifying the individuals at risk, assessing the nature and extent of that risk, and developing the most appropriate support plan for the individuals concerned.
- 2.34 In addition, the Prevent Action Plan outlines the statutory duty to provide training to ensure that Barnet Safeguarding and Partnership staff can recognise signs that an individual may be vulnerable to being radicalised, and able to respond appropriately to reduce that risk.

- 2.35 In partnership with the Voluntary and Community Sector, the Barnet Zero Tolerance to Hate Crime project has continued engaging with communities and organizations across the borough to improve access to justice for victims of Hate Crime and to make it easier for people to report Hate Crime and get the support that they need.
- 2.36 During 2020/21 many of the services delivered by the project have moved online, including online Awareness Raising Webinars which focus on thematic issues, including for example Disability Hate Crime and Safeguarding / Online Hate and Extremism. Staff Training delivery has also been moved online and has been delivered via Microsoft Teams.
- 2.37 The project has also worked to expanding the Network of Hate Crime Reporting Centres. Vulnerable adults and victims of hate crime want to report at a known and trusted safe place (e.g. place of worship, educational setting, community centre). To date (up to 31st Oct 2020) the project has:
- Trained **174** staff across 19 partnership organisations to identify hate crime and support vulnerable people to report incidents to the Police.
 - Worked to support the Hate Crime Reporting Centres on the borough which has resulted in an increase in reports taken at Reporting Centres and the confidence of staff to support vulnerable adults to report hate crime. During 2020/21 the number of organisations participating as Hate Crime Reporting Centres has increased from **9** to **11**.
 - Delivered 15 Hate Crime Awareness Workshops for over **250** attendees.
 - Run the Hate Crime Reporting Champion scheme – which has resulted in over **500** people registered pledging to report hate crime if they encounter it.
- 2.38 Environmental inspection patrols have been combined with bespoke Covid-19 community safety patrols by our third party provider Local Authority Support (formerly referred to as Kingdom Services Group) since 23rd March 2020. The focus of these patrols initially was upon social distancing in parks and open spaces and in the latter part of summer the reintroduction of trading and the associated monitoring of our high streets. The investigation and retrieval of evidence in fly tipping offences has been maintained and our contractor has also undertaken door step interviews under caution with suspected offenders with a view to pursuing prosecution proceedings once the Magistrates Courts resume business as usual.

Libraries – Family Friendly

- 2.39 At the end of September, the Library Service extended its Select and Collect book borrowing service to all 14 library sites and the Mobile Library Service. Since the 22 March a total of 29,363 items including books, audiobooks and DVDs have been borrowed by residents through this scheme. A further 20,771 items have been loaned to Barnet schools to support classroom teaching and learning via the School Libraries Resources Service (SLRS).

- 2.40 The Library Service continues to offer access to computers and the internet at the four Core Plus libraries (Chipping Barnet, Colindale, Edgware and Finchley Church End libraries). Machines must be booked in advance, with each session lasting for 45 minutes.
- 2.41 The online library offer continues to be developed, with the introduction of live online activities including author talks and baby rhyme time delivered via Microsoft Teams. In total there have been 29,329 views of the 107 library activity videos produced since the 22 March. Issues of electronic materials also continue to rise. To date a total of 277,420 items have been downloaded including ebooks, eAudiobooks, e-magazines and newspapers and e-comics.

Community Engagement – The Way We Work

- 2.42 Partnership working with the voluntary and community sector (VCS) continues to be strong, as many of the structures put in place during the first wave of the pandemic remain operational. Services initially staffed by redeployed council officers have transitioned to using resident volunteers, and management of the Essential Supplies Hub has been transferred to our partners in the VCS. The council's future working relationship with the sector is being redefined as part of the development of the forthcoming Barnet Plan. The successful examples of multi-agency partnership working that we have seen through the pandemic so far has created a positive foundation on which to build, but has necessitated a delay in finalising the Community Participation Strategy. This will now be brought to the next meeting of this committee.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Local Government continues to face significant reductions in funding and increased demand for services, as set out in the above context. These challenges require longer term, robust financial and strategic planning and the recommendations in this report support this.
- 3.2 By law, the council is required to set a balanced budget. These proposals are the best way of doing that by meeting financial requirement and delivering outcomes and ambitions for Barnet.

4. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 4.1 The alternative option is not to approve the MTFs. This, however, is not considered to be good practice and may expose the council to the risk of not achieving the savings targets or being able to set a balanced budget. There is a statutory requirement to set a balanced budget and submit budget returns to the Ministry of Housing, Communities and Local Government (MHCLG).

5. POST DECISION IMPLEMENTATION

- 5.1 If the Community Leadership and Libraries Committee approves the recommendation made by this report, then the savings proposals will be referred to Policy and Resources Committee on 8th December 2020 as part of the council's Medium-Term Financial Strategy (MTFS). Public consultation on the MTFS will commence in December.

6. IMPLICATIONS OF DECISION

Corporate Priorities and Performance

- 6.1 This report supports the council's corporate priorities as expressed through the Corporate Plan for 2019-24 which sets out our vision and strategy for the next 5 years. This includes the outcomes we want to achieve for the borough, the priorities we will focus limited resources on, and our approach for how we will deliver this.
- 6.2 Our 3 outcomes for the borough focus on place, people and communities:
- a pleasant, well maintained borough that we protect and invest in
 - our residents live happy, healthy, independent lives with the most vulnerable protected
 - safe and strong communities where people get along well
- 6.3 The approach for delivering on this is underpinned by four strands; ensuring residents get a fair deal, maximising on opportunities, sharing responsibilities with the community and partners, and working effectively and efficiently.
- 6.4 The 5-year strategic priorities for this committee can be seen in appendix A, with the 19/20 delivery plan of these in Appendix B.

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

- 6.5 The Community Leadership and Libraries Committee savings programme will enable the council to meet its savings target as set out in the MTFS. These budgets will be formally agreed each year, and individual proposals will be subject to appropriate consultation and equality impact assessments where necessary. For this reason, the proposals are subject to change.

Social Value

- 6.6 None applicable to this report, however the council must take into account the requirements of the Public Services (Social Value) Act 2012 to try to maximise the social and local economic value it derives from its procurement spend. The Barnet living wage is an example of where the council has considered its social value powers.

Legal and Constitutional References

- 6.7 Section 151 of the Local Government Act 1972 states that: “without prejudice to section 111, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs”. Section 111 of the Local Government Act 1972, relates to the subsidiary powers of local authorities.
- 6.8 Section 31A of the Local Government Finance Act 1992 requires billing authorities to calculate their council tax requirements in accordance with the prescribed requirements of that section. This requires consideration of the authority’s estimated revenue expenditure for the year in order to perform its functions, allowances for contingencies in accordance with proper practices, financial reserves and amounts required to be transferred from general fund to collection fund.
- 6.9 Local authorities owe a fiduciary duty to council tax payers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term, the need to strike a fair balance between the interests of council tax payers and ratepayers and the community’s interest in adequate and efficient services and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers.
- 6.10 These savings proposals are to be referred to Policy and Resources Committee. They will then be subject to consultation and a cumulative equality impact assessment before being referred on to Council so that Council may set the Council Tax, being mindful of any equality impacts and consultation responses.
- 6.11 The Council’s Constitution (Article 7, Article 7 – Committees, Forums, Working Groups and Partnerships) sets out the responsibilities of all council Committees. The council’s Constitution, Article 7 Committees, Forums, Working Groups and Partnerships, sets out the functions of the Community Leadership and Libraries Committee as:
- (1) Responsibility for libraries, culture, civic events, the mayoralty, community safety, registration and nationality service
 - (2) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)
 - (3) To submit to the Policy and Resources Committee proposals on the Committee’s budget for the following year in accordance with the budget timetable and make recommendations on issues relating to virements, underspends or overspends. 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.
 - (4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.

