

MEETING

CONSTITUTION AND GENERAL PURPOSES COMMITTEE

DATE AND TIME

MONDAY 4TH OCTOBER, 2021

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

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

Chairman: Councillor Melvin Cohen LLB
Vice Chairman: Councillor Laithe Jajeh

Richard Cornelius
Helene Richman

Barry Rawlings
Geof Cooke

Alison Moore

Substitute Members

Peter Zinkin
Alan Schneiderman

Sachin Rajput
Anne Clarke

Anthony Finn
Claire Farrier

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10am on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is Wednesday 29th September 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 Service contact: Andrew Charlwood 020 8359 2014
andrew.charlwood@barnet.gov.uk

Media Relations Contact: Tristan Garrick 020 8359 2454

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes	5 - 6
2.	Absence of Members	
3.	Disclosable Pecuniary interests and Non Pecuniary interests	
4.	Report of the Monitoring Officer (if any)	
5.	Public Question and Comments (if any)	
6.	Members Item (if any)	
7.	Electoral Services Overview Report	7 - 28
8.	Draft Proposals for New Polling Districts and Polling Places	29 - 90
9.	Implementing the New Warding Arrangements for the London Borough of Barnet - Project Update (June - September 2021)	91 - 102
10.	Amendments to the Pay Policy Statement and Associated Policies	103 - 128
11.	Member Development Programme 2018 - 2022 Update and Draft Member Development Programme 2022-2026	129 - 158
12.	Constitution Review	159 - 348
13.	Any item(s) that the Chairman decides is urgent	

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Decisions of the Constitution and General Purposes Committee

22 June 2021

Members Present:-

AGENDA ITEM 1

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

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

1. MINUTES

RESOLVED that the minutes of the meeting held on 12 April 2021 be approved 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. IMPLEMENTING THE NEW WARDING ARRANGEMENTS FOR THE LONDON BOROUGH OF BARNET - PROJECT UPDATE

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.

RESOLVED that the Committee:

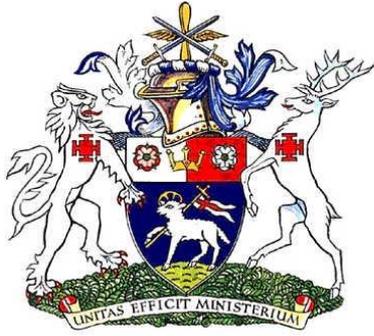
- 1. Note the progress to date of the project to implement the new warding arrangements in Barnet, including the work of the Cross-Party Reference Group which has been engaging with elected members throughout the process.**
- 2. Request that the Head of Assurance and Business Development circulate new ward boundary maps to Committee Members.**

8. FORWARD WORK PROGRAMME

RESOLVED that the Committee note the forward work programme and agree the following amendments:

- Annual Review of the Members Code of Conduct – 4 October 2021**
- Member Development Programme 2022 – 2026 – 4 October 2021**
- Residents Forums and Area Committees – Revised Boundaries and Arrangements – 4 October 2021**

The meeting finished at 7.20 pm



Constitution and General Purposes Committee

4 October 2021

Title	Electoral Services - Overview Report
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 – Annual Electoral Services September 2021
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 2020 and 2021 (thus far) and reports on Barnet's delivery of the Mayor of London and London Assembly elections (and two local by elections) on 6 May 2021.

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 3.4 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 2020 and 2021 (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 statutory elections that took place on 6 May 2021
 - Recommendations to inform the future work of Barnet's Electoral Services team, including the delivery of elections.
- 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 Local Government elections will be taking place in May 2022. 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, Executive Director of Assurance and Head of Electoral Services will action the recommendations at future elections.

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 The Barnet Plan sets out the four priorities for the borough. The plan focuses on the key outcomes we are seeking to achieve and how we will work to achieve those outcomes. This work supports the council's priority of Clean, Safe and Well Run. Under this priority, to ensure fairness in decision making, it is essential that electoral processes are robust and fair to all in Barnet. 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 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 Constitution and General Purposes Committee 12 January 2021, Agenda Item 7, [Electoral Services - Overview Report 2020](#)

London Borough of Barnet
Annual Electoral Services
Overview Report
September 2021

Executive Summary

‘This was one of the most complex sets of polls held in recent times, with the additional challenges presented by the coronavirus (Covid-19) pandemic. Even with these challenging circumstances people had high levels of satisfaction with the process of registering to vote and voting, and were confident that they were well run.’ - Electoral Commission (Report on the May 2021 Elections in England) 14 Sept 2021

The purpose of this Overview Report is to provide an update on the activities of Barnet’s Electoral Services Team throughout 2020 and 2021 (thus far) and to report on the delivery of the Mayor of London and London Assembly Member (GLA) Elections and the by elections in the Edgware ward and East Barnet ward that all took place on 6 May 2021.

As with all council services and other organisations across local and central government, the COVID19 pandemic caused significant and wide-ranging changes to the planned electoral activities and events (including the postponement of the GLA elections for a year from May 2020) and the way that Barnet’s Electoral Services had to operate and deliver their statutory functions. This report gives a high-level summary of the essential work that took place within Barnet’s Electoral Services team to maintain the Register of Electors to a high level of accuracy and completeness and the significant impact that the COVID19 pandemic had upon the preparations and delivery of the elections held on 6 May 2021.

As with previous Electoral Services reports, key lessons have been taken from the election ‘project’ so that they may be reviewed to inform and improve the planning and delivery of future elections in the borough.

As the Annual Electoral Registration Canvass is currently underway (in line with the new ‘Canvass Reform’ legislation¹ brought in by the Government in December 2019), this report provides key information based upon Barnet’s Register of Electors at the time of the GLA elections on 6 May 2021. Where information is provided on ‘current’ registration levels, it should be noted that these figures may be subject to significant change by the time of the annual publication of the Revised Register of Electors on 1 December 2021.

There were 270,895 electors on Barnet’s Register of Electors on 1 December 2020. However, it should be noted that, due to COVID19 restrictions, no personal visits took place to properties that were required to respond but had not, during the Annual Canvass period in 2020. Subsequently, high numbers of Registration Reviews² were conducted during January and February 2021 and the Household Notification Letter (HNL) activity that was conducted in February and March 2021 removed more electors than is typical for this activity.

Ahead of the elections on 6 May 2021 there were high ‘pre-election’ levels of activity from citizens registering to vote, but there was more activity than ever from electors changing their voting arrangements (predominantly from ‘in-person’ to ‘postal’). The number of electors on the register at the time of the elections on 6 May 2021 was 264,169 and on 1 September 2021, there were 265,270 electors registered. There are currently a high number of daily elector additions and deletions affecting this figure.

Despite the many necessary changes to the way in which polling, postal vote verification and the counts (and a myriad of other election activities) had to be planned and conducted, the elections

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

² Registration Reviews are conducted when a single piece of ‘evidence’ has been received (in most cases, the law requires two) by Electoral Services to inform us that an elector has moved away or is no longer eligible to vote from an address.

held on 6th May 2021 in Barnet are considered to have been successfully delivered. There was high turnout from voters, good levels of satisfaction from staff and high confidence in the processes and results was and continues to be expressed by electors, candidates, and other stakeholders. However, despite the successful delivery of this highly challenging set of elections, there were still several key lessons that can be taken forward to help inform the preparations for future elections.

Among these lessons are:

- that securing suitable venues for critical electoral activities is set to remain fragile and increasingly expensive - not only polling stations, but venues that can offer halls or areas that are large and secure enough for election preparations and for example, postal vote verification sessions etc.
- that the high volume of the 'late' surge of application and absent voting applications will continue to put enormous pressure upon the registration team within Electoral Services in the run up to future statutory elections
- that the management of postal vote verification sessions will require increasingly high numbers of staff, specialist equipment and knowledgeable management of the complex statutory processes as postal voting continues to grow (made even more difficult at the May '21 elections by the pandemic restrictions that were still in place)
- that there is a lack of resilience in the current Public Sector Network (PSN) secure IT connection that is required to download registration applications from Barnet residents from the Government's online registration portal

1. Key Activities of the Electoral Services Team in 2020/2021

The table below provides a high-level timetable of the key registration and election activities that were undertaken by Barnet Electoral Services since the publication of the Annual Register of Electors on 1 December 2020:

Period:	Description of Activities
January – March 2021	<p>Statutory refresh of Absent Vote Personal Identifiers – 10,553 Letters and Reminders sent to 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.</p> <p>Registration Reviews for incomplete elector removals – Registration Review letters sent to 9,589 registered electors, giving a time-limited window to respond (as single piece of evidence received that the elector is no longer eligible to vote from said address since 1 Sept '20)</p>
January – May 2021	<p>Planning, preparation and delivery of the Mayor of London and London Assembly elections (as well as two Local Government by-elections) on 6 May 2021 – The challenges of delivering key elections during the pandemic were considerable and detail is provided later in the report.</p> <p><i>In summary, turnout in Barnet was 44.3% (vs 42.9% across London) and means that 116,000 electors voted (Mayoral Contest figures).</i></p>
February – March 2021	<p>Household Notification Letter sent to all residential properties – HNL mailed out to over 163,000 properties and individual processing of all subsequent registration amendments and requests.</p> <p><i>A flyer was included with the HNL to inform electors that polling stations would be safe, but that queues were likely. It also encouraged electors to apply for a postal vote – the aim was to reduce pressure on polling stations and to ensure electors that might have reservations about voting in-person during the pandemic were still able to vote.</i></p>
March – May 2021	<p>Registration, postal and proxy vote applications and registration processes for elections on 6 May 2021 – between 4 Feb (when the HNLs were despatched) and 19/20 April (deadline to register/apply for a PV), Barnet's Electoral Services received 11,285 applications to register (approx. a third were duplicates) to vote and removed almost 5,000 electors. Within the same period, over 12,000 Postal and Proxy voting applications were made – with 10,823 new postal and only 242 new proxy votes put in place.</p>
June – July 2021	<p>Registration processes and delivery of the West Finchley Area Neighbourhood Planning Referendum on 9 July 2021 – the first time a Neighbourhood Planning Referendum has been held in Barnet.</p>
July – Sept 2021	<p>Planning and commencement of the Annual Household Canvass (2nd under new 'Canvass Reform' legislation) – a full data-matching exercise between Barnet's full electoral register and central government records (in June 2021) gave Barnet a healthy 71% match score. Following this (and local data matching with Barnet's own Council Tax records) approx. 66,000 Household Enquiry Forms ('CCBs') were sent out in August to households across Barnet from which a response is required by law. Shortly, a further 93,000 Household Enquiry Forms ('CCAs') will be sent to those households where all elector data was matched and a response is only required if there are changes that we need to be informed about.</p>

Whilst the table above details the priorities of Electoral Services during the periods outlined, regular day to day activities and processes have continued 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. Taking into account the figures above, there have been over 94,000 amendments to the Register of Electors since 1 December 2020.

As much of the work of Electoral Services continues (by law) to offer postal and in-person processes to residents and electors, officers from the team have worked a hybrid model of in-person and remote working to ensure that there is somebody in the Council office every working day (whenever the Government’s pandemic restrictions have allowed).

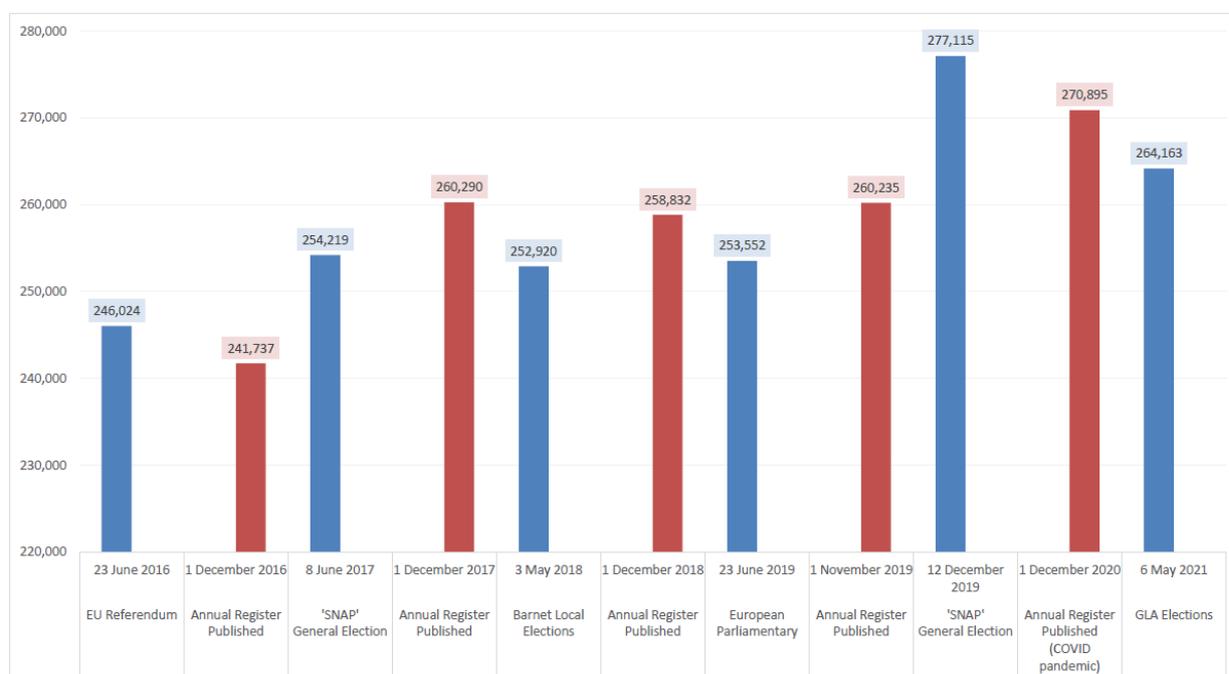
2. Analysis of Barnet’s Register of Electors

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 the Annual Canvass is better at removing people (those no longer eligible at addresses) from the register.

The graph below illustrates the movements of Barnet’s Register of Electors, based upon milestone dates, over the past five years.

Full Register totals at Elections and Annual Publication 2016 to 2021

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.



2.1 Snapshot statistics from Barnet's Electoral Register

As the Annual Canvass is currently in progress, the statistics provided below are subject to considerable change before the formal publication of the Annual Register of Electors (due on 1 December 2021).

- The number of electors on the register at the time of the elections on 6 May 2021 was 264,169 and on 1 September 2021, there were 265,270 electors registered.
- 1,409 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 1,517 on 1 December 2020 published register.*
- 32,371 EU nationals are currently registered to vote in Barnet – *33,152 on 1 December 2020.*
- 58,003 electors in Barnet currently have a postal vote and 1,165 have a proxy vote. The rise in postal voters over 2020 was driven by the May 2021 election (although many electors also set up a temporary postal vote to cover just one election) – *1 December 2020 figures: Postal Voters = 52,354 and Proxy Voters = 1,355.*
- 191,122 electors (72%) 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 the vast majority of electors now register online – *71% on 1 December 2020*
- 1,234 Overseas Electors registered in Barnet. As overseas electors must re-register each year and cannot vote in local elections, many 'fall off' the register between national elections – *2,417 on 1 December 2020.*

3. Delivery of the Mayor of London and London Assembly (and two Local Government by elections) on 6 May 2021

On 6 February 2020, the Government postponed all elections scheduled in May 2020 for one year, due to the global COVID19 pandemic. The Mayor of London and London Assembly (GLA) elections were therefore held on Thursday 6 May 2021. In Barnet there were also two Local Government by-elections (each to elect one councillor) on this date, one in Edgware ward and one in East Barnet ward.

The GLA elections are amongst the most complex sets of polls that are held in the UK and for the elections held on 6 May 2021, the preparation and delivery of these polls took place under the extreme and wide-ranging challenges presented by the ongoing Covid19 pandemic.

3.1 The Election Project's objectives:

The key objectives for any statutory election or referendum held within the borough are broadly similar and are predominantly set by relevant legislation, with further enhancement based upon the guidance and performance standards issued by the Electoral Commission.

Barnet has for several years captured these 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.

For the elections, being delivered in May 2021 against the backdrop of the Covid19 pandemic (and changing statutory Covid restrictions and other related health and safety guidance), an additional objective was also adhered to throughout the delivery of the project:

- All electors, staff, candidates, agents and observers must have confidence that the election venues where they vote, observe or participate in election activities are set-up, managed and maintained as 'Covid-secure' environments, with appropriate equipment, PPE and processes to minimise the potential spread of coronavirus.

3.2 Election Project methodology:

Following the Parliamentary General Election in December 2019, preparations had immediately commenced for the GLA elections that were then still scheduled to take place in May 2020.

However, it was very soon after this that news of the Covid19 global pandemic started to emerge and of course, quickly grew. On 13 March 2020 the Government, as was widely expected at that time, announced that all UK elections scheduled for May 2020 were to be postponed for one year

until 6 May 2022. Shortly after the first lockdown began on 23 March 2020, the whole Electoral Services team was re-deployed to support the council's response to the pandemic and worked on the COVID Community Help Hub.

From the end of June 2020, Barnet's Head of Electoral Services was part of a London working group of election administrators³, which included the GLA's Elections Project Manager. The group was tasked with assessing every element of delivering the May 2021 elections, creating a comprehensive risk assessment, to identify relevant mitigations and to propose changes to processes where necessary.

Barnet's Elections Project Team, led by the Head of Electoral Services and Head of Assurance and Business Development re-commenced with full planning in September 2020 with immediate priority given to creating a full project plan and risk register. This work made it clear that detailed assessments would be required of all polling and other election venues, as well as reviewing the steps and processes followed to deliver the statutory activities of the May 2021 elections.

Despite the changing restrictions in place as the UK went through different stages of lockdown and associated restrictions, this work informed the detailed plans that were being developed for staffing, polling and other election processes. Due to the large and growing number of electors in Barnet that have a postal vote, a separate piece of work was initiated early on to completely review and redesign the way in which Barnet's Postal Vote Verification processes are carried out.

The Constituency Returning Officer (CRO) reconvened the Elections Project Board on 9 December 2020 which met every month until March 2021 and then fortnightly until the last two weeks before the election when it met each week. 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 cleared. Barnet's Head of Health and Safety was added to the Elections Project Board to ensure that there was good oversight and support for the essential work to ensure good Covid-secure preparations were in place throughout.

In addition, the CRO met with the Borough Returning Officer (BRO) from Camden, Jenny Rowlands – London Borough of Camden's Chief Executive, along with key project board members from both Barnet and Camden every four to six weeks throughout the project.

In addition to these meetings, The Greater London Returning Officer (GLRO), Mary Harpley – GLA's Chief Executive, held London-wide CRO and BRO meetings approx. every six weeks, to discuss guidance and to issue a limited set of directions to London's CROs to ensure consistency of approach and delivery across some aspects of the election.

Barnet's Head of Electoral Services and Head of Assurance and Business Development attended further meetings on an ad-hoc basis with the GLA's elections team and other London Election Managers and also held weekly meetings with Camden's Electoral Services manager.

Throughout the delivery of the election, Electoral Services was supplemented with additional staff resource. Whilst this larger cohort of staff worked together across the entire range of activities, it was broadly divided into two teams. The 'Project' team planned, prepared and managed all resources (staff, venues, equipment etc.) and processes that were specifically required to deliver the various election activities, the 'Registration' team managed and delivered the heavily increased workload in dealing with applications to register to vote and for postal and proxy voting arrangements. The Registration team also liaised directly with the Call Centre,

³ This working group comprised seven Electoral Service Heads of Service from across London and was initiated by the London Branch of the Association of Electoral Administrators (AEA)

ensured that the additional Electoral Register updates (specific to the election timetable) were published and prepared the polling station registers.

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 (in particular the exceptionally high number of postal vote applications).
- Venue, bookings and preparation including assessment visits to 160 polling stations across 96 polling places (inc. 4 at 'temporary offices', 4 in temporary marquees and 31 school sites), the postal vote verification and ballot box preparation venues at the RAF museum in Colindale and the by election count and GLA E-count venue at Alexandra Palace.
- Recruitment and training (including additional training specific to health and safety processes required due to the pandemic) of over 750 elections staff required for polling, postal vote sessions, elections count, venue preparation and security etc.
- Set up (including training for all Call Agents) and oversight of the Elections Call Centre, managed by CSG and hosted at their Coventry offices.
- Ensuring that the candidate nominations process was conducted in compliance with all relevant electoral legislation, the elections timetable and the new temporary 'covid' legislation.
- Whole-scale re-design and delivery of the Postal Vote Verification processes, in order that they could be Covid-secure, whilst remaining robust, statutorily compliant, and also transparent and observable.
- Working in close liaison with the GLA and the London Borough of Camden's Returning Officer and Elections team, to plan and deliver the election e-count (and manual count for By Elections) and declarations of results at Alexandra Palace, which took place on Saturday 8 May 2021.
- Working with GLA, PHE and Health and Safety colleagues to create and revise Covid-secure processes (including the procurement of PPE equipment and materials) to be used at election preparation, polling, and count venues

All of this work included working closely with the London Borough of Camden's Borough Returning Officer and her Elections team at and also the Greater London Returning Officer's Team elections project at the GLA.

3.3 Assessment of Election Project's Performance:

Based upon the objectives set out at 3.1 above, the project to deliver the elections on 6 May 2021 is assessed as having been highly successful.

Key information leading to this assessment includes the following:

- Despite Covid19 pandemic and the various restrictions that were necessary across all electoral processes, turnout across Barnet for the London Mayoral elections on 6 May 2021 was healthy at 44.3%. This compares favourably with London as a whole, where turnout was 42.9%.
- For the Mayor of London election, 115,867 electors cast their votes. Of this figure 75,762 electors voted 'in-person' (37.5% turnout) and 40,105 voted by post (67.5% turnout).

- For the two by elections turnout was even stronger, with turnout in the Edgware by election at 44.2% and in the East Barnet by election at 48.5%.
- Despite handling over 7,000 emails and over 4,500 telephone enquiries during the election period, the number of complaints received was extremely small. In total, just 23 contacts were received that specifically alleged; poor or slow service, incorrect information provided, non-receipt of forms or related to polling stations⁴. All were resolved quickly and only one complaint⁵ progressed to being a formal complaint.
- The e-count for the Mayor of London and London Assembly elections and the two by election counts, that all took place on Saturday 8 May 2021 at Alexandra Palace, progressed efficiently and calmly through to their respective declarations.
- All Candidates, Election Agents and other observers in attendance at the election counts expressed their satisfaction with the effectiveness and transparency of the processes used. Declarations of results were made at 1.50pm for Edgware ward, 2.20pm for East Barnet Ward (both by election counts had started at 10am) and for the Barnet and Camden London Assembly member at 5.30pm (the e-count started at 8am).

3.4 Lessons Learned and Future Recommendations:

Barnet's Electoral Services have conducted reviews of all borough-wide elections since the GLA elections in May 2012. The recommendations from each of these reviews are then carried forward and be actioned or revisited to inform the work to plan and prepare for following elections.

Following the Local Government Boundary Commission for England's (LGBCE) statutory review of Barnet that completed in January 2020, the May 2022 elections in Barnet will elect councillors to Barnet's new set of 24 Wards. Due to this, no recommendations in relation to polling arrangements are being put forward in this report – as they are fully reviewed and detailed proposals resulting from that separate project work are being put forward in a separate report to this committee.

The key learning and recommendations from this Election Project are listed below. Whilst considering the specific requirements that were necessitated by the Covid19 pandemic, all the action points are designed to improve good practice at future scheduled elections.

The recommendations presented in this report are all based upon lessons which are specific and localised to Barnet. Both the Electoral Commission (link: [Report on the May 2021 elections in England](#)) and the Association of Electoral Administrators (link: [AEA-2021-Post-Polls-Review.pdf](#)) have produced national reviews of the elections held in May 2021 and Barnet's Head of Electoral Services has contributed via surveys and submissions to each of these. These national reviews make recommendations linked to legislation (especially statutory election timetables), funding for elections, national public health guidance and practice and other elements that Barnet's ERO/RO or CGP committee cannot affect or influence at a local level.

⁴ Six email and three telephone complaints were received specifically in relation to the incorrect information sent to electors in the HSB polling district stating that their polling station had been moved to 2 Bristol Avenue (this information was meant for electors in HSD).

⁵ The one formal complaint was related to Barnet's IT data handling policies, as staff were prohibited from opening a specific type of email attachment that an elector had sent in.

The next scheduled borough-wide elections in Barnet are the Local Government elections on 5 May 2022 and at time of writing, it cannot confidently be predicted whether any ongoing restrictions might still be officially in place (or brought back), preferred or desired or if future elections will be able to largely revert to pre-pandemic arrangements.

3.4.1 Electoral Registration Staffing

It is essential Electoral Services has additional trained and capable staff available to effectively process the high level of registration activity that is typical within the short period created by statutory election timetables. As this level of ERO resource is not needed across most of the year, this is best achieved by either bringing in agency staff (sufficiently early enough that they can be trained and become competent ahead of the election period) or by utilising pre-trained and experienced staff from across other teams in the council. Both approaches have worked individually and in combination at elections over recent years, but this approach places a high burden on the Assurance Directorate, where most existing 'electorally pre-trained' staff have their substantive roles. There is also a risk that relying on a small number of existing staff or newly recruited agency staff creates a lack of resilience should they not be available or willing to work on future elections (as legislative deadlines approach, extended working hours become inevitable at times).

- 1) It is recommended that the Head of Electoral Services and Executive Director of Assurance review other establishment models – perhaps having additional Electoral Services Officers that can be seconded to work with and support other teams and services outside of election periods?

3.4.2 Postal Vote Verification (PVV)

When the final Notice of Alteration (NOA) for the elections on 6 May 2021 was published (on 28 April 2021), the number of Postal Voters in Barnet had reached a record high of 61,362 (this figure included Overseas Electors that were not eligible to vote on 6 May 2021). Although this figure has fallen since as some temporary Postal Votes have been cancelled, it is expected that over 20% of voters in Barnet will continue to use a Postal Vote for future elections. Evidence from recent elections and across London shows that this is certain to be the case even as Barnet's electorate grows in coming years.

The Halton Gallery at the RAF Museum (or a venue of similar size) will continue to be required for PVV sessions at future borough-wide elections. In addition, many of the processes changes that were designed and brought in for the PVV sessions (mainly due to increased volumes, but also to allow for staff and observer social distancing to be observed) for the elections on 6 May 2021 should be retained, whether any pandemic restrictions are in place during future election periods or not, as they allowed for greater volumes of Postal Votes to be verified and prepared for the count.

- 2) It is recommended that an early booking is made for the Halton Gallery, to secure it's availability for the required period for the May '22 elections. In addition, the PVV processes in place at the May '21 elections should be reviewed (and adapted as required) ahead of the May '22 elections and that PVV staff recruitment is commenced early to ensure sufficient numbers and availability is confirmed.

3.4.3 Election Preparation and Count Venues

For the elections in May 2021, it was necessary to introduce social-distancing and the use of PPE, into what are typically very busy and quite crowded spaces where key electoral activities take place. As Barnet's electorate is expected to grow quickly over coming years and there remains a

possibility that social-distancing and PPE may still be required or desirable, it is important that Electoral Services are able to identify and secure the use of large election venues.

To this end:

It is important that the Dermot Boyle Wing at the RAF Museum (or an equally large and accessible venue) continues to be available for election preparation activities and that the Olympic Bar at StoneX Stadium is available for future borough-wide election counts (this is a minimum requirement – more space may in fact be preferable for May 2022 given that there will now be 24 ward election counts to complete).

- 3) It is recommended that an early booking is made for the Dermot Boyle Wing at the RAF Museum, to secure it's availability for the required period for the May '22 elections.
- 4) It is recommended that contact is made immediately with Saracens to ensure that the Olympic Bar at StoneX Stadium is secured for the May '22 election counts.
- 5) It is recommended that the RO start considerations as to the date, timings and layout options that are available for the local election counts following polling on 5 May 2022. The RO will need to evaluate the options available and make decisions as early as possible to facilitate the planning and stakeholder communication that will be directly affected by these decisions.

3.4.4 Election Proofing Process

For a variety of reasons, all specifically related to the COVID19 pandemic, a total of 14 polling places were changed shortly before poll cards were despatched to electors. Although all polling cards issued to electors across the borough were effectively proofed and contained the correct data, a decision was taken to send an additional information letter to those electors that were going to a different polling place than that used at previous elections.

One of the polling places that was changed was located within the HSD polling district, but this letter was incorrectly sent to electors in the HSB polling district. This error was not identified until polling day when some electors turned up at the wrong polling place - the letter directed them to the Council Offices at 2 Bristol Avenue, when they actually needed to attend the Grahame Park Community Centre to vote. Fortunately, the impact was relatively minor, as these two polling places are less than 500 metres apart and additional staff and signage was provided very early in the day to ensure that electors were aware and did not unnecessarily queue to vote at the wrong polling place. However, there was some inconvenience caused to approx. 150 electors⁶

Despite all usual proofing processes having been followed for the additional letters, the data had to be extracted from the Elections Management System, so that the letters could be created and mail-merged for despatch external to the system (due to the bespoke nature of this communication). Because of this, the proofing processes used by three separate officers did not pick up that HSB data had been extracted and not HSD.

- 6) It is recommended that the documented Electoral Services proofing processes be reviewed to ensure that they include specific steps for bespoke or one-off communications to ensure that they are fit-for-purpose and are indeed being sent to the intended recipients.

⁶ Information on the number of electors known to have attended the wrong polling place (142) was collated by the hour in the polling station at 2 Bristol Avenue.

- 7) It is recommended that this decision to send an additional and discretionary communication to electors during an election period is carefully reviewed (and again before any similar decision is taken), as the impact was shown to be minimal – it is evident from this incident that the poll cards had already been wholly effective in letting electors know where they needed to vote.

3.4.5 Elections Management System (PSN)

On Friday 9 April 2021, Electoral Services officers were unable to download and action that day's online applications to register to vote (made by residents via www.register-to-vote.gov.uk) due to an error message occurring within the Electoral Management System. This was immediately flagged with the supplier, who ran some checks and said that the issue must be either at the Barnet or Cabinet Office end of the PSN connection to the portal, as the software system was operating normally. The issue was escalated and IT support from both Barnet and the Cabinet Office said that they could see no issues at their respective end, but that they could see that downloads were failing for some reason.

Despite various checks, the issue was not resolved for several days until a third-party supplier that supports the PSN identified that they had applied an update that had blocked Barnet's connectivity to the registration portal. At the point that the connection was restored, just under 2,000 applications to register to vote that had backed up had to be processed. This incident, as well as causing immense stress to the Electoral Registration team due to the 19 April '21 deadline for registering in time for the election, also highlighted key fragility within the PSN that online registrations currently rely upon.

The PSN is already earmarked for obsolescence within a few years and the Cabinet Office is already beginning to transfer some local authority Electoral Registration systems to an alternative and secure 'over-internet' download connection. Barnet's current EMS can be transferred to the new 'over-internet' connection, but this will incur additional costs of c. £5k per annum.

Following the announcement of the first lockdown and the postponement of the May 2020 elections to May 2021, an emergency two-year extension to the contract with the current EMS supplier was agreed and the planned 2021 procurement activity for a further four- or five-year contract was arranged to take place in 2023 (the next year free from 'scheduled' elections). Some EMS suppliers (including Barnet's current supplier) are now offering 'hosted' solutions that will reduce some of the local IT management dependencies and connectivity issues further (as officers can access via online secure processes and will not be dependent upon Barnet network or VPN etc.).

- 8) It is recommended that the Head of Electoral Services prioritises the move of the current EMS to 'over-internet' secure connection as soon as possible.
- 9) It is recommended that initial information is sourced from EMS suppliers so that early assessments can be made on the resilience of Hosted EMS offerings. In addition, Barnet's Commercial team should be tasked with initiating discussions with Barnet's IT supplier on releasing costs from the overarching IT contract related to the costs of hosting and servicing the current EMS on their servers.

4. Summary and Upcoming Priorities for Electoral Services

Barnet's Electoral Services team is currently engaged in delivering the 2021 Annual Electoral Registration Canvass. The various activities that make up the annual canvass will continue right up to the publication of the next Revised Register of Electors on 1 December 2021.

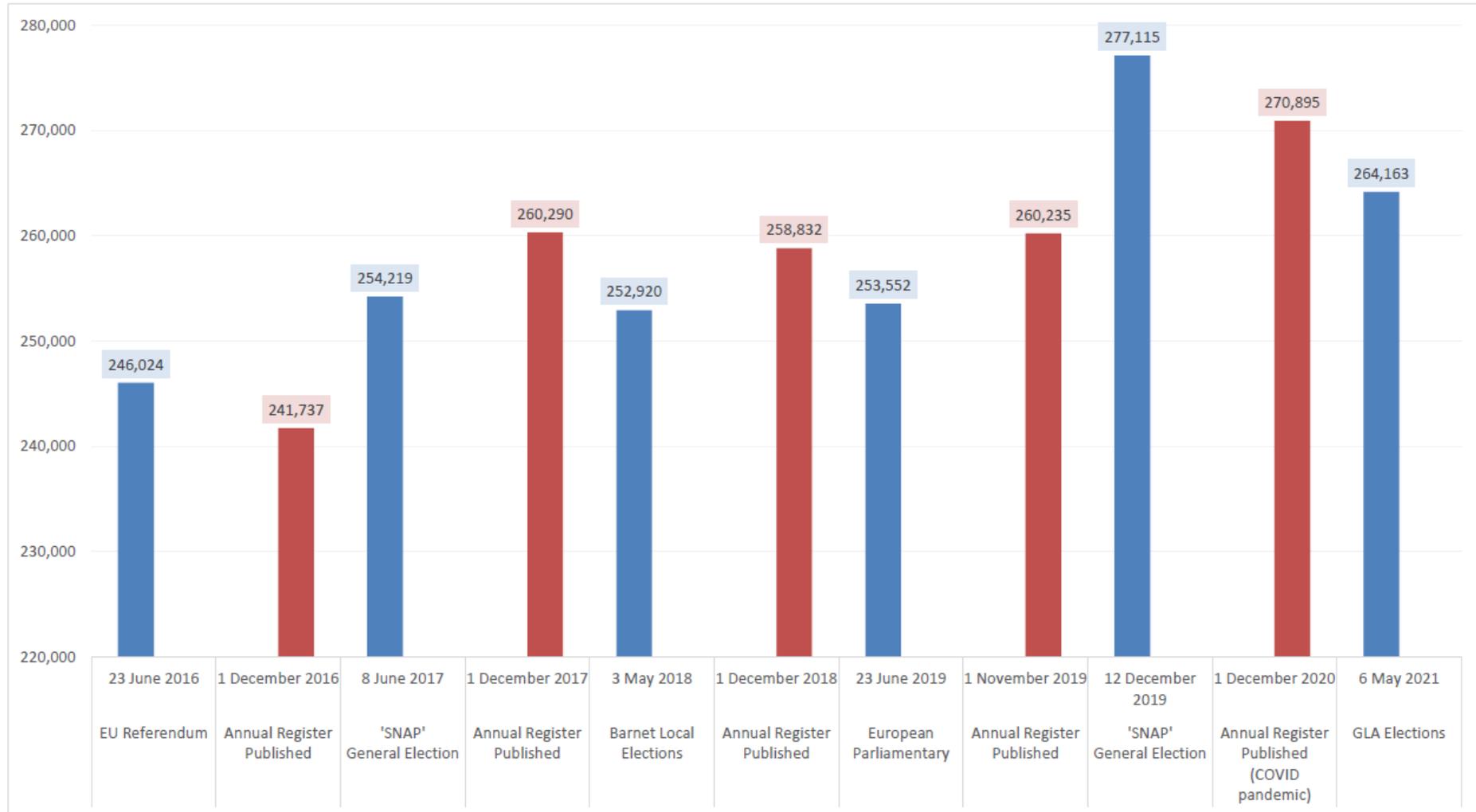
In addition, the project to ensure that the new warding arrangements are successfully implemented across the council is also currently underway. Of utmost importance within this project is the delivery of the Local Elections in Barnet across the new 24 wards on 5 May 2022. For this, Electoral Services is responsible for delivering the new polling arrangements, so a much work has and continues to go into assessing polling places, analysing elector convenience and accessibility to these places, and generating new polling districts to optimally serve all electors within each ward. A statutory public consultation on the proposed new polling arrangements must also be conducted and this is scheduled to take place from mid-October for six weeks.

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 must provide new copies of their personal identifiers.

In February or March, an additional full re-publishing of the register will take place, necessary to renumber electors to the new wards and their polling districts. Following this, Electoral Services will again conduct a full 'Household Notification Letter' (HNL) campaign, as in the previous five years. During this period, to supplement the daily and weekly processes that check for duplicate applications to join the electoral register, a full review is undertaken to identify and remove any duplicates that may occur (e.g. where different permutations of surname and forename, or use of middle names or initials may have been previously missed).

Even before full approval of the new the polling arrangements, the project to deliver May '22 elections will have commenced (officially from early December '21, although many preparatory activities will start prior to that). As well as the huge range of activities that go into delivering a high-profile borough-wide election, from March '22 (typically kicked off by the despatch of polling cards) through to May '22 will of course be an extremely busy time for Electoral Registration and Postal Voting applications.

Following the delivery of the elections in May, in June '22 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 December.



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AGENDA ITEM 8

Constitution and General Purposes Committee

4 October 2021

Title	Draft Proposals for New Polling Districts and Polling Places
Report of	John Hooton – Barnet Returning Officer
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 – Borough wide summary map of polling arrangement proposals Appendices 2-25 - Ward specific draft polling arrangement proposals (coming into effect from May 2022) Appendix 26 – List of proposed polling places
Officer Contact Details	John Bailey, Head of Electoral Services 020 8359 3008 - john.bailey@barnet.gov.uk Emily Bowler, Head of Assurance & Business Development 020 8359 4463 - emily.bowler@barnet.gov.uk

Summary

The new electoral arrangements for Barnet Council will come into effect at the Local Government elections on 5th May 2022. Barnet will continue to have 63 councillors (the same as at present) but there will be an increase in the number of wards, from 21 to 24, with 15 three-councillor and 9 two-councillor wards.

This report includes the draft proposals for new polling districts and their respective polling places to serve at local elections within each of the new wards.

Officers Recommendation

That the Committee notes and comments upon the Returning Officer's proposals, detailed within appendices 1-26, ahead of the six-week statutory public consultation that will take place between mid-October and December 2021.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Local Government Boundary Commission for England (LGBCE) completed a statutory review of the London Borough of Barnet's electoral arrangements in January 2020. The LGBCE's final recommendations mean that:
- Barnet will continue to have 63 councillors
 - There will be an increase in the number of wards from 21 to 24
 - Councillors will be elected to 15 three-councillor and 9 two-councillor wards across the borough
 - The boundaries of all wards will change, none will stay wholly the same.



- 1.1 Following the outcome of the Local Government Boundary Commission for England (LGBCE) statutory review, extensive changes are required to the current polling district boundaries and to polling place locations throughout the borough. By law, the new ward boundaries (served by the new polling districts and polling places) come into effect at the local government elections on 5 May 2022. The Register of Electors must be re-published under the new wards ahead of the election (so that poll cards can be issued to electors within their new wards and relevant new polling districts).
- 1.2 In order to comply with the requirements of the Representation of the People Act 1983 sections 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), and to effectively prepare new polling arrangements as will be necessary due to the Electoral Review of Barnet (detailed in 1.1), the Head of Electoral Services, working on behalf of Barnet's Returning Officer has reviewed and created proposals for all polling districts and polling places in the borough.
- 1.3 Following the implications of the LGBCE review outlined in 1.1 above and to allow for the conduct of legally compliant elections in the future, electors within the new

wards will need to be assigned to new polling districts that are wholly contained within and coterminous with the new wards. Each of the new polling districts will need to be served by polling places (and polling stations) that meet, so far as is practicable, the requirements for in-person voting, as laid out by the Electoral Commission.

- 1.4 The Constitution and General Purposes Committee terms of reference include: ‘responsibility for overseeing the Council’s governance arrangements including Electoral Services, including elections and electoral registration performance; and polling places and polling district boundaries.’

2. REASONS FOR RECOMMENDATIONS

- 2.1 Following the publication of the LGBCE’s Electoral Review of Barnet (as detailed in 1.1 above), widespread changes must be made across Barnet’s polling districts and polling places.

- 2.2 Electoral Services have completed assessment visits to every potential polling place that was identified or suggested as an alternative or additional venue to existing polling places through the Cross-Party Reference Group meetings.

- 2.3 When assessing the suitability of the polling venue, council officers have followed the guiding principles as agreed at the Cross-Party Reference group meetings:

- To ensure that all electors within each ward are within as reasonable and equitable distance of their polling venue as is practicable (whilst taking into account the operating capacity and accessibility, particularly for those with disabilities, of individual venues)
- To minimise the use of schools - seeking to use practical alternative arrangements for electors where these are available
- To eliminate so far as possible the use of temporary, portable offices (which offer poor accessibility, poor facilities and can only serve very small numbers of electors at a time) – to eliminate excessive costs and highly problematic logistical issues

- 2.4 A proposal detailing polling districts and their designated polling places has been designed for all 24 wards (see Appendices 1-26), which took into account polling place suitability and utilised analysis of direct-line distance and road network distance for all electors to identified potential polling places.

- 2.5 If these proposals are subsequently approved following public consultation and CGP Committee in January 2022, the borough’s polling arrangements would benefit from:

- A reduction in polling districts and polling places from 94 to 91
- A reduction in polling stations from 156 to 149¹

¹ Numbers of polling station can vary dependent on election franchise and number of postal voters

- A reduction in number of schools venues used from 31 to 13
- A reduction in number of portable offices used from 11 to 0

- 2.6 The review of polling places will also help to smooth the delivery of in-person voting across Barnet on polling day, as electors will be more evenly spread across the borough's polling stations. This more even spread of electors being allocated to polling venues has enabled the reduction in polling places and stations shown, despite the increase in the number of wards.
- 2.7 The reduction in polling places overall and eliminating the use of portable offices will help to ensure that polling costs can be well managed by the council when statutory local elections are delivered.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 In accordance with the provisions of Statutory Instrument: The London Borough of Barnet (Electoral Changes) Order 2020 No. 1106, the new wards within Barnet are legislated to come into effect from 6 May 2022. There is no lawful alternative to introducing new polling districts and polling places to serve these new wards at the elections on 6 May 2022.

4. POST DECISION IMPLEMENTATION

- 4.1 Following approval of the draft polling district and polling places by Committee, there will be a statutory six-week public consultation from mid-October 2021 to invite comments on these proposals from residents, electors and a wide-range of stakeholders.
- 4.2 All comments and representations will be considered by Electoral Services, in consultation with the Returning Officer, before the final proposals are presented to CGP Committee for approval in January 2022 ahead of the Local Government Elections on 5th May 2022.
- 4.3 Approval by CGP Committee in January 2022 will establish the list of designated polling districts and polling places to be used for future local elections in Barnet.
- 4.4 Following approval by CGP Committee, Barnet's Register of Electors will be re-published in full to introduce new roll numbers for all electors based upon their new wards and polling districts.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Barnet Plan sets out the four priorities for the borough. The plan focuses on the key outcomes we are seeking to achieve and how we will work to achieve those outcomes. This work supports the council's priority of Clean, Safe and Well Run.
- 5.1.2 Ensuring that the designation of polling districts and polling places give all electors reasonable and accessible facilities for voting (so far as is practicable within the circumstances), ensures that the democratic rights of all registered electors within

Barnet are protected.

5.1.3 In addition, by enabling electors to vote as easily and accessibly as possible, their views are expressed, and elected Councillors ensure that they are taken into account and acted upon throughout all aspects of the council's priorities, values, activities and outcomes.

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

5.2.1 The Council is responsible for the costs of conducting local (council) elections, including, when held, local by elections that elect the Borough's own councillors. At all other elections all 'actual and necessary' costs are recovered by the Returning Officer from the relevant governing body for that election (e.g. central government for national UK elections or referendums and the GLA for the London Mayoral and Greater London Assembly elections).

5.2.2 The possible reduction in polling places overall and in particular eliminating the use of portable offices is likely to result in cost savings to the council when local elections are run.

5.3 **Social Value**

5.3.1 As stated at 5.1

5.4 **Legal and Constitutional References**

5.4.1 Following the Local Government Boundary Commission for England's 'Electoral Review' of Barnet, a draft order was laid before Parliament in July 2020. This has subsequently become Statutory Instrument 2020 No. 1106 'The London Borough of Barnet (Electoral Changes) Order 2020'. This legislates that the new wards within Barnet come into effect from 6 May 2022.

5.4.2 In carrying out any review of polling arrangements, the local authority must comply with the steps set out in Schedule A1 Representation of the People Act 1983. The local authority is required to:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by the Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website (regulation 3 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006)
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).

- on completion of a review, give reasons for its decisions and, in accordance with regulation 4 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, publish:
 - all correspondence sent to an (Acting) Returning Officer in connection with the review
 - all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
 - all representations made by any person in connection with the review
 - the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
 - details of the designation of polling districts and polling places within the local authority area as a result of the review
 - details of the places where the results of the review have been published

5.4.3 Provision is contained within Section 18E RPA 1983 which provides that no election is to be questioned by reason of any informality relative to polling districts and polling places. Representations can be made to the Electoral Commission which may make directions to alter polling districts and/or polling places.

5.4.4 The Constitution and General Purposes Committee terms of reference (Article 7) includes to *“have responsibility for overseeing the Council’s governance arrangements including: Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries”*.

5.5 Risk Management

5.5.1 By conducting this review of Polling Districts and Polling Places, the Council mitigates the risk that electors find the arrangements for polling within the Borough to be hampered by poor accessibility or the provision of sub-standard facilities (given the practicable circumstances prevailing in each polling district).

5.6 Equalities and Diversity

5.6.1 Officers have reviewed the equalities implications. The delivery of this electoral process is strictly governed by legislation, which is in itself designed to provide for reasonable access 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, Part 2 Representation of People Act 2000 provides that all voters have the right to request the use of postal or proxy voting arrangements.

5.6.2 The legislation governing this review requires that representations are sought from persons who are considered to have an expertise in access to locations for persons with different forms of disability. In order to fulfil this requirement, the Head of Service for Health and Safety at the London Borough of Barnet will be given oversight of the proposed polling district and polling places arrangements across the borough. The equalities impacts will therefore be reviewed throughout the process.

5.6.3 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.

5.6.4 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).

5.7 **Corporate Parenting**

5.7.1 Not applicable

5.8 **Consultation and Engagement**

5.7.1. Following committee approval, a public notice will be published to invite representations on the draft polling district and polling place proposals during a six-week period of 'public consultation'.

5.7.2. The public notice will be published and displayed at Hendon Town Hall and posted on the Council's website in mid-October and left on display for six weeks.

5.7.3. This statutory consultation will be promoted through methods usually used for such purposes in Barnet, including website, news articles and social media.

5.7.4. In addition, invitations to submit a representation will be sent to:

- All 63 Councillors of the London Borough of Barnet
- The three Members of Parliament that represent the constituencies within the London Borough of Barnet
- The London Assembly Member for the Barnet and Camden constituency
- All venues put forward for use as a polling place in the proposals
- Known election agents from recent borough wide elections.

5.7.5. All representations received during the consultation period will be reviewed by the Electoral Services officers and Returning Officer and considered as part of the final proposals of polling district and polling places which will be presented to CGP Committee in January 2022 for final approval.

5.7.6. All representations received during the consultation period will be published along with the approved polling districts and polling places after the CGP committee in January 2022.