- (5) To recommend for approval fees and charges for those areas under the remit of the Committee.
- 6.12 The council's Financial Regulations can be found at:
<http://barnet.moderngov.co.uk/documents/s46515/17FinancialRegulations.doc.pdf>
- 6.13 For the fees and charges within their remit, theme committees approve changes to fees and charges that are above CPI inflation by 2% or more, the introduction of new fees and charges, and changes to fees and charges outside the normal annual cycle. Changes to fees and charges approved by Theme Committees, must be reported to Policy and Resources Committee for noting.
- 6.14 Some of the proposals, relate to savings resulting from operational decisions being made in a different way and are therefore estimated savings. The saving is therefore an indicative saving and its deliverability will be dependent on a number of factors. As part of the budget setting process, Policy and Resources Committee will consider the need for an appropriate contingency to cover any savings that are indicative and may not be met due to operational decisions. Some of the proposals in the MTFS relate to proposals that are at a very early stage. These proposals will be subject to further business planning and decision making to test whether they can be delivered and what the impact of such a proposal will be. These proposals will be considered in further detail during future business planning reports.
- 6.15 All proposals emerging from the business planning process will need to be considered in terms of the council's legal powers and obligations (including, specifically, the public-sector equality duty under the Equality Act 2010).
- 6.16 Local authorities have a variety of powers to charge for specific services. The Local Government Act 2003 provides a power to trade and a power to charge for discretionary services, the latter on a costs recovery basis. Discretionary services are those that a local authority is permitted to provide under statute but is not obliged to do so. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service, or if there is a prohibition on charging.

Risk Management

- 6.17 The Council has taken steps to improve its risk management processes by integrating the management of financial and other risks facing the organisation. The allocation of an amount to contingency is a step to mitigate the pressures that had yet to be quantified during the budget setting process.
- 6.18 The allocation of budgets from contingency seeks to mitigate financial risks which have materialised.

Equalities and Diversity

- 6.19 Equality and diversity issues are a mandatory consideration in the decision making of the council.
- 6.20 Decision makers should have due regard to the public sector equality duty in making their decisions. The Equality Act 2010 and the Public-Sector Equality Duty require elected Members to satisfy themselves that equality considerations are integrated into day-to-day business and that all proposals emerging from the business planning process have taken into consideration the impact, if any, on any protected group and what mitigating factors can be put in place. The equalities duties are continuing duties they are not duties to secure a particular outcome. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:
- 6.21 A public authority must, in the exercise of its functions, have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 6.22 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- 6.23 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.
- 6.24 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- Tackle prejudice, and
 - Promote understanding.

- 6.25 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:
- Age
 - Disability
 - Gender reassignment
 - Pregnancy and maternity
 - Race,
 - Religion or belief
 - Sex
 - Sexual orientation
 - Marriage and Civil partnership
- 6.26 This is set out in the council's Equalities Policy together with our strategic Equalities Objective - as set out in the Corporate Plan - that citizens will be treated equally with understanding and respect; have equal opportunities and receive quality services provided to best value principles.
- 6.27 Progress against the performance measures we use is published on our website at: www.barnet.gov.uk/info/200041/equality_and_diversity/224/equality_and_diversity
- 6.28 Where there are changes to service delivery or changes to staff, these will impact on individuals in different ways. However, at each stage of the process, the council will conduct an equalities impact assessment (EIA) where appropriate to ensure that where persons are impacted, proper measures are considered to mitigate the effect as far as possible. Those affected by any changes resulting from any of the proposals will be engaged, as set out in Appendix A under 'Consultation'. Where necessary, proposals will not be implemented or agreed until members have fully considered the equality impacts and responses to any consultation.
- 6.29 The revenue savings sheet shown at Appendix A indicates that an equalities impact assessment is not required for the one saving proposed for this committee. This is because it does not represent a change to a service, as it is a revised income generation target for the registration service.
- 6.30 All human resources implications will be managed in accordance with the Council's Managing Organisational Change policy, which supports the Council's Human Resources Strategy and meets statutory equalities duties and current employment legislation.
- 6.31 The council's Equalities, Diversity & Inclusion Policy 2020-2024 is currently subject to a public consultation that will close on 7 December. An eight-week period has been allocated for this consultation to ensure that we are able to engage as widely and deeply as possible. The council is working with its partners in the VCS to ensure that we can engage as diverse an audience as possible. Accessible formats of the consultation document include an easy-read version to facilitate engagement with residents who have

learning disabilities. Following the consultation, the policy will be brought to Policy and Resources Committee for final approval.

Corporate Parenting

- 6.32 In line with Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. The outcomes and priorities in the refreshed Corporate Plan, Barnet 2024, reflect the council's commitment to the Corporate Parenting duty to ensure the most vulnerable are protected and the needs of children are considered in everything that the council does. To this end, great attention has been paid to the needs of children in care and care leavers when approaching business planning, to ensure decisions are made through the lens of what a reasonable parent would do for their own child.
- 6.33 The Council, in setting its budget, has considered the Corporate Parenting Principles both in terms of savings and investment proposals. The Council proposals have sought to protect front-line social work and services to children in care and care leavers and in some cases, has invested in them.