5.8 **Insight**

5.8.1 None

6. BACKGROUND PAPERS

[Local Government Boundary Commission for England Review of LB Barnet ward boundaries](#)

Constitution and General Purposes Committee Thursday 16 January 2020, Agenda Item 8, [LGBCE New electoral arrangements for Barnet Council Final Recommendations](#)

Constitution and General Purposes Committee Monday 12 October 2020, Agenda Item 8, [Implementing the final recommendations from the Local Government Boundary Commission for England \(LGBCE\)](#)

Constitution and General Purposes Committee Monday 22 June 2021, Agenda Item 7, [Implementing the new warding arrangements for the London Borough of Barnet - Project Update](#)

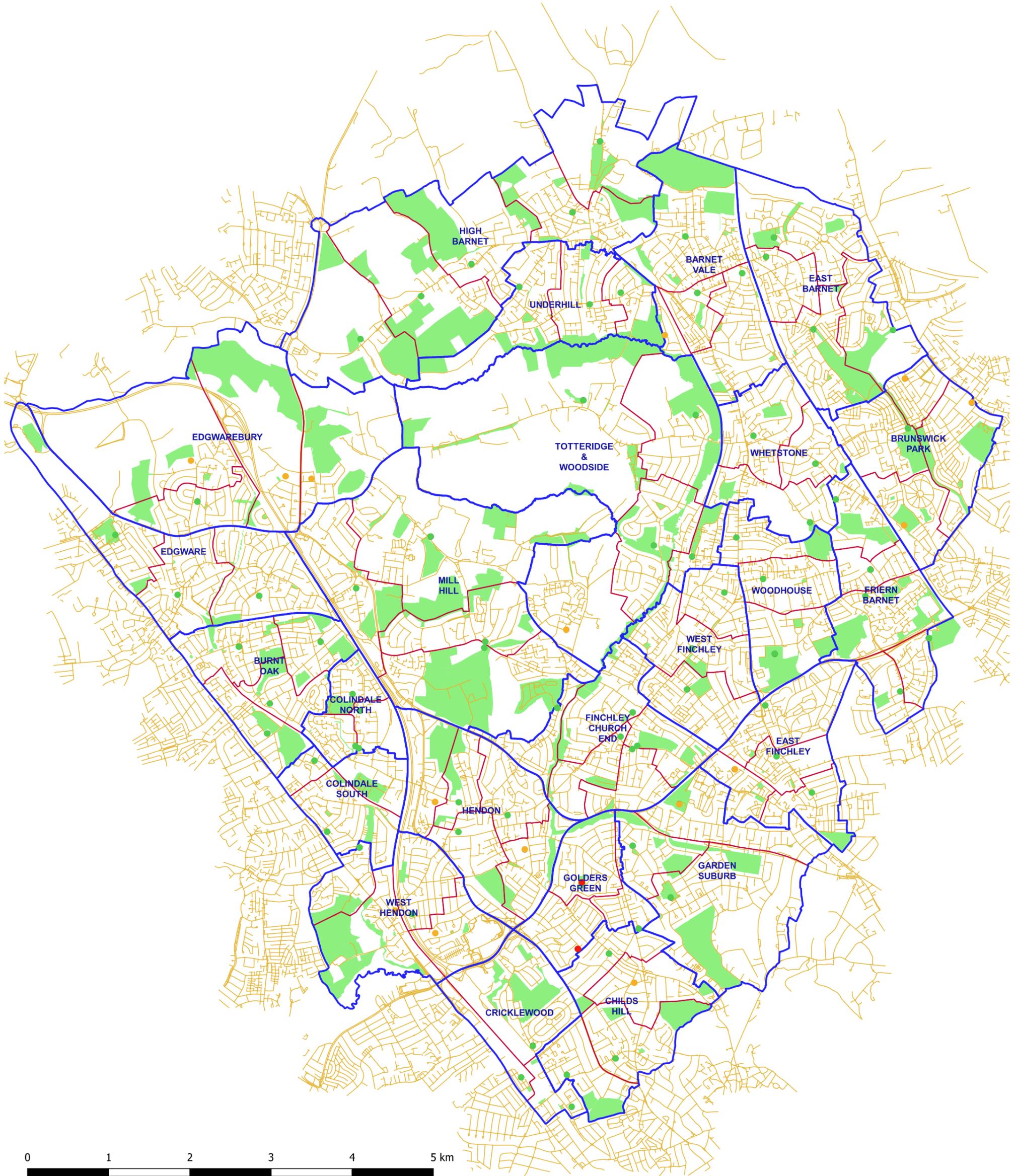
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London Borough of Barnet

Polling Districts and Polling Places Proposal (May 2022)

24 Wards
91 Polling Places

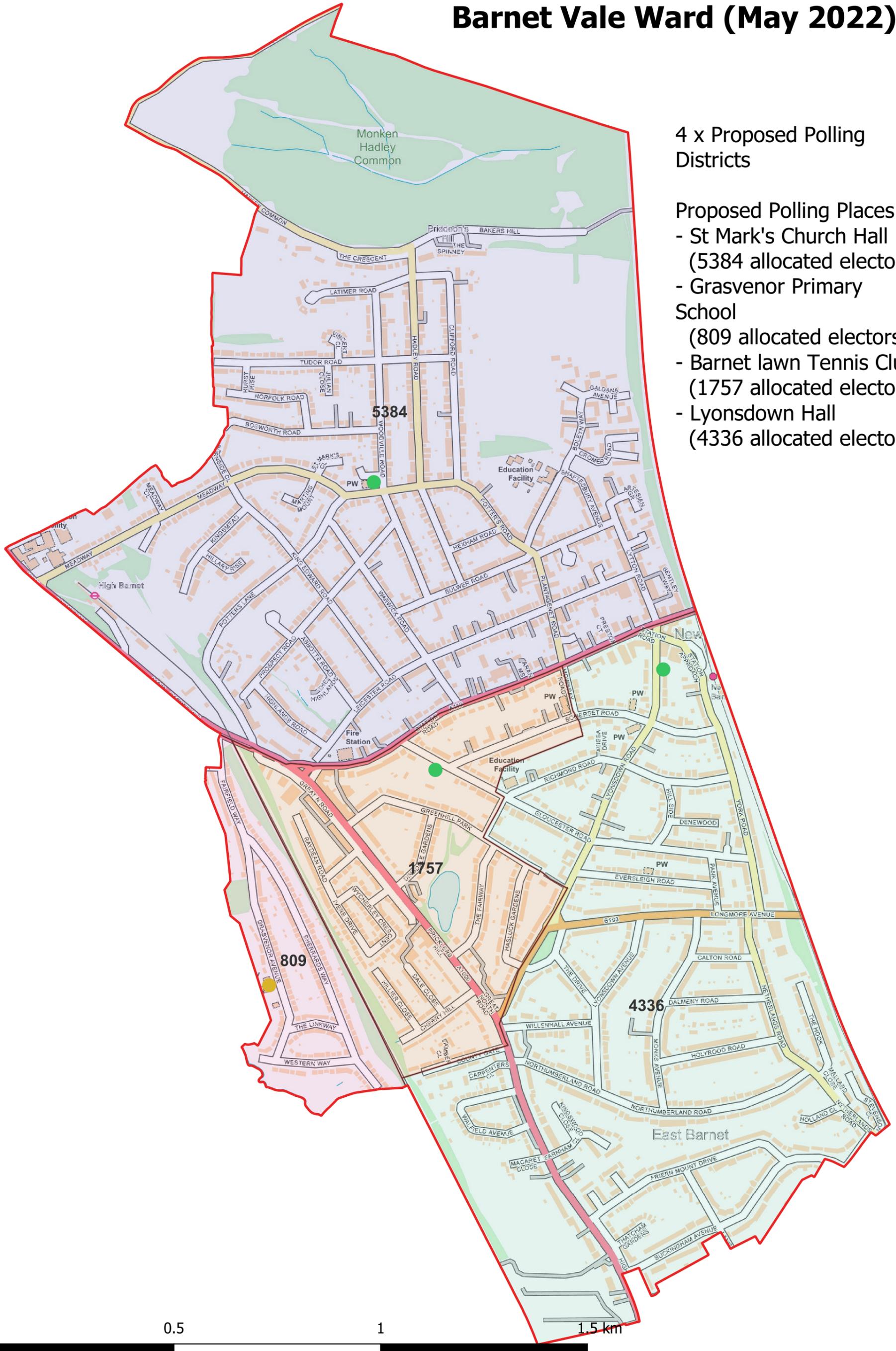
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Barnet Vale Ward (May 2022)



4 x Proposed Polling Districts

- Proposed Polling Places:
- St Mark's Church Hall (5384 allocated electors)
 - Grasvenor Primary School (809 allocated electors)
 - Barnet lawn Tennis Club (1757 allocated electors)
 - Lyonsdown Hall (4336 allocated electors)



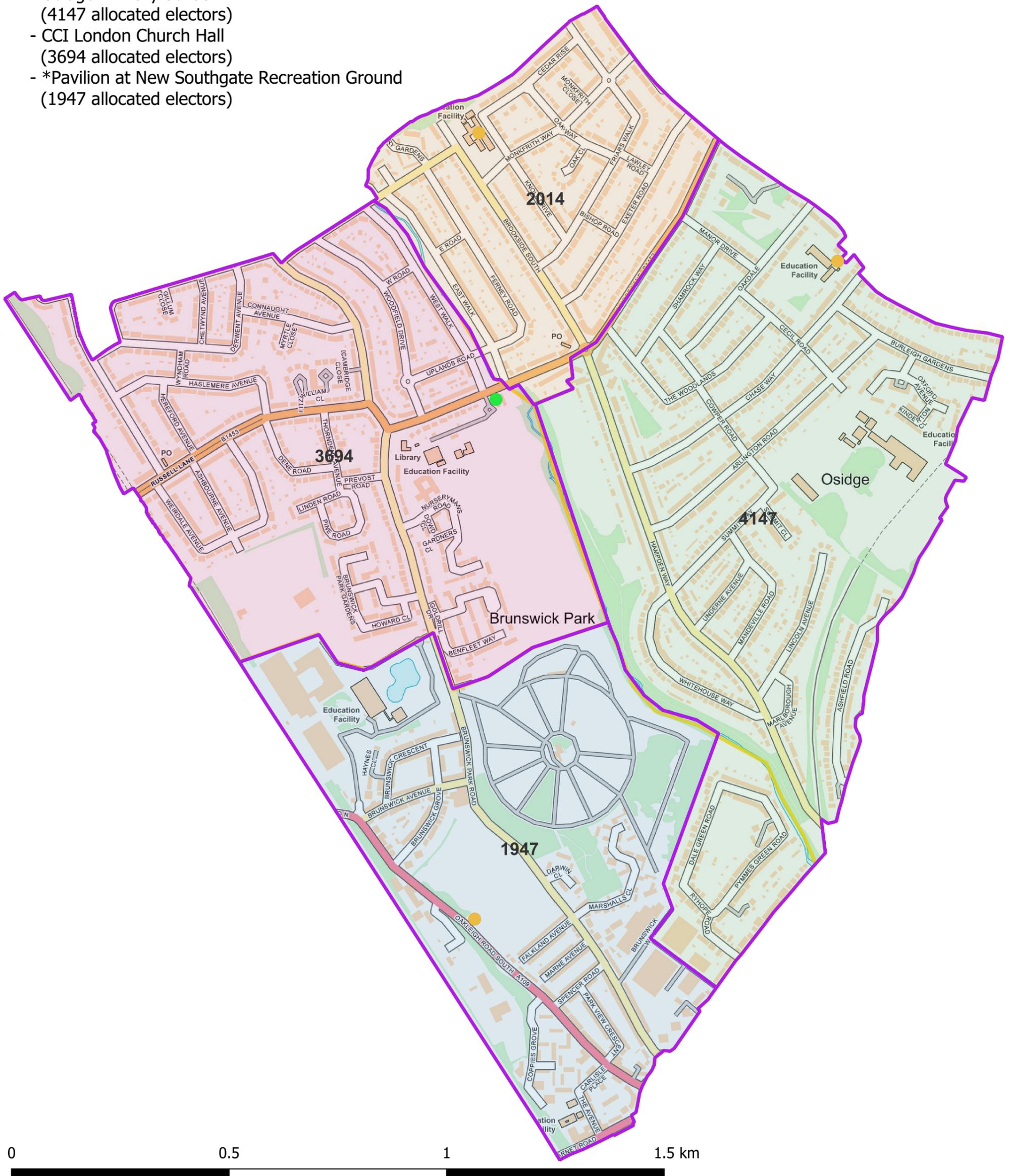
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Brunswick Park Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- Monkfrith Primary School (2014 allocated electors)
- Osidge Primary School (4147 allocated electors)
- CCI London Church Hall (3694 allocated electors)
- *Pavilion at New Southgate Recreation Ground (1947 allocated electors)



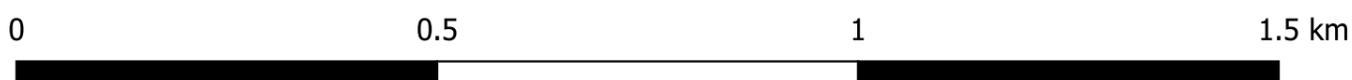
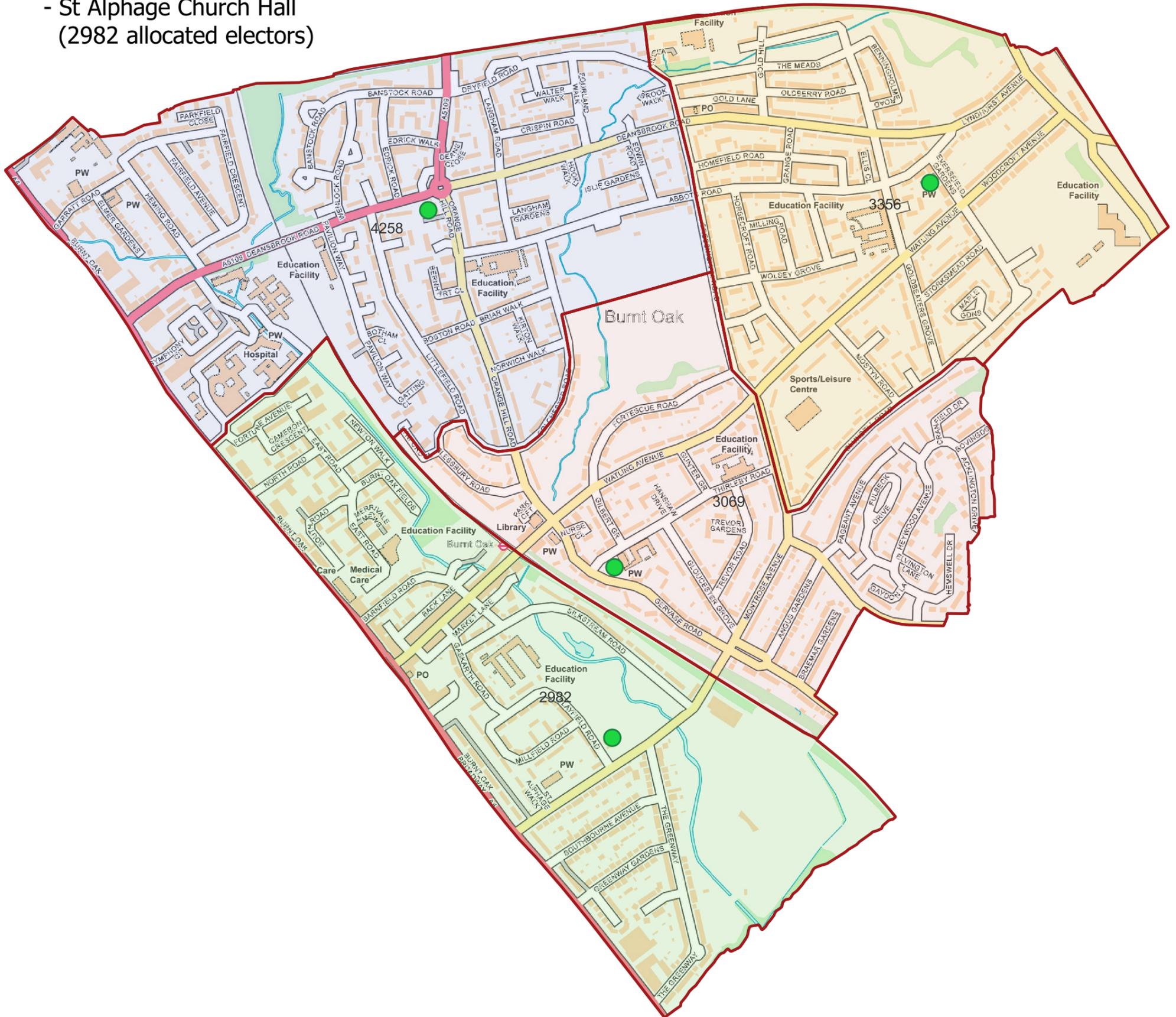
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Burnt Oak Ward (May 2022)

4 x Proposed Polling Districts

Proposed Polling Places:

- Watling Community Centre (4258 allocated electors)
- Eversfield Centre (3356 allocated electors)
- Our Lady of Annunciation Church Hall (3069 allocated electors)
- St Alphage Church Hall (2982 allocated electors)



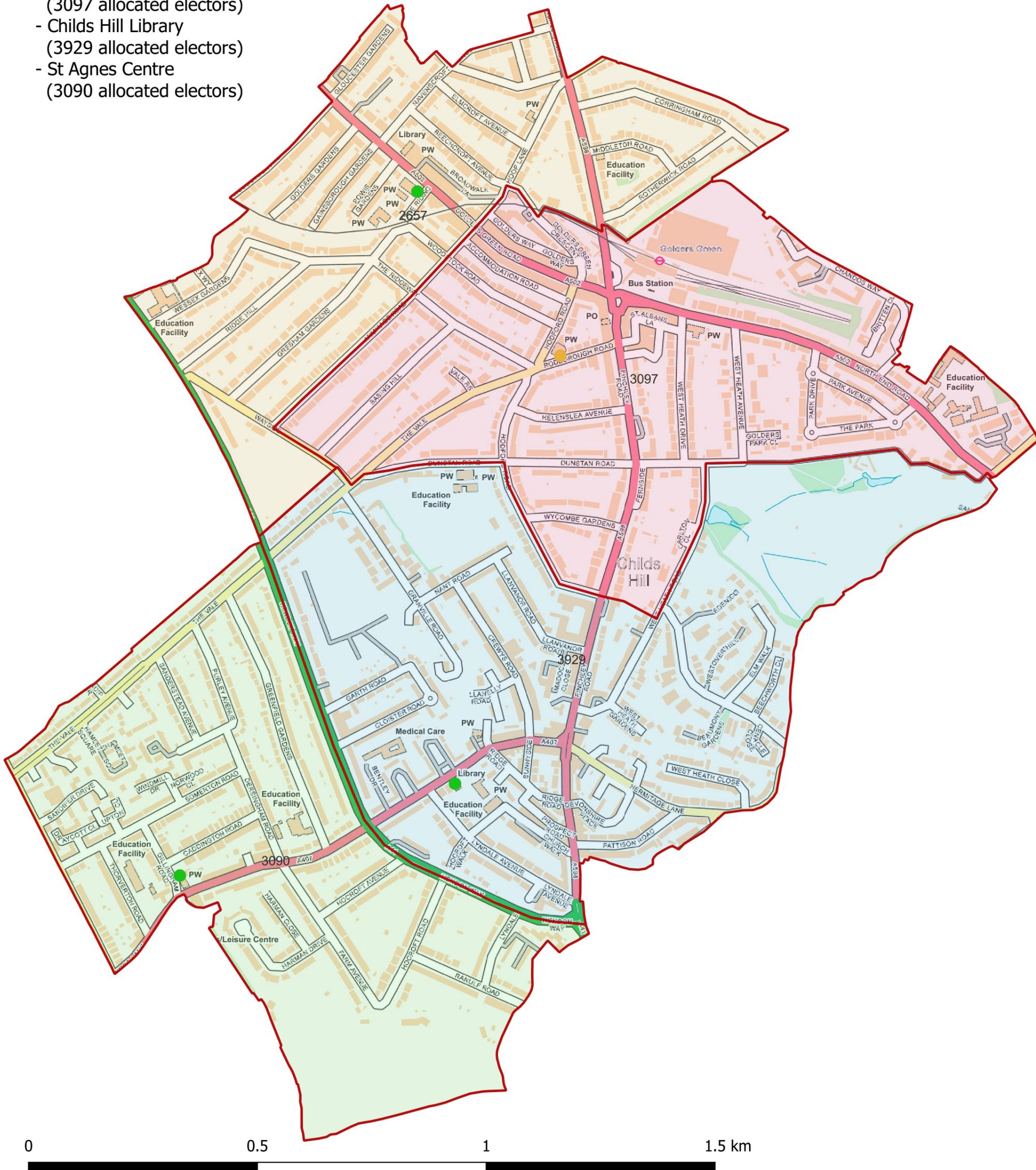
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Childs Hill Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- Holy Cross and St Michael's Cathedral Hall
(2657 allocated electors)
- Harris Room, Trinity Church
(3097 allocated electors)
- Childs Hill Library
(3929 allocated electors)
- St Agnes Centre
(3090 allocated electors)



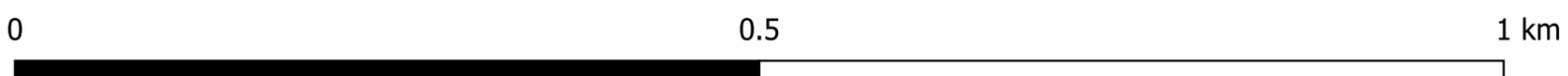
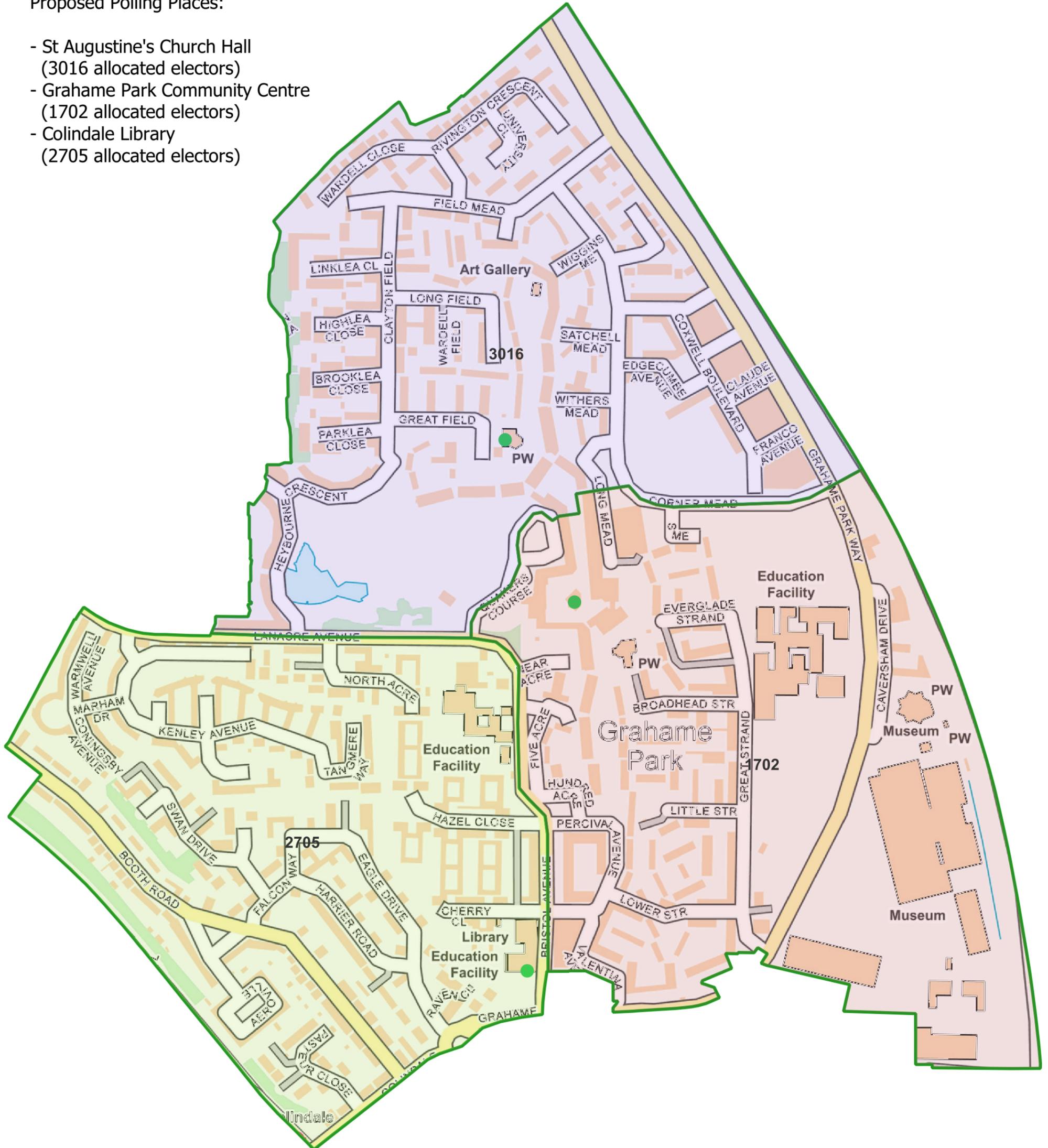
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Colindale North Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- St Augustine's Church Hall (3016 allocated electors)
- Grahame Park Community Centre (1702 allocated electors)
- Colindale Library (2705 allocated electors)



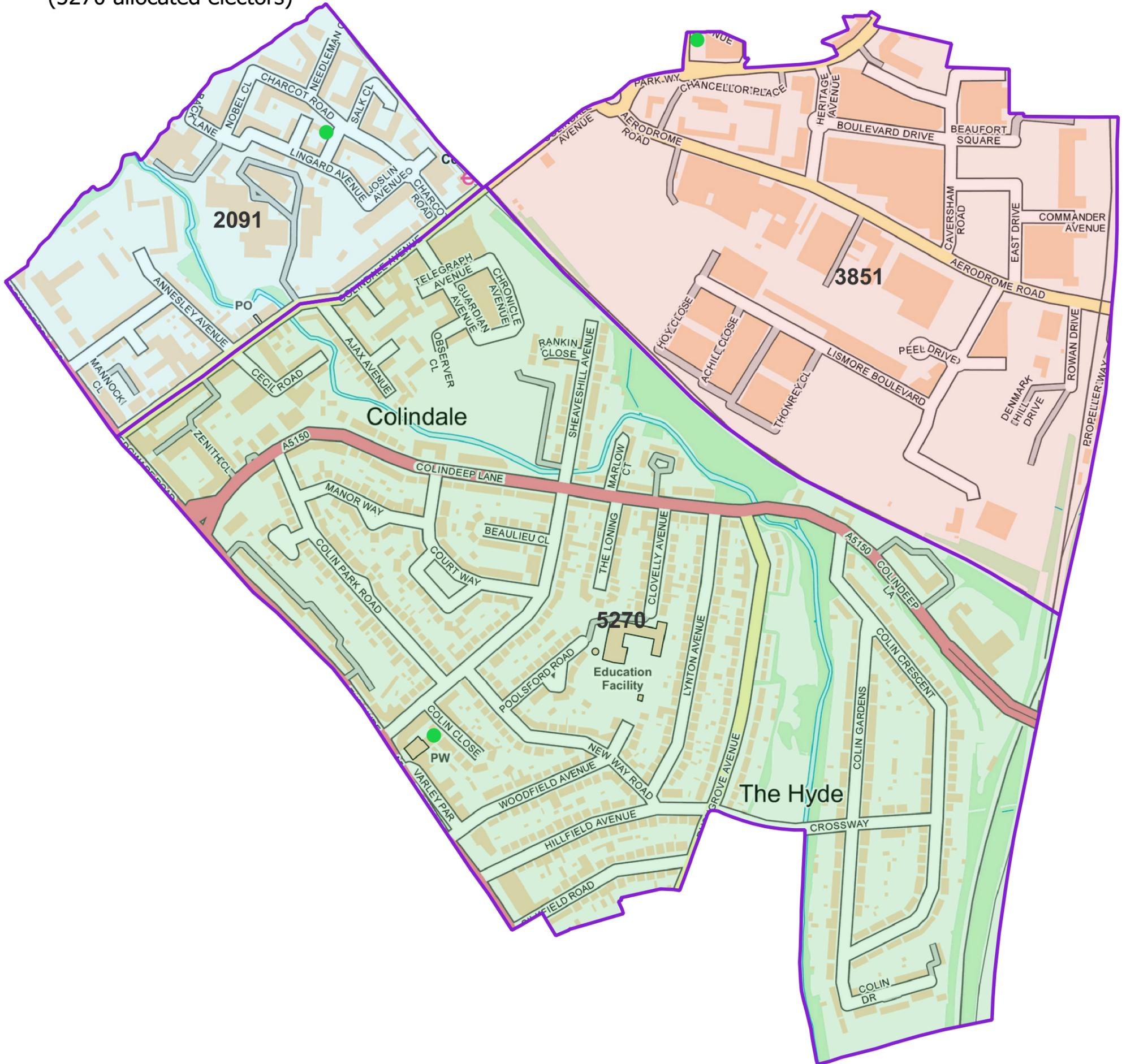
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Colindale South Ward (May 2022)

3 x Polling Districts

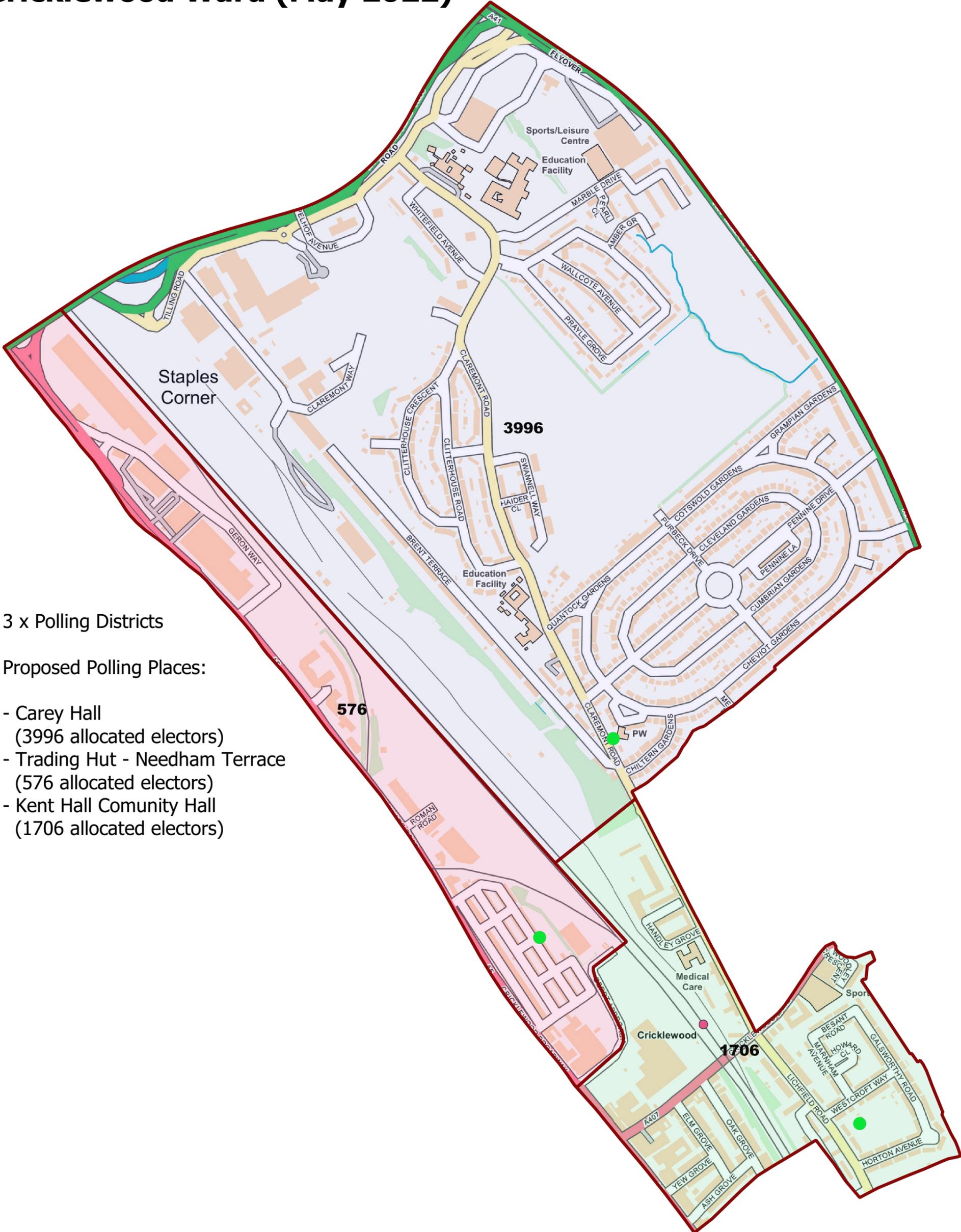
Proposed Polling Places:

- Barnet Council's Colindale Offices
(3851 allocated electors)
- Pulse Community Flat
(2091 allocated electors)
- Hyde United Reform Church Hall
(5270 allocated electors)



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Cricklewood Ward (May 2022)



3 x Polling Districts

Proposed Polling Places:

- Carey Hall (3996 allocated electors)
- Trading Hut - Needham Terrace (576 allocated electors)
- Kent Hall Community Hall (1706 allocated electors)



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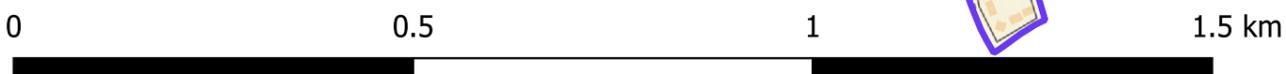
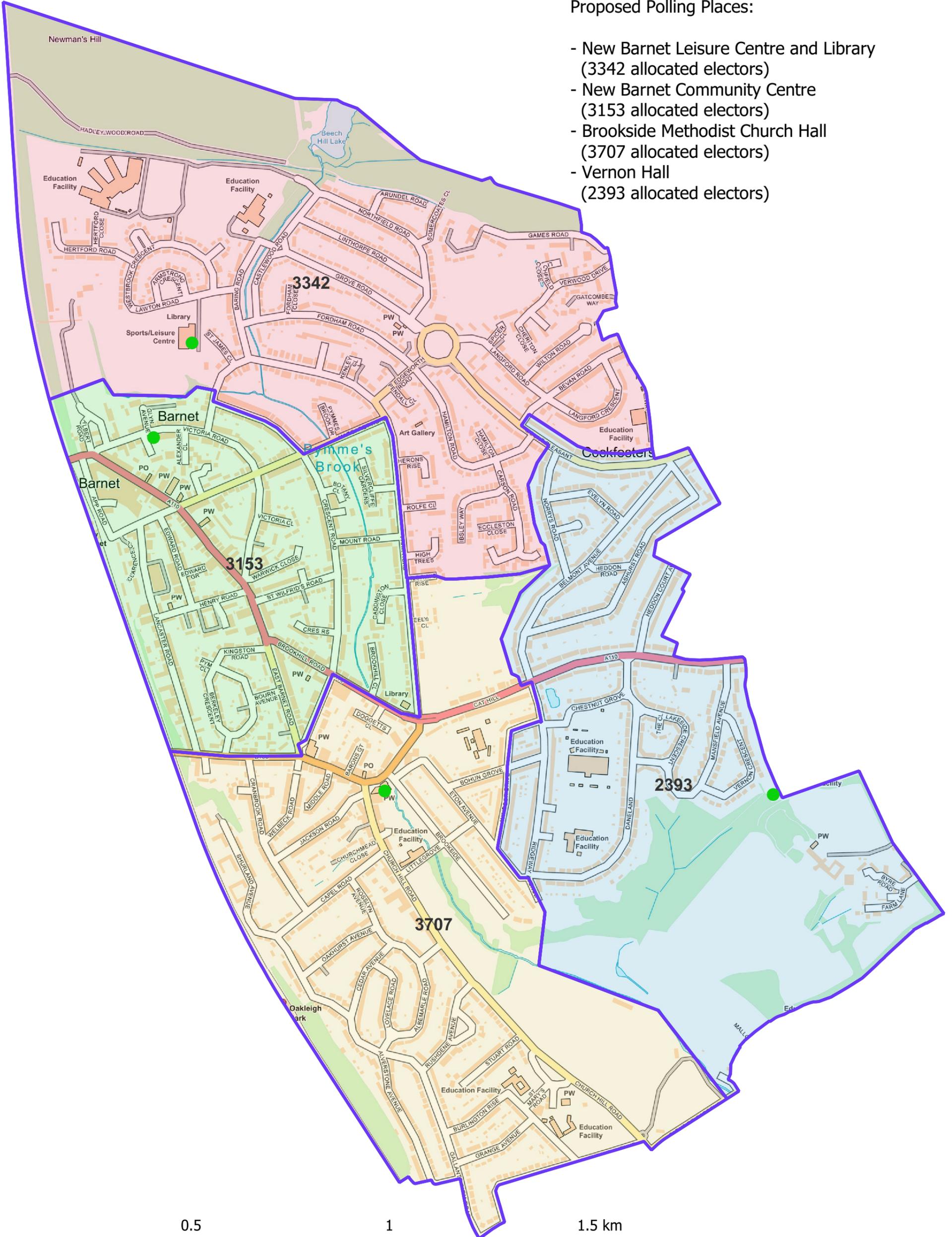
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East Barnet Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- New Barnet Leisure Centre and Library (3342 allocated electors)
- New Barnet Community Centre (3153 allocated electors)
- Brookside Methodist Church Hall (3707 allocated electors)
- Vernon Hall (2393 allocated electors)



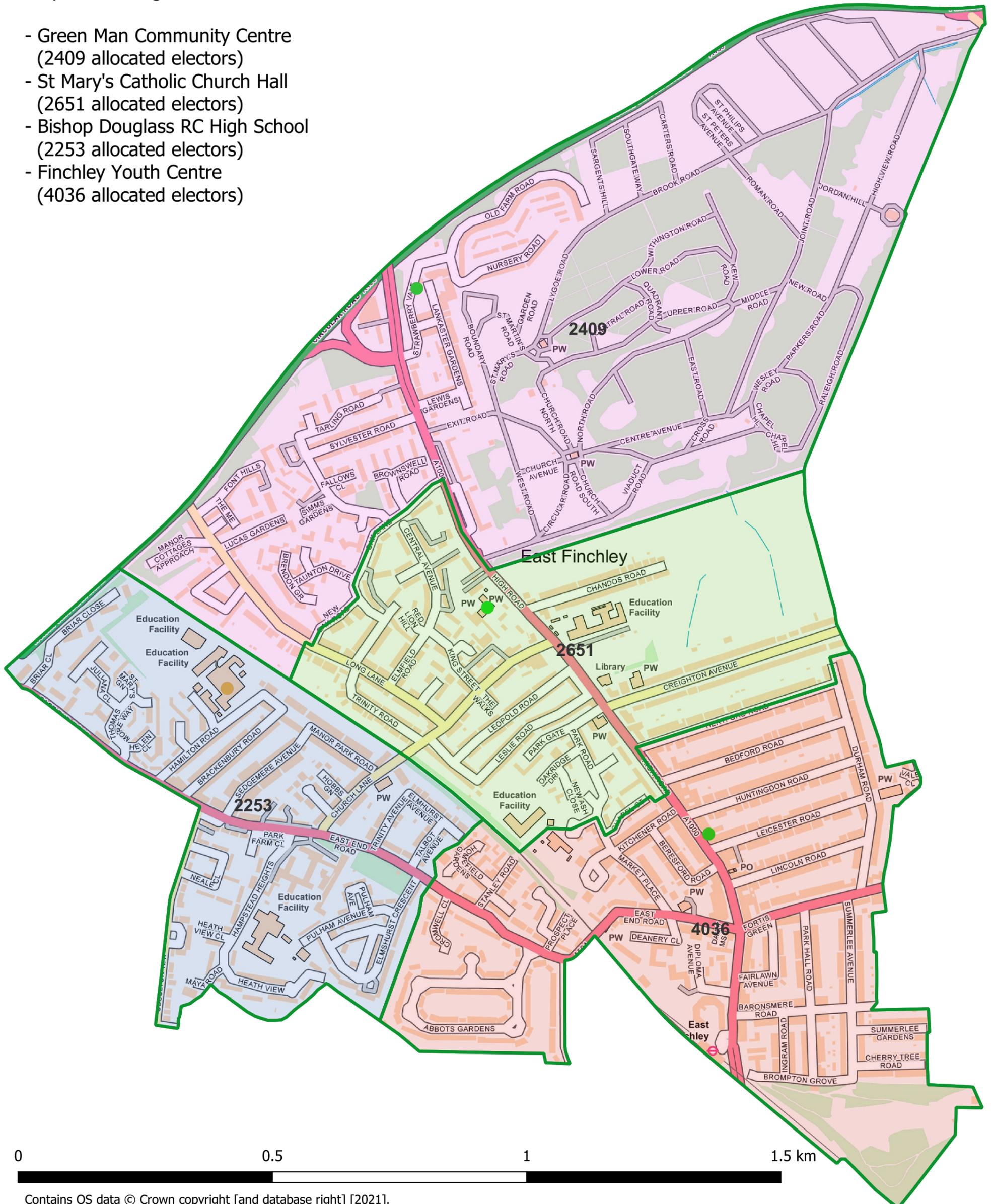
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East Finchley Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- Green Man Community Centre (2409 allocated electors)
- St Mary's Catholic Church Hall (2651 allocated electors)
- Bishop Douglass RC High School (2253 allocated electors)
- Finchley Youth Centre (4036 allocated electors)



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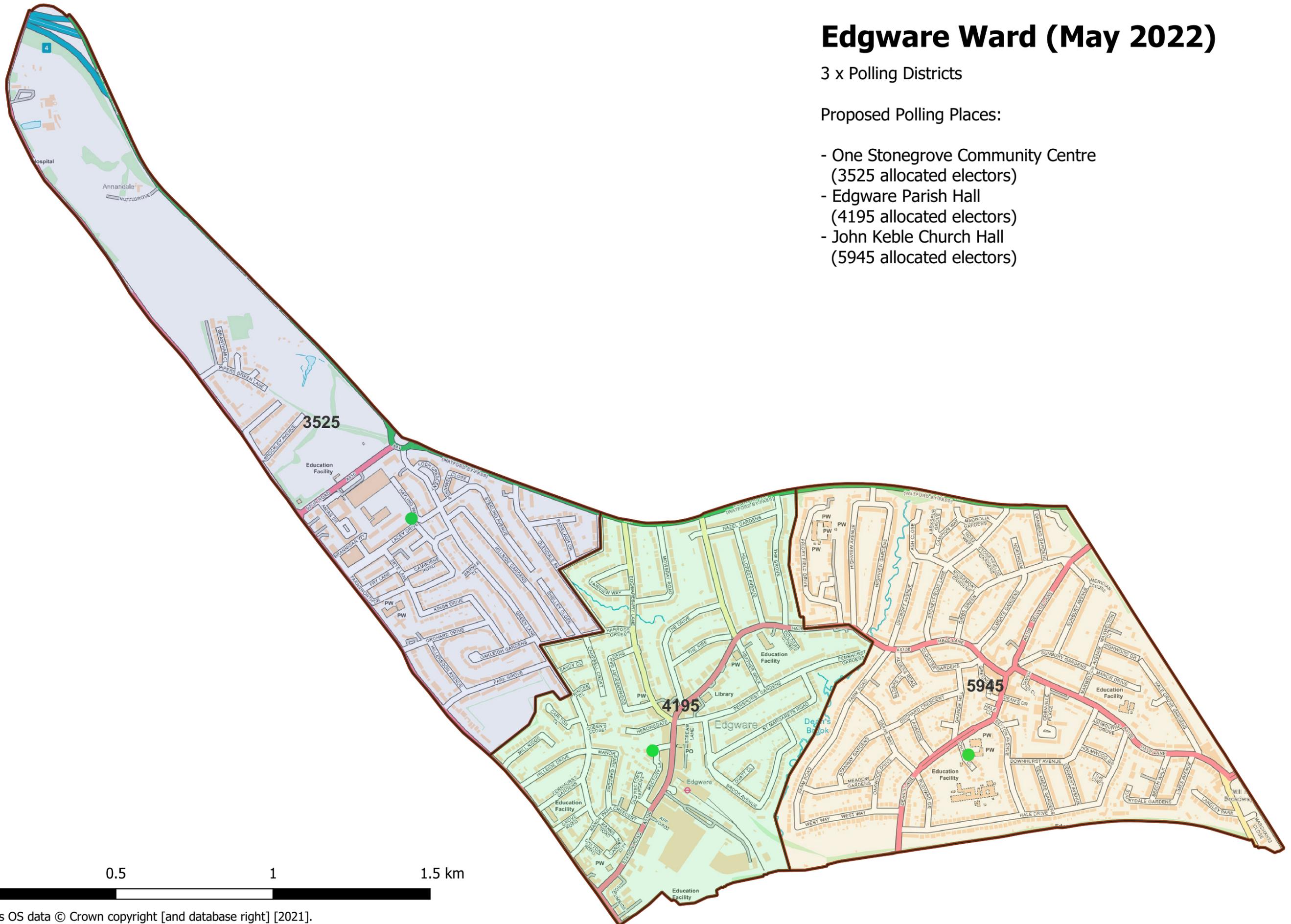
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Edgware Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- One Stonegrove Community Centre (3525 allocated electors)
- Edgware Parish Hall (4195 allocated electors)
- John Keble Church Hall (5945 allocated electors)



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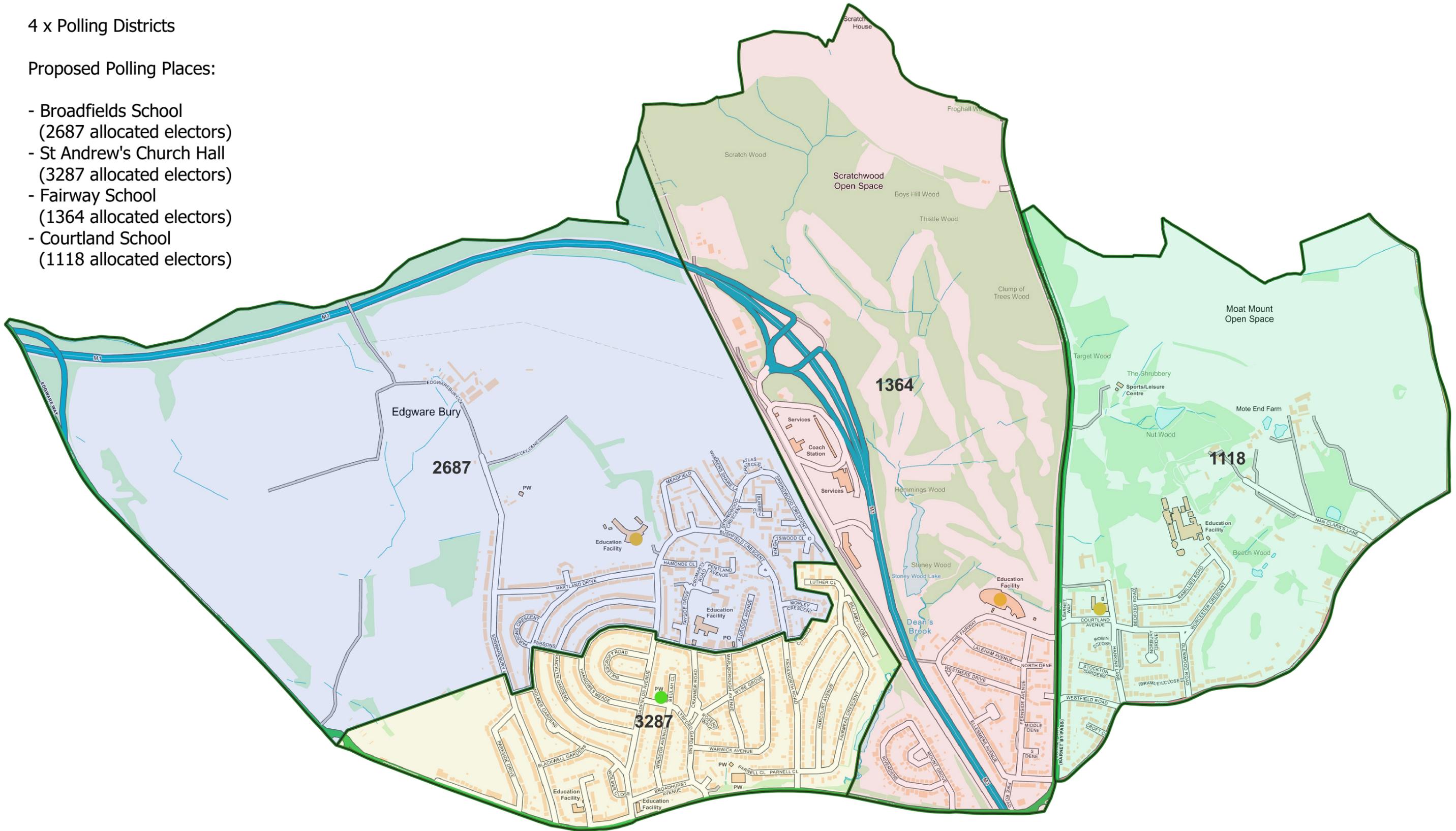
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Edgwarebury Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- Broadfields School (2687 allocated electors)
- St Andrew's Church Hall (3287 allocated electors)
- Fairway School (1364 allocated electors)
- Courtland School (1118 allocated electors)



0 0.5 1 1.5 km

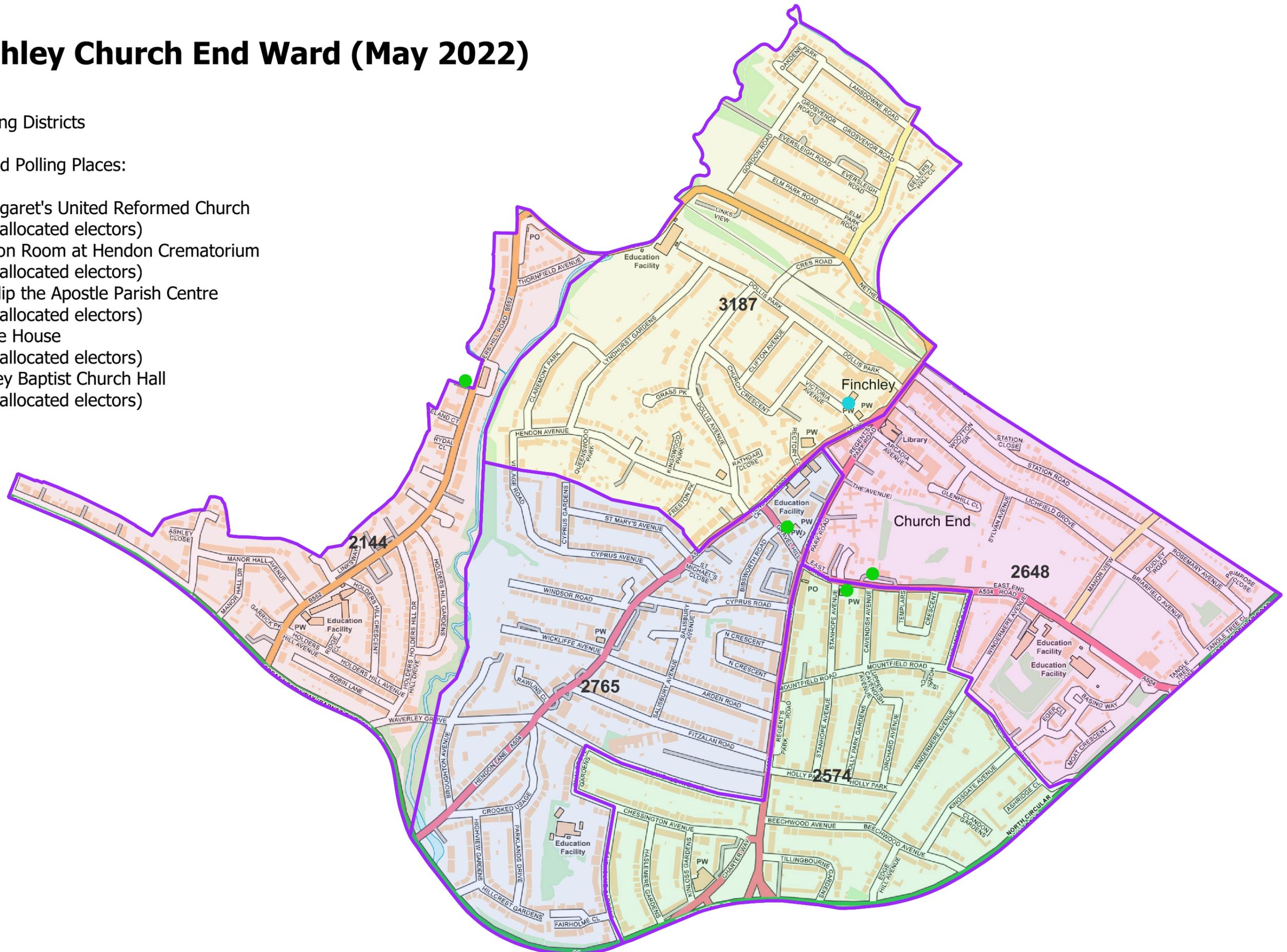
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Finchley Church End Ward (May 2022)

5 x Polling Districts

Proposed Polling Places:

- St Margaret's United Reformed Church (3187 allocated electors)
- Function Room at Hendon Crematorium (2144 allocated electors)
- St Phillip the Apostle Parish Centre (2765 allocated electors)
- Avenue House (2648 allocated electors)
- Finchley Baptist Church Hall (2574 allocated electors)



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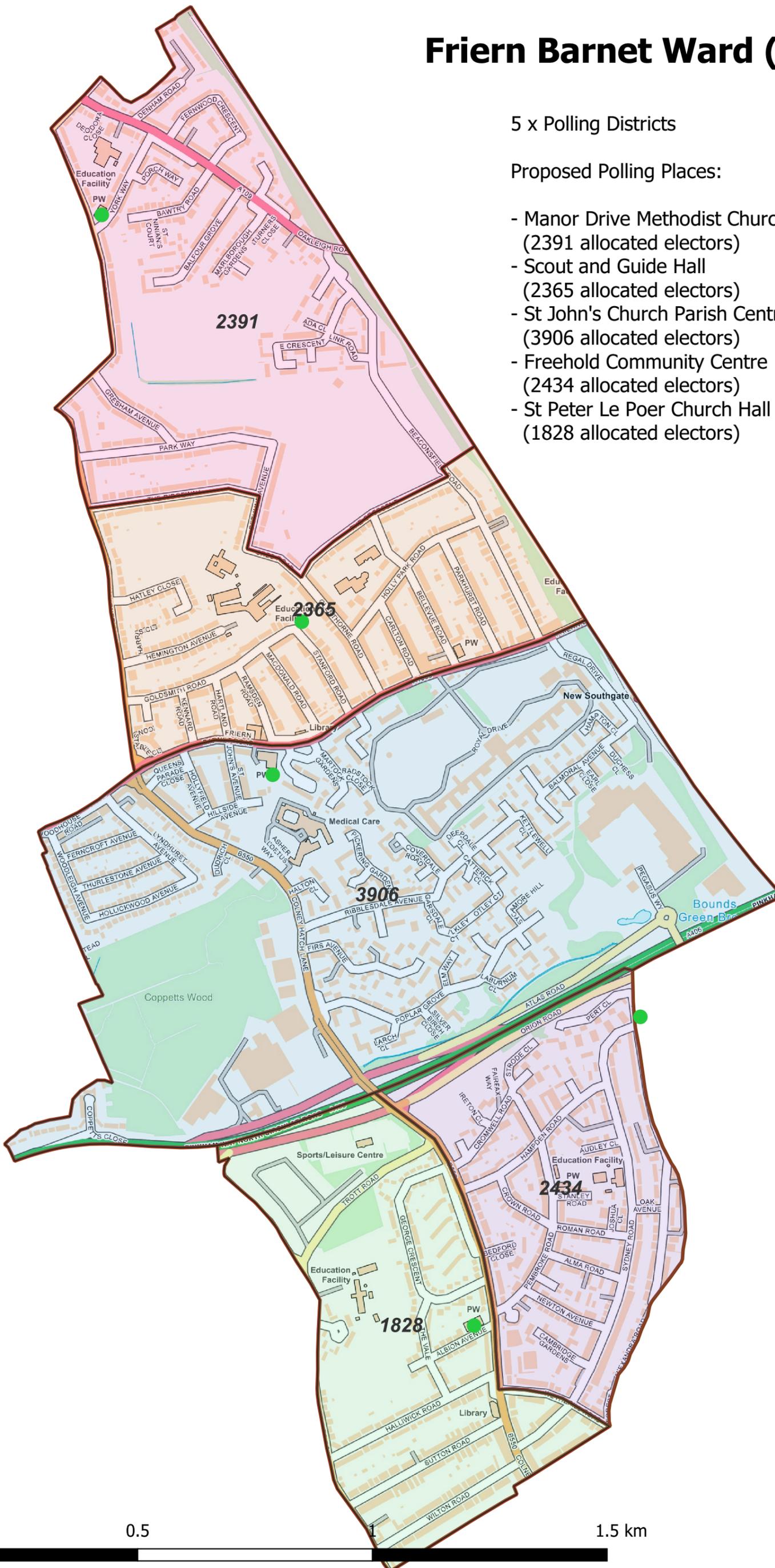
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Friern Barnet Ward (May 2022)

5 x Polling Districts

Proposed Polling Places:

- Manor Drive Methodist Church Hall (2391 allocated electors)
- Scout and Guide Hall (2365 allocated electors)
- St John's Church Parish Centre (3906 allocated electors)
- Freehold Community Centre (2434 allocated electors)
- St Peter Le Poer Church Hall (1828 allocated electors)



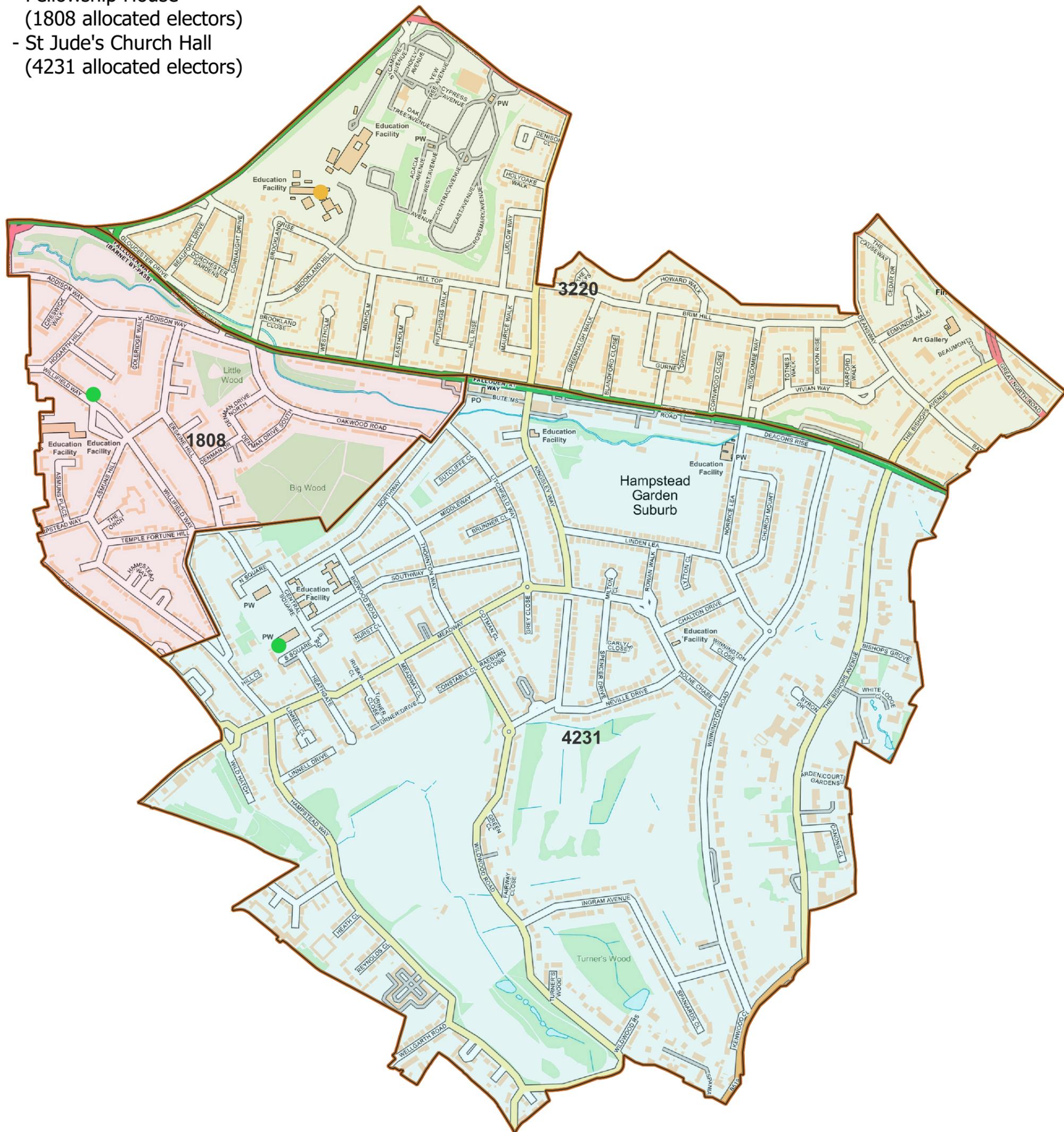
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Garden Suburb Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- Brookland Infant School (3220 allocated electors)
- Fellowship House (1808 allocated electors)
- St Jude's Church Hall (4231 allocated electors)



0 0.5 1 1.5 km

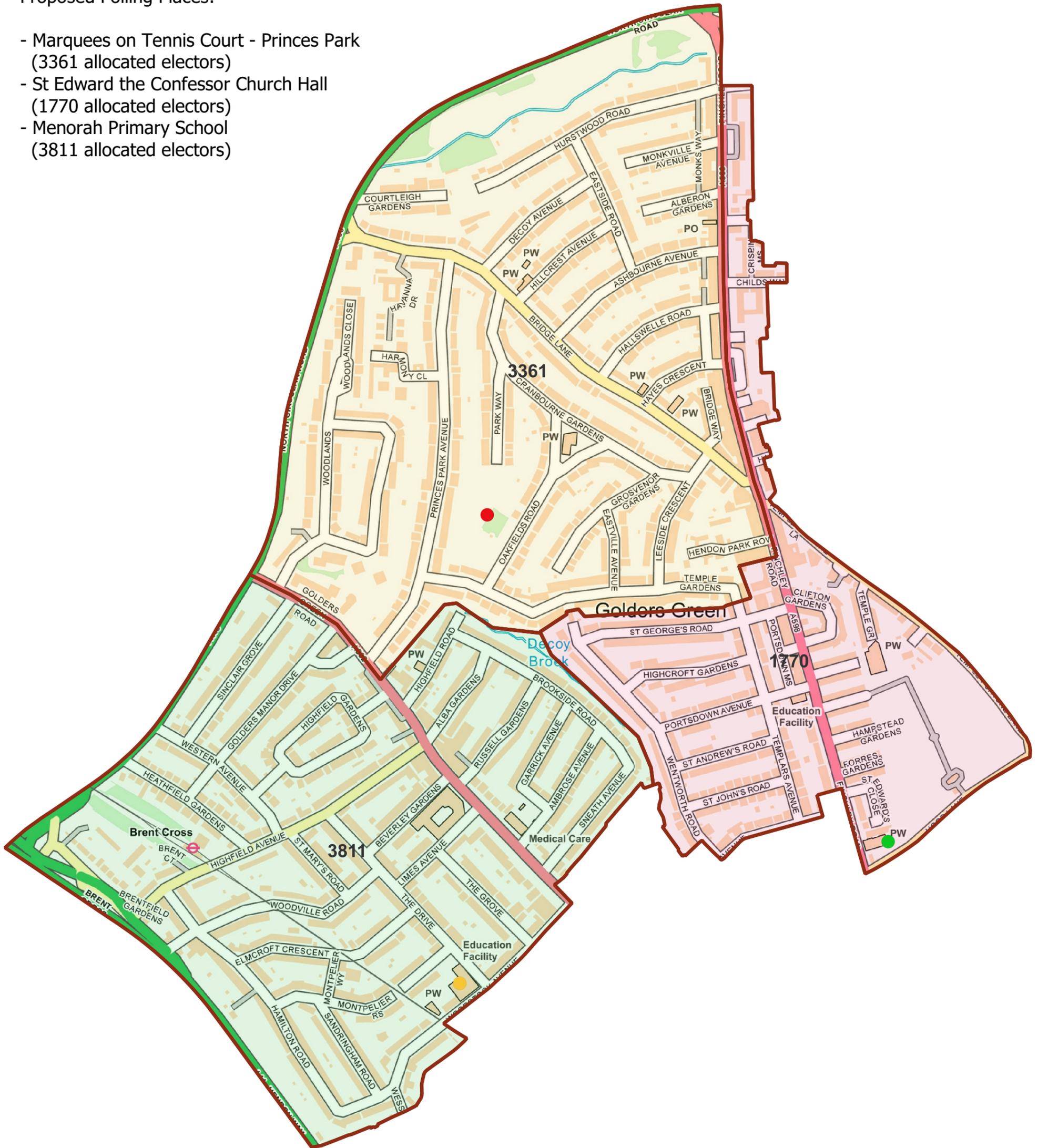
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Golders Green Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- Marquees on Tennis Court - Princes Park (3361 allocated electors)
- St Edward the Confessor Church Hall (1770 allocated electors)
- Menorah Primary School (3811 allocated electors)



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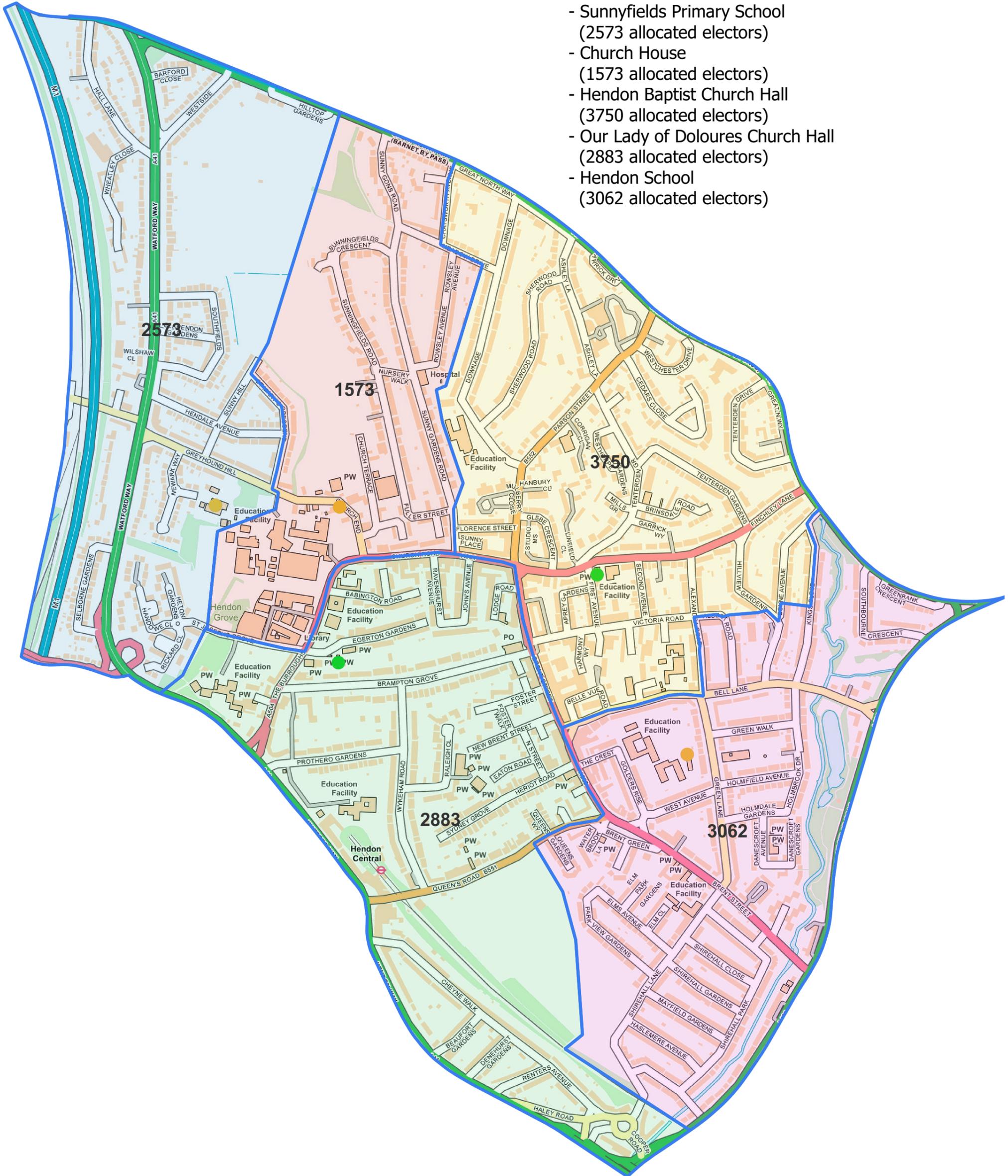
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Hendon Ward (May 2022)

5 x Polling Districts

Proposed Polling Places:

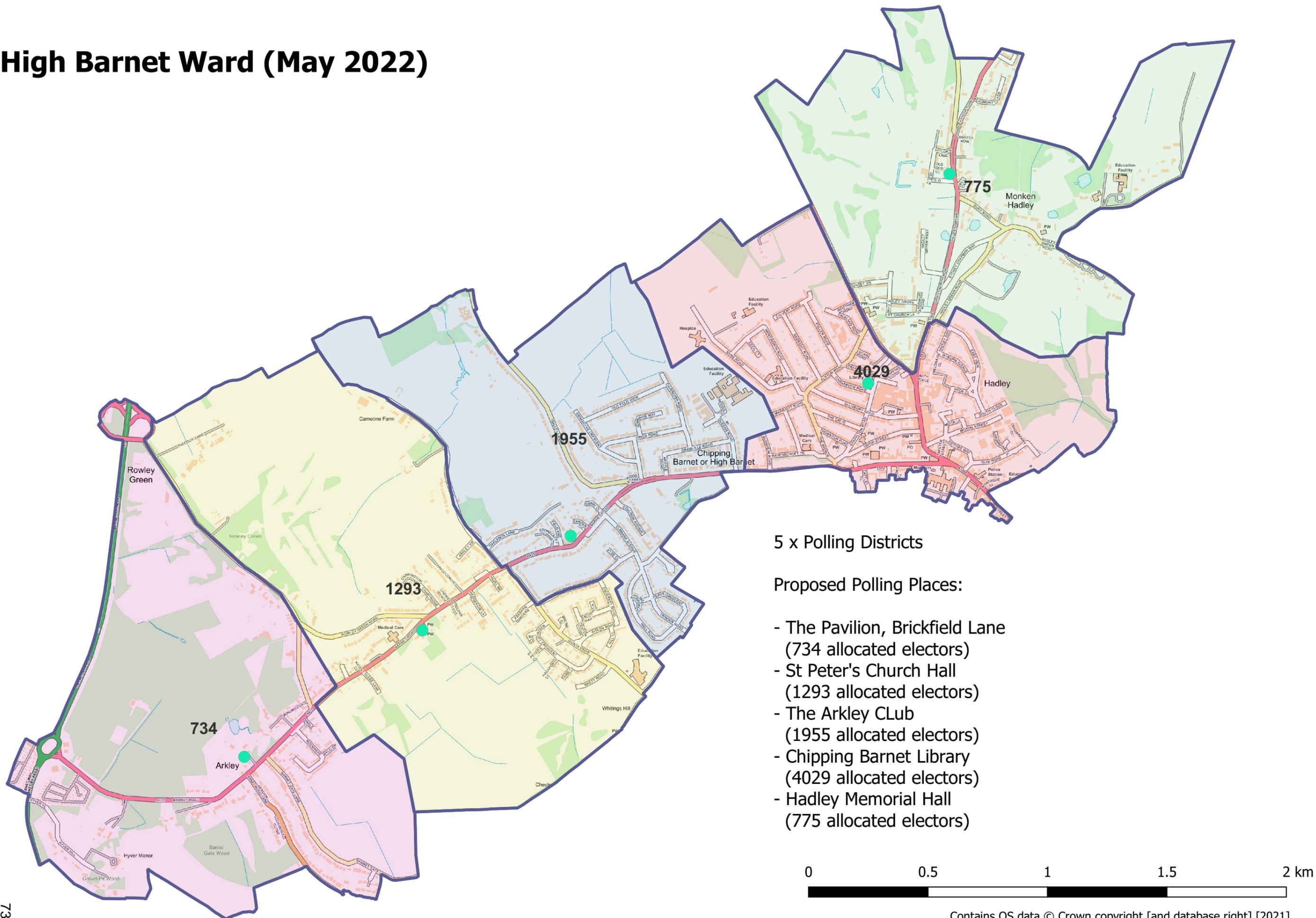
- Sunnyfields Primary School (2573 allocated electors)
- Church House (1573 allocated electors)
- Hendon Baptist Church Hall (3750 allocated electors)
- Our Lady of Doloures Church Hall (2883 allocated electors)
- Hendon School (3062 allocated electors)



0 0.5 1 1.5 km

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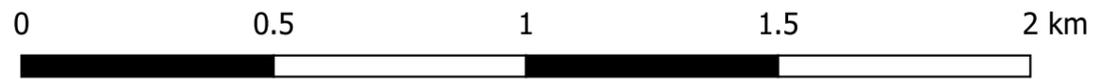
High Barnet Ward (May 2022)



5 x Polling Districts

Proposed Polling Places:

- The Pavilion, Brickfield Lane (734 allocated electors)
- St Peter's Church Hall (1293 allocated electors)
- The Arkley Club (1955 allocated electors)
- Chipping Barnet Library (4029 allocated electors)
- Hadley Memorial Hall (775 allocated electors)



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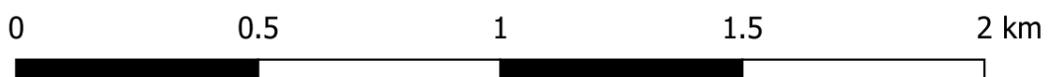
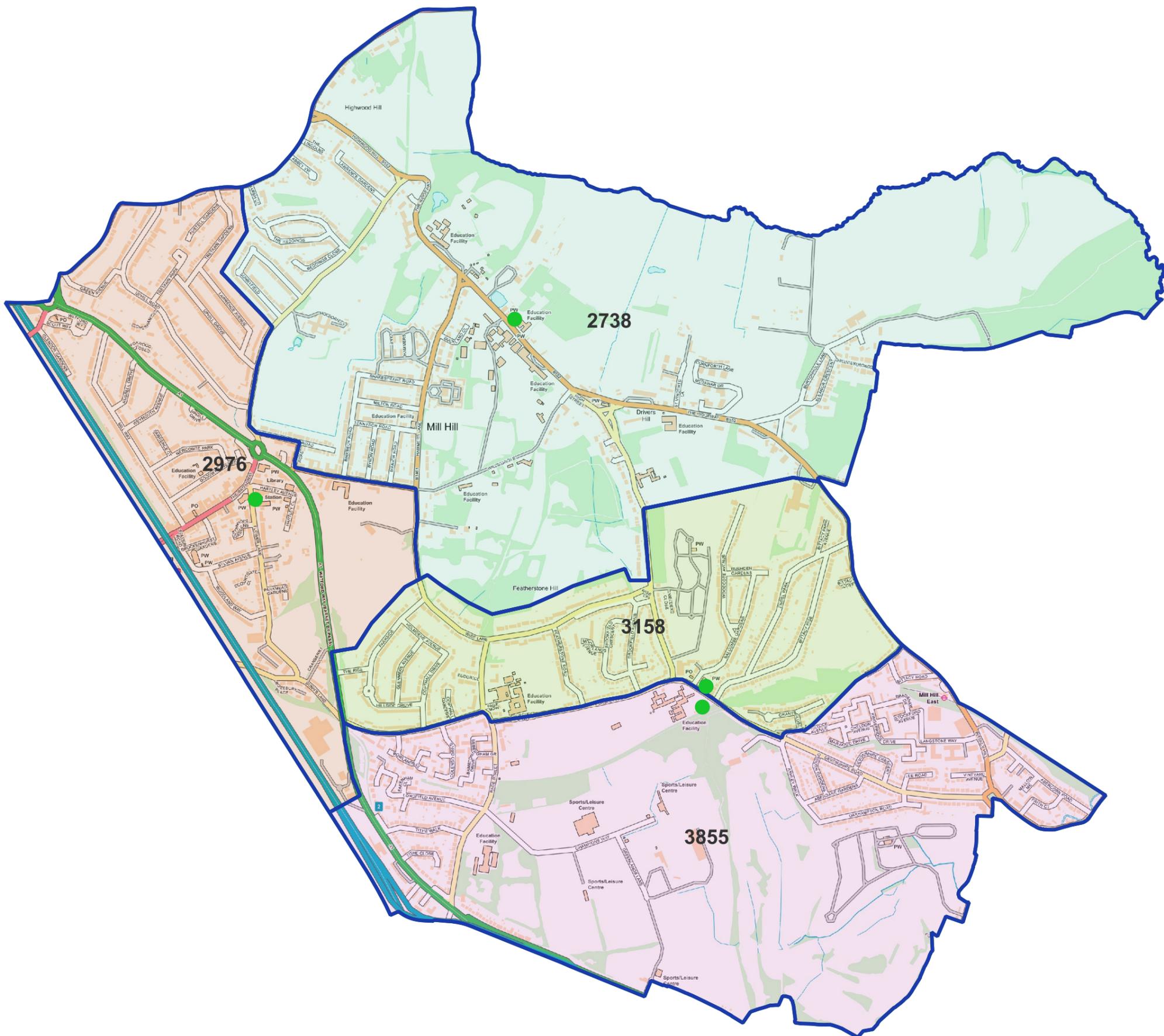
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Mill Hill Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- St Paul's Church Hall
(2738 allocated electors)
- Hartley Hall
(2976 allocated electors)
- Mill Hill East Church Hall
(3158 allocated electors)
- Canada Villa Youth Centre
(3855 allocated electors)



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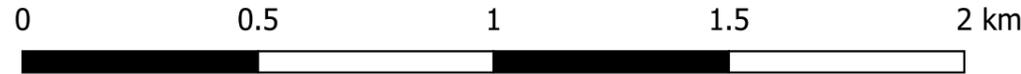
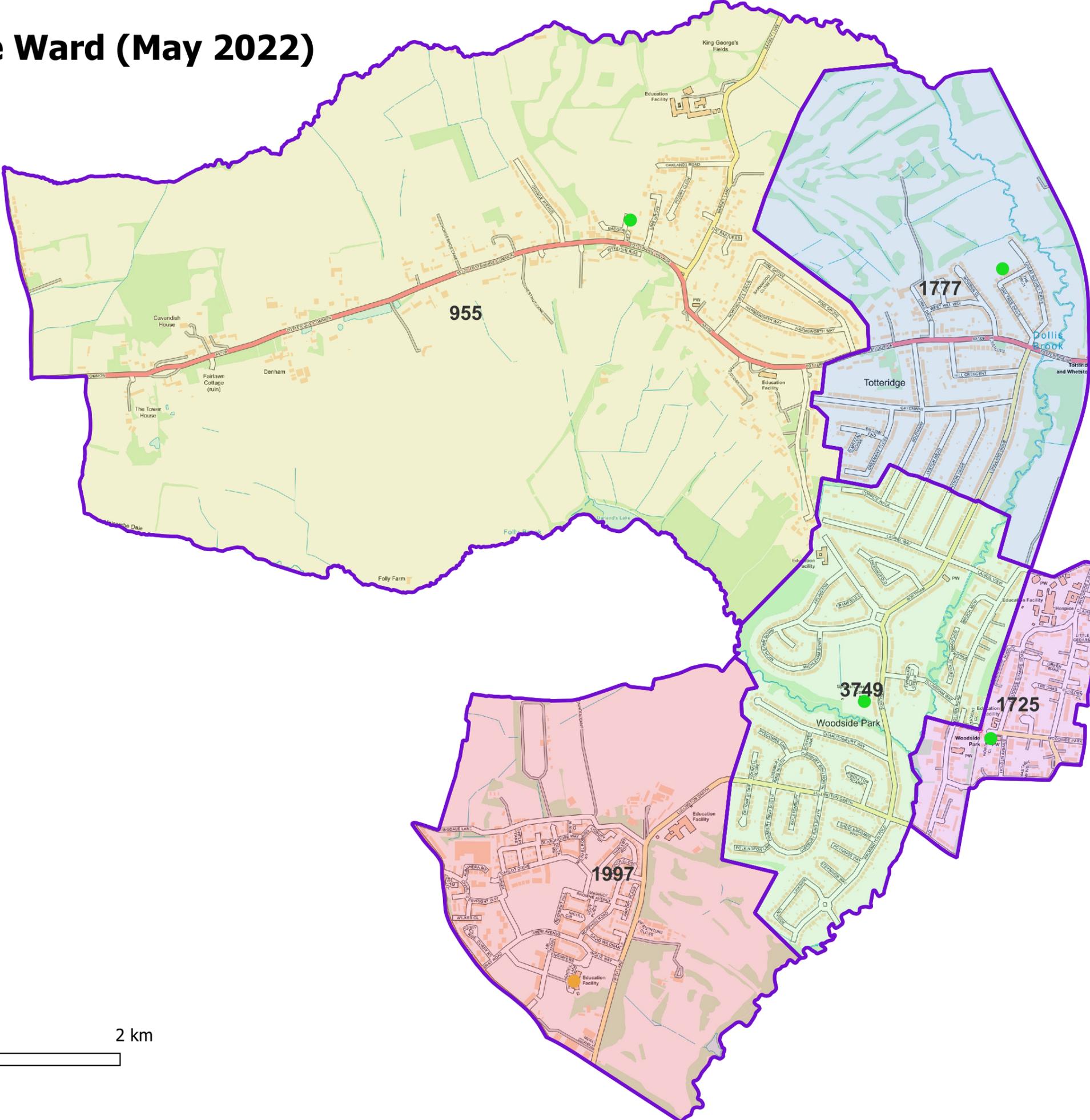
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Totteridge and Woodside Ward (May 2022)

5 x Polling Districts

Proposed Polling Places:

- Totteridge Village Hall (955 allocated electors)
- Totteridge Tennis Club (1777 allocated electors)
- Woodside Park Social Club (3749 allocated electors)
- Wiseman Linden Hall (1725 allocated electors)
- Millbrook Park Primary School (1997 allocated electors)



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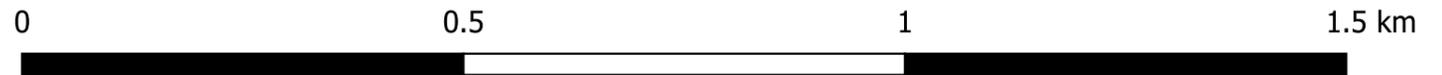
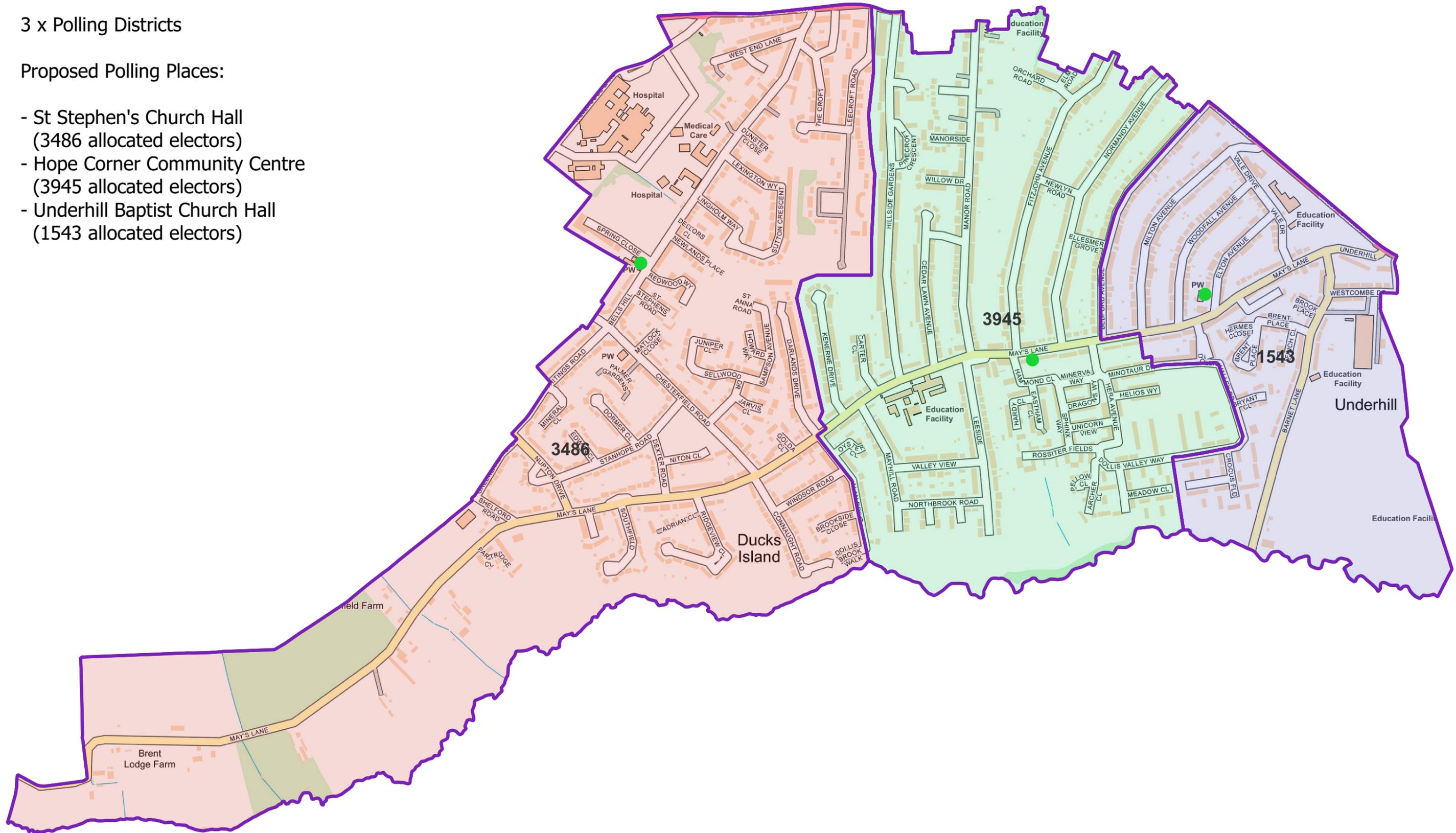
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Underhill Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- St Stephen's Church Hall (3486 allocated electors)
- Hope Corner Community Centre (3945 allocated electors)
- Underhill Baptist Church Hall (1543 allocated electors)



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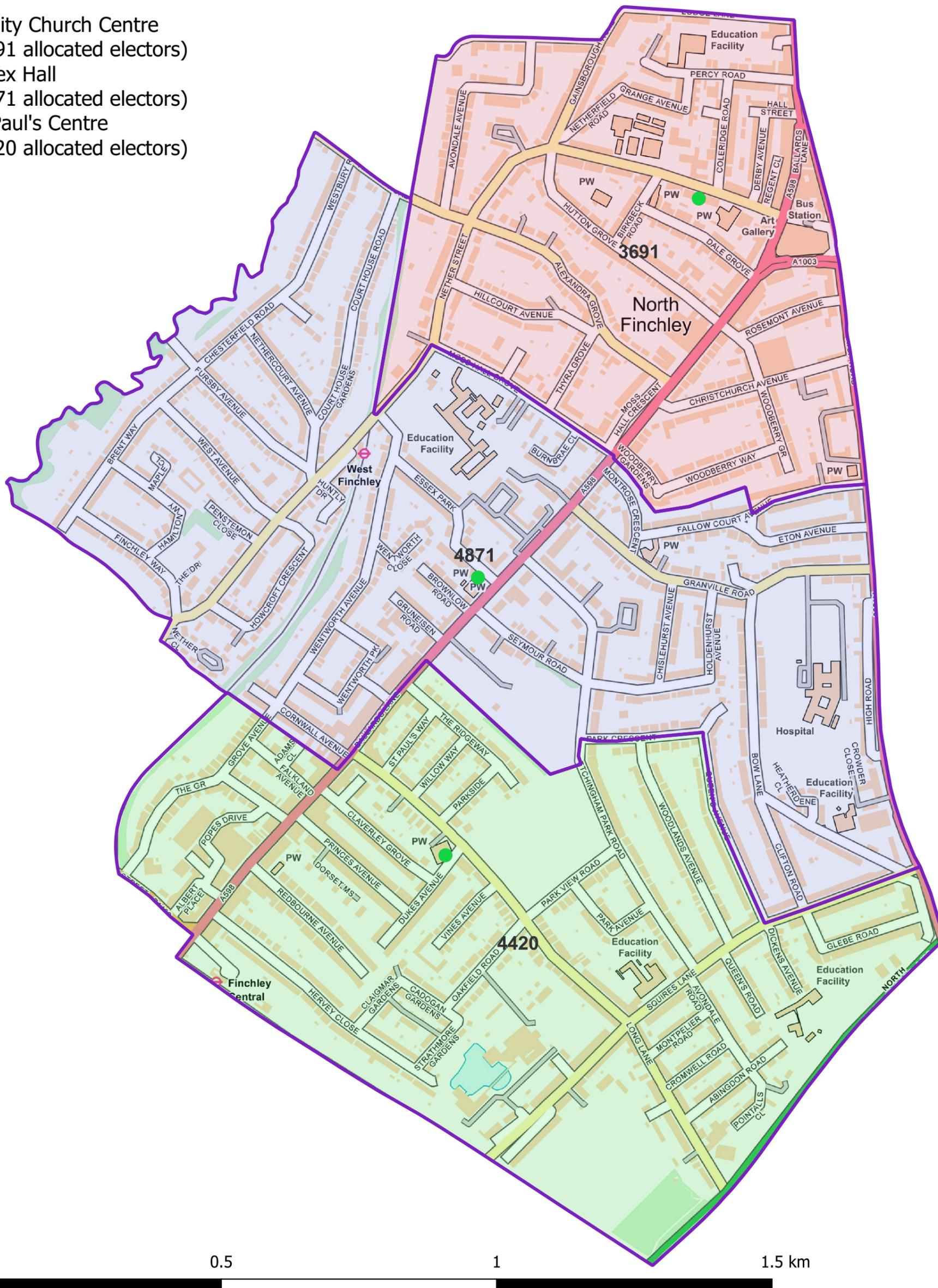
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West Finchley Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- Trinity Church Centre
(3691 allocated electors)
- Essex Hall
(4871 allocated electors)
- St Paul's Centre
(4420 allocated electors)



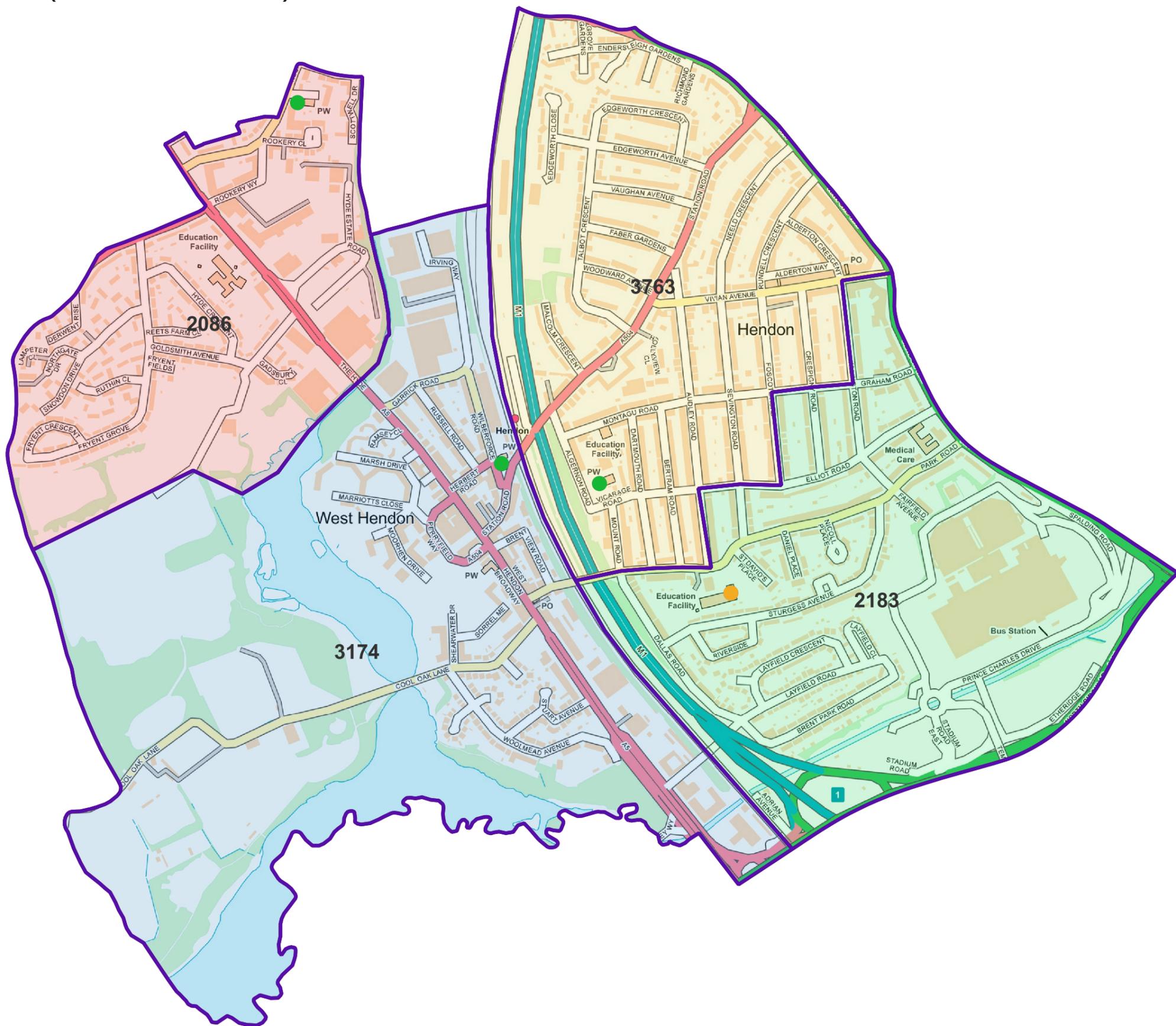
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West Hendon Ward (May 2022)

4 x Polling Districts

Proposed Polling Places:

- St Matthias Church Hall (2086 allocated electors)
- West Hendon Baptist Church Hall (3174 allocated electors)
- Barnet Multi-Cultural Community Centre (3763 allocated electors)
- Parkfield Primary School (2183 allocated electors)



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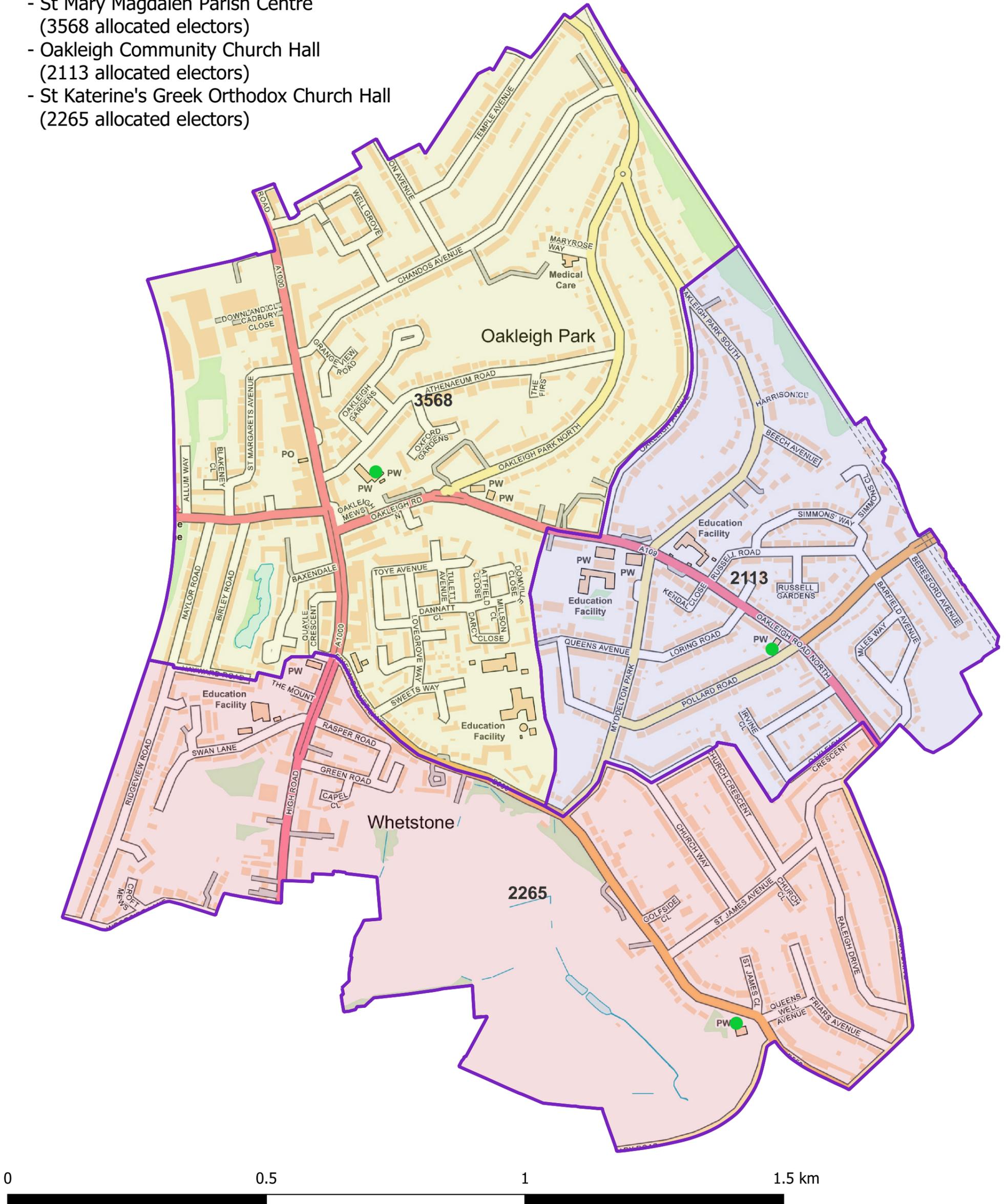
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Whetstone Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- St Mary Magdalen Parish Centre (3568 allocated electors)
- Oakleigh Community Church Hall (2113 allocated electors)
- St Katerine's Greek Orthodox Church Hall (2265 allocated electors)



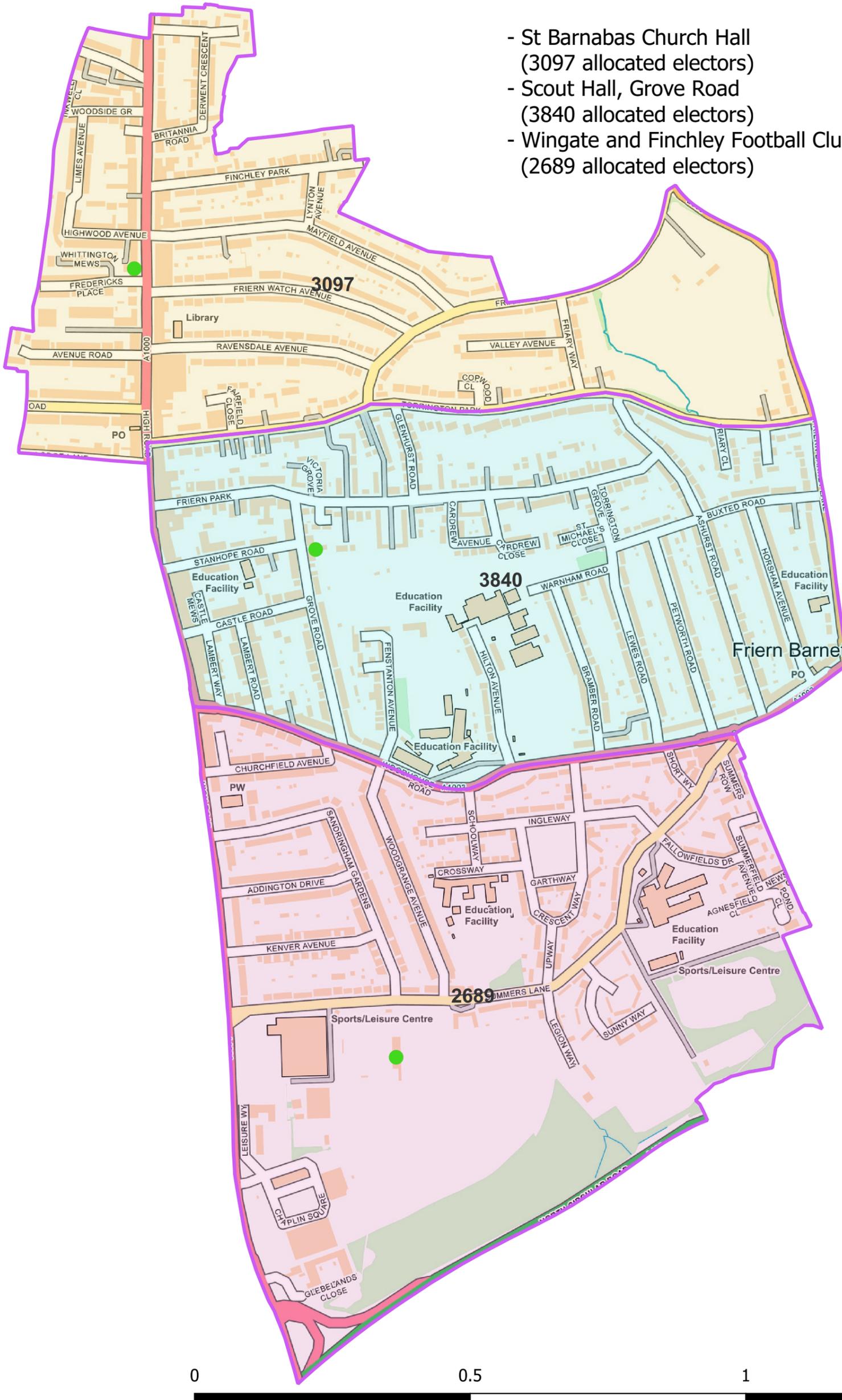
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Woodhouse Ward (May 2022)

3 x Polling Districts

Proposed Polling Places:

- St Barnabas Church Hall (3097 allocated electors)
- Scout Hall, Grove Road (3840 allocated electors)
- Wingate and Finchley Football Club (2689 allocated electors)



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DRAFT - LBB Proposed Polling Places May 2022

May 2022 Ward	Draft PD code	Polling Place Name	Add 1	Add 2	Postcode	Prev. Used?	Expected* PS Qty	Venue type	
1	Barnet Vale	AA	St Marks Church Hall	Potters Road	New Barnet	EN5 5HY	GLA2021	3	Hall
2	Barnet Vale	AB	Lyonsdown Main Hall	3 Lyonsdown Road	New Barnet	EN5 1JB	GLA2021	2	Hall
3	Barnet Vale	AC	Barnet Lawn Tennis Club	Gloucester Road	New Barnet	EN5 1RS	GLA2021	1	Hall
4	Barnet Vale	AD	Grasvenor Avenue School	Grasvenor Avenue	Barnet	EN5 2BY	GLA2021	1	Primary School
5	Brunswick Park	BA	Monkfrith Primary School	Knoll Drive	Southgate	N14 5NG	GLA2021	1	Primary School
6	Brunswick Park	BB	Osidge Primary School	Chase Side	Southgate	N14 5HD	GLA2021	2	Primary School
7	Brunswick Park	BC	CCI London Church Hall	Osidge Lane	Southgate	N14 5DU	GLA2021	2	Hall
8	Brunswick Park	BD	Pavilion at New Southgate Recreation Ground	Oakleigh Road South	London	N11 1GN	Never	1	Hall
9	Burnt Oak	CA	The Eversfield Centre	11 Eversfield Gardens	Mill Hill	NW7 2AE	GLA2021	2	Hall
10	Burnt Oak	CB	Watling Community Centre	145 Orange Hill Road	Edgware	HA8 0TR	UKPGE19	2	Hall
11	Burnt Oak	CC	Our Lady of the Annunciation Church Hall	Cnr Thirleby Road and Gervase Road	Burnt Oak	HA8 0HQ	GLA2021	2	Hall
12	Burnt Oak	CD	St Alphage Church Hall	Playfield Road	Burnt Oak	HA8 0DF	GLA2021	2	Hall
13	Childs Hill	DA	Holy Cross & St Michael's Cathedral Hall	Golders Green Road	London	NW11 8HL	Never	2	Hall
14	Childs Hill	DB	Harris Room, Trinity Church	Trinity Church	Rodborough Road	NW11 8NH	GLA2021	2	Hall
15	Childs Hill	DC	Childs Hill Library	320 Cricklewood Lane	London	NW2 2QE	GLA2021	2	Library
16	Childs Hill	DD	St Agnes Centre	corner of Gillingham Road and Cricklewood Lane	Cricklewood	NW2 1HR	GLA2021	2	Hall
17	Colindale North	EA	St Augustines Church Hall	Great Field	Grahame Park	NW9 5SY	GLA2021	2	Hall
18	Colindale North	EB	Grahame Park Community Centre	Marsh Drive	West Hendon	NW9 7QE	GLA2021	1	Hall
19	Colindale North	EC	Colindale Library	7 Bristol Ave	London	NW9 4BR	Never	2	Library
20	Colindale South	FA	Colindale Office, Barnet Council	2 Bristol Avenue	Colindale	NW9 4EW	GLA2021	2	Council Office
21	Colindale South	FB	The Pulse Community Flat	15 Osler Court	Charcot Road	NW9 5XW	Never	1	Hall
22	Colindale South	FC	The Hyde United Reform Church Hall	Colin Close	Colindale	NW9 6RR	GLA2021	3	Hall
23	Cricklewood	GA	Carey Hall	Claremont Free Church	167A Cheviot Gardens	NW2 1PY	GLA2021	2	Hall
24	Cricklewood	GB	Trading Hut	Rear of 22-23 Needham Terrace	Cricklewood	NW2 6QL	GLA2021	1	Hall
25	Cricklewood	GC	Kent Hall Community Hall	Westcroft Way	London	NW2 2RL	Never	1	Hall
26	East Barnet	HA	New Barnet Leisure Centre and Library	1 Lawton Road	Barnet	EN4 9BS	Never	2	Library
27	East Barnet	HB	New Barnet Community Centre	48/50 Victoria Road	Victoria Road	EN4 9PF	GLA2021	2	Hall
28	East Barnet	HC	Brookside Methodist Church	2 Cat Hill	Barnet	EN4 8JB	GLA2021	2	Hall
29	East Barnet	HD	Vernon Hall	off Vernon Crescent	East Barnet	EN4 8QG	GLA2021	1	Hall
30	East Finchley	IA	The Green Man Community Centre	Strawberry Vale	Finchley	N2 9BA	GLA2021	1	Hall
31	East Finchley	IB	St Mary's Catholic Church	279 High Road	East Finchley	N2 8HG	Never	2	Hall
32	East Finchley	IC	Bishop Douglass RC High School	Hamilton Road	East Finchley	N2 0SQ	GLA2021	1	Secondary School
33	East Finchley	ID	Finchley Youth Centre	142 High Road	East Finchley	N2 9ED	GLA2021	2	Hall
34	Edgware	JA	New Stonegrove Community Centre	5 Hayling Way	Edgware	HA8 8BN	GLA2021	2	Hall
35	Edgware	JB	Edgware Parish Hall	Rectory Lane	Station Road	HA8 7LG	GLA2021	2	Hall
36	Edgware	JC	John Keble Church Hall	Deans Lane	Edgware	HA8 9NT	GLA2021	3	Hall
37	Edgwarebury	KA	Broadfields School	Roseberry Drive	Edgware	HA8 8JP	GLA2021	2	Primary School
38	Edgwarebury	KB	Fairway Primary School	The Fairway	Mill Hill	NW7 3HS	GLA2021	1	Primary School
39	Edgwarebury	KC	Courtland School	Courtland Avenue	Mill Hill	NW7 3BG	GLA2021	1	Primary School
40	Edgwarebury	KD	St Andrew's Church	Lynford Gardens	Broadfields	HA8 8TZ	Never	2	Hall
41	Finchley Church End	LA	Hendon Crematorium (Function Room)	Holders Hill Road	London	NW7 1NB	GLA2021	1	Hall
42	Finchley Church End	LB	St Margaret's United Reformed Church	Victoria Avenue	Finchley	N3 1BD	Never	2	Hall
43	Finchley Church End	LC	St Philip The Apostle Parish Centre	Gravel Hill	Finchley	N3 3RJ	GLA2021	2	Hall
44	Finchley Church End	LD	Avenue House	Stephens House & Gardens	East End Road	N3 3QE	GLA2021	2	Hall

45	Finchley Church End	LE	Finchley Baptist Church Hall	Stanhope Avenue	Finchley	N3 3QL	GLA2021	1	Hall
46	Friern Barnet	MA	Manor Drive Methodist Church Hall	Manor Drive	Whetstone	N20 0DZ	GLA2021	1	Hall
47	Friern Barnet	MB	Scout and Guide Hall	Stanford Road	Friern Barnet	N11 3HX	GLA2021	1	Hall
48	Friern Barnet	MC	St John's Church Parish Centre	St John's Church	Friern Barnet Road	N11 3EQ	GLA2021	2	Hall
49	Friern Barnet	MD	Freehold Community Centre	9 Alexandra Road	Muswell Hill	N10 2EY	GLA2021	1	Hall
50	Friern Barnet	ME	St Peter Le Poer Church Hall	Albion Avenue	London	N10 1AE	GLA2021	1	Hall
51	Garden Suburb	NA	Brookland Infants School	Hill Top	Hampstead Garden Suburb	NW11 6EJ	GLA2021	2	Primary School
52	Garden Suburb	NB	Fellowship House	136A Willifield Way	London	NW11 6YD	GLA2021	1	Hall
53	Garden Suburb	NC	St Jude's Church Hall	1 South Square London	London	NW11 7AH	GLA2021	2	Hall
54	Golders Green	OA	Marquee on the Tennis Court	Princes Park	Oakfields Road	NW11 0HY	GLA2021	2	Marquee
55	Golders Green	OB	St Edward the Confessor Church Hall	Hoop Lane	Golders Green	NW11 7NH	GLA2021	1	Hall
56	Golders Green	OC	Menorah Primary School	1-3 The Drive	Golders Green	NW11 9SP	GLA2021	2	Primary School
57	Hendon	PA	Sunnyfields School	Greyhound Hill	London	NW4 4JH	GLA2021	1	Primary School
58	Hendon	PB	Church House	49 Church End	London	NW4 4JT	Never	1	Hall
59	Hendon	PC	Hendon Baptist Church	Finchley Lane	Hendon	NW4 1DJ	Never	2	Hall
60	Hendon	PD	Our Lady of Doloures Church Hall	Egerton Gardens	London	NW4 4BA	Never	2	Hall
61	Hendon	PE	Hendon School	Green Lane Entrance	Hendon	NW4 2AS	GLA2021	2	Secondary School
62	High Barnet	QA	Hadley Memorial Hall	29 Hadley Highstone	Barnet	EN5 4PU	GLA2021	1	Hall
63	High Barnet	QB	Chipping Barnet Library	Stapylton Road	Barnet	EN5 4QT	GLA2021	2	Library
64	High Barnet	QC	Arkley Club	64 Barnet Road	Arkley	EN5 3EY	GLA2021	1	Hall
65	High Barnet	QD	St Peter's Church	113 Barnet Road	Arkley	EN5 3FJ	Never	1	Hall
66	High Barnet	QE	The Pavilion	Brickfield Lane	Barnet	EN5 3LD	GLA2021	1	Hall
67	Mill Hill	RA	St Paul's Church Hall	The Ridgeway	Mill Hill	NW7 1QU	GLA2021	2	Hall
68	Mill Hill	RB	Hartley Hall	1 Flower Lane	London	NW7 2JA	Never	2	Hall
69	Mill Hill	RC	Mill Hill East Church	Pursley Road	Mill Hill	NW7 2BU	GLA2021	2	Hall
70	Mill Hill	RD	Canada Villa Young People's Centre	Pursley Road	Mill Hill	NW7 2BU	Never	2	Hall
71	Totteridge and Woodside	SA	Totteridge Village Hall	Badgers Croft (Off Totteridge Lane)	Totteridge	N20 8AH	GLA2021	1	Hall
72	Totteridge and Woodside	SB	Totteridge Tennis Club	Great Bushey Drive	Totteridge	N20 8QL	GLA2021	1	Hall
73	Totteridge and Woodside	SC	Woodside Park Social Club	Southover	Finchley	N12 7JG	GLA2021	2	Hall
74	Totteridge and Woodside	SD	Wiseman Linden Hall	Woodside park Synagogue	84 Woodside Park Rd	N12 8RZ	Never	1	Hall
75	Totteridge and Woodside	SE	Millbrook Park Primary School	School House Lane	London	NW7 1JF	GLA2021	1	Primary School
76	Underhill	TA	St Stephens Church Hall	1 Spring Close	Bells Hill	EN5 2UR	GLA2021	2	Hall
77	Underhill	TB	Underhill Baptist Church Hall	Elton Avenue	Barnet	EN5 2EA	GLA2021	1	Hall
78	Underhill	TC	Hope Corner Community Centre	185 Mays Lane	Barnet	EN5 2DY	GLA2021	2	Hall
79	West Finchley	UA	Trinity Church Centre	15 Nether Street	Finchley	N12 7NN	GLA2021	2	Hall
80	West Finchley	UB	Essex Hall	5 Essex Park	London	N3 1ND	GLA2021	2	Hall
81	West Finchley	UC	St Paul's Centre	50 Long Lane	London	N3 2PU	GLA2021	2	Hall
82	West Hendon	VA	St Matthias Church Hall	Rushgrove Avenue	London	NW9 6QY	Never	1	Hall
83	West Hendon	VB	West Hendon Baptist Church	West Hendon Baptist Church	Wilberforce Road	NW9 6BA	Never	2	Hall
84	West Hendon	VC	Barnet Multi-Cultural Community Centre	Algernon Road	Hendon	NW4 3TA	GLA2021	2	Hall
85	West Hendon	VD	Parkfield Primary School	St David's Place	Park Road	NW4 3PJ	GLA2021	1	Primary School
86	Whetstone	WA	St Mary Magdalen Parish Centre	6 Athenaeum Road	Whetstone	N20 9AE	GLA2021	2	Hall
87	Whetstone	WB	Oakleigh Community Church Hall	168-170 Oakleigh Road North	London	N20 0UG	Never	1	Hall
88	Whetstone	WC	St Katerine's Greek Orthodox Church Hall	Friern Barnet Lane	London	N20 0NL	Never	1	Hall
89	Woodhouse	XA	St Barnabas Church	913 High Road	London	N12 8QJ	Never	2	Hall
90	Woodhouse	XB	15th Finchley Scout Group	104 Grove Road	North Finchley	N12 9EA	GLA2021	2	Hall
91	Woodhouse	XC	Wingate and Finchley Football Club	Summers lane	London	N12 0PD	Never	2	Hall

*ACTUAL Number of Polling Stations is determined by the Returning Officer at each election - based upon number of eligible electors and 'In-Person' voters



Constitution and General Purposes Committee

ITEM 9

4 October 2021

Title	Implementing the New Warding Arrangements for the London Borough of Barnet – Project Update (June – September 2021)
Report of	John Hooton - Chief Executive, Electoral Registration Officer and Returning Officer
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	None
Officer Contact Details	Emily Bowler, Head of Assurance and Business Development, 020 8359 4463 - emily.bowler@barnet.gov.uk

Summary

The new electoral arrangements for Barnet Council will come into effect at the Local Government elections on 5 May 2022. Barnet will continue to have 63 councillors (the same as at present) but there will be an increase in the number of wards, from 21 to 24 and made up of 15 three-councillor and 9 two-councillor wards.