Consultation and Engagement

- 6.34 As a matter of public law, the duty to consult with regards to proposals to vary, reduce or withdraw services will arise in four circumstances:
- where there is a statutory requirement in the relevant legislative framework
 - where the practice has been to consult, or, where a policy document states the council will consult, then the council must comply with its own practice or policy
 - exceptionally, where the matter is so important that there is a legitimate expectation of consultation
 - Where consultation is required to complete an equalities impact
 - assessment.
- 6.35 Regardless of whether the council has a duty to consult, if it chooses to consult, such consultation must be carried out fairly. In general, a consultation can only be considered as proper consultation if:
- comments are genuinely invited at the formative stage
 - the consultation documents include sufficient reasons for the proposal to allow those being consulted to be properly informed and to give an informed response
 - there is adequate time given to the consultees to consider the proposals
 - there is a mechanism for feeding back the comments and those comments are considered by the decision-maker / decision-making body when making a final decision

- the degree of specificity with which, in fairness, the public authority should conduct its consultation exercise may be influenced by the identity of those whom it is consulting
- where relevant and appropriate, the consultation is clear on the reasons why and extent to which alternatives and discarded options have been discarded. The more intrusive the decision, the more likely it is to attract a higher level of procedural fairness.

6.36 The council will perform a budget consultation during December 2019 through to January 2020. This consultation will cover any proposals to increase council tax together with seeking views on the council's budget overall.

6.37 In terms of service specific consultations, the council has a duty to consult with residents and service users in a number of different situations including proposals to significantly vary, reduce or withdraw services. Consultation is also needed in other circumstances, for example to identify the impact of proposals or to assist with complying with the council's equality duties. Service specific consultations will take place where necessary in line with timescales for any changes to be implemented.

6.38 If when council sets the budget envelope some service specific consultations have not been completed then Council will allow a contingency so that decision makers may make alternative decisions should there be undesirable equalities impacts.

6.39 Where appropriate, separate service specific consultations have already taken place for the 2021/22 savings and a link to the report presenting findings of the consultation is provided within the MTFS spreadsheet (Appendix B). There are no service specific consultations for CLL for 2021/22.

Insight

6.40 None in the context of this report

7. BACKGROUND PAPERS

- 7.1 Community Leadership & Libraries Committee, 21 November 2018: Business Planning
<https://barnet.moderngov.co.uk/documents/s59957/CLL%20Recovery%20Planning%20Paper%20FINAL.pdf>
- 7.2 Community Leadership & Libraries Committee, 5 March 2020: Independent Evaluation of the Library Service
<https://barnet.moderngov.co.uk/documents/s58171/CLLC%20evaluation%20report.pdf>
- 7.3 Policy & Resources Committee, 17 June 2020: Covid-19 Recovery Planning
<https://barnet.moderngov.co.uk/documents/s58985/Covid-19%20Recovery%20Planning.pdf>
- 7.4 Community Leadership & Libraries Committee, 16 September 2020: Recovery Plan
<https://barnet.moderngov.co.uk/documents/s59957/CLL%20Recovery%20Planning%20Paper%20FINAL.pdf>
- 7.5 Policy & Resources Committee, 24 September 2020: Business Planning 2021 to 2025 and Budget Management 2020/21
<https://barnet.moderngov.co.uk/documents/s60231/Business%20Planning%202021%20to%202025%20and%20Budget%20Management%20202021.pdf>

Fees and Charges 2021/22

Department: **Growth and Corporate Services**
 Area: **Births Deaths and Marriages**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
	Certificates from archived registers		Standard Birth, Death, Marriage and civil partnership certificate	per certificate	£ 15.00	£ 11.00	£ -4.00	-26.67%	Marriage Act 1949	Prescribed	General Register Office - statutory figures introduced
			Short Birth Certificate	per certificate	£ 15.00	£ 11.00	£ -4.00	-26.67%	Marriage Act 1949	Prescribed	
			Priority service certificate - same day	per certificate	£ 20.00	£ 24.00	£ 4.00	20.00%	Marriage Act 1949	Prescribed	
			Standard Birth Death Marriage or Civil Partnership certificates (at registration)	per certificate	£ 4.00	£ 11.00	£ 7.00	175.00%	Marriage Act 1949	Prescribed	
			Standard Birth Death Marriage or Civil Partnership certificates (after registration)	per certificate	£ 7.00	£ 11.00	£ 4.00	57.14%	Marriage Act 1949	Prescribed	
	Notice of marriage and civil partnership		British and EU national	Per notice	£ 35.00	£ 35.00	£ -	0.00%	Marriage Act 1950	Discretionary	
			If referred for immigration purposes	Per notice	£ 47.00	£ 47.00	£ -	0.00%	Marriage Act 1951	Discretionary	
	Marriage, Renewal of Vows and Civil Partnership Ceremonies at Hendon Town Hall	Heritage Room	Administration fee for change of date or time	Per Ceremony	£ 20.85	£ 20.85	£ -	0.00%	Marriage Act 1952	Discretionary	
			Mondays to Thursdays (before 4pm)	Per Ceremony	£ 165.00	£ 170.00	£ 5.00	3.03%	Marriage Act 1953	Discretionary	
			Friday (before 4pm)	Per Ceremony	£ 195.00	£ 200.00	£ 5.00	2.56%	Marriage Act 1954	Discretionary	
			Saturday (before 4pm)	Per Ceremony	£ 280.00	£ 285.00	£ 5.00	1.79%	Marriage Act 1955	Discretionary	
			Sundays and Public Holidays (before 4pm)	Per Ceremony	£ 359.00	£ 365.00	£ 6.00	1.67%	Marriage Act 1956	Discretionary	
			Special Offer (last Sunday of the month)	Per Ceremony	£ -	£ -	£ -	-	Marriage Act 1957	Discretionary	
			Monday to Thursday (after 4 pm)	Per Ceremony	£ 360.00	£ 365.00	£ 5.00	1.39%	Marriage Act 1958	Discretionary	
			Friday (after 4 pm)	Per Ceremony	£ 360.00	£ 365.00	£ 5.00	1.39%	Marriage Act 1959	Discretionary	
			Saturday – (after 4pm)	Per Ceremony	£ 397.00	£ 400.00	£ 3.00	0.76%	Marriage Act 1960	Discretionary	
			Sundays and Public Holidays – (after 4pm)	Per Ceremony	£ 497.00	£ 500.00	£ 3.00	0.60%	Marriage Act 1961	Discretionary	
	Marriage, Renewal of Vows and Civil Partnership Ceremonies at Hendon Town Hall	Committee Room 1&2	Mondays to Thursdays (before 4pm)	Per Ceremony	£ 220.00	£ 225.00	£ 5.00	2.27%	Marriage Act 1962	Discretionary	
			Friday (before 4pm)	Per Ceremony	£ 249.00	£ 255.00	£ 6.00	2.41%	Marriage Act 1963	Discretionary	
			Saturday (before 4pm)	Per Ceremony	£ 330.00	£ 335.00	£ 5.00	1.52%	Marriage Act 1964	Discretionary	
			Sundays and Public Holidays (before 4pm)	Per Ceremony	£ 420.00	£ 425.00	£ 5.00	1.19%	Marriage Act 1965	Discretionary	
			Monday to Friday (after 4 pm)	Per Ceremony	£ 425.00	£ 430.00	£ 5.00	1.18%	Marriage Act 1966	Discretionary	
			Saturday (after 4pm)	Per Ceremony	£ 522.00	£ 525.00	£ 3.00	0.57%	Marriage Act 1967	Discretionary	
			Sundays and Public Holidays (after 4pm)	Per Ceremony	£ 626.00	£ 630.00	£ 4.00	0.64%	Marriage Act 1968	Discretionary	
	Marriage, Renewal of Vows, Civil Partnership and Baby Naming Ceremonies at an approved premise in the London Borough of Barnet		Non-refundable booking fee	Per Ceremony	£ 51.75	£ 70.00	£ 18.25	35.27%	Marriage and Civil Partnership (Approved Premises) Regulations 2005	Discretionary	More closely aligned to other LA's and increase deterrent for no shows and late cancellations
			Wedding in a registered building (e.g. church)	Per Ceremony	£ 88.00	£ 88.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2006	Discretionary	