This report summarises progress since June 2021 on the cross-council project to implement these new warding arrangements as decided by the Local Government Boundary Commission for England (LGBCE).

Officers Recommendation

That the Committee note and comment on the progress, since last reported to the Committee in June 2021, of the project to implement the new warding arrangements in Barnet - including the work of the Cross-Party Reference Group which has enabled collaboration between council officers and elected members throughout the process.

1. WHY THIS REPORT IS NEEDED

1.1 The Local Government Boundary Commission for England (LGBCE) completed a statutory review of the London Borough of Barnet's electoral arrangements in January 2020. The LGBCE's final recommendations mean that:

- Barnet will continue to have 63 councillors
- There will be an increase in the number of wards from 21 to 24
- Councillors will be elected to 15 three-councillor and 9 two-councillor wards across the borough
- The boundaries of all wards will change - none will stay wholly the same.



Figure 1 Map of LGBCE Final Recommendations for Barnet Council size and ward boundaries

1.2 The outcome of the review takes effect at the Local Government elections scheduled on 5 May 2022 (i.e. these elections will elect councillors to the 24 new wards for the first time). This means that the Register of Electors must be re-published under the new wards prior to the election.

- 1.3 This report outlines the programme of work progressed since last reported to CGP in June 2021 to implement the new electoral arrangements in the London Borough of Barnet.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The size and scope of the statutory Electoral Review was such that it decided:
- the number of councillors elected to form the Council
 - the boundaries, names and number of all wards, and
 - the electoral representation of all electors and residents by elected members.
- 2.2 Following the implications outlined in 2.1 above and to allow for the conduct of legally compliant elections in the future, electors within the new wards will need to be assigned to new polling districts (wholly contained within the new wards). Each of the new polling districts will need to be served by polling places (and polling stations) that meet, so far as is practicable, the requirements for in-person voting, as laid out by the Electoral Commission. This is likely to require many completely new venues that can be used as polling places across the borough.
- 2.3 The Constitution and General Purposes Committee terms of reference include: ‘to have responsibility for overseeing the Council’s governance arrangements including Electoral Services, including elections and electoral registration performance; and polling places and polling district boundaries.’
- 2.4 In addition to the electoral arrangements in Barnet, the new ward boundaries will also affect the council’s governance arrangements as well as how it manages both operational service delivery and data insight.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Following adoption of the LGBCE proposals by Parliament, there is no legislative alternative to implementing the new electoral arrangements in time for the local government elections in May 2022. From this point, Barnet’s Electoral Registration Officer (ERO) is obliged by law to compile and maintain the Register of Electors into new polling districts and the Council must designate new polling districts and places to facilitate in-person voting.

4 POST DECISION IMPLEMENTATION

- 4.1 The Register of Electors must be re-published under the new wards ahead of the election (so that poll cards can be issued to electors within their new wards and relevant new polling districts)
- 4.2 The new electoral arrangements for Barnet Council will then come into effect at the local elections on 5 May 2022.
- 4.3 Following Parliamentary approval of the LGBCE recommendations and working with officers across the council, the Head of Assurance and Business Development is leading a programme of activities to implement the new electoral arrangements in time for the local elections in May 2022.

The main objectives of the work are:

- To implement in full the LGBCE's Local Boundary Review final recommendations, as legislated by Parliament, for future electoral arrangements (May 2022 onwards) in Barnet Council.
- To implement effective processes and activities with regards to new ward boundaries and governance arrangements, in compliance with all relevant electoral and local government legislation.
- To identify and designate relevant new polling districts and polling places to effectively serve registered electors within the new wards of the borough.
- To engage with, and support council departments (including statutory partner organizations and contracted suppliers) to implement any changes in operational processes, reporting and KPIs in their service areas resulting from the Local Boundary Review, including sharing timely and relevant information and tools i.e. maps and new ward data.
- Undertake comprehensive, timely and relevant resident and stakeholder engagement for information sharing and raise awareness of the forthcoming changes to the ward boundaries which will come into effect in May 2022.

4.4 The project has been split into four workstreams:

- **Electoral Services** - focusing on updating polling districts and places, amending the Electoral Register in line with the new warding arrangements, planning and delivering the local elections 2022 and communicating the changes to electors.
- **Governance** - focusing on the implementation of the new governance arrangements (including revisions to Planning Committees and a review of Resident Forums and Area Committees) as well as leading on elected members and political party engagement.
- **Insight** - supporting on geographical Information (mapping, quality assurance etc) and service operational changes due to the new warding arrangements.
- **Stakeholder Communication and Engagement** - including resident and partner engagement and wider political party engagement.

4.5 In addition, a **Cross-Party Reference Group** was established to pro-actively engage members from political parties on the process for the statutory review of Polling Districts and Polling Places and implementation of new ward boundaries arrangements.

Progress to date:

4.6 **Electoral Services Workstream**

- Electoral Services have completed assessment visits to every potential polling place that was identified or suggested as an alternative or additional venue to existing polling places.
- A polling district and polling place proposal has been designed for all 24 wards, utilising analysis of straight-line distance and road network distance for all electors to potential polling places
- These draft polling place and polling district proposals were reviewed at the Cross-Party Working Group on 14 September who agreed that proposals should be shared at CGP Committee for comment, ahead of the statutory public

consultation (when they will be published as the Returning Officer's (RO) Proposals).

- Public consultation will take place from mid-October to end of November inviting residents, elected officials and other stakeholders to comment on the proposals.
- Following the public consultation, final proposals (incorporating any amendments that the RO makes during the consultation) will be submitted to CGP Committee for approval in January 2022.
- The Register of Electors will then be fully re-published following CGP Committee in January reflecting the new polling district and ward codes (all electors will be designated a new roll number) before poll cards are issued for the May 2022 elections.

4.7 **Governance Workstream**

- On 20 October 2020 the council approved changes to planning committee arrangements (Chipping Barnet; Finchley & Golders Green; and Hendon Area Planning Committees). The Committees had a ward/area link (which linked to the current ward boundaries and parliamentary constituency boundaries) were deleted and replaced with Planning Committees A, B and C which have no link to wards/areas. This element of the governance workstream has therefore been delivered. New Planning Committee arrangements can be retained after May 2022 when the ward boundary changes come into effect.
- The next phase has been to review Resident Forums and Area Committee arrangements which currently have a ward/area link. Up to May 2021 there has been a focus on implementing changes to Area Committees budget arrangements (via the delegation of a proportion of Committee Community Infrastructure Levy (CIL) funding to these committees). These changes were approved by the Policy and Resources Committee on 24 May 2021. Options for the reconstitution of Area Committees and Residents Forums have been developed and initial proposals were reported to the Members at the Cross-Party Reference Group on 14 July 2021. The reference group provided feedback on the options and these were reworked and reported for consideration on 14 September 2021. Members have requested that the proposals be discussed within their Groups and feedback will be reported to officers. Further Member meetings will be scheduled to review and refine the options following feedback if this is necessary. Following Member review, the changes will be reported to this committee for approval.
- Final proposals must be agreed at Constitution and General Purposes Committee no later than 12 January 2022 for approval by Full Council on 25 January 2022 for implementation in May 2022.
- Options for engagement with political groups (other than those represented on the Cross-Party Reference Group) are being considered. It is likely that political party engagement will take place around the same time as the prospective candidates' briefings take place for the May 2022 local election (i.e. around February 2022).

4.8 **Insight Workstream**

- The Insight Team continues to engage with cross-council services to ensure case management systems are ready for ward boundary changes, further meeting arranged for Q2 to ensure preparedness.
- Upgrade to Geographical Information System (GIS) capability has commenced and will go live Q3. This will provide a public facing interactive tool to encourage self-service on the council's website.

- New Ward boundaries have been uploaded to the local insight tool (<https://barnet.communityinsight.org/>)
- On-going liaison with national and third-party data providers, including Census, Office for National Statistics (ONS) and Ordnance Survey (OS) regarding data quality and data releases. Census output consultation currently taking place.

4.9 Stakeholder Engagement workstream

- Following the delivery of the GLA Elections in May 2021, the Stakeholder Engagement workstream has now progressed and proactive communications have commenced.
- Proactive communications has include: Barnet First Residents magazine (w/c 19th July), Barnet First e-newsletter (July), CTN Bulletin (July), First Team (July), Senior Management Briefing (Aug), and all staff Breakfast Briefing (September)
- Stakeholder Engagement Strategy has been developed to ensure that all stakeholders (residents, electorate, council members and leadership groups, council employees and partners, statutory bodies including emergency services) are aware of the forthcoming changes to the ward boundaries.
- Presentations have been delivered to identified boards, forums and committees to ensure all relevant stakeholders are engaged with, including Health and Wellbeing Board, Safer Communities Partnership Board (July) and Borough Resilience Forum (July)
- Following approval at CGP Committee, the public consultation for the proposed polling district and polling places will be promoted during October through to mid-December encouraging feedback on the proposals.
- Phase 2 of the communications strategy will then take place in January 2022 through to May to promote the final approve polling district and polling places ahead of the Local Elections in May 2022.

4.10 Cross-Party Reference Group

4.10.1 The Cross-Party Reference Group was established in January 2021 with the key functions agreed to:

- Enable input into the creation of new polling districts within the new wards
- Share local knowledge to help identify and select the best possible polling places
- Ensure ongoing engagement between members, the political parties and officers on the operational requirements of the new ward boundaries within the council
- Engage with residents and key stakeholders to raise awareness and preparations for the new ward boundaries coming into effect in May 2022
- Have oversight of the project which reviews the Residents Forums and Area Committees arrangements in the context of the new wards.

4.10.2 The Reference Group acts as a forum for open (non-political) conversation on topics such as:

- Location of new polling district boundaries (which are primarily determined by electorate numbers) and polling places within the new ward boundaries.
- Engagement with electors (promoting good public awareness) on new arrangements ahead of the Local Election in May 2022.
- Engagement with political groups and other relevant and interested parties ahead of the Local Elections in May 2022.

4.10.3 The membership of the Cross-Party Reference Group is made up of representatives each of the main political parties as well as relevant officers of the council. The meetings are chaired by the Head of Assurance and Business Development.

4.10.4 The Group has met five times. At these meetings the group has:

- Agreed the Terms of Reference
- Discussed availability of mapping tools as well as issuing maps with the new warding arrangements
- Discussed options for the constitute Resident Forums and Area Committees, including naming and allocated areas for the Committees.

4.10.5 Discussions at the Cross-Party Reference Group meetings have focused on the new polling places within the new wards, with considerations given to all the new Wards.

4.10.6 During the final meeting in September the final proposals of polling places and polling districts were discussed in preparation for presentation at the CGP Committee for review and comment ahead of the statutory public consultation period.

Key milestones:

4.11 The table below outlines key future milestones and the timeline for update to the committee on progress and key decision points.

Key Activity	Date	Description
• Review of Residents Forums/Area Committees	Jun-Nov 2021	Review Residents Forums/Area Committees and seek Member agreement for revised arrangements
• Constitution & General Purposes Committee	4 Oct 2021	Presenting 1 st draft of new polling district and polling places - for CGP Committee discussion and feedback
• Statutory Public Consultation on Polling District and Polling Places	Mid Oct-Dec 2021	Public consultation inviting residents, elected officials and other stakeholders to comment on the polling district and polling places proposal.
• Constitution & General Purposes Committee	6 Jan 2022	Final polling district and polling places report - for CGP committee final approval and decision.
• Full Council	Jan 2022 (tbc)	Final proposal for Resident Forums and Area Committee arrangements to be agreed.
• Publication of Census data (different datasets released)	From Mar 2022	The impact of Census output areas on the implementation of new ward boundaries will be reported in early 2022
• Publication of Register	1 March 2022	Publication of register in time for Local Election 2022 – with new wards and Polling Districts
• Local Government Elections Polling Day	5 May 2022	Local Government elections to elect councillors to new warding arrangement
• Annual Council	May 2022	Following the local elections, new councillors will be allocated to committees

5 IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Barnet Plan sets out the four priorities for the borough. The plan focuses on the key outcomes we are seeking to achieve and how we will work to achieve those outcomes. This work supports the council's priority of Clean, Safe and Well Run.
- 5.1.2 This LGBCE review of Barnet's electoral arrangements (i.e. council size and ward boundaries) is designed to ensure that the London Borough of Barnet continues to have an optimal number of elected Members and that wards offer electoral equality to the borough's electors.

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

- 5.2.1 The LGBCE's final recommendations that Barnet retains a council size of 63 councillors will have no new cost implications arising with regards Elected Member resources or servicing from the Electoral Review.
- 5.2.2 It will be necessary for Barnet's Electoral Services to review and amend the polling district and polling place arrangements that will be required from May 2022.
- 5.2.3 Should it be assessed that additional polling places are required, there will be additional costs incurred during the conduct of local elections (i.e. additional polling venue hire costs and additional polling station staff costs). The costs for elections other than local elections are recovered from the relevant governing body (e.g. Parliamentary elections are paid for by the Cabinet Office and London Mayoral/GLA elections are paid for by the GLA).
- 5.2.4 Local elections costs are currently funded by a ringfenced reserve, contributed to annually to absorb cost fluctuations in a local election year and minimise the impact. Increased costs, as a result of the polling district and polling place arrangements, will likely result in increased overall local elections costs, and therefore, require an increased local elections reserve going forward. The annual contribution level shall be reviewed in 2021/22, once cost implications are known, in order to propose for decision a more appropriate annual reserve contribution from 2022/23.

5.3 Social Value

- 5.3.1 Maintaining electoral arrangements that promote electoral equality, strong community identity and effective and convenient local government, ensures that eligible residents can participate in statutory elections and referendums. In turn this ensures that they are 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 Section 56 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act) requires that the LGBCE review 'from time to time' every

principal local authority in England and make recommendations about electoral arrangements (but not their external boundaries).

- 5.4.2 Following the Local Government Boundary Commission for England's 'Electoral Review' of Barnet, a draft order was laid before Parliament in July 2020. This has subsequently become Statutory Instrument 2020 No. 1106 'The London Borough of Barnet (Electoral Changes) Order 2020'. This legislates that the new wards within Barnet come into effect from 6 May 2022.
- 5.4.3 The Constitution and General Purposes Committee terms of reference includes oversight of "Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries and to make recommendations thereon to the Council."
- 5.4.4 The Electoral Registration Officer (ERO) has a duty under Section 9(1) of Representation of the People Act 1983 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 Representation of the People Act 1983 (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 Section 18 of the Representation of the People Act 1983 deals with the review of polling districts and places. Schedule 1A of the act deals with consultation and representations from the Returning Officer, electors and such persons who have particular expertise in relation to access to premises for example for disabled persons.

5.5 Risk Management

- 5.5.1 If ward boundaries are not periodically reviewed to ensure that Barnet has an appropriate number of councillors, then there is a risk of there being an inequity in councillors' case work across the borough. Moving ward boundaries and/or creating or removing wards enables ward to contain a broadly consistent number of electors (and residents) in each ward.
- 5.5.2 Poorly defined ward boundaries or polling district boundaries could result in eligible electors being disadvantaged when voting at elections or in extreme cases, being disenfranchised altogether.

5.6 Equalities and Diversity

- 5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equality Duty (PSED). The equality duty covers the nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Public authorities also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil

partnership status. In the exercise of their functions, As such, Public Bodies to have due regard to the need to:

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

5.6.2 The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services. This is done by:

- removing or minimising disadvantage suffered due to their protected characteristics.
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

5.6.3 The LGBCE considered the equality implications throughout the boundary review and the all annual reviews of polling districts and places. Officers do not consider that there is any negative impact on equalities.

5.7 Corporate Parenting

5.7.1 Not applicable

5.8 Consultation and Engagement

5.8.1 The LGBCE ran the public consultation on the electoral review of Barnet (www.lgbce.org.uk/barnet) which was widely publicised by the Commission and Barnet Council.

5.8.2 The Cross-Party Reference Group has been set up to discuss and review of polling districts and polling places, and elected members are engaged throughout the process.

5.8.3 The draft proposals for new polling districts and polling places will be presented for statutory public consultation in October inviting comments on the new electoral arrangements in Barnet. Feedback from the consultation will be presented to CGP Committee in January 2022 as part of the final proposals.

5.9 Insight

5.9.1 The data included in LGBCE report is publicly available via the LGBCE website (www.lgbce.org.uk/barnet).

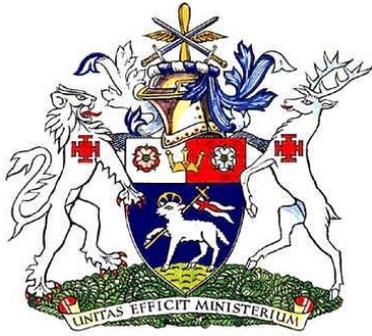
5.9.2 Updated insight information can be found in Barnet's Local Insight Tool (<https://barnet.communityinsight.org/>)

5.9.3 New Census outputs will be based on new ward boundaries and will be available from March 2022.

6 BACKGROUND PAPERS

- 6.1 [Local Government Boundary Commission for England Review of LB Barnet ward boundaries](#)
- 6.2 **Constitution and General Purposes Committee** Thursday 16 January 2020, Agenda Item 8, [LGBCE New electoral arrangements for Barnet Council Final Recommendations](#)
- 6.3 **Constitution and General Purposes Committee** Monday 12 October 2020, Agenda Item 8, [Implementing the final recommendations from the Local Government Boundary Commission for England \(LGBCE\)](#)
- 6.4 **Constitution and General Purposes Committee** Monday 22 June 2021, Agenda Item 7, [Implementing the new warding arrangements for the London Borough of Barnet - Project Update](#)

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Constitution and General Purposes Committee

AGENDA ITEM 10

4 October 2021

Title	Amendments to the Pay Policy Statement and Associated Policies
Report of	Jon Bell, Assistant Director – Human Resources and Organisational Development
Wards	Not Applicable
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Policy for Payments for Additional Responsibilities and Outstanding Contributions Appendix B – Amended 2021/22 Pay Policy Statement
Officer Contact Details	Jon Bell, 020 8359 2330, jon.bell@barnet.gov.uk Prodromos Mavridis, Pay and Policy Officer, Human Resources, 020 8359 6066, prodromos.mavridis@barnet.gov.uk

Summary

The Council's current Pay Policy is proving to be insufficiently flexible, in some respects, to meet the organisation's needs. The size and complexity of the Council mean that officers are occasionally required to undertake work that would ordinarily fall outside the scope of their role. The Council's current Pay Policy includes no facility for providing additional remuneration in such circumstances and/or where an individual employee has made an outstanding contribution to its work.

In addition, the Council's current policy on recruitment and retention payments is proving too restrictive to support recruitment in certain specialist roles where market forces are creating greater competition among employers for skills and expertise.

Officer Recommendations

The Committee are recommended to:

- 1. Approve the Policy Additional Payments and Outstanding Contributions (as attached at Appendix A).**
- 2. Approve the proposal to abolish the limits to Reward and Recognition payments.**
- 3. Agree amendments to the Council's 2021/22 Pay Policy Statement which reflect the changes in 1 and 2 above. The amended Pay Policy Statement (as attached at Appendix B) would then need to be referred to Full Council for approval.**

1. WHY THIS REPORT IS NEEDED

- 1.1 Section 112 of the Local Government Act 1972 stipulates that local authorities have the "power to appoint officers on such reasonable terms and conditions" as they see fit.
- 1.2 Section 38(1) of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement. Furthermore, Section 39(4) of the aforementioned Act permits an authority to amend its Pay Policy Statements during the year to which the Statement relates.
- 1.3 The purpose of this report is to outline officer recommendations for the introduction of a new Policy for Payments for Additional Responsibilities and Outstanding Contributions, and for the removal of the caps that currently apply to Recruitment and Retention Payments.
- 1.4 Making the proposed changes would result in a requirement to amend the Council's Pay Policy Statement with Full Council approval.

2. REASONS FOR RECOMMENDATIONS

- 2.1 With the introduction of the Unified Reward pay agreement, the Council removed the flexibility to award ad hoc honorarium payments to staff who undertake duties over and above their normal job role, or who make an outstanding contribution through their hard work and good performance. Whilst there were valid reasons for doing this at the time, the policy is now proving to be too restrictive for the modern working environment. This has been particularly evident during the recent COVID pandemic, when staff members have made particularly exceptional contributions.
- 2.2 Pursuant to the terms of the Unified Reward agreement (paragraph IX.), the Council has adopted a Recruitment and Retention Policy whose provisions included a facility for the Council to make additional payments in respect of posts for which recruitment and/or retention challenges had been identified. The aforementioned Policy limits such payments to 10% of the base salary for the respective post for each of the two elements.

- 2.3 Local authorities have been facing a challenging labour market in respect of certain roles/services, principally as a result of structural/macro-economic issues such as workforce demographics and the implications of Brexit. The ongoing Covid-19 pandemic has further impacted the labour market locally and across the United Kingdom, in addition to creating the need for the Council to assign additional responsibilities to a number of officers on a temporary basis. Furthermore, in the context of the exceptionally demanding circumstances surrounding the pandemic, Council staff have shown resilience and dedication to the organisation, with some employees having truly gone 'above and beyond' what would ordinarily be expected of them.
- 2.4 On the basis of the above, Members are recommended to introduce a new Policy that would reinstate the facility for senior management to award payments to officers who are required to undertake additional responsibilities or/and have made outstanding contributions to the work of the Council, subject to adequate controls. While the reinstatement of such a facility is not likely to imminently result in an obvious improvement in the Council's positioning within the labour market, payments in recognition of additional responsibilities and outstanding contributions are very likely to have a positive effect on employee engagement and willingness to 'go the extra mile' in undertaking additional duties as required.
- 2.5 Furthermore, in order to address current and upcoming recruitment and retention challenges, members are recommended to remove the cap on Recruitment and Retention payments [which are currently limited to 10% of the base salary of a post for each of the two elements]. It is important to note that the removal of the cap is unlikely to result in a material increase in the Council's pay bill as R&R payments only apply to a small number of posts- as at December 2020, a total of 16 officers (less than 1% of the Council workforce) were in receipt of the 20% cumulative maximum. There is a robust process¹ currently in place for authorising R&R payments; removing the cap would not affect that process.
- 2.6 The proposed new Policy for Additional Responsibility and Outstanding Contribution Payments and the already established approach to awarding Recruitment and Retention payments to posts within the Council's paid service establishment both include safeguards to ensure they are used in a manner that is responsible, appropriate, and consistent across the Council.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The proposed changes have been devised in order to address issues and risks which are associated with the current approach.
- 3.2 Maintaining the status quo would be likely to have a negative impact on employee engagement, particularly if there is an ongoing need for officers to undertake substantial additional responsibilities in relation to pandemic restrictions and/or work that relates to supporting the Council, businesses and/or residents to recover from the pandemic.

¹ R&R payments can only be authorised subject to a business case incorporating a 'benchmarking' study which evidences that the remuneration corresponding to the evaluated grade for a post is lower than what other employers pay for similar roles.

- 3.3 Recent developments in the labour market mean that the Council is facing some competitive pressure for recruiting and retaining staff in certain occupational groups. In certain areas of social work, agency workers often command significantly higher rates of pay than permanent employees. The Council seeks to minimise the need to engage temporary workers to cover ongoing work, as that approach typically carries additional costs (e.g. agency fees) as well as higher risks around business continuity and the quality of service provision. Retaining the R&R payment caps is likely to result in an increasing reliance on temporary workers and constrain the Council's ability to appoint and retain officers in occupational groups delivering critically important services in the face of turbulent labour market conditions, fluctuations in inflation rates etc.

4. POST DECISION IMPLEMENTATION

- 4.1 Should the Committee approve the current proposals, officers within the HR&OD Service will arrange for the new Policy to be made available to Council staff and other relevant stakeholders, and for an update to be made to the Council's payroll system in order to ensure that relevant payments are correctly requested, approved, made, and recorded.
- 4.2 The Recruitment and Retention Payments policy would also be amended to reflect the removal of the 10% cap for each element.
- 4.3 The proposed amendments to the Pay Policy Statement would require Full Council approval prior to publication.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The proposed changes are likely to enhance corporate resilience and the Council's overall capacity to reliably deliver services to its residents and service users.

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

- 5.2.1 The costs of implementing the changes are provided for within existing approved Budgets. Although additional payments and higher R&R payments will result in some costs, they will also lead to savings due to higher retention rates and reduced reliance on agency staff

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. If the officer recommendations are approved by the Committee, the resultant changes to the Pay Policy Statement would require approval by Full Council.

- 5.4.2 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 As outlined in previous sections of this report, the proposed changes aim to address risks related to employee engagement, recruitment, and retention, by providing the facility for the Council to provide appropriate levels of additional remuneration in relation to additional duties, outstanding contributions, and posts for which there are recruitment and retention challenges. Officers in the HR&OD Service believe that such a facility would be useful on an ongoing basis, but that it is particularly pertinent in the context of a tightening labour market.

5.6 Equalities and Diversity

5.6.1 Not directly applicable to the Pay Policy Statement. The proposed Policy for Additional Responsibility and Outstanding Contribution payments contains an Equalities Statement that reflects the Council's priorities and overall approach to promoting equality, diversity, and inclusion in employment.

5.7 Corporate Parenting

5.7.1 Not applicable

5.8 Consultation and Engagement

5.8.1 The Council's recognised trade unions have been consulted on the proposed Policy for Additional Responsibility and Outstanding Contribution Payments, and have raised no objections or concerns.

5.8 Insight

5.8.1 Not applicable

6. BACKGROUND PAPERS

6.1 Local Government Act 1972 (<https://www.legislation.gov.uk/ukpga/1972/70/contents>)

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

- 6.3 Recruitment and Retention Policy, as approved by the LBB General Functions Committee at its meeting of 6th December 2016.
(<https://barnet.moderngov.co.uk/documents/g8779/Public%20reports%20pack%2006th-Dec-2016%2019.00%20Constitution%20and%20General%20Purposes%20Committee.pdf?T=10>)
- 6.4 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)

Policy for Additional Responsibility and Outstanding Contribution Payments

1. Purpose of the policy

- 1.1 The purpose of the London Borough of Barnet (the Council) Policy for Additional Responsibility and Outstanding Contribution Payments is to provide an overview of, and a framework for, the Council's approach to payments in respect of employees undertaking additional duties on a temporary basis and employees who have made outstanding contributions to the work of the Council.

2. Scope

- 2.1 This Policy applies to all Council employees, except for employees working in schools under the direction of a Governing Body. It does not apply to agency workers, contractors, or consultants.
- 2.2 This Policy covers one-off Outstanding Contribution Payments and temporary arrangements which involve an employee carrying out additional duties. It does not apply to arrangements which involve formal secondments or appointments to different/additional posts.

3. References

- 3.1 The council's Code of Conduct and the following documents (although on occasions it may be necessary for other policies to be recognised and followed) are associated with this document:
 - Pay Policy
 - Payroll process documentation and associated guidance

4. General Principles

- 4.1 The Council maintains an establishment structure for its paid service. The duties and responsibilities of each post in the structure are defined within the relevant job description. Posts are graded in accordance with the Council's Job Evaluation scheme, and postholders are remunerated accordingly.
- 4.2 The Council may decide to make an Outstanding Contribution Payment (OCP) to an employee whose work performance has exceeded expectations for their role by a substantial margin and/or played a key part in their Service or the Council as a whole reaching a major accomplishment (e.g. achieving a national award, implementing an innovative practice which results in significant service improvements and/or cost savings).
- 4.3 The Council recognises that, due to the breadth and complexity of the work undertaken by its employees, there will be occasions when an employee may be asked to undertake duties that

go beyond the scope of their job description. This may include a wider spectrum of work and/or higher-level (e.g. managerial) responsibilities.

- 4.4 Where there is a requirement to 'backfill' the full range of duties within an established post for a defined period (such as a potential opportunity to 'act up' to a Team Leader role due to the postholder going through an extended period of sickness absence), consideration should be given to undertaking a selection process and offering the successful candidate a formal secondment/fixed-term contract.
- 4.5 Where an employee is asked to undertake additional duties and/or responsibilities on a temporary basis, the Council may award them with an Additional Responsibility Payment in recognition of their support to its work.
- 4.6 Additional Responsibility Payments (ARPs) can be awarded to cover periods between one and six months. Relevant arrangements can be reviewed at their conclusion and renewed up to twice; the total length of an ARP award must not exceed 18 months under any circumstances. Where an ARP award is projected to last for 12 months or more, consideration should be given to creating a temporary post in the Council's establishment structure.
- 4.7 ARP awards are intended to cover additional responsibilities, and not additional hours worked. However, they can be given on an exceptional basis where it has been necessary for an employee to work additional hours in a manner that has not been feasible to accurately plan or record.
- 4.8 ARPs may be reviewed, reduced, or withdrawn at any point to reflect changes in service needs.
- 4.9 OCPs and ARPs should not be used as recruitment/retention incentives for key employees and/or hard-to-recruit posts. Managers facing recruitment and/or retention challenges should seek detailed HR advice on the options that may suit a particular set of circumstances.
- 4.10 OCPs and ARPs are subject to tax, National Insurance and [for LGPS members] LGPS deductions. They are classed as pensionable pay for the purposes of the LGPS career average scheme.

5. OCP and ARP amounts, approvals, and practical considerations.

- 5.1 Line managers are responsible for giving initial consideration to whether an Outstanding Contribution Payment (OCP) or Additional Responsibility Payment (ARP) would be appropriate to a set of circumstances involving an employee's work.
- 5.2 Line managers are required to submit OCP and ARP recommendations for their direct reports to a senior manager (normally Assistant Director or higher). Senior managers are responsible for authorising OCP and ARP payments with approval from the Assistant Director of HR and OD.
- 5.3 OCP amounts typically range between £250 and £1,500; amounts exceeding £1,500 may be considered in exceptional circumstances. An employee may only receive one OCP in any one financial year.
- 5.4 ARP amounts must be set with reference to the breadth and overall level of the additional responsibilities in comparison with an employee's substantive role. It is important to remember that, even when a large proportion of the additional responsibilities reflect those

that would normally come with a higher-graded post, ARP payments are not a way of matching the remuneration of that post.

- 5.5 ARP amounts will normally be limited to a maximum of the lowest of 10% of an employee's base salary for the specified period or £6,000 annual equivalent (e.g., the maximum ARP for an employee on a £70k base salary undertaking additional duties for 6 months should not exceed £3,000); higher amounts may be considered in exceptional circumstances.
- 5.6 Line managers are responsible for reviewing ARP arrangements in line with any changes to the relevant circumstances, and terminating payments [with senior management sign-off] where appropriate (e.g. where a vacancy is filled more quickly than envisaged as a result of the successful candidate being able to commence work immediately).
- 5.7 ARPs will normally be suspended during any periods of sickness absence lasting for four weeks or more. If a line manager recommends an ARP to be made to an employee who is in receipt of Pay Protection, they should consider obtaining detailed HR advice on the issue.
- 5.8 OCP and ARP awards are not mutually exclusive; an employee who has been awarded an ARP for a defined period may be eligible to receive an OCP in respect of work undertaken during the same period. However, managers should exercise care in ensuring that OCPs are not used as a way of offering additional remuneration for responsibilities that relate to an ARP. Managers should obtain detailed HR advice before finalising a decision to award an OCP to an employee currently in receipt of an ARP.

6. Equality Statement.

- 6.1 In applying this policy, the Council will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, sex, gender reassignment, marriage and civil partnership (in employment only), pregnancy and maternity, race, religion or belief, and sexual orientation.

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APPENDIX B

(N.B.: Appendices A1, A2, A3 relate to this document)

London Borough of Barnet
Pay Policy Statement 2021/22

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

Published
April 2021-
Amended
January 2022

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 in February 2015 by the then Department for Communities and Local Government; and specific guidance relevant to the Localism Act issued by the Department in February 2012 and February 2013.
- 1.6. The Code of Recommended Practice for Local Authorities on Data Transparency includes publishing information relating to salaries over £58,200. Similarly, the Local Government Transparency Code 2015 stipulates that salaries over £50,000 should be published. In order to comply with both Codes, the Council publishes a summary of posts that are paid more than £50,000. The summary is available on the website of the Council.
- 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, including the publication of and access to information relating to the remuneration of chief officers
 - 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.

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

3. Remuneration arrangements for all employees

Introduction

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

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

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

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 Resources (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	

- 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 of the Council Constitution) 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 operate a bonus scheme for senior managers or any other employees, however it does award salary progression within grades on the basis of employee performance as outlined above.
- 3.20. The Council does not offer any benefits in kind.
- 3.21. With effect from October 2021, the Council has introduced a Policy for Payments for Additional Responsibilities and Outstanding Contributions which allows discretionary payments to be made to staff who are required to undertake duties outside the scope of their post or/and have made extraordinary contributions to the work of the Council. Payments under the Policy are subject to an approval process which includes senior management as well as the Assistant Director of Human Resources and Organisational Development.

Payment for election duties

- 3.22. The Council considers the role of Returning Officer to amount to 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 had been enacted in November 2020. The Regulations required the Council to cap exit payments [including those made in respect of pension 'strain'] to £95,000. The initial version of this Statement noted 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.'* The Regulations were disapplied by the Treasury and eventually revoked within a few months of enactment. The Council has reverted to the arrangements that had been in place prior to the enactment of the Regulation and continues to follow legislative and associated developments in this area.

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 outlined in Section 5.4 (below). The Council has adopted that definition 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 2020/21 and previous years 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 Recruitment and/or Retention Payment may be considered. Any such payment 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 (13.7%) 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 follow 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, additional mid-year amendments to the statement will be approved and published by the Council as appropriate.

APPENDIX A1

unified reward - 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 information³.
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 13.7%, and the median average gender pay gap is 26.28% (Table 1).

Type of figure	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%	13.7%
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 figures⁴.

³ The reader may wish to note that the statutory definition of gender pay gap calculations refers to the earnings of male employees. Consequently, using that definition, the Council technically has 'negative' pay gaps. The Council will be reporting its pay gap figures to the central government's Gender Pay Gap Service using the relevant template [devised by that Service] in order to facilitate comparisons with other organisations.

⁴ 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

4. The Barnet pay gap figures appear to be significantly different from gender pay gap data across London Borough Councils⁵, 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).

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.

5. 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 as well as its employer 'brand' within and beyond the Borough.

pay data had not been 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.

⁵ LGA report: 'The gender pay gap in local government 2019'

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 RRP 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. Until October 2021, payments had been 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 RRP 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, RRP replaced all market supplements and associated payments.
- 1.6 In December 2020, the Council had a total of 1,806 posts in its establishment [excluding vacancies and apprenticeships]. Of those, 141 posts (7.8% of the total) attracted Recruitment and Retention Payments. Approximately half (74) of the posts which attracted RRP included both elements and consequently attracted RRP between 11% and 20% of the associated base salary.

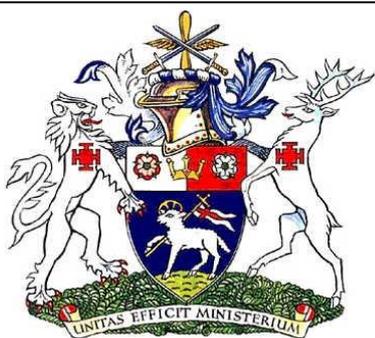
- 1.7 A summary of Council posts which attract RRPs is provided in Table A3. This summary does not include any posts which had been vacant as at December 2020.

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 in the process of undertaking 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. Following officer recommendations, the Council has decided to abolish the 10% caps with effect from October 2021.
- 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 workforce⁶.

⁶ See e.g. 'DfE Experimental statistics: Children and family social work workforce in England, year ending 30 September 2017'.



Constitution and General Purposes Committee

4 October 2021

Title	Member Development Programme 2018 – 2022 Update and Draft Member Development Programme 2022-2026
Report of	Head of Governance
Wards	All Wards
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Delivered Sessions for Member Development Programme from April 2021. Appendix B – Member Development Planned Sessions Appendix C – Draft Member Development and Induction Programme 2022 - 2026
Officer Contact Details	Faith Mwende, Senior Governance Officer faith.mwende@barnet.gov.uk

Summary

To support councillors to be effective in their various roles, it is essential that the Council has in place a comprehensive programme of briefings and other development activity. Since the 2018 Local Elections, the Council have taken a more structured approach towards Member Development and Induction. With input and support from Members and Officers, a programme of induction and development activity was developed and approved by the (then) General Functions Committee in March 2018.

Since then the Governance Service has coordinated and rolled out a programme of development covering a variety of Councillor responsibilities. The details of the sessions completed since the last report to this Committee are set out at Appendix A.

Planned activity for the forthcoming period is set out in Appendix B.

Appendix C details proposals for the May 2022 post-election induction of new and returning Members and, in addition, provides an overarching strategic framework to Member Development for the next administration from May 2022 – April 2026.

Officers Recommendations

- 1. That the Committee note the sessions delivered since April 2021 as set out in Appendix A and provide feedback on sessions delivered to date.**
- 2. That the Committee agree the forward plan of Member Development sessions as set out in Appendix B.**
- 3. That the Committee review and approve the Draft Member Development and Induction Programme for 2022 to 2026 as set out in Appendix C.**
- 4. That the Committee note that following the agreement of the Member Development and Induction Programme 2022 to 2026 that officers will commence work on assessment for Charter+ (Plus) status in Q2 2022/23.**

1. WHY THIS REPORT IS NEEDED

- 1.1 Councillors are responsible for setting the overall policy direction of the Council and overseeing the delivery of a range of services, many of which are complex or have a statutory basis. Expectations of councillors by residents are high – they want their Council to deliver high quality services and respond quickly to changing demands all within ever increasing financial constraints. To be effective councillors need to be able to:
 - Represent the views of their political party and constituents;
 - Contribute to the good governance of the Council;
 - Understand local government and the legal framework that it operates within; and
 - Be knowledgeable about local policy, services and communities.
- 1.2 In addition to serving on Council and committees, councillors may also be appointed to a range of outside bodies which have their own governance arrangements (e.g. school governing bodies, community organisations, charities, trusts, companies, etc).
- 1.3 To ensure that councillors are supported to be as effective as possible in their various roles, a comprehensive Member Development Programme was developed and agreed by the (then) General Functions Committee in March 2018. In accordance with the decision of the Committee, a comprehensive induction programme for new and returning Members was delivered following the local election in May 2018. Additionally, numerous development sessions and training opportunities have been provided from 2018 to date. These have

been regularly reported to the Constitution and General Purposes Committee for Member oversight. Details of the sessions completed since the last report to Committee (in April 2021) are set out in Appendix A.

- 1.4 Since the last meeting of the committee officers have been working on the draft Member Development and Induction Programme for the new and returning Members for the period May 2022 to May 2026 (Appendix C). Officers have engaged with council directors and the Member Development Steering Group in the developing the proposals and detailed plans for the 2022 to 2026 Development and Induction Programme. Feedback from elected Members and officers has been incorporated into the draft proposals and the Committee is now asked to review and approve the draft Member Development and Induction Programme for 2022 to 2026.
- 1.5 The Committee is asked to note that the draft proposals:
 - Contains many elements from 2018 – 2022, but takes into account feedback received from Members, officers and the Charter Status assessors;
 - Identifies if training is mandatory, required, recommended, or optional and that the Committee is requested to approve the status of each session by approving the programme; *Note: The Committee are requested to note that there are no formal sanctions available if Members do not attend sessions prescribed as mandatory/required other than via the Political Groups.*
 - Seeks to achieve a balance of in-house vs. external delivery; and
 - Seeks to have flexible approaches to session delivery which improve accessibility for Members including face-to-face, online (with an option to record and watch back), e-learning, written briefings, etc.
- 1.6 The purpose of the Member Development and Induction Programme is to ensure:
 - Sessions meet identified training and development needs and supports them to be effective councillors;
 - There are clear expectations of Members in relation to training and development;
 - Sessions are commissioned well in advance; and
 - There is an understanding from Members about which sessions are mandatory, which are recommended and which are optional.
- 1.7 As such, Member buy-in for the Programme is essential in ensuring that it meets their training and development needs and supports them to be effective councillors. To ensure that the Programme is Member-led, the Member Development Steering Group, which meets regularly and is made up of the Party Group Leaders, the Group Whips and Political Assistants, has been consulted on the draft proposals.
- 1.8 As previously reported officers have been working towards having the Programme externally accredited via the Charter for Member Development. Our Programme was assessed in January 2021 and the Council was awarded

Charter Status. Since then, the Governance Service have been working to deliver the areas of improvement identified and prepare for re-assessment in 18 months' time. The Committee is therefore asked to note that that officers will commence work on assessment for Charter+ (Plus) status in Q2 2022/23.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To ensure that Members have appropriate knowledge and skills to discharge their various roles as a councillor including taking decisions, monitoring the Council's work, acting as a corporate parent and managing casework.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Committee could choose not to develop and implement a Member Development and Induction Programme. This approach is not recommended as it could leave the Council at risk of some decisions being successfully appealed by judicial review or other appeal mechanisms (e.g. Planning Inspectorate). In addition, failing to develop and deliver a Development Programme could result in Members serving on committees or other bodies when they do not have the requisite knowledge and skills to be effective (e.g. treasury management, pensions, etc).

4. POST DECISION IMPLEMENTATION

- 4.1 Officers will work on the finalising a comprehensive Member Development programme for the period 2022 – 2026 which will include a post-election induction plan.
- 4.2 Officers will also work on addressing areas of improvement as identified by South East Employers following our assessment for Charter Status. Progress on addressing these areas will be reported to the Member Development Steering Group for Member oversight.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Providing a framework to enable Members to be effective councillors supports delivery of all Corporate Plan priorities as set out in the Barnet Plan 2021 - 2025.

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

- 5.2.1 As part of the Member Allowances budget, a proportion (£22,500) is available to support Member Development.

5.3 Social Value

- 5.3.1 N/A

5.4 Legal and Constitutional References

- 5.4.1 Council Constitution, Article 7 (Committees, Sub-Committees, Forums and Working Groups and Partnerships) – the Constitution and General Purposes Committee has specific responsibility for Member Development.

5.5 Risk Management

- 5.5.1 As set out in section 3.1 above. Furthermore, not engaging the Committee in the development of the programme would risk Members not being able to shape their own development.

5.6 Equalities and Diversity

- 5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equality Duty which requires Public Bodies to have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 advance equality of opportunity between people from different groups and foster good relations between people from different groups.

- 5.6.2 The broad purpose of this duty is to integrate considerations of equality into day-to-day business and keep them under review in decision making, the design of policies and the delivery of services.

- 5.6.3 It is proposed that a specific module on equalities is delivered as part of the Programme which will include: unconscious bias; and the Public Sector Equality Duty and Equality Act 2010.

5.7 Corporate Parenting

- 5.7.1 Councillors are corporate parents to looked after children and children in care. In recognition of the seriousness of this responsibility, the Programme includes mandatory sessions for all Members on corporate parenting and safeguarding children in order that Members are clear on their duties and obligations in this regard.

5.8 Consultation and Engagement

- 5.8.1 Councillors, Chief Officers, senior managers and political groups have been consulted on the Member Development Programme and comments and amendments made have been considered in the drafting and delivery of the programme.