			Marriage, renewal of vows, civil partnership and baby naming ceremonies Monday to Friday (before 4pm)	Per Ceremony	£ 366.00	£ 366.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2007	Discretionary	
			Marriage, renewal of vows, civil partnership and baby naming ceremonies Saturday (before 4pm)	Per Ceremony	£ 400.00	£ 400.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2008	Discretionary	
			Marriage, renewal of vows, civil partnership and baby naming ceremonies Sunday and Public Holiday (before 4pm)	Per Ceremony	£ 497.00	£ 497.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2009	Discretionary	
			Marriage, renewal of vows, civil partnership and baby naming ceremonies Monday to Friday (after 4pm)	Per Ceremony	£ 447.00	£ 447.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2010	Discretionary	
			Marriage, renewal of vows, civil partnership and baby naming ceremonies Saturday (after 4pm)	Per Ceremony	£ 547.00	£ 547.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2011	Discretionary	
			Marriage, renewal of vows, civil partnership and baby naming ceremonies Sunday and Public Holiday (after 4pm)	Per Ceremony	£ 657.00	£ 657.00	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2012	Discretionary	
	Naming Ceremonies – all venues		Administration fee for change of date or time	Per Ceremony	£ 20.75	£ 20.75	£ -	0.00%	Marriage and Civil Partnership (Approved Premises) Regulations 2013	Discretionary	
			Monday to Sunday and including Bank Holidays – normal hours	Per Ceremony	£160.00 (£50 deposit)				Marriage and Civil Partnership (Approved Premises) Regulations 2014	Discretionary	NEED TO BE REMOVED
	Late Arrival Fees		Late arrival fee at the Register Office	Per Ceremony	£ 26.00	£ 30.00	£ 4.00	15.38%	Local Government Act 2003	Discretionary	
			Late arrival fee at an approved premise in Barnet	Per Ceremony	£ 52.00	£ 55.00	£ 3.00	5.77%	Local Government Act 2004	Discretionary	
	Nationality and Settlement Checking Service NCS/SCS		NCS Adult application (Mon -Fri)	Per Adult	£ 60.00	£ -	£ -60.00	-100.00%	Local Government Act 2005	Discretionary	NEED TO BE REMOVED
			NCS Child application (Mon-Fri)	Per Child	£ 40.00	£ -	£ -40.00	-100.00%	Local Government Act 2006	Discretionary	NEED TO BE REMOVED
			NCS Adult application (Sat & Sun)	Per Adult	£ 75.00	£ -	£ -75.00	-100.00%	Local Government Act 2007	Discretionary	NEED TO BE REMOVED
			NCS Child application (Sat & Sun)	Per Child	£ 50.00	£ -	£ -50.00	-100.00%	Local Government Act 2008	Discretionary	NEED TO BE REMOVED
			SCS Adult application (Mon -Fri)	Per Adult	£ 100.00	£ -	£ -100.00	-100.00%	Local Government Act 2009	Discretionary	NEED TO BE REMOVED
			SCS Child application (Mon-Fri)	Per Child	£ 30.00	£ -	£ -30.00	-100.00%	Local Government Act 2010	Discretionary	NEED TO BE REMOVED
			Private citizenship ceremony at Hendon Town Hall Mon - Fri	Per Ceremony	£ 110.00	£ 130.00	£ 20.00	18.18%	Local Government Act 2011	Discretionary	Align to fee charged in neighbouring boroughs
Private citizenship ceremony at Hendon Town Hall Sat	Per Ceremony	£ 110.00	£ 150.00	£ 40.00	36.36%	Local Government Act 2012	Discretionary	Align to fee charged in neighbouring boroughs			
	European Passport Return Service		European Passport Return Service (Permanent Residence & Qualifying Person) including secure postage up to 5kg (Mon-Fri)	Per Package	£ 26.00	£ -	£ -26.00	-100.00%	Local Government Act 2013	Discretionary	NEED TO BE REMOVED
			Saturday	Per Package	£ 36.50	£ -	£ -36.50	-100.00%	Local Government Act 2014	Discretionary	NEED TO BE REMOVED
			Sunday	Per Package	£ 41.75	£ -	£ -41.75	-100.00%	Local Government Act 2015	Discretionary	NEED TO BE REMOVED