5.8 Insight

- 5.8.1 N/A

6. BACKGROUND PAPERS

- 6.1 General Functions Committee, 19 March 2018, Item 7 (Member Development Programme):

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=9287&Ver=4>

- 6.2 Constitution & General Purposes Committee, 22 October 2018, Item 12 (Member Development Programme):
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=9502&Ver=4>
- 6.3 Constitution & General Purposes Committee, 7 October 2019, Item 9 (Member Development Programme):
<https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=9855&Ver=4>
- 6.4 Constitution & General Purposes Committee, 12 October 2020, Item 12 (Member Development Programme):
<https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=174&MId=10215&Ver=4>

Appendix A – Delivered Sessions and Attendance

Date of session	Title of Session	Mandatory/ Required/ Recommended	Attendance
26/05/21	The Role of the Councillor - Induction	Required for Newly Elected Councillors	Cllr Richer, Cllr Mearing-Smith
03/6/21	Adult Social Care	Recommended for Adult & Safeguarding Committee Members and Substitutes	Cllr Rajput, Cllr Rutter, Cllr Don, Cllr Richer, Cllr Wardle, Cllr Edwards, Cllr Clarke, Cllr Sargeant, Cllr Brayne, Cllr Farrier
11/06/21	Residents Forum	Recommended for Resident Forum Members	Cllr Rutter, Cllr Weeden-Sanz, Cllr Richer
16/06/21	Members' Planning Training 1	Recommended for Planning Committee Members	Cllr Melvin Cohen, Cllr Houston, Cllr Hutton, Cllr Moore, Cllr Narenthira, Cllr Rawlings, Cllr Rutter, Cllr Teare, Cllr Thompstone
21/06/21	Child Protection and Corporate Parenting	Recommended for all Members	Cllr Mittra, Cllr Coakley-Webb, Cllr Cooke, Cllr Don, Cllr Fluss, Cllr Farrier, Cllr Freedman, Cllr Houston, Hutton, Cllr Longstaff, Cllr Moore, Cllr Narenthira, Cllr Prentice, Cllr Rawlings, Cllr Zinkin, Cllr Zubairi, Cllr Thompstone, Cllr Stock, Cllr Teare, Cllr Thomas
22/06/21	Members Planning Training 2	Recommended for Planning Committee Members	Cllr Richer, Cllr Alison Cornelius, Cllr Gurung, Cllr Prager, Cllr Prentice, Cllr Thomas, Cllr Freedman
06/07/21	Mental Capacity/Decision Making	Recommended for All Members	Cllr Conway, Cllr Cooke, Cllr Duschinsky, Cllr Farrier, Cllr Gurung, Cllr Hutton, Cllr Mearing-Smith, Cllr Moore, Cllr Narenthira, Cllr Rawlings, Cllr Thompstone, Cllr Roberts, Cllr Stock, Cllr Zinkin, Cllr Zubairi

12/07/21	Licensing Committee Training	Mandatory for all Licensing Committee Members	Cllr Marshall, Cllr Hart, Cllr Duschinsky, Cllr Farrier, Cllr Rozenberg, Cllr Rawlings, Cllr Gurung
15/07/21	Licensing Committee Training	Mandatory for all Licensing Committee Members	Cllr Mearing-Smith
10/08/21	Councillors' Guide to Understanding your Council's Financial Reporting Requirements	Recommended for all Audit Committee Members	Cllr Prager, Cllr Hutton

Appendix B – Upcoming Commissioned Sessions:

Session	Delivered By	Date	Mandatory / Recommended / Optional	Further Details
Being an Effective Councillor: Making a difference	LGIU	21 Sept 2021 and 2 Dec 2021	Recommended for new Cllrs	Cllr Richer is booked to attend.
LGPS Committee Members, Local Pension Board Members and LGPS Officers Autumn Seminars 2021	LGPS	Various dates in September and October 2021	Recommended for members of Local Pension Board Members and Pension Fund Committee Members.	Dates have been booked as follows: <ul style="list-style-type: none"> • Deepani de Silva on 27 September • Professor Geoffrey Alderman & Hem Salva on 30 September • Salar Rida on 8 October • Councillor Anne on 7 October
Tackling Hateful Extremism virtual conference	Institute of Government and Public Policy	12 Oct 2021	Optional for all Cllrs	Cllr Sara Conway is booked to attend.
Good Design and the Planning Process	Principal Urban Designer	October 2021	Recommended for Planning Committee and Strategic Planning Committee Members	To agree date and content with officers and Chairman
Supplementary Planning Guidance (SPDs)	by Policy Plan-Making Manager	October 2021	Recommended for Planning Committee and Strategic Planning Committee Members	To agree date and content with officers and Chairman
Dementia Prevention	Head of Commissioning, Mental Health and Dementia	2 November 2021 1:30pm	Recommended for members of Adult Safeguarding Committee and optional for all Members	To agree date and content with officers and Chairman
GDPR and Corporate Complaints	Head of Customer and Digital	TBC	Recommended for all Members	To agree date and content with officers and Chairman

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Member Development Programme 2022 - 2026

Post-Election – Member Induction Day

All dates are based on the draft Calendar of Meetings 2022/23 and subject to change following Council on 19 October 2021

Date	Time	Title and Overview	Facilitated by
5 May 2022		Local Government Elections	N/A
9 May 2022	10:00am – 4pm	<p><u>Member Induction Day – Hendon Town Hall</u></p> <p>A drop-in session between 10am and 4pm with refreshments where CMT and some key senior officers work from the Town Hall and can meet with newly elected Councillors throughout the day.</p> <p>11:00am: The Chief Executive presentation on the council and a briefing on core responsibilities of a councillor. 1:00pm: The Chief Executive presentation on the council and a briefing on core responsibilities of a councillor. 3:00pm: The Chief Executive presentation on the council and a briefing on core responsibilities of a councillor.</p> <p>A directorate briefing pack will be available to new and returning Members, including key contacts in each area and the senior management structure chart.</p> <p>During the day, all Members will be required to complete the following:</p> <ul style="list-style-type: none"> • Signing of Declaration of Acceptance of Office, Code of Conduct Undertaking, Register of Interests, HR Forms, Acceptance of IT Policies • Official Photos, ID/Access Cards, HTH Car Park, CPZ Parking Permits • Collection of IT hardware (phone and laptop), set-up Bring Your Own Device (where requested) and written information on applicable policies, Members IT Support team, etc. 	Chief Executive and Directors, Governance, IT, Key Senior Officers from Service Areas
11 May 2022	10:00am – 4pm	<p><u>Member Open Day – Colindale</u></p> <p>A drop-in session between 10am and 4pm with CMT and key officers (i.e. Assistant Directors and Heads of Service) to attend for the day and be available for new and returning Members to drop-in.</p> <p><i>During the Day Members can also sign outstanding documents or collect IT kit</i></p>	Chief Executive and Directors, Governance, IT, Key Senior Officers from Service Areas

Member Development Programme 2022 - 2026

Post-Election – May 2022 to April 2026

Mandatory	Legal Requirement to attend the session and failure will mean a Member cannot sit on the specified committee (quasi-judicial) or both they as individuals and the Council can be fined (GDPR).
Required	The Group requires the Member to attend the session and failure will be reported to the Groups and sanction via the Group
Recommended	Members are recommended to attend the session
Optional	Attendance is at the Members own discretion

Date	Time	Title and Overview	Facilitated by
12 May 2022	6pm – 8pm	<p><u>The Role of the Councillor - Induction Training (online)</u></p> <p>This is lively and interactive virtual seminar will explore:</p> <ul style="list-style-type: none"> • the underpinning practical purpose of being a councillor • the various leadership roles fulfilled by the member (community, corporate, political etc.) • when best to exercise which role in which common scenarios encountered by members • common errors and good practice when dealing with casework issues and • the options available to members when tackling local issues <p>Required for all new Councillors, optional for returning councillors</p>	Trainer: David McGrath - Link Support Services
13 May 2022	10 am – 12:00	<p><u>The Role of the Councillor - Induction Training (online)</u></p> <ul style="list-style-type: none"> • As above <p>Required for all new Councillors, optional for returning councillors</p>	Trainer: David McGrath - Link Support Services
16 May 2022	6pm - 8pm	<p><u>Area Committee Budgets (CIL) Road Safety and Parking (online)</u></p> <ul style="list-style-type: none"> • CIL Application Process & Guidance – including Governance deadlines, working with officers on developing proposals, committee reporting and post-decision implementation • Road Safety and Parking applications • Petitions, Residents Forums and referring up items to Area Committee. <p>Recommended for all Councillors.</p>	Assistant Director Capital Works Street Scene Director (or another Area Committee lead officer) Head of Governance Community Infrastructure Coordinator, Capital Delivery Senior Governance Officer responsible for Area Committees

Member Development Programme 2022 - 2026

17 May 2022	10am – 12:00	<p><u>Council Governance (online)</u></p> <ul style="list-style-type: none"> • Role of the Governance Service • Article 2 (Members Rights) • IT and Information Management Policies • Member Conduct and the Code of Conduct • Declaration of Interests – including register of interests, additional declarations during tenure and declarations at meetings • Key Contacts • Buddy System • Members Enquires • Partnerships <p>Required for all new Councillors, optional for all other Councillors</p>	Head of Governance Monitoring Officer
18 May 2022	6pm – 8pm	<p><u>Council Governance (online)</u></p> <ul style="list-style-type: none"> • As above <p>Required for all new Councillors, optional for all other Councillors</p>	Head of Governance Monitoring Officer
25 May 2022	5.45pm – 6.45pm	<p><u>Health Scrutiny (Repeat bi-annually session, unless significant changes in health sector)</u></p> <ul style="list-style-type: none"> • Principles of Scrutiny • Health landscape in North Central London (NCL) – overview clinical commissioning groups and providers • Links to NCL Joint Health Overview and Scrutiny Committee • Sustainability and Transformation Plans • Quality Accounts <p>Recommended for Members of the Health Overview and Scrutiny Committee. Optional for all other Members.</p>	Director of Public Health Executive Director for Adults & Health Head of Governance Senior Governance Officer responsible for Health OSC

Member Development Programme 2022 - 2026

26 May 2022	6:00pm - 8:00pm	<p><u>Planning Committees (online) (annual refresher)</u></p> <ul style="list-style-type: none"> • Members Planning Code of Practice (including conduct at meetings) • Site Visits • Facts and Figures about Barnet • Decision-Making in Planning Committees • Local Development Plan including London Plan • Re Member Liaison Officers • Planning Portal • Structure of Planning Service / Role of joint employment contracts in decision-making processes. • Difference between Planning and Building Control responsibilities <p>Mandatory for all new and returning Committee and Substitute Members post-election. Optional for all other Members.</p>	<p>Commissioning Lead Planning Service Director - Planning and Building Control Head of Strategic Planning HB Public Law Chairman of Planning Committee Senior Governance Officer responsible for Planning</p>
31 May 2022	1pm – 3pm	<p><u>Corporate Parenting and Children’s Safeguarding (online) (bi-annual refresher)</u></p> <ul style="list-style-type: none"> • Understand the lived experience Barnet's Children in Care and Care Leavers • Understand statutory responsibilities as Corporate Parents • Gain knowledge of approaches by which to improve participation of children and young people in discussion and planning • Develop confidence around holding services to account in relation to our role as corporate parents. • Overview of the Child Protection System, legislation and procedures • Definitions and types of abuse • Risks in specific circumstances (i.e. Female Genital Mutilation; Honour Based Violence; Exploitation and Trafficking; Gangs and Serious Youth Violence; Forced Marriage; Missing Children; Homelessness; Private Fostering; Unaccompanied Asylum Seekers; Young Carers) • Confidentiality, Reporting concerns and Allegations against professionals • Whistleblowing • Role of Safeguarding Partnership <p>Required for all Councillors.</p>	<p>Executive Director Children & Young People Operational Director Corporate Parenting, Disability & Permanence Voice of the Child Team Young People Assistant Director Early Help, Children in Need of Help & Protection</p>

Member Development Programme 2022 - 2026

01 June 2022	5.15pm – 6.45pm	<p><u>Environment (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Highways • Transportation • Air Quality • Street Scene – waste collection, recycling, street cleansing and grounds maintenance • Parking • Parks and Open Spaces • Passenger Transport • Regulatory Services / Enforcement <p>Recommended for all new and returning Environment Committee and Area Committee Members. Optional for all other Members.</p>	<p>Executive Director for Environment Street Scene Director Assistant Director Greenspaces & Leisure Assistant Director Parking Senior Governance Officer responsible for Environment</p>
6 June 2022	5.15pm – 6.45pm	<p><u>Safeguarding Adults (face-to-face before committee; annual refresher)</u></p> <ul style="list-style-type: none"> • Safeguarding Adults Statutory Duties (including the Care Act, statutory duties under the Act and extent and limitation of statutory powers) • Adult Abuse (including when does safeguarding apply (physical, emotional, financial abuse) and what you should and shouldn't do if alerted to a concern) <p>Required for all new and returning Adults & Safeguarding Committee Members. Optional for all other Members.</p>	<p>Executive Director for Adults & Health Adults & Communities Director Head of Safeguarding Adults</p>
07 June 2022	5.45pm – 6.45pm	<p><u>Early Years (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Health Visiting • School Nursing • Children's Centres • 0-19 Hubs • Early Years Offer – including 30 hours childcare, 2-year-old offer and funding <p>Recommended for Members of the Children, Education & Safeguarding Committee. Optional for all other Members.</p>	<p>Executive Director Children & Young People Director Children's Social Care Governance Officer responsible for Children's Committee</p>

Member Development Programme 2022 - 2026

8 June 2022	5:30 – 6:45pm	<p><u>Performance, Programmes and Commercial (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Performance Management • Transformation Programmes • Commercial Services • Capita contract Review • Risk <p>Recommended for Members of Financial Performance & Contracts Committee, Optional for all new and returning Members.</p>	<p>Deputy Chief Executive Director of Resources (S151) Commercial Director Head of Finance Head of Programmes, Performance & Risk (PPR) Strategic Lead Commercial</p>
09 June 2022	5.15pm – 6.45pm	<p><u>Community Safety (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Prevent (Counter Terrorism) • Channel Duty (Protecting vulnerable people from being drawn into terrorism) • Key Strategies - Barnet Violence against Women and Girls Strategy 2017-2020, Child Sexual Exploitation, etc. <p>Recommended for Members of the Community Leadership Committee and Members appointed to the Safer Communities Partnership Board. Optional for all other Members.</p>	<p>Executive Director Assurance, Assistant Director for CAFT & Community Safety Community Safety Managers Governance Officer responsible for Community Leadership & Libraries Committee</p>
13 June 2022	5.30pm – 6.45pm	<p><u>Regeneration and Housing, Infrastructure & Development (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Capital Strategy & Estates • Economic Development & Barnet Homes (Housing / Homelessness / Landlord Licencing) • Brent Cross <p>Recommended for Housing & Growth Committee. Optional for all other Members.</p>	<p>Deputy Chief Executive Director of Growth Assistant Director Estates Assistant Director Capital Works Assistant Director Economy & Development Brent Cross Programme Director</p>

Member Development Programme 2022 - 2026

14 June 2022	1:30pm – 3pm	<p><u>Treasury Management (online)</u></p> <ul style="list-style-type: none"> • Treasury Management Strategy Statement • Statutory requirements and legislation relating to Treasury Management • Capital Programme and Capital Financing Requirement • Borrowing • Treasury Management Indicators • Investment <p><i>Note: CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes 2017 to be sent to all Members</i></p> <p>Required for all new and returning Policy & Resources Committee and Audit Committee Members. Optional for all other Members.</p>	<p>Director of Resources Head of Treasury Governance Officer responsible for Audit Committee</p>
15 June 2022	5.15pm – 6.45pm	<p><u>Resources & Local Government Finance (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Policy, Budgets and Council Finances including: <ul style="list-style-type: none"> ➤ capital and revenue budgets; ➤ top 10 areas of council spending; ➤ Medium Term Financial Strategy and Business Planning (overview of process and key terms); ➤ sources of income; and ➤ Finance • Looking Forward to 2030 and the Council's longer-term approach • Commissioning and Delivery Cycle • Treasury Management – Overview (<i>Note: in-depth separate session to take place in November prior to P&R formulation of Treasury Management Strategy</i>) <p>Recommended for Members of the Policy & Resources Committee. Optional for all other Members.</p>	<p>Director of Resources s151 Finance Assistant Director Trainer: Ian Fifield Local Government Futures http://www.lgfutures.co.uk/</p> <p>Governance Officer responsible for Policy & Resources Committee</p>

Member Development Programme 2022 - 2026

16 June 2022	5.30pm – 6.45pm	<p><u>Good Design and the Planning Process (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • provide an insight into how officers help shape schemes and improve the design of planning applications presented to Planning Committees through negotiation with developers. • brief on what constitute good design and how it feeds into the process of assessing applications referred to their committees <p><u>Supplementary Planning Guidance (SPDs)</u></p> <ul style="list-style-type: none"> • update and insight into the role of these useful planning documents, the status and weight they have in decision making process, and finally where they sit in the hierarchy of the Barnet's development plan. • The current portfolio of adopted SPDs and future SPDs <p>Recommended for all Members of the Planning Committee</p>	<p>Service Director Planning and Building Control Assistant Director Economy & Development Planning Policy Manager Commissioning Lead Planning HB Public Law</p>
20 June 2022	1pm - 3pm	<p><u>Scrutiny in a Committee System (online)</u></p> <ul style="list-style-type: none"> • Principles of scrutiny • Approaches to scrutiny in a Committee System • Statutory Scrutiny Functions including Health Scrutiny and Crime & Disorder Scrutiny <p>Recommended for all Members</p>	<p>Head of Governance</p>
20 June 2022	6 - 8pm	<p><u>General Chairing Skills (online)</u></p> <ul style="list-style-type: none"> • Role of the Chair • Role of officers • Preparation strategies • Managing debate, challenging contributors, motions, amendments, votes and robust outcomes • Constitutional awareness and use <p><i>Programme could include (but not be limited to): work programmes; report clearance; preparation; public participation; questioning; listening; facilitation; summarising skills; the importance of body</i></p>	<p>External Trainer: David McGrath - Link Support Services</p>

Member Development Programme 2022 - 2026

		<p><i>language; strategies that can be used to resolve tense situations; and potential conflict at meetings.</i></p> <p>Recommended for all new and returning Chairs and Vice-Chairs. Optional for all other Members.</p>	
23 June 2022	5.30pm – 6.45pm	<p><u>Local Pension Board & Pensions (online before committee)</u></p> <ul style="list-style-type: none"> • Pensions Legislation and Governance Context – including: scheme specific legislation; pensions regulators and advisors; general constitutional framework; and pensions scheme governance • Pensions Accounting Standards • Financial Services Procurement and Relationship Management – including: understanding public procurement; supplier risk management. <p>Mandatory for all new and returning Local Pension Board Members. Recommended for all Pension Fund Members, Optional for all other Members.</p>	<p>Executive Director of Resources Head of Treasury Management Governance Officer responsible for Local Pension Board</p>
11 July 2022	5:45pm – 6:45pm	<p><u>Licensing Committee and Sub-Committees (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Role of the Licensing Committee • Role of Licensing Sub-Committees including hearings process and procedures <p>Mandatory for all new Members and returning Members of the Licensing Committee. Optional for other Members.</p>	<p>Barnet Licensing Team (officers TBC) HB Public Law</p>
13 July 2022	5.30pm – 6.45pm	<p><u>Audit Committee (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Role of the Member of the Audit Committee – including approval of the Statement of Accounts • Financial Controls • Audit and CAFT Plan • External Audit Plan • Receipt of Internal and External Audit Reports – including availability of internal reports that have received sufficient assurance <p>Required for all new and returning Committee Members. Optional for all other Members.</p>	<p>Executive Director for Assurance Assistant Director for CAFT & Community Safety</p>

Member Development Programme 2022 - 2026

18 July 2022	1:30pm - 3pm	<p><u>Strategy, Communications, Customer Services and Engagement (online)</u></p> <ul style="list-style-type: none"> • Corporate Plan and Strategy – including: development of the Corporate Plan including consultation and use of findings to inform budget priorities; current corporate plan priorities and emerging priorities; process for corporate plan. • Communications and Consultation • Customer Services – including: transparency and open data; and Customer Services Transformation • Use of Social Media • Engagement with Communities and Neighbourhoods • Corporate Communications vs. Political Communications <p>Optional for all Members.</p>	Assistant Director Strategy & Communications Deputy Head of Communications
25 July 2022	5:45pm - 6:45pm	<p><u>Investment Training for Pension Fund Committee Members</u></p> <ul style="list-style-type: none"> • Investment Performance – including: fund performance; advisor performance; committee performance; and support services performance • Financial Markets and Products – including: investment strategy; financial markets; actuarial method and standards and practices; and outsourcing. • Financial Services Procurement and Relationship Management – including: understanding public procurement; supplier risk management; <p>Recommended for new and returning Pension Fund Committee Members and Members appointed to the Local Pension Board. Optional for all other Members.</p>	Executive Director of Resources Head of Treasury Management Governance Officer responsible for Local Pension Board External Investment Manager

Member Development Programme 2022 - 2026

8 September 2022	1:30pm - 3:00pm	<p><u>Health Overview (online)</u></p> <ul style="list-style-type: none"> • Joint Strategic Needs Assessment and Health of the Borough • Director for Public Health – services commissioned and delivered • Statutory Duties – commissioning and influencing • Duties of Health & Well-Being Boards and links to Clinical Commissioning Group <p>Required for all new and returning Adults & Safeguarding Committee Members, HOSC Members and Members appointed to the Health & Well-Being Board. Optional for all other Members.</p> <p>Supported by written briefing on key elements.</p>	Executive Director for Adults Director of Public Health
13 September 2022	5:30pm – 6:30pm	<p><u>Mental Capacity Act 2005 Duties & Dementia (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Responsibilities under the Act • Principles of the Act • Deprivation of Liberty Safeguards Regime <p>Required for all new and returning Adults & Safeguarding Committee Members. Optional for all other Members.</p>	Executive Director for Adults
20 September 2022 or later	6pm - 8pm	<p><u>Personal Safety for Councillors (online)</u></p> <ul style="list-style-type: none"> • This is an essential programme for councillors who lone work as part of their role and who want to be more aware of their personal safety. • Designed to sit within any organisation’s policy, the session is based on sensible advice and established good practice. • The session will make participants more aware about the reasons why people can behave in negative ways and explores practical ways to avoid situations becoming uncontrollable. <p>Optional for all Members.</p>	Trainer: Miranda Smythe The Baikie-Wood Consultancy Ltd.

Member Development Programme 2022 - 2026

3 October 2022	6-8pm	<p><u>Equality and Unconscious Bias (online; once every four years)</u></p> <p>The session will provide a training on equality and diversity, delivered in two parts:</p> <ol style="list-style-type: none"> 1. Unconscious Bias facilitated by Laurelle Brown 2. Public-Sector Equality Duty and Equality Act 2010 facilitated by Jessica Farmer, HB Public Law. <p>Unconscious Bias outcomes summary delegates will have enhanced:</p> <ul style="list-style-type: none"> • Knowledge of what unconscious bias is and how this manifests everyday life • Knowledge of relevant psychological theory • Knowledge of latest bias related statistics and research • Understanding of the importance and value of challenging biases • Awareness of the impact of unconscious bias on staff, service users and residents within the borough and how this can be addressed <p>Recommended for all Members.</p>	HB Public Law and External Trainer: Laurelle Brown
1 Nov 2022	1pm - 3pm	<p><u>Social Media Training (online)</u></p> <ul style="list-style-type: none"> • To understand how you can use social media to stay in touch with communities and stakeholders • To understand your personal or corporate brand and how you can use this to communicate effectively • To be aware of good practice and top tips for social media • To be aware of the different social media platforms and their relative strengths <p>Recommended for all Members</p>	Trainer: Karen Ainley Mosaic Publicity https://www.mosaicpublicity.co.uk/ -
6 December 2022	TBC	<p><u>Civil Resilience Training (online)</u></p> <p>Recommended for all Members</p>	Head of Organisational Resilience

Member Development Programme 2022 - 2026

Date to be Allocated

TBC – date *must be before annual council	TBC	<p>Coaching for new Mayor and Deputy (annual session) (online or face to face)</p> <ul style="list-style-type: none"> • Chairing Full Council • Preparing and delivering speeches for civic occasions (using our 'Magic Minute' formula) • Avoiding common pitfalls in the Mayoral year ahead. <p>Required for new Mayor and Deputy Mayor</p>	Trainer: Phil O'Brien Link Support Services (UK) Ltd
TBC	TBC	<p><u>Elections</u></p> <ul style="list-style-type: none"> • Elections – General Elections, Referendums, London Mayoral / GLA Elections, Local Elections • Post-Election Reviews • Electoral Registration • Polling Districts and Polling Places • Boundaries <p>Recommended for Members of the Constitutional & General Purposes Committee. Optional for all other Members.</p>	Executive Director Assurance Head of Electoral Services

Member Development Programme 2022 - 2026

Written Briefings – For Members Intranet Page

	<p><u>Members Rights</u></p> <ul style="list-style-type: none"> • Council Questions • Members Items • Calling-In Planning Applications • Access to Information (including exempt committee information and Members rights to access non-committee information) • Chairman’s Role 	Monitoring Officer Head of Governance
	<p><u>Council Funding Streams</u></p> <ul style="list-style-type: none"> • Corporate Grants • Area Committee CIL Funding • Crowdfunding 	Growth & Development Strategy
	<p><u>Data Protection, FOI and Access to Information</u></p> <ul style="list-style-type: none"> • FOI Requests • Data Protection Act Requests • General Data Protection Regulation • Access to Information (including committee information and non-committee information) • Managing Constituents Information (including passing on information and handling of records) • Communicating by Social Media 	Information Management
	<p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Prevent (Counter Terrorism) • Channel Duty (Protecting vulnerable people from being drawn into terrorism) • Key Strategies - Barnet Violence against Women and Girls Strategy 2017-2020, Child Sexual Exploitation, etc. 	Community Safety Team

Member Development Programme 2022 - 2026

		<u>Ward Work</u> <ul style="list-style-type: none"> • Members Surgeries • Members Enquiries • Ward Tours 	Head of Governance
		<u>Regional and Central Government</u> <ul style="list-style-type: none"> • Department for Communities and Local Government • Mayor of London, GLA, City of London and 32 boroughs • West London Sub-Region – including work of the West London Economic Prosperity Board 	Head of Governance

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Member Development Programme 2022 - 2026

Ad-Hoc Member Development Sessions

During each administration, there will be a requirement to undertake subject specific Member Development briefings on various issues that affect the Council, residents and partners. Examples include:

- Council funding streams (e.g. corporate grants, area committee CIL funding, crowdfunding, etc.)
- Brent Cross Cricklewood
- Counter Terrorism
- Violence Against Women and Girls

To commission an ad hoc session, officers should consult with the relevant chief officer and committee chairman/lead Member and provide the following:

Session title - Recommended

Aim: The session will provide an insight to XX. It will be facilitated by XX (named officer or training provider). The session will assist Members by helping them to XX

Who for: All Members or specific councillors (e.g. Pension Fund Committee Members)

Date: Month - TBC

Time: Please confirm how long you need

Location: Microsoft Teams or Hendon Town Hall

Lead Officer: Executive Director / Head of Service

The above session overview and approach would need to be approved by the relevant chief officer and committee chairman/lead Member prior to invitations being circulated by the Governance Service.

Officers delivering the session must complete an attendance sheet and provide copies of presentations or materials used to the Governance Service to retain in central records.

Member Development Programme 2022 - 2026

Subject Specific Training Requirements

Items below will be delivered as part of the Member Development Programme. Dates, delivery format, etc. to be confirmed:

- Local Pension Board – LPB Members are required to have individual training plans in place which ensure that Board Members have been trained in accordance with the CIPFA Local Pension Boards: Technical Knowledge and Skills Framework: <http://www.cipfa.org/policy-and-guidance/publications//local-pension-boards-a-technical-knowledge-and-skills-framework-pdf>
- Pension Fund Members - Pensions Finance Knowledge and Skills Framework - Technical Guidance for Elected Representatives and Non-executives in the Public Sector - <https://www.cipfa.org/policy-and-guidance/publications/p/pensions-finance-knowledge-and-skills-framework-elected-representatives-and-nonexecutives-pdf>
- North London Waste Authority – Members who are appointed to the NLWA are recommended to be the Lead Members for Finance and Environment. Newly appointed Members to the NLWA should receive a specific briefing on the Authority and its role from the Strategic Director for Environment and Waste Strategy Manager. The NLWA also deliver training sessions for borough Members appointed to it and it is strongly recommended that appointed Members attend this training as and when it takes place.
- School Admissions Appeals Panel Members – Panels must be made of i) a lay member (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity)) ii) a person who has experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school. Members of school admission appeal panels must have received appropriate training before sitting in on a hearing.
- School Exclusions Appeals Panel Members – The panel must be comprised of the following three categories; A lay member (to chair the panel), a current or former school governor (who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been a teacher to head teacher during this time) and a Head teacher or individual who has been a head teacher within the last five years. All panel members and clerks must have received training within the two years prior to the date of the review.
- Standards Committee Independent Members – induction training from the Monitoring Officer or Head of Governance
- Co-opted Members to Children, Education, Libraries and Safeguarding Committee – briefing from the Head of Governance or a Governance Officer on the regulations enabling co-opted Member representation on the Committee and expectations of co-opted Members in respect of scrutinising education matters on CES.
- Members and officers appointed to serve on external companies should undertake training on the roles and responsibilities of Board Members.

Member Development Programme 2022 - 2026

May 2022 – May 2026

External sessions

- Several external training sessions will continue to be offered throughout the term of new administration normally via email to the councillors as required.

Other Resources

General

- London Councils New Councillors Reception – induction into pan-London local government scene; speakers from London Councils, the London Assembly and the City of London Corporation. The Mayor of London will also be invited. **(not yet confirmed for 2022)**
- Member Mentoring: [peer challenges - information for peers - Councillor Mentoring Handbook.pdf \(local.gov.uk\)](#)
- LGA's range of political leadership development programmes - [Highlighting Political Leadership | Local Government Association](#)
- New Councillor Hub - [New councillor hub | Local Government Association](#)
- Councillor workbooks - [Councillor workbooks | Local Government Association](#)
- Directorate Briefing Packs
- Members Portal
- Ward Profiles
- Borough Tour / Colindale and Hendon Town Hall Overview
- Members IT Handbook, Key Contacts, Newsletters (e.g. Members Newsletter, Highways, Re)
- Chairing Skills: <https://www.local.gov.uk/sites/default/files/documents/chairing-skills-d28.pdf>
- Being and Effective Ward Councillor: https://www.local.gov.uk/sites/default/files/documents/11%2057_LGA%20Cllr%20Workbook_Being%20an%20effective%20ward%20councillor_August%202017.pdf

Pensions

- The Pensions Regulator Public Service Toolkit: <http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>

Treasury Management

- Treasury Management in the Public Services: Guidance Notes for Local Authorities 2017: <http://www.cipfa.org/policy-and-guidance/publications/t/treasury-management-in-the-public-services-guidance-notes-book> (Paid for CIPFA publication)
- Treasure Your Assets: <https://www.cfps.org.uk/treasure-your-assets/>

Children's

- National Children's Bureau: <https://www.ncb.org.uk/>
- Research in Practice: <https://www.rip.org.uk/>

Member Development Programme 2022 - 2026

Adults & Health

- NHS Digital – Adult Social Care Outcomes Framework: <https://digital.nhs.uk/article/324/Adult-Social-Care-Outcomes-Framework-ASCOF->
- Public Health Outcomes Framework: <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework>
- Safeguarding Adults Return: <https://data.gov.uk/dataset/safeguarding-adults-return>
- Governance of Sustainability and Transformation Plans: <https://www.cfps.org.uk/governance-sustainability-transformation-plans-verdict-far/>

Counter Terrorism

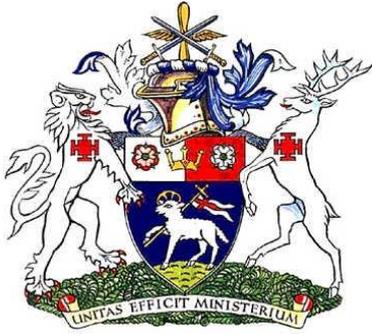
- Channel Training: http://course.ncalt.com/Channel_General_Awareness/01/index.html
- Prevent: <https://www.elearning.prevent.homeoffice.gov.uk/>
- Workshop to Raise Awareness of Prevent: <https://www.jisc.ac.uk/training/workshop-to-raise-awareness-of-prevent-wrap>

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Constitution & General Purposes Committee

4 October 2021



Title	Constitution Review
Report of	Monitoring Officer Head of Governance
Wards	Not Applicable
Status	Public
Urgent	No
Key	No
Enclosures	<p>Appendix A – Article 2 – Members of the Council (Tracked)</p> <p>Appendix B – Article 2 – Members of the Council</p> <p>Appendix C – Article 9 – Chief Officers (Tracked)</p> <p>Appendix D – Article 9 – Chief Officers</p> <p>Appendix E – Article 11 – Finance, Contracts and Legal Matters (Tracked)</p> <p>Appendix F – Article 11 – Finance, Contracts and Legal Matters</p> <p>Appendix G – Article 10 – Decision-Making (Tracked)</p> <p>Appendix H – Article 10 – Decision-Making</p> <p>Appendix I – Article 7 – Committees, Forums and Working Groups (Tracked)</p> <p>Appendix J – Article 7 – Committees, Forums and Working Groups</p> <p>Appendix K – Financial Regulations (Tracked)</p> <p>Appendix L – Financial Regulations</p>

	Appendix M – Contract Procedure Rules (Tracked) Appendix N – Contract Procedure Rules Appendix O – Members Allowances Scheme (Tracked) Appendix P – Members Allowances Scheme
Officer Contact Details	Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk

Summary

A number of housekeeping amendments to the Constitution 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 to P.

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.	Article 2 (Members of the Council Councillors)	Members Rights to Speak at Licensing Committees	Article 2 of the Constitution details various Members rights. However, it currently does not detail how Members can make representations and/or speak at Licensing Committees. This information is detailed in the Members Licensing Code but should also be included in Article 2 (Members of the Council Councillors) which places all of Members rights into a single Article.	Amend Article 2 to include a new section to set out Members rights to make representations on licensing applications and speak at the Licensing Committee or Sub-Committee hearings as drafted in the amended article.
2.	Article 2 (Members of the Council Councillors)	Members' Rights to Refer Matters to Parent Body	<p>Legal and Governance officers have identified that occasionally Planning Committees are seeking to make referrals to the Strategic Planning Committee when a decision has already been taken. The proposed wording seeks to clarify that referrals can only take place before any decision is made.</p> <p>Additionally, the references to Area Planning Committees and the Planning Committee need to be amended to Planning Committees and the Strategic Planning Committee to align with the changes to Article 7 approved in October 2020.</p>	<p>Amend Article 2 to say that referrals must take place before a decision is made, rather than before the vote takes place.</p> <p>Amend references to planning committees.</p>
3.	Article 2 (Members of the Council Councillors)	Members Items for the Agenda	The Monitoring Officer has identified that Members Items are the only documents published within committee papers which don't have any kind of chairman or officer oversight prior to publication. It is proposed that a similar review arrangement is introduced for Members Items as exists for questions and motions at Council.	Amend Article 2 to enable the Head of Governance to refer Members Items to the Chairman if there are concerns about propriety.
4.	Article 2 (Members of the Council Councillors)	Members Rights to Call-in Planning Applications	The Chair of the Constitution & General Purposes Committee has requested that non-Ward Members are able to call-in planning applications.	Amend Article 2 to remove the requirement that Members can only call-in applications affecting their ward.

5.	<p>Article 9 (Chief Officers)</p> <p>Article 11 (Finance, Contracts and Legal Matters)</p>	<p>9.1 (b)</p> <p>11.3 and 11.5</p>	<p>The post title of Director of Assurance has recently changed to Executive Director for Assurance and sections of the Constitution need to be updated accordingly.</p>	<p>Amend Articles 9 and 11 as proposed.</p>
6.	<p>Article 10 (Decision-Making)</p> <p>Contract Procedure Rules</p>	<p>Table B – Authorisation and Acceptance Thresholds</p> <p>4 (Authorisation) ; and Authorisation and Acceptance Thresholds</p>	<p>In May 2021 Council approved changes to Article 10 and the Contract Procedure Rules to require that decisions with a value of more than £500,000 would be subject to additional reporting requirements (either a delegated powers report or report to a theme committee). The changes had been made after discussion with Procurement to alleviate concerns of the Monitoring Officer that some significant high expenditure was being approved via the Procurement Forward Plan with very little supporting information. The intention was these changes would deal with high value procurements where it is usually to have a business case for project to provide assurance that proceeding with the activity was appropriate. However, in practice these changes have impacted on more decisions than anticipated has resulted in additional workloads for theme committees where there is no practical justification for a second level of approval (e.g. for routine social care contracts). The rationale for the May 2021 changes remains valid, but some amendments are required to the Contract Procedure Rules to ensure that only some decisions (e.g. those requiring a business case) revert back to the relevant committee for approval. Officers are proposing that section 4.3 and the Authorisation and</p>	<p>Amend Article 10 and the Contract Procedure Rules as proposed.</p>

			Acceptance Thresholds be amended to state that reporting requirements will be in accordance will be detailed in the Procurement Forward Plan. An additional column will be added to the Plan which states additional authorisation requirements for some decisions (i.e. where a business case is required, there will be a requirement for authorisation to be reported back to the relevant theme committee). The Monitoring Officer and Finance can review the Procurement Forward Plan and indicate which decision require this additional approval. These changes ensure that Members will have further information on larger projects and decisions, and ensure that more routine decisions can progress without creating additional reporting requirements.	
7.	Article 7 (Committees, Forums and Working Groups)	Terms of Reference of the Safer Communities Partnership Board	Officers have highlighted that CommUNITY Barnet are no longer the Council's Voluntary and Community Sector partner and so should no longer be listed as a partner in the membership column for the Safer Communities Partnership Board	Delete CommUNITY Barnet from the membership column of the Safer Communities Partnership Board.
8.	Article 7 (Committees, Forums and Working Groups)	Section 7.5	Where reports come within the remit of more than one committee the Constitution currently states that: <i>"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 as agreed by the Chairmen of the relevant committees in consultation with the Leader. If there is no agreement amongst the committee chairmen, then the report will be discussed and determined by the Policy and Resources Committee."</i>	Amend section 7.5 as proposed.

			In practice, this has resulted in the Policy & Resources Committee receiving a significant number of additional reports which has consequently made the agendas for some meetings too large for items to be given due consideration by Members. A change is proposed which gives the committee chairs the discretion to discuss cross-cutting items and agree which committee the item should go to where it is not clear due to the content of the report. It is expected that this will reduce the workload of the Policy & Resources Committee and re-balance it with other theme committees.	
9.	Financial Regulations	2.3.1 (Annual Budget Setting)	Existing wording implied that the arrangements for budget consultation are determined by the Council whereas they are determined by Policy and Resources Committee with Council approving the final budget post-consultation.	Amend Article 7 to include the following additional wording in bold : The Policy and Resources Committee will publish a draft budget for consultation. Arrangements for budget consultation will be determined by the Policy and Resources Committee .
10.	Financial Regulations	2.3.6 (Fees & Charges)	Clarity required on the powers that Theme Committees have on the approval of fees and charges increases and new fees and charges.	Amend section 2.3.6 as proposed.
11.	Financial Regulations	2.3.6 (Fees & Charges)	Clarification required on the procedure for changes to Housing Revenue Account (HRA) and Housing General Fund (GF) fees and charges. The annual changes to the Housing GF and HRA Tenant and Leaseholder rent and service charges need to be notified to tenants and leaseholders before they can be issued with bills for the new financial year.	Amend section 2.3.6 as proposed.

			Housing & Growth Committee refer the changes to P&R but the Barnet Group need formal approval before they can start to issue notices and commence billing.	
12.	Financial Regulations	2.3.8 (Alternative Budget Motions)	Clarification required on requirements and timing of alterative budget motions.	Amend section 2.3.8 as proposed.
13.	Financial Regulations	2.4.3 (Making changes to the budget)	Clarity required on the definition of “service” and approval rules for virements that are within the same directorate, but between services, and virements between one or more Directorates.	Update table in section 2.4.3 as proposed.
14.	Financial Regulations	2.4.4 (Making changes to the budget)	Clarity required on the definition of “Chief Officer” and “Service Director” (i.e. for Brent Cross, we have a Programme Director who reports to the Director of Growth who then reports to the Deputy Chief Executive.)	Update section 2.4.4 as proposed to include a link to Article 9 which defines a Chief Officer.
15.	Financial Regulations	2.4.6 (Making changes to the budget)	Clarification required that additions to the capital programme are reviewed at Capital Strategy Board prior to being recommended to Policy & Resources Committee for approval.	Amend Article 7, section 2.4.6 as proposed.
16.	Financial Regulations	2.4.11 (Budget Monitoring – Capital)	The current financial regulations require Chief Finance Officer approval for Capital Commitment over £1m but all capital projects (including the funding over those projects) are reviewed by Capital Strategy Board (CSB) before being recommended to Policy & Resources Committee for approval.	Remove the text below from Article 7 as Capital Receipts forecasts and impact of any shortfall on borrowing are reviewed on a monthly basis: “Due to the uncertainty around the generation and timing of capital receipts, and the impact that delays could have on the level of prudential borrowing, capital project managers must obtain the prior approval of the Chief Finance Officer before entering into any individual capital commitment on

				an approved capital project over £1m.”
17.	Financial Regulations	2.6.3 (Treasury Management Framework)	The Chief Finance Officer approves all borrowing not only long-term borrowing.	Amend section 2.6.3 as proposed.
18.	Financial Regulations	3.2.3 Cheques	The Council no longer issues cheques.	Remove the following text from 3.2.3: “Cheques above certain financial limits set by the Chief Finance Officer shall be manually countersigned by those designated officers authorised to do so by the Chief Finance Officer.”
19.	Financial Regulations	3.3.3 (Assets)	The wording in this section indicates that only disposals in excess of £6,000 should be reported to the Chief Finance Officer. All disposals are reported to the Chief Finance Officer on a quarterly basis.	Amend Article 7 to include the following additional wording in bold: “Chief Officers are responsible for the sale or disposal of assets employed in their service, and for accounting for these transactions. All disposals are to be reported to the Chief Finance Officer on a quarterly basis via Capital Strategy Board.”
20.	Contract Procedure Rules	5 (Procurement Method)	The Finance team have requested that any decision to waive the requirement to seek two written quotes should be taken in conjunction with the Assistant Director Investments and Innovation.	Amend section 5.6 to add that the decision to waive the requirement to seek 2 written quotes is the Director of Commercial & Customer Services in conjunction with the Assistant Director Investments and Innovation.
21.	Contract Procedure Rules	6 (Single Tender Action)	The Finance team have requested that the Assistant Director Investments and Innovation approve the single tender actions rather than the Director of Resources (Section 151 Officer).	Amend sections 6.1 and 6.2 to replace Director of Resources (Section 151 Officer) with Assistant Director Investments and Innovation.

22.	Contract Procedure Rules	8 (Acceptance)	<p>At the meeting of the Committee held on 12 April 2021 it was requested that the rationale for the change to Section 8.4 of the Contract Procedure Rules be revised as Members were unclear on the justification. An updated rationale is detailed below.</p> <p>“CSG Procurement have advised that they are not able to undertake financial evaluation of tenders valued at less than £189,330 for goods or services or less than £4,733,252 for works as they do not have financial qualifications to sign off financial assessment for all sub threshold procurements. Financial assessment for all tenders (sub threshold) is not a requirement of the Public Contracts Regulations 2015 the intent being to reduce burden on suppliers for lower value/lower risk opportunities. Section 8.4 has been amended to clarify the process for the financial evaluation of tenders.”</p>	Amend section 8.4 as proposed.
23.	Contract Procedure Rules	11.4; and Authorisation and Acceptance Thresholds	From 1 st January 2021 the UK ceased to use the Official Journal of the European Union (OJEU) which was replaced with the Find a Tender service. References in the Contract Procedure Rules need to be updated accordingly.	Amend section 11.4 and the Authorisation and Acceptance Thresholds as proposed.
24.	Article 7 (Committees, Forums and Working Groups)	Section 7.5 – Terms of Reference of the Pension Fund Committee	The Council is required by the Local Government Pension Scheme Regulations 2013 to operate a Local Pension Board whose function is to ensure compliance with LGPS Regulations and the effective and efficient governance and administration of the pension fund. The Board is not a decision-making body, rather it makes recommendations to the	<p>Amend the terms of reference of the Pension Fund Committee to include “To review and determine the meeting allowance for members of the Local Pension Board.”</p> <p>Amend section 6.1 to increase the allowance for members of the Local Pension Board to £350 per</p>

	<p>Members Allowances Scheme</p>	<p>Section 6 – Independent Member and Co-optees’ Allowance</p>	<p>Pension Fund Committee and if necessary, reports to the Pensions Regulator. Membership of this body must represent all the participating employers, staff and ex-staff who are scheme members. Currently the Barnet Local Pension Board comprises seven representatives: three scheme members, three employers (including one Barnet Councillor) and one independent.</p> <p>The Local Pension Board meets four or five times a year to consider issues affecting the administration, governance and funding of the Pension Fund. Members have strict knowledge and Understanding requirements as set out in the Pension Act 2004 that encompasses LGPS rules, the law relating to pensions, pension fund policy documents etc. To enforce this, members of the Board must complete the Pension Regulator’s online training programme. There are no similar legal requirements for Councillors on the Pension Fund Committee.</p> <p>Board members currently receive an allowance of £127 per meeting as set out on paragraph 6.1 of the Members’ Allowance Scheme. This rate has been unchanged since 2014. This rate is viewed by officers as inadequate to attract and retain skilled representatives particularly in view of the onerous knowledge and understanding requirements. The Pension Board currently has one vacancy and has previously experienced difficulty in recruiting representatives.</p> <p>It is proposed that the meeting allowance for members of the Local Pension Board be increased to £350. No benchmarking is available for other Local Pension Boards, but these fees are modest</p>	<p>meeting.</p>
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		<p>compared with private sector schemes who typically remunerate trustees at rates measured in thousands or tens of thousands per annum. The costs of the Local Pension Board are currently recharged to the Pension Fund and none of the additional costs will fall on the Council's budget.</p> <p>Depending on the level of training undertaken, annual attendance fees will in aggregate be in the range £10,000 to £15,000 for the six members who are eligible.</p>	
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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 Council on 27 July 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".
- 5.4.2 Regulation 106 of the Local Government Pension Regulations 2013 sets out that each administering authority shall establish a Local Pension Board. An administering authority may determine the procures applicable to a Local Pension Board including as to the establishment of sub-committees, formation of joint committees and the payment of expenses. The expenses of the Local Pension Board are to be regarded as part of the costs of the administration of the fund held by the administering authority.

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 2 – Members of the Council (Councillors)

2.1 Composition and eligibility

- (a) **Composition:** The Council will comprise 63 Members, otherwise called Councillors. They will be elected by the voters of each Ward as defined by a scheme drawn up by the Local Government Commission and approved by the Secretary of State.
- (b) **Eligibility:** Only registered voters of the Borough or those living or working there will be eligible to stand for the office of a Councillor.

2.2 Election and terms of office

The regular election of Members is held on the first Thursday in May every four years from 2002. The terms of office of Members will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

2.3 Roles and functions of all Members

(a) **Key roles**

- to participate constructively in the good government of the area;
- Contribute actively to the formation or scrutiny of the council's policies, budget, strategies and service delivery;
- to represent effectively the interests of the Ward for which he/she was elected and deal with their constituents' enquiries and representations.

(b) **Key tasks**

- fulfil the statutory and locally determined requirements of an elected Member of the Council including compliance with all relevant codes of conduct, and participation in those decisions and activities of the Full Council and its committees;
- participate in the area and service-based consultative processes with the community and with other organisations;
- represent the council to the community, and the community to the council, through the various forums available;
- develop and maintain a working knowledge of Barnet's services, activities and other factors which impact upon the community's wellbeing and identity;
- contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area; and

- participate in the activities of any political group of which he/she is a member
- participate in training sessions made available to Members by the Council.

(c) **Access to Information**

- members will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law and officers will keep Ward Members informed of matters relating to their Ward
- Members will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it;
- “confidential” and “exempt” information are defined in the Access to Information Rules set out in Part 2 of this Constitution.

(d) **Special Responsibilities**

Some Members have special responsibilities, additional to those of other Members, including:

- The Leader of a political group;
- Chairman and Vice Chairman of a council committee;
- The Chairman of some other council body;
- The Lead Member for Children’s Services.

(e) **Members’ Rights to Refer Matters to Parent Body**

Unless the matter is urgent three members of a committee or sub-committee may refer a key decision (for definition see below) to Council or parent committee but any such reference must be requested before the decision on the matter is made by the committee. The reasons for the referral must be stated. In making the referral, the committee or sub-committee can make recommendations to Council or parent committee. Non-key decisions, Members’ Items and reports to the Urgency Committee cannot be referred.

The Chairman or three Members of an ~~Area~~ Planning Committee may refer an item to the Strategic Planning Committee for determination by indicating before ~~the vote is taken~~any decision is made on the item that they wish to refer the item and providing reasons for the referral. If there is a proposal to refer any matter to the Planning Committee the referral must take place before ~~voting on the officers’ recommendations commences~~any decisions on the application have been made.

A chairman of an area committee may refer applications to the area committee budget to the Environment Committee. The reasons for the referral must be stated. In making the referral, the chairman can make recommendations to Council or parent committee.

Key Decisions – a key decision is one which will result in the council incurring expenditure or savings of £500,000 or more, or is significant in terms of its effects on communities living or working in an area comprising two or more Wards.

(f) **Members' Items for the Agenda**

A Member (including Members appointed as substitutes by Council) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or Sub-Committee on which s/he serves. The matter must be relevant to the terms of reference of the committee. If the Head of Governance has any doubts about any Members Item for reasons of propriety, he or she may refer it to the Chairman. If the Chairman considers the Members Item to be vexatious, irrelevant, or otherwise improper, the Head of Governance will return it to the Member who submitted it. The Head of Governance will explain to the Member in writing why it will not be included on the agenda circulated for the meeting.

This rule does not apply to planning committee, area planning committees, urgency committee and licensing sub-committees. The referral of a motion from Full Council to a committee will not count as a Member's Item for the purposes of this rule.

The Head of Governance must receive written notice of a Member's Item, at least seven clear working days before the meeting.

The Lead Member for Children's Services is permitted to have one matter only (with no-sub items) on the agenda for a meeting of a Committee, Sub-Committee or Partnership Board on which s/he does not serve when that body is considering an item which relates to children and young people.

A Ward Member will be permitted to have one matter only (with no sub-items) on the agenda for an Area Committee where the Member is submitting a request for CIL funding to an Area Committee Budget relating to their Ward. Members' Items for CIL funding Budget must be submitted 10 clear working days before the meeting. Items received after that time will only be dealt with at the meeting if the Chairman agrees they are urgent.

(g) **Members Rights to Call-in Planning Applications**

Where an application is recommended for approval or refusal, Members have the right to 'call-in' an application ~~which affects their ward~~ for determination by a planning committee. A relevant planning consideration must be identified when calling-in the application.

(h) **Member Requests to Speak at Planning Committees**

Members may address a planning committee on any application, unless they have a pecuniary interest in which case they are precluded. Members should give notice to the Chairman of the meeting of their intention to speak before the start of the meeting. Any Member wishing to address the Committee shall have up to 3 minutes. Members' rights to address planning committees are in addition to the rights of public speakers.

MPs and GLA Members from the borough and MPs, GLA Members and Members from neighbouring boroughs may request to address a planning committee on a matter which affects their constituency or ward. Notice should be given to the Chairman of the meeting before the start of the meeting. Any such Member would be allowed up to 3 minutes.

(i) Members rights to make representations and request to speak at a Licensing Committee or Licensing Sub-Committee

Where the Licensing Committee or a Sub-Committee is conducting the hearing or review of determinations under the Licensing Act of 2003 or the Gambling Act of 2005 the following rules will apply (which link to the provisions in the Members Licensing Code):

a) Where a Member has a pecuniary interest (see section 3.2 of the Members Licensing Code) relating to an application:

- they may not sit on the committee or sub-committee hearing that application;
- they may not make oral representations to the committee or sub-committee either as a Member, or in a private capacity, and they are precluded from making representations on behalf of a party to the hearing.

b) Any Member (including where they have a pecuniary interest) can make a written representation in accordance with the statutory timescales for representations as advertised by the Licensing Team.

c) Any member not precluded by a) and who has submitted a written representation in accordance with b) can make an oral representation at a meeting of the licensing committee or sub-committee must submit their request to the relevant licensing officer X days before the meeting.

(j) Members' rights to attend and speak at committees or sub-committees when they are not a Member of the committee.

Councillors may attend any Council Committee or Sub-Committee, even when they are not appointed to them, but they cannot vote and should sit with members of the public.

Apart from planning committees (see above) and licensing committees councillors may speak at a meeting subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent. Any Councillor wishing to address the Committee or Sub-Committee shall have up to 3 minutes.

The Lead Member for Children's Services has a right to address a Committee, Sub-Committee or Partnership Board for up to three minutes when it is considering matters which relate children and young people, subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent

Members may remain for the private part of any committee meeting.

2.4 **Conduct**

Councillors will at all times observe their Code of Conduct, Members' Planning and Licensing Codes, and the Protocol on Member/Officer Relations set out in this Constitution.

2.5 **Allowances**

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in this Constitution.

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Article 2 – Members of the Council (Councillors)

2.1 Composition and eligibility

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- (b) **Eligibility:** Only registered voters of the Borough or those living or working there will be eligible to stand for the office of a Councillor.

2.2 Election and terms of office

The regular election of Members is held on the first Thursday in May every four years from 2002. The terms of office of Members will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

2.3 Roles and functions of all Members

(a) **Key roles**

- to participate constructively in the good government of the area;
- Contribute actively to the formation or scrutiny of the council's policies, budget, strategies and service delivery;
- to represent effectively the interests of the Ward for which he/she was elected and deal with their constituents' enquiries and representations.

(b) **Key tasks**

- fulfil the statutory and locally determined requirements of an elected Member of the Council including compliance with all relevant codes of conduct, and participation in those decisions and activities of the Full Council and its committees;
- participate in the area and service-based consultative processes with the community and with other organisations;
- represent the council to the community, and the community to the council, through the various forums available;
- develop and maintain a working knowledge of Barnet's services, activities and other factors which impact upon the community's wellbeing and identity;
- contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area; and

- participate in the activities of any political group of which he/she is a member
- participate in training sessions made available to Members by the Council.

(c) **Access to Information**

- members will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law and officers will keep Ward Members informed of matters relating to their Ward
- Members will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it;
- “confidential” and “exempt” information are defined in the Access to Information Rules set out in Part 2 of this Constitution.

(d) **Special Responsibilities**

Some Members have special responsibilities, additional to those of other Members, including:

- The Leader of a political group;
- Chairman and Vice Chairman of a council committee;
- The Chairman of some other council body;
- The Lead Member for Children’s Services.

(e) **Members’ Rights to Refer Matters to Parent Body**

Unless the matter is urgent three members of a committee or sub-committee may refer a key decision (for definition see below) to Council or parent committee but any such reference must be requested before the decision on the matter is made by the committee. The reasons for the referral must be stated. In making the referral, the committee or sub-committee can make recommendations to Council or parent committee. Non-key decisions, Members’ Items and reports to the Urgency Committee cannot be referred.

The Chairman or three Members of a Planning Committee may refer an item to the Strategic Planning Committee for determination by indicating before any decision is made on the item that they wish to refer the item and providing reasons for the referral. If there is a proposal to refer any matter to the Planning Committee the referral must take place before any decisions on the application have been made.

A chairman of an area committee may refer applications to the area committee budget to the Environment Committee. The reasons for the referral must be stated. In making the referral, the chairman can make recommendations to Council or parent committee.

Key Decisions – a key decision is one which will result in the council incurring expenditure or savings of £500,000 or more, or is significant in terms of its effects on communities living or working in an area comprising two or more Wards.

(f) **Members' Items for the Agenda**

A Member (including Members appointed as substitutes by Council) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or Sub-Committee on which s/he serves. The matter must be relevant to the terms of reference of the committee. If the Head of Governance has any doubts about any Members Item for reasons of propriety, he or she may refer it to the Chairman. If the Chairman considers the Members Item to be vexatious, irrelevant, or otherwise improper, the Head of Governance will return it to the Member who submitted it. The Head of Governance will explain to the Member in writing why it will not be included on the agenda circulated for the meeting.

This rule does not apply to planning committee, area planning committees, urgency committee and licensing sub-committees. The referral of a motion from Full Council to a committee will not count as a Member's Item for the purposes of this rule.

The Head of Governance must receive written notice of a Member's Item, at least seven clear working days before the meeting.

The Lead Member for Children's Services is permitted to have one matter only (with no-sub items) on the agenda for a meeting of a Committee, Sub-Committee or Partnership Board on which s/he does not serve when that body is considering an item which relates to children and young people.

A Ward Member will be permitted to have one matter only (with no sub-items) on the agenda for an Area Committee where the Member is submitting a request for CIL funding to an Area Committee Budget relating to their Ward. Members' Items for CIL funding Budget must be submitted 10 clear working days before the meeting. Items received after that time will only be dealt with at the meeting if the Chairman agrees they are urgent.

(g) **Members Rights to Call-in Planning Applications**

Where an application is recommended for approval or refusal, Members have the right to 'call-in' an application for determination by a planning committee. A relevant planning consideration must be identified when calling-in the application.

(h) **Member Requests to Speak at Planning Committees**

Members may address a planning committee on any application, unless they have a pecuniary interest in which case they are precluded. Members should give notice to the Chairman of the meeting of their intention to speak before the start of the meeting. Any Member wishing to address the Committee shall have up to 3 minutes. Members' rights to address planning committees are in addition to the rights of public speakers.

MPs and GLA Members from the borough and MPs, GLA Members and Members from neighbouring boroughs may request to address a planning committee on a matter which affects their constituency or ward. Notice should be given to the Chairman of the meeting before the start of the meeting. Any such Member would be allowed up to 3 minutes.

(i) **Members rights to make representations and request to speak at a Licensing Committee or Licensing Sub-Committee**

Where the Licensing Committee or a Sub-Committee is conducting the hearing or review of determinations under the Licensing Act of 2003 or the Gambling Act of 2005 the following rules will apply (which link to the provisions in the Members Licensing Code):

- a) Where a Member has a pecuniary interest (see section 3.2 of the Members Licensing Code) relating to an application:
 - they may not sit on the committee or sub-committee hearing that application;
 - they may not make oral representations to the committee or sub-committee either as a Member, or in a private capacity, and they are precluded from making representations on behalf of a party to the hearing.
- b) Any Member (including where they have a pecuniary interest) can make a written representation in accordance with the statutory timescales for representations as advertised by the Licensing Team.
- c) Any member not precluded by a) and who has submitted a written representation in accordance with b) can make an oral representation at a meeting of the licensing committee or sub-committee must submit their request to the relevant licensing officer X days before the meeting.

(j) **Members' rights to attend and speak at committees or sub-committees when they are not a Member of the committee.**

Councillors may attend any Council Committee or Sub-Committee, even when they are not appointed to them, but they cannot vote and should sit with members of the public.

Apart from planning committees (see above) and licensing committees councillors may speak at a meeting subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent. Any Councillor wishing to address the Committee or Sub-Committee shall have up to 3 minutes.

The Lead Member for Children's Services has a right to address a Committee, Sub-Committee or Partnership Board for up to three minutes when it is considering matters which relate children and young people, subject to giving notice to the Chairman of the meeting before the start of the meeting and the Chairman giving his or her consent

Members may remain for the private part of any committee meeting.

2.4 Conduct

Councillors will at all times observe their Code of Conduct, Members' Planning and Licensing Codes, and the Protocol on Member/Officer Relations set out in this Constitution.

2.5 Allowances

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in this Constitution.

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Article 9 – Chief Officers

9.1 Management Structure

- (a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions. Apart from those officers referred to in (b) immediately below, all officers are appointed by the Chief Executive.
- (b) **Chief Officers.** Members will appoint staff for the following posts, who will be designated Chief Officers:

Chief Executive (Head of Paid Service)
Deputy Chief Executive
Executive Director Children and Young People
Executive Director Adults, Communities and Health
Executive Director Environment
Director of Resources (Chief Finance Officer / Section 151 Officer)
~~Executive~~ Director ~~of~~ Assurance
Director of Public Health and Prevention

Delegated Authority to Chief Executive and Chief Officers

(i) Chief Officers (Deputy Chief Executive, Executive Directors for Adults, ~~Assurance,~~ Children and Environment, ~~and~~ Director of Resources ~~and Director of Assurance~~) have the following delegated powers in respect of all matters which are not key decisions (as defined in Article 2) and not reserved for decision by the Council or by a Committee of the Council:

(a) to make decisions and approve expenditure relating to their functions and the functions of their Department, where necessary in accordance with (b) and (c) below, and providing (1) that the sum expended is within the approved budget for the Department and/or relevant portfolio, and (2) the amount in relation to any single matter does not exceed £189,330.

(b) to determine employment matters relating to staff including all changes to staffing structures. This power will not include changes to terms and conditions of employment or additional payments to any individual member of staff above £100K.

(c) to approve tender strategies and award contracts in accordance with the Council's Contract Procedure Rules within Part 2 of the Constitution.

(d) the Chief Executive has all the above delegated authority and as may be necessary, determine which Department discharges any particular Council function if this is not clear.

Discretion to Refer Matters to Members: Where a Chief Officer believes that a matter that is within their delegated authority is significant or sensitive they have the discretion to refer it to Members for decision.

(ii) These powers may be delegated further under a Scheme of Delegation and powers are also delegated to all officers in accordance with their job description and department budget.

(iii) Officers should ensure that delegated powers are exercised in accordance with relevant Council policies and procedures and all decisions with a value of £50,000 or more made by officers under delegated powers should be listed in writing and a copy of the list for each Department produced to the Chief Executive and the Leader on the 30th September and 31st March of each year.

(iv) The Chief Executive and Chief Officers may exercise voting rights at general meetings of companies of which the Council is a member or by written resolution and may take any necessary action to protect, safeguard and effectively manage the Council's interest in such companies.

(c) Statutory Officers

The Council will designate the following posts as shown:

Post	Statutory Designation
Chief Executive	Head of Paid Service
Monitoring Officer	Monitoring Officer
Director of Resources	Chief Finance Officer / Section 151 Officer
Executive Director, Children and Young People	Director of Children's Services
Executive Director, Adults Communities and Health	Director for Adult Social Services
Director of Public Health and Prevention	Director of Public Health

(d) Statutory Officers

The Council will appoint officers to the following statutory posts:

- Electoral Registration Officer
- Registrar for Births Deaths and Marriages
- Data Protection Officer
- Local Authority Designated Officer (LADO)
- Chief Internal Auditor
- Virtual Headteacher

9.2 Functions of Head of Paid Service

- (a) **Discharge of functions by the Council.** The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restriction of functions.** The Head of Paid Service may not be the Monitoring Officer, but may hold the post of Chief Finance Officer if a qualified accountant.
- (c) The Head of Paid Service has authority over all other chief officers so far as is necessary for efficient management and for carrying out the Council's functions.

9.3 Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** The Monitoring Officer, assisted by the Head of Governance will maintain an up-to-date version of the Constitution and will ensure that it is available for consultation by Members, officers and the public.
- (b) **Ensuring lawfulness and fairness of decision-making.** After consulting with the Head of Paid Service, the Monitoring Officer will report to the Full Council if s/he considers that any proposal, decision or omission which is referred by Harrow and Barnet Public Law or which is otherwise notified to him/her, would give rise to unlawfulness or if any decision or omission so referred would give rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Ensuring lawfulness and fairness of council operating procedures.** After consulting with the Head of Governance and the relevant senior line manager the Monitoring Officer will report to the Head of Paid Service any council process or procedure which s/he considers would give rise to unlawfulness or if any such process or procedure would give rise to maladministration.
- (d) **Attending Full Council and Policy & Resources Committee.** As Monitoring Officer attending and advising at Full Council and Policy & Resources Committee.
- (e) **Supporting the Constitution and General Purposes Committee.** The Monitoring Officer, assisted by the Head of Governance, will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution & General Purposes Committee.
- (f) **Conducting investigations.** The Monitoring Officer will conduct or appoint Officers or others to conduct investigations into allegations of breach of the Member Code of Conduct. Then s/he or they will make reports and recommendations in respect of such allegations in accordance with the procedure for handling complaints against Members.
- (g) **Providing legal advice.** The Monitoring Officer will provide advice to Members, Chief Executive, Chief and Senior Officers as may be requested or necessary

to discharge the statutory duties of the Monitoring Officer and covering inter alia the scope of powers and authority to take decisions and maladministration.

- (i) **Register of Members Interests.** The Monitoring Officer, assisted by the Head of Governance, will keep and maintain the Register of Members Interests and ensure its availability to the public.

9.4 Functions of the Chief Finance Officer / Section 151 Officer

- (a) **Ensuring lawfulness and financial prudence of decision-making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council and the council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the council is about to enter an item of account unlawfully.
- (b) **Estimates and resources.** In accordance with the Local Government Act 2003 to advise on robustness of estimates and level of resources.
- (c) **Administration of financial affairs.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the council.
- (d) **Providing financial advice.** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- (e) **Give financial information.** The Chief Finance Officer will provide financial information to the media, members of the public and the community.
- (f) **Pensions governance.** The Chief Finance Officer will provide support to the Pension Fund Committee and Local Pension Board.
- (g) **Debt Management.** The Chief Finance Officer will in consultation with HB Public Law write off debt amounts up to and including £5,000

9.5 Functions of the Director of Children's Services

- (a) The Council as a children's services authority is required by the Children Act 2004 to appoint an officer to be known as the Director of Children's Services. The Executive Director, Children and Young People will fulfil the role of the Director of Children's Services.
- (b) The Director of Children's Services is responsible for the delivery of the Council's education and social services functions for children, and any health functions for children delegated to the Council by an NHS body and as required by the Children Act 2004.

9.6 Functions of the Director of Adult Social Services

- (a) The Executive Director, Adults Communities and Health will fulfil the role of the Director for Adult Social Services as required by the Local Authority Health Social Services Act 1970, as amended by the Children Act 2004.
- (b) The Strategic Director, Adults Communities and Health is responsible for the delivery of the Council's social services functions, other than those for which the Council's Director of Children's Services is responsible under the Children Act 2004.

9.7 Functions of the Director of Public Health (DPH)

- (a) The DPH is responsible for writing the Annual Report on the health of the local population.
- (b) The DPH is responsible for all of the local authority's duties to take steps to improve public health.
- (c) The DPH is responsible for exercising the local authority's functions in planning for, and responding to, emergencies that present a risk to public health.
- (d) The DPH is responsible for exercising the local authority's role in co-operating with the Police, the Probation Service and the Prison Service to assess the risks posed by violent or sexual offenders.
- (e) The DPH is responsible for the local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications.
- (f) The DPH is responsible for exercising the local authority's duties to ensure plans are in place to protect their population including through screening and immunisation.

9.8 Duty to provide sufficient resources to the Monitoring Officer and Chief Finance Officer

The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their reasonable opinion sufficient to allow their duties to be performed.

9.9 Conduct

Officers will comply with the Officers' Code of Conduct and the Protocol on Member/Officer Relations set out in this Constitution.

9.10 Employment

The recruitment, selection and dismissal of officers will comply with the Human Resources (HR) Regulations.

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Article 9 – Chief Officers

9.1 Management Structure

- (a) **General.** The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions. Apart from those officers referred to in (b) immediately below, all officers are appointed by the Chief Executive.
- (b) **Chief Officers.** Members will appoint staff for the following posts, who will be designated Chief Officers:

Chief Executive (Head of Paid Service)
Deputy Chief Executive
Executive Director Children and Young People
Executive Director Adults, Communities and Health
Executive Director Environment
Director of Resources (Chief Finance Officer / Section 151 Officer)
Executive Director Assurance
Director of Public Health and Prevention

Delegated Authority to Chief Executive and Chief Officers

(i) Chief Officers (Deputy Chief Executive, Executive Directors for Adults, Assurance, Children and Environment and Director of Resources) have the following delegated powers in respect of all matters which are not key decisions (as defined in Article 2) and not reserved for decision by the Council or by a Committee of the Council:

(a) to make decisions and approve expenditure relating to their functions and the functions of their Department, where necessary in accordance with (b) and (c) below, and providing (1) that the sum expended is within the approved budget for the Department and/or relevant portfolio, and (2) the amount in relation to any single matter does not exceed £189,330.

(b) to determine employment matters relating to staff including all changes to staffing structures. This power will not include changes to terms and conditions of employment or additional payments to any individual member of staff above £100K.

(c) to approve tender strategies and award contracts in accordance with the Council's Contract Procedure Rules within Part 2 of the Constitution.

(d) the Chief Executive has all the above delegated authority and as may be necessary, determine which Department discharges any particular Council function if this is not clear.

Discretion to Refer Matters to Members: Where a Chief Officer believes that a matter that is within their delegated authority is significant or sensitive they have the discretion to refer it to Members for decision.

(ii) These powers may be delegated further under a Scheme of Delegation and powers are also delegated to all officers in accordance with their job description and department budget.

(iii) Officers should ensure that delegated powers are exercised in accordance with relevant Council policies and procedures and all decisions with a value of £50,000 or more made by officers under delegated powers should be listed in writing and a copy of the list for each Department produced to the Chief Executive and the Leader on the 30th September and 31st March of each year.

(iv) The Chief Executive and Chief Officers may exercise voting rights at general meetings of companies of which the Council is a member or by written resolution and may take any necessary action to protect, safeguard and effectively manage the Council's interest in such companies.

(c) Statutory Officers

The Council will designate the following posts as shown:

Post	Statutory Designation
Chief Executive	Head of Paid Service
Monitoring Officer	Monitoring Officer
Director of Resources	Chief Finance Officer / Section 151 Officer
Executive Director, Children and Young People	Director of Children's Services
Executive Director, Adults Communities and Health	Director for Adult Social Services
Director of Public Health and Prevention	Director of Public Health

(d) Statutory Officers

The Council will appoint officers to the following statutory posts:

- Electoral Registration Officer
- Registrar for Births Deaths and Marriages
- Data Protection Officer
- Local Authority Designated Officer (LADO)
- Chief Internal Auditor
- Virtual Headteacher

9.2 Functions of Head of Paid Service

- (a) **Discharge of functions by the Council.** The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restriction of functions.** The Head of Paid Service may not be the Monitoring Officer, but may hold the post of Chief Finance Officer if a qualified accountant.
- (c) The Head of Paid Service has authority over all other chief officers so far as is necessary for efficient management and for carrying out the Council's functions.

9.3 Functions of the Monitoring Officer

- (a) **Maintaining the Constitution.** The Monitoring Officer, assisted by the Head of Governance will maintain an up-to-date version of the Constitution and will ensure that it is available for consultation by Members, officers and the public.
- (b) **Ensuring lawfulness and fairness of decision-making.** After consulting with the Head of Paid Service, the Monitoring Officer will report to the Full Council if s/he considers that any proposal, decision or omission which is referred by Harrow and Barnet Public Law or which is otherwise notified to him/her, would give rise to unlawfulness or if any decision or omission so referred would give rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Ensuring lawfulness and fairness of council operating procedures.** After consulting with the Head of Governance and the relevant senior line manager the Monitoring Officer will report to the Head of Paid Service any council process or procedure which s/he considers would give rise to unlawfulness or if any such process or procedure would give rise to maladministration.
- (d) **Attending Full Council and Policy & Resources Committee.** As Monitoring Officer attending and advising at Full Council and Policy & Resources Committee.
- (e) **Supporting the Constitution and General Purposes Committee.** The Monitoring Officer, assisted by the Head of Governance, will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Constitution & General Purposes Committee.
- (f) **Conducting investigations.** The Monitoring Officer will conduct or appoint Officers or others to conduct investigations into allegations of breach of the Member Code of Conduct. Then s/he or they will make reports and recommendations in respect of such allegations in accordance with the procedure for handling complaints against Members.
- (g) **Providing legal advice.** The Monitoring Officer will provide advice to Members, Chief Executive, Chief and Senior Officers as may be requested or necessary

to discharge the statutory duties of the Monitoring Officer and covering inter alia the scope of powers and authority to take decisions and maladministration.

- (i) **Register of Members Interests.** The Monitoring Officer, assisted by the Head of Governance, will keep and maintain the Register of Members Interests and ensure its availability to the public.

9.4 Functions of the Chief Finance Officer / Section 151 Officer

- (a) **Ensuring lawfulness and financial prudence of decision-making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council and the council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the council is about to enter an item of account unlawfully.
- (b) **Estimates and resources.** In accordance with the Local Government Act 2003 to advise on robustness of estimates and level of resources.
- (c) **Administration of financial affairs.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the council.
- (d) **Providing financial advice.** The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- (e) **Give financial information.** The Chief Finance Officer will provide financial information to the media, members of the public and the community.
- (f) **Pensions governance.** The Chief Finance Officer will provide support to the Pension Fund Committee and Local Pension Board.
- (g) **Debt Management.** The Chief Finance Officer will in consultation with HB Public Law write off debt amounts up to and including £5,000

9.5 Functions of the Director of Children's Services

- (a) The Council as a children's services authority is required by the Children Act 2004 to appoint an officer to be known as the Director of Children's Services. The Executive Director, Children and Young People will fulfil the role of the Director of Children's Services.
- (b) The Director of Children's Services is responsible for the delivery of the Council's education and social services functions for children, and any health functions for children delegated to the Council by an NHS body and as required by the Children Act 2004.

9.6 Functions of the Director of Adult Social Services

- (a) The Executive Director, Adults Communities and Health will fulfil the role of the Director for Adult Social Services as required by the Local Authority Health Social Services Act 1970, as amended by the Children Act 2004.
- (b) The Strategic Director, Adults Communities and Health is responsible for the delivery of the Council's social services functions, other than those for which the Council's Director of Children's Services is responsible under the Children Act 2004.

9.7 Functions of the Director of Public Health (DPH)

- (a) The DPH is responsible for writing the Annual Report on the health of the local population.
- (b) The DPH is responsible for all of the local authority's duties to take steps to improve public health.
- (c) The DPH is responsible for exercising the local authority's functions in planning for, and responding to, emergencies that present a risk to public health.
- (d) The DPH is responsible for exercising the local authority's role in co-operating with the Police, the Probation Service and the Prison Service to assess the risks posed by violent or sexual offenders.
- (e) The DPH is responsible for the local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications.
- (f) The DPH is responsible for exercising the local authority's duties to ensure plans are in place to protect their population including through screening and immunisation.

9.8 Duty to provide sufficient resources to the Monitoring Officer and Chief Finance Officer

The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their reasonable opinion sufficient to allow their duties to be performed.

9.9 Conduct

Officers will comply with the Officers' Code of Conduct and the Protocol on Member/Officer Relations set out in this Constitution.

9.10 Employment

The recruitment, selection and dismissal of officers will comply with the Human Resources (HR) Regulations.

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Article 11 – Finance, Contracts, and Legal Matters

11.1 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations set out in the Constitution.

11.2 Contracts

Every contract made by the Council will comply with the Contract Procedure Rules set out in the Constitution.

11.3 Legal Proceedings

The Executive Director of Assurance is authorised to institute, defend or participate in any legal proceedings and take all necessary steps in any case where such action is necessary to give effect to decisions of the Council or in any case where the Monitoring Officer considers that such action is necessary to protect the Council's interests.

The Council operates a joint legal service with Harrow Council. It has resolved to delegate the exercise of its legal functions to the London Borough of Harrow under Section 101 of the Local Government Act 1972 and of the Local Government (Arrangement for the Discharge of Functions) (England) Regulations 2000.

Its functions and delegated powers include responsibility for the following functions:

Acting as Solicitor to the Council and to institute, conduct and, where appropriate, defend and settle criminal and civil legal proceedings and claims concerning the Council's responsibilities and interests except in relation to those covered by the Council's insurance policies. Authorising staff to appear in court
Taking any action in order to protect the interests of the Council or of any person or property to whom, or for which, the Council has responsibility or in order to give legal effect to any decision or action properly taken by the Council or a Committee or person on behalf of the Council.
Lodging appeals against any adverse finding against the Council in any tribunal or court.
Signing any documentation to give effect to any resolution of the Council in any tribunal or court.
Signing any document necessary to give effect to any resolution of the Council, or any Committee or Sub-Committee.

11.4 Authentication of Documents

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Director of Assurance or Monitoring Officer or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.

Any contract with a value exceeding £189,330 and made under the Common Seal of the Council shall be attested by at least two duly authorised officers in accordance with paragraph 11.5.

11.5 Common Seal of the Council

The Common Seal of the Corporation shall be kept in a safe place by the Records Officer.

Sealing and Execution of Documents

The Chief Executive, ~~Executive~~ Director of Assurance, Monitoring Officer or the Head of Governance or another officer authorised in writing by any of the aforesaid shall have authority:-

1. To affix the Common Seal and execute under Seal any deed or document subject to at least two of the above named Officers of the Council (or their duly authorised deputies) being present and being signatories.
2. The Officers of the Council referred to above (or their duly authorised deputies) shall have authority to execute any deed or document not required by law to be under seal which is necessary to effect the decisions of the Council.

Officer Interests

Where it becomes apparent to an Officer involved in the sealing or execution of documents, that they have a personal interest in a matter to which the document relates, a declaration of the existence and nature of that interest should be made as soon as possible.

Record of Sealing of Documents

An entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made by the Head of Governance (or duly authorised deputy) in a book or electronic record to be provided for the purpose.

Article 11 – Finance, Contracts, and Legal Matters

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Its functions and delegated powers include responsibility for the following functions:

Acting as Solicitor to the Council and to institute, conduct and, where appropriate, defend and settle criminal and civil legal proceedings and claims concerning the Council's responsibilities and interests except in relation to those covered by the Council's insurance policies. Authorising staff to appear in court
Taking any action in order to protect the interests of the Council or of any person or property to whom, or for which, the Council has responsibility or in order to give legal effect to any decision or action properly taken by the Council or a Committee or person on behalf of the Council.
Lodging appeals against any adverse finding against the Council in any tribunal or court.
Signing any documentation to give effect to any resolution of the Council in any tribunal or court.
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Article 10 – Decision Making

10.1 Principles of decision making

All decisions of the Council will be made in accordance with the following principles:

- (a) proportionality / the action to be proportionate to the desired outcome;
- (b) due consultation and the taking of professional advice from officers;
- (c) respect for human rights and equalities;
- (d) presumption in favour of openness and transparency;
- (e) clarity of aims and desired outcomes
- (f) consideration of any alternative options;
- (g) the giving of reasons for the decision and the recording of reasons.

10.2 Decision making by Full Council

Decisions reserved to Full Council are set out in Article 4. The Council meeting will follow the Full Council Procedure Rules in Part 2 of the Constitution when considering any matter.

10.3 Decision making by Committees

Apart from matters reserved to Full Council, committees and sub-committees will be responsible under their terms of reference for all decisions which are key (as defined in Article 2). All Theme Committee reports (Policy & Resources; Children, Education, Libraries & Safeguarding; Adults & Safeguarding; Environment; Housing & Growth; Community Leadership) will be in the name of the Chairman and approved by him/her and all reports for all committees will be cleared by the Chairman other than Planning and Licensing Sub-Committees.

10.4 Decision making by Chief Officers jointly with Theme Committee Chairmen

Chief Officers in consultation with Theme Committee Chairmen (Policy & Resources; Children, Education & Safeguarding; Adults & Safeguarding; Environment; Housing & Growth; Community Leadership and Libraries) have delegated authority to make decisions which are not key decisions and which have a value between £189,330 and £500,000. A written report will be prepared for every decision.

10.5 Decision making by Chief Officers

Chief Officers have delegated authority to make decisions in accordance with the powers delegated (see Article 9) and other Officers under the Schemes of Delegation maintained by Chief Officers and published on the council's website. A written report is not necessary (except for decisions which (i) grant a permission or licence; (ii) affect the rights of an individual; or (iii) award a contract or incur expenditure which, in either case, materially affects that

relevant local government body's financial position) but the Chief Officer will maintain a list of all decisions over £50,000 as required under Article 9.

10.6 Decision making by Council bodies acting as tribunals

The Council, a councillor or an officer acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

10.7 Urgent Decisions

If a decision on an issue is required as a matter of urgency an Urgency Committee comprising of the Leader, the Deputy Leader, and the Leader of the Opposition will be called. The Chairman of the relevant Committee should be consulted.

Reports to committees marked as urgent are exempt from referral to Council or parent committee (see Article 2, Section 2.3 (e)). Reports to committees marked as urgent are exempt from referral to Council or parent committee (see Article 2, Section 2.3 (e)). Where a report is marked as urgent, the reason for urgency must be clearly stated in the body of the report and consultation must occur with the Chairman in the case of a committee report, or the relevant Chief Officer in the case of a delegated powers report.

10.8 Key Decisions

A key decision is one which will result in the council incurring expenditure or savings of £500,000 or more, or is significant in terms of its effects on communities living or working in an area comprising two or more Wards.

10.9 Emergency Decisions

The Chief Executive or relevant Chief Officer is empowered on behalf and in the name of the Council to take decisions in exceptional circumstances on emergency matters which would normally require a committee decision where it is not possible to convene a meeting of a committee provided that:

1. The Leader, or in his/her absence, the Deputy Leader are consulted on the reasons for it being an emergency matter;
2. In respect of matters falling within the terms of reference of a committee: the Chief executive or relevant Chief Officer will consult with the Chairman, or in his/her absence, the Vice-Chairman; and a report on the decision will be reported to the next meeting of the committee.

10.10 Decisions relating to Property

(See Table A below) Where the Council is required by law to sell or let or otherwise dispose of its property no decision is required to authorise the transaction.

10.11 Decisions relating to Procurement

(See Table B below).

TABLE A – Land and Property Transactions Authorisation Delegated Powers¹

	Authorisation Level²	Acquisitions	Lease in	Lease out for Rent or Consideration	Licences, Easements and Consents	Compensations, Settlements and Covenants	Disposals	Compulsory transaction
A	<i>Less than £189,330</i>	<i>Approved Officer</i>	<i>Full DPR – Deputy Chief Executive (unless a Less Than Best transaction, which must be reported to Housing and Growth Committee)</i>	<i>Approved Officer</i>				
B	<i>£189,330 to £500,000</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>		<i>As B</i>
C	<i>More than £500,000 (Key Decision)</i>	<i>Report to Housing and Growth Committee</i>	<i>As C</i>					
D	<i>'Non-Value' Variations post Authorisation</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision – Deputy Chief Executive Report to next Housing and Growth Committee</i>	<i>As A above</i>				

¹ This Table applies to Land and Building activity NOT included in the approved Annual Work Plan

² These values may be either Capital or Annualised Income/Expenditure

Table B – Authorisation and Acceptance Thresholds

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	Under £10,000	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Reasonable means of selection * and evidence of having sourced and considered the local Barnet supplier market	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Must move to next threshold if £10,000 or above	Under £10k Audit Form	Purchase Order
B	£10,000 - £24,999	Council Officer as designated by approved Scheme of Delegation Chief Officer Decision; or Procurement Forward Plan	Chief Officer Decision Report; <u>or</u> Procurement Forward Plan	Minimum 2 written Competitive Quotations sought**	Council Officer as designated by approved Scheme of Delegation	Chief Officer Decision Report	Must move to next threshold if £25,000 or above	Chief Officer Decision Report	Purchase Order
C	£25,000 - £189,329	Council Officer as designated by approved Scheme of Delegation Chief Officer Decision; or Procurement Forward Plan	Chief Officer Decision Report; <u>or</u> Procurement Forward Plan	Minimum 2 written quotations No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Chief Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Chief Officer Decision Report	Signed Contract Contract Award Notice
D	£189,330 - £500,000	Delegated Powers Report; or Procurement Forward Plan	Chief Officer in Consultation with Theme Committee Chairman Delegated Powers Report; <u>or</u>	Services/Goods – OJEU Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within Budget: Chief Officer in	Signed and sealed contract Contract Award Notice

			Procurement Forward Plan					Consultation with Theme Committee Chairman Delegated Powers Report	
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	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
E	£500,000 and above	Relevant Theme Committee Report; or Procurement Forward Plan	Committee Report; or For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan ; Value between £500,000 and up to £1 million – Chief Officer in consultation with Theme Committee Chairman Delegated Powers Report; and Decisions more than £1 million subject to authorisation by	Competitive quotation for works contracts for values £500,000 to £4,733,252 Works and Concession Contracts: Full OJEU Tender above £4,733,252 Goods: Full OJEU Tender Services: Full OJEU Tender Health, educational, cultural and social car related services: Light Touch Regime Tender above £633,540	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: Theme Committee Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: Committee Report	Signed and sealed contract Contract Award Notice

Article 10 - Decision Making

April 2021

			appropriate theme committee.						
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Article 10 – Decision Making

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All decisions of the Council will be made in accordance with the following principles:

- (a) proportionality / the action to be proportionate to the desired outcome;
- (b) due consultation and the taking of professional advice from officers;
- (c) respect for human rights and equalities;
- (d) presumption in favour of openness and transparency;
- (e) clarity of aims and desired outcomes
- (f) consideration of any alternative options;
- (g) the giving of reasons for the decision and the recording of reasons.

10.2 Decision making by Full Council

Decisions reserved to Full Council are set out in Article 4. The Council meeting will follow the Full Council Procedure Rules in Part 2 of the Constitution when considering any matter.

10.3 Decision making by Committees

Apart from matters reserved to Full Council, committees and sub-committees will be responsible under their terms of reference for all decisions which are key (as defined in Article 2). All Theme Committee reports (Policy & Resources; Children, Education, Libraries & Safeguarding; Adults & Safeguarding; Environment; Housing & Growth; Community Leadership) will be in the name of the Chairman and approved by him/her and all reports for all committees will be cleared by the Chairman other than Planning and Licensing Sub-Committees.

10.4 Decision making by Chief Officers jointly with Theme Committee Chairmen

Chief Officers in consultation with Theme Committee Chairmen (Policy & Resources; Children, Education & Safeguarding; Adults & Safeguarding; Environment; Housing & Growth; Community Leadership and Libraries) have delegated authority to make decisions which are not key decisions and which have a value between £189,330 and £500,000. A written report will be prepared for every decision.

10.5 Decision making by Chief Officers

Chief Officers have delegated authority to make decisions in accordance with the powers delegated (see Article 9) and other Officers under the Schemes of Delegation maintained by Chief Officers and published on the council's website. A written report is not necessary (except for decisions which (i) grant a permission or licence; (ii) affect the rights of an individual; or (iii) award a contract or incur expenditure which, in either case, materially affects that

relevant local government body's financial position) but the Chief Officer will maintain a list of all decisions over £50,000 as required under Article 9.

10.6 Decision making by Council bodies acting as tribunals

The Council, a councillor or an officer acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

10.7 Urgent Decisions

If a decision on an issue is required as a matter of urgency an Urgency Committee comprising of the Leader, the Deputy Leader, and the Leader of the Opposition will be called. The Chairman of the relevant Committee should be consulted.

Reports to committees marked as urgent are exempt from referral to Council or parent committee (see Article 2, Section 2.3 (e)). Reports to committees marked as urgent are exempt from referral to Council or parent committee (see Article 2, Section 2.3 (e)). Where a report is marked as urgent, the reason for urgency must be clearly stated in the body of the report and consultation must occur with the Chairman in the case of a committee report, or the relevant Chief Officer in the case of a delegated powers report.

10.8 Key Decisions

A key decision is one which will result in the council incurring expenditure or savings of £500,000 or more, or is significant in terms of its effects on communities living or working in an area comprising two or more Wards.

10.9 Emergency Decisions

The Chief Executive or relevant Chief Officer is empowered on behalf and in the name of the Council to take decisions in exceptional circumstances on emergency matters which would normally require a committee decision where it is not possible to convene a meeting of a committee provided that:

1. The Leader, or in his/her absence, the Deputy Leader are consulted on the reasons for it being an emergency matter;
2. In respect of matters falling within the terms of reference of a committee: the Chief executive or relevant Chief Officer will consult with the Chairman, or in his/her absence, the Vice-Chairman; and a report on the decision will be reported to the next meeting of the committee.

10.10 Decisions relating to Property

(See Table A below) Where the Council is required by law to sell or let or otherwise dispose of its property no decision is required to authorise the transaction.

10.11 Decisions relating to Procurement

(See Table B below).

TABLE A – Land and Property Transactions Authorisation Delegated Powers¹

	Authorisation Level²	Acquisitions	Lease in	Lease out for Rent or Consideration	Licences, Easements and Consents	Compensations, Settlements and Covenants	Disposals	Compulsory transaction
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B	<i>£189,330 to £500,000</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>	<i>Full DPR – Deputy Chief Executive in consultation with Theme Committee Chairman</i>		<i>As B</i>
C	<i>More than £500,000 (Key Decision)</i>	<i>Report to Housing and Growth Committee</i>	<i>As C</i>					
D	<i>'Non-Value' Variations post Authorisation</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision – Deputy Chief Executive Report to next Housing and Growth Committee</i>	<i>As A above</i>				

¹ This Table applies to Land and Building activity NOT included in the approved Annual Work Plan

² These values may be either Capital or Annualised Income/Expenditure

Table B – Authorisation and Acceptance Thresholds

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	Under £10,000	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Reasonable means of selection * and evidence of having sourced and considered the local Barnet supplier market	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Must move to next threshold if £10,000 or above	Under £10k Audit Form	Purchase Order
B	£10,000 - £24,999	Chief Officer Decision; or Procurement Forward Plan	Chief Officer Decision Report; or Procurement Forward Plan	Minimum 2 written Competitive Quotations sought**	Council Officer as designated by approved Scheme of Delegation	Chief Officer Decision Report	Must move to next threshold if £25,000 or above	Chief Officer Decision Report	Purchase Order
C	£25,000 - £189,329	Chief Officer Decision; or Procurement Forward Plan	Chief Officer Decision Report; or Procurement Forward Plan	Minimum 2 written quotations No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Chief Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Chief Officer Decision Report	Signed Contract Contract Award Notice
D	£189,330 - £500,000	Delegated Powers Report; or Procurement Forward Plan	Chief Officer in Consultation with Theme Committee Chairman Delegated Powers Report; or Procurement Forward Plan	Services/Goods – OJEU Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within Budget: Chief Officer in Consultation with Theme Committee Chairman Delegated Powers Report	Signed and sealed contract Contract Award Notice

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
E	£500,000 and above	Relevant Theme Committee Report; or Procurement Forward Plan	Committee Report; or For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan	Competitive quotation for works contracts for values £500,000 to £4,733,252 Works and Concession Contracts: Full OJEU Tender above £4,733,252 Goods: Full OJEU Tender Services: Full OJEU Tender Health, educational, cultural and social care related services: Light Touch Regime Tender above £633,540	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: Theme Committee Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: Committee Report	Signed and sealed contract Contract Award Notice

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 as indicated by the Chairmen of the relevant committees in consultation with the Leader. If this is not clear there is no indication from the committee chairmen, 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
Policy and Resources Committee	<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; Housing & Growth Committee; Children, Education & Safeguarding Committee; Community Leadership & Libraries Committee; or Environment Committee</p> <p>(c) the council's major strategic contracts (Customer Support Group, Development and Regulatory Services, The Barnet Group Ltd (Barnet Homes) and HB Public Law) 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>10</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 (including Barnet Education & Learning Service).</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 (including The The Barnet Group Ltd (Your Choice Barnet) performance) 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, littering, fly-tipping, fly-posting, graffiti, 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>
<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</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<p>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 (excluding The Barnet Group Ltd (Barnet Homes) performance) and risk on the services under the remit of the Committee.</p>	
<p>Community Leadership & Libraries Committee</p>	<p>(1) Responsibility for libraries, culture, civic events, the mayoralty, voluntary, community and faith sector strategy and engagement, community safety, environmental crime (excluding littering, fly-tipping, fly-posting and graffiti), registration and nationality service, food security and Covid-19 enforcement.</p> <p>(2) To act as the Crime and Disorder Scrutiny Committee in accordance with the Police and Justice Act 2006 (Crime and Disorder (Overview and Scrutiny Regulations) 2009</p> <p>(3) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(4) 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 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>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

<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 Chairman, Vice-Chairman and Opposition Spokesperson Appointed by Community Leadership and Libraries Committee 3 substitutes Quorum 2</p>
<p>Area Committees Finchley & Golders Green; Chipping Barnet; and Hendon</p>	<p>In relation to the area covered:</p> <ol style="list-style-type: none"> 1) Responsibility for all constituency specific matters relating to the street scene including parking, road safety, transport, allotments, parks and trees. 2) Consider constituency specific matters as agreed with the Chairman. 3) Consider matters relating to Town Centre regeneration and designating conservation areas. 4) Consider matters referred from Residents Forums and determine how they are to be taken forward in consultation with the relevant Area Committee Lead Officer and subject to any Community Infrastructure Levy (CIL) funding requirement being agreed by the Committee. 5) Determine the allocation of Community Infrastructure Levy funding within the constituency subject to sufficient of the budget allocated to the committee being unspent. 	<p>7 Chairman, Vice Chairman, Members and substitutes appointed by Council. One Member and one substitute member for each Ward. Quorum 3</p>

Licensing Committee	(1) All policy matters relating to licensing, with licencing hearings concerning all licencing matters delegated to sub-committees.	12 Chairman, Vice Chairman, Members No substitute members Quorum 3
Licensing Sub-Committees	All functions in relation to licensing as delegated by the Licensing Committee. Members appointed from the membership of the Licensing Committee	3 Quorum 3 Chairman appointed at each meeting of a Sub-Committee.
Audit Committee	<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>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>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<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>	
Strategic Planning Committee	<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> <ul style="list-style-type: none"> • is within the categories which must be referred to the Mayor of London under the London Mayor Order; • does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or • is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development <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>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>11 substitutes</p> <p>Quorum 3</p>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<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 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> <ul style="list-style-type: none"> • Applications for Planning Permission made under the Town and Country Planning Act 1990; • Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990; • Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of 	<p>7 for each Committee</p> <p>6 substitutes</p> <p>Quorum 3</p>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<p>Advertisements) (England) Regulations 2007;</p> <ul style="list-style-type: none"> • 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>Where the recommendation is for:</p> <ul style="list-style-type: none"> • 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) • approval or refusal and there is a Councillor referral of an application which affects their Ward which that Member has 'called-in' to committee identifying a planning consideration. <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>	
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<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-committee information as specified in the Members Information Management Policy • 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>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	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.	
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.	4 (2 Members each from the Administration and the Opposition) and an Independent Person 2 substitutes each from the Administration and the Opposition. Quorum 2
Pension Fund Committee	To have responsibility for all aspects of the governance, investment and administration of the LB Barnet Pension fund, including, but not limited to the following: (1) To ensure compliance with all Local Government Pension Scheme statutes, regulations and best practice. (2) To consider approval and act in accordance with statutory Pension Fund documents: <ul style="list-style-type: none"> • Investment Strategy Statement • Funding Strategy Statement • Governance Policy Statement • Pension Administration Strategy • Communication Policy Statement. To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so. (3) If required, to appoint and monitor: <ul style="list-style-type: none"> • Investment advisors • Pension Fund investment managers • Pension Fund actuaries 	7 Chairman, Vice Chairman, Members and substitutes appointed by Council. To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled / admitted body) to committee meetings 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.

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<ul style="list-style-type: none"> • Performance management company • Custodians • Pension Administrator <p>(4) To review and challenge at least quarterly the performance of the Pension Fund's investments taking into consideration the benchmarks and targets set out in the Investment Strategy Statement and investment management contracts and to consider advice from the investment advisor(s).</p> <p>(5) To monitor the administration of the Pension Fund.</p> <p>(6) To approve admissions agreements with any admission body.</p> <p>(7) To consider actuarial valuations and their impact on the Pension Fund.</p> <p>(8) To review and consider approval of the Pension Fund's Annual Report and Statement of Accounts, together with recommendations from external and internal auditors.</p> <p>(9) To consider recommendations from the Local Pension Board.</p> <p>(10) To determine how the various administering authority discretions are operated for the Fund.</p> <p><u>(11) To review and determine the meeting allowance for members of the Local Pension Board</u></p>	<p>6 substitutes – 3 from each political group</p> <p>Quorum 3</p>
Local Pension Board	<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 	<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</p>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<p>regulations may specify</p> <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>member)</p> <p>1 independent member/advisor</p>
Chief Officer Appointment Panel	<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>
Health and Wellbeing Board	<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 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>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>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>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<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>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>
<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</p>	<p>8</p> <p>Chairman, Vice-Chairman, Members and substitutes to be appointed by Council</p>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	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.	
Urgency Committee	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.	3 Appointed by Council Quorum 2
Residents Forums <u>Chipping Barnet Residents Forum</u> Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts and Totteridge Wards. <u>Hendon Residents Forum</u> Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards <u>Finchley and Golders Green Residents Forum</u> Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards	Residents Forums provide an opportunity for any resident to raise matters affecting the area except matters relating to licensing and planning applications.	A Chairman and Vice-Chairman of each appointed by the Council.

<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 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. 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 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 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

	<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 • 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. 	<ul style="list-style-type: none"> • Child Participation Officer; Housing Commissioning Lead; Commissioning Lead Growth & Development; Senior Communications & Campaigns Manager; Public Health Consultant; • North Central London Clinical Commissioning Group (NCL CCG) – Director for Adults Joint Commissioning and CYP Health 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 • Multi-Faith Representative - Chair, Barnet Multi-Faith Forum; • Parent / Carer Group Representative – Chair of the Parent
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	<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>	<p>Carer Forum</p> <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 NCL CCG • At least one representative of Schools • At least one member representing the voluntary sector
<p>Safer Communities Partnership Board</p>	<p>The Safer Communities Partnership Board (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</p>	<p>Meetings will be quarterly 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</p>

Article 7 – Committees, Forums, Working Groups and Partnerships

April-October 2021

	<p>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.</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>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:
- the item has arisen between the compilation of the agenda and the date of the meeting.
 - 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
Article 7 – Committees, Forums, Working Groups and Partnerships

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:

- Inadequate consultation with stakeholders prior to the decision;
- The absence of adequate evidence on which to base the decision;
- The action is not proportionate to the desired outcome;
- A potential human rights challenge;
- Insufficient consideration of legal and financial advice;
- 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

Article 7 – Committees, Forums, Working Groups and Partnerships

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.

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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 as indicated by the Chairmen of the relevant committees in consultation with the Leader. If there is no indication from the committee chairmen, 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; Housing & Growth Committee; Children, Education & Safeguarding Committee; Community Leadership & Libraries Committee; or Environment Committee</p> <p>(c) the council's major strategic contracts (Customer Support Group, Development and Regulatory Services, The Barnet Group Ltd (Barnet Homes) and HB Public Law) 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>10</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 (including Barnet Education & Learning Service).</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 (including The The Barnet Group Ltd (Your Choice Barnet) performance) 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, littering, fly-tipping, fly-posting, graffiti, 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>
<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</p>	<p>10</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>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 (excluding The Barnet Group Ltd (Barnet Homes) performance) and risk on the services under the remit of the Committee.</p>	
<p>Community Leadership & Libraries Committee</p>	<p>(1) Responsibility for libraries, culture, civic events, the mayoralty, voluntary, community and faith sector strategy and engagement, community safety, environmental crime (excluding littering, fly-tipping, fly-posting and graffiti), registration and nationality service, food security and Covid-19 enforcement.</p> <p>(2) To act as the Crime and Disorder Scrutiny Committee in accordance with the Police and Justice Act 2006 (Crime and Disorder (Overview and Scrutiny Regulations) 2009</p> <p>(3) To receive nominations and determine applications for buildings / land to be listed as an Asset of Community Value (Community Right to Bid)</p> <p>(4) 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 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 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; Chipping Barnet; and 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 referred from Residents Forums and determine how they are to be taken forward in consultation with the relevant Area Committee Lead Officer and subject to any Community Infrastructure Levy (CIL) funding requirement being agreed by the Committee.</p> <p>5) Determine the allocation of Community Infrastructure Levy funding within the constituency 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>

Licensing Committee	(1) All policy matters relating to licensing, with licencing hearings concerning all licencing matters delegated to sub-committees.	12 Chairman, Vice Chairman, Members No substitute members Quorum 3
Licensing Sub-Committees	All functions in relation to licensing as delegated by the Licensing Committee. Members appointed from the membership of the Licensing Committee	3 Quorum 3 Chairman appointed at each meeting of a Sub-Committee.
Audit Committee	<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>	7 Chairman, Vice Chairman, Members and substitutes appointed by Council. The membership should also include two independent, non-voting Members with a period of appointment of four years. 6 substitutes Quorum 3

	<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>	
Strategic Planning Committee	<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> <ul style="list-style-type: none"> • is within the categories which must be referred to the Mayor of London under the London Mayor Order; • does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or • is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development <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>12</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>11 substitutes</p> <p>Quorum 3</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 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> <ul style="list-style-type: none"> • Applications for Planning Permission made under the Town and Country Planning Act 1990; • Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990; • Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of 	<p>7 for each Committee</p> <p>6 substitutes</p> <p>Quorum 3</p>

	<p>Advertisements) (England) Regulations 2007;</p> <ul style="list-style-type: none"> • 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>Where the recommendation is for:</p> <ul style="list-style-type: none"> • 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) • approval or refusal and there is a Councillor referral of an application which affects their Ward which that Member has ‘called-in’ to committee identifying a planning consideration. <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>	
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<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-committee information as specified in the Members Information Management Policy • 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>7</p> <p>Chairman, Vice Chairman, Members and substitutes appointed by Council.</p> <p>6 substitutes</p> <p>Quorum 3</p>
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	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.	
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.	4 (2 Members each from the Administration and the Opposition) and an Independent Person 2 substitutes each from the Administration and the Opposition. Quorum 2
Pension Fund Committee	<p>To have responsibility for all aspects of the governance, investment and administration of the LB Barnet Pension fund, including, but not limited to the following:</p> <p>(1) To ensure compliance with all Local Government Pension Scheme statutes, regulations and best practice.</p> <p>(2) To consider approval and act in accordance with statutory Pension Fund documents:</p> <ul style="list-style-type: none"> • Investment Strategy Statement • 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>(3) If required, to appoint and monitor:</p> <ul style="list-style-type: none"> • Investment advisors • Pension Fund investment managers • Pension Fund actuaries 	<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>

	<ul style="list-style-type: none"> • Performance management company • Custodians • Pension Administrator <p>(4) To review and challenge at least quarterly the performance of the Pension Fund’s investments taking into consideration the benchmarks and targets set out in the Investment Strategy Statement and investment management contracts and to consider advice from the investment advisor(s).</p> <p>(5) To monitor the administration of the Pension Fund.</p> <p>(6) To approve admissions agreements with any admission body.</p> <p>(7) To consider actuarial valuations and their impact on the Pension Fund.</p> <p>(8) To review and consider approval of the Pension Fund’s Annual Report and Statement of Accounts, together with recommendations from external and internal auditors.</p> <p>(9) To consider recommendations from the Local Pension Board.</p> <p>(10) To determine how the various administering authority discretions are operated for the Fund.</p> <p>(11) To review and determine the meeting allowance for members of the Local Pension Board.</p>	<p>6 substitutes – 3 from each political group</p> <p>Quorum 3</p>
<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 	<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</p>

	<p>regulations may specify</p> <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>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 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>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>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>(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>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>
<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>8</p> <p>Chairman, Vice-Chairman, Members and substitutes to be appointed by Council</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.	
Urgency Committee	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.	3 Appointed by Council Quorum 2
Residents Forums <u>Chipping Barnet Residents Forum</u> Underhill, High Barnet, East Barnet, Oakleigh, Brunswick Park, Coppetts and Totteridge Wards. <u>Hendon Residents Forum</u> Hale, Edgware, Burnt Oak, West Hendon, Colindale, Hendon and Mill Hill Wards <u>Finchley and Golders Green Residents Forum</u> Woodhouse, West Finchley, Finchley Church End, Garden Suburb, Golders Green, Childs Hill and East Finchley Wards	Residents Forums provide an opportunity for any resident to raise matters affecting the area except matters relating to licensing and planning applications.	A Chairman and Vice-Chairman of each appointed by the Council.

<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 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 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 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

	<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 • 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>Child Participation Officer; Housing Commissioning Lead; Commissioning Lead Growth & Development; Senior Communications & Campaigns Manager; Public Health Consultant;</p> <ul style="list-style-type: none"> • North Central London Clinical Commissioning Group (NCL CCG) – Director for Adults Joint Commissioning and CYP Health 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 • Multi-Faith Representative - Chair, Barnet Multi-Faith Forum; • Parent / Carer Group Representative – Chair of the Parent
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	<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>	<p>Carer Forum</p> <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 NCL CCG • At least one representative of Schools • At least one member representing the voluntary sector
<p>Safer Communities Partnership Board</p>	<p>The Safer Communities Partnership Board (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</p>	<p>Meetings will be quarterly 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</p>

	<p>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.</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>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 •
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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

Article 7 – Committees, Forums, Working Groups and Partnerships

- 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:
- the item has arisen between the compilation of the agenda and the date of the meeting.
 - 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:

- Inadequate consultation with stakeholders prior to the decision;
- The absence of adequate evidence on which to base the decision;
- The action is not proportionate to the desired outcome;
- A potential human rights challenge;
- Insufficient consideration of legal and financial advice;
- 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.

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Financial Regulations

1. Introduction
2. Financial Planning and Financial Management
 - 2.1 Budget Strategy
 - 2.2 Medium Term Financial Strategy
 - 2.3 Annual Budget Setting
 - 2.4 Budget Management and Monitoring
 - 2.5 Closing of Accounts and Statement of Accounts
 - 2.6 Treasury Management Framework
3. Financial Administration, Systems and Procedures
 - 3.1 Accounting
 - 3.2 Banking Arrangements
 - 3.3 Assets
 - 3.4 Imprest Accounts
 - 3.5 Income
 - 3.6 Insurance
 - 3.7 Investments, Borrowing, Capital Financing and Trust Accounts
 - 3.8 Ordering of Supplies, Works and Services
 - 3.9 Amenity and Unofficial Funds
4. Risk Management and Control of Resources
 - 4.1 Risk Management
 - 4.2 Internal Control
 - 4.3 Internal Audit
 - 4.4 Corporate Anti-Fraud Team (CAFT)
 - 4.5 External Audit
5. Trading Accounts
6. External Arrangements
 - 6.1 Partnerships
 - 6.2 External Funding
 - 6.3 Work for Third Parties
 - 6.4 Alternative Delivery Models
7. Transparency

1. INTRODUCTION

- 1.1 The Financial Regulations provide the framework for managing the financial affairs of the Council. These Financial Regulations should apply to all Members, officers, contractors and partners in the work they do for the Council.
- 1.2 The Director of Resources, is the Chief Finance Officer, also known as the s151 Officer, and has statutory duties in relation to the financial administration and stewardship of the Council.
- 1.3 The Financial Regulations govern the way the Council undertakes financial forward planning, annual budget setting, budget monitoring and closing of the accounts.
- 1.4 The Financial Regulations also govern the way day to day financial administration is conducted and financial controls are exercised.
- 1.5 The Scheme for Financing Schools, which follows the requirements of the School Standards and Framework Act 1998, governs School Governors, Headteachers and school staff of Maintained schools with delegated budgets. A local financial guide for schools supplements the Scheme for Financing Schools. In these cases the Financial Regulations do not apply. Each school is required to have a financial management policy and procedures document.
- 1.6 These procedures shall be reviewed regularly by the Chief Finance Officer but at least every three years. The Constitution and General Purposes Committee recommend to Council for approval all amendments and summaries of changes resulting from the review.
- 1.7 The Chief Finance Officer is required to control and be responsible for the accounts and finances of the Council in every respect and ensure, as far as possible, that consistent financial systems operate throughout the entire operation of the Council.

2. FINANCIAL PLANNING AND FINANCIAL MANAGEMENT

2.1 BUDGET STRATEGY

- 2.1.1 The Budget Strategy, sets out the Council's proposed income and expenditure, both revenue and capital, and the level of council tax, for the following financial year, including the way in which corporate service priorities are considered, the level of balances and reserves, and the management of financial risks.
- 2.1.2 The Council's policies for the recovery of debt are separately approved by the Policy and Resources Committee.
- 2.1.3 The Budget Strategy and Medium Term Financial Strategy will normally be recommended by the Policy and Resources Committee to Full Council for approval at the start of each financial year.

2.2 MEDIUM TERM FINANCIAL STRATEGY

- 2.2.1 The Chief Finance Officer, in consultation with the Chairman of the Policy and Resources Committee, will maintain a Medium Term Financial Strategy that covers a period of at least three financial years, including the current financial year.
- 2.2.2 The Medium Term Financial Strategy will be produced and reported in conjunction with the annual budget, council tax and rent proposals to the Policy and Resources Committee and Full Council before 11 March of the preceding financial year. Further updates on the Medium Term Financial Strategy may be reported during the year.
- 2.2.3 The Financial Forward Plan will cover revenue and capital ~~budgets, and budgets~~ and will highlight how resources are being re-directed to address Corporate Plan priorities.
- 2.2.4 In that the Medium Term Financial Strategy spans a number of years, it is to be expected that figures in later years will often be preliminary estimates and/or aspirations of future decisions and changes in council policy.

2.3 ANNUAL BUDGET SETTING

- 2.3.1 The Council will publish a draft budget for consultation. Arrangements for budget consultation will be determined by the Council.
- 2.3.2 The Chief Finance Officer will set the council tax base for tax-setting purposes before 31 January of the preceding financial ~~year, and year and~~ notify precepting and levying bodies of this figure by this date. The Chief Finance Officer will notify all Council Members via the Policy and Resources Committee and Full Council.
- 2.3.3 The Policy and Resources Committee will finalise its recommendations to Council on the revenue budget, council tax, capital programme and rent levels taking account of the results of budget consultation. This will normally be in February, following announcement of the Final Local Government Finance Settlement. Theme Committees will work up proposals for consideration by the Policy and Resources Committee.
- 2.3.4 Policy and Resources Committee's recommendations to Council must be made in time for Council to set the capital and revenue budget and council tax before 11 March of the preceding financial year.
- 2.3.5 The Chief Finance Officer shall advise the Council whether s/he is able to certify that the draft Budget contains robust estimates and reserves for the purpose of meeting the requirements of Section 25 of the Local Government Act 2003.

~~2.3.6~~ Fees and Charges

- 2.3.67 Changes to fees and charges should be included in the budget proposals

submitted by theme Committees or the relevant committee as part of the budget setting process. Theme Committees refer all fees and charges to the Policy and Resources Committee. The Policy and Resources Committee reviews all fees and charges which then form part of the budget that is subject to public consultation. Subject to public consultation outcomes, the Policy and Resources Committee recommends all fees and charges to Full Council for approval as part of the council's overall budget.

~~Changes to fees and charges should be included in the budget proposals submitted by theme Committees or the relevant committee to the Policy & Resources Committee.~~

Changes to annual tenant rents and service charges for the HRA and GF must be referred from Housing & Growth Committee to Policy and Resources Committee before tenants and leaseholders are issued with formal notices and bills ahead of the upcoming financial year.