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
			Additional Postage fee for supporting documents - 5-10kg	Per Package	£ 28.00	£ -	-£ 28.00	-100.00%	Local Government Act 2016	Discretionary	
			Additional Postage fee for supporting documents - 10-20kg	Per Package	£ 43.50	£ -	-£ 43.50	-100.00%	Local Government Act 2017	Discretionary	
	European Settlement Scheme Mon - Fri		ESS - Passport checking and verification service		£ 14.00	£ 14.00	£ -	0.00%	LGA s93	Discretionary but fees fixed by guidance	Fee introduced part way through year due, fee in line with guidance set by Home Office.

Submission Period (FOR INFORMATION)	New Savings Reference	Department	Corporate Plan Outcome	Theme Committee	Service Area	Management Responsibility	Opportunity Area	Description of saving	Consultation (How are we consulting on this proposal)
31st July Return	G&CS17	Growth and Corporate Services	Outcome 4: Clean, Safe & Well Run	Community Leadership Libraries	Customer Services & Digital			Income increase in the Registration service for births, marriages and deaths. The income generated from these services in 2019/20 was £200k higher than expected and while 2021/22 income has been affected by Covid-19 due to restrictions on weddings and birth registrations, targets have still been met for this year. Based on the higher levels of income experienced in 2019/20 the target for 2021/22 has been increased by £200k. However, 2022/23 will require additional investment in the town hall (carpets, paint etc) and increased promotion in order to increase income targets for weddings. There may need to be an invest to save bid to provide funding if that required spend is large,	Service specific consultation not required

Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity/equality-impact-assessments	2021/22	FTE Impact	2022/23	FTE Impact	2023/24	FTE Impact	2024/25	FTE Impact
None	None	Initial analysis indicates that no staff and or service user EqIA is required because the proposal does not impact on service delivery or staff. This will be kept under review as the specific proposals develop and any changes reported back at the next Committee decision within the business planning process.	(200)		(150)		0		0	

Total savings (All years)	October 2020 Comment (FOR INFORMATI ON)
(350)	

This page is intentionally left blank

**Community Leadership and
Libraries Committee
Forward Plan
2020-21**

Contact: Tracy Scollin Tel 020 8359 2315 tracy.scollin@barnet.gov.uk

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
18 November 2020			
Hendon Hub and relocation of Hendon Library	To comment on Relocation of Hendon Library and Local Studies and Archives and the re-siting of the School Libraries Resources Service as part of Hendon Hub development.	Head of Libraries Service	Non-key
Business Planning and Recovery Planning	<p>Medium Term Financial Strategy to 2024/5 – for comment</p> <p>Fees & Charges – for approval</p> <p>Recovery Planning Programme – for approval</p>	Director of Assurance	Key
8 March 2021			
<p>Q4 2020/21 Delivery Plan Performance Report</p> <p>Recovering Planning tbc</p>	To comment and note	<p>Head of Programmes, Performance and Risk</p> <p>Director of Assurance</p>	Non-key
Community Participation Strategy	To comment and note	Deputy Head of Strategy	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
Refresh of Annual Delivery Plans for 2021/22	To note	Deputy Head of Strategy	Non-key
Domestic Abuse and Violence Against Women and Girls Strategy Refresh	For approval	Community Safety Manager	Non-key
Barnet Zero Tolerance to Hate Crime Project	For approval	Community Safety Manager	Non-key
June 2021			
Q1 2021/22 Delivery Plan Performance Report Or Recovery Planning?		Head of Programmes, Performance and Risk	Non-key
Civic Events and Mayoralty Update	Report on Civic events and Mayoralty 2020	Mayoral Services, Civic Events Manager and Armed Forces Champion	Non-key
Armed Forces Covenant Action Plan		Mayoral Services, Civic Events Manager and Armed Forces Champion	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
MOPAC blueprint for women in contact with the criminal justice system	Update to note	Community Safety Manager	Non-key
September 2021			
Q2 2021/22 Delivery Plan Performance Report		Head of Programmes, Performance and Risk	Non-key
Update on the Community Safety Strategic Assessment	To note	Community Safety Manager	Non-key
November 2021			
Q3 2021/22 Delivery Plan and Performance Report		Head of Programmes, Performance and Risk	Non-key
Business Planning Report	To agree budget for 2021/22	Director of Assurance	Key