The budget recommended by Policy and Resources Committee to Full Council will incorporate the latest projection of income from fees and charges. Full Council will approve all fees and charges as part of the budget report.

Capital Programme and Budget

2.3.79 The Capital Programme has been developed following these principles;

- To maintain an affordable five-year rolling capital programme.
- To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.
- To undertake prudential borrowing only where there are sufficient monies to meet, in full, the implications of capital expenditure, both borrowing and running costs.
- To maximise available resources by actively seeking appropriate external funding and disposal of surplus assets.

Alternative Budget Motions

~~2.3.83.3.10~~—Any Member proposing to put forward to Council any amendment to the draft Budget or any alternative Budget should provide a copy of initial amendments thereof to the Chief Finance Officer and Monitoring Officer as soon as possible and at least 105 clear working days before the Council meeting. These initial amendments should be validated and clearly laid out including all supporting assumptions. Final completed budget amendments in a format that can be presented to Council should be submitted to the Chief Finance Officer and Monitoring Officer at least 5 clear working days in advance of the Council meeting so that s/he may advise Council whether the resulting amended or alternative budget would provide robust estimates and reserves for the purpose of section 25 of the Local Government Act 2003.

2.4 BUDGET MANAGEMENT & MONITORING

2.4.1 Making changes to the budget

A virement is the transfer of budget from one specific area to another. This can either be a transfer within revenue budgets or capital budgets but not between revenue and capital.

2.4.2 The Virement Scheme is intended to enable the Directors and their officers to manage budgets with a degree of flexibility within the overall framework determined by the Council, and therefore optimise the use of resources.

2.4.3 Amendments to the revenue budget can only be made with approval as per the scheme of virement table below:

Virements for allocation from contingency for amounts up to and including £250,000 must be approved by the Chief Finance Officer
Virements for allocation from contingency for amounts over £250,000 must be approved by Policy and Resources Committee
Virements within a service <u>in a Directorate</u> that do not alter the approved bottom line are approved by the Service Director <u>of that Directorate</u> .
Virements between services <u>within the same Directorate</u> (excluding contingency allocations) up to and including a value of £50,000 must be approved by the relevant Chief Officers <u>of that Directorate</u> .
<u>Virements between different Directorates (excluding contingency allocations) up to £50,000 must be approved by the relevant Chief Officers of both Directorates.</u>
Virements between services different Directorates (excluding contingency allocations) over £50,000 and up to and including £250,000 must be approved by the relevant Chief Officer(s) and Chief Finance Officer in consultation with the Chair <u>man</u> of the Policy and Resources Committee and reported to the next meeting of the Policy and Resources Committee
Virements between services <u>between different Directorates</u> (excluding contingency allocations) over £250,000 must be approved by Policy and Resources Committee.

2.4.4 Article 9 – Revised table of Chief Officers of the council’s constitution details which posts within the council are designated as Chief Officer.

2.4.54 No revenue virement is allowed between the following budgets without approval of the Policy and Resource Committee;

- Financing charges,
- Rates and other taxes,
- Recharges and Insurances.

2.4.65 Amendments to the capital budget can only be made with approval as per the table below:

Capital Virements
Policy & Resources Committee approval is required for all capital budget and funding virements and yearly profile changes (slippage or accelerated spend) between approved capital programmes i.e. as per the budget book. The report must show the proposed: <ul style="list-style-type: none"> i) Budget transfers between projects and by year; ii) Funding transfers between projects and by year; and iii) A summary based on a template approved by the Chief Finance Officer

Policy and Resources Committee approval is required for all capital additions to the capital programme. All Capital additions are reviewed at Capital Strategy Board prior to being recommended for approval to Policy and Resources Committee Capital additions should also be included in the quarterly budget monitoring report to Finance, Performance, and Contracts Committee Performance and Contract Management Committee for noting.
Funding substitutions in order to maximise funding are the responsibility of the Chief Finance Officer.

Budget Monitoring

- 2.4.76 Chief Officers are required to notify the Chief Finance Officer of all underspends, over-recovery of income or windfall benefits arising within their revenue and capital budgets. Where these occur they should in the first instance be transferred to the contingency budget unless regulations specify restrictions on their use which make this inappropriate or the under spend, additional income or other financial benefits are to be used to offset uncontrollable overspends elsewhere within the service. The chief officer is responsible for notifying the Chief Finance Officer that this is to occur. Approval to these budget variations will be in line with the scheme of virement.

Budget Monitoring – Revenue

- 2.4.87 Chief Officers should ensure that their revenue cost centre managers do not enter into commitments before satisfying themselves there is sufficient approved budget provision. Chief Officers have no authority to overspend revenue budgets, or under-recover income budgets under their control, and are responsible for monitoring their budgets to ensure this situation does not arise.
- 2.4.98 It is the responsibility of Chief Officers to notify the Chief Finance Officer of forecast revenue budget or capital project overspends regardless of whether offsetting savings or additional income have been identified.

Budget Monitoring – Capital

- 2.4.109 Forecast overspends on approved capital projects must be communicated through the Chief Finance Officer to the Chairman of the Policy & Resources Committee as soon as possible with options for offsetting the forecast overspend.
- 2.4.110 ~~Due to the uncertainty around the generation and timing of capital receipts, and the impact that delays could have on the level of prudential borrowing, capital project managers must obtain the prior approval of the Chief Finance Officer before entering into any individual capital commitment on an approved capital project over £1m.~~

Central Contingency

- 2.4.11 The Chief Finance Officer will determine which budget risks and uncertainties are to be held within the central contingency.

- 2.4.12 Allocations from the central contingency relating to planned developments will be approved by the Chief Finance Officer, following the receipt from a Chief Officer of a fully costed proposal to incur expenditure that is in line with planned development (including full year effect). Where there is a significant increase in the full year effect (over £250,000), the contingency allocation must be approved by the Policy and Resources Committee.
- 2.4.13 Allocations from the central contingency for unplanned expenditure, including proposals to utilise underspends previously generated within the service and returned to central contingency, will be approved by the Chief Finance Officer. Where there are competing bids for use of under spends, additional income or windfalls previously returned to central contingency, priority will be given to the service(s) that generated that return. Allocations for unplanned expenditure over £250,000 must be approved by Policy and Resources Committee.

Balances and Reserves

- 2.4.14 Allocation to and from the balances and reserves will be the responsibility of the Chief Finance Officer in line with the principles that Full Council have agreed.
- 2.4.15 Any significant change in the planned use of a reserve must be approved by the Policy and Resources Committee.

Budget Monitoring – reporting

- 2.4.16 The Chief Finance Officer will report in detail to Performance and Contract Management Committee at the end of each quarter as a minimum, on the revenue and capital budgets and wider financial standing and will make recommendations for varying the approved budget (revenue and capital) where necessary.

2.4.17 Full Year Effects

In preparing any estimates of expenditure and income, Directors and Heads of Service must give proper consideration to full year effects.

2.4.18 Annual Governance Statement

Chief Officers must support the work on corporate risk management contributing to the production of the Annual Governance Statement that has to be published alongside the Statement of Accounts.

2.4.19 Partnership Working

Before entering into a partnership with another organisation that involves pooling some of the Council's revenue and/or capital budgets, the Chief Officer in consultation with the Chief Finance Officer must ensure that adequate financial controls are in place. A financial risk assessment must also be prepared and monitored over time.

2.4.20 Authorisation of Non-Budgeted Expenditure (Emergency Payments)

Emergency payments may arise as a consequence of unforeseen circumstances (e.g. as a consequence of a natural disaster, a civil emergency or a court order etc.) where budget provision has not been made and the payment cannot be covered within the relevant service's existing budget.

2.4.21 Emergency payments can only be made by decision of Urgency Committee or by Chief Officers up to their delegated financial limit of £180k. All such emergency payments should be reported to the next meeting of the Performance & Contract Management Committee.

2.5 CLOSING OF ACCOUNTS & STATEMENT OF ACCOUNTS

2.5.1 The Chief Finance Officer is responsible for making arrangements for closing the Council's and the Pension Fund accounts and producing the annual Statement of Accounts, as well as all matters relating to their audit and public inspection.

2.5.2 Chief Officers are responsible for ensuring that staff adhere to the timetable and requirements set out by the Chief Finance Officer for the closing of accounts, and provide any information and evidence required in relation to this.

2.5.3 In accordance with International Standard on Auditing (ISA) 260, the external auditor is required to issue detailed reports to those charged with governance on matters arising from the audit of the Council's accounts and Pension Fund accounts. There is also an Annual Audit Letter which includes the external auditor's report and opinion on the audit of the accounts, as well as comments and recommendations on whether the Council provides Value for Money. These reports will be considered by the Audit Committee.

2.6 TREASURY MANAGEMENT FRAMEWORK

2.6.1 Policy and Resources Committee will create and maintain a Treasury Management Policy Statement, stating the policies and objectives of its treasury management activities and based upon the relevant CIPFA Codes.

2.6.2 The Performance and Contract Management Committee will receive reports on its treasury management policies, practices and activities. These reports will incorporate the prudential borrowing limits and performance indicators. Policy and Resources Committee will receive an annual strategy and plan in advance of the year, and an annual report after its close in the form prescribed in the Treasury Management Practices.

2.6.3 The Chief Finance Officer has the delegated authority to undertake all long term ~~long-term~~ borrowing on behalf of the Council in line with the Treasury Management Strategy Statement Authority agreed by Council each year and will issue a Delegated Powers Report immediately after this power is exercised to inform Members in consultation with the Chair~~man~~ of the Policy and Resources

Committee and reported to the next meeting of the Policy and Resources Committee.

3. FINANCIAL ADMINISTRATION, SYSTEMS AND PROCEDURES

3.1 ACCOUNTING

3.1.1 All accounting arrangements across the council shall be in a manner approved by the Chief Finance Officer, taking into account best practice guidance issued by relevant external bodies, such as CIPFA and national guidance.

3.1.2 There must be adequate separation of duties to ensure that no one officer is able to handle any financial transaction from start to finish without there being some mechanism for independent checking. By finish is meant the completion of the accounting for the transaction.

3.1.3 All accounting should occur on the Council's Accounting System and any exceptions must be specifically authorised by the Chief Finance Officer.

3.2 BANKING ARRANGEMENTS

3.2.1 The Chief Finance Officer must approve all banking and card acquiring arrangements across the ~~Council, and Council and~~ must be satisfied with the safe keeping of all controlled banking stationery.

3.2.2 The Chief Finance Officer will maintain a register of all bank and card acquiring contracts.

3.2.3 ~~Cheques above certain financial limits set by the Chief Finance Officer shall be manually countersigned by those designated officers authorised to do so by the Chief Finance Officer.~~

3.2.4 The Chief Finance Officer will be responsible for ensuring that the Council's banking arrangements are reviewed on a regular basis and that the banking contract is reviewed every three years.

3.2.5 Chief Officers are responsible for ensuring that the any staff in their areas that use the Procurement Cards adhere to the requirements of the LBB Purchasing Card (PCard) Guide and Terms and Conditions.

3.3 ASSETS

3.3.1 Chief Officers are responsible for the proper security of all buildings, stocks, furniture, equipment and cash etc. within their service. The Chief Executive shall exercise a co-ordinating role on security issues and shall be consulted where it is felt that security is inadequate or in special circumstances.

3.3.2 Maximum limits for cash holdings (imprest accounts) shall be set by the Chief Finance Officer, which may not be exceeded without prior authority. Areas where

cash is counted and held must be secure and with access restricted only to authorised staff.

3.3.3 Chief Officers are responsible for the sale or disposal of assets employed in their service, and for accounting for these transactions. All disposals ~~in excess of £6,000 (or a higher figure that is consistent with capital accounting regulations)~~ are to be notified-reported to the Chief Finance Officer on a quarterly basis via Capital Strategy Board. -

3.3.4 Chief Officers are responsible for implementing a system for the maintenance of stocks and stores including regular stock checks and write offs when required.

3.4 IMPREST ACCOUNTS

3.4.1 The Chief Finance Officer must authorise all imprest accounts and the Imprest Account Holder must comply with the rules set by the Chief Finance Officer.

3.5 INCOME

3.5.1 The Council will usually charge for all services, where allowable, and have charging policies in place.

3.5.2 Officers should encourage payment in advance or at point of service delivery wherever possible as per the Debt Management Policy, and minimise the amount of credit given to customers.

3.5.3 All records relating to income due to the Council, accounts raised, and receipts issued shall be in a format agreed by the Chief Finance Officer.

3.5.4 Officers responsible for controlled stationery must keep it secure. Methods of payment must be agreed by the Chief Finance Officer.

3.5.5 The Chief Finance Officer, or officer nominated by the Chief Finance Officer, may authorise payment by instalments if full payment cannot be obtained immediately, in accordance with the Debt Management Policy.

3.5.6 Officers receiving monies shall keep an accurate and chronological account of all receipts and bankings.

3.5.7 Monies received must be banked on the day of receipt wherever possible, and not later than the next working day. All amounts paid in must be referenced to enable subsequent identification of the accounts to which they relate. All cheques, postal orders etc. shall be crossed with the crossing stamp provided.

3.5.8 No deductions may be made from monies received.

3.5.9 Chief Officers must notify the Chief Finance Officer of all monies due to the Council under contracts, leases or other agreements and the cessation of use or change of user affecting this income.

3.5.10 Invoicing & Debt Recovery
Officers responsible for raising invoices must ensure that VAT has been properly accounted for.

3.5.11 The Council's Debt Management Policy, approved annually in February by Policy and Resources Committee, sets out the Council's policy and procedures in relation to the billing, collection and recovery of monies owed to the Council and is to be adopted across all services within the London Borough of Barnet.

3.6 INSURANCE

3.6.1 The Chief Finance Officer is responsible for maintaining the Insurance Strategy arranging adequate insurance cover for the Council and keeping comprehensive records of all risks ~~covered, and covered and~~ will report any changes to Policy & Resources Committee.

3.6.2 Chief Officers must notify the Chief Finance Officer immediately of all new areas of risk and of any change of circumstances likely to affect existing insurance risks.

3.6.3 Any incident which could give rise to an insurance claim must be promptly notified to the Chief Finance Officer by the relevant officer, who shall also inform the Police if appropriate.

3.6.4 The Chief Finance Officer will handle all insurance claims, in conjunction with the Monitoring Officer and/or the insurance company if proceedings are issued.

3.6.5 Officers must consult the Chief Finance Officer and Monitoring Officer in all cases where the Council is requested to give an indemnity.

3.6.6 Officers in receipt of a motor vehicle allowance must produce registration documents, insurance policy, certificate of insurance and test certificate if required by the Chief Finance Officer. Insurance policies must be comprehensive and cover use on official business.

3.6.7 Schools: It is the responsibility of the governing body to ensure adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. Such insurance may be funded from the school budget share.

3.6.8 The Council is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school. Such costs could be charged to the school's budget share.

3.7 INVESTMENTS, BORROWING, CAPITAL FINANCING & TRUST ACCOUNTS

3.7.1 The Chief Finance Officer shall ensure that the Council's money is properly managed and controlled in a way which balances risk with return but with the

overriding consideration being given to the security and liquidity of the Council's investment.

- 3.7.2 All investments, except bearer securities, controlled by the Council shall be registered in the Council's name or the Council's Pension Fund or in the name of nominees approved at a Policy and Resources Committee.
- 3.7.3 All securities shall be held securely by the Council's bankers, or custodians approved at the Policy and Resources Committee.
- 3.7.4 The Chief Finance Officer shall ensure that all borrowing and, whenever applicable trust funds, are registered in the name of the Council.
- 3.7.5 The Chief Finance Officer will also provide regular monitoring reports to Performance and Contract Management Committee and report any breaches or amendments of the Prudential Code to Council.

3.8 ORDERING OF SUPPLIES, WORKS & SERVICES

- 3.8.1 All contracts are subject to the Contract Procedure Rules and Chief Officers must have systems in place to ensure that only authorised officers are allowed to place purchase orders, and that purchase orders are only raised when there is sufficient budget available.
- 3.8.2 **Creation of a purchase Order (PO):** Once the purchase has been agreed, a purchase order must be raised on the council's accounting system.
Payment of an invoice: Authorised officers must ensure that a purchase order has been raised on the accounting system and successfully communicated to the supplier. Invoices in respect to works, supplies and services will be paid by the Central Accounts Payable Team, but only after the authorising officer has, where necessary, first receipted the supply on the accounting system.
- 3.8.3 All invoices must reference a valid purchase order number, otherwise the Central Accounts Payable Team reserves the right to refuse payment of an invoice.
- 3.8.4 To enable the Council to comply with the Late Payment of Commercial Debts Regulations, no amended invoices will be accepted and a new invoice with a revised date will be required.
- 3.8.5 The Central Accounts Payable Team will perform a three-way match against the purchase order, goods receipt and invoice, prior to making a payment. Invoices from trusted suppliers, (as advised by the Strategic Procurement Team) will only require a two-way match. Invoices that do not pass this criteria will be returned to the service for amendment.
- 3.8.6 **Payments in advance :** Chief Officers prior to authorising payments in advance, must undertake a risk assessment of the supplier or service provider defaulting. All payments in advance in excess of £100,000 must be notified to the Chief Finance Officer.

3.9 TAXATION

3.9.1 The Chief Finance Officer is responsible for ensuring compliance with all relevant taxation regulations and guidance that affect the Council either directly, as a consequence its own activities, or indirectly, as a consequence of service delivery through external partners.

3.10 AMENITY & UNOFFICIAL FUNDS

3.10.1 Amenity or Unofficial Fund relates to all sums of money other than those which are required to be paid into the Council's General Bank Account (or such other account so authorised by the Chief Finance Officer) or Trust Fund monies outside the authority of the Council.

3.10.2 All accounts shall be opened by the Chief Finance Officer and their names shall include the name of the London Borough of Barnet and the establishment concerned.

3.10.3 Provided the Chief Finance Officer approves and is satisfied with accounting and security arrangements, separate accounts need not be opened for funds of small amounts.

4 RISK MANAGEMENT AND CONTROL OF RESOURCES

4.1 RISK MANAGEMENT

4.1.1 The Performance and Contract Monitoring Committee is responsible for approving the Council's risk management framework and for reviewing the effectiveness of risk management. Individual services are responsible for ensuring the proper management of risk.

4.2 INTERNAL CONTROL

4.2.1 Internal control refers to the systems of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Council's assets and interests are safeguarded.

4.2.2 The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.

4.2.3 It is the responsibility of Chief Officers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial performance targets.

4.3 INTERNAL AUDIT

- 4.3.1 Under the Accounts and Audit Regulations 2015 the Council has a statutory obligation to have an adequate and effective system of internal audit. The Assurance Director has the delegated authority for providing and maintaining this service.
- 4.3.2 The Chief Internal Auditor is responsible for providing an internal audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS). He / she is also responsible for providing an opinion, in support of the Annual Governance Statement, on how the Council's risk management processes identify, evaluate, monitor and report that controls are operating effectively within the Council.
- 4.3.3 Internal Audit is an assurance function that provides 'an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- 4.3.4 Internal Audit has unrestricted access to all information (including records, computer files, databases, systems, property and personnel) across any service and/or activities undertaken by the Council, or partners on the behalf of the Council where council information is held in order to review, appraise and report as may be necessary.
- 4.3.5 The Chief Internal Auditor shall be able to meet the Chair~~man~~ of the Audit Committee alone outside of the normal Audit Committee meetings.
- 4.3.6 Chief Officers shall have regard to the principles of risk management, and to the Council's risk management policy. It is the responsibility of Internal Audit to review the adequacy and effectiveness of the council's arrangements for risk management.
- 4.3.7 The Chief Internal Auditor shall report to the Chair~~man~~ of the Audit Committee all significant concerns that he/she may have over the adequacy and effectiveness of internal controls and risk management activities within the organisation.

4.4 CORPORATE ANTI-FRAUD TEAM (CAFT)

- 4.4.1 Under Section 151 of the Local Government Act 1972 the Council has a statutory obligation to ensure the protection of public funds and to have an effective system of prevention and detection of fraud and corruption. The Assurance Director has the delegated authority for providing and maintaining this service.
- 4.4.2 Objective & Scope

The CAFT is an independent, objective activity designed to add value and improve the Council's operations. It helps the Council achieve its objectives by bringing a systematic, disciplined approach to investigation, evaluating and improving the effectiveness of fraud prevention and detection and the subsequent prosecution of individuals and organisations where appropriate. The Council has a zero tolerance approach to fraud and other irregularity.

4.4.3 The objective of the CAFT is to assist officers and Members in the effective discharge of their responsibilities. To this end, the CAFT furnishes them with assurance, analysis, appraisals, recommendations, counsel, and information concerning the activities it is required to become involved with. The objective includes promoting fraud awareness across the authority.

4.4.4 The scope of the CAFT encompasses both the investigation and examination of the effectiveness of the council's systems of fraud control when subject to breach.

4.4.5 Responsibility & Authority

The primary responsibility for the awareness, prevention, detection and deterrence of fraud, corruption, bribery or money laundering activity lies with the Chief Officers. This responsibility includes ensuring that staff and partners are aware of both the implications of fraud and money laundering and the risks of fraud and money laundering across their service area. The primary responsibility for the investigation of any suspected fraud, corruption, bribery or money laundering activity found in a service area lies with the CAFT. All details must be immediately forwarded to the CAFT, to preserve the chain of evidence linked to such investigations within the law.

4.4.6 CAFT have unrestricted access to all council held information and records (including computer files, databases, systems, property and personnel) across any service and/or activities undertaken by the Council, or partners on the behalf of the Council, in order to effectively carry out their duties:

4.4.7 CAFT or other authorised representative shall have authority to:

- Enter or visit any land, premises, offices or establishments of the Council; and carry out any necessary searches of the aforementioned;
- have unrestricted access to, access, view, search, and remove any and all records, documents and correspondence, including electronically held correspondence, documents and records, and property and assets of the Council;
- where requested by CAFT view only access to specific databases/systems which hold council data;
- receive such explanations as are necessary concerning any matter under examination, and / or fraud investigation;
- in conjunction with the relevant Chief Officer, suspend any employee of the Council under CAFT investigation from duty: acting in accordance with the Council's disciplinary procedures; and, in cases concerning illegal working, employees may be exited from the organisation and/or may be suspended without pay pending investigation;

- require any employee of the Council to produce and surrender any cash, stores, equipment or any other Council property under his or her control;
- interview any and all employees and individuals in connection with investigations including where necessary interviews in accordance with the Police & Criminal Evidence Act (on tape).

4.5 EXTERNAL AUDIT

- 4.5.1 Public Sector Audit Appointments Limited (replaced the Audit Commission with effect from 1 April 2015) is responsible for appointing external auditors to each local authority. The duties of the external auditor are governed by section 5 of the Audit Commission Act 1998.
- 4.5.2 External auditors have a responsibility to satisfy themselves that the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. This judgement is based on criteria specified by the National Audit Office. The Chief Finance Officer, in conjunction with Chief Officers, must ensure that the Council makes best use of resources and taxpayers and / or service users receive value for money.
- 4.5.3 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenue and Customs, who have statutory rights of access.

5. TRADING ACCOUNTS

- 5.1 It is the responsibility of the Chief Finance Officer to advise on the establishment and operation of trading accounts and business units, where appropriate.
- 5.2 The Chief Officer must observe all statutory requirements in relation to trading accounts, including the maintenance of a separate revenue account to include all relevant income and expenditure, including overhead charged and an annual report in support of the final accounts.
- 5.3 The Chief Officer must ensure that the same accounting principles are applied in relation to trading accounts as for other service units.

6. EXTERNAL ARRANGEMENTS

6.1 PARTNERSHIPS

- 6.1.1 Partnerships include any arrangements where the Council agrees to undertake, part fund or participate in a project with other bodies; either as a beneficiary of the project, or because the nature or status of the project gives the Council a

right or obligation to support it. Where the Council is simply providing funding without assuming any obligation or risk relating to delivery of the project, this is not a partnership.

- 6.1.2 It is important to understand and distinguish between a partnership in this context and a supplier who the Council may refer to as a 'partner' due to the status that the Council has contractually awarded to it. Irrespective of the title applied to it, this latter type of partnership is a supplier relationship, which will be entered into in accordance with, and governed by, the Council's Procurement Policy and Procedures.
- 6.1.3 Chief Officers are responsible for ensuring that appropriate work is undertaken and committee approvals are obtained before any negotiations are concluded in relation to work with external bodies.
- 6.1.4 The approval of both the Chief Finance Officer and the Monitoring Officer must be obtained prior to the Council entering into any formal partnership agreement. The approval of the Chief Finance Officer must also be obtained where it is proposed that the Council adopts the role of 'Accountable Body' for a partnership.
- 6.1.5 A written partnership agreement must be produced that clearly establishes the responsibilities of the respective partners for managing the arrangement and the resources made available to the partnership. The document must also set out the arrangements in respect of unspent funding at each year end, unless this is to be returned to the Council as unspent money, and for addressing any overspend.

Delegation of budget to a partnership

- 6.1.6 The delegation of budget to a partnership (whether or not the arrangement is binding on the parties), where money is normally spent in accordance with the wishes of a group of individuals or organisations, is subject to approval as follows:
 - Up to £1m Assistant Director (or named equivalent) following consultation with the Chief Finance Officer.
 - Over £1m and up to £5m Chief Executive Officer or Chief Finance Officer following consultation with the Leader of the Council.
 - More than £5m Policy and Resources Committee following consultation with all of the above.
- 6.1.7 Where the Council is the 'accountable body' for a partnership, these Financial Regulations apply to decisions relating to the expending of that money. All

expenditure must be authorised by an appropriate London Borough of Barnet officer, or by someone else who has a statutory power to authorise expenditure.

6.2 EXTERNAL FUNDING

- 6.2.1 External funding covers bids to Government and other organisations that are offering funding for projects that meet certain criteria. It also covers contributions being sought from participating organisations and individuals, from either public or private sources.
- 6.2.2 The Chief Finance Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.
- 6.2.3 Chief Officers must provide the Chief Finance Officer with details of all bids for external funding. Bids will follow the requirements of the Council's investment appraisal process.
- 6.2.4 Chief Officers must not commit expenditure on projects requiring matched funding contributions until the external funding has been confirmed
- 6.2.5 Chief Officers must advise the Chief Finance Officer of all grant and subsidy notifications as soon as they are received. Where the amount notified is greater than the budget, the excess will be deemed a windfall and should in the first instance be returned to the central contingency unless regulations specify restrictions on their use which make this inappropriate or the underspend, additional income or windfall is to be used to offset uncontrollable overspends elsewhere within the service. Where the amount notified is less than the budget, the Director or Head of Service must notify the Chief Finance Officer of options for containing any potential overspend.

6.3 WORK FOR THIRD PARTIES

- 6.3.1 Work can only be undertaken for third parties where the Council has the legal powers to undertake the work.
- 6.3.2 With regard to the financial aspects of third party contracts, Chief Officers will:
- (i) Comply with any guidance issued by the Chief Finance Officer and will ensure that the appropriate insurance arrangements are made.
 - (ii) Ensure that all costs arising from the provision of services to a third party are recovered and hence that there is no subsidy included within the contract.
 - (iii) Ensure that the Council is not unnecessarily exposed to the risk of bad debts.
- 6.3.3 A written agreement must be put in place between the Council and the third party, which details the services to be provided, over what period and at what price; this will be signed by both parties to the agreement. Chief Officers will provide information on the contractual arrangements to the Chief Finance Officer

in order that the appropriate disclosures can be made within the Council's annual statement of accounts.

- 6.3.4 Performance and Contract Management (PCM) Committee is responsible for monitoring the contractual arrangements for any significant work for third parties or external bodies. For this purpose, significant is deemed to be contracted annual income from a body that is greater than £100,000.

6.4 ALTERNATIVE DELIVERY MODELS

- 6.4.1 Services may be commissioned from retained services within the Council or via alternative delivery models. There are various types of alternative delivery model, including, but not limited to:

- (i) Local Authority Trading Company (LATC)
- (ii) Joint Ventures - set up as separate corporate entities joining two or more parties for the purpose of executing a business undertaking.
- (iii) Charitable incorporated organisation - a corporate entity which is regulated by the Charities Commission
- (iv) Social Enterprises - businesses trading for social and environmental purposes.
- (v) Outsourcing – a contractual arrangement between the Council and a private provider for the delivery of an agreed service.
- (vi) Social Impact Bonds – contract to achieve agreed social outcomes through a programme of interventions delivered by a number of service providers.
- (vii) Joint Committee – joint bodies set up, by agreement, to discharge or carry out activities in conjunction with others.
- (viii) Unincorporated association

- 6.4.2 Any proposal to commission services via an alternative delivery vehicle must be developed through the Council's business case governance framework and using the business case template, to ensure that there is a robust planning and decision-making process in place.

- 6.4.3 Chief Officers are responsible for ensuring that committee approval is obtained before any contract negotiations and/or financial transactions are entered into, and that all agreements and arrangements are properly documented.

7. TRANSPARENCY

- 7.1.1 To provide transparency in its stewardship of public funds the Council makes information available to the public in relation to its spending, regardless of value. Monthly payment transactions made via purchase card, employee expenses and accounts payable are available to download via the Council's Open Barnet data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

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Financial Regulations

1. Introduction
2. Financial Planning and Financial Management
 - 2.1 Budget Strategy
 - 2.2 Medium Term Financial Strategy
 - 2.3 Annual Budget Setting
 - 2.4 Budget Management and Monitoring
 - 2.5 Closing of Accounts and Statement of Accounts
 - 2.6 Treasury Management Framework
3. Financial Administration, Systems and Procedures
 - 3.1 Accounting
 - 3.2 Banking Arrangements
 - 3.3 Assets
 - 3.4 Imprest Accounts
 - 3.5 Income
 - 3.6 Insurance
 - 3.7 Investments, Borrowing, Capital Financing and Trust Accounts
 - 3.8 Ordering of Supplies, Works and Services
 - 3.9 Amenity and Unofficial Funds
4. Risk Management and Control of Resources
 - 4.1 Risk Management
 - 4.2 Internal Control
 - 4.3 Internal Audit
 - 4.4 Corporate Anti-Fraud Team (CAFT)
 - 4.5 External Audit
5. Trading Accounts
6. External Arrangements
 - 6.1 Partnerships
 - 6.2 External Funding
 - 6.3 Work for Third Parties
 - 6.4 Alternative Delivery Models
7. Transparency

1. INTRODUCTION

- 1.1 The Financial Regulations provide the framework for managing the financial affairs of the Council. These Financial Regulations should apply to all Members, officers, contractors and partners in the work they do for the Council.
- 1.2 The Director of Resources, is the Chief Finance Officer, also known as the s151 Officer, and has statutory duties in relation to the financial administration and stewardship of the Council.
- 1.3 The Financial Regulations govern the way the Council undertakes financial forward planning, annual budget setting, budget monitoring and closing of the accounts.
- 1.4 The Financial Regulations also govern the way day to day financial administration is conducted and financial controls are exercised.
- 1.5 The Scheme for Financing Schools, which follows the requirements of the School Standards and Framework Act 1998, governs School Governors, Headteachers and school staff of Maintained schools with delegated budgets. A local financial guide for schools supplements the Scheme for Financing Schools. In these cases the Financial Regulations do not apply. Each school is required to have a financial management policy and procedures document.
- 1.6 These procedures shall be reviewed regularly by the Chief Finance Officer but at least every three years. The Constitution and General Purposes Committee recommend to Council for approval all amendments and summaries of changes resulting from the review.
- 1.7 The Chief Finance Officer is required to control and be responsible for the accounts and finances of the Council in every respect and ensure, as far as possible, that consistent financial systems operate throughout the entire operation of the Council.

2. FINANCIAL PLANNING AND FINANCIAL MANAGEMENT

2.1 BUDGET STRATEGY

- 2.1.1 The Budget Strategy, sets out the Council's proposed income and expenditure, both revenue and capital, and the level of council tax, for the following financial year, including the way in which corporate service priorities are considered, the level of balances and reserves, and the management of financial risks.
- 2.1.2 The Council's policies for the recovery of debt are separately approved by the Policy and Resources Committee.
- 2.1.3 The Budget Strategy and Medium Term Financial Strategy will normally be recommended by the Policy and Resources Committee to Full Council for approval at the start of each financial year.

2.2 MEDIUM TERM FINANCIAL STRATEGY

- 2.2.1 The Chief Finance Officer, in consultation with the Chair of the Policy and Resources Committee, will maintain a Medium Term Financial Strategy that covers a period of at least three financial years, including the current financial year.
- 2.2.2 The Medium Term Financial Strategy will be produced and reported in conjunction with the annual budget, council tax and rent proposals to the Policy and Resources Committee and Full Council before 11 March of the preceding financial year. Further updates on the Medium Term Financial Strategy may be reported during the year.
- 2.2.3 The Financial Forward Plan will cover revenue and capital budgets and will highlight how resources are being re-directed to address Corporate Plan priorities.
- 2.2.4 In that the Medium Term Financial Strategy spans a number of years, it is to be expected that figures in later years will often be preliminary estimates and/or aspirations of future decisions and changes in council policy.

2.3 ANNUAL BUDGET SETTING

- 2.3.1 The Council will publish a draft budget for consultation. Arrangements for budget consultation will be determined by the Council.
- 2.3.2 The Chief Finance Officer will set the council tax base for tax-setting purposes before 31 January of the preceding financial year and notify precepting and levying bodies of this figure by this date. The Chief Finance Officer will notify all Council Members via the Policy and Resources Committee and Full Council.
- 2.3.3 The Policy and Resources Committee will finalise its recommendations to Council on the revenue budget, council tax, capital programme and rent levels taking account of the results of budget consultation. This will normally be in February, following announcement of the Final Local Government Finance Settlement. Theme Committees will work up proposals for consideration by the Policy and Resources Committee.
- 2.3.4 Policy and Resources Committee's recommendations to Council must be made in time for Council to set the capital and revenue budget and council tax before 11 March of the preceding financial year.
- 2.3.5 The Chief Finance Officer shall advise the Council whether s/he is able to certify that the draft Budget contains robust estimates and reserves for the purpose of meeting the requirements of Section 25 of the Local Government Act 2003.

Fees and Charges

- 2.3.6 Changes to fees and charges should be included in the budget proposals submitted by theme Committees or the relevant committee as part of the budget setting process. Theme Committees refer all fees and charges to the Policy and Resources Committee. The Policy and Resources Committee reviews all fees and charges which then form part of the budget that is subject to public consultation. Subject to public consultation outcomes, the Policy and Resources Committee recommends all fees and charges to Full Council for approval as part of the council's overall budget.

Changes to annual tenant rents and service charges for the HRA and GF must be referred from Housing & Growth Committee to Policy and Resources Committee before tenants and leaseholders are issued with formal notices and bills ahead of the upcoming financial year.

The budget recommended by Policy and Resources Committee to Full Council will incorporate the latest projection of income from fees and charges. Full Council will approve all fees and charges as part of the budget report.

Capital Programme and Budget

- 2.3.7 The Capital Programme has been developed following these principles;
- To maintain an affordable five-year rolling capital programme.
 - To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.
 - To undertake prudential borrowing only where there are sufficient monies to meet, in full, the implications of capital expenditure, both borrowing and running costs.
 - To maximise available resources by actively seeking appropriate external funding and disposal of surplus assets.

Alternative Budget Motions

- 2.3.8 Any Member proposing to put forward to Council any amendment to the draft Budget or any alternative Budget should provide a copy of initial amendments to the Chief Finance Officer and Monitoring Officer as soon as possible and at least 10 clear working days before the Council meeting. These initial amendments should be validated and clearly laid out including all supporting assumptions. Final completed budget amendments in a format that can be presented to Council should be submitted to the Chief Finance Officer and Monitoring Officer at least 5 clear working days in advance of the Council meeting so that s/he may advise Council whether the resulting amended or alternative budget would provide robust estimates and reserves for the purpose of section 25 of the Local Government Act 2003.

2.4 BUDGET MANAGEMENT & MONITORING

2.4.1 Making changes to the budget

A virement is the transfer of budget from one specific area to another. This can either be a transfer within revenue budgets or capital budgets but not between revenue and capital.

2.4.2 The Virement Scheme is intended to enable the Directors and their officers to manage budgets with a degree of flexibility within the overall framework determined by the Council, and therefore optimise the use of resources.

2.4.3 Amendments to the revenue budget can only be made with approval as per the scheme of virement table below:

Virements for allocation from contingency for amounts up to and including £250,000 must be approved by the Chief Finance Officer
Virements for allocation from contingency for amounts over £250,000 must be approved by Policy and Resources Committee
Virements within a service in a Directorate that do not alter the approved bottom line are approved by the Service Director of that Directorate.
Virements between services within the same Directorate (excluding contingency allocations) must be approved by the relevant Chief Officers of that Directorate.
Virements between different Directorates (excluding contingency allocations) up to £50,000 must be approved by the relevant Chief Officers of both Directorates.
Virements between different Directorates (excluding contingency allocations) over £50,000 and up to and including £250,000 must be approved by the relevant Chief Officer(s) and Chief Finance Officer in consultation with the Chair of the Policy and Resources Committee and reported to the next meeting of the Policy and Resources Committee
Virements between different Directorates (excluding contingency allocations) over £250,000 must be approved by Policy and Resources Committee.

2.4.4 Article 9 – Revised table of Chief Officers of the council’s constitution details which posts within the council are designated as Chief Officer.

2.4.5 No revenue virement is allowed between the following budgets without approval of the Policy and Resource Committee;

- Financing charges,
- Rates and other taxes,
- Recharges and Insurances.

2.4.6 Amendments to the capital budget can only be made with approval as per the table below:

Capital Virements
Policy & Resources Committee approval is required for all capital budget and funding virements and yearly profile changes (slippage or accelerated spend) between approved capital programmes i.e. as per the budget book. The report must show the proposed: i) Budget transfers between projects and by year; ii) Funding transfers between projects and by year; and

iii) A summary based on a template approved by the Chief Finance Officer
Policy and Resources Committee approval is required for all capital additions to the capital programme. All Capital additions are reviewed at Capital Strategy Board prior to being recommended for approval to Policy and Resources Committee Capital additions should also be included in the quarterly budget monitoring report to Finance, Performance, and Contracts Committee for noting.
Funding substitutions in order to maximise funding are the responsibility of the Chief Finance Officer.

Budget Monitoring

- 2.4.7 Chief Officers are required to notify the Chief Finance Officer of all underspends, over-recovery of income or windfall benefits arising within their revenue and capital budgets. Where these occur they should in the first instance be transferred to the contingency budget unless regulations specify restrictions on their use which make this inappropriate or the under spend, additional income or other financial benefits are to be used to offset uncontrollable overspends elsewhere within the service. The chief officer is responsible for notifying the Chief Finance Officer that this is to occur. Approval to these budget variations will be in line with the scheme of virement.

Budget Monitoring – Revenue

- 2.4.8 Chief Officers should ensure that their revenue cost centre managers do not enter into commitments before satisfying themselves there is sufficient approved budget provision. Chief Officers have no authority to overspend revenue budgets, or under-recover income budgets under their control, and are responsible for monitoring their budgets to ensure this situation does not arise.
- 2.4.9 It is the responsibility of Chief Officers to notify the Chief Finance Officer of forecast revenue budget or capital project overspends regardless of whether offsetting savings or additional income have been identified.

Budget Monitoring – Capital

- 2.4.10 Forecast overspends on approved capital projects must be communicated through the Chief Finance Officer to the Chair of the Policy & Resources Committee as soon as possible with options for offsetting the forecast overspend.

Central Contingency

- 2.4.11 The Chief Finance Officer will determine which budget risks and uncertainties are to be held within the central contingency.
- 2.4.12 Allocations from the central contingency relating to planned developments will be approved by the Chief Finance Officer, following the receipt from a Chief Officer of a fully costed proposal to incur expenditure that is in line with planned development (including full year effect). Where there is a significant increase in

the full year effect (over £250,000), the contingency allocation must be approved by the Policy and Resources Committee.

- 2.4.13 Allocations from the central contingency for unplanned expenditure, including proposals to utilise underspends previously generated within the service and returned to central contingency, will be approved by the Chief Finance Officer. Where there are competing bids for use of under spends, additional income or windfalls previously returned to central contingency, priority will be given to the service(s) that generated that return. Allocations for unplanned expenditure over £250,000 must be approved by Policy and Resources Committee.

Balances and Reserves

- 2.4.14 Allocation to and from the balances and reserves will be the responsibility of the Chief Finance Officer in line with the principles that Full Council have agreed.
- 2.4.15 Any significant change in the planned use of a reserve must be approved by the Policy and Resources Committee.

Budget Monitoring – reporting

- 2.4.16 The Chief Finance Officer will report in detail to Performance and Contract Management Committee at the end of each quarter as a minimum, on the revenue and capital budgets and wider financial standing and will make recommendations for varying the approved budget (revenue and capital) where necessary.

2.4.17 Full Year Effects

In preparing any estimates of expenditure and income, Directors and Heads of Service must give proper consideration to full year effects.

2.4.18 Annual Governance Statement

Chief Officers must support the work on corporate risk management contributing to the production of the Annual Governance Statement that has to be published alongside the Statement of Accounts.

2.4.19 Partnership Working

Before entering into a partnership with another organisation that involves pooling some of the Council's revenue and/or capital budgets, the Chief Officer in consultation with the Chief Finance Officer must ensure that adequate financial controls are in place. A financial risk assessment must also be prepared and monitored over time.

2.4.20 Authorisation of Non-Budgeted Expenditure (Emergency Payments)

Emergency payments may arise as a consequence of unforeseen circumstances (e.g. as a consequence of a natural disaster, a civil emergency or a court order

etc.) where budget provision has not been made and the payment cannot be covered within the relevant service's existing budget.

- 2.4.21 Emergency payments can only be made by decision of Urgency Committee or by Chief Officers up to their delegated financial limit of £180k. All such emergency payments should be reported to the next meeting of the Performance & Contract Management Committee.

2.5 CLOSING OF ACCOUNTS & STATEMENT OF ACCOUNTS

- 2.5.1 The Chief Finance Officer is responsible for making arrangements for closing the Council's and the Pension Fund accounts and producing the annual Statement of Accounts, as well as all matters relating to their audit and public inspection.
- 2.5.2 Chief Officers are responsible for ensuring that staff adhere to the timetable and requirements set out by the Chief Finance Officer for the closing of accounts, and provide any information and evidence required in relation to this.
- 2.5.3 In accordance with International Standard on Auditing (ISA) 260, the external auditor is required to issue detailed reports to those charged with governance on matters arising from the audit of the Council's accounts and Pension Fund accounts. There is also an Annual Audit Letter which includes the external auditor's report and opinion on the audit of the accounts, as well as comments and recommendations on whether the Council provides Value for Money. These reports will be considered by the Audit Committee.

2.6 TREASURY MANAGEMENT FRAMEWORK

- 2.6.1 Policy and Resources Committee will create and maintain a Treasury Management Policy Statement, stating the policies and objectives of its treasury management activities and based upon the relevant CIPFA Codes.
- 2.6.2 The Performance and Contract Management Committee will receive reports on its treasury management policies, practices and activities. These reports will incorporate the prudential borrowing limits and performance indicators. Policy and Resources Committee will receive an annual strategy and plan in advance of the year, and an annual report after its close in the form prescribed in the Treasury Management Practices.
- 2.6.3 The Chief Finance Officer has the delegated authority to undertake all borrowing on behalf of the Council in line with the Treasury Management Strategy Statement Authority agreed by Council each year and will issue a Delegated Powers Report immediately after this power is exercised to inform Members in consultation with the Chair of the Policy and Resources Committee and reported to the next meeting of the Policy and Resources Committee.

3. FINANCIAL ADMINISTRATION, SYSTEMS AND PROCEDURES

3.1 ACCOUNTING

- 3.1.1 All accounting arrangements across the council shall be in a manner approved by the Chief Finance Officer, taking into account best practice guidance issued by relevant external bodies, such as CIPFA and national guidance.
- 3.1.2 There must be adequate separation of duties to ensure that no one officer is able to handle any financial transaction from start to finish without there being some mechanism for independent checking. By finish is meant the completion of the accounting for the transaction.
- 3.1.3 All accounting should occur on the Council's Accounting System and any exceptions must be specifically authorised by the Chief Finance Officer.

3.2 BANKING ARRANGEMENTS

- 3.2.1 The Chief Finance Officer must approve all banking and card acquiring arrangements across the Council and must be satisfied with the safe keeping of all controlled banking stationery.
- 3.2.2 The Chief Finance Officer will maintain a register of all bank and card acquiring contracts.
- 3.2.3 The Chief Finance Officer will be responsible for ensuring that the Council's banking arrangements are reviewed on a regular basis and that the banking contract is reviewed every three years.
- 3.2.4 Chief Officers are responsible for ensuring that the any staff in their areas that use the Procurement Cards adhere to the requirements of the LBB Purchasing Card (PCard) Guide and Terms and Conditions.

3.3 ASSETS

- 3.3.1 Chief Officers are responsible for the proper security of all buildings, stocks, furniture, equipment and cash etc. within their service. The Chief Executive shall exercise a co-ordinating role on security issues and shall be consulted where it is felt that security is inadequate or in special circumstances.
- 3.3.2 Maximum limits for cash holdings (imprest accounts) shall be set by the Chief Finance Officer, which may not be exceeded without prior authority. Areas where cash is counted and held must be secure and with access restricted only to authorised staff.
- 3.3.3 Chief Officers are responsible for the sale or disposal of assets employed in their service, and for accounting for these transactions. All disposals are to be reported to the Chief Finance Officer on a quarterly basis via Capital Strategy Board.

3.3.4 Chief Officers are responsible for implementing a system for the maintenance of stocks and stores including regular stock checks and write offs when required.

3.4 IMPREST ACCOUNTS

3.4.1 The Chief Finance Officer must authorise all imprest accounts and the Imprest Account Holder must comply with the rules set by the Chief Finance Officer.

3.5 INCOME

3.5.1 The Council will usually charge for all services, where allowable, and have charging policies in place.

3.5.2 Officers should encourage payment in advance or at point of service delivery wherever possible as per the Debt Management Policy, and minimise the amount of credit given to customers.

3.5.3 All records relating to income due to the Council, accounts raised, and receipts issued shall be in a format agreed by the Chief Finance Officer.

3.5.4 Officers responsible for controlled stationery must keep it secure. Methods of payment must be agreed by the Chief Finance Officer.

3.5.5 The Chief Finance Officer, or officer nominated by the Chief Finance Officer, may authorise payment by instalments if full payment cannot be obtained immediately, in accordance with the Debt Management Policy.

3.5.6 Officers receiving monies shall keep an accurate and chronological account of all receipts and bankings.

3.5.7 Monies received must be banked on the day of receipt wherever possible, and not later than the next working day. All amounts paid in must be referenced to enable subsequent identification of the accounts to which they relate. All cheques, postal orders etc. shall be crossed with the crossing stamp provided.

3.5.8 No deductions may be made from monies received.

3.5.9 Chief Officers must notify the Chief Finance Officer of all monies due to the Council under contracts, leases or other agreements and the cessation of use or change of user affecting this income.

3.5.10 Invoicing & Debt Recovery

Officers responsible for raising invoices must ensure that VAT has been properly accounted for.

3.5.11 The Council's Debt Management Policy, approved annually in February by Policy and Resources Committee, sets out the Council's policy and procedures in relation to the billing, collection and recovery of monies owed to the Council and is to be adopted across all services within the London Borough of Barnet.

3.6 INSURANCE

- 3.6.1 The Chief Finance Officer is responsible for maintaining the Insurance Strategy arranging adequate insurance cover for the Council and keeping comprehensive records of all risks covered and will report any changes to Policy & Resources Committee.
- 3.6.2 Chief Officers must notify the Chief Finance Officer immediately of all new areas of risk and of any change of circumstances likely to affect existing insurance risks.
- 3.6.3 Any incident which could give rise to an insurance claim must be promptly notified to the Chief Finance Officer by the relevant officer, who shall also inform the Police if appropriate.
- 3.6.4 The Chief Finance Officer will handle all insurance claims, in conjunction with the Monitoring Officer and/or the insurance company if proceedings are issued.
- 3.6.5 Officers must consult the Chief Finance Officer and Monitoring Officer in all cases where the Council is requested to give an indemnity.
- 3.6.6 Officers in receipt of a motor vehicle allowance must produce registration documents, insurance policy, certificate of insurance and test certificate if required by the Chief Finance Officer. Insurance policies must be comprehensive and cover use on official business.
- 3.6.7 Schools: It is the responsibility of the governing body to ensure adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. Such insurance may be funded from the school budget share.
- 3.6.8 The Council is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school. Such costs could be charged to the school's budget share.

3.7 INVESTMENTS, BORROWING, CAPITAL FINANCING & TRUST ACCOUNTS

- 3.7.1 The Chief Finance Officer shall ensure that the Council's money is properly managed and controlled in a way which balances risk with return but with the overriding consideration being given to the security and liquidity of the Council's investment.
- 3.7.2 All investments, except bearer securities, controlled by the Council shall be registered in the Council's name or the Council's Pension Fund or in the name of nominees approved at a Policy and Resources Committee.
- 3.7.3 All securities shall be held securely by the Council's bankers, or custodians approved at the Policy and Resources Committee.

- 3.7.4 The Chief Finance Officer shall ensure that all borrowing and, whenever applicable trust funds, are registered in the name of the Council.
- 3.7.5 The Chief Finance Officer will also provide regular monitoring reports to Performance and Contract Management Committee and report any breaches or amendments of the Prudential Code to Council.

3.8 ORDERING OF SUPPLIES, WORKS & SERVICES

- 3.8.1 All contracts are subject to the Contract Procedure Rules and Chief Officers must have systems in place to ensure that only authorised officers are allowed to place purchase orders, and that purchase orders are only raised when there is sufficient budget available.
- 3.8.2 **Creation of a purchase Order (PO):** Once the purchase has been agreed, a purchase order must be raised on the council's accounting system.
Payment of an invoice: Authorised officers must ensure that a purchase order has been raised on the accounting system and successfully communicated to the supplier. Invoices in respect to works, supplies and services will be paid by the Central Accounts Payable Team, but only after the authorising officer has, where necessary, first receipted the supply on the accounting system.
- 3.8.3 All invoices must reference a valid purchase order number, otherwise the Central Accounts Payable Team reserves the right to refuse payment of an invoice.
- 3.8.4 To enable the Council to comply with the Late Payment of Commercial Debts Regulations, no amended invoices will be accepted and a new invoice with a revised date will be required.
- 3.8.5 The Central Accounts Payable Team will perform a three-way match against the purchase order, goods receipt and invoice, prior to making a payment. Invoices from trusted suppliers, (as advised by the Strategic Procurement Team) will only require a two-way match. Invoices that do not pass this criteria will be returned to the service for amendment.
- 3.8.6 **Payments in advance :** Chief Officers prior to authorising payments in advance, must undertake a risk assessment of the supplier or service provider defaulting. All payments in advance in excess of £100,000 must be notified to the Chief Finance Officer.

3.9 TAXATION

- 3.9.1 The Chief Finance Officer is responsible for ensuring compliance with all relevant taxation regulations and guidance that affect the Council either directly, as a consequence its own activities, or indirectly, as a consequence of service delivery through external partners.

3.10 AMENITY & UNOFFICIAL FUNDS

- 3.10.1 Amenity or Unofficial Fund relates to all sums of money other than those which are required to be paid into the Council's General Bank Account (or such other account so authorised by the Chief Finance Officer) or Trust Fund monies outside the authority of the Council.
- 3.10.2 All accounts shall be opened by the Chief Finance Officer and their names shall include the name of the London Borough of Barnet and the establishment concerned.
- 3.10.3 Provided the Chief Finance Officer approves and is satisfied with accounting and security arrangements, separate accounts need not be opened for funds of small amounts.

4 RISK MANAGEMENT AND CONTROL OF RESOURCES

4.1 RISK MANAGEMENT

- 4.1.1 The Performance and Contract Monitoring Committee is responsible for approving the Council's risk management framework and for reviewing the effectiveness of risk management. Individual services are responsible for ensuring the proper management of risk.

4.2 INTERNAL CONTROL

- 4.2.1 Internal control refers to the systems of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Council's assets and interests are safeguarded.
- 4.2.2 The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.
- 4.2.3 It is the responsibility of Chief Officers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial performance targets.

4.3 INTERNAL AUDIT

- 4.3.1 Under the Accounts and Audit Regulations 2015 the Council has a statutory obligation to have an adequate and effective system of internal audit. The Assurance Director has the delegated authority for providing and maintaining this service.

- 4.3.2 The Chief Internal Auditor is responsible for providing an internal audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS). He / she is also responsible for providing an opinion, in support of the Annual Governance Statement, on how the Council's risk management processes identify, evaluate, monitor and report that controls are operating effectively within the Council.
- 4.3.3 Internal Audit is an assurance function that provides 'an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
- 4.3.4 Internal Audit has unrestricted access to all information (including records, computer files, databases, systems, property and personnel) across any service and/or activities undertaken by the Council, or partners on the behalf of the Council where council information is held in order to review, appraise and report as may be necessary.
- 4.3.5 The Chief Internal Auditor shall be able to meet the Chair of the Audit Committee alone outside of the normal Audit Committee meetings.
- 4.3.6 Chief Officers shall have regard to the principles of risk management, and to the Council's risk management policy. It is the responsibility of Internal Audit to review the adequacy and effectiveness of the council's arrangements for risk management.
- 4.3.7 The Chief Internal Auditor shall report to the Chair of the Audit Committee all significant concerns that he/she may have over the adequacy and effectiveness of internal controls and risk management activities within the organisation.

4.4 CORPORATE ANTI-FRAUD TEAM (CAFT)

- 4.4.1 Under Section 151 of the Local Government Act 1972 the Council has a statutory obligation to ensure the protection of public funds and to have an effective system of prevention and detection of fraud and corruption. The Assurance Director has the delegated authority for providing and maintaining this service.

4.4.2 Objective & Scope

The CAFT is an independent, objective activity designed to add value and improve the Council's operations. It helps the Council achieve its objectives by bringing a systematic, disciplined approach to investigation, evaluating and improving the effectiveness of fraud prevention and detection and the subsequent prosecution of individuals and organisations where appropriate. The Council has a zero tolerance approach to fraud and other irregularity.

- 4.4.3 The objective of the CAFT is to assist officers and Members in the effective discharge of their responsibilities. To this end, the CAFT furnishes them with assurance, analysis, appraisals, recommendations, counsel, and information concerning the activities it is required to become involved with. The objective includes promoting fraud awareness across the authority.
- 4.4.4 The scope of the CAFT encompasses both the investigation and examination of the effectiveness of the council's systems of fraud control when subject to breach.

4.4.5 Responsibility & Authority

The primary responsibility for the awareness, prevention, detection and deterrence of fraud, corruption, bribery or money laundering activity lies with the Chief Officers. This responsibility includes ensuring that staff and partners are aware of both the implications of fraud and money laundering and the risks of fraud and money laundering across their service area. The primary responsibility for the investigation of any suspected fraud, corruption, bribery or money laundering activity found in a service area lies with the CAFT. All details must be immediately forwarded to the CAFT, to preserve the chain of evidence linked to such investigations within the law.

- 4.4.6 CAFT have unrestricted access to all council held information and records (including computer files, databases, systems, property and personnel) across any service and/or activities undertaken by the Council, or partners on the behalf of the Council, in order to effectively carry out their duties:

- 4.4.7 CAFT or other authorised representative shall have authority to:

- Enter or visit any land, premises, offices or establishments of the Council; and carry out any necessary searches of the aforementioned;
- have unrestricted access to, access, view, search, and remove any and all records, documents and correspondence, including electronically held correspondence, documents and records, and property and assets of the Council;
- where requested by CAFT view only access to specific databases/systems which hold council data;
- receive such explanations as are necessary concerning any matter under examination, and / or fraud investigation;
- in conjunction with the relevant Chief Officer, suspend any employee of the Council under CAFT investigation from duty: acting in accordance with the Council's disciplinary procedures; and, in cases concerning illegal working, employees may be exited from the organisation and/or may be suspended without pay pending investigation;
- require any employee of the Council to produce and surrender any cash, stores, equipment or any other Council property under his or her control;
- interview any and all employees and individuals in connection with investigations including where necessary interviews in accordance with the Police & Criminal Evidence Act (on tape).

4.5 EXTERNAL AUDIT

- 4.5.1 Public Sector Audit Appointments Limited (replaced the Audit Commission with effect from 1 April 2015) is responsible for appointing external auditors to each local authority. The duties of the external auditor are governed by section 5 of the Audit Commission Act 1998.
- 4.5.2 External auditors have a responsibility to satisfy themselves that the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. This judgement is based on criteria specified by the National Audit Office. The Chief Finance Officer, in conjunction with Chief Officers, must ensure that the Council makes best use of resources and taxpayers and / or service users receive value for money.
- 4.5.3 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenue and Customs, who have statutory rights of access.

5. TRADING ACCOUNTS

- 5.1 It is the responsibility of the Chief Finance Officer to advise on the establishment and operation of trading accounts and business units, where appropriate.
- 5.2 The Chief Officer must observe all statutory requirements in relation to trading accounts, including the maintenance of a separate revenue account to include all relevant income and expenditure, including overhead charged and an annual report in support of the final accounts.
- 5.3 The Chief Officer must ensure that the same accounting principles are applied in relation to trading accounts as for other service units.

6. EXTERNAL ARRANGEMENTS

6.1 PARTNERSHIPS

- 6.1.1 Partnerships include any arrangements where the Council agrees to undertake, part fund or participate in a project with other bodies; either as a beneficiary of the project, or because the nature or status of the project gives the Council a right or obligation to support it. Where the Council is simply providing funding without assuming any obligation or risk relating to delivery of the project, this is not a partnership.
- 6.1.2 It is important to understand and distinguish between a partnership in this context and a supplier who the Council may refer to as a 'partner' due to the status that the Council has contractually awarded to it. Irrespective of the title applied to it, this latter type of partnership is a supplier relationship, which will be entered into in accordance with, and governed by, the Council's Procurement Policy and Procedures.

- 6.2.3 Chief Officers must provide the Chief Finance Officer with details of all bids for external funding. Bids will follow the requirements of the Council's investment appraisal process.
- 6.2.4 Chief Officers must not commit expenditure on projects requiring matched funding contributions until the external funding has been confirmed
- 6.2.5 Chief Officers must advise the Chief Finance Officer of all grant and subsidy notifications as soon as they are received. Where the amount notified is greater than the budget, the excess will be deemed a windfall and should in the first instance be returned to the central contingency unless regulations specify restrictions on their use which make this inappropriate or the underspend, additional income or windfall is to be used to offset uncontrollable overspends elsewhere within the service. Where the amount notified is less than the budget, the Director or Head of Service must notify the Chief Finance Officer of options for containing any potential overspend.

6.3 WORK FOR THIRD PARTIES

- 6.3.1 Work can only be undertaken for third parties where the Council has the legal powers to undertake the work.
- 6.3.2 With regard to the financial aspects of third party contracts, Chief Officers will:
- (i) Comply with any guidance issued by the Chief Finance Officer and will ensure that the appropriate insurance arrangements are made.
 - (ii) Ensure that all costs arising from the provision of services to a third party are recovered and hence that there is no subsidy included within the contract.
 - (iii) Ensure that the Council is not unnecessarily exposed to the risk of bad debts.
- 6.3.3 A written agreement must be put in place between the Council and the third party, which details the services to be provided, over what period and at what price; this will be signed by both parties to the agreement. Chief Officers will provide information on the contractual arrangements to the Chief Finance Officer in order that the appropriate disclosures can be made within the Council's annual statement of accounts.
- 6.3.4 Performance and Contract Management (PCM) Committee is responsible for monitoring the contractual arrangements for any significant work for third parties or external bodies. For this purpose, significant is deemed to be contracted annual income from a body that is greater than £100,000.

6.4 ALTERNATIVE DELIVERY MODELS

- 6.4.1 Services may be commissioned from retained services within the Council or via alternative delivery models. There are various types of alternative delivery model, including, but not limited to:

- (i) Local Authority Trading Company (LATC)
- (ii) Joint Ventures - set up as separate corporate entities joining two or more parties for the purpose of executing a business undertaking.
- (iii) Charitable incorporated organisation - a corporate entity which is regulated by the Charities Commission
- (iv) Social Enterprises - businesses trading for social and environmental purposes.
- (v) Outsourcing – a contractual arrangement between the Council and a private provider for the delivery of an agreed service.
- (vi) Social Impact Bonds – contract to achieve agreed social outcomes through a programme of interventions delivered by a number of service providers.
- (vii) Joint Committee – joint bodies set up, by agreement, to discharge or carry out activities in conjunction with others.
- (viii) Unincorporated association

6.4.2 Any proposal to commission services via an alternative delivery vehicle must be developed through the Council’s business case governance framework and using the business case template, to ensure that there is a robust planning and decision-making process in place.

6.4.3 Chief Officers are responsible for ensuring that committee approval is obtained before any contract negotiations and/or financial transactions are entered into, and that all agreements and arrangements are properly documented.

7. TRANSPARENCY

7.1.1 To provide transparency in its stewardship of public funds the Council makes information available to the public in relation to its spending, regardless of value. Monthly payment transactions made via purchase card, employee expenses and accounts payable are available to download via the Council’s Open Barnet data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access.
<http://open.barnet.gov.uk/>

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Contract Procedure Rules

1 APPLICATION

- 1.1 These Contract Procedure Rules provide the governance structure for the Council to procure works, goods and services.
- 1.2 These mandatory Contract Procedure Rules apply to everyone who commissions or procures contracts on behalf of the Council, including external consultants and third party providers.
- 1.3 Approved Officers (Heads of Service and above) are accountable for all Procurement in their respective area of responsibility including following the Contract Procedure Rules and complying with operational procurement guidelines and codes of practice.
- 1.4 All Officers must ensure that the Council's approved processes and standards for Procurement, as set out in the Procurement Toolkit are adhered to. All information governance, insurance, safeguarding, social value (including Support to Local Community), conflict of interest and business continuity requirements must be adhered to in line with the Procurement Toolkit and the Council's Information Governance Policies.
- 1.5 The Director of Commercial & Customer Services in consultation with the Director of Resources shall maintain and issue the Contract Procedure Rules.
- 1.6 Customer Support Group (CSG) Procurement is responsible for ensuring Council awareness and compliance with all relevant Law. Any significant changes to relevant Law will be reflected in these Contract Procedure Rules.

2 SCOPE

- 2.1 The Contract Procedure Rules apply to all Procurement activities, including expenditure of external funding on Procurement, such as grant allocation, received by the Council from external sources and may to apply CIL funding allocations agreed by area committees
- 2.2 The Contract Procedure Rules do not apply to Non-Procurement activities whereby the Council has to pay for a Service which it did not initiate or for payments where it is not appropriate to tender including (but not exclusively) inter-authority and inter-agency payments, subscriptions/memberships, emergency temporary accommodation for vulnerable people, assessments, recoupment and Council grant allocations. Payments to third parties for these activities are subject to authorisation by Finance.
- 2.3 Where the Council is entering into a Contract as an agent in collaboration with another public body or organisation which is the principal or lead body in the collaboration, these Contract Procedure Rules apply only in so far as they are consistent with the requirements of the principal or lead body

concerned. Where the Council is acting as principal or the lead body, these Contract Procedure Rules will take precedence.

- 2.4 Where the Council's schools have to abide by the Scheme for Financing Schools which requires them to follow Contract Standing Orders (CSO) for Schools, then the CSO for Schools shall take precedence over these Contract Procedure Rules.
- 2.5 These Contract Procedure Rules do not apply to any acquisition or disposal of any interest in land including any transaction in land under section 75 of the National Health Services Act 2006; partnership arrangements between NHS bodies and the Council under section 75 of the National Health Services Act 2006 are not subject to these Contract Procedure Rules though procurement activities undertaken under any such arrangements may be.

3 CONTRACT VALUE CALCULATION

- 3.1 Contract value means the estimated aggregate or recurring value payable in pounds sterling exclusive of Value Added Tax over the entire Contract period including any form of options or extensions of the Contract. Where the Contract term is not fixed the estimated value of the Contract must be calculated by multiplying the monthly spend value by 48 in accordance with Regulation 6 of the Public Contracts Regulations 2015.
- 3.2 Contracts must not be artificially underestimated or disaggregated into two or more separate contracts with the intention of avoiding the application of Contract Procedure Rules or the Law.
- 3.3 In the case of Framework Agreements or Dynamic Purchasing Systems the contract value must be calculated to include the total estimated value, net of VAT, of all the contracts envisaged to be awarded for the total term of the Framework Agreement or the Dynamic Purchasing System.

4 AUTHORISATION

- 4.1 Any Procurement, including extensions and variations to Contracts set out in the Annual Procurement Forward Plan and approved by the Policy and Resources Committee, is deemed as Authorised irrespective of the Contract value, subject to 4.3 below.
- 4.2 Any Procurement which has not been Authorised as set out in 4.1 must be Authorised in accordance with the Authorisation and Acceptance Thresholds set out in these Rules and in Article 10, Table B.
- ~~4.3~~ Any Procurement authorised via the Annual Procurement Forward Plan is subject to the [reporting requirements detailed in the approved Plan.](#)
~~following requirements:~~

- ~~4.4 Decisions below £500,000 as per the Authorisation and Acceptance Thresholds and Article 10, Table B.~~
- ~~4.5 Decisions with a value between £500,000 and up to £1 million require a Chief Officer/Officer in consultation with Committee Chairman Delegated Powers Report~~
- ~~4.64.3 Decisions more than £1 million subject to authorisation by appropriate theme committee.~~

5 PROCUREMENT METHOD

- 5.1 The method of procurement is set out in the Authorisation and Acceptance Thresholds and Article 10, Table B.
- 5.2 All Procurements for goods and services over £25,000 must be advertised on Contracts Finder within 24 hours of the time when the Procurement is advertised in any other way. Procurement over the tender financial threshold must be advertised since 1 January 2021 in the Find a Tender first and then on Contracts Finder. A Contract award notice must also be published on Contracts Finder. CSG Procurement will arrange this through provision of softcopy authorised contract from service area to procurement.
- 5.3 Commissioners may decide to award a contract in the form of separate lots and may determine the size and subject-matter of such lots. If commissioners decide not to subdivide into lots they must document the main reasons for their decision.
- 5.4 Where the Council accesses an existing Framework Agreement, the Framework Agreement terms and conditions of contract must be used, amended as appropriate as permitted by the Framework Agreement. Before entering into a Framework Agreement due diligence checks must be carried out to demonstrate that the Council can lawfully access the Framework Agreement and that it is fit for purpose and provides value for money.
- 5.5 For activities that result in a contractual obligation for social care placements and special education needs where the decision has been made on the Council's behalf (such as court directed order, personal budget/statement request or an individual's specific needs) the authority to sign off to award an individual funding agreement in accordance with the decision-making framework is contained within the Article 10 (Decision-Making) as set out in the Constitution.
- 5.6 Procurement activity for Contracts for certain health, social, community, educational and cultural related services, "Light-Touch Regime Services" whose value is equal to or over the threshold of £663,540 must be tendered and awarded in compliance with the Public Contracts Regulations

2015. Refer to the CSG Procurement Team to advise on the procedures to be applied in connection with the award of these Contracts.

- 5.7 For Procurements below the tender financial threshold only Suitability Assessment Questions can be asked. This means there can be no SQ stage.
- 5.8 For Contracts under the tender financial threshold the Director Commercial & Customer Services in conjunction with the Assistant Director Investment and Innovation may waive the requirement to seek 2 written quotes subject to an Chief Officer Decision being provided, demonstrating that the market place has been fully tested and the Council has obtained value for money.
- 5.9 The award of Contracts will be based on the most economically advantageous tender assessed from the Council's point of view.
- 5.10 Commissioners shall require tenderers to explain the price or costs proposed in the tender where tenders appear to be abnormally low in relation to the works, goods or services

6 SINGLE TENDER ACTION

- 6.1 A Single Tender Action is the awarding of a Contract to a contractor without undertaking a competitive tendering exercise. This is permitted only in exceptional circumstances and should be approved in advance by the Assistant Director Investment and Innovation ~~Director of Resources (S151 Officer)~~ and Director Commercial & Customer Services. Procurement advice should be sought in all cases. Exceptional circumstances may include where the works, supplies or services can be supplied only by a particular supplier.
- 6.2 Where a competition has been undertaken and only a single bid has been received the Assistant Director Investment and Innovation ~~Director of Resources (S151 Officer)~~ and Director Commercial & Customer Services can approve the award of a Contract, subject to an appropriate review being undertaken and an audit trail being available for inspection.

7 CONCESSION CONTRACTS

- 7.1 Concession Contracts are contracts under which the council outsources works or services to a contractor or provider, who then has the right to commercially exploit those works or services in order to recoup its investment and make a return. The key feature is that the contractor/provider bears the operating risk of the arrangement and so has no guarantee of recouping its investment or operating costs.

- 7.2 Concession Contracts must meet certain requirements and advice should be sought from Legal Services and CSG Procurement.

8 ACCEPTANCE

- 8.1 Acceptance of Contracts must be in accordance with Article 10 Table B of the Constitution, and in all cases is subject to: Budget provision; a compliant Procurement process; and confirmation of acceptable financial status of the contractor.
- 8.2 Acceptance of Contracts with independent providers of individual placements for children or adults will in the first instance be achieved through approved frameworks or approved lists of providers. Where requirements cannot be met through approved frameworks or approved lists, authority is delegated to the relevant officer of a service area under the scheme of delegation in the council's Constitution to enter into contract with a new independent provider.
- 8.3 Acceptance thresholds for Contract extensions and variations are set out in Article 10 Table B of the Constitution.
- 8.4 The financial evaluation of tenders will be undertaken by where they are necessary either by statute, to ensure value for money for the council, or both:
- ~~CSG Procurement~~ The relevant service undertaking a procurement shall identify the relevant council officer(s) if the Contract is valued at less than £189,330 for goods or services or less than £4,733,252 for works, or;
 - A Financial Officer as delegated by the Director of Resources (Section 151 Officer) if: (a) the contract is valued at £189,330 or more, for goods or services; or (b) the contract is valued at £4,733,252 or more for works; or (c) the Director of Finance considers that the Contract has a significant impact on the council's finances.

9 CONTRACT SIGNING and SEALING

- 9.1 Every Contract must be in a form approved by Legal services or delegated officer, if its value exceeds £25,000 or where appropriate to the nature of the Contract.
- 9.2 All Contracts awarded following a Procurement process with a Contract value above the tender financial threshold shall be sealed unless Legal Services or delegated officer directs otherwise.
- 9.3 Contracts and Framework Agreements must be sealed. Call-off Contracts from a Framework Agreement under the tender financial threshold do not

require sealing and need only be signed by a Council Officer in accordance with the Scheme of Delegation.

10 CONTRACT MANAGEMENT

- 10.1 During the life of the Contract Approved Officers must ensure that the Council's approved processes for Contract Management, as set out in the Contract Management Toolkit are adhered to. In particular to ensure continuous improvement and value for money is achieved all Approved Officers must ensure that those responsible for managing Contracts undergo CSG Procurement approved training

11 EXTENSIONS and VARIATIONS

- 11.1 Contracts that have been originally advertised with extension options and which contain clear extension options can be extended subject to acceptance under Article 10 Table B of the Constitution and under Regulation 72 of the Public Contracts Regulations 2015 certain amendments, and extensions or renewals of an existing Contract can be made without triggering a requirement for a new Procurement exercise, subject to submit financial limits. Where necessary seek advice from Legal and CSG Procurement.
- 11.2 Placement Agreements for individuals in Social Care or Educational Needs may be varied or extended without reference to the Variation or Extension Acceptance levels and documentation set out in Article 10 of the Constitution, Table B.
- 11.3 The value referred to in Article 10 of the Constitution, Table B in the column headed 'Variation or extension Acceptance' is the total value of the original Contract value plus the addition of the value of any extensions and/or variations i.e. the total value of the extended or varied Contract.
- 11.4 In addition to the requirements of Regulation 72 Contracts may only be extended or varied if all of the following conditions have been met:
- the initial Contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
 - the value of the extension or variation added to the value of the original Contract does not exceed the original Authorisation threshold as defined in Article 10 of the Constitution, Table B;
 - the extension or variation has an approved Budget allocation;
 - if the initial Contract was subject to an [EU-UK](#) regulated tender procedure, that the extension option was declared within the [OJEU-Find a Tender](#) contract notice and the original Acceptance report (Delegated Powers Report/relevant Committee Report);

- 11.5 Where the Procurement results in a Contract which includes a provision for an extension, any Acceptance of that extension needs to be in accordance with Article 10 of the Constitution, Table B.
- 11.6 If any of the conditions at 11.4 or 11.5 cannot be met, then a new Procurement exercise must be commenced.
- 11.7 Where a variation or extension moves the total value of the Contract into a higher threshold, then acceptance must be sought in accordance with Article 10 of the Constitution, Table B.

12 **WAIVERS**

- 12.1 If the application of these Contract Procedure Rules prevents or inhibits the delivery or continuity of service, Approved Officers (Heads of Service or above) may apply for a waiver. All applications for a waiver of these Contract Procedure Rules must be submitted to Policy and Resources Committee specifically identifying the reason for which a waiver is sought, including justification and risk.
- 12.2 Approved Officers may take decisions on emergency matters (i.e. an unexpected occurrence requiring immediate action) in consultation with the Chairman of Policy and Resources Committee providing they report to the next available Policy and Resources Committee, setting out the reasons for the emergency waiver. A copy of the relevant Policy and Resources Committee report must be provided to CSG Procurement and stored on the Council's contract repository.

Any waiver should only be granted for a maximum period of 12 months, except in exceptional case

Authorisation and Acceptance Thresholds

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	Under £10,000	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Reasonable means of selection * and evidence of having sourced and considered the local Barnet supplier market	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Must move to next threshold if £10,000 or above	Under £10k Audit Form	Purchase Order
B	£10,000 - £24,999	Council Officer as designated by approved Scheme of Delegation Officer Decision; or Procurement Forward Plan	Chief Officer Officer Decision Report; or Procurement Forward Plan	Minimum 2 written Competitive Quotations sought**	Council Officer as designated by approved Scheme of Delegation	Chief Officer Officer Decision Report	Must move to next threshold if £25,000 or above	Chief Officer Officer Decision Report	Purchase Order
C	£25,000 - £189,329	Council Officer as designated by approved Scheme of Delegation Officer Decision; or Procurement Forward Plan	Chief Officer Officer Decision Report; or Procurement Forward Plan	Minimum 2 written quotations No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Chief Officer Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Chief Officer Officer Decision Report	Signed Contract Contract Award Notice
D	£189,330 - £500,000	Delegated Powers Report; or Procurement Forward Plan	Chief Officer Officer in Consultation with Theme Committee Chairman Delegated Powers Report; or	Services/Goods – OJEU-Find a Tender Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within Budget: Chief Officer Officer in Consultation with Theme Committee	Signed and sealed contract Contract Award Notice

Contract Procedure Rules

~~April-October~~ 2021

			Procurement Forward Plan					Chairman Delegated Powers Report	
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	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
E	£500,000 and above	Relevant Theme Committee Report; or Procurement Forward Plan	<p>Committee Report</p> <p>For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan ÷</p> <p>Value between £500,000 and up to £1 million – Chief Officer in consultation with Theme Committee Chairman Delegated Powers Report; and</p> <p>Decisions more than £1 million subject to authorisation by appropriate</p>	<p>Competitive quotation for works contracts for values £500,000 to £4,733,252</p> <p>Works and Concession Contracts: Full OJEU Tender Find a Tender above £4,733,252</p> <p>Goods: Full Find a Tender OJEU Tender</p> <p>Services: Full Find a Tender OJEU Tender</p> <p>Health, educational, cultural and social car related services: Light Touch Regime Tender above £633,540</p>	Council Officer as designated by approved Scheme of Delegation	<p>If within Budget: Officer Delegated Power Report</p> <p>If not within budget: Theme Committee Report</p>	Council Officer as designated by approved Scheme of Delegation	<p>If within Budget: Officer Delegated Power Report</p> <p>If not within budget: Committee Report</p>	Signed and sealed contract Contract Award Notice

Contract Procedure Rules

[April-October](#) 2021

			theme committee.						
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Contract Procedure Rules

1 APPLICATION

- 1.1 These Contract Procedure Rules provide the governance structure for the Council to procure works, goods and services.
- 1.2 These mandatory Contract Procedure Rules apply to everyone who commissions or procures contracts on behalf of the Council, including external consultants and third party providers.
- 1.3 Approved Officers (Heads of Service and above) are accountable for all Procurement in their respective area of responsibility including following the Contract Procedure Rules and complying with operational procurement guidelines and codes of practice.
- 1.4 All Officers must ensure that the Council's approved processes and standards for Procurement, as set out in the Procurement Toolkit are adhered to. All information governance, insurance, safeguarding, social value (including Support to Local Community), conflict of interest and business continuity requirements must be adhered to in line with the Procurement Toolkit and the Council's Information Governance Policies.
- 1.5 The Director of Commercial & Customer Services in consultation with the Director of Resources shall maintain and issue the Contract Procedure Rules.
- 1.6 Customer Support Group (CSG) Procurement is responsible for ensuring Council awareness and compliance with all relevant Law. Any significant changes to relevant Law will be reflected in these Contract Procedure Rules.

2 SCOPE

- 2.1 The Contract Procedure Rules apply to all Procurement activities, including expenditure of external funding on Procurement, such as grant allocation, received by the Council from external sources and may to apply CIL funding allocations agreed by area committees
- 2.2 The Contract Procedure Rules do not apply to Non-Procurement activities whereby the Council has to pay for a Service which it did not initiate or for payments where it is not appropriate to tender including (but not exclusively) inter-authority and inter-agency payments, subscriptions/memberships, emergency temporary accommodation for vulnerable people, assessments, recoument and Council grant allocations. Payments to third parties for these activities are subject to authorisation by Finance.
- 2.3 Where the Council is entering into a Contract as an agent in collaboration with another public body or organisation which is the principal or lead body in the collaboration, these Contract Procedure Rules apply only in so far as they are consistent with the requirements of the principal or lead body

concerned. Where the Council is acting as principal or the lead body, these Contract Procedure Rules will take precedence.

- 2.4 Where the Council's schools have to abide by the Scheme for Financing Schools which requires them to follow Contract Standing Orders (CSO) for Schools, then the CSO for Schools shall take precedence over these Contract Procedure Rules.
- 2.5 These Contract Procedure Rules do not apply to any acquisition or disposal of any interest in land including any transaction in land under section 75 of the National Health Services Act 2006; partnership arrangements between NHS bodies and the Council under section 75 of the National Health Services Act 2006 are not subject to these Contract Procedure Rules though procurement activities undertaken under any such arrangements may be.

3 CONTRACT VALUE CALCULATION

- 3.1 Contract value means the estimated aggregate or recurring value payable in pounds sterling exclusive of Value Added Tax over the entire Contract period including any form of options or extensions of the Contract. Where the Contract term is not fixed the estimated value of the Contract must be calculated by multiplying the monthly spend value by 48 in accordance with Regulation 6 of the Public Contracts Regulations 2015.
- 3.2 Contracts must not be artificially underestimated or disaggregated into two or more separate contracts with the intention of avoiding the application of Contract Procedure Rules or the Law.
- 3.3 In the case of Framework Agreements or Dynamic Purchasing Systems the contract value must be calculated to include the total estimated value, net of VAT, of all the contracts envisaged to be awarded for the total term of the Framework Agreement or the Dynamic Purchasing System.

4 AUTHORISATION

- 4.1 Any Procurement, including extensions and variations to Contracts set out in the Annual Procurement Forward Plan and approved by the Policy and Resources Committee, is deemed as Authorised irrespective of the Contract value, subject to 4.3 below.
- 4.2 Any Procurement which has not been Authorised as set out in 4.1 must be Authorised in accordance with the Authorisation and Acceptance Thresholds set out in these Rules and in Article 10, Table B.
- 4.3 Any Procurement authorised via the Annual Procurement Forward Plan is subject to the reporting requirements detailed in the approved Plan.
Officer

5 PROCUREMENT METHOD

- 5.1 The method of procurement is set out in the Authorisation and Acceptance Thresholds and Article 10, Table B.
- 5.2 All Procurements for goods and services over £25,000 must be advertised on Contracts Finder within 24 hours of the time when the Procurement is advertised in any other way. Procurement over the tender financial threshold must be advertised since 1 January 2021 in the Find a Tender first and then on Contracts Finder. A Contract award notice must also be published on Contracts Finder. CSG Procurement will arrange this through provision of softcopy authorised contract from service area to procurement.
- 5.3 Commissioners may decide to award a contract in the form of separate lots and may determine the size and subject-matter of such lots. If commissioners decide not to subdivide into lots they must document the main reasons for their decision.
- 5.4 Where the Council accesses an existing Framework Agreement, the Framework Agreement terms and conditions of contract must be used, amended as appropriate as permitted by the Framework Agreement. Before entering into a Framework Agreement due diligence checks must be carried out to demonstrate that the Council can lawfully access the Framework Agreement and that it is fit for purpose and provides value for money.
- 5.5 For activities that result in a contractual obligation for social care placements and special education needs where the decision has been made on the Council's behalf (such as court directed order, personal budget/statement request or an individual's specific needs) the authority to sign off to award an individual funding agreement in accordance with the decision-making framework is contained within the Article 10 (Decision-Making) as set out in the Constitution.
- 5.6 Procurement activity for Contracts for certain health, social, community, educational and cultural related services, "Light-Touch Regime Services" whose value is equal to or over the threshold of £663,540 must be tendered and awarded in compliance with the Public Contracts Regulations 2015. Refer to the CSG Procurement Team to advise on the procedures to be applied in connection with the award of these Contracts.
- 5.7 For Procurements below the tender financial threshold only Suitability Assessment Questions can be asked. This means there can be no SQ stage.
- 5.8 For Contracts under the tender financial threshold the Director Commercial & Customer Services in conjunction with the Assistant Director Investment and Innovation may waive the requirement to seek 2 written quotes subject to an Officer Decision being provided, demonstrating that the

market place has been fully tested and the Council has obtained value for money.

- 5.9 The award of Contracts will be based on the most economically advantageous tender assessed from the Council's point of view.
- 5.10 Commissioners shall require tenderers to explain the price or costs proposed in the tender where tenders appear to be abnormally low in relation to the works, goods or services

6 SINGLE TENDER ACTION

- 6.1 A Single Tender Action is the awarding of a Contract to a contractor without undertaking a competitive tendering exercise. This is permitted only in exceptional circumstances and should be approved in advance by the Assistant Director Investment and Innovation and Director Commercial & Customer Services. Procurement advice should be sought in all cases. Exceptional circumstances may include where the works, supplies or services can be supplied only by a particular supplier.
- 6.2 Where a competition has been undertaken and only a single bid has been received the Assistant Director Investment and Innovation and Director Commercial & Customer Services can approve the award of a Contract, subject to an appropriate review being undertaken and an audit trail being available for inspection.

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- 7.1 Concession Contracts are contracts under which the council outsources works or services to a contractor or provider, who then has the right to commercially exploit those works or services in order to recoup its investment and make a return. The key feature is that the contractor/provider bears the operating risk of the arrangement and so has no guarantee of recouping its investment or operating costs.
- 7.2 Concession Contracts must meet certain requirements and advice should be sought from Legal Services and CSG Procurement.

8 ACCEPTANCE

- 8.1 Acceptance of Contracts must be in accordance with Article 10 Table B of the Constitution, and in all cases is subject to: Budget provision; a

compliant Procurement process; and confirmation of acceptable financial status of the contractor.

- 8.2 Acceptance of Contracts with independent providers of individual placements for children or adults will in the first instance be achieved through approved frameworks or approved lists of providers. Where requirements cannot be met through approved frameworks or approved lists, authority is delegated to the relevant officer of a service area under the scheme of delegation in the council's Constitution to enter into contract with a new independent provider.
- 8.3 Acceptance thresholds for Contract extensions and variations are set out in Article 10 Table B of the Constitution.
- 8.1 The financial evaluation of tenders will be undertaken by where they are necessary either by statute, to ensure value for money for the council, or both:
- The relevant service undertaking a procurement shall identify the relevant council officer(s) if the Contract is valued at less than £189,330 for goods or services or less than £4,733,252 for works, or;
 - A Financial Officer as delegated by the Director of Resources (Section 151 Officer) if: (a) the contract is valued at £189,330 or more, for goods or services; or (b) the contract is valued at £4,733,252 or more for works; or (c) the Director of Finance considers that the Contract has a significant impact on the council's finances.

9 CONTRACT SIGNING and SEALING

- 9.1 Every Contract must be in a form approved by Legal services or delegated officer, if its value exceeds £25,000 or where appropriate to the nature of the Contract.
- 9.2 All Contracts awarded following a Procurement process with a Contract value above the tender financial threshold shall be sealed unless Legal Services or delegated officer directs otherwise.
- 9.3 Contracts and Framework Agreements must be sealed. Call-off Contracts from a Framework Agreement under the tender financial threshold do not require sealing and need only be signed by a Council Officer in accordance with the Scheme of Delegation.

10 CONTRACT MANAGEMENT

- 10.1 During the life of the Contract Approved Officers must ensure that the Council's approved processes for Contract Management, as set out in the Contract Management Toolkit are adhered to. In particular to ensure continuous improvement and value for money is achieved all Approved

Officers must ensure that those responsible for managing Contracts undergo CSG Procurement approved training

11 EXTENSIONS and VARIATIONS

- 11.1 Contracts that have been originally advertised with extension options and which contain clear extension options can be extended subject to acceptance under Article 10 Table B of the Constitution and under Regulation 72 of the Public Contracts Regulations 2015 certain amendments, and extensions or renewals of an existing Contract can be made without triggering a requirement for a new Procurement exercise, subject to submit financial limits. Where necessary seek advice from Legal and CSG Procurement.
- 11.2 Placement Agreements for individuals in Social Care or Educational Needs may be varied or extended without reference to the Variation or Extension Acceptance levels and documentation set out in Article 10 of the Constitution, Table B.
- 11.3 The value referred to in Article 10 of the Constitution, Table B in the column headed 'Variation or extension Acceptance' is the total value of the original Contract value plus the addition of the value of any extensions and/or variations i.e. the total value of the extended or varied Contract.
- 11.4 In addition to the requirements of Regulation 72 Contracts may only be extended or varied if all of the following conditions have been met:
- the initial Contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
 - the value of the extension or variation added to the value of the original Contract does not exceed the original Authorisation threshold as defined in Article 10 of the Constitution, Table B;
 - the extension or variation has an approved Budget allocation;
 - if the initial Contract was subject to an UK regulated tender procedure, that the extension option was declared within the Find a Tender contract notice and the original Acceptance report (Delegated Powers Report/relevant Committee Report);
- 11.5 Where the Procurement results in a Contract which includes a provision for an extension, any Acceptance of that extension needs to be in accordance with Article 10 of the Constitution, Table B.
- 11.6 If any of the conditions at 11.4 or 11.5 cannot be met, then a new Procurement exercise must be commenced.
- 11.7 Where a variation or extension moves the total value of the Contract into a higher threshold, then acceptance must be sought in accordance with Article 10 of the Constitution, Table B.

12 WAIVERS

- 12.1 If the application of these Contract Procedure Rules prevents or inhibits the delivery or continuity of service, Approved Officers (Heads of Service or above) may apply for a waiver. All applications for a waiver of these Contract Procedure Rules must be submitted to Policy and Resources Committee specifically identifying the reason for which a waiver is sought, including justification and risk.
- 12.2 Approved Officers may take decisions on emergency matters (i.e. an unexpected occurrence requiring immediate action) in consultation with the Chairman of Policy and Resources Committee providing they report to the next available Policy and Resources Committee, setting out the reasons for the emergency waiver. A copy of the relevant Policy and Resources Committee report must be provided to CSG Procurement and stored on the Council's contract repository.

Any waiver should only be granted for a maximum period of 12 months, except in exceptional case

Authorisation and Acceptance Thresholds

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	Under £10,000	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Reasonable means of selection * and evidence of having sourced and considered the local Barnet supplier market	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Must move to next threshold if £10,000 or above	Under £10k Audit Form	Purchase Order
B	£10,000 - £24,999	Officer Decision; or Procurement Forward Plan	Officer Decision Report; or Procurement Forward Plan	Minimum 2 written Competitive Quotations sought**	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Must move to next threshold if £25,000 or above	Officer Decision Report	Purchase Order
C	£25,000 - £189,329	Officer Decision; or Procurement Forward Plan	Officer Decision Report; or Procurement Forward Plan	Minimum 2 written quotations No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Signed Contract Contract Award Notice
D	£189,330 - £500,000	Delegated Powers Report; or Procurement Forward Plan	Officer in Consultation with Theme Committee Chairman Delegated Powers Report; or Procurement Forward Plan	Services/Goods – Find a Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within Budget: Officer in Consultation with Theme Committee Chairman Delegated Powers Report	Signed and sealed contract Contract Award Notice

	Procurement Value	Procurement Commencement Process	Procurement method	Bid Acceptance Process	Variation or Extension Acceptance Process	Contract Requirement
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Contract Procedure Rules

October 2021

		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
E	£500,000 and above	Relevant Theme Committee Report; or Procurement Forward Plan	Committee Report For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan	Competitive quotation for works contracts for values £500,000 to £4,733,252 Works and Concession Contracts: Full Find a Tender above £4,733,252 Goods: Full Find a Tender Services: Full Find a Tender Health, educational, cultural and social care related services: Light Touch Regime Tender above £633,540	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: Theme Committee Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: Committee Report	Signed and sealed contract Contract Award Notice

LONDON BOROUGH OF BARNET
MEMBERS' ALLOWANCES SCHEME
2021/22

1. The Scheme

This scheme is made by Barnet London Borough Council under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

- 1.1 The scheme may be cited as the Barnet London Borough Council Members' Allowances Scheme and replaces all former Schemes.
- 1.2 It has effect for the period 1 April 2021 to 31 March 2022.
- 1.3 In this scheme,
 - 1.3.1 "Councillor" means an elected member of the Council of the London Borough of Barnet.
 - 1.3.2 This scheme will cover a period from 1 April 2021 to 31 March 2022;
 - 1.3.3 "Co-optee" and "co-opted member" means a person not a councillor who is appointed by the Council to a committee discharging a statutory local authority function.

2. Basic Allowance

- 2.1 A basic allowance of £10,809 shall be paid to each councillor.
- 2.2 Payment of the basic allowance is subject to the conditions set out in sections 9, 10 and 11.

3. Special Responsibility Allowance

- 3.1 Allowances are payable to recognise the special responsibilities attached to certain positions to which councillors may be appointed. The allowances are graded in 5 bands.
- 3.2 The bands, the positions concerned and the sums payable are set out in Schedule 1.
- 3.3 No Member may receive more than one Special Responsibility Allowance in respect of the same period of time, but the Member will receive whichever is the highest of the Special Responsibility Allowances for which they qualify.
- 3.4 Other conditions attached to the payment of special responsibility allowance are set out in sections 9, 10 and 11.

4. Childcare and Dependent Carers' Allowance

- 4.1 An allowance of £7 per hour for a maximum of 8 hours (subject to extension in special circumstances) shall be payable to any councillor or co-opted member or member of an appeals committee established under the Education Act 1996

who incurs expenditure for the care of dependent relatives or children whilst undertaking the approved duties listed in section 4.3 below.

4.2 Dependent relatives and children are defined as:-

- children aged 15 years or less
- elderly relatives requiring full-time care
- relatives with disabilities who receive full-time care

4.3 The approved duties referred to in section 4.1 above are:-

- (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that –
 - (ii) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (iii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of any of the Council's committees;
- (e) The performance of any duty in pursuance of a standing order requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools; and
- (h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

4.4 The allowance or reimbursement shall be paid on the basis of that permitted under the Income Tax Regulations.

5. Travel and Subsistence Allowance

- 5.1 Members do not receive a travel allowance for the cost of travel within the borough.
- 5.2 The duties which qualify for the payment of travel outside the Borough are set out in Schedule 2 with the amounts payable set out in Schedule 3.
- 5.3 The duties which qualify for the payment of travel allowance to a co-opted member or member of an appeals committee established under the Education Act 1996 are set out in Schedule 2 with the amounts payable set out in Schedule 3.
- 5.4 The duties which qualify for the payment of subsistence allowances to a councillor, co-opted member or member of an appeals committee established under the Education Act 1996 are set out in Schedule 2 with the amounts payable set out in Schedule 3.
- 5.5 The payment of allowance is subject to the conditions set out in section 9.

6. Independent Members and Co-optees' Allowance

- 6.1 An allowance of £127 shall be paid to the Independent and co-opted Members of Council Committees for each meeting that they attend except for Members of the Local Pension Board whose allowance shall be determined by the Pension Fund Committee.
- 6.2 Payment of the allowance is subject to the conditions set out in sections 9, 10 and 11.

7. Pensions

- 7.1 The Local Government Pension Scheme Regulations 2013, laid before Parliament 19th September 2013 came into force 1st April 2014 ceased councillors' membership of the Local Government Pension Scheme (at the end of the term of office for existing councillors up to the election on 22 May 2014). From 1st April 2014 no Councillors will be admitted to the scheme.

8. Financial Limits

- 8.1 Any payment under this scheme is subject to the budget provision for members' allowances during the year not being exceeded.

9. Renunciation

- 9.1 A councillor or co-opted member may decline to receive any part of his or her entitlement to an allowance under this scheme by notifying the Head of Governance in writing.

10. Part-year Entitlements

- 10.1 This section regulates councillors' entitlement to allowances if during the year:
- the scheme is amended
 - the councillor is newly elected

- the councillor ceases to be a councillor
- the councillor accepts or gives up a position eligible for a special responsibility allowance.

10.2 If the scheme is amended so as to change the basic allowance or the special responsibility allowance then the annual amount to be paid to each councillor shall be re-calculated. The councillor will be paid a proportion of the old allowance and a proportion of the new allowance. The proportions will reflect the number of days in the year before and after (starting with the day on which the change takes effect) the change. Further amendments will be treated in the same way.

10.3 If during the year:

- a councillor is newly elected or ceases to be a councillor,
- a councillor accepts or gives up a position eligible for a special responsibility allowance, or
- a councillor becomes or ceases to be eligible to a special responsibility allowance because of an amendment to the scheme

then the annual amount to be paid to the councillor will be altered. The alteration will discount a proportion of the relevant allowance, to reflect the number of days in the year that the councillor was not a councillor, or was not eligible for the special responsibility allowance, as the case may be. If the scheme is amended during the year as set out in 10.2 above, then the alteration will be calculated separately for the periods before and after each amendment, in accordance with the Regulations.

11. Claims, Payments, Repayments, Restriction to Entitlement

11.1 Payments of basic allowance and Special Responsibility Allowance will be made in twelve equal monthly instalments at the end of each month.

11.2 If making a payment of one twelfth of the annual entitlement of basic allowance and special responsibility allowance for any member would result in a breach of the restrictions set by Section 10 of the scheme, then actual payments must be reduced to comply with those restrictions.

11.3 Where an allowance has already been paid for any period during which the councillor concerned:

- (a) ceases to be a councillor; or
- (b) is otherwise not entitled to receive the allowance for that period,

such part of the allowance as relates to any such period shall be repaid to the Council.

11.4 Where a member of the authority is also a member of another authority that member may not receive allowances from more than one authority in respect of the same duties.

Special Responsibility Allowances 1 April 2020 to 31 March 2021

BAND	SRA (£)	POSTS COVERED
5	34,680	Leader of the Council
4	27,471	Deputy Leader of the Council
3	15,640	<p><u>Chairmen of:</u></p> <p>Policy and Resources Committee</p> <p>Children, Education and Safeguarding Committee</p> <p>Adults and Safeguarding Committee</p> <p>Community Leadership and Libraries Committee</p> <p>Environment Committee</p> <p>Financial Performance and Contracts Committee</p> <p>Housing & Growth Planning Committee</p> <p>Planning Committee A</p> <p>Planning Committee B</p> <p>Planning Committee C</p> <p>Audit Committee</p> <p>Health and Well-Being Board</p> <p>Constitution and General Purposes Committee</p> <p>Pension Fund Committee</p> <p>Health Overview and Scrutiny Committee</p> <p>Leader of:</p> <p>Major Opposition Group</p>

2	9,029	<p><u>Chairmen of:</u></p> <p>Licensing Committee</p> <p>Finchley and Golders Green Area Committee</p> <p>Chipping Barnet Area Committee</p> <p>Hendon Area Committee</p>
1	2,415	<p><u>Chairmen of:</u></p> <p>Finchley and Golders Green Residents Forum</p> <p>Hendon Residents Forum</p> <p>Chipping Barnet Residents Forum</p> <p><u>Vice-Chairmen of:</u></p> <p>Policy and Resources Committee</p> <p>Children, Education and Safeguarding Committee</p> <p>Adults and Safeguarding Committee</p> <p>Housing & Growth Committee</p> <p>Community Leadership and Libraries Committee</p> <p>Environment Committee</p> <p>Financial Performance and Contracts Committee</p> <p>Licensing Committee</p> <p>Planning Committee</p>

Approved Duties

The following are approved duties for the payment of travel and subsistence allowances.

(For Councillors the meeting must take place takes place outside the borough of Barnet):

1. (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that -
 - (ii) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (iii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of the executive or a meeting of any of its committees;
- (e) The performance of any duty in pursuance of a standing order requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools; and
- (h) Attendance at training courses arranged by the Council.
- (i) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

(The following bodies or their committees or sub-committees are specifically included in the above definition:

Welsh Harp Joint Consultative Committee
 Hampstead Heath Management Committee
 London government statutory bodies, joint committees, forums,
 consortiums, employers' associations, etc
 Standing Advisory Council for Religious Education (SACRE)
 Local Government Association
 London Councils
 Joint Negotiating Councils for Council employees

2. Subject to the Base Budget not being exceeded, duties undertaken by Members, provided that they are undertaken outside the borough of Barnet and that the Chief Executive is satisfied that the duties are for the purposes of, or connected with, the discharge of the functions of the Council.
3. Attendance as the council's duly authorised representative at meetings of the following bodies.
 - (a) School admission, exclusion and reinstatement appeals panels
 - (b) Statutory complaints boards or panels relating to the council's education or social services functions
4. Conferences and meetings convened by a person or body whose objects are neither wholly nor partly political, and otherwise than in the course of a trade or business, for the purpose of discussing matters which in the council's opinion will relate to the interests of Barnet or its inhabitants or of part of Barnet or the inhabitants of part of it are approved for the purposes of payment of travel and subsistence allowance. They are those conferences and meetings convened by outside bodies being conferences where it is considered that there is a direct connection with a function of this council.

Travel and Subsistence Allowances**Travel**

1. Members do not receive a travel allowance for the cost of travel within the borough.
2. Other travel allowance shall be paid at the same rates as those applying at the time to council staff for motorcar, motorcycle and bicycle use. For public transport actual expenditure shall be reimbursed.

Subsistence

3. For a councillor attending an approved duty that takes place inside the borough of Barnet the rate of subsistence and travel allowance shall be nil.

Other subsistence allowance for meals taken on duty shall be paid at the same rates as those applying at the time to council staff.

For overnight costs reasonable approved expenses shall be paid.

Other Reimbursements allowed:

1. Not more than the amount of any expenditure incurred on tolls, ferries or parking fees.
2. Where day subsistence is payable, the reasonable cost of meals taken on trains, subject to a reduction of subsistence allowance of four hours for each meal taken, and a maximum of one main meal during an absence of more than four hours, two for more than eight hours' absence and three for more than twelve hours' absence.
3. The actual cost of overnight garaging of a car or other vehicle.

Payment

4. Evidence of expenditure incurred shall be required when claims are made and any unreasonable claim shall be referred to the Chief Executive.

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LONDON BOROUGH OF BARNET
MEMBERS' ALLOWANCES SCHEME
2021/22

1. The Scheme

This scheme is made by Barnet London Borough Council under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

- 1.1 The scheme may be cited as the Barnet London Borough Council Members' Allowances Scheme and replaces all former Schemes.
- 1.2 It has effect for the period 1 April 2020 to 31 March 2021.
- 1.3 In this scheme,
 - 1.3.1 "Councillor" means an elected member of the Council of the London Borough of Barnet.
 - 1.3.2 This scheme will cover a period from 1 April 2021 to 31 March 2022;
 - 1.3.3 "Co-optee" and "co-opted member" means a person not a councillor who is appointed by the Council to a committee discharging a statutory local authority function.

2. Basic Allowance

- 2.1 A basic allowance of £10,809 shall be paid to each councillor.
- 2.2 Payment of the basic allowance is subject to the conditions set out in sections 9, 10 and 11.

3. Special Responsibility Allowance

- 3.1 Allowances are payable to recognise the special responsibilities attached to certain positions to which councillors may be appointed. The allowances are graded in 5 bands.
- 3.2 The bands, the positions concerned and the sums payable are set out in Schedule 1.
- 3.3 No Member may receive more than one Special Responsibility Allowance in respect of the same period of time, but the Member will receive whichever is the highest of the Special Responsibility Allowances for which they qualify.
- 3.4 Other conditions attached to the payment of special responsibility allowance are set out in sections 9, 10 and 11.

4. Childcare and Dependent Carers' Allowance

- 4.1 An allowance of £7 per hour for a maximum of 8 hours (subject to extension in special circumstances) shall be payable to any councillor or co-opted member or member of an appeals committee established under the Education Act 1996

who incurs expenditure for the care of dependent relatives or children whilst undertaking the approved duties listed in section 4.3 below.

4.2 Dependent relatives and children are defined as:-

- children aged 15 years or less
- elderly relatives requiring full-time care
- relatives with disabilities who receive full-time care

4.3 The approved duties referred to in section 4.1 above are:-

- (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that –
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- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of any of the Council's committees;
- (e) The performance of any duty in pursuance of a standing order requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools); and
- (h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

4.4 The allowance or reimbursement shall be paid on the basis of that permitted under the Income Tax Regulations.

5. Travel and Subsistence Allowance

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7. Pensions

- 7.1 The Local Government Pension Scheme Regulations 2013, laid before Parliament 19th September 2013 came into force 1st April 2014 ceased councillors' membership of the Local Government Pension Scheme (at the end of the term of office for existing councillors up to the election on 22 May 2014). From 1st April 2014 no Councillors will be admitted to the scheme.

8. Financial Limits

- 8.1 Any payment under this scheme is subject to the budget provision for members' allowances during the year not being exceeded.

9. Renunciation

- 9.1 A councillor or co-opted member may decline to receive any part of his or her entitlement to an allowance under this scheme by notifying the Head of Governance in writing.

10. Part-year Entitlements

- 10.1 This section regulates councillors' entitlement to allowances if during the year:
- the scheme is amended
 - the councillor is newly elected

- the councillor ceases to be a councillor
- the councillor accepts or gives up a position eligible for a special responsibility allowance.

10.2 If the scheme is amended so as to change the basic allowance or the special responsibility allowance then the annual amount to be paid to each councillor shall be re-calculated. The councillor will be paid a proportion of the old allowance and a proportion of the new allowance. The proportions will reflect the number of days in the year before and after (starting with the day on which the change takes effect) the change. Further amendments will be treated in the same way.

10.3 If during the year:

- a councillor is newly elected or ceases to be a councillor,
- a councillor accepts or gives up a position eligible for a special responsibility allowance, or
- a councillor becomes or ceases to be eligible to a special responsibility allowance because of an amendment to the scheme

then the annual amount to be paid to the councillor will be altered. The alteration will discount a proportion of the relevant allowance, to reflect the number of days in the year that the councillor was not a councillor, or was not eligible for the special responsibility allowance, as the case may be. If the scheme is amended during the year as set out in 10.2 above, then the alteration will be calculated separately for the periods before and after each amendment, in accordance with the Regulations.

11. Claims, Payments, Repayments, Restriction to Entitlement

11.1 Payments of basic allowance and Special Responsibility Allowance will be made in twelve equal monthly instalments at the end of each month.

11.2 If making a payment of one twelfth of the annual entitlement of basic allowance and special responsibility allowance for any member would result in a breach of the restrictions set by Section 10 of the scheme, then actual payments must be reduced to comply with those restrictions.

11.3 Where an allowance has already been paid for any period during which the councillor concerned:

- (a) ceases to be a councillor; or
- (b) is otherwise not entitled to receive the allowance for that period,

such part of the allowance as relates to any such period shall be repaid to the Council.

11.4 Where a member of the authority is also a member of another authority that member may not receive allowances from more than one authority in respect of the same duties.

Special Responsibility Allowances 1 April 2020 to 31 March 2021

BAND	SRA (£)	POSTS COVERED
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The following are approved duties for the payment of travel and subsistence allowances.

(For Councillors the meeting must take place takes place outside the borough of Barnet):

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- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that -
 - (ii) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (iii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of the executive or a meeting of any of its committees;
- (e) The performance of any duty in pursuance of a standing order requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools; and
- (h) Attendance at training courses arranged by the Council.
- (i) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

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4. Conferences and meetings convened by a person or body whose objects are neither wholly nor partly political, and otherwise than in the course of a trade or business, for the purpose of discussing matters which in the council's opinion will relate to the interests of Barnet or its inhabitants or of part of Barnet or the inhabitants of part of it are approved for the purposes of payment of travel and subsistence allowance. They are those conferences and meetings convened by outside bodies being conferences where it is considered that there is a direct connection with a function of this council.

Travel and Subsistence Allowances**Travel**

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Other subsistence allowance for meals taken on duty shall be paid at the same rates as those applying at the time to council staff.

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Other Reimbursements allowed:

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2. Where day subsistence is payable, the reasonable cost of meals taken on trains, subject to a reduction of subsistence allowance of four hours for each meal taken, and a maximum of one main meal during an absence of more than four hours, two for more than eight hours' absence and three for more than twelve hours' absence.
3. The actual cost of overnight garaging of a car or other vehicle.

Payment

4. Evidence of expenditure incurred shall be required when claims are made and any unreasonable claim shall be referred to the Chief Executive.

